VU RESEARCHER‘S ACADEMIC PROFILE USER GUIDE

1. Purpose of the VU Researcher Profile Platform

The VU Academic Profiles Platform is designed to present information about the research activities of Vilnius University’s academic staff in a standardized manner. This systematically organized information serves several purposes:

1. To present information about the activities of Vilnius University’s academic staff in a convenient and engaging way;
2. To make it easier for external users to find information about the activities of Vilnius University’s academic staff;
3. To systemize information about the activities of Vilnius University’s academic staff related to recognition for research, teaching, and outreach activities.

The VU Academic Profiles Platform provides information on all academic staff activities—both those carried out at Vilnius University and those conducted while representing other research and academic (or other) institutions.

2. Area of application

Information in the VU Researcher Profile should be provided by following staff members (including doctoral students):

- Research professors;
- Senior researchers;
- Researchers;
- Research assistants;
- Professors;
- Associate professors;
- Assistant professors;
- Teaching assistants;
- Senior lecturers;
- Lecturers;
- Partnership professors;
- Partnership associate professors;
- Doctoral Students;
- Professors emeritus.

Upon a separate request from the academic unit, Researcher Profiles may also be completed by Vilnius University--ffiliated researchers, lecturer practitioners, and visiting lecturers.

3. Requirements for Completing the Researcher Profile

Before beginning, make sure that:

- You have an active VU SSO account
- You have an access to internet

When connecting via an external network, make sure you are connected to a VPN.

4. In case you need assistance or have questions:

All VU Academic Units have appointed a person responsible for Researcher Profile. The list of appointed staff members cand be found on VU Intranet.

Contact information for staff members of the Central Administration:

- Eglė Miltakienė (egle.miltakiene@cr.vu.lt);
- Aistė Jucienė (aiste.juciene@cr.vu.lt);

Contact information for staff members of Information Technology Services Center:

- Jurgita Raguckaitė (jurgita.raguckaite@itpc.vu.lt);

This user guide explaines how to use the Academic Profile Platform: how to log in, view and update your researcher profile, and manage related information.

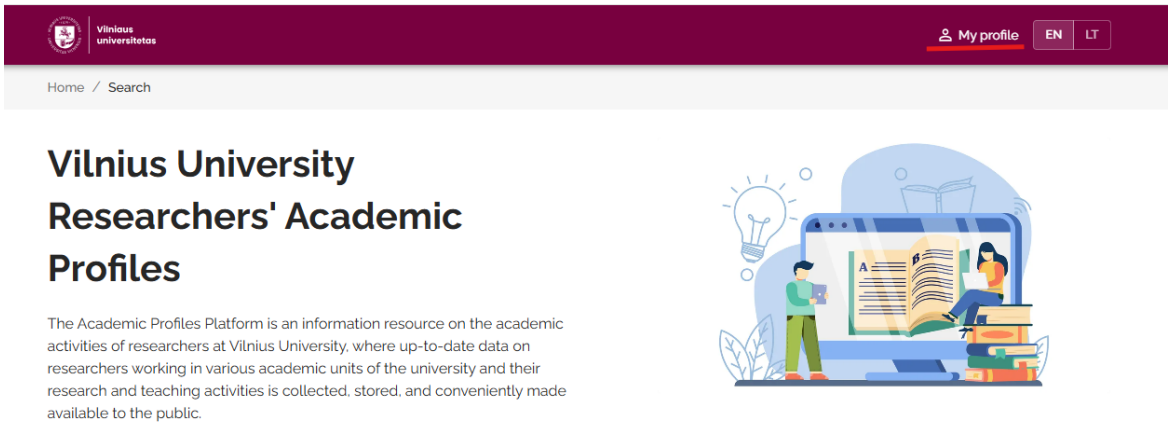
The information provided in your profile will be displayed on the publicly accessible page " Vilnius University Researchers' Academic Profiles.": mokslininkai.vu.lt/en

You will find some of the fields already prefilled – in order to streamline the process, publicly available information (from your department's website) and information provided by department representatives (such as science communication activities; activities related to recognition for contributions to the quality of studies, etc.) has been uploaded to your profile's draft so that you do not have to enter it yourself. However, these entries need to be edited.

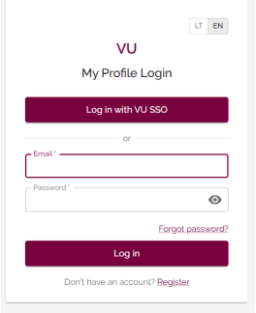
The field „Publications" has a direct link to eLABa and represents all publications registered in eLAB'a database. Should the publication not be registered in eLABa, you are welcome to compile information personally.

LOG IN TO "MY PROFILE"

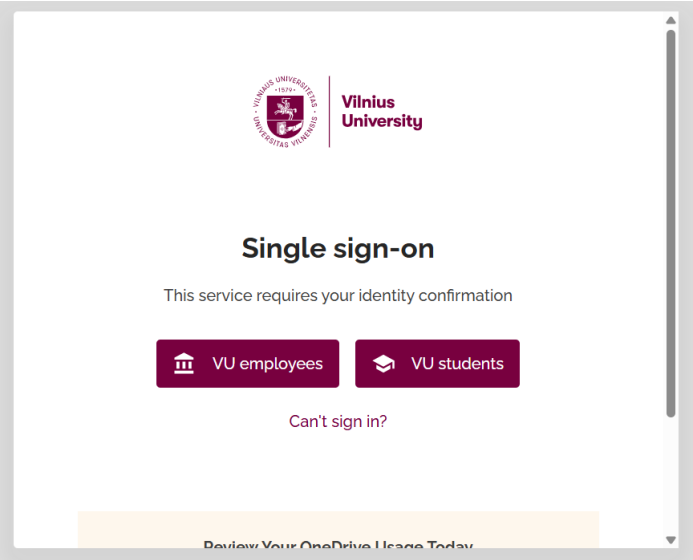
You can log in to your profile by clicking the **"My Profile"** link in the profile platform bar on the "mokslininkai.vu.lt/en" website.



1. Open the link
2. Chose the preferred login using SSO: **Login with VU SSO**

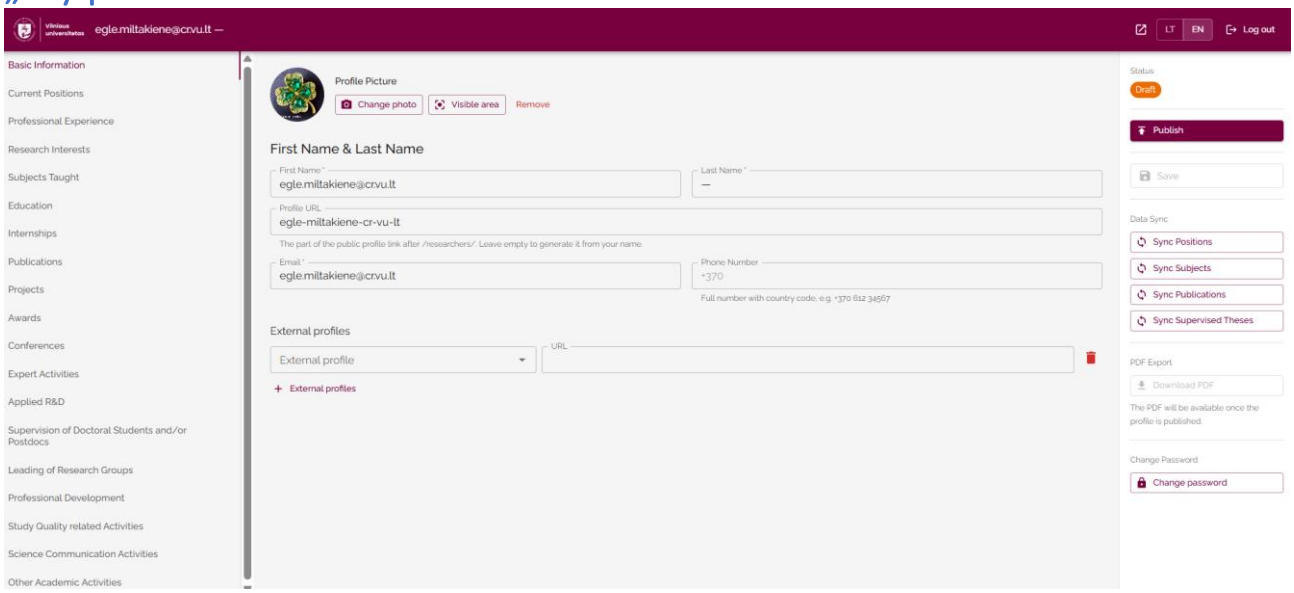


3. You can log-in using email and password. In order to create a password, please contact our ITPC colleagues.



4. Click on **VU employees**
5. Confirm registration (if Multi-Factor Authentication (MFA) is enabled)

„My profile“ interface



📌 **What will you see on this screen:**

- Left Panel – Navigation menu (Profile Sections)
- Center Panel – Main Profile information, including:
  - Profile photo
  - Name and surname
  - Contact information
  - External profiles
- Right Panel – Control panel, including:
  - Profile status (**Draft**)
  - Available actions:
    - Publish

- **Save**
- **Unpublish**
- Synchronization with internal VU systems
- PDF export

1. Saving Your Changes

- In order to save the information, click on **Save** on the Right panel
- The text **You have unsaved changes** means changes must be saved before proceeding further

2. Status management

- **Changed** – you have unsaved changes
- **Publish / Unpublish** – the option **Publish** publishes the information on the website; the option **Unpublish** resets the Profile to draft mode.

3. Data Synchronization (Right-Hand Panel):

Possible options:

- **Sync Positions** (imports the information from VU Human Resources Systems Information Management ŽIVIS)
- **Sync Subjects** (imports the information about the Subjects taught in Vilnius University)
- **Sync Publications** (imports the information from eLABa)
- **Sync Supervised Thesis** (imports information about supervised thesis of Bachelor and Master students

📌 These options are used for automatic import and update of the information

4. PDF Export

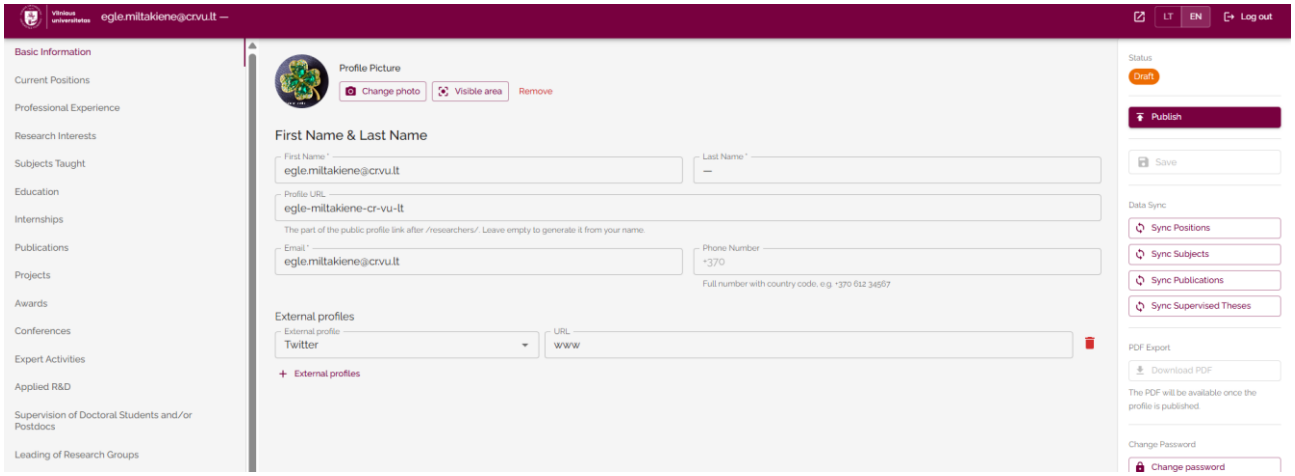
1. Click **Download PDF**
2. A PDF version of your profile will be generated

📌 PDF download function will be active only after publishing the profile.

☑ **Notes:**

- ALWAYS click **Save** after making changes
- Required fields that are left incomplete may block the publishing
- All contacts should be official (VU contacts)

Basic Information



1. Profile Photo (optional)

1. Click on **Upload photo**
2. Select a file from your Computer
3. To review the photo, chose **Visible area** – chose the preferred option for PC and other devices
4. Click on **Change photo** or **Remove** in case the chosen photo is not satisfactory

2. Name and Surname, other information

1. Indicate your Name and Surname in the required fields **Name** and **Surname**
2. Your university's email address is displayed in the Email field
3. The field **Phone Number** will ask you to indicate Phone Number (please use +370 (or other))

📌 **Note**: The Phone Number will be published publicly. Do not indicate the number if you do not want it to be shown in your profile

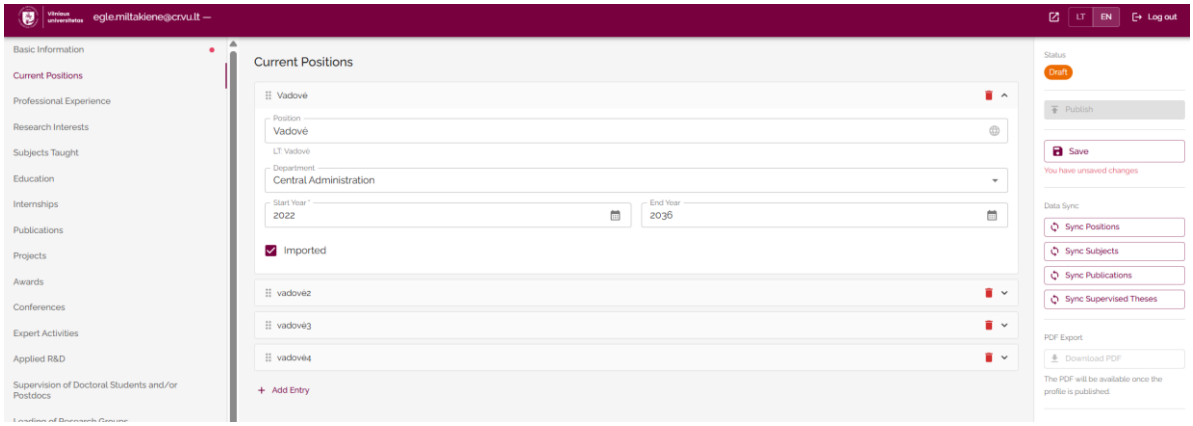
3. External profiles (This section contains links to your external profiles and, where applicable, research groups)

1. Select the name of the external profile (dropdown menu **External profiles**)
2. Indicate web address in the field **URL**
3. To add more links:
    - Click on **+ External profiles**
4. To remove a link:
    - Click on Trash bin icon
5. To add a link to your research group, choose an option **Research Group**

Current Positions

This field displays information about your current position(s) as of the time you are filling out your profile. If you selected **Sync Positions** from the data synchronization options on the right, this field will show the most recent entries imported from the Human Resources Management Information System (ŽIVIS).

