

## Instructions for submitting and editing a researcher profile in MRU CRIS

There are 2 ways to access the system:

o link <https://cris.mruni.eu/cris/home>

o [www.mruni.eu](http://www.mruni.eu) → Research → MRU Researchers Profiles

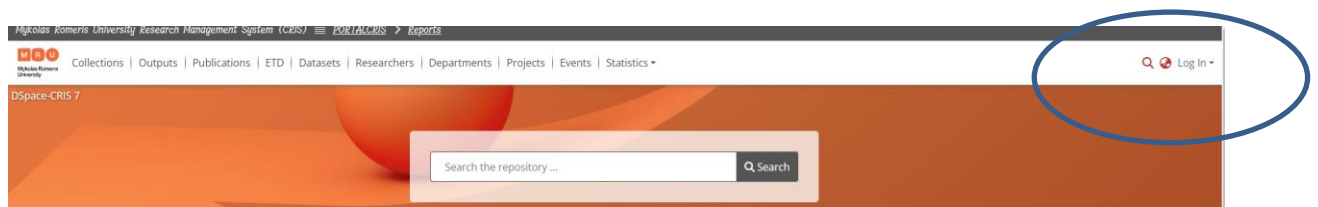
- o When entering data, I advise you to "Save" the information as often as possible by pressing the button at the page bottom.
- o *Sometimes when filling in a profile, the system "sleeps" and you may be disconnected from the system, which may prevent the information from being stored. In this case, you will need to reload the page and/or log in again. Unfortunately, in this case, the information entered since the last "storage" is usually not saved.*
- o When typing titles, it is advisable not to use "quotation marks" as the system does not recognise them and when exporting your profile in pdf format, the word "quote" will appear instead of quotation marks

*Publications are uploaded into the system, and projects and research events organised by MRU are managed by MIC staff.*

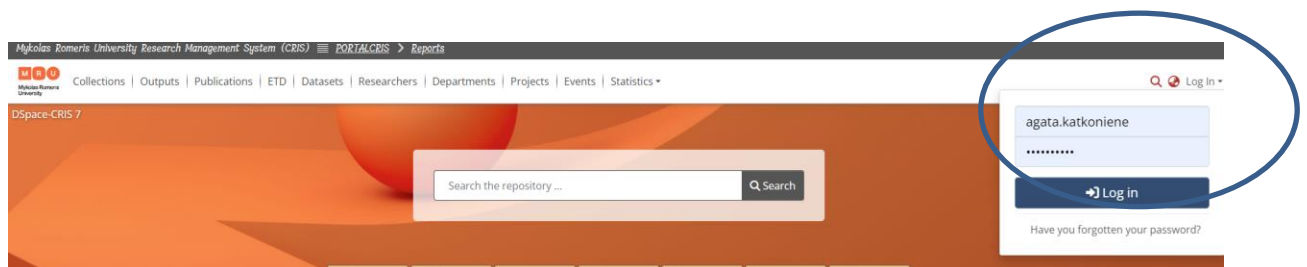
### 1. Log in

Log in to MRU CRIS ( <https://cris.mruni.eu/cris/home> ). In the window that opens, click on Log in.

Next to the login button there is a button  to change the language - Lithuanian/English.



Enter your **MRU username** and password and click **Login**:



Read user's consent and, if you agree, tick "I have read and agree" and click "Save" in the bottom right corner.

