



**LUND**  
UNIVERSITY

**DEPARTMENT OF ECONOMICS, LUND UNIVERSITY**  
**(December 2011)**

**Checklist for Master Essay writing in Economics**

1. Information about the master essay is available on the course page at Live@Lund, and also on [http://www.nek.lu/English/education\\_UG\\_Courses\\_Thesis.asp](http://www.nek.lu/English/education_UG_Courses_Thesis.asp). Please make sure that you are familiar with the provided information.
2. Make sure that you are registered on the course, otherwise you cannot access the course web page at Live@Lund.
3. Choose a topic and address a supervisor and discuss your topic with her/him.
4. When you have decided about a topic and discussed this with a supervisor, an essay form must be submitted. The form is available via the course web page at Live@Lund and includes information about the supervisor, profile within Economics, when you started your essay, and when you plan to present your essay.
5. The seminar schedule is fixed two weeks before each seminar period.
6. Full completion of a Master Essay course implies that you defend your own essay during a seminar, discuss another essay during a seminar, actively participate in at least three (one for NEKN03, and four for NEKN05) additional essay seminars (and for each essay, submit two relevant questions to the seminar leader).
7. When you present your own essay and when you discuss another essay, the seminar leader makes a note of this. When you attend the obligatory seminars, you have to make sure to bring a "seminar attendance form", for the seminar leader to sign. When you have attended three seminars, the form should be submitted to the essay administrator Nathalie Stenbeck (EC1:286). The form is available via the course web page at Live@Lund, and in paper outside room EC1:286.

8. At least one week before the planned seminar, the essay should be uploaded (pdf or doc-version) to Live@Lund together with information about author and supervisor. The course administrator will add information regarding opponent, date etc. Note that this version is the one that will be evaluated, examined and graded. In addition, two printed versions of your essay should be handed in to your supervisor.

9. At least one week before the planned seminar you also have to e-mail your essay to control for plagiarism. You do this by e-mailing your essay as an attachment to [Nathalie.Stenbeck.lu@analys.urkund.se](mailto:Nathalie.Stenbeck.lu@analys.urkund.se). The documents allowed are .doc or .rtf. As a subject of the mail you specify to which course the essay belongs, according to the chart below. Note that you need to put square brackets surrounding the course code.

<b>Essay</b>	<b>Write as a subject of the e-mail</b>
First year master essay in Economics	[NEKN01]
Second year master essay in Economic	[NEKP01]
First year master essay in Finance	[NEKN02]
Second year master essay in Finance	[NEKP02]
Master essay, Focus on China	[NEKN03]
Master essay, civilekonomprogrammet	[NEKN05]
Master essay in Health Economics	[NEKN06]

10. After the seminar, the author has the possibility to correct (only) formalities in the essay. The final version must be registered in the library database LUP (Lund University Papers) (pdf version), together with an abstract and 3–5 keywords.

11. The essay is awarded one of the ECTS grades, where A and B correspond to the Swedish VG and C, D and E to the Swedish G. The essays is examined by a specific examiner, who is appointed from a group of examiners (examination board). The board participants are selected to make sure that all profiles within Economics are represented. The examiner can, if there is need, consult the supervisor for relevant information about the overall essay process before the final grade is decided.

The examiner provides the author with a written evaluation about the essay, including the grade. The evaluation will be distributed to the author once all compulsory requirements and the registration in the data base are fulfilled.