



UMEÅ UNIVERSITY

Guide for students archive and publish student thesis/degree project in DiVA

A student thesis at degree level produced at Umeå University must be registered in DiVA and a PDF with the thesis must be uploaded for archiving. With your approval, your thesis can also be made available through full text publication in DiVA.

The registration is done in three steps:

1. You **enter information** about your thesis
2. You **upload a PDF** of your thesis
3. You **review** to make sure all details are correct and then submit your DiVA registration for approval

How to register your thesis

Log in to DiVA with your Umu-id and select publication type Student thesis from the drop-down menu. Click on **Continue**.

A screenshot of a mobile application interface for registering a thesis. At the top, there are three navigation buttons: 'Back' with a left arrow, 'Cancel', and 'Continue' with a right arrow. The main content area has a heading 'Select publication type ?' followed by a dropdown menu currently showing 'Student thesis'. Below the dropdown, there is a text prompt: 'You can also go to your drafts. Select My drafts.' At the bottom of the screen, there are three navigation buttons: 'Back' with a left arrow, 'Cancel', and 'Continue' with a right arrow.

Contact Servicedesk if you have problems with your Umu-id,
<https://servicedesk.its.umu.se/?language=en>



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Fill in all mandatory fields

Fields **marked with pink** are mandatory fields. Certain programmes or courses may require additional fields to be filled in. Check with your department if you are unsure.

You will start by filling in details about the thesis author – yourself and any co-authors. You will then proceed with entering details about your thesis and the degree that your thesis is a part of.

About the thesis author(s)

Name

Enter your **last** and **first** name. If you have written your thesis with another student, click on **Another author** and enter your co-author's details. Enter the authors in the order you have stated on your thesis title page.

Though not mandatory, you can also enter your Umu-id (Local User Id).

Department/unit

It is important that you choose the correct department/unit in order for your thesis to be registered and approved. Contact the student theses administrator at your department or your supervisor if you are unsure. If you choose a unit, the department it belongs to will automatically be registered as well.

Author ?

[Get saved personal data >>](#) [Save personal data >>](#)

Last name: * Year of birth: Year of death:

First name: * Local User Id:

Department, unit or programme:
[Choose organisation >>](#)

x

Research group:

E-mail:

Other organisation:

[Another author >>](#)

Click on **Choose organisation** and search or click your way to your department/unit. See next page for detailed instructions!



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Search ?
Search for department, unit or programme. The superior department will be set automatically.

Browse ?
Navigate in the list by clicking on plus and minus. Choose department, unit or programme by clicking on the name. The superior department will be set automatically.

Umeå University

You can either use the search box...

...or click your way to your department/unit using the plus signs.

Browse ?
Navigate in the list by clicking on plus and minus. Choose department, unit or programme by clicking on the name. The superior department will be set automatically.

- Umeå University
 - Arctic Research Centre at Umeå University
 - Faculty of Arts
 - Faculty of Medicine
 - Faculty of Science and Technology
 - Faculty of Social Sciences
 - Sliperiet
 - Umeå School of Education (USE)
 - Umeå University Library

- Umeå University
 - Arctic Research Centre at Umeå University
 - Faculty of Arts
 - Centre for Sami Research
 - Department of Creative Studies (Teacher Education)
 - Department of culture and media studies
 - Department of historical, philosophical and religious studies
 - Department of language studies
 - Humlab
 - Umeå Academy of Fine Arts
 - Umeå Centre for World View, Value, and Science



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E-mail address

Enter your e-mail address in order to receive a confirmation when the registration is complete and another when your registration has been approved by your department. Your e-mail address will not be publicly visible in DiVA.

Other organization

Add information here only if you have completed your work at another university. If you have written your thesis at Umeå University, leave this field empty.

Cooperation

Indicate whether you have cooperated with an external party outside of the university.

A screenshot of a web form section titled 'Cooperation ?'. It contains a label 'External cooperation' with two radio buttons: 'Yes' (selected) and 'No'. Below this is a label 'Partner: *' followed by a text input field containing 'Sveriges Radio'. To the right of the input field is a red 'x' icon. At the bottom of the section is a button labeled 'Add partner >>'.

Cooperation ?
External cooperation
 Yes No
Partner: *
Sveriges Radio
Add partner >>

About your thesis

Title

State your thesis title, subtitle and the language of the title.

A screenshot of a web form section titled 'Superscript ?'. It contains three main input areas: 'Main title: *' with the text 'The hunger games', 'Subtitle:' with the text 'an empirical study', and 'Language: *' with a dropdown menu set to 'English'. Each input area has a rich text editor toolbar below it with icons for bold, italic, underline, link, unlink, list, and other text formatting options.

Superscript ?
Main title: *
The hunger games
Subtitle:
an empirical study
Language: *
English

If your thesis has an additional title in another language, state it in the fields for **Alternative title**.



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About your degree

Specify the level of your paper and how many University credits it comprises.

Select the name of your programme and subject/course if these can be found in the drop-down lists. If not, ignore these two fields.

Degree ?

Level: *

University credits: *

Educational program:

Subject / course:

[Another degree >>](#)

More about your thesis

Year and number of pages

Enter the year when your thesis was formally approved.