📌 **Note**: Not all positions will have an English translation. The grey prompter below the field **"LT:….."** will show you the information indicated in Lithuanian version of the profile.



📌 **Note**: The field **Stat year** will show you the latest position. In case your work contract has been changed recently, the field will indicate the latest change. The field **Start year** should then be corrected and show the exact start date of that position After making manual changes, **do not click on Sync Positions** otherwise the manually corrected information will be lost.

1. Editing an Existing Entry

1. Click the position you want to edit (for example, **Associate Professor**).
2. In the opened form, complete or update the following fields:
    - **Position**
    - **Organizational Unit** (select from the drop-down menu)
3. Enter or update:
    - **Start year**
4. Review the information

5. Click on **Save**

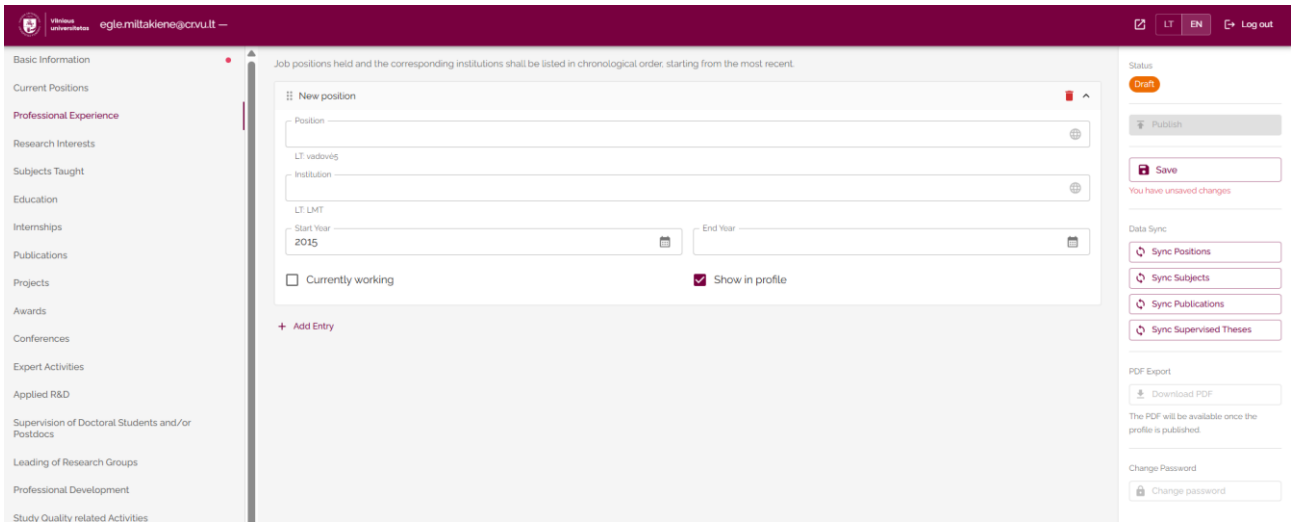
📌 **Note**: The **End Year** field will display the date entered in the ŽIVIS system. Don't be surprised – this entry will not appear on your public profile. The system will also prevent you from saving the updated entry and will ask you to correct the end year.

2. Naujo įrašo pridėjimas
Adding a New Position

1. Click **+ Add Entry**.
2. In the form that opens:
    - enter the position title;
    - select the organisational unit.
3. Specify the employment period.
4. Click **Save**.

Professional Experience

This section contains information about your previous positions (including those in other institutions). Entries should be listed in reverse chronological order, beginning with the most recent. Some of the information may be partially filled in. Please review the entries and correct them if necessary.



1. Adding a New Position

1. Click **+ Add Entry**.
2. In the **Position** field, enter the position title (for example, **Senior Researcher**).
3. In the **Institution / Organisation** field, enter:
    - the name of the university; or
    - another institution or organisation.
4. In the **Start Year** field:
    - select the appropriate year.
5. In the **End Year** field:
    - select the appropriate year; or leave the field blank if you currently hold this position

2. Marking a Current Position

1. If you currently hold this position, select ☑ **Currently Working**.
2. The system will automatically mark the entry as active.

3. Visibility Settings

1. Select ☑ Show in Profile if you want the entry to be publicly visible.
2. If Show in Profile is not selected, the entry will remain in your profile but will not be displayed publicly.

4. Saving an Entry

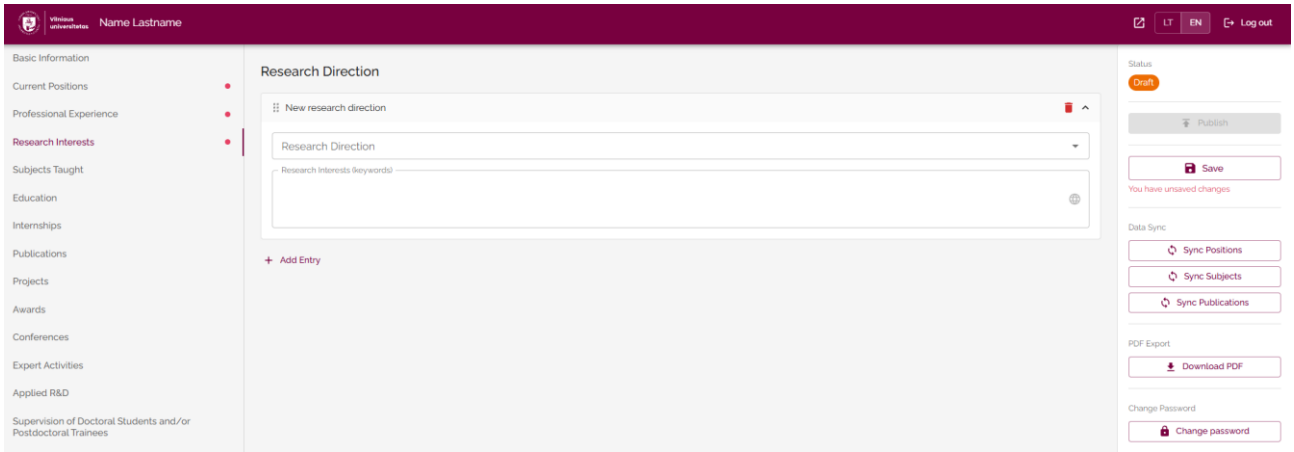
1. Click **Save** on the right-hand side.
2. Verify that the message 👉 **You have unsaved changes** is no longer displayed.

5. Adding Additional Entries

1. To add another position, click **+ Add Entry**.
2. Repeat the steps described above.

Research Interests

This section contains information about your research fields (according to the official classification of research areas and fields) and your research interests (keywords describing your research).
Some of the information may be partially filled in. Please review the entries and correct them if necessary.



1. Selecting a Research Field

1. In the **Research Field** field, click the drop-down arrow
2. Select the appropriate research field from the list

📌 **Example:** Computer Science, Mathematics

2. Entering Research Interests

1. In the **Research Interests (Keywords)** field, enter your research interests
2. Use:
    - short terms or phrases
    - use “ **;** “to separate keywords

📌 **Example:** artificial intelligence; human–computer interaction; biostatistics

3. Adding a New Entry

1. To add another research field:
    - Click **+ Add Entry**.
    - Complete the required fields

4. Deleting an Entry

1. Click the **Delete** (trash bin) icon
2. Confirm the deletion if prompted

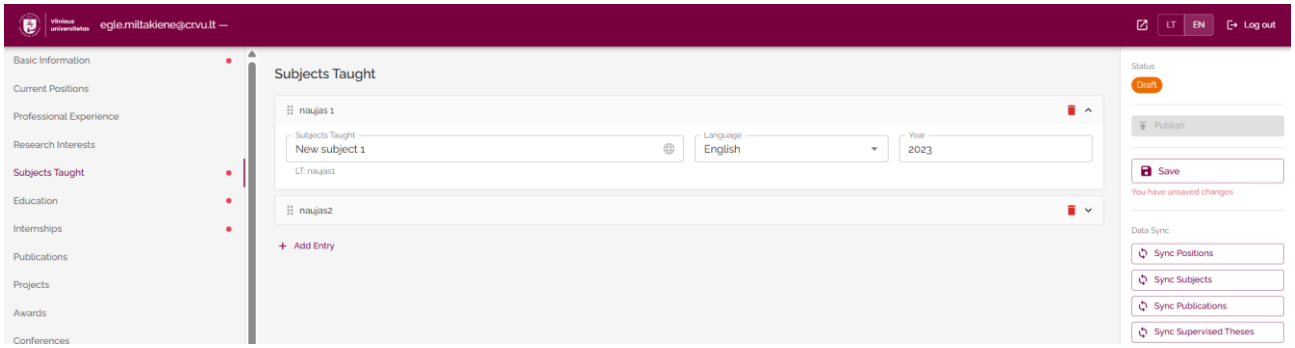
5. Saving

1. Click **Save** on the right-hand side.
2. Verify that the message 👉 **You have unsaved changes** is no longer displayed

Subjects Taught

This section contains information about the subjects you teach. If you selected **Sync Subjects**, the entries should have been imported automatically from the Vilnius University Workload Management System. Edit the imported entries or add additional entries if necessary.

📌 **Note**: Subject titles should be entered in their original language.



1. Editing an Existing Entry

1. Click the subject you want to edit (for example, Informatics for Data Analysis).
2. In the form that opens, complete the following fields:
    - **Subject Taught** – enter the subject title.
    - **Language** – select the language in which the subject is taught.
    - **Year** – enter the year in which you taught the subject. Indicate the last year in which you taught the subject in case the course lasted several years.
3. Click **Save**.

2. Adding a New Entry

1. Click **+ Add Entry**.
2. In the form that opens:
    - enter the subject title;
    - select the language;
    - enter the year.
3. Click **Save**.

3. Deleting an Entry

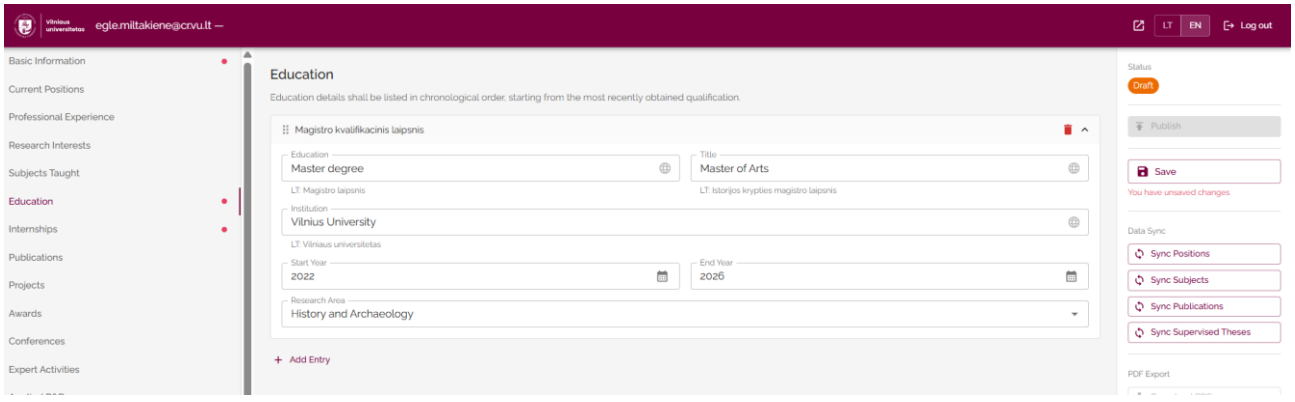
1. Click the **Delete** (trash bin) icon.
2. Confirm the deletion if prompted.

4. Saving

1. Click **Save**.
2. Verify that the message 👉 **You have unsaved changes** is no longer displayed.

Education

This section contains information about your education. Entries should be listed in chronological order, starting with the most recent qualification.
Some of the information may be partially filled in. Please review the entries and correct them if necessary.



1. Specifying the Qualification

1. In the **Education** field, enter the qualification level:
    - Bachelor's degree;

- Master's degree; or
- Doctoral degree.

2. Entering the Programme or Qualification Title

1. In the **Title** field, enter:
   - the study programme; or
   - the qualification title.

📌 **Example:** Computer Science / Software Systems.

3. Entering the Institution

1. In the **Institution** field, enter the name of the university or other educational institution.

4. Specifying the Study Period

1. In the **Start Year** field:
   - select or enter the year.
2. In the **End Year** field:
   - select or enter the year of completion.

5. Selecting a Research area

1. In the **Research area** field:
   - select the appropriate field from the list.

📌 **Example:** Computer Science, Mathematics.

6. Adding a New Entry

1. If you have additional educational qualifications:
   - Click **+ Add Entry**.
2. Repeat the steps above for each additional entry.

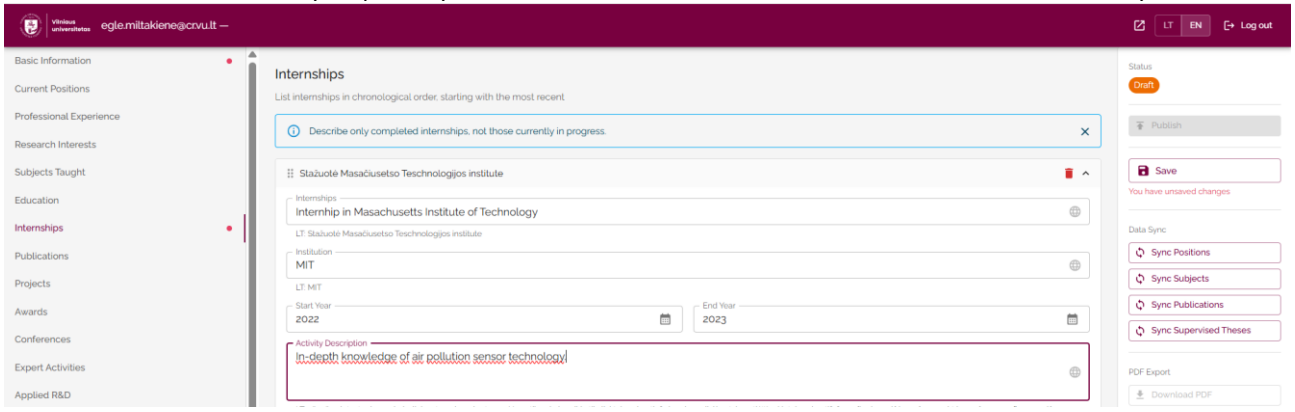
7. Saving

1. Click **Save** on the right-hand side.
2. Verify that the message 👉 **You have unsaved changes** is no longer displayed.

