# Instruction for the Final work submission

The student must submit the Final work electronic version to information system. This should be done through mano.vgtu.lt portal within 5 days before the defence. Students Final work supervisor should check and confirm that Final work is properly presented for archiving in the system. Final work must be compressed to one .zip file. The student then will be eligible to graduate.

While logged into mano.vgtu.lt system on the side bar *This semester* student must select Final work option and then press the button "Import thesis":
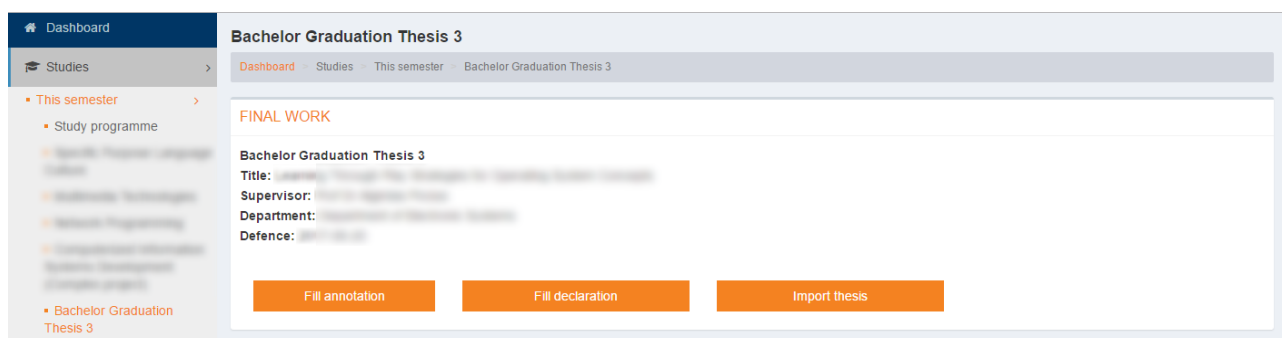
Then student must select through *Choose File* button .zip file he wants to upload as his Final thesis document and *Save* his choice:
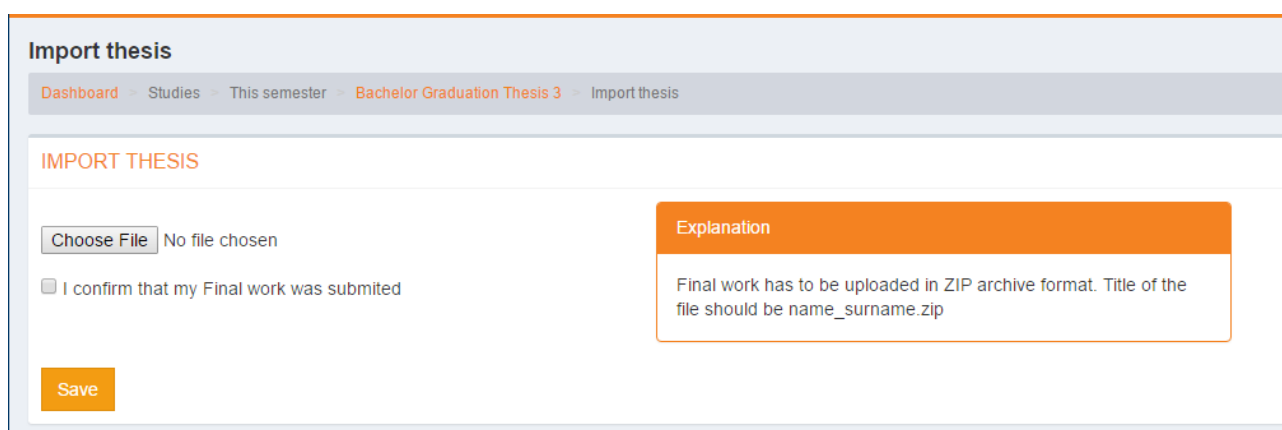
While looking at final confirmation screen student can still *Cancel* his choice and upload revised Final thesis file. When the button Upload is pressed, Final thesis are saved in to the system.
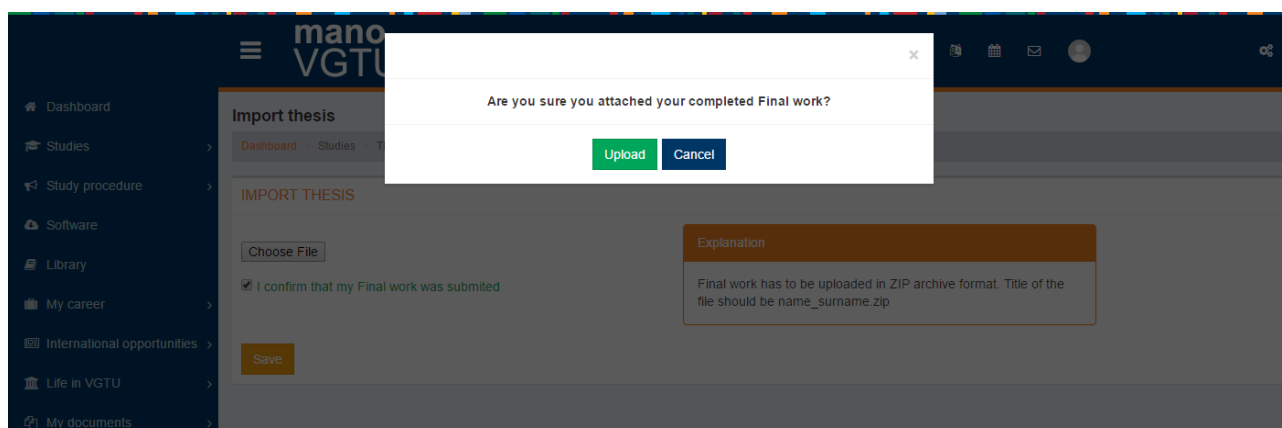
Uploaded Final thesis document can be found on the side bar *This semester* selecting Final work option. If the Final work supervisor after reviewing uploaded document should indicate that further amendment is required student will see status "Cancelled" next to his Final thesis document (in this case student will receive automatic email with the comment of his Final thesis supervisor). When further amendment is made, student can choose the button "Edit" and upload improved Final thesis document:

THE SUBMITTED THESIS

Date of approval	Document title	Status	Action
	name_surname.zip	Cancelled	Edit

If the Final thesis supervisor confirms the work the status will change into "Confirmed" and the Final thesis is considered to be submitted to archive and not available to be edited by the student. In this case, student will receive automatically generated letter to his email.