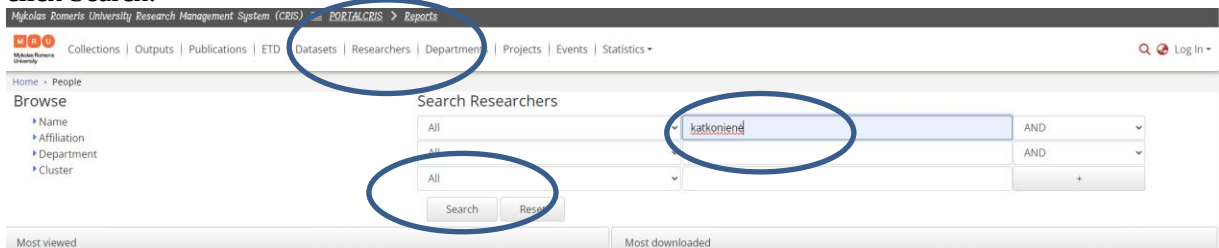
## Vartotojo sutikimas

- Darbo arba doktorantūros studijų sutarties laikotarpiu Mykolas Romeris universitetas mokslo proceso administravimo tikslu (mokslo produkcijos autorystei nustatyti, fiksuoti ir vertinti darbuotojų mokslinės (ir meno) veiklos rezultatus, komplektuoti bei teikti dokumentus) tvarko šiuos akademinio personalo duomenis: vardas, pavardė, el. paštas, telefonas, padalinys, pareigos, formalus ir neformalus išsilavinimas, profesinė, pedagoginė ir mokslinė kvalifikacija, kalbinės kompetencijos, narystė organizacijose, apdovanojimai, mokslinės veiklos sritys, asmeninės svetainės IP adresas, mokslininko ID Scopus, WoS ir kt. duomenų bazėse, publikacijos, narystė mokslinių žurnalų redakcijose, pranešimai mokslinėse konferencijose, mokslo populiarinimo straipsniai, informacija apie mokslines stažuotes, dalyvavimą doktorantūros ir ekspertinėje veikloje, informacija apie dėstomus dalykus, kviestines paskaitas, užsakomuosius mokymus, dalyvavimą projektinėje veikloje, užsakomuosiuose tyrimuose, savanoriškoje veikloje ir renginiuose.
- Nacionalinio universitetų veiklos vertinimo tikslais šiuos duomenis Mykolas Romeris universitetas tvarko 7 metus po darbo arba doktorantūros studijų sutarties pasibaigimo.
- Sutinku, kad pasibaigus darbo sutarčiai šie duomenys dvejus metus būtų tvarkomi tikslu įvertinti atitiktį reikalavimams pretenduojant į akademinį personalą.
- Sutinku, kad šie duomenys būtų viešinami akademinio bendradarbiavimo skatinimo tikslais: formalus ir neformalus išsilavinimas, kalbinės kompetencijos, narystė organizacijose, mokslinės veiklos sritys, dalyvavimas ekspertinėje ir projektinėje veikloje, užsakomuosiuose tyrimuose ir mokymuose, savanoriškoje veikloje.

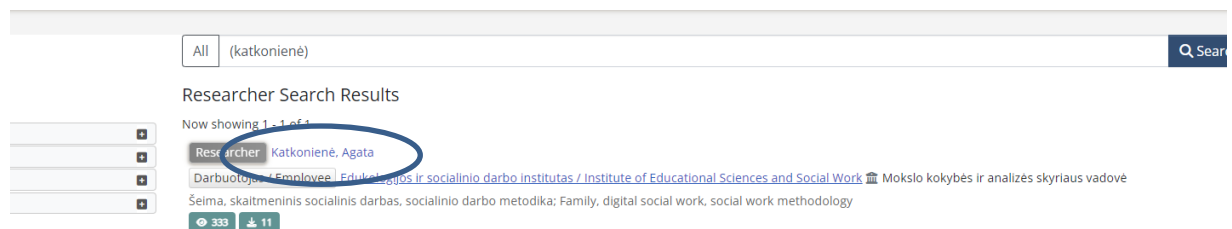
☐ Perskačiau ir sutinku

Mes renkame informaciją apie Jūs šiais tikslais:  
nustatinėti asmeniniai ir akademiniai reikalavimai

Select **Researchers** from the main menu. Find your profile by typing your name in the search box and click Search:

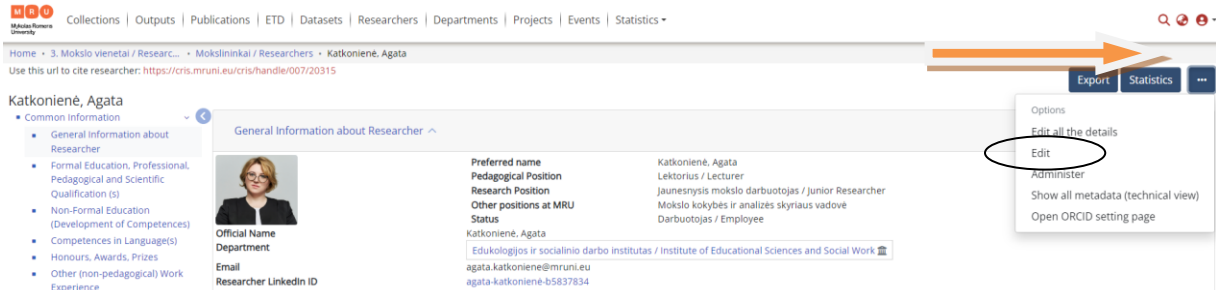


Click on the active link for your surname in the search results window:



## 2. Submitting and editing information.

In the profile window that opens, click on the **ellipsis**, select **Edit** from the list of options that appears:



In edit mode, you can enter, edit or delete data in your profile in sequential order, or by selecting the desired section or record in your profile. (Data is maintained in Lithuanian and English, with the option to select languages. There is no need to translate the name of the event and organisation - the original language is sufficient).

