Guidelines for registration of the final project in UC Knowledge

1. If you want other people to be able to see and download your project, please remember to **delete your Social Security number** from your project before you upload it to UC Knowledge

2. **Go to https://www.ucnbib.dk/en and select 'How to…'**

3. **Please select 'Register your project'**

4. **Read the information on visibility, confidentiality and copyright carefully**

5. **Click the button at the bottom of the page**

I accept the above mentioned conditions, and I am ready to register my project

Project type

Type *

Select type...

- Bachelor project
- Diploma project
- Graduation project, Engineering
- AP-degree project
- Dissertation, Bachelor Degree
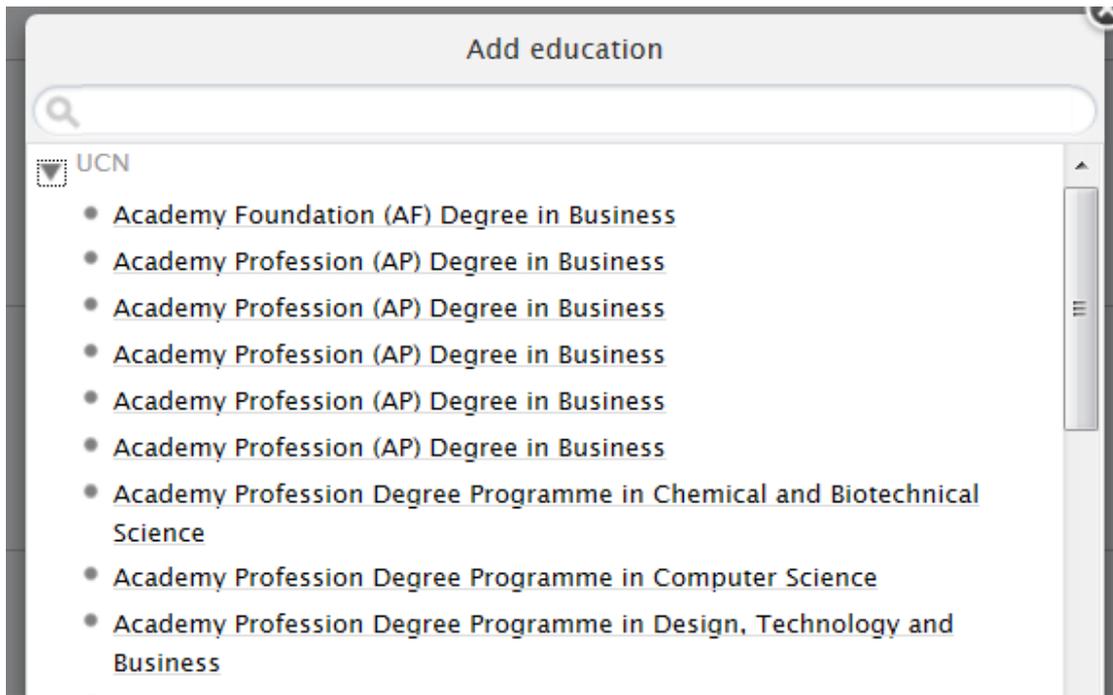- Afsluttende opgave, specialuddannelse
- Other

Please choose your type of project

Select Education

Education *

Add education...

Select your type of education by clicking 'add education'.
Then click on the arrow or search for your type of education.

Add education

Add education

🔍

▼ UCN
- Academy Foundation (AF) Degree in Business
- Academy Profession (AP) Degree in Business
- Academy Profession (AP) Degree in Business
- Academy Profession (AP) Degree in Business
- Academy Profession (AP) Degree in Business
- Academy Profession (AP) Degree in Business
- Academy Profession Degree Programme in Chemical and Biotechnical Science
- Academy Profession Degree Programme in Computer Science
- Academy Profession Degree Programme in Design, Technology and Business

Add authors

Authors *

Add author...

Click 'Add author' and type in your name, student number and your private email address.
Click 'Add author' again to enter the rest of your group members.

Add author

First name *

Last name *

E-mail *

Study number

Cancel   Create

Add supervisors

Supervisors

Add supervisor...

Add information about your project

Title *

Subtitle

Abstract / summary

Publishing institution

Publication date

Year *   Month   Day

Language *

Select language...

Number of pages

The keywords are in danish and it is therefore not mandatory to fill in the box.

Add files

Documents *

[Add document...]

Appendices

[Add document...]

Links

[Add link...]

Attach your project as one single pdf-file

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

1. 'Publicly available' – is no longer an option because the database requires a password and is only available for students and staff at the University Colleges (nationwide).

2. 'Internal access' – the project will be available for download for students and staff in university colleges (nationwide) via login.

3. 'Backend - restricted to PURE Users' means that neither the registration nor the related document will be available in the Student Project Portal, but only available for a limited number of employees in UCN.

External collaboration

External collaborator *

● This project has an external collaborator ○ No external collaborator

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

Name of external collaborator *

Research association *

● Is associated with a project ○ No associated project

Project name

Please specify if your project is associated to a research or development project in UCN. If yes please add the name of the research- or development project.

Please specify if you have any external collaborators.
The definition of whether you need to register an external cooperation is that the thesis statement is given by / accepted by an external partner:

Your or your group's business partner has formulated the thesis statement.

You or your group has discussed the problem of the project/thesis statement with an external partner, such as a school, an institution or a company.

You or your group's business partner, have requested the project because they have expressed interest in the project's problem and / or results.

Confidentiality

Confidential *

○ Confidential ● Non-confidential

By uploading your project you give the University Collectepermission 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

It is possible to label your registration as confidential. This is only necessary if the project contains confidential information. If the project is labeled as confidential, neither the registration nor the uploaded project is visible in the UC Knowledge Databases or elsewhere.

Press the blue 'Save' button to upload your project

You will receive an email with a receipt for uploading your project.
A receipt will be sent to all the authors/group members,that you have registered.