



Procedure description (translation of decision)

Date of decision:	4 December 2013
Decided by:	Dean
Period of validity:	From 20 January 2014 until further notice
Reference number:	Dnr KS 13-2013/1368

Procedures for archiving, publishing and distributing essays and theses at the Faculty of Culture and Society

The following procedures refer to essays and theses for a Bachelor's degree, one-year Master's degree and two-year Master's degree.

The student is responsible for

- submitting an archive copy of the final version of the paper/thesis to the examiner. The archive copy should be printed on A4 paper, unstapled and unbound. It should be printed single-sided and only one page should be printed on each sheet of paper; in other words, printing two or more pages side-by-side on one sheet of paper is not permitted. To ensure that age-resistant paper is used, all archive copies should be printed on a printer belonging to Malmö University.
- including the following information on the first page of the paper/thesis: name of the student, title of the paper/thesis (in both Swedish and English if the report is written in Swedish, only in English if the report is written in English), main subject and level of the paper/thesis (Bachelor's, 60 credit Master's, 120 credit Master's), scope of the paper/thesis in number of credits, name of the supervisor, and examination semester. The Faculty recommends using the template at mah.se/ks/english/currentstudent. Picture/photo and departmental affiliation may be added to the first page of the paper or thesis if desired.
- not including the following information in the header or footer of the paper/thesis: name of the student, name or logo of the university, name of the educational programme, name of the supervisor or examiner.
- registering and uploading the paper/thesis for publication in MUEP (Malmö University Electronic Publishing) if he/she wishes to publish the report in this system. (voluntary)

The examiner is responsible for

- verifying that the paper/thesis has passed inspection for plagiarism in *Urkund*.
- approving the paper/thesis only after the student has submitted a final version (archive copy) to the examiner.
- submitting an archive copy of the approved paper/thesis and reporting the student's results to the appropriate course administrator.
The archive copy should be printed on A4 paper, unstapled and unbound. It should be printed single-sided and only one page should be printed on each sheet of paper; in other words, printing two or more pages side-by-side on one sheet of paper is not permitted.
- checking that the following information is included on the first page of the archive copy of the paper/thesis before it is submitted to the course administrator: name of the student, title of the paper/thesis (in both Swedish and English if the report is written in Swedish, only in English if the report is written in English), main subject and level of the paper/thesis (Bachelor's, 60 credit Master's, 120 credit Master's), scope of the paper/thesis in number of credits, name of the supervisor, and examination semester.
- checking that the following information is not included in the header or footer of the archive copy of the paper/thesis: name of the student, name or logo of the university, name of the educational programme, name of the supervisor or examiner.
- appropriately documenting the creative component of the thesis if such a section exists. Suitable documentation should be decided in advance of the examination in agreement between the examiner and the faculty's archivist in each case. It is incumbent upon the examiner to contact the archivist in order to determine which form of documentation is suitable and, when necessary, inform the concerned students about the approved and therefore preferred archive file format. The scientific report for theses with a creative component should be submitted to the course administrator in accordance with the above paragraphs.
- Informing students about the possibility of publishing their essays/theses in MUEP (Malmö University Electronic Publishing). BIT is system owner for MUEP and information and instructions for publishing are available on Malmö University's website. However, theses on the 60-credit level (previously called B theses) should not be published in MUEP.

The course administrator is responsible for

- entering passing essays/theses in LADOK only after the examiner has submitted an approved archive copy to the course administrator.
- entering all papers/theses in LADOK with Swedish and English titles if the report is written in Swedish, and with an English title in both the Swedish and English fields in LADOK if the report is written in English.
- providing archive copies of essays/theses immediately to the Faculty's archivist, along with details about the personal identity number(s) of the author(s). Each archive copy submitted to the Faculty archivist must be held together by a folded A4 paper, and may not contain paper clips, post-it notes or similar.
- upon request from MUEP, and after checking in Ladok, approving essays/theses for publication in MUEP.

The Faculty's archivist is responsible for

- registering all essays/theses submitted to the archivist in Klara and archiving according to the operative archive rules.
- consulting with examiners concerning proper documentation forms as well as informing about the approved archive copy format for theses with a creative component.
- distributing copies of archived essays/theses upon request from Malmö University employees or the general public. Fee regulations may apply. Inquirers may be referred to MUEP.

The above procedures were decided on by the undersigned dean on 4 December 2013, in the presence of Birgitta Magnusson, quality coordinator. Blanche Engberg, archivist, participated in preparations for the case.

This document is valid from 20 January 2014 and supersedes previous procedures from 10 November 2010 with ref. no. KS 13-2010/542.

(signed)

Ingrid Dackert
Dean

(signed)

Birgitta Magnusson
Quality Coordinator