

## **Guidelines for the electronic publication of Bachelor's/Master's theses on the ZHAW Digitalcollection**

The [ZHAW Digitalcollection](#) is the institutional repository of the ZHAW Zurich University of Applied Sciences. Further information can be found on the ZHAW digitalcollection [Wiki](#).

The repository contains scientific publications from all ZHAW schools. The publications are divided into different sections (e.g. theses, individual publications, etc.). The publications are currently indexed by Google/Google Scholar.

These guidelines apply to the electronic publication of bachelor's and master's theses from the School of Life Sciences and Facility Management.

Non-confidential theses are still available for borrowing from the ZHAW Library, School of LSFM.

### **1. Legal information**

The publishing organisational unit (OU) is authorised to use its own theses (works protected by copyright that were created during study at the university) in accordance with the Universities of Applied Sciences Act FaHG (§16 para. 1 lit. b) and can decide on the form of the digital assessment. Before publication, the OU must have clarified the matter with the authors or supervisors.

The university library (Hochschulbibliothek, HSB) requires that the author's consent to electronic (initial) publication has been given for submitted work, that they have been informed of the consequences of publishing their work on the ZHAW digitalcollection, and that the supervisors agree to their names being mentioned. The standardised Declaration of Consent and Publication (see [Guidelines for completing student assignments in the field Life Sciences](#)) must be signed by both the author and supervisor.

An electronic publication is intended to replace a printed publication and is therefore permanent. Deletions of publications are only possible on the basis of grave legal obstacles (e.g. infringements of personal rights or copyrights). The persistent identifier remains and refers to a so-called tombstone page (a special type of landing page describing the item that has been removed).

In order to ensure legal certainty for those accessing freely accessible electronic resources, the granting of a re-use licence is part of the international standard, i.e. the licensing of works under a Creative Commons licence ([CC licence](#)). This licensing is implemented uniformly by the university library for the collection of theses.

### **2. Consent**

ZHAW students may decide whether or not to have their thesis published electronically. Confidential theses are excluded from electronic publication. Even if students have given their consent, the final decision to publish the thesis on the ZHAW Digitalcollection lies with the first co-researcher. Criteria for publication are regulated within the degree programme.

### **3. Brief instructions for authors: responsibilities and steps to take**

1. Write the thesis (possibly with a co-author), take responsibility for publication as author.
2. Ensure correct use of images (illustrations, graphics, etc.), see '[Instructions for Publishing Theses in the ZHAW digitalcollection](#)', Point 6. 3.

3. Remove/censor personal and sensitive data if the person(s) has/have not given their consent.
4. Remove/censor personal details such as address or email.
5. Sign the attached 'Declaration of Consent and Release' (consent to electronic publication) and forward it to the supervisor.
6. If necessary, remove write-protection (recommended storage format: PDF/A) and forward the work to the supervisor.

#### **4. Procedure for the Declaration of Consent for the Electronic Publication of a Thesis on the ZHAW Digitalcollection**

The Declaration of Consent for Electronic Publication of a Thesis in the ZHAW Digitalcollection is part of the bachelor's and master's thesis and must be completed by the student. Each thesis submitted must include an original copy of the consent form (for group theses one per student). Students must define keywords for the online search which are then recorded by the university library in the ZHAW Digitalcollection. These keywords must be listed in the Declaration of Consent.

Students can find the Declaration of Consent for Electronic Publication in the [Guidelines for completing student assignments in the field Life Sciences](#), Appendix 3.

The 1st correctors and external partners should submit their statement with the assessment sheet as to whether they consent to electronic publication.

The students are informed of the decision by email. If the 1st corrector or the external partners do not agree with the publication of the thesis, the students can request a justification from the 1st corrector.

In certain degree programmes, the administrative processes concerning the theses as well as the Declaration of Consent for online publication are recorded in Complexis.

#### **5. Procedure for correctors**

The bachelor's/master's thesis is sent to the correctors and external partners by the Academic Office together with the assessment sheet. The correctors/external partners refer to the Declaration Regarding Consent to Electronic Publication from the bachelor's/master's thesis to determine whether the students have agreed to the publication.

The 1st correctors and external partners submit their declaration with the assessment sheet as to whether they consent to electronic publication or not. They return the completed assessment sheet as follows:

BSc Assessment Sheet: [scal@zhaw.ch](mailto:scal@zhaw.ch)

MSc Life Sciences: [msc-ls@zhaw.ch](mailto:msc-ls@zhaw.ch)

MSc Real Estate and Facility Management: [msc-refm@zhaw.ch](mailto:msc-refm@zhaw.ch)

MSc Preneurship for Regenerative Food Systems: [msc-prefs@zhaw.ch](mailto:msc-prefs@zhaw.ch)

The students will be informed by email (cc 1st correctors and external partners) from the relevant academic offices of the decision to publish online.

## 6. Brief instructions for supervisors: responsibilities and steps to take

1. Supervise, assess and grade the work.
2. Provide legal information to the author.
3. Ensure that the author has completed the steps in the Brief Guide for Authors: Responsibilities and Steps to Take (page 2).
4. Make sure that the author has signed the consent form.
5. Sign the release form and forward it to the person responsible for publication.
6. Forward the released work to the person responsible for publication.

## 7. Full text Publication

Theses that have been approved for online publication are entered by the university library in the ZHAW Digitalcollection and the PDF file is uploaded. The following details are also entered:

- Titel
- Authors
- Subject area (DDC)
- School
- Organisational unit
- Keywords
- Supervisor/reviewer
- Re-use licence
- Publication date
- Summary

Once entered in the ZHAW Digitalcollection, the work is online on the Internet. Please refer to the «[Instructions for using the results from student assignments](#)».

## 8. Further Information

[Guidelines on the Publication of Theses in the ZHAW digitalcollection](#) (includes information on using personal data and image citations)

## 9. Regulation documentation

### 9.1 Regulation metadata

Concerning	Details
issued by	Head of the Staff Unit Studies
decided by	Head of Staff
archived in	2.05.00 Lehre Studium
place of publication	Public

### 9.2 Regulation version history (optional in the case of non-legislative decrees)

version	decided on	decided by	validity	description of change
1.0.0	11.03.2022	Head of Staff	11.03.2022	Translation from the german version « <a href="#">Merkblatt für die Elektronische Publikation der Bachelor-/Masterarbeiten auf der ZHAW Digitalcollection</a> »
2.0.0	30.05.2022	Head of Staff	30.05.2022	Layout adaptation and content update under «Procedure for correctors»