

Bezeichnung:	Assessment form BA Seminar for degree programmes with 2 BA theses	erstellt:	Breinbauer/ Pircher	freigegeben:	Kollegiums- leitung
Gültig ab:	01.09.2019	geprüft:	Ebersberger	freigegeben am:	26.08.2019
Ersetzt					
Version vom:	01.06.2016				



## ASSESSMENT FORM BACHELOR SEMINAR FOR DEGREE PROGRAMMES WITH TWO BACHELOR THESES

<b>Title of the paper</b>			
<b>Name of the student</b>		<b>Examination number</b>	
<b>Name of the assessor</b>			

*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. **Formal criteria of the Bachelor thesis (10 points maximum, with all the minimum criteria to be met)**
3. **Contents of the Bachelor thesis (60 points maximum)**
4. **Continuous assessment of contributions in class (10 points maximum)**
5. **Presentation and defensio of the Bachelor thesis (10 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.*

	First or second examination	Third examination
Research Proposal of the Bachelor thesis	10 points maximum	not relevant
Continuous assessment in the Bachelor seminar	10 points maximum	not relevant
Presentation and defensio of the Bachelor thesis	10 points maximum	not relevant
Formal criteria of the Bachelor thesis (see below)	10 points maximum	14 points maximum
Contents of the Bachelor thesis (see below)	60 points maximum	86 points maximum
<b>Total points (F9)</b>	<b>0</b>	
<b>Grade</b>	<b>Choose an element.</b>	51 - 62 points: Sufficient 63 - 75 points: Satisfactory 76 - 87 points: Good 88 - 100 points: Very good

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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

<b>1. Assessment of the formal criteria of the bachelor thesis (10 points maximum)</b>	
<b>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.</b>	
<b>Criterion</b>	
Does the paper contain all the necessary <b>parts</b> (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 <b>as long as stipulated</b> ? Does the format meet the criteria (e.g. pagination, paragraph formatting, illustrations etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No, because ...
Is the <b>style</b> of the paper scientific and fluent? Is gender-neutrality maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No, because ...
Does the paper meet <b>spelling</b> , grammar and punctuation conventions?	<input type="checkbox"/> Yes <input type="checkbox"/> No, because ...
Are the <b>quotations</b> rendered adequately (longer parts from single sources, amount of verbatim quotes)? Are the sources treated <b>in keeping with good academic practice</b> (no flawed rendition of quotes, literature contributions clearly identified etc.?)	<input type="checkbox"/> Yes <input type="checkbox"/> No, because ...
Do <b>short and long literature references and the references</b> 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 ...
<b>Assessment: formal criteria of the bachelor thesis</b>	<b>Points:</b> <b>10 points maximum</b> (third examination: 14 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 (60 Points maximum)

<b>Criterion</b>	<b>Comments (Please give the reason if and why points are deducted)</b>
Is the <b>research question</b> clearly formulated? Is the research <b>question delineated</b> properly?	
Is the student able to show the <b>topicality</b> and <b>scientific and practical relevance</b> of the paper?	
Are all <b>concepts</b> related to the topic clear and concise? Are all basic assumptions clearly indicated? Is there an up-to-date <b>review of literature</b> ?	
Does the student explain the paper's general structure? Is the <b>structure</b> useful and significant in view of the topic?	
Does the student outline the <b>research methods</b> 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 <b>general line of thought</b> discernible?	
Do the conclusions contain material and passages irrelevant to the paper? Is there <b>redundant and trivial information</b> ?	
How <b>innovative and original</b> is the paper? Is the literature used critically evaluated (gaps or contradictions identified), are original thoughts offered?	
Are the <b>results</b> 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 <b>literature sources</b> ? Are the sources recent and of <b>high quality</b> ?	
<b>Assessment of the contents of the bachelor thesis</b>	<b>Points:</b> <b>60 points maximum</b> (third examination: 86 points maximum)