

## A guide to UC Viden for students handing in their graduation projects

You can upload your project at this web-address: [Digital registration of project](#)

You can also find the address at Studynet – Campus - Research and development – “UCViden” in english - Register and / or upload your project here

You can add several authors, supervisors and external partners for each project. Once you have filled out the pop-up box, you can click on the add-button and add a new person or partner.

All fields with \* must be filled

### Explaining the headlines in the formular

#### Type

Type \*

Select type... ▼

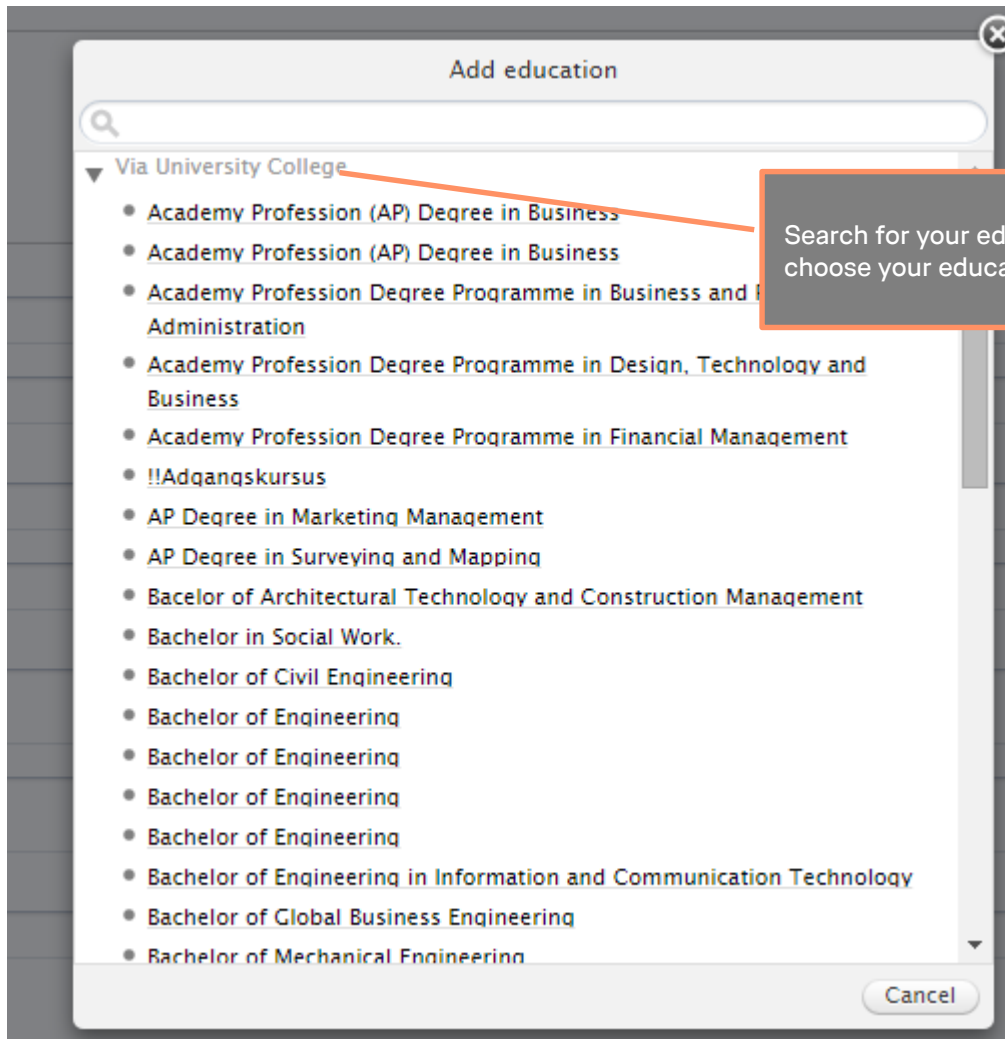
Select eg. Bachelor project

#### Education

Education \*

Add education...

Add education



## Education

Education \*

 **Bachelor of Architectural Technology and Construction Management**

Professionsbacheloruddannelse

Education structure: Education

[Change education](#)

Semester \*

Final semester, Horsens ▾

Place of study \*

Constructing Architecture Horsens ▾

If the education is offered in several places in VIA. Select final semester and location in the drop-down menu in the pop-up box.

### Place of study

Select your place of study in the drop-down menu in the pop-up box

Place of study \*

Civil Engineering ▼

## Authors

You are the author of your project. If you are in a group, you are all authors. Only one of you have to upload the project. You can add several authors for each project.

Authors \*

Add author...