Enter the number of pages - the same as the last numbered page of your thesis.

Other information ?

Year: * Number of pages:

If your thesis is part of a series

Most student theses are *not* part of a series. If your thesis is part of one, select the title of the series from the list and specify the number of your thesis in the series. If the series is not on the list, fill in the fields for **Other series**.

Identifiers

Ignore these fields unless you have been instructed otherwise by your department.



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National subject category

Choose subject category. Select the one (or two) closest to your subject, it does not have to be an exact description.

National subject category * ?

[Choose national subject category »](#)

Search ?
Search for national subject category. The superior subject category will be set automatically.

[Search](#)

Browse ?
Choose national subject category by clicking on the name. The superior subject category will be set automatically. Navigate in the list by clicking on ≡ and ≡

[-] **National subject categories**

- [+] Agricultural and Veterinary sciences
- [+] Engineering and Technology
- [+] Humanities and the Arts
- [+] Medical and Health Sciences
- [+] Natural Sciences
- [+] Social Sciences

[Cancel](#)

You can either use the search box...

...or browse your way by clicking on the plus signs.



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Keywords and abstract

Enter keywords and abstract and select language in the drop-down lists. Keywords and abstract help others find your thesis. You can add fields for keywords and abstract in additional languages.

The screenshot shows two main sections: 'Keywords' and 'Abstract'.
The 'Keywords' section has a text input field containing 'dystopia, young adult fiction, empirical studies'. Below it is a 'Language:' dropdown menu set to 'English'. A button labeled 'Keywords in another language >>' is also present.
The 'Abstract' section features a rich text editor with a toolbar including bold, italic, strikethrough, subscript, list, and paragraph options. The text area contains two paragraphs: 'Here is an abstract, it's looking good. There are no odd letters or spaces and if my abstract has paragraphs they are not drawn together but properly spaced with a line between them (or an indent). |' and 'Here is the next paragraph of my abstract, it's also looking good.' Below the text area, it shows 'Path: p' and 'Words:45'. A 'Language:' dropdown menu is set to 'English', and a button labeled 'Another abstract >>' is at the bottom.

Use commas to separate your keywords.

Check that your abstract is correct - no odd letters or missing spaces.

Supervisor and examiner

Fill in the names of your supervisor and examiner. You do not need to fill in any other details about them.

Presentation

You do not have to fill in details about your presentation unless you have specific instructions to do so from your department.



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Upload your thesis for archiving (and possibly publishing)

It is mandatory to upload a file with your student thesis/essay in DiVA. In DiVA, you can choose to either archive the file only *or* to make it freely available at the same time as you archive it.

Upload the thesis/essay as pdf (A4). The pdf-file should include a title page with information about author, title and level. The title page should also indicate that the thesis has been written at Umeå University.

Upload file ?

Title:
The hunger games: an empirical study

Secrecy Registration number:

When should the file be made freely available? *

Make freely available now (open access)
 Make freely available later
 Only for archiving

Date:

Until when should the file be made freely available? *

Date:

Type: *

fulltext
pdf (application/pdf)

Give the file a name (optional):

Print file
 Digitized

Välj fil ingen fil vald
0 %

Choose **Make freely available now** if you want your thesis to be available to search for and read in DiVA (your thesis will also be automatically archived).

Choose **Only for archiving** if you wish to archive your thesis file and don't want it to be read.

Click on **Välj fil**, locate your thesis file and double click on the file to upload it.

Regardless of whether you choose to archive only or to also make your thesis freely available, the information about the thesis that you have registered (author details, title, abstract etc.) will be visible for anyone searching in DiVA.



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Read and accept the Publishing conditions before making your thesis freely available

In order to make your thesis freely available, you must read and accept the Publishing conditions. By ticking the box, you accept the publication of your thesis in DiVA. Some departments also require students to fill in a specific form to approve the publication. Your department will provide you with more information.

If you have chosen the “Only for archiving” option the box for publishing conditions will not be displayed.

Uploaded files ?

↓ **fulltext**
The file should be made available now.



I accept the publishing conditions »

Message to the DiVA administrator

Click **Continue**.

Review and submit

The last page of the registration form shows all the details you have entered. Check that all details are filled in correctly. If you want to change something, click on **Edit information** or **Back**.

Make sure the pdf-file that you have uploaded can be opened by clicking the red **fulltext** link.

	Files fulltext fulltext	
← Back	Cancel / Save draft	Submit →

When all details are correct and the file can be opened, click **Submit**.



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After submitting

After you submit your thesis, the registration will be reviewed by an administrator at your department before it appears in DiVA. Therefore, you will not be able to see your student thesis in DiVA right away.

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.

When the administrator has published/archived your student thesis, you can find it in DiVA, uppsatser.se and search tools like Google. If you have entered your e-mail, you will get a notification when your thesis has been registered, and another notification when it is published/archived.

Questions? Contact the theses administrator at your department!

Do you want to correct an error, need to speed up the publication or are you wondering if your registration worked properly? Please contact your department theses administrator for assistance and further information.

[Umeå University Open Access Policy \(2017\)](#)