Registering student theses

Registering in five steps:

1. **Log in** with your JU account via the link Register thesis in DiVA and start at: **Add publication / Upload files.**

2. Select **Student thesis** from the drop-down menu under 'Select publication type'**.**

Proceed to the next page by clicking on **Continue** at the bottom or top of the page.

3. Fill in all the information (metadata) about the publication as explained below.

Author: All authors who have been involved in writing the thesis must be registered in the order they appear in the publication. State the name of the school where the thesis was written from the drop-down menu. You may also state your e-mail address, but you can skip 'Year of birth', 'Local User Id', and 'Research group'. Click on the button **Another author** for each new author.

Cooperation: If you have cooperated with a company or other organization, choose **Yes** below 'External cooperation' and enter the name of the company or organization. Click on the button 'Add partner' if you have had several cooperations. If you haven't had any cooperation, choose **No**.

Title: Enter the title of the thesis, any subtitle as well, and the language of the thesis. PLEASE NOTE: If the subtitle is to be registered in Ladok and visible on your diploma, the subtitle must be entered into the form in DiVA.

Alternative title: If you have a title in a different language, write it here in the same way as for 'Title' above. This is not a mandatory field.

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You may also choose the school subject of the course in **Subject/course**. **Subject/course** is not a mandatory field.

Content category: Not applicable.

Sustainable development: If your thesis is about or contributes to 'sustainable development', choose this in the drop-down menu.

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Presentation: Not applicable.

Note: Not applicable.

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4. **Add the thesis as a pdf file (Upload file):**

   - Under the heading **When should the file be made freely available?** select **Make freely available now (open access)**. If you don't want the full text of your thesis to be available to the public in DiVA, choose **Only for archiving**.
   - Click on the button Choose File and upload your thesis in PDF format from your computer.
   - Proceed to the next page by clicking on **Continue** at the bottom or top of the page.

5. **Check all the information you have entered** and finish the registration by clicking on **Submit** at the bottom or top of the page.

Do not forget to sign the 'Final administration for thesis' and hand it in at your school. The form can also be filled in and signed digitally and sent via e-mail to the examiner. Digital signing is done using eduSign. The thesis will be published on the Internet after having been verified by a study administrator.