

MASTER THESES 2021

Guidelines / Version 18.5.2021

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Format & structure

- Paper format A4
- Upper and lower margin 2 cm
- Measure 15 cm
- Left margin 4 cm, right margin 2 cm
- Line space 18 Pt (1,5 space) for the text area
- Font size 12 Pt. Font: no Script, Symbol or similar
- The master thesis has to be bound in one item

Please use the bounding machine in the POMOR office or at the Otto Schmidt Laboratory.

First page

The cover is the first page (see Templates).

The cover may be designed individually. The following information must be included:

- Title of the master thesis without quotation marks “ “
- Candidate's name (your first name and surname, e.g. Ivan Ivanov, NOT Ivanov Ivan!)
- Study program (Master Program Polar and Marine Sciences (POMOR))
- University (Saint Petersburg State University, Hamburg University)
- Place of submission
- Date of submission

Second page

The second page must contain information about your scientific supervisors:

- Full name with academic degree

Please do not translate Russian academic degrees into English. Use Prof. Dr. & Dr.

- Affiliation

Write the full name of the institution your supervisor is working for (Saint Petersburg State University, Hamburg University, Alfred Wegener Institute Helmholtz Center for Polar and Marine Research, GEOMAR Helmholtz Centre for Ocean Research Kiel etc.)

Table of contents

The items that should be listed on the table of contents include all pages from the abstract through the statement on thesis' originality. The page numbers listed in the table of contents must match the page numbers of items as they appear in the text. The titles listed in the table of contents must match the titles as they appear in the text.

Abstract in English & in Russian

Concise synopsis of the thesis' content, providing information about the scientific problem/aim, methods, material, results and the important conclusions.

The format is strictly defined (see Templates).

Introduction

In the introduction, the motivation for the scientific paper is explained. That includes the information about the actual state of research (by means of literature) and, based on that, the derivation of a clearly defined scientific problem. Finally, the approach to the problem has to be mentioned. At the end of the introduction the reader should be aware about the following:

1. What is the scientific problem (the aim)?
2. Why is this scientific problem of interest?
3. How is this scientific problem approached ("strategy")?

If it is not mentioned somewhere else, name the working group which supported the thesis.

Material and methods

In this part, the methods applied (and possibly their selection criteria) and the material have to be described as concisely as necessary and as shortly as possible. Use flowcharts if applicable. You are not supposed to repeat textbook information for pages! (Volume: about 25% of the total.)

Results

Concise description of your own results, as far as they are relevant to the following discussion. Please avoid long-winded description of data and use diagrams, graphics and tables where applicable (raw data are documented in the appendix). Graphics should be self-explaining and of sufficient size. Every graphic and table has to be accompanied by a legend explaining the illustration. Mention the possible sources of error also. (Volume: about 25% of the total.)

Discussion

The discussion of the results is the vital part of the thesis! Your own results have to be assessed and discussed in the context of other works in relation to the scientific problem. (Volume: about 30% of the total.)

Conclusions

This part should begin with a summary of the discussion. After that, the conclusions arising from the scientific work should be stated clearly. Also appropriate is a specific outlook (not trivial ones like „more data" ...).

Literature/References

In the framework of a scientific paper it is fundamental to assess own results in the context of the existing literature. Part of that is the concise citation of the literature.

Examples how to cite:

Paper (one author):

Berger, A., 1992. Astronomical theory of paleoclimates and the last glacial-interglacial cycle. *Quaternary Science Reviews*, 11: 571-581.

Paper (several authors):

Hay, W.W., Shaw, C.A. und Wold, C.N., 1989. Mass-balanced paleogeographic reconstructions. *Geologische Rundschau*, 78: 207-242.

Chapter of a book:

Schreiber, B.C., 1986. Arid shorelines and evaporites. In: H.G. Reading (Ed.), *Sedimentary environments and facies*. Oxford, Blackwell Sci. Pub., 189-228.

Book:

Pettijohn, F.J., Potter, P.E. und Siever, R., 1987. *Sand and sandstone*. Berlin, Springer, 553 p.

