



## Instruction

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

## 1. The very last 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 2022:XYZ) from Educational Office ITM ([education-itm@kth.se](mailto:education-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 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 ([education-itm@kth.se](mailto:education-itm@kth.se)) for archiving and Ladok reporting.

### Educational Office ITM ([education-itm@kth.se](mailto:education-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):

- Template for cover page can be found here:  
<https://www.kth.se/en/student/studier/examensarbete/avhandlingaroc-hexamensarbeten/skapa-ett-omslag-till-ditt-exjobb-1.479838>
- Use the "Cover degree project no image" unless otherwise agreed with supervisor/examiner.
- The template contains a cover page and a back page. The back page is only needed if the report is printed (which normally is not the case).
- **N:B:** Make sure to select correct cycle (level), number of credits, degree, field of technology, and main field of study (**see section 3** below).

- 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 in “reversed order”, (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.

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/index/education/undergraduate-studie/additional-resources-for-master-thesis-at-indek-1.1189304>
- 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)
  7. Contents
  8. List of figures (if applicable)
  9. List of tables (if applicable)
  10. Foreword
- 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)
  7. Innehållsförteckning
  8. Figurförteckning (vid behov)
  9. Tabellförteckning (vid behov)
  10. Förord

### 3. Terminology on the cover page (first page)

#### **CINEK (I-program) – If both five-year Master of science in engineering and master degree**

Course: ME211X (some older students ME200X)

Main field of study: Industrial management

Field of technology: Industrial management

*On cover page:*

*Degree Project in Industrial Management*

*Second cycle, 30 credits*

#### **TINEM – If both five-year Master of science in engineering and master degree**

Course: ME211X (some older students ME200X)

Main field of study: Industrial management

Field of technology: Computer Science and Engineering/Design and Product

Realisation/Vehicle Engineering/Industrial Technology and Sustainability/

Information and Communication Technology/Mechanical Engineering/

Materials Design and Engineering

*On cover page:*

*Degree Project in [field of technology – see above] and Industrial Management*

*Second cycle, 30 credits*

#### **TINEM and CINEK – If master degree only**

Course: ME210X (some older students ME200X)

Main field of study: Industrial management

*On cover page:*

*Degree Project in Industrial Management*

*Second cycle, 30 credits*

#### **TTBEM – Only master degree**

Course: ME210X

Main field of study: Industrial management

*On cover page:*

*Degree Project in Industrial Management*

*Second cycle, 30 hp*

#### **TEILM – Only master degree**

Course: ME205X (some older students ME204X)

Main field of study: Industrial management

*On cover page:*

*Degree Project in Industrial Management*

*Second cycle, 15 hp*

### 4. Contact details

Educational Office ITM (Ladok reporting, archiving)

For general questions about thesis work at Indek:

[education-itm@kth.se](mailto:education-itm@kth.se)

[bo.karlson@indek.kth.se](mailto:bo.karlson@indek.kth.se)