Internships

This section contains information about your internships. When completing this section, provide not only the host institution but also a description of the activities carried out during the internship. Entries should be listed in chronological order, starting with the most recent internship.

Some of the information may be partially filled in. Please review the entries and correct them if necessary.



1. Entering the Internship Title

1. In the **Internship** field, enter the title of the internship.

📌 **Example:** Internship at the Massachusetts Institute of Technology.

2. Entering the Institution

1. In the **Institution** field, enter the name of:
   - the university;
   - the research centre; or
   - the organisation.

3. Specifying the Duration

1. In the **Start Year** field:
   - select or enter the start year.

2. In the **End Year** field:
    - select or enter the end year.

📌 **Note:** The internship must be completed.

4. Describing the Activities

1. In the **Activity Description** field:
    - briefly describe the activities carried out;
    - indicate what you worked on or researched.
2. Do not exceed **600 characters**.

📌 **Recommendation:** Include the research topics, methodologies used, and the outcomes achieved.

5. Adding a New Entry

1. Click **+ Add Entry**.
2. Repeat the steps above.

6. Deleting an Entry

1. Click the **Delete** (trash bin) icon.
2. Confirm the deletion if prompted.

7. Saving

1. Click **Save** on the right-hand side.

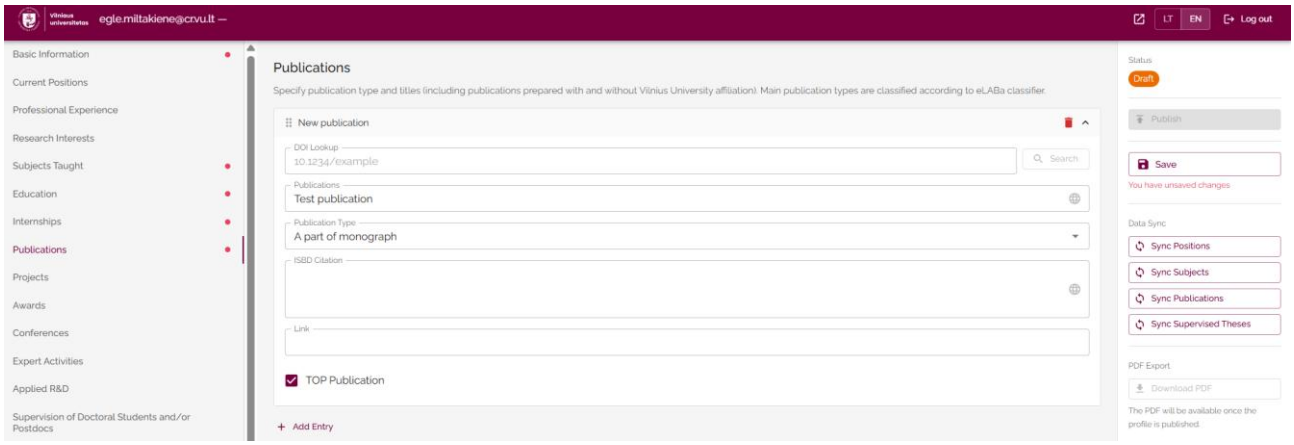
Verify that the message 👉 **You have unsaved changes** is no longer displayed.

Publications

This section contains information of all the publications you have published. Publications affiliated with both Vilnius University and other institutions may be included. Publications imported from the eLABa system are already displayed in reverse chronological order, beginning with the most recent publication. Publication types follow the eLABa classification.

You are encouraged to designate up to **10 key publications**. These should be selected by the profile owner. All remaining publications will be displayed automatically in reverse chronological order.

If the publication you wish to include is not registered in the eLABa system, you may enter its details manually.



Adding a New Publication

1. Using DOI Lookup (if available)

1. In the **DOI Lookup** field, enter the publication DOI.
2. Click **Search**.
3. If available, the system will automatically enter the publication details.

📌 **Recommendation:** Whenever possible, use the DOI lookup to reduce the risk of data entry errors.

2. Entering the Publication Title

1. In the **Publication** field, enter the publication title.

3. Selecting the Publication Type

1. In the **Publication Type** field, select the appropriate type from the list, for example:
    - Journal article;

- Monograph;
- Conference publication.

📌 **Important:** Select the publication type that corresponds to the eLABa classification.

4. Entering the International Standard Bibliographic Citation (ISBD)

1. In the **ISBD Citation** field:
   - enter or paste the complete bibliographic citation.

📌 **Note:** If you used the DOI lookup, this field will be completed automatically.

5. Adding a Link

1. In the **Link** field, enter:
   - the publication URL; or
   - a link to the PDF version.

6. Marking a Top Publication

1. To display the publication prominently on your profile, select ☑ **Top Publication**.

📌 **Note:** Top publications are highlighted on your public profile.

7. Adding Additional Publications

1. Click **+ Add Entry**.
2. Repeat the steps above for each additional publication.

8. Saving

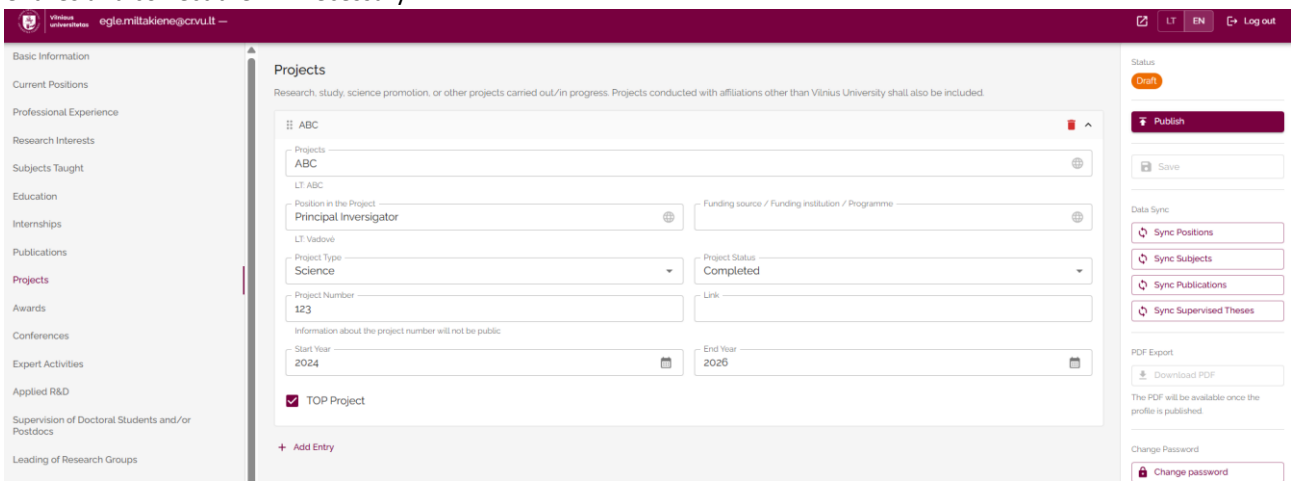
1. Click **Save**.
2. Verify that the message 👉 **You have unsaved changes** is no longer displayed.

Projects

This section contains information about projects you have completed or are currently involved in. Include projects conducted both at Vilnius University and at other institutions.

You are encouraged to list **up to 5 of most important projects** – these should be selected by profile owner. Other projects should be listed in chronological order, starting with the most recent.

Some of the information may have been transferred from the details published by your department. Please check the entries and correct them if necessary.



1. Entering the Project Title

1. In the **Project** field, enter the project title.

📌 **Example:** Artificial Intelligence Solutions in Medicine.

2. Specifying Your Position

1. In the **Position in the Project** field, specify your position, for example:
   - Project Leader;
   - Researcher;
   - Work Package Leader.

3. Entering Funding Information

1. In the **Funding Source / Institution / Programme** field, enter the funding source, for example:

- Horizon Europe / Marie Skłodowska-Curie Actions;
- Research Council of Lithuania / Researcher Group Projects;
- NordForsk / Nordic Centre of Excellence.

4. Selecting the Project Type

1. In the **Project Type** field, select one of the following:
   - Science;
   - Science Communication;
   - Studies;
   - Other.

📌 **Note:** Select the project type according to the funding call or the primary activities carried out within the project.

5. Selecting the Project Status

1. In the **Project Status** field, select:
   - Ongoing; or
   - Completed.

6. Entering the Project Number

1. Enter the project number specified in the project funding agreement.

7. Adding a Link

1. In the **Link** field, enter the URL of the project's webpage or online description.

8. Specifying the Project Period

1. In the **Start Year** field, select or enter the start year.
2. In the **End Year** field, select or enter the end year.

📌 **Note:** If the project is currently ongoing, enter the expected completion year.

9. Marking a Top Project

1. To feature the project prominently on your profile, select ☑ **Top Project**.

📌 **Recommendation:** Use this option only for your most significant projects.

10. Adding a New Entry

1. Click **+ Add Entry**.
2. Repeat the steps above for each additional project.

11. Saving

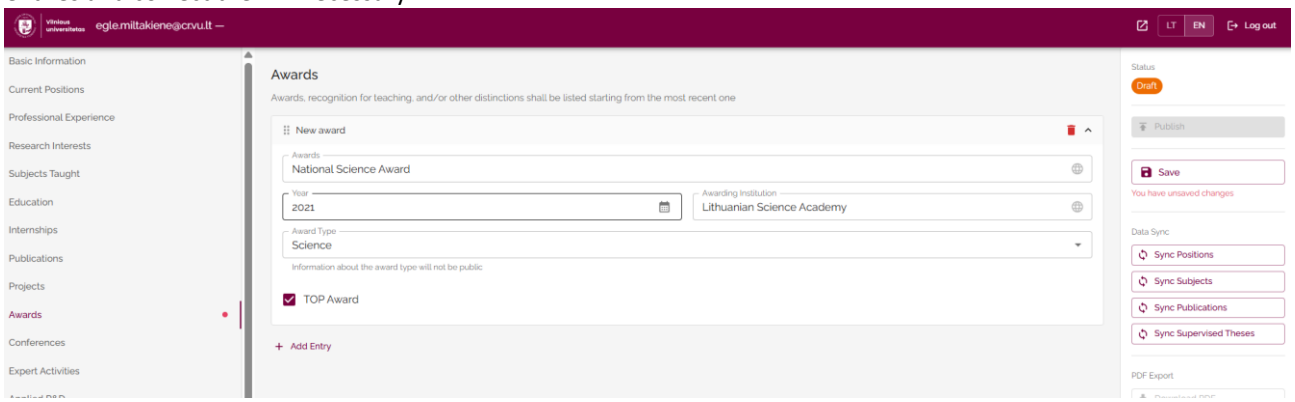
1. Click **Save** on the right-hand side.
2. Verify that the message 👉 **You have unsaved changes** is no longer displayed.

Awards

This section contains information about awards, prizes, teaching recognitions, and other significant distinctions. Entries should be listed in reverse chronological order, beginning with the most recent award.

You are encouraged to list **up to 5 of most important awards** – these should be selected by profile owner.

Some of the information may have been transferred from the details published by your department. Please check the entries and correct them if necessary.



1. Entering the Award Title

1. In the **Awards** field, enter the full official title of the award.
2. Use the official award name.

2. Specifying the Year

1. In the **Year** field, select the year in which the award was received.
2. Use the calendar picker, if available.

3. Entering the Awarding Institution

1. In the **Awarding Institution** field, enter the name of the institution or organisation that granted the award.

4. Selecting the Award Type

1. In the **Award Type** field, select one of the following:
   - Research;
   - Studies;
   - Other.

2. 5. Marking a Top Award

1. To feature the award prominently on your profile, select ☑ **Top Award**.

6. Adding a New Entry

1. Click **+ Add Entry**.
2. Complete the new form by following the steps above.

7. Deleting an Entry

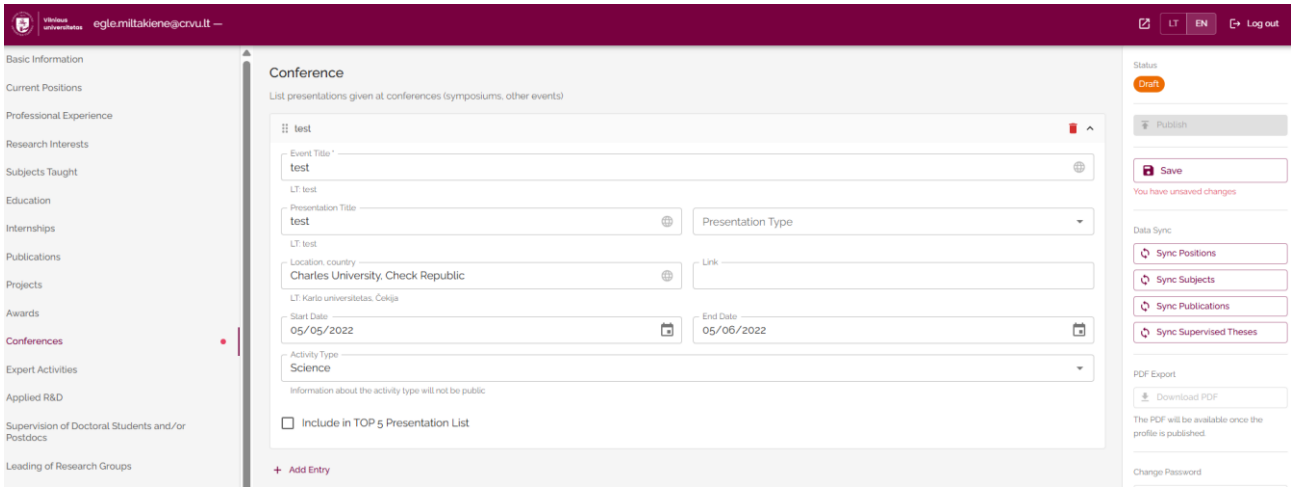
1. Click the **Delete** (trash bin) icon.
2. Confirm the deletion if prompted.

8. Saving

1. Click **Save** on the right-hand side.
2. Verify that the message 👉 **You have unsaved changes** is no longer displayed.

Conferences

This section contains information about participation in scientific conferences, other conferences, and research-related events. You may also include conferences attended while affiliated with institutions other than Vilnius University.
You are encouraged to list **up to 5 of most important presentations** – these should be selected by profile owner.
Some of the information may have been transferred from the details published by your department. Please check the entries and correct them if necessary.



1. Entering the Event Title

1. In the **Event Title** field, enter the full official name of the event.
2. Use the official event title.

2. Entering the Presentation Title

1. In the **Presentation Title** field, enter the title of your presentation.

3. Selecting the Presentation Type

1. In the **Presentation Type** field, select the appropriate option, for example:
   - Oral presentation;
   - Poster presentation;
   - Plenary presentation.