**Important:** To save new entries and changes, click on the **Save and Return** button at the bottom of the profile before logging out each time.

### Upload a photo or text file.

**1 step.** Upload a personal photo file (we recommend using MRU photoshoot photos or other business-style photos) in JPG or PNG format, limited to 512 MB, and a CV in PDF format. This can be done by selecting Drag and drop here or find on your computer. Once you have successfully uploaded the photo and/or file, you will receive a message at the top of the screen saying "Uploaded successfully":



**2 step.** Refine the information about the uploaded file(s) and set the conditions for accessing it. Scroll to the bottom of the window and click the edit (pencil) icon next to the uploaded file:

Here you will find all the files currently in the item. You can update the file metadata and access conditions or upload additional files by dragging & dropping them anywhere on the page. ×

|                                                                                                       |                                                                                                           |                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br>Miniatiūros nėra | <b>Katkoniene.jpg (720.7 KB)</b><br>Katkoniene.jpg<br>Checksum (MD5) ⓘ : baaabef5080fc4352a8363dd0c45d20d |    |
|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

For a personal photo, choose Picture (Personal) as the file type, and for a CV, choose File. Set the access conditions: free access. If you choose embargo or intranet access, you must specify the dates of the access restriction. To save the file settings, click Save:

Srauto redagavimas

Failo vardas / File name \*

Katkoniene.jpg

Failo tipas / File type Privatus / Private Failo ID / File ID

Picture (Personal) ▼ ▼ Failo ID / File ID

Naudojama sąsajai su lentelės lauku, kur šis failas yra naudojamas kaip logotipas.

Failo aprašymas / File description

Failo aprašymas / File description

Prieigos būseną / Access status Ribojimų data / Restriction Date

open #PLACEHOLDER\_PARENT\_METADATA\_VALUE#

Pasirinkite prieigos sąlygas

Select an access condition to apply on the bitstream once the item is deposited

Embargo iki \* Galioja iki \*

Nuo Iki

Select the date from which the related access condition is applied Select the date until which the related access condition is applied

+ Pridėti lauką / Add field

Atšaukti Saugoti

**Researchers basic information.** Some data (surname, first name, last name, MRU email address) are automatically uploaded from the University's information system. Please complete the information by entering other forms of your name, other e-mail address, ORCID number, Scopus ID, Google Scholar reference, etc. in the fields provided. To add a field, click [+Add field / Add field](#).

Please provide links to your personal site in the Personal Site(s) field (It is recommended to include a personal site only if it is active and the data is regularly updated). Click [+Add field / Add field](#) and fill in the fields. Click [Add](#). If you do not have or do not want to publish a personal website, ignore this entry:

Svetainės URL / Site URL

Svetainės URL / Site URL \*

Svetainės URL / Site URL

Svetainės pavadinimas / Site Title

Svetainės pavadinimas / Site Title

Close

Add

**Media URL(s).** Please provide links to social networks, websites or other online sources that showcase your research activities - MRU, Researchgate, Wikipedia, LinkedIn, etc.

**Interest(s).** Indicate your research interests in English. Each time you type a word or phrase, press **Enter** on your keyboard. The order of the interests can be changed by moving them with the mouse.

Mokslo interesai / Interest(s)

Šeima

Family

+ Pridėti lauką / Add field

Lietuvių / Lithuanian (lt)

Anglų / English (en)

**Education, Professional, Pedagogical and Scientific Qualification (s).** Click [+Add field / Add field](#) and enter the name of the educational or professional qualification, the period of time, and the name of the institution of study or work in the fields provided. The order of the entries can be changed by moving them with the mouse. You can edit the entries in this and other sections on the forms that open when you left-click on an entry. Save your changes by clicking Add or Set. In the field on non-formal education, please enter information on how you are developing your didactic (pedagogical) competences.

