How to Fill In the Thesis Abstract Form

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   Choose the appropriate (degree) programme/alternative.

2. Author
   Last name followed by first name. If the thesis was co-authored, list the names in alphabetical order.

3. Title of the thesis
   The title of the thesis in full. Only in the original language of the thesis.

4. Major subject
   Major subject in your programme or postgraduate degree: either education, educational psychology or music education.

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   For basic degrees, either Master’s thesis or Bachelor’s thesis, for postgraduate degrees, either Licentiate thesis or doctoral thesis.

6. Time
   The time you submit the thesis to the student affairs office with an accuracy of one month, e.g. January 2013.

7. Number of pages
   Number of running pages and number of appendices.

8. Abstract
   Clearly worded with concisely structured sentences. The abstract shall include the following:
   
   - Goals and problem setting of the thesis (also describe briefly its theoretical and methodological basis and the practical needs which gave rise to the research),
   - Research methods used (describe briefly the data collection method, the data and the process of analysing and interpreting the data),
   - Results (describe briefly the answers to the research problems),
   - Conclusions (describe briefly the reliability of the study and the generalisability and practical applicability of the results).

   The abstract shall be written in such a way that it fits into the space provided.

   You shall master the basics of correct spelling and use of punctuation. Avoid abundant use of abbreviations. The word order shall be unambiguous and in harmony with the structure of your presentation. In terms of structure, the abstract shall have a clear outline and constitute a uniform whole. The examiner shall be able to understand the text. The author shall not assume that the reader is familiar with the thesis.

9. Keywords
   Description of the contents of the thesis by means of keywords (in alphabetical order). You are advised to search the free version of the ERIC thesaurus at http://www.eric.ed.gov/ERICWebPortal/thesaurus/thesaurus.jsp for the keywords. You can ask the library information officers for more information and advice.