

# NOTIFICATION OF ESSAY

<b>Level</b> <input type="checkbox"/> Bachelor <input type="checkbox"/> Master, year 1 <input type="checkbox"/> Master, year 2 <input type="checkbox"/> Degree project, civ. ek.	<b>Number of authors</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <b>Thesis language</b> <input type="checkbox"/> Swedish <input type="checkbox"/> English
<b>Author(s), name and personal identification number</b>	
<b>Supervisor</b>	
<b>Specialization</b> <input type="checkbox"/> Econometrics <input type="checkbox"/> Health, Labour & Family Econ. <input type="checkbox"/> Macroeconomics <input type="checkbox"/> Public Economics <input type="checkbox"/> Financial Economics <input type="checkbox"/> International & Development Econ. <input type="checkbox"/> Microeconomics	
<b>Start of essay (term and year)</b>	<b>Planned seminar period (month and year)</b> <input type="checkbox"/> January      Year: <input type="checkbox"/> April <input type="checkbox"/> May/June <input type="checkbox"/> August <input type="checkbox"/> October
<b>Signature, supervisor</b>	<b>Signature, author(s)</b>

# INSTRUCTIONS

- This form must be filled in and submitted in duplicate. The student keeps one copy and the supervisor gives the other to the essay administrator Nathalie Stenbeck, room EC286.
- A seminar schedule with dates, times and opponents will be arranged by the essay administrator two weeks before the start of each seminar period.
- Students must notify the essay administrator (Nathalie Stenbeck) if they are unable to present or oppose an essay at any specific times within the seminar period, due to collisions with other courses or for similar reasons. This must be done before the seminar schedule is arranged. The wishes of the student will be taken into consideration as far as possible.
- The opponent and the essay to be opposed by a student will be chosen within the same specialization as the student's essay as far as possible.
- Students can postpone the presentation of their essay to a later seminar period if this is done no later than two weeks before the start of the seminar period originally agreed upon. In such cases they must notify their supervisor and the essay administrator (Nathalie Stenbeck, room EC286). A new form must be filled in and signed.
- Students who wish to postpone the presentation of their essay closer to two weeks before the start of the seminar period must first get approval from their supervisor. A new form must be filled in, signed and handed to the essay administrator (Nathalie Stenbeck, room EC286). The presentation of an essay cannot be postponed with shorter notice than one week before the seminar.
- Further supervision cannot be guaranteed if the presentation of an essay is postponed for more than one seminar period in relation to the original plan.
- At the beginning of each term, the department appoints a group of examiners who mark all essays during the term. The examiner who is chosen for a specific essay will consult the supervisor to get relevant information, but the examiner decides on the grade. Supervisors cannot make any promises concerning grading before the seminar.
- The essay must be handed in no later than seven days before the seminar. This is done a) electronically through Live@Lund, b) electronically by sending to *Urkund* (the internet tool used to check plagiarism) and c) on paper to the supervisor (two copies). See the course pages in Live@Lund for further information.
- A seminar lasts approximately 45 minutes. First, there is a presentation by the author(s) for about 15 minutes. The opponent's views are then given for approximately 20 minutes - this can take longer if it is deemed necessary. The presentation and the opposition are taken into account in the grading process. At the end of the seminar, the other seminar participants ask their questions.
- More information about handing in essays and the seminar procedure can be found on the course web pages in Live@Lund,