Doctoral Thesis:

Altenbach, A.V., 1992. Verbreitungsmuster benthischer Foraminiferen im Arktischen Ozean und in glazialen und interglazialen Sedimenten des Europäischen Nordmeeres. PhD thesis, Univ. Kiel, 111 p.

Appendix

It is common practice to document your data in a way that other scientists can follow and reconstruct the results. You have to list the measured (raw) data, which constitutes the basis of derived quantities and graphics.

For an extensive amount of data an electronic appendix is advisable (e.g. CD). In this case please specify that the content of the appendix is written on a DVD enclosed to your thesis and add the list of the data folders/tables etc. in this chapter.

Acknowledgements

Please feel free to mention institutions, universities as well as people supporting you.

Acknowledgements might be placed between "Conclusions" and "Literature".

Please do not forget to mention:

- Saint Petersburg State University
- Hamburg University
- Federal Ministry of Education and Research, project "CATS synthesis: The Changing Arctic Transpolar System", FKZ 03F0831A

Last page

The last page of the thesis must include a statement on the thesis' originality, which has to be signed in handwriting. The candidate has to declare the following:

- a) He/she wrote the thesis independently and did not use any other resources than those named in the bibliography,
- b) And, in particular, did not use any internet resources except for those named in the bibliography;
- c) The master's thesis has not been used previously as part of an examination;
- d) The master's thesis has not been previously published.

Important: This page has to be signed by the candidate and is not valid without a signature (see Templates).

Submission

September 3, 2021 10:00 - 17:00

- Submission of your MT as a pdf file to POMOR Coordination office via email nkakhro@geomar.de and in CC to POMOR Secretariat pomor@spbu.ru or upload to Dropbox (tba).
- Additionally, please email your abstracts separately in English and in Russian (.doc and .pdf) to the POMOR Coordination office via email nkakhro@geomar.de and in CC to POMOR Secretariat pomor@spbu.ru

September 3 – 10, 2021

- Submission of the printed version to POMOR Secretariat in Saint Petersburg (4 copies, bounded)

September 13, 2021 (at the latest)

- Upload of your MT as a pdf file (the same file as submitted via email on September 3, 2021) to BlackBoard : <https://bb.spbu.ru/>

Deadlines

- August 5-6, 2021

Master thesis colloquium / Pre-Defence (hybrid)

- September 3, 2021

Master thesis submission via email or upload to Dropbox

Electronic submission of the abstracts separately in English and in Russian (.doc and .pdf) to the POMOR Coordination office via email nkakhro@geomar.de and in CC to POMOR Secretariat pomor@spbu.ru

- September 10, 2021

Submission of the printed version to POMOR Secretariat in Saint Petersburg (4 copies, bounded)

- September 13, 2021

Master thesis upload to BlackBoard

- September 17, 2021

Submission of the reviews to the POMOR Secretariat at the SPbU pomor@spbu.ru and to the German Coordination Office nkakhro@geomar.de by the supervisors / reviewers

- September 23-24, 2021, 10:00 – 15:00

Master theses defence, Saint Petersburg State University (hybrid format)

Important: Online participation in the defence is only possible if you apply for it at the latest 14 days before the defence via your personal account my.spbu.ru

Check list

GENERAL REQUIREMENTS					✓ OK	
a. Did I write a statement on the thesis' originality? Did I sign it?						
b. Does my thesis contain an abstract in English?						
c. Does my thesis contain an abstract in Russian?						
d. Do my abstracts in English and in Russian have the required format?						
SUBMISSION						
03.09.2021						
Have I emailed my Pdf file with the complete master thesis to nkakhro@geomar.de and pomor@spbu.ru?						
Have I emailed my abstracts (.doc and .pdf) to nkakhro@geomar.de and pomor@spbu.ru?						
10.09.2021						
Printed version of the master thesis, bounded	1	2	3	4	5	
13.09.2021						
Have I uploaded my master thesis to the portal (repository) of the SPbU via Blackboard?						

Templates

- Cover sheet
- Abstract in English
- Abstract in Russian
- Statement on the thesis' originality

Cover sheet

Saint Petersburg State University / Hamburg University (Font size 12)

Ivan IVANOV (Your name, Font size 12)

Master Thesis (Font size 12)

TITLE OF YOUR MASTER THESIS (Font size12, capital letters, bold)

**RECONSTRUCTION OF SURFACE OCEAN CONDITIONS IN THE WESTERN NORWEGIAN SEA
DURING MIS 5E USING INTRA-INTERGLACIAL VARIABILITY OF PLANKTIC FORAMINIFERA**

05.04.06 Ecology and environmental management

BM.5527.2019 Master Program Polar and Marine Science POMOR (Font size 12)

Saint Petersburg / Hamburg

2021

Abstract in English

TITLE OF YOUR THESIS (12, bold, capital letters)

Your first name, surname (12)

Master Program Polar and Marine Sciences POMOR / 050406 Ecology and environmental management (12)

Supervisors: (10)

Prof. Dr. NN, Affiliation

Prof. Dr. NN, Affiliation

Text (12)

Abstract in Russian

ТЕМА ВКР

ФИО студента

Магистерская программа «Полярные и морские исследования (ПОМОР)»/050406
«Экология и природопользование»

Выпускная квалификационная работа магистра

Научные руководители:

Профессор ФИО, Полное название организации

Профессор ФИО, Полное название организации

Текст

Statement on the thesis' originality

Statement on the thesis' originality

Herewith I, Your name (e.g. Ivan Ivanov), declare that I wrote the thesis independently and did not use any other resources than those named in the bibliography, and, in particular, did not use any internet resources except for those named in the bibliography. The master thesis has not been used previously as part of an examination. The master thesis has not been previously published.

(Place, date)

(Your signature)

References

1. Master thesis regulations for M.Sc. POMOR at Saint Petersburg State University (Order No. 9863/1 from October 30, 2020), in Russian
https://pomor.spbu.ru/images/5527_order_9863_1.pdf
2. Prüfungsordnung der Fakultät für Mathematik, Informatik und Naturwissenschaften der Universität Hamburg:
<https://www.uni-hamburg.de/campuscenter/studienorganisation/ordnungen-satzungen/pruefungs-studienordnungen/unsortiert/up-po-u-msc-u-min-u-20120411-u-20120704.pdf>
<https://www.uni-hamburg.de/campuscenter/studienorganisation/ordnungen-satzungen/pruefungs-studienordnungen/mathematik-informatik-und-naturwissenschaften/en-201204110704-po-min-msc.pdf>,
https://pomor.spbu.ru/images/files/PO_MIN_Neufassung_RUS_16062020.pdf
3. POMOR study regulations at the Hamburg University:
<https://www.uni-hamburg.de/campuscenter/studienorganisation/ordnungen-satzungen/pruefungs-studienordnungen/mathematik-informatik-und-naturwissenschaften/20180502-fsb-min-msc-pomor-24.pdf>,
https://pomor.spbu.ru/images/POMOR_Fachspez_Best_RUS.pdf
4. Guidelines on writing a Master thesis. MSc programme Marine Geosciences, Department of Geosciences, University of Bremen (March 1, 2006) and Überarbeitete Leitlinien zur Abfassung von Masterarbeiten, Masterstudiengang Geowissenschaften und Marine Geosciences, Fachbereich Geowissenschaften, Universität Bremen (Beschluss des Masterprüfungsausschusses vom 03. Juni 2013
https://www.geo.uni-bremen.de/old/statisch/downloads/182/Leitlinien_Masterarbeit_EN_final.pdf ,
https://www.geo.uni-bremen.de/statisch/infb_downloads/301/berarbeitete_Leitlinien_zur_Abfassung_von_Masterarbeiten_vom_03062013.pdf
5. ICSS Master's Thesis Formal Guidelines https://www.clisap.de/fileadmin/C-GradSchool/C2-MSc-Program/C2.2-Documents/MScICSS_Master_Thesis_Guidelines_2017.pdf