

2018-06-11 Revised 2024-11-22 Guide for students

Publish or archive a student paper, essay or degree project in DiVA

According to decision, <u>Rutiner och ansvarsförhållanden för självständigt arbete</u> (examensarbete) vid Högskolan i Halmstad, the student is responsible for:

- submitting the approved graduated thesis to the examiner in pdf format,
- register metadata and upload the approved digital essay in DiVA and, at the time of registration, state whether the essay may be displayed publicly and on the Internet
- approve the digital publishing agreement,
- that the necessary consent for publication on the Internet is obtained in cases where the essay contains copyrighted material produced by anyone other than the student.

How to publish or archive:

- 1. **Log in:** Log in to DiVA <u>https://hh.diva-portal.org/dream/login.jsf</u> with your University account and password.
- 2. **Select publication type:** *Student thesis* is preselected. Click on *Continue* to proceed.



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- 3. Author(s): Fill in details for all authors. If you fill in your e-mail address you get a confirmation when the registration is complete as well as when your paper has been published and/or archived.
- Choose department, unit or programme: Choose the right school from the dropdown list. It's important you choose the right school.
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5. **Cooperation:** If you have cooperated with a company or an external organisation, enter the name here.

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6. **Title:** Fill in the title and subtitle, if there is any, and select the language of the title. **Alternative title:** If there is any alternative title in another language, enter it here.



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7. Degree: Fill in the level of your paper and select the number of credits for the paper. Select a subject/course if a suitable one is in the list. Otherwise ignore this field. Other information: Fill in year and number of pages (last paginated page).

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- 8. **Series:** Ignore these fields if your department has not provided special instructions.
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supervisor.

10. National subject category: Choose the appropriate subject category by clicking on the button. You can search or browse for a suitable subject. To delete a chosen category, click on the red x.
 If you are unsure which category to choose, please contact your examiner/principal

National subject category * ? Choose national subject category » Lärande; Learning (50303) х National subject categories Agricultural Sciences Engineering and Technology + Humanities Medical and Health Sciences Natural Sciences Social Sciences Economics and Business Educational Sciences Didactics Learning Pedagogical Work



11. **Keywords**: Add keuwords that will make it easier for others to finns your paper. Separate keywords with a comma.

Abstract: Write or paste an abstract/summary. You can enter keywords and abstracts in several languages.

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12. **Supervisors and examiner**: Add information about supervisor and examiner.

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Presentation: These fields are optional.

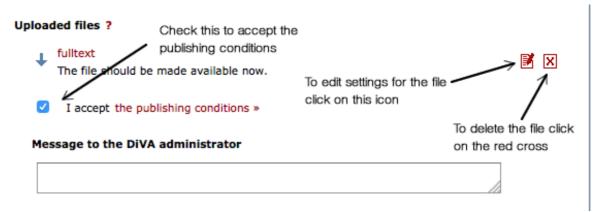
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13. **Upload your file**: Here you upload your final and, by your examiner, approved paper in PDF-format (A4). Set the visibility of your paper. *Make freely available now* is preselected. If you are fine with that no changes are necessary. To make your paper visible at a specific date, select the option *Make freely available later* and set an appropriate date. If you only want the information about your paper to be publicly visible in DiVA and not the actual paper, select *Only for archiving*.

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14. **Conditions**: Once your file is uploaded, read the publishing conditions and tick the checkbox to acknowledge your acceptance.



15. **Review/Publish**: Check if all details are filled in correctly. Use the *Edit information* link or the *Back* link to retur nto the form and make the necessary changes.

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16. **Check the file**: Make sure it is possible to open the file. At the bottom of the page under Files there is a link to the file.

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17. **Submit**: When you are satisfied with your registration, click on *Submit*.



After submitting your paper

When you have submitted your paper it has to be approved by an administrator at your school/department before it can be published and publicly visible. Therefore you will not be able to see your paper immediately efter you have registered it.

Thank you for registering this item.

The record has now been saved in the system.

If you cannot immediately see your publication in DiVA the delay is because it has to be checked first by a librarian or an administrator.

Remember to send a copy of your approved paper to your examinator in PDF-format.

Should you discover any errors in your registration you need to log in to <u>HH:s</u> <u>Heldpdesk</u> and open up a ticket. You can also use this <u>contact form</u> to send your request.