4. Entering the Location and Country

1. In the **Location / Country** field, enter the location and country where the conference was held.

📌 **Example:** Lund University, Sweden.

5. Adding a Link

1. In the **Link** field, enter, if available:
    - the event website;
    - a link to the event;
    - a link to the conference programme.

6. Specifying the Event Dates

1. In the **Start Date** field, select the event start date.
2. In the **End Date** field, select the event end date.

📌 **Note:** If the event lasted only one day, enter the same date in both the **Start Date** and **End Date** fields.

7. Selecting the Activity Type

1. In the **Activity Type** field, select one of the following:
    - Research;
    - Studies;
    - Other.

📌 **Note:** Select the activity type according to the primary area to which the activity relates.

📌 **Note:** This field is for internal information only and is not displayed publicly.

8. Marking a Top Presentation

1. To feature the presentation on your profile, select ☑ **Include in the Top 5 Presentation List.**

9. Adding a New Entry

1. Click **+ Add Entry**.
2. Complete the new entry by following the steps above.

10. Deleting an Entry

1. Click the **Delete** (trash bin) icon.
2. Confirm the deletion if prompted.

11. Saving

1. Click **Save** on the right-hand side.
2. Verify that the message 👉 **You have unsaved changes** is no longer displayed.

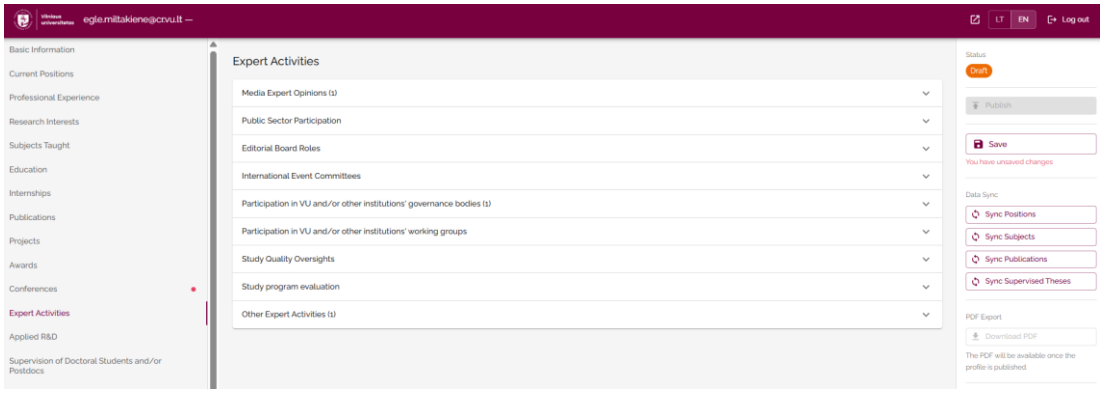
Expert Activities

This section contains information about past and current expert activities. The categories of expert activities are based on the incentive schemes approved by the core academic units of Vilnius University. Since activity categories may vary among academic units, you are encouraged to consult your unit's applicable regulations and the list of activities eligible for recognition.

When entering (or updating) information on your expert activities, please list **up to 5 most significant examples of expert activities for each area of expertise**.

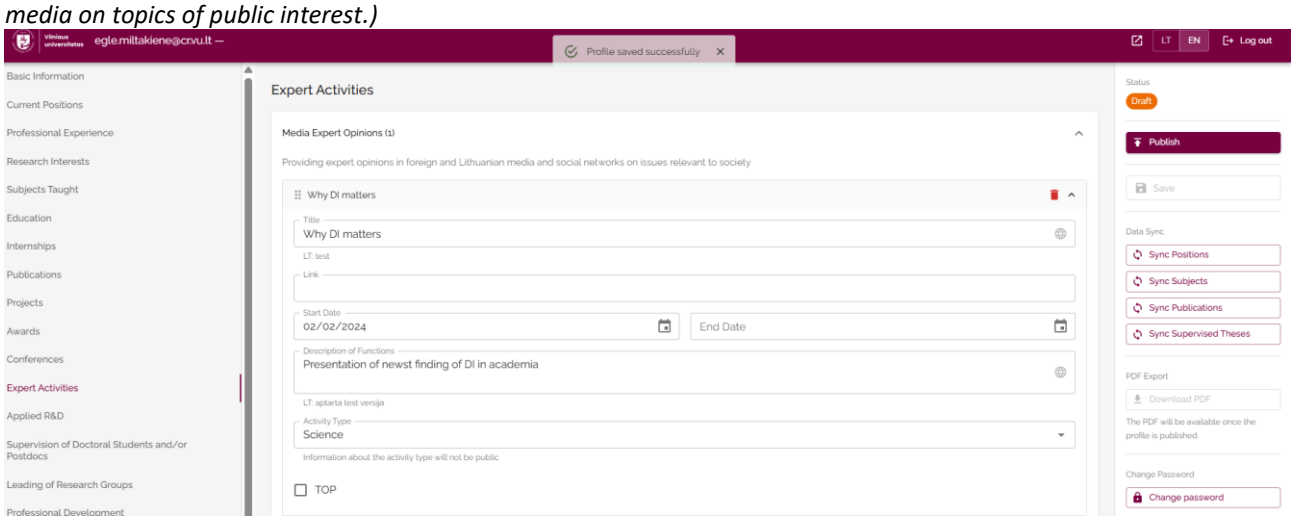
Some of the information may have been transferred from the details published by your department. Please check the entries and correct them if necessary.

Entries should be listed in reverse chronological order, beginning with the most recent activity.



1. Media Expert Opinions:

(This section contains information about expert opinions provided in Lithuanian and international media or on social media on topics of public interest.)



1.1 Entering the Title

1. In the **Title** field, enter the title of:
    - the article;
    - the commentary; or
    - the interview.

Example: *Expert Commentary on AI Regulation.*

1.2 Adding a Link (Optional)

1. In the **Link** field, enter a link to:
    - the article;
    - the video; or
    - the social media post.

1.3 Specifying the Date

1. In the **Start Date** field, select the publication or broadcast date.
2. In the **End Date** field, enter the same date, if applicable.

1.4 Describing Your Functions

1. In the **Description of Functions** field, briefly describe the content of the interview or commentary.

📌 **Example:** Presented the legal framework governing AI tools in Lithuania and proposed recommendations for future regulatory changes.

📌 **Note:** This field is for internal information only and is not displayed publicly.

1.5 Selecting the Activity Type

1. In the **Activity Type** field, select:
    - Research;
    - Studies;
    - Other.

📌 **Note:** Select the activity type according to the primary area to which the activity relates.

📌 **Note:** This field is for internal information only and is not displayed publicly.

1.6 Marking a Top Entry

1. To feature the entry on your profile, select ☑ **Top**.

1.7 Adding a New Entry

1. Click **+ Add Entry**.
2. Repeat the steps above.

1.8 Deleting an Entry

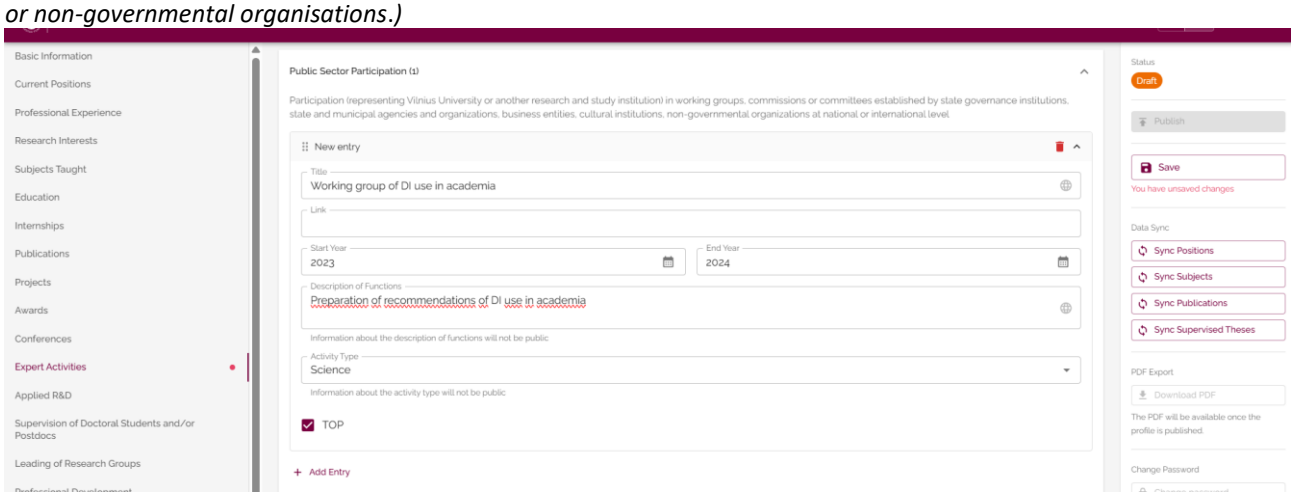
1. Click the **Delete** (trash bin) icon.
2. Confirm the deletion if prompted.

1.9 Saving

1. Click **Save**.
2. Verify that the message 👉 **You have unsaved changes** is no longer displayed.

2. Public Sector Participation

(This section contains information about participation in working groups, commissions, or committees established by national or international public authorities, government institutions, municipalities, businesses, cultural organisations, or non-governmental organisations.)



2.1 Entering the Activity Title

1. In the **Title** field, enter:
    - the name of the institution; and
    - the name of the working group, commission, or committee.

📌 **Example:** Member of the Ministry of Education, Science and Sport Working Group on the Application of Artificial Intelligence in Research.

2.2 Adding a Link (Optional)

1. In the **Link** field, enter:
    - the institution's website; or
    - a webpage describing the activity.

2.3 Specifying the Activity Period

1. In the **Start Year** field, select or enter the start year.
2. In the **End Year** field, select or enter the end year.

📌 **Note:** If the activity is ongoing, leave the **End Year** field blank.

2.4 Describing Your Functions

1. In the **Description of Functions** field, describe the functions of the working group, commission, or committee and the issues addressed.

📌 **Example:** Preparation of recommendations for research and higher education institutions on the application of artificial intelligence in research.

📌 **Note:** This field is for internal information only and is not displayed publicly.

2.5 Selecting the Activity Type

1. In the **Activity Type** field, select:
    - Research;
    - Studies;
    - Other.

📌 **Note:** Select the activity type according to the primary area to which the activity relates.

📌 **Note:** This field is for internal information only and is not displayed publicly.

2.6 Marking a Top Entry

1. To feature the entry on your profile, select ☑ **Top**.

2.7 Adding a New Entry

1. Click **+ Add Entry**.
2. Repeat the steps above.

2.8 Deleting an Entry

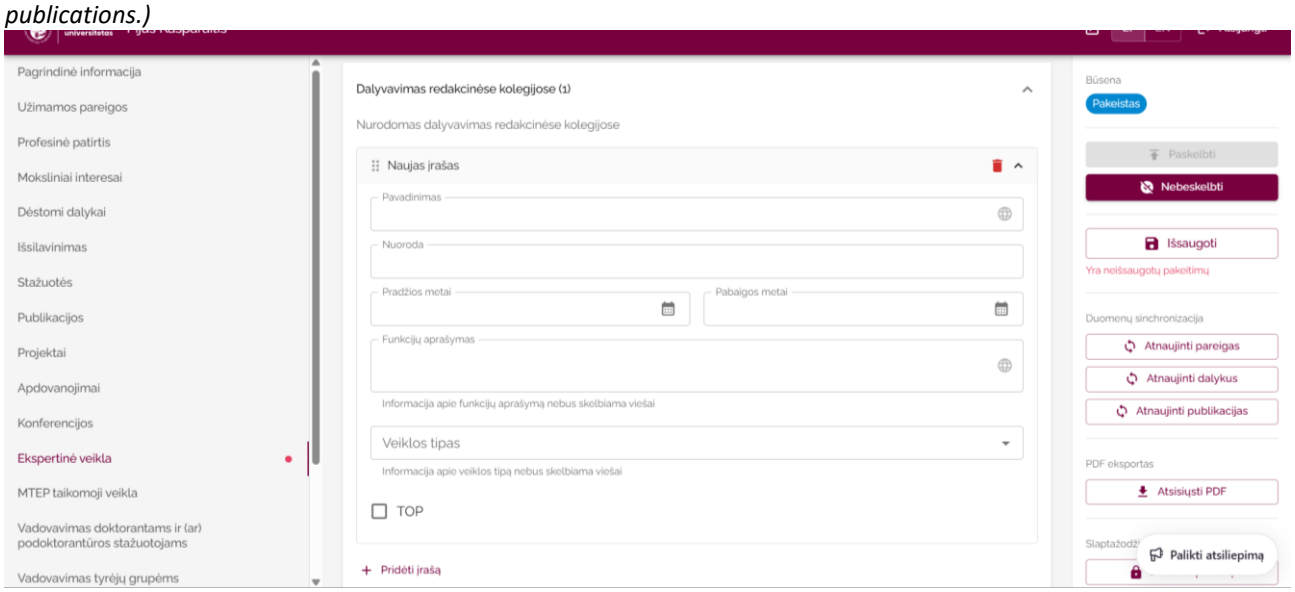
1. Click the **Delete** (trash bin) icon.
2. Confirm the deletion if prompted.

2.9 Saving

1. Click **Save**.
2. Verify that the message 👉 **You have unsaved changes** is no longer displayed.

3. Editorial Board Roles

(This section contains information about membership on the editorial boards of academic journals and other publications.)



3.1 Entering the Publication Title

1. In the **Title** field, enter the name of the journal or publication.

📌 **Examples:**

- Journal of Data Science
- Informatics Studies Review

3.2 Adding a Link

1. In the **Link** field, provide a link to the webpage listing the members of the editorial board.

3.3 Specifying the Period

1. In the **Start Year** field, enter or select the year you joined the editorial board.
2. In the **End Year** field, enter or select the year your membership ended.

📌 **Note:** If you currently serve on the editorial board, leave the **End Year** field blank.

3.4 Describing Your Functions

1. In the **Description of Functions** field, briefly describe your role and responsibilities.

📌 **Note:** This field is for internal information only and is not displayed publicly.

3.5 Selecting the Activity Type

1. In the **Activity Type** field, select:
    - Research;
    - Studies; or
    - Other.

📌 **Note:** Select the activity type according to the primary area to which the activity relates.

📌 **Note:** This field is for internal information only and is not displayed publicly.

