

MASTER THESES 2019

1. Format & structure

2. Submission

3. Deadlines

4. Check list

5. Samples

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

1. **Format & structure**

- Paper format A4
- Upper and lower margin 2cm
- Measure 15cm
- Left margin 4cm, right margin 2cm
- Line space 18Pt (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.

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 (Russian-German Master Program for 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.

- Affiliation

Write the full name of the institution your supervisor is working for (Saint Petersburg State University, 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
- Abstract 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.

- 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 The Changing Arctic Transpolar System (CATS), 03F0776

➤ **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.

2. Submission

➤ **Hamburg University**

WHEN? **August 19, 2019 10:00 - 17:00**

WHERE? Otto Schmidt Laboratory for Polar and Marine Research at the Arctic and Antarctic Research Institute of Roshydromet

WHAT? 4 hard copies (+1 if you have two supervisors from the German side)
4 soft copies (+1 if you have two supervisors from the German side)

Label your CD correctly (Master program, your name, Title or just Master thesis, 2019)

Please email your abstracts in English and in Russian (.doc and .pdf) to the POMOR Secretariat at the SPbU pomor@spbu.ru and to the German Coordination Office nkakhro@geomar.de.

➤ **Saint Petersburg State University**

WHEN? **August 18, 2019**

Upload to Blackboard: <https://bb.spbu.ru/>

August 19, 2019 10:00 - 17:00

WHERE? Otto Schmidt Laboratory for Polar and Marine Research at the Arctic and Antarctic Research Institute of Roshydromet

WHAT? 1 hard copy
1 soft copy

Please check the official website of the Institute of Earth Sciences for details of upload of your master thesis into SPbU repository: http://earth.spbu.ru/netcat_files/userfiles/graduate/2018/10924.pdf

Label your CD correctly (Master program, your name, Title or just Master thesis, 2019).

3. Deadlines

➤ August 18, 2019, 23:59

Upload of the master theses to Blackboard SPBU

➤ August 19, 2019, 10:00 - 17:00

Submission of the master theses to the Hamburg University (via OSL at the AARI) and their further shipment to Germany

Electronic submission of the abstracts to the POMOR Secretariat at the SPbU pomor@spbu.ru and to the German Coordination Office nkakhro@geomar.de

➤ August 23, 2019

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

➤ August 27, 2019

Submission of the German reviews (by reviewers directly to the German Coordination Office, Dr. Nadezhda Kakhro)

➤ August 28, 2019, 10:00 – 15:00

Master theses defence at the Saint Petersburg State University

4. 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					
Hamburg University / 19.08.2019					
Hard copies	1	2	3	4	5
Soft copies	1	2	3	4	5
e. Have I labeled my soft copies properly?					
f. Have I emailed my abstracts (.doc and .pdf) to Nadezhda Kakhro nkakhro@geomar.de?					
Saint Petersburg State University / 19.08.2019					
Hard copies				1	
Soft copies				1	
g. Have I labeled my soft copies properly?					
h. Have I emailed my abstracts (.doc) to the POMOR secretariat pomor@spbu.ru?					
i. Have I uploaded my master thesis to the portal (repository) of the SPbU?					
REVIEWS					
j. Review by the Russian supervisor (in Russian)					
k. Review by the Russian reviewer (in Russian)					
l. Review by the Russian supervisor (in English)					
m. Review by the German supervisor (in English)*					

* The reviews by both supervisors in English are usually sent to the program coordinator directly.

5. Samples

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

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

Master Thesis

Russian-German Master Program Polar and Marine Science POMOR

Saint Petersburg State University / Hamburg University

by

Ivan Ivanov

Saint Petersburg / Hamburg, 2019

TITLE OF YOUR THESIS

Your first name, surname

Master Program for Polar and Marine Sciences POMOR / 050406 Ecology and environmental management

Supervisors:

Prof. Dr. NN, Affiliation

Prof. Dr. NN, Affiliation

Text

ТЕМА ВКР

ФИО

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

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.

References

1. Prüfungsordnung der Fakultät für Mathematik, Informatik und Naturwissenschaften der Universität Hamburg: http://pomor.spbu.ru/assets/userfiles/Study%20rules_2_2015.pdf,
http://pomor.spbu.ru/assets/userfiles/Study%20rules_2_translation_2015.pdf
2. POMOR study regulations at the Hamburg University:
http://pomor.spbu.ru/assets/userfiles/Study%20rules_3.pdf
<https://www.uni-hamburg.de/campuscenter/studienorganisation/ordnungen-satzungen/pruefungs-studienordnungen/mathematik-informatik-und-naturwissenschaften/20120704-fsb-min-msc-pomor-93-translation.pdf>
3. How to upload your master thesis to the portal of Saint Petersburg State University:
http://earth.spbu.ru/netcat_files/userfiles/graduate/2018/10924.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): http://www.geo.uni-bremen.de/statisch/downloads/6/berarbeitete_Leitlinien_zur_Abfassung_von_Masterarbeiten_vom_03062013.pdf
5. <http://www.wiso.uni-hamburg.de/fachbereiche/vwl/studium/pep-msc/information-for-students/information-on-your-masters-thesis/>
6. <http://www.wiso.uni-hamburg.de/fileadmin/sowi/journalistik/PDFs/ThesisGuidelines.pdf>