

Guidelines and routines for archiving, registering and publishing degree projects

Replaces administrative decision FÖ§8, 2012

Documentation of degree projects at basic and advanced level should be registered in the Konstfack publication database DiVA, and be archived in the Konstfack archive. The written part of the degree project, as well as documentation of the artistic part, should be published in full in DiVA, unless this meets with copyright obstacles. If the degree project contains copyright protected material part of the documentation can be hidden from the public. A paper copy of the written part of the degree project should be archived in the Konstfack archive, along with documentation of the artistic part delivered on a CD or a USB memory.

It is the responsibility of **the student** to:

- document the artistic part of the degree project
- register the degree project in DiVA
- upload the version of the degree project that has been approved by the examiner (written part and documentation of the artistic part) in DiVA
- deliver a paper copy of the written part of the degree project, as well as documentation of the artistic part, to the department administrator for archiving. The documentation of the artistic part can be delivered on a separate CD or USB memory if it is not included in the written part.

The administrator, supervisor, examiner or other person appointed by the department will review the registered degree project in DiVA and publish it.

It is the responsibility of **the department** to inform the library about the DiVA reviewers appointed by the department.

The **library** will provide DiVA introductions and support to the reviewers appointed by the departments.

The **administrator** is responsible for delivering the printed archive copy, along with the digital documentation of the artistic part, to the archivist as soon as possible after the end of term.

Background to the guidelines

Konstfack has joined DiVA, a publicly available publication and full-text database. Here bibliographic data and full-text files of, for example, degree projects, reports, articles and book chapters produced by students, teachers and researchers affiliated with Konstfack are stored. Material published by Konstfack will be made available and searchable in DiVA¹, and thereby also available through for

¹ www.diva-portal.org

example Google², Uppsök³, SwePub⁴ and uppsatser.se⁵. In this way a comprehensive entry point for Konstfack's publications is created, and the school's students and researchers can make their publications visible and available in a simple fashion.

Archiving

According to the National Archives of Sweden's regulations (2017:39) all degree projects on a bachelor or master level should be archived. The degree project becomes a public document when it has been drawn up by a public authority (after it has been graded). According to chapter 2 of the Freedom of the Press Act a public document should be made available regardless of copyright. If a student has not consented to the degree project being published on the Internet the public can only have access to the public document (the degree project) by visiting Konstfack.

In the Archives Act (1990:782) it is regulated that the archives of public authorities should cater to the following:

1. the right of every Swedish citizen to take part of public documents
2. the need for information for the processes of justice and public administration
3. the need for information within research

² www.google.com

³ [uppsok.libris.kb.se](http:// uppsok.libris.kb.se)

⁴ swepub.kb.se

⁵ www.uppsatser.se