3.6 Marking a Top Entry

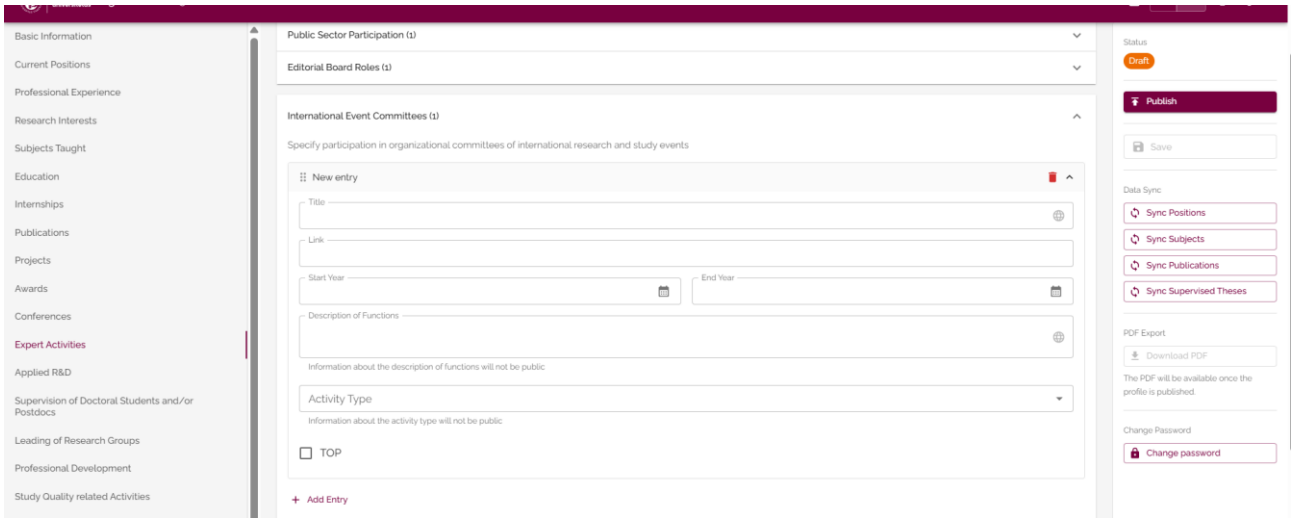
1. To feature the entry on your profile, select ☑ **Top**.

3.7 Saving

1. Click **Save**.
2. Verify that the message 👉 **You have unsaved changes** is no longer displayed.

4. International Event Committees

(This section contains information about participation in the organizing committees of international events, such as international scientific conferences)



4.1 Entering the Event Title

1. In the **Title** field, enter the name of the conference or other event.

📌 **Example:** International Conference on Data Science.

4.2 Adding a Link

1. In the **Link** field, provide:
    - a link to the conference website; or
    - a link to the publicly available conference programme.

4.3 Specifying the Period

1. In the **Start Year** field, enter or select the year you joined the organising committee.
2. In the **End Year** field, enter or select the year your membership ended.

📌 **Note:** If you currently serve on the organising committee, leave the **End Year** field blank.

4.4 Describing Your Functions

1. In the **Description of Functions** field, briefly describe your role within the organising committee.

📌 **Examples:**

- Organising Committee Member;
- Programme Committee Member.

Note: This field is for internal information only and is not displayed publicly.

4.5 Selecting the Activity Type

1. In the **Activity Type** field, select:
    - Research;
    - Studies; or
    - Other.

📌 **Note:** Select the activity type according to the primary area to which the activity relates.

📌 **Note:** This field is for internal information only and is not displayed publicly.

4.6 Marking a Top Entry

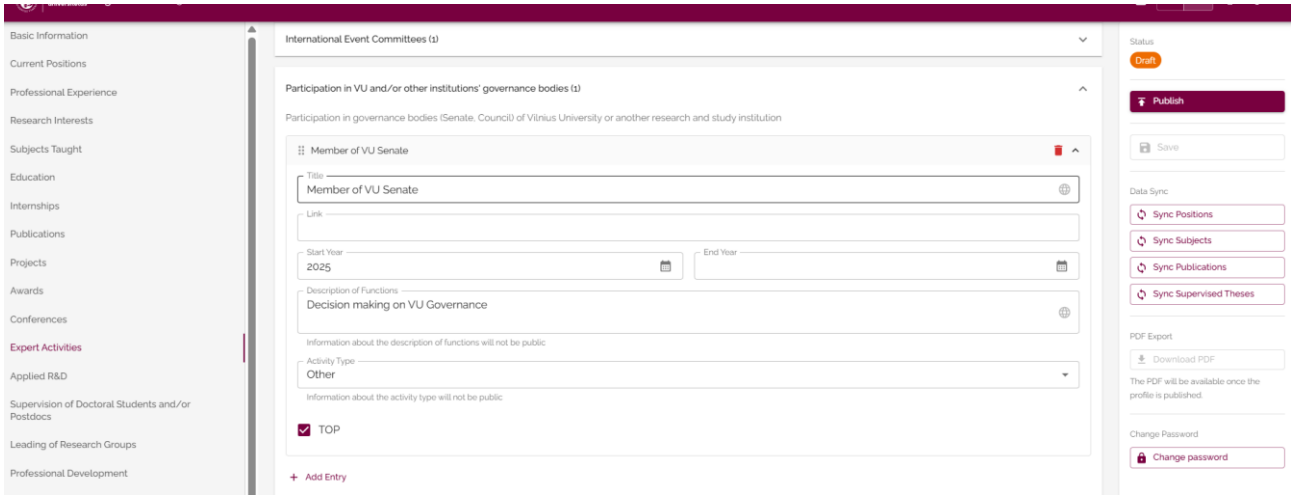
1. To feature the entry on your profile, select ☑ **Top**.

4.7 Saving

1. Click **Save**.
2. Verify that the message 👉 **You have unsaved changes** is no longer displayed.

5. Participation in VU and/or other Institutions' Governance Bodies

(*This section contains information about your participation in the governing bodies of Vilnius University and/or other institutions (for example, the Senate or Council).)*



5.1. In the **Title** field, enter the name of the governing body or your position within it.

📌 **Examples:**

- Member of the Vilnius University Senate
- Member of the Research Council of the Lithuanian Institute of History

5.2 Adding a Link

1. In the **Link** field, provide a publicly available link to the membership list, if available.

5.3 Specifying the Period

1. In the **Start Year** field, enter or select the year your membership began.
2. In the **End Year** field, enter or select the year your membership ended.

📌 **Note:** If your membership is ongoing, leave the **End Year** field blank.

5.4 Describing Your Functions

1. In the **Description of Functions** field, briefly describe your responsibilities.

📌 **Note:** This field is for internal information only and is not displayed publicly.

5.5 Selecting the Activity Type

1. In the **Activity Type** field, select:
    - Research;
    - Studies; or
    - Other.

📌 **Note:** Select the activity type according to the primary area to which the activity relates.

📌 **Note:** This field is for internal information only and is not displayed publicly.

5.6 Marking a Top Entry

1. To feature the entry on your profile, select ☑ **Top**.

5.7 Saving

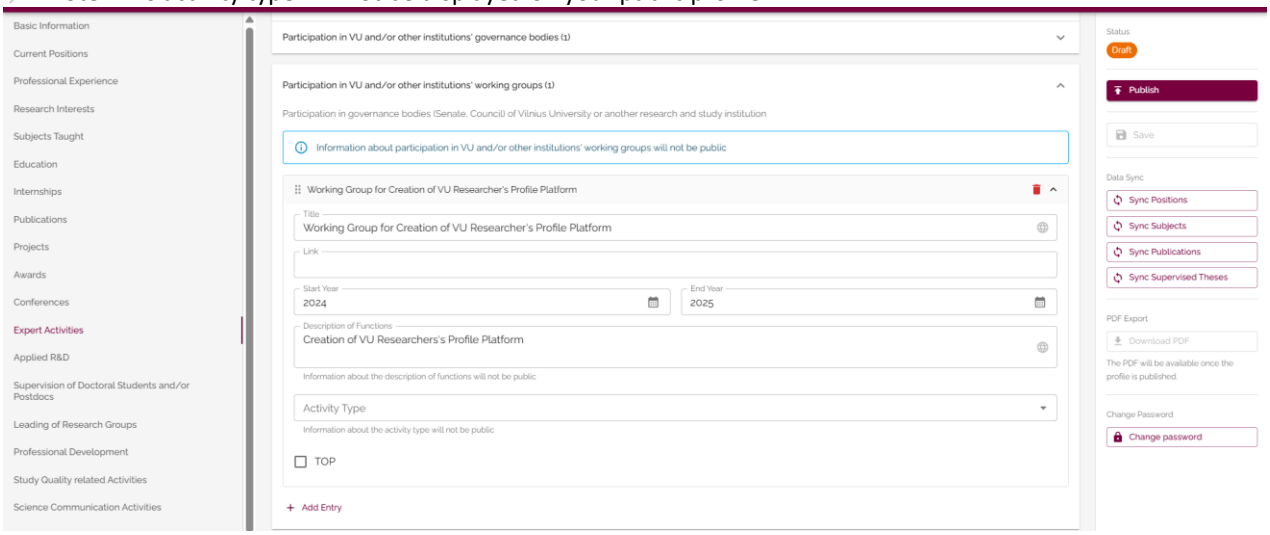
1. Click **Save**.

Verify that the message 👉 **You have unsaved changes** is no longer displayed.

6. Participation in VU and/or other Institutions' Working Groups

(This section contains information about participation in working groups established by Vilnius University or other institutions. Only officially established or formally approved working groups should be included.)

📌 Note: This activity type will not be displayed on your public profile.



6.1 Entering the Working Group Title

1. In the **Title** field, enter the name of the working group.

📌 **Examples:**

- Working Group for the Development of a Standardised Vilnius University Researcher Profile
- Faculty Study Quality Evaluation Committee

6.2 Adding a Link

1. In the **Link** field, provide:
    - a link to the publicly available list of working group members; or
    - if the working group is not publicly listed, the reference details of the official document (e.g. order or decision) approving its composition, including the document date and number.

6.3 Specifying the Period

1. In the **Start Year** field, enter or select the year you joined the working group.
2. In the **End Year** field, enter or select the year your participation ended.

📌 **Note:** If your participation is ongoing, leave the **End Year** field blank.

6.4 Describing Your Functions

1. In the **Description of Functions** field, briefly describe:
    - the purpose or tasks of the working group; and
    - your responsibilities.

📌 **Note:** This field is for internal information only and is not displayed publicly.

6.5 Selecting the Activity Type

1. In the **Activity Type** field, select:
    - Research;
    - Studies; or
    - Other.

📌 **Note:** Select the activity type according to the primary area to which the activity relates.

6.6 Marking a Top Entry

1. To feature the entry on your profile, select ☑ **Top**.

6.7 Adding a New Entry

1. Click **+ Add Entry**.
2. Repeat the steps above for each additional entry.

6.8 Deleting an Entry

1. Click the **Delete** (trash bin) icon.
2. Confirm the deletion if prompted.

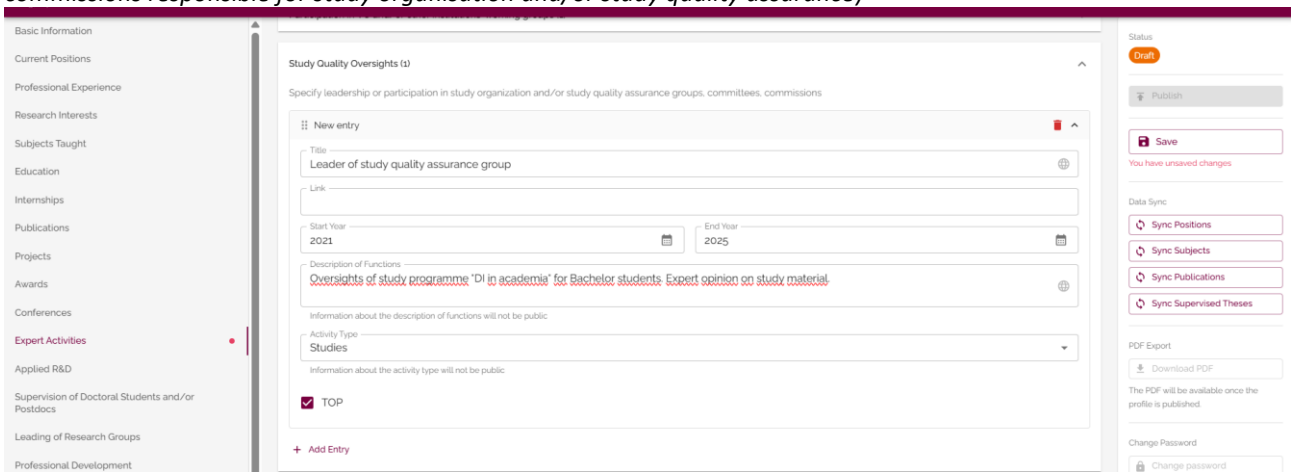
6.9 Saving

1. Click **Save**.

2. Verify that the message 👉 **You have unsaved changes** is no longer displayed.

7. Study Quality Oversights

(This section contains information about your experience in leading or participating in groups, committees, or commissions responsible for study organisation and/or study quality assurance)



7.1 Entering the Activity Title

1. In the **Title** field, enter the name of the:
    - committee;
    - commission; or
    - study group.

📌 **Examples:**

- Study Programme Committee
- Quality Assurance Working Group

7.2 Adding a Link

1. In the **Link** field, provide:
    - a link to the publicly available list of committee or commission members; or
    - if this information is not publicly available, the reference details of the official document (e.g. order or decision) approving its composition, including the document date and number.

7.3 Specifying the Period

1. In the **Start Year** field, enter or select the year your participation began.
2. In the **End Year** field, enter or select the year your participation ended.

📌 **Note:** If your participation is ongoing, leave the **End Year** field blank.

7.4 Describing Your Functions

1. In the **Description of Functions** field, briefly describe:
    - the responsibilities of the committee or commission; and
    - your role (e.g. Chair, Member, or other).

📌 **Note:** This field is for internal information only and is not displayed publicly.

7.5 Selecting the Activity Type

1. In the **Activity Type** field, select:
    - Research;
    - Studies; or
    - Other.

📌 **Note:** Select the activity type according to the primary area to which the activity relates.

