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**Guidelines for bachelor/master theses and  
term papers**

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## List of abbreviations

AS            Application system

HRIS        Human Resource Information Systems

## 1 Introduction

The following notes are intended to help when writing scientific papers at the Chair of Application Systems and e-Business. In addition to these notes, there will be an intensive support by the advisor<sup>1</sup>. You should use this opportunity to discuss your work progress regularly. Furthermore, the advisor also supports the creation of the outline of your paper and provides feedback regarding its content. Moreover, the advisor will support you with suggestions regarding the creation and conduction of presentations.

This guide starts with basic information, differentiated between bachelor/master theses and term papers. Afterwards, there is no differentiation since the information is necessary for both, bachelor/master theses and term papers. This part starts with formal guidelines for the preparation of scientific work and subsequently reveals common errors that should be avoided. The next chapter informs about a block course as well as literature regarding "scientific work". Finally, example title pages are presented which are again distinguished between thesis and term paper. Furthermore, sample evaluation sheets can be found in the appendix.

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<sup>1</sup> For reasons of readability, only the male form is used in this document, although these statutes address all members - the female form is explicitly included.

## 2 Basics for bachelor/master theses and term papers