



## Submitting project documentation

As part of carrying through a project module, each student group must submit project documentation before the deadline fixed by the study board. Some semesters may have specific requirements for the project documentation. The project documentation is uploaded in one system: Digital Exam (DE). As for final projects, apply that these are uploaded in the digital project library (DDPB). Upload to the digital project library happens automatically via DE.

The requirements that apply across semesters are outlined in the following.

### Deadline

No later than 1 month after semester start, a deadline for submitting project documentation is set, and the study secretary will inform the students and the supervisors about the date. And no later than 1 month after semester start, the coordinator will inform the students about specific requirements to the project documentation on the semester in question.

No respite for due submission will be given<sup>1</sup>. The group must submit and upload the project documentation as it is on deadline<sup>2</sup>.

In order for a project to be considered handed in due time, it must be uploaded in DE before deadline.

### Project documentation

The project documentation may e.g. be prepared as a report incl. appendix and enclosures, or a scientific article with working papers. In all cases a PDF version must be uploaded to DE, which consists of the project report as well as appendixes to the project report.

Text in the uploaded file must be searchable.

Any extra material such as software, video clips, data files, etc. is uploaded in a zipped version of the file structure with the source code/material to DE. Links to own material on the web other than on DE and DDPB is *not allowed*, as the availability is uncertain, and doubts about when it has been changed can occur.

The project documentation must clearly state the names of the students who have prepared the material - (this means for the *whole* project and not for separate parts like e.g. sections or chapters).

### Procedure for upload of project documentation

Upload of project documentation must be done according to the following procedure:

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<sup>1</sup> In special and one-off cases the study board may allow an extension of the project. It could be e.g. in case of documented long-term illness. The application must be sent to the study board immediately after the student has learned about the special circumstances that are reason for the application. Normally, respite is not given when there is less than two weeks to the submission.

<sup>2</sup> If you submit your project after the deadline, it will cost you an exam attempt.



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1. The electronic project documentation must be uploaded to [en.de.aau.dk](http://en.de.aau.dk). Immediately after the upload to DE you will receive a receipt at your AAU email address. **If the project must be uploaded to DDPB please remember to fill out the form in DE about automatic upload to DDPB (PURE). If this is not done the examiners cannot access the project report.**

See also the guidelines for upload of project reports to Digital Exam on [de.aau.dk/students](http://de.aau.dk/students).

### **Publication**

All reports must be uploaded to DE and for final projects in DDPB (this happens automatically via DE) even though a confidentiality agreement has been signed. When uploading the project, it is possible to choose whether the report must be treated confidentially. External censors are assigned to the Public Administration Act, and thus obliged to respect the confidentiality. You may send an application to the study board, who can then deny public access to the exams.

All reports that are not confidential will be available for students and employees at Aalborg University on the project library (DDPB's) webpage when they are registered as passed in DE. Persons not employed at Aalborg University, have access to project reports that concern undergraduate projects or master's theses, which are not considered confidential.

### **Automatic survey for plagiarism**

The submitted project documentation is automatically scanned for plagiarism - (see detailed info here: <http://www.plagiarism.aau.dk/>).