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.

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

Click on Choose organisation and search or click your way to your department/unit. See next page for detailed instructions!
You can either use the search box...

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

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

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

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.

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

You can either use the search box...

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

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.
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.

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.
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.*

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.

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

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.

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)