Click on "Add author" and fill out the pop-up box for each author

Add author

First name \*      Last name \*

E-mail \*      Study number

Cancel      Create

Your study number

Your e-mail address . You receive an email receipt

## Supervisors

Supervisors

Supervisors

Add supervisor...

Click on 'Add supervisor ' for each of your supervisors

**Add supervisor**


🔍 |


*Search by start entering person name, job title or organisation  
Search results will be updated while you type*

## Information


### Information


**Title \***







**Subtitle**





**Abstract / summary**





**Publishing institution**

**Publication date**

Year \*    Month    Day

**Language \***

▼

**Number of pages**

Write the title both in the box marked with the Danish and the English flag. The English box is used to make your project visible on the English Student portal, and the Danish box to make your project visible on the Danish student portal

Write an abstract, a summary or a short descriptive text. Please place your text both in the box marked with the Danish and the English flag

Write: VIA University College

Number of pages does not include appendixes

## Keywords

Keywords ⓘ

KEYWORDS

*There are no associations*

Add keywords...

Add keywords

🔍

- Culture
- Developmental psychology
- Digital communication
- Diplomuddannelser
- Discourse Analysis
- Distance learning
- Divorce
- Dying
- e-business
- Educational Technology
- Efterværn
- Emergency aid
- Energy efficient buildings
- Energy renovation
- Energy Technology
- Entrepreneurship
- Environmental Technology
- ▶ Erhvervsliv, handel og økonomi
- EU
- Evaluation
- Evidence

Keywords can be added from a list. Search or choose from the list by clicking at the symbol in front of the keywords. Select the chosen keyword and it will be transferred. You can add additional keywords. Free keywords can be added. Only one keyword per field. Use a lowercase initial letter for all words and write the words in plural.

## Files

The preferred format for uploaded text files is pdf. It is important that you gather the project in one pdf file. Appendixes can be upload in the separate field. You can create a zip file for the appendixes, if you have multiple large files.

### Files

#### Documents \*

Add document...

#### Appendices

Add document...

#### Links

Add link...

**Add document**

Filename

Your browser does not support drag'n'drop file uploads.  
One file allowed. Accepted file types: .doc, .docx, .odt, .pdf, .ps, .pages, .indd.

Gennemse...

File title

Visibility

Publicly available ▼

Embargoed until Date for free file availability  
No value

Cancel Create

Decide "Visibility" for your project. Choose one of three categories in the drop-down menu

Visibility

Publicly available ▼

Publicly available

Internal access

Backend - Restricted to Pure users

When you upload your project, you have to decide to whom you will grant the permission to find and possibly read the project.

1. "Publicly available" - **public**. Visible for everybody on the Internet.
2. "Internal access"- **partially public**. Visible on a student portal for everybody at all university colleges in Denmark by login.
3. "Backend - restricted to PURE users" Visible for a few administrative employees in VIA.

## External collaboration

It is important that you add external partners/collaborators.

The definition of whether you should register an external cooperation is:

- Your or your group's partner/collaborators has discussed a problem.
- You or your group has discussed the project's problem (what the project is about?) with an external partner/collaborators, such as a school, institution or company.
- Your or your group's partner/collaborators, have demanded the finished project because they have interest in the project's problem and / or results.

### External collaboration

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External collaborator \*

This project has an external collaborator  No external collaborator

!!Er problemformuleringen givet af/accepteret af en ekstern samarbejdspartner?

Name of external collaborator \*

Specify if your project has an external collaborator. If you select "This project has an external collaborator" enter the institution's, or company's name

## Associated research or development project

It is important that you indicate whether your project is associated with a research or development project in VIA.

A research or development project is defined as:

"Research and development includes: creative work undertaken on a systematic basis to increase the stock of knowledge and use of this knowledge to devise new applications."

The definition of whether you should register is :

- You or your group has agreed with a teacher of VIA that your project is a part of the project, for example, to collect qualitative or quantitative data.


Research association \*

Is associated with a project  No associated project

Project name

Specify if your project is associated with one of VIA's research or development projects, and enter the research or development project title.

## Confidentiality

Confidentiality 

Confidential \*

Confidential  Non-confidential

By uploading your project you give the University College permission to publish the project on the Internet from the University College servers.

The terms of publishing project are:

That the project does not contain information on sources of personal or financial relationship or other information sources has made under conditions of confidentiality

If your project or parts of your project are confidential, you have to mark this. The project will then only be available for a few administrative employees at the VIA University College.

## Save

When you have filled out the form and uploaded your project, you can check the preview and then Save

A receipt for uploading the project will be sent to the email address you have provided.

Before you click on Save - click preview and view your data entry through. Once you have clicked Save, you have no option to edit.