

Bezeichnung:	Assessment form BA Seminar for degree programmes with 1 BA thesis	erstellt:	Breinbauer/ Pircher	freigegeben:	Kollegiums- leitung
Gültig ab:	01.09.2019	geprüft:	Ebersberger	freigegeben am:	26.08.2019
Ersetzt					
Version vom:	03.12.2018				



ASSESSMENT FORM BACHELOR SEMINAR FOR DEGREE PROGRAMMES WITH ONE BACHELOR THESIS

Title of the paper			
Name of the student		Examination number	
Name of the assessor			

The final grading of the bachelor seminar consists of the following parts (100 points overall):

1. **Research Proposal of the Bachelor thesis (10 points maximum)**
2. **Written assessment in the seminar (15 Points maximum)**
3. **Continuous assessment of contributions in class (10 points maximum)**
4. **Presentation and defensio/discussion of the Bachelor thesis (10 points maximum)**
5. **Formal criteria of the Bachelor thesis (5 points maximum, with all the minimum criteria to be met)**
6. **Contents of the Bachelor thesis (50 points maximum)**

For the third examination (board examination), only the Bachelor thesis is graded.

The bachelor thesis must have been checked electronically and manually (for content) to rule out plagiarism. If this has occurred, the paper is to be graded a fail. It must also be insured that the Bachelor thesis was written by the student himself/herself. Ghost-writing must thus be ruled out. If this has occurred, however, the paper is to be graded a fail as well.

*Note: The Bachelor thesis has to be written over the course of two semesters. Contributions marked with * are to be made partially or completely in the first part (1st semester) of the bachelor seminar.*

	<i>First or second examination</i>	<i>Third examination</i>
Research Proposal of the Bachelor thesis*	<i>10 points maximum</i>	<i>not relevant</i>
Written assessment in the seminar*	<i>15 points maximum</i>	<i>not relevant</i>
Continuous assessment in the Bachelor seminar*	<i>10 points maximum</i>	<i>not relevant</i>
Presentation and defensio of the Bachelor thesis	<i>10 points maximum</i>	<i>not relevant</i>
Formal criteria of the Bachelor thesis (see below)	<i>5 points maximum</i>	<i>9 points maximum</i>
Contents of the Bachelor thesis (see below)	<i>50 points maximum</i>	<i>91 points maximum</i>
Total points (F9)	0	
Grade	<b style="color: red;">Choose an element. 51 - 62 points: Sufficient 63 - 75 points: Satisfactory 76 - 87 points: Good 88 - 100 points: Very good	

Date: _____

Signature: _____

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The electronic plagiarism check has resulted in matching results of (Percentage; Please note: Approximately 5-10% are the critical threshold). The critical threshold has been reached:	<input type="checkbox"/> Yes <input type="checkbox"/> No
The manual plagiarism check has shown that there is no plagiarism.	<input type="checkbox"/> Yes <input type="checkbox"/> No, because ...
During supervision, ghost-writing has not been diagnosed:	<input type="checkbox"/> Yes <input type="checkbox"/> No, because ...

1. Assessment of the formal criteria of the bachelor thesis (5 points maximum)	
Please note: For the thesis to be approved, all the following criteria have to be judged with "yes". If all criteria are met, points (10 points maximum) are allocated for HOW WELL the criteria are met.	
Criterion	
Does the paper contain all the necessary parts (cover, declaration of honour, table of contents, any other lists etc.) and do they meet the formal criteria?	<input type="checkbox"/> Yes <input type="checkbox"/> No, because ...
Is the paper as long as stipulated ? Does the format meet the criteria (e.g. pagination, paragraph formatting, illustrations etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No, because ...
Is the style of the paper scientific and fluent? Is gender-neutrality maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No, because ...
Does the paper meet spelling , grammar and punctuation conventions?	<input type="checkbox"/> Yes <input type="checkbox"/> No, because ...
Are the quotations rendered adequately (longer parts from single sources, amount of verbatim quotes)? Are the sources treated in keeping with good academic practice (no flawed rendition of quotes, literature contributions clearly identified etc.?)	<input type="checkbox"/> Yes <input type="checkbox"/> No, because ...
Do short and long literature references and the references correspond to the norms? (see hand-out by „Haslehner/Springler/Wala, ‚Bachelor- und Diplomarbeiten an Fachhochschulen‘, 2nd ed., Stand: February 2014“)	<input type="checkbox"/> Yes <input type="checkbox"/> No, because ...
Assessment: formal criteria of the bachelor thesis	Points: 5 points maximum (third examination: 9 points maximum). For the thesis to be approved, all questions must be answered with "yes".

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2. Assessment of the content criteria of the bachelor thesis (50 Points maximum)

Criterion	Comments (Please give the reason if and why points are deducted)
Is the research question clearly formulated? Is the research question delineated properly?	
Is the student able to show the topicality and scientific and practical relevance of the paper?	
Are all concepts related to the topic clear and concise? Are all basic assumptions clearly indicated? Is there an up-to-date review of literature ?	
Does the student explain the paper's general structure? Is the structure useful and significant in view of the topic?	
Does the student outline the research methods applied (questionnaire, interviews, case study)? Does he/she proceed consistently and correctly? In which manner was empirical data generated and analysed?	
Do the student's conclusions evolve logically from the research question? Is a general line of thought discernible?	
Do the conclusions contain material and passages irrelevant to the paper? Is there redundant and trivial information ?	
How innovative and original is the paper? Is the literature used critically evaluated (gaps or contradictions identified), are original thoughts offered?	
Are the results presented clearly and without contradictions, and do they match the research questions? Are the research findings placed in a wider context and are further areas of research identified?	
Is the student's diligence reflected in an appropriate number of literature sources ? Are the sources recent and of high quality ?	
Assessment of the contents of the bachelor thesis	Points: 50 points maximum (third examination: 91 points maximum)