Instruction
Completion of master thesis reports at the department of Industrial economics and management

1. The <u>very last</u> version – after approval of report by supervisor or examiner

Student/students
- Create the first pages, i.e. cover page etc. (see below).
- Get a serial number (format: TRITA-ITM-EX 2021:XYZ) from Educational Office ITM (gru@itm.kth.se)
- Boxes "Commissioner" and "Contact person":
  If there is no commissioner (i.e. external company) for the thesis, leave these empty.
- Box "Approved" on Abstract pages:
  Date when the very last version was submitted to supervisor/examiner.
- Submission of final report should be done on LMS platform (Canvas) unless otherwise agreed with supervisor/examiner.
- Report format: pdf

Supervisor/examiner
- Checks that all information provided is correct and that the layout of cover page and first pages are correct according to template (see below).
- Sends final report and info about grade to Educational Office ITM (gru@itm.kth.se) for archiving and Ladok reporting.

Educational Office ITM (gru@itm.kth.se)
- Checks serial number and archives report (electronically).
- Report grades in Ladok.
- Publishes report on Diva (if approved by the students).

2. Cover page and first pages of report

Cover page (i.e. very first page):
- Cover page is automatically created here:
  https://intra.kth.se/kth-cover?l=en
- Make sure to select correct cycle, number of credits, and degree.
- Main field of study (Degree of master) for CINEK and TINEM students: Industrial Management.
- Main field of study (Degree of master) for TEINM students: Technology and Economics

- If you study two different five-year Master of science in engineering programs but the same master program (or vice versa) this is what you do: (1) Create two different cover pages, one for each program, (2) Put both of your names on both cover pages, (3) Put the two cover pages after each other in the beginning of the document, (4) Write a comment in the Foreword explaining that you study different programs but write your master thesis together.
- Do not upload image unless agreed upon with supervisor/examiner.
- School: Industrial Engineering and Management
- Leave fields for ISSN, TRITA and ISRN blank unless otherwise agreed with supervisor/examiner.
- The system creates a cover page and a back page. The back page is only needed if the report is printed (which normally is not the case).

First pages (see example in appendix):
- Template for the first pages after the cover page and examples of what they should look like is found on Indek's web (Master Thesis page, bottom): https://www.kth.se/indek/education/undergraduate-studie/master-thesis-1.995774

- Report in **English**:
    1. Cover page (English – created at kth.se, see above)
    2. Blank page
    3. Title page (English – template on Indek's web, see above)
    4. Title page (Swedish – template on Indek's web, see above)
    5. Abstract (English – with header containing serial number, date, name etc. according to template on Indek's web, see above)
    6. Abstract (Swedish – with header containing serial number, date, name etc. according to template on Indek's web, see above)

- Report in **Swedish**:
    1. Cover page (Swedish – created at kth.se, see above)
    2. Blank page
    3. Title page (Swedish – template on Indek's web, see above)
    4. Title page (English – template on Indek's web, see above)
    5. Abstract (Swedish – with header containing serial number, date, name etc. according to template on Indek's web, see above)
    6. Abstract (English – with header containing serial number, date, name etc. according to template on Indek's web, see above)

- Pages following Abstract pages:
    Contents
    List of figures (if applicable)
    List of tables (if applicable)
    Foreword

Contact details

Educational Office ITM (Ladok reporting, archiving)   gru@itm.kth.se
For general questions about thesis work at Indek: bo.karlson@indek.kth.se