7.6 Marking a Top Entry

1. To feature the entry on your profile, select ☑ **Top**.

7.7 Adding a New Entry

1. Click **+ Add Entry**.
2. Repeat the steps above for each additional entry.

7.8 Deleting an Entry

1. Click the **Delete** (trash bin) icon.

2. Confirm the deletion if prompted.

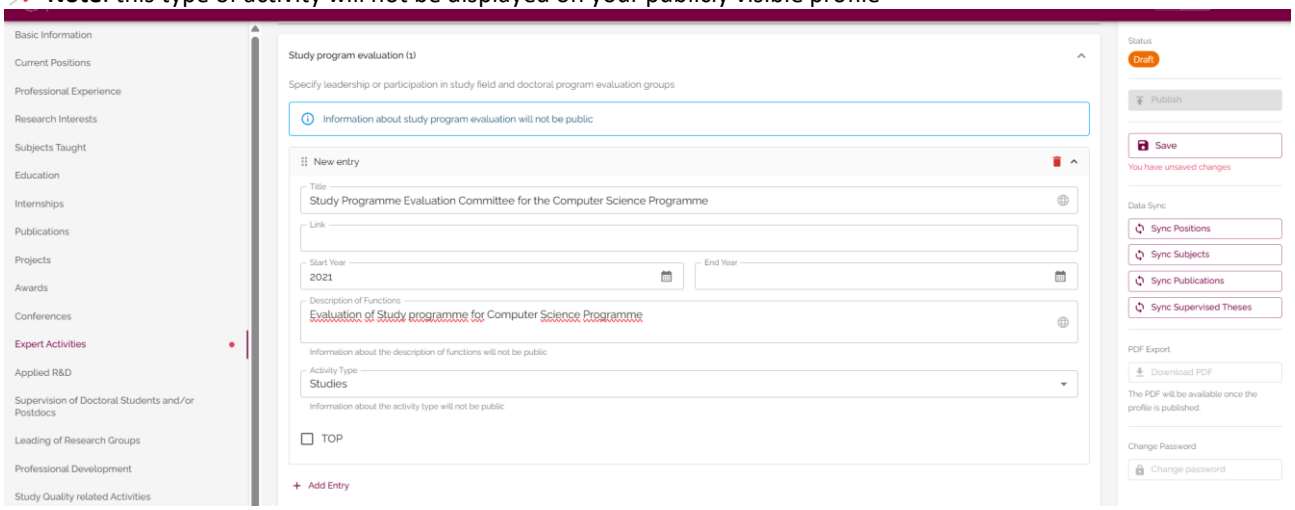
7.9 Saving

1. Click **Save**.
2. Verify that the message 👉 **You have unsaved changes** is no longer displayed.

8. Study Program Evaluation

(In this field, please specify your experience of leading or participating in evaluation panels for master's programmes or doctoral studies)

📌 **Note**: this type of activity will not be displayed on your publicly visible profile



8.1 Entering the Activity Title

1. In the **Title** field, enter the name of the evaluation panel or commission.

📌 **Example:**

- Study Field Evaluation Commission for Informatics

8.2 Adding a Link

1. In the **Link** field, provide:
    - a link to the publicly available list of panel or commission members; or
    - if this information is not publicly available, the reference details of the official document (e.g. order or decision) approving its composition, including the document date and number.

8.3 Specifying the Period

1. In the **Start Year** field, enter or select the year your participation began.
2. In the **End Year** field, enter or select the year your participation ended.

📌 **Note:** If your participation is ongoing, leave the **End Year** field blank.

8.4 Describing Your Functions

1. In the **Description of Functions** field, briefly describe:
    - your role within the panel or commission; and
    - your responsibilities.

📌 **Note:** This field is for internal information only and is not displayed publicly.

8.5 Selecting the Activity Type

1. In the **Activity Type** field, select:
    - Research;
    - Studies; or
    - Other.

📌 **Note:** Select the activity type according to the primary area to which the activity relates.

8.6 Marking a Top Entry

1. To feature the entry on your profile, select ☑ **Top**.

8.7 Adding a New Entry

1. Click **+ Add Entry**.
2. Repeat the steps above for each additional entry.

8.8 Deleting an Entry

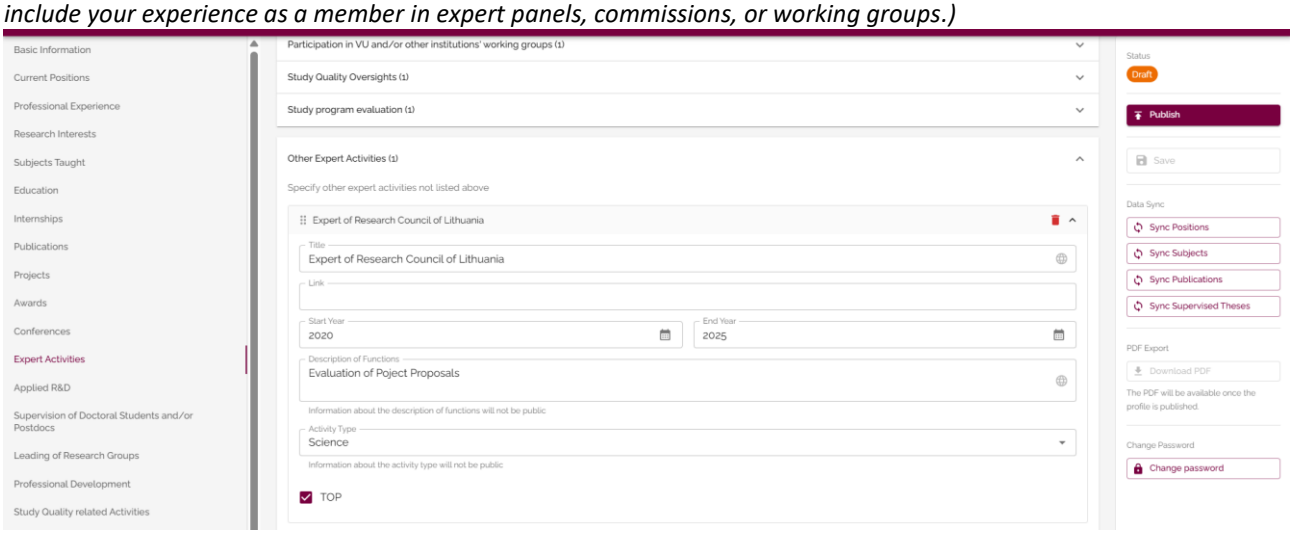
1. Click the **Delete** (trash bin) icon.
2. Confirm the deletion if prompted.

8.9 Saving

1. Click **Save**.
2. Verify that the message 👉 **You have unsaved changes** is no longer displayed.

9. Other Expert Activities

(This section contains information about other expert activities not presented in the previous sections. Do not forget to include your experience as a member in expert panels, commissions, or working groups.)



9.1 Entering the Activity Title

1. In the **Title** field, enter the name of the expert activity.

📌 **Example:**

- Expert of the Research Council of Lithuania

9.2 Adding a Link

1. In the **Link** field, provide:
    - a link to relevant information; or
    - a related supporting document.

9.3 Specifying the Period

1. In the **Start Year** field, enter or select the year the activity began.
2. In the **End Year** field, enter or select the year the activity ended.

📌 **Note:** If the activity is ongoing, leave the **End Year** field blank.

9.4 Describing Your Responsibilities

1. In the **Description of Responsibilities** field, briefly describe:
    - the expert activity; and
    - your role and responsibilities.

📌 **Example:**

- Evaluation of project proposals and R&D project reports.

📌 **Note:** This field is for internal information only and is not displayed publicly.

9.5 Selecting the Activity Type

1. In the **Activity Type** field, select:
    - Research;
    - Studies; or
    - Other.

📌 **Note:** Select the activity type according to the primary area to which the activity relates.

9.6 Marking a Top Entry

1. To feature the entry on your profile, select ☑ **Top**.

9.7 Adding a New Entry

1. Click **+ Add Entry**.
2. Repeat the steps above for each additional entry.

9.8 Deleting an Entry

1. Click the **Delete** (trash bin) icon.
2. Confirm the deletion if prompted.

9.9 Saving

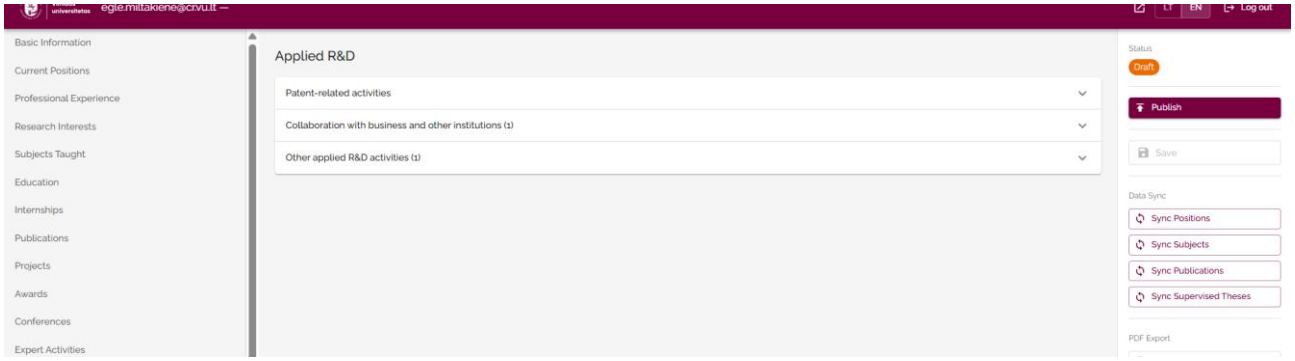
1. Click **Save**.
2. Verify that the message 👉 **You have unsaved changes** is no longer displayed.

Applied R&D

This section contains information about patent applications, granted patents, contracts with industry or the public sector, and other applied research and development activities. You are encouraged to list **up to 5 of most important activities of each field** – these should be selected by profile owner.

Some of the information may have been transferred from the details published by your department. Please check the entries and correct them if necessary.

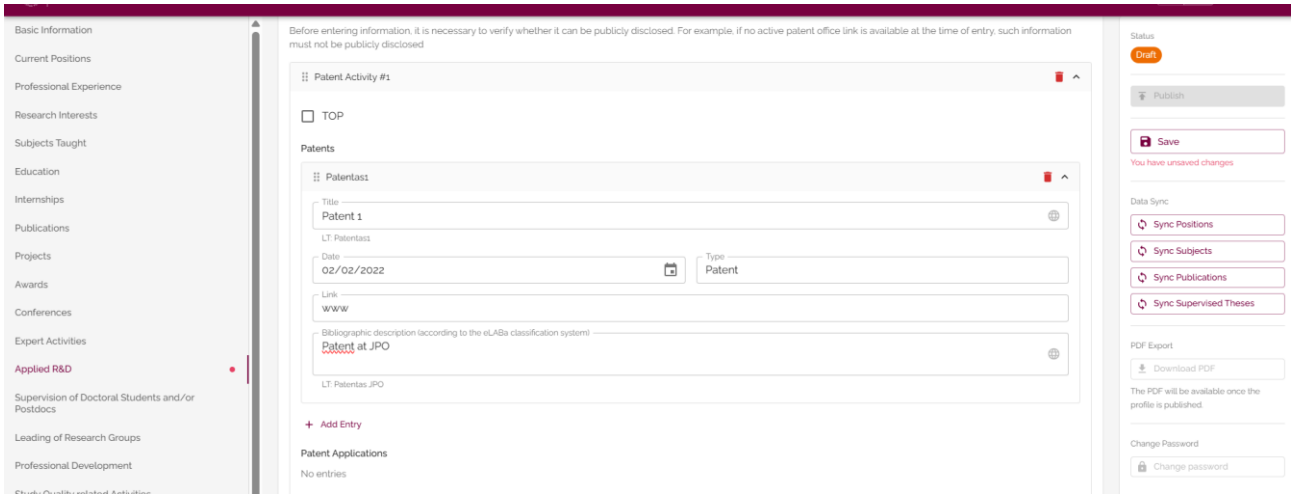
📌 **Note:** Before completing this section, ensure that the information may be disclosed publicly. If you are unsure, contact the Innovation Office of Vilnius University.



1. Patent-Related Activities

*(Please provide information in this field regarding any patents and/or patent applications you hold. Before completing this field, **please ensure that the information may be made public.** Ex., if there are no active links to the patent office's website at the time of submission, this information may not be made public. If you are unsure whether the information may be made public, please contact the staff at the Innovation Office of Vilnius University.*

When completing this section, please refer to the eLABa classification system)



1.1 Entering the Patent Title

1. In the **Title** field, enter:
    - the full title of the patent; or

- the full title of the patent application (in the original language).

1.2 Entering the Date

1. In the **Date** field, select:
   - the patent grant date; or
   - the publication date of the patent application.

1.3 Selecting the Type

1. In the **Type** field, select the appropriate category, for example **Patent** or **Patent application**.

1.4 Adding a Link

1. In the **Link** field, provide:
   - a link to the patent office record; or
   - another official source.

1.5 Entering the Bibliographic Description

1. In the **Bibliographic Description** field, enter the full bibliographic description of the patent or patent application in accordance with the eLABa classification.

1.6 Marking a Top Entry

1. To feature the entry on your profile, select ☑ **Top**.

1.7 Adding a New Patent or Patent Application

1. Click **+ Add Entry**.
2. Repeat the steps above for each additional entry.

1.8 Deleting an Entry

1. Click the **Delete** (trash bin) icon.
2. Confirm the deletion if prompted.

1.9 Verifying Public Disclosure

Before saving, verify that:

- the information may be disclosed publicly; and
- an active link to the official patent record is available.

📌 **Important:** If these conditions are not met, the entry should not be published.

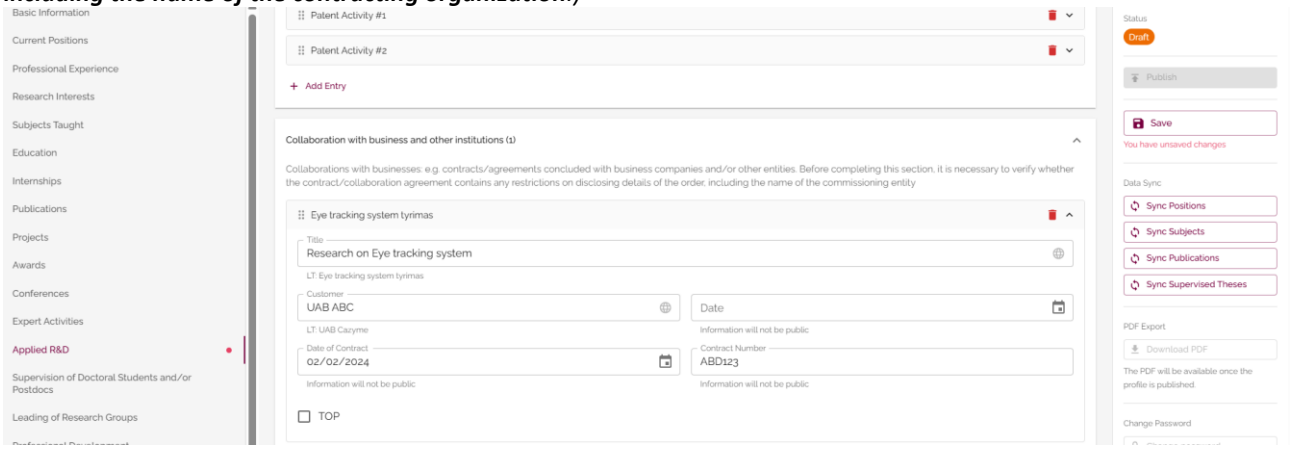
1.10 Saving

1. Click **Save**.
2. Verify that the message 👉 **You have unsaved changes** is no longer displayed.

2. Collaboration with Businesses and other institutions

(This section contains information about contracts concluded with private companies or public sector organizations.

