## Starting MSc thesis work at Department of Energy Technology, KTH.

These instructions are provided for students who are starting a 30 credit MSc thesis at Department of Energy Technology, KTH.

Before starting working on the MSc thesis every student should get registered for thesis work. The links below will guide you through the documents containing instructions on what to do step by step.

Please note! Starting with August 2015 a new PASS / FAIL grading system is introduced at KTH. All new theses will be registered accordingly using the new registration code system. The students who were registered before this date can still be graded according to the previous A-F system upon request. However, it is strongly recommended that all students use the new Pass/Fail grading system.

**STEP 1**. During Autumn semester each year students should decide a research topic and find a supervisor in the Department of Energy Technology. In order to do this student are required to contact and discuss their field of interest with professor working in the Department of Energy Technology. For thesis topics and contact persons please visit <u>http://www.kth.se/en/itm/inst/energiteknik/utbildning/examensarbete</u>

**STEP 2**. Fill in the thesis registration application form 1: <u>MSc/Civing thesis registration form (pdf 573</u> <u>kB</u>) and pass it to your supervisor. Your supervisor will fill in the corresponding course code, sign and forward it to the <u>MSc thesis administrator</u> when completed.

**STEP 3**. While your thesis is registered, you can start your thesis work which should last about 20 weeks. Start and end dates should be discussed with your supervisor.

**On-Campus students:** Please see detailed instructions on what to do to find a topic for your thesis work, a supervisor and other logistics in the <u>Instructions for students starting their thesis work (pdf 114 kB)</u>.

Additionally, you can use <u>this thesis template (docx 107 kB)</u> for writing your report (please make sure that your supervisor agrees with using it and that there are no additional requirements, as it can slightly differ from a division to another).

Some general requirements for writing your thesis can also be of help for you. Please read more in this document. (pdf 22 kB)

## Finishing MSc thesis work at Department of Energy Technology, KTH.

When you are about to finish your thesis work, it is important to think in advance about the steps to take for having your grade registered in the system. Please note that it may take longer than you think to receive your final degree and therefore allow about three weeks for your grade registration and another six weeks for your diploma to be issued.

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Upon completion of your thesis work, please take the following steps in order to have your grade registered:

**STEP 1.** Send an email to <u>your MSc thesis administrator</u> and request a registration number for your thesis. For that, please provide the following information: *your full name, student/personal number, your supervisor's name and the title of your thesis.* 

**STEP 2.** When the final version of your thesis is ready, and <u>approved by your supervisor and examiner</u>, please save it as a pdf file with the filename: *Lastname Firstname thesis registration number.pdf* and send to to your <u>MSc thesis administrator</u>

**STEP 3** Publish your thesis in DIVA ( <u>see detailed instructions here (pdf 234 kB)</u>) and notify <u>your MSc</u> <u>thesis administrator</u> by an email (IMPORTANT! Make sure that you fill in the department of energy technology whenever required, otherwise the upload will not be visible to the administrator for publishing)

**STEP 4**.Only for students at the division of Applied Thermodynamics and Refrigeration (ETT) division: Order a printout of your thesis at US-AB and deliver one printed copy to <u>MSc thesis administrator's</u> mailbox. <u>See detailed instructions here (pdf 108 kB)</u>

**STEP 5.** Fill in the <u>application form PART 2 (pdf 183 kB)</u> (please do not print it, no signatures on papers are necessary!) and send it to your supervisor or examiner for filling in the grade and comments. Ask your supervisor/examiner to further forward the completed form to the <u>MSc thesis administrator</u> for grade registration.

Upon completion of all these steps, your grade will be reported for registration and will appear in LADOK and My Pages within three weeks from the date of submission. After successful completion of all steps mentioned above you can apply for your degree certificate, <u>See instructions here.</u>