

DIRECTIVE FOR THE HANDLING OF INDEPENDENT PROJECTS AT THE FACULTY FOR HUMAN SCIENCES

REG. NO. MIUN 2013/852

Published:

Decision-maker: Susanna Öhman

Administrator: Yvonne Landström

Date of Decision: 2016-01-18

Period of Validity: until further notice

Summary: Directives on how independent projects are to be handled are given in the Mid Sweden University *Document handling plan* (reg. no. MIUN reg.no. 2012/366) and in the *Directive for the Handling of Independent Projects* (reg. no. MIUN 2012/403, revised 2015-08-18). The *Directive for the Handling of Independent Projects at the Faculty for Human Sciences* replaces *Routines for the Filing and Publication of Independent Projects at the Faculty for Human Sciences* (reg. no. MIUN 2013/852).

Directive for the handling of independent projects at the faculty for Human Sciences, HUV, establishes the existing routines and roles of responsibility at HUV. It also specifies the differences between the handling of independent projects equivalent to first-cycle, with specialisation level C, and second-cycle in relation to independent projects equivalent to first-cycle, with specialisation level B. The publication consent form that students at HUV must hand in, when the independent project has been approved, is attached as an Annex.



Revision of decision regarding the handling of independent projects at the faculty for human sciences

Background

Regulations governing the handling of independent projects are specified in the Mid Sweden University *Document Handling Plan* (reg. no. MIUN reg. no. 2012/366) and in *Directive for the Handling of Independent Projects* (reg. no. MIUN 2012/403, revised 2015-08-18). Given below is the *Directive for the Handling of Independent Projects at the Faculty for Human Sciences* that has been produced in connection with the revision the central *Directive for the Handling of Independent Projects*. It replaces *Routines for the Filing and Publication of Independent Projects at the Faculty for Human Sciences* (reg. no. MIUN 2013/852).

Routines and Roles of Responsibility

The routines and roles of responsibility given below pertain to independent projects, equivalent to **first-cycle with specialisation level C and second-cycle**, approved as of spring semester 2016.

- **The Course Director/Examiner/Course Coordinator** or other, chosen by the department, informs the students regarding the specific routines governing the handling of independent projects. This information must also be available on the course page in Moodle, the Student Portal or similar course forum.
- **The Student** hands in his/her independent project to the examiner, preferably in digital form, along with a completed standardised metadata form, i.e. a cover sheet, produced by the Division of Communication and Interaction, as well as the publication consent form. Refer to Annex 1.
- **The Examiner** passes on the approved independent project, in PDF format, complete with a correctly filled out standardised metadata form, i.e. a cover sheet, produced by the Division of Communication and Interaction, as well as the publication consent form, refer to Annex 1, along with information regarding the grade and course completion date to a faculty administrator.
- **The Faculty Administrator** enters the grade of the independent project in Ladok and is responsible for uploading the examiner-approved version of the independent project, complete with metadata*, to DiVA. The faculty administrator must also consider if the student wants the independent project to be publicly available information, or just the metadata, in accordance with the student publication consent form. Refer to Annex 1. In case of more than one author of the independent project, consent is required from all students involved. If consent has not been distributed to the administrator, only the independent project metadata is entered in DiVA.
- **The Faculty Administrator** is responsible for producing lists of each subject, cycle and semester based on the independent projects that has been sent in. These lists must, at the end of the semester, correspond with the interrelated Ladok lists. A list template can be found in the public HUV folders/DiVA. Note: entry of the registration number/local ID is not required. These markings cease to apply as of this revision.
- **The Faculty Administrator** is responsible for the preservation and archiving of the publication consent form, refer to Annex 1, in consultation with the faculty archive registrar.

The following routines and roles of responsibility pertain to independent projects equivalent to **first-cycle, specialisation level B**, approved as of spring semester 2016.