📌 ***Note: Before entering information, ensure that there are no restrictions on disclosing the contract details, including the name of the contracting organization.)***



2.1 Entering the Title

1. In the **Title** field, enter the title of the contract or commissioned project.

📌 **Example:** Development of AI Solutions for Medical Data.

2.2 Entering the Customer

1. In the **Customer** field, enter the name of the company or organisation.

📌 **Important:** Verify that the client's name may be disclosed publicly before entering it.

2.3 Entering the Contract Date

1. In the **Date** field, enter the contract date (this information will not be made public).

📌 **Note:** This field is for internal information only and is not displayed publicly.

2.4 Entering the Contract Number

1. In the **Contract Number** field, enter the contract number.

📌 **Note:** This field is for internal information only and is not displayed publicly.

2.5 Marking a Top Entry

1. To feature the entry on your profile, select ☑ **Top**.

2.6 Adding a New Entry

1. Click **+ Add Entry**.
2. Repeat the steps above for each additional entry.

2.7 Deleting an Entry

1. Click the **Delete** (trash bin) icon.
2. Confirm the deletion if prompted.

2.8 Verifying Confidentiality

📌 **Important:** Before saving the entry:

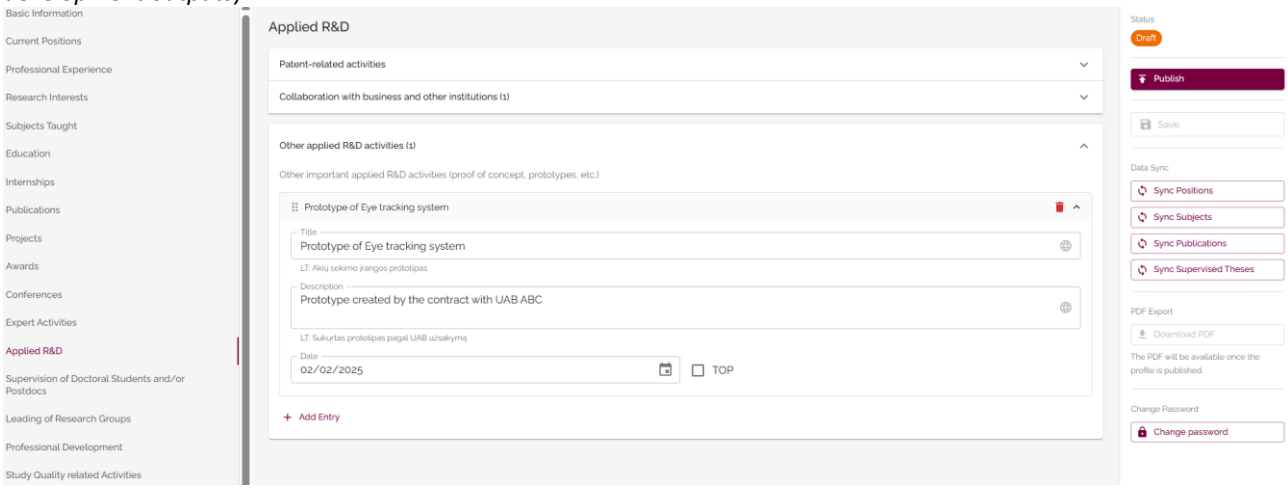
1. Review the contract.
2. Ensure that:
    - the client's name may be disclosed publicly; and
    - the details of the collaboration may be disclosed publicly.

2.9 Saving

1. Click **Save**.
2. Verify that the message 👉 **You have unsaved changes** is no longer displayed.

3. Other Applied R&D Activities

(This section contains information about prototypes, proof-of-concept projects, and other applied research and development outputs)



3.1 Entering the Title

1. In the **Title** field, enter the name of the activity or output.

📌 **Example:**

- Development of a Prototype Medical System

3.2 Providing a Description

1. In the **Description** field, briefly describe:
    - what you developed; and
    - its area of application.

📌 **Recommendation:**

- Clearly describe the practical application or impact.
- Avoid vague or generic descriptions.

3.3 Entering the Date

1. In the **Date** field, enter or select:
    - the date the activity was completed; or

- the date the outcome was achieved.

3.4 Marking a Top Entry

1. To feature the entry on your profile, select ☑ **Top**.

3.5 Adding a New Entry

1. Click **+ Add Entry**.
2. Complete the new entry.

3.6 Deleting an Entry

1. Click the **Delete** (trash bin) icon.
2. Confirm the deletion if prompted.

3.7 Saving

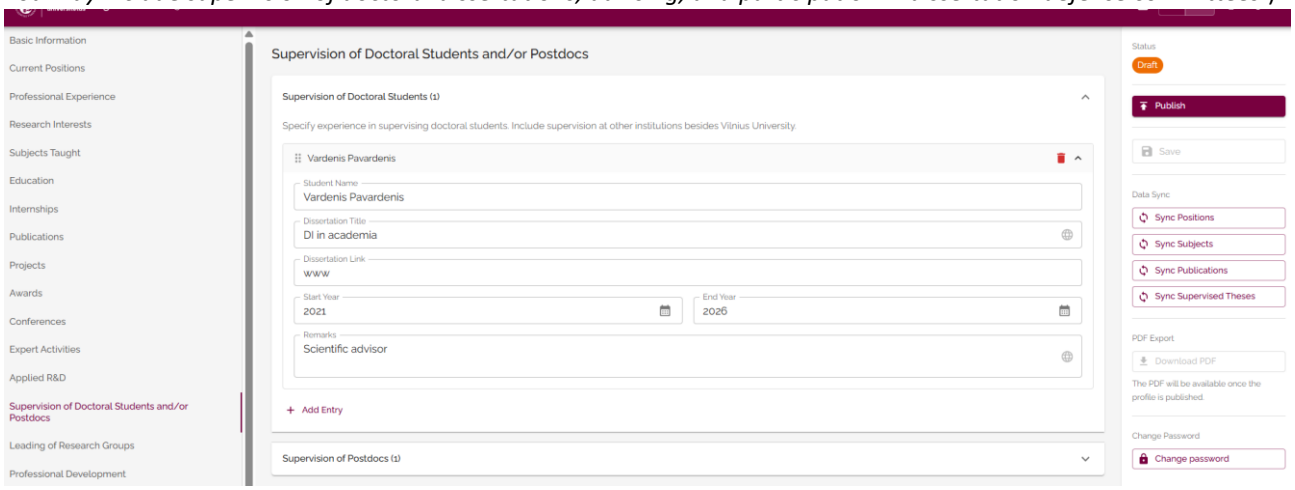
1. Click **Save**.
2. Verify that the message 👉 **You have unsaved changes** is no longer displayed.

Supervision of Doctoral Students and/or Postdocs

This section contains information about your experience supervising doctoral candidates and/or postdoctoral fellows. You may include supervision of doctoral dissertations, scientific advising, and participation in dissertation defence committees.

1. Supervision of Doctoral Students

(*This section contains information about your experience supervising doctoral candidates and/or postdoctoral fellows. You may include supervision of doctoral dissertations, advising, and participation in dissertation defense committees.*)



1.1 Entering the Doctoral Candidate's Name

1. In the **Student Name** field, enter the doctoral candidate's full name.

1.2 Entering the Dissertation Title

1. In the **Dissertation Title** field, enter the official title of the dissertation (in the original language).

1.3 Adding a Dissertation Link

1. In the **Dissertation Link** field, provide a link to ETD or to Research Council of Lithuania (LMT) dissertation defence database where the dissertation defence announcement is published.

📌 **Note:** If no link is available, you may leave this field blank.

1.4 Specifying the Supervision Period

1. In the **Start Year** field, enter or select the year supervision (or other related activity) began.
2. In the **End Year** field, enter or select the year supervision (or other related activity) ended.

📌 **Note:** If the supervision is ongoing, leave the **End Year** field blank.

1.5 Adding Notes

1. In the **Notes** field, you may specify your role, for example:
   - Supervisor;
   - Consultant; or
   - Member of the Dissertation Defence Committee.

1.6 Adding a New Entry

1. Click **+ Add Entry**.
2. Complete the new entry using the same steps.

1.7 Deleting an Entry

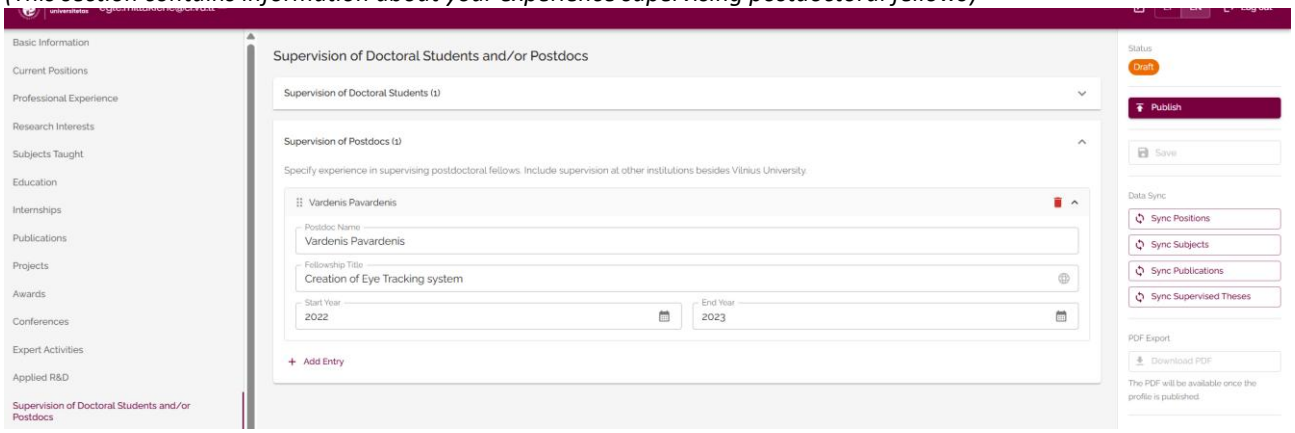
1. Click the **Delete** (trash bin) icon.
2. Confirm the deletion if prompted.

1.8 Saving

1. Click **Save**.
2. Verify that the message 👉 **You have unsaved changes** is no longer displayed.

2. Supervision of Postdoctoral Fellows

(This section contains information about your experience supervising postdoctoral fellows)



2.1 Entering the Postdoctoral Fellow's Name

1. In the **Name** field, enter the postdoctoral fellow's full name.

2.2 Entering the Fellowship Title

1. In the **Fellowship Title** field, enter:
    - the title of the fellowship;
    - the project title; or
    - the research topic.

📌 **Example:** Application of Machine Learning Methods in Medicine.

2.3 Specifying the Supervision Period

1. In the **Start Year** field, enter or select the year supervision began.
2. In the **End Year** field, enter or select the year supervision ended.

📌 **Note:** If the supervision is ongoing, leave the **End Year** field blank.

2.4 Adding a New Entry

1. Click **+ Add Entry**.
2. Complete the new entry using the same steps.

2.5 Deleting an Entry

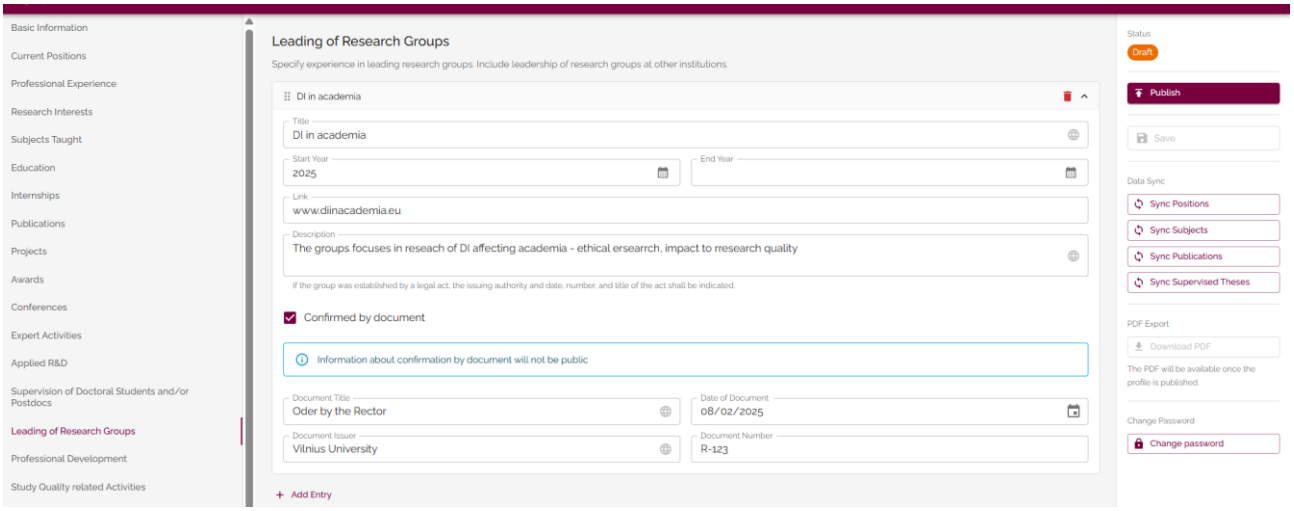
1. Click the **Delete** (trash bin) icon.
2. Confirm the deletion if prompted.

2.6 Saving

1. Click **Save**.
2. Verify that the message 👉 **You have unsaved changes** is no longer displayed.

Leading of Research Groups

This field provides information on your role as a supervisor of research teams. You may indicate that you have supervised research teams formed by both Vilnius University and other academic and research institutions (or other organizations). **This field should only be completed if you have supervised a team. If you are a member of a research group but do not lead it, do not complete this field.**



1. Entering the Group Name

1. In the **Title** field, enter the name of the research group.

📌 **Example:** Artificial Intelligence Research Group.

2. Specifying the Period

1. In the **Start Year** field, enter or select the year your leadership began.
2. In the **End Year** field, enter or select the year your leadership ended.

📌 **Note:** If you currently lead the research group, leave the **End Year** field blank.

3. Adding a Link

1. In the **Link** field, provide a link to the research group's webpage or description, if available.

4. Providing a Description

1. In the **Description** field, briefly describe:
    - the group's activities;
    - its research areas; and
    - its main objectives.

5. Indicating Official Approval

1. If the research group was established by an official document, select **Confirmed by Document**.

Recommendation: Include the reference details of the official document in the **Description** field.

📌 **Note:** This field is for internal information only and is not displayed publicly.

6. Adding a New Entry

1. Click **+ Add Entry**.
2. Complete the new entry using the same steps.

7. Deleting an Entry

1. Click the **Delete** (trash bin) icon.
2. Confirm the deletion if prompted.

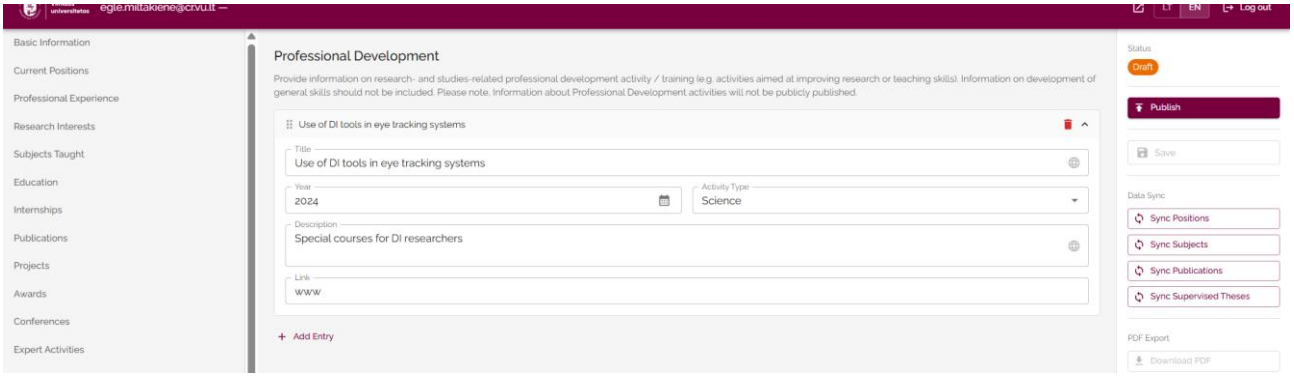
8. Saving

1. Click **Save**.
2. Verify that the message 👉 **You have unsaved changes** is no longer displayed.

Professional Development

This section contains information about professional development activities related to research and/or studies. Do **not** include general professional development activities such as foreign language courses, software training, management courses, or similar training.

📌 **Note:** This information is for internal purposes only and will not be displayed on your public profile.



1. Entering the Activity Title

1. In the **Title** field, enter the name of the training course, programme, or activity.

2. Entering the Year

1. In the **Year** field, enter or select the year in which the professional development activity took place.

3. Selecting the Activity Type

1. In the **Activity Type** field, select:
    - Research;
    - Studies; or
    - Other.

Note: Select the activity type according to the primary area to which the activity relates.

4. Providing a Description

1. In the **Description** field, briefly describe:
    - the nature of the training; and
    - the competencies or skills acquired.

📌 **Recommendation:** Be as specific as possible, including the topic, methods, or outcomes where appropriate.

5. Adding a Link

1. In the **Link** field, provide:
    - a link to the training course; or
    - a link to the certificate, if available.

6. Adding a New Entry

1. Click **+ Add Entry**.
2. Complete the new entry using the same steps.

7. Deleting an Entry

1. Click the **Delete** (trash bin) icon.
2. Confirm the deletion if prompted.

8. Saving

1. Click **Save**.
2. Verify that the message 👉 **You have unsaved changes** is no longer displayed.

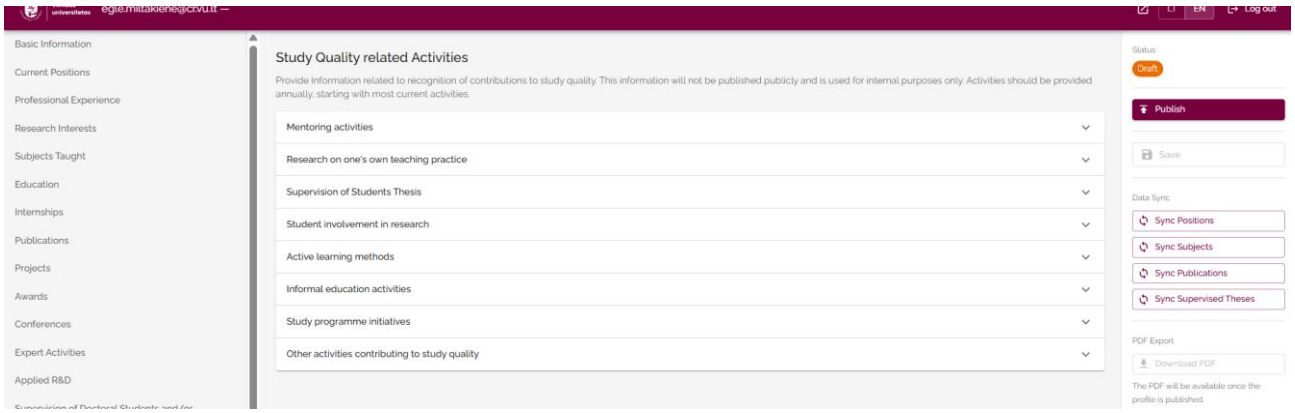
Study Quality related Activities

This section is used to provide information related to activities that contribute to study quality and are considered for internal recognition. Include only information that has not already been entered in other profile sections (e.g., Publications, Projects, Expert Activities, etc.).

Enter records by year, starting with activities carried out or currently ongoing in the current year. Follow the field hints provided in the system and the internal guidelines for recognition of contributions to study quality applicable to your academic unit.

Some of the information may have been transferred from the details published by your department. Please check the entries and correct them if necessary.

📌 **Note:** This information is intended for internal use only and will not be displayed publicly.



1. Entering the Activity Title

1. In the **"Title"** field, enter:
    - the title of the activity.

📌 **Example:**

- Mentoring First-Year Students.
- Involving Bachelor's Students in the Project 'PROJECT NAME'.

2. Specifying the Activity Period

1. In the **Start Year** field:
    - Select the start year.
2. In the **End Year** field:
    - Select the end year.

📌 **Note:** If the activity is ongoing at the time of completing the profile, you may leave the **End Year** field empty

3. Providing a Description

1. In the **Description** field:
    - Describe the activity carried out or currently being carried out.

4. Adding a Link

1. In the **Link** field, paste:
    - a link to additional information (if available).

5. Adding a New Entry

1. Click **+ Add Entry.**
2. Repeat the steps above.

6. Deleting an Entry

1. Click the **Delete** (trash bin) icon.
2. Confirm the deletion if prompted.

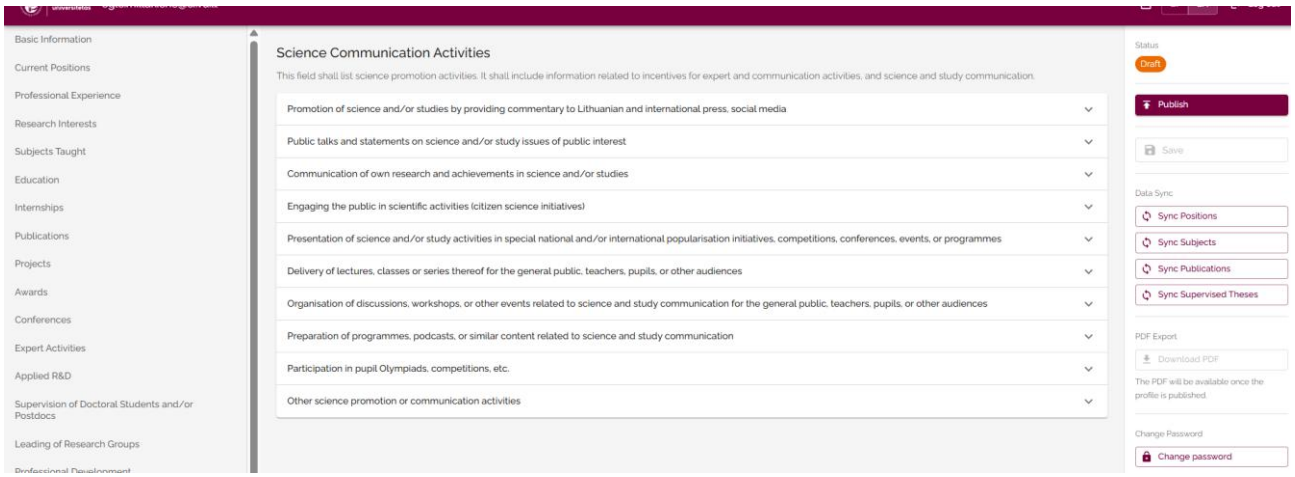
7. Saving

1. Click **Save**.
2. Verify that the message 👉 **You have unsaved changes** is no longer displayed.

Science Communication Activities

This section provides information on science communication activities relating to incentives for ongoing communication in science and academic studies. When completing the information fields, please follow the prompts provided in each field, which indicate the type of information required and the internal guidelines for recognition of contributions to science communication applicable to your academic unit.

Some of the information may have been transferred from the details published by your department. Please check the entries and correct them if necessary.



1. Entering the Activity Title

1. In the **Title** field, enter:
    - the title of the activity.

2. Specifying the Year

1. In the **Year** field:
    - select the year in which the activity took place.

3. Adding a Link

1. In the **Link** field, paste:
    - a link to the article, television or radio programme, social media post, or similar resource.

📌 **Note:** This field is optional but recommended.

4. Adding Another Entry

1. Click **+ Add Entry**.
2. Complete the new entry following the same steps.

5. Deleting an Entry

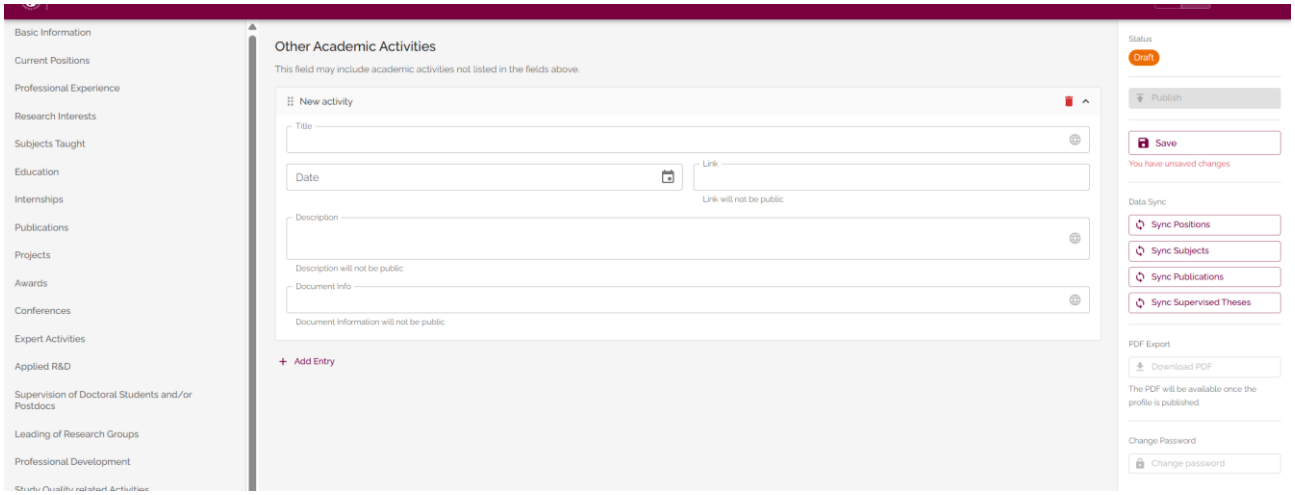
1. Click the **Delete** (trash bin) icon.
2. Confirm the action.

6. Saving

1. Click **Save**.
2. Verify that the message 👉 **You have unsaved changes** is no longer displayed.

Other Academic Activities

This section is used to provide information about academic activities that have not been included in any of the sections above.



1. Entering the Activity Title

1. In the **Title** field, enter:
    - the title of the activity or initiative.

2. Specifying the Date

1. In the **Date** field:
    - Select the date of the activity.

3. Adding a Link

1. In the **Link** field, paste:
    - a link to the relevant document or activity.

📌 **Note:** This information is for internal use only and will not be published publicly.

4. Providing a Description

1. In the **Description** field, enter:
    - a brief description of the activity;
    - your role in the activity.

📌 **Note:** This information is for internal use only and will not be published publicly.

5. Entering Document Information (if applicable)

1. In the **Document Information** field, enter:
    - the details of the official document (title, date, and reference number) if the activity was carried out under an official document (e.g., an order, resolution, or similar).

📌 **Note:** This information is for internal use only and will not be published publicly.

6. Adding Another Entry

1. Click **+ Add Entry**.
2. Repeat the steps above.

7. Deleting an Entry

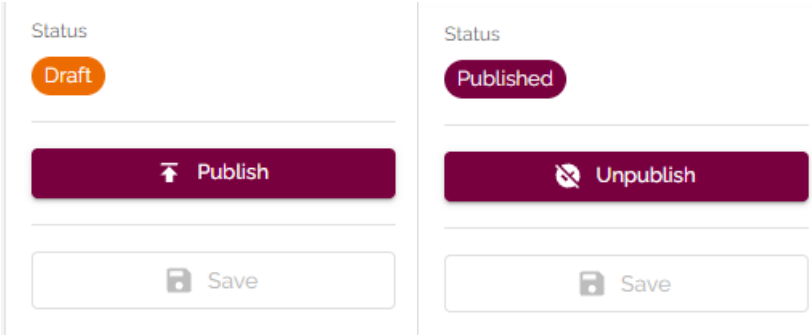
1. Click the **Delete** (trash bin) icon.
2. Confirm the action.

8. Saving

1. Click **Save**.
2. Verify that the message 👉 **You have unsaved changes** is no longer displayed.

Publishing Your Profile

Whenever you update your profile information, you can select the **Publish** option on the right-hand side. Your information will then appear on the "Vilnius University Researchers' Academic Profiles" webpage.
You can access the researcher profile platform at any time. After making additional changes, click **Publish** again to update the information displayed on the **"Vilnius University Researchers' Academic Profiles"** webpage.
If you wish to remove your profile from public view, select the **"Unpublish"** option. Your profile information will no longer be publicly available.



We recommend to edit the information in the Profile in status **Draft** and publish it only after it is fully completed. Profiles in Lithuanian and English languages will be published separately.