

ICSS Master's Thesis Formal Guidelines

Overall Structure:

1. Cover page
2. Abstract (no more than 1 page)
3. Table of contents (including Appendices)
4. Main text (introduction, materials and methods, results and discussion, conclusion)
5. References
6. Appendices (if any)
7. Acknowledgements
8. Declaration of Academic Integrity

Cover Page

The cover page (see also example below) has to display exclusively the following information:

- “Universität Hamburg, School of Integrated Climate System Sciences”
- Title of the Master thesis (if the title of the thesis differs from the topic specified on the admission form, the topic has to be displayed on page 2: “this is a contribution to the topic...”)
- Name of the student, matriculation number, date and place of birth
- “Hamburg, (date of submission)”
- You may use the logo of Universität Hamburg but need to the CI

Page 2 (back of cover page)

- “This thesis has been accepted as a Master Thesis by the Department Geowissenschaften der Universität Hamburg”
- Names of the first and second reviewer, their affiliation

Formatting of the main text

As a general rule use the following layout

- Font: Times New Roman
- Font size: 12pt (except footnotes)
- Line spacing: 1-fold
- Margins: 2,5 cm (right, left, top); 2cm bottom
- Include page numbers
- Paragraphs of one sentence should be avoided
- Spellcheck the text carefully
- Style of citation as agreed with your supervisor
- Use duplex printing

Declaration of Academic Integrity

On submission you have to affirm in writing that you wrote the thesis on your own, that you used no other than the resources cited (especially no internet sources not listed in the reference section), that you did not submit the thesis in another examination procedure and that the printed version is identical to the electronic version. Please state also, whether a copy of the thesis can be given to the library of the institute. The affirmation has to be given in German language (the English version may be added) and has to be dated and signed.

„Hiermit versichere ich an Eides statt, dass ich die vorliegende Arbeit im Studiengang *Integrated Climate System Sciences* selbstständig verfasst und keine anderen als die angegebenen Hilfsmittel – insbesondere keine im Quellenverzeichnis nicht benannten Internet-Quellen – benutzt habe. Alle Stellen, die wörtlich oder sinngemäß aus Veröffentlichungen entnommen wurden, sind als solche kenntlich gemacht. Ich versichere weiterhin, dass ich die Arbeit vorher nicht in einem anderen Prüfungsverfahren eingereicht habe und die eingereichte schriftliche Fassung der auf dem elektronischen Speichermedium entspricht.“

Place, Date, Name

Signature

For information on legal regulations, please refer to the website of the Office of Academic Affairs:

<https://www.geo.uni-hamburg.de/en/studium/studienbuero/hinweisestudis.html>



Master's Thesis – Integrated Climate System Sciences

Title

Name Surname

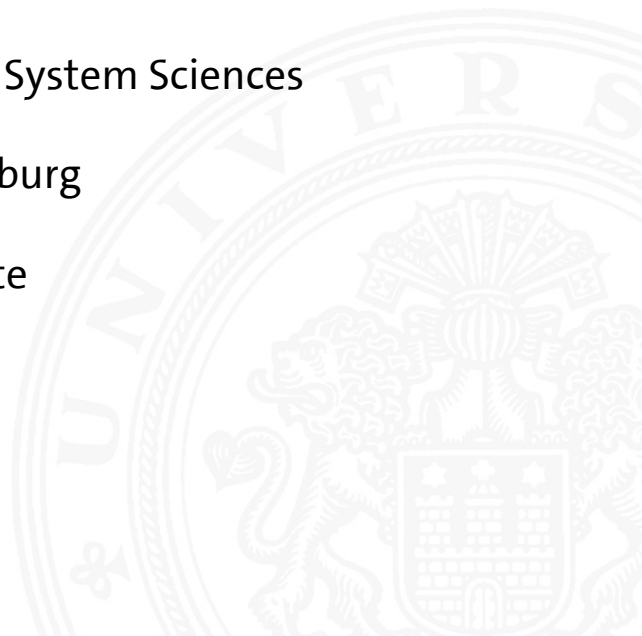
Matriculation number: xxxxxxxx

Born: dd Month yyyy in: Location

School of Integrated Climate System Sciences

Universität Hamburg

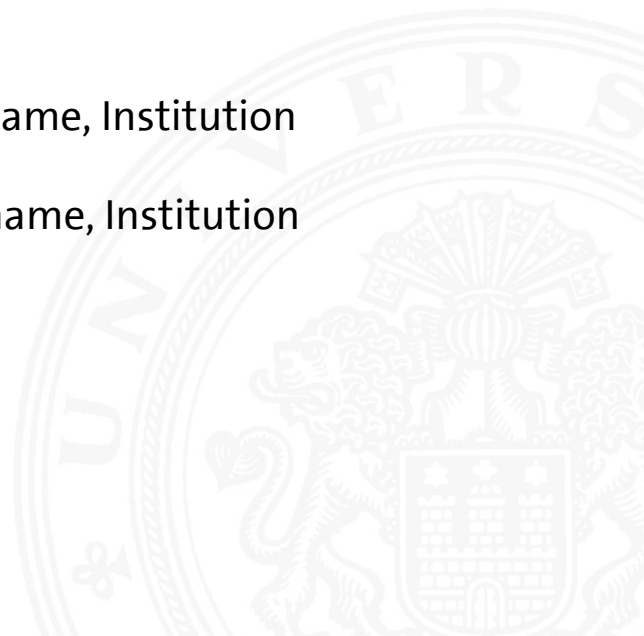
Hamburg, Date



This thesis has been accepted as a Master Thesis by the Department
Geowissenschaften der Universität Hamburg

1. Reviewer: Title Name Surname, Institution

2. Reviewer: Title Name Surname, Institution



ICSS MSc Thesis presentation

(1) Part of the thesis is a presentation given at a scientific seminar. The presentation represents 1/5 of the grade for the thesis. The presentation is to be held no later than 4 weeks after the reviews of the thesis have been submitted.

(2) The presentation (duration 20-30 minutes) is followed by an examination (first and second referee of the thesis, maximum 20 minutes) and questions from the general audience. The whole event should not exceed one hour.

(3) The minutes and result of the examination has to be sent to the SICSS Office (or directly to the Office of Academic Affairs).

(4) The event needs to be communicated to the SICSS office by the student/the advisor at least one week before it takes place, so that it can be announced to all SICSS lecturers and SICSS students in time.

(5) If the presentation is not part of an institutional seminar series it should take place in room 1012 in Grindelberg, 5-7. (Room reservation through the SICSS Office.)