Institucija, pavadinimas / Institution / Title

Pradžia / Start \*

year

month

day

Pabaiga / End \*

year

month

day

Išsilavinimas, kvalifikacija / Education, Qualification \*

Išsilavinimas, kvalifikacija / Education, Qualification

Institucija, pavadinimas / Institution / Title \*

Institucija, pavadinimas / Institution / Title

Close

Add

**Honours, Awards, Prizes.** Click +Add field / Add field and fill in the fields with details of awards received, membership of organisations, expert activities. Click Add:

Institucija, pavadinimas / Institution / Title

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Pradžia / Start \*

year month day

Pripažinimas, apdovanojimas / Honour, Award, Prize \*

Pripažinimas, apdovanojimas / Honour, Award, Prize

Institucija, pavadinimas / Institution / Title \*

Institucija, pavadinimas / Institution / Title

Aprašymas / Description

Aprašymas / Description

Close Add

**Teaching List at University.** Enter the name and code of the course taught or previously taught in the current academic year, a link to the course description, the capital letter of the MRU unit, and select it from the list. Click Add:

Dalyko kodas / Subject code

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Dalyko kodas / Subject code \*

Dalyko kodas / Subject code

You must enter

Studijų pakopa / Study stage \*

Dalykas / Subject Title \*

Dalykas / Subject Title

Padalinys / Department \*

fad

Viešojo valdymo ir verslo fakulteto dekanatas / Faculty of Public Governance and Business Dean's Office

Viešojo valdymo ir verslo fakultetas / Faculty of Public Governance and Business

Žmogaus ir visuomenės studijų fakultetas / Faculty of Human and Social Studies

Žmogaus ir visuomenės studijų fakulteto dekanatas / Faculty of Human and Social Studies Dean's Office

year month day year month day

Close Add

**Invited (guest) Lectures.** Click +Add field / Add field and enter the date, name and location of the event, the topic of your report and the type of activity in the form fields that appear. Click Add:

Pavadinimas / Title

Data / Date \*

year month day

Pavadinimas / Title \*

Pavadinimas / Title

Vieta, institucija / Location, Institution \*

Vieta, institucija / Location, Institution

Veiklos tipas / Activity Type \*

Veiklos tipas / Activity Type

Close Add

**Training on Request.** Here you can enter details of your participation in outsourced research. Click +Add field / Add field, fill in the fields and click Add.

**Competences in Language(s).** Click +Add field / Add field, select the language and its proficiency level from the list and click Add:

Kalba / Language

Kalba / Language \* Šnekamoji / Spoken \* Rašymo / Written \*

Close Add

### **Other (non-pedagogical) work experience**

A new field at the end of the questionnaire allows you to enter your work experience other than teaching.

## Summary of profile information

You can download all the information about yourself in pdf, word format. In the profile window, select Export from the options provided:

Home • 3. Mokslo vienetai / Resear... • Mokslininkai / Researchers • Katkonienė, Agata  
Use this url to cite researcher: <https://cris.mruni.eu/cris/handle/007/20315>

Katkonienė, Agata

- Common Information about Researcher
  - General Information about Researcher
  - Formal Education, Professional, Pedagogical and Scientific Qualification(s)
  - Non-Formal Education (Development of Competences)
  - Competences in Languages
  - Honours, Awards, Prizes
  - Other (non-pedagogical) Work Experience
- Research Activity

General Information about Researcher

|                               |                                            |                                                                                                 |
|-------------------------------|--------------------------------------------|-------------------------------------------------------------------------------------------------|
|                               | <b>Preferred name</b><br>Katkonienė, Agata | Katkonienė, Agata                                                                               |
| <b>Official Name</b>          | <b>Pedagogical Position</b>                | Lektorius / Lecturer                                                                            |
| <b>Department</b>             | <b>Research Position</b>                   | Jaunesnysis mokslo darbuotojas / Junior Researcher                                              |
| <b>Email</b>                  | <b>Other positions at MRU</b>              | Mokslo kokybės ir analizės skyriaus vadovė                                                      |
| <b>Researcher LinkedIn ID</b> | <b>Status</b>                              | Darbuotojas / Employee                                                                          |
|                               |                                            | Edukologijos ir socialinio darbo institutas / Institute of Educational Sciences and Social Work |
|                               |                                            | <a href="mailto:agata.katkoniene@mruni.eu">agata.katkoniene@mruni.eu</a>                        |
|                               |                                            | <a href="#">agata-katkoniene-b5837834</a>                                                       |

Item Export Process Launcher

Export item Katkonienė, Agata

Format

Person PDF

Cancel Export

You can open the downloaded file for viewing or save it on your computer.

*The system is newly installed and there may be issues with data entry. If you have any questions or see any inaccuracies, please contact Jurij Kuznecov [jkuz@mruni.eu](mailto:jkuz@mruni.eu)*