- **The Course Director/Examiner/Course Coordinator** or other, chosen by the department, informs the students regarding the specific routines governing the handling of independent projects. This information must also be available on the course page in Moodle, the Student Portal or similar course forum.
- **The Student** hands in the independent project to the examiner, preferably in digital form, with a completed standardised metadata form, i.e. a cover sheet, produced by the Division of Communication and Interaction.
- **The examiner** passes on the approved independent project in PDF format, complete with a correctly filled out standardised metadata form, i.e. a cover sheet, produced by the Division of Communication and Interaction, along with information regarding the grade and course completion date to the faculty course coordinator.
- **The Faculty Administrator** enters the grade of the independent project in Ladok.
- **The Faculty Administrator** is responsible for the independent project equivalent to first-cycle, specialisation level B, being stored by subject and the semester during which the independent project was approved for five years in PDF format in the public HUV folders. Thereafter, the faculty archive registrar is responsible for the removal of the documents.
- If a student wants to publish his/her independent project in DiVA, follow the instructions for publication consent and public publishing in DiVA as specified above.

* **Metadata**, for additional information refer to *reg. no. MIUN 2012/403*

The following metadata must be entered in the DiVA registration form for each report. Any additional information is optional.

- Author (name and surname)
- Year of birth, 4 digits
- Department (selected in drop-down menus updated by the library)
- Document title and language
- Essay level (selected in drop-down menu common for DiVA)
- Higher education credit (selected in drop-down menu common for DiVA)
- Study programme, where applicable (selected in drop-down menus updated by the library)
- Subject/course (selected in drop-down menus updated by the library)
- Year (must be the calendar year when the student passes the course)
- Number of pages
- Possible external co-operation (e.g. other universities, the business sector or authorities)
- National subject category
- Supervisor (name and surname, department)
- Examiner (name and surname, department)
- Enter the final approval date in the comments field.

Terms of Publication, Faculty of Human Sciences

1. The higher institute of learning (HEI) provides DiVA as its publishing platform.

The Mid Sweden University is affiliated with DiVA, Digitala Vetenskapliga Arkivet (Digital Scientific Archive), a tool for digital registration and storage of research publications and independent projects, allowing for public access.

2. By uploading the work to DiVA, it is made accessible to the public.

The expression “accessible to the public” means, in essence, that the document can be studied by the all members of the general population. The research community is construed as part of the general public in this respect. The author retains copyright, and use of the information in DiVA is regulated by the Copyright Act (Refer to Item 7).

3. The author is responsible for acquiring the requisite copyright in order to publish the work in DiVA.

As the author does not relinquish any part of the copyright, neither the HEI nor DiVA can be held responsible for any copyright infringement regarding the work in question. The HEI only provides a platform, thereby making the publishing party the author in DiVA.

4. The author is responsible for the work being approved for publishing if it is part of the examination process.

The author cannot request uploading to DiVA unless the work has been approved by the examiner.

5. DiVA publishing is based on non-commercial grounds.

The HEI will not charge the author any fees for the publication in DiVA. The author is not entitled to any economic compensation from the HEI for the publication in DiVA. The HEI does not have the right to charge any fees for public use of the work after publishing in DiVA.

6. The HEI has the right to remove the work of the author from the public area of DiVA if the author violates the terms of publication. The independent work and the metadata will still remain stored within the system.

In accordance with the HEI directive for DiVA publishing, the author must read and approve the terms of publication. The signing of the publication approval form, given below, and sending it to the examiner constitutes confirmation.

7. The author can partially waive right of disposition regarding the work.

By attaching a special license to the work, e.g. a Creative Commons license, the author can allow for wider use than what is specified in the Copyright Act.

8. The terms of publication are valid, where applicable, even if the HEI moves on to a different system solution than DiVA.

Metadata and uploaded files will then be transferred to the new system.

Publiceringsmedgivande, DNR MIUN

2013/852

- Ja, jag godkänner att mitt självständiga arbete publiceras i det offentliga gränssnittet i DiVA (Open Access i DiVA).

- Nej, jag godkänner inte att mitt självständiga arbete publiceras i DiVA (Open Access i DiVA).

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Namn

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Födelsedata

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Program/kurs

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Ort och datum

Blanketten distribueras av student i samband med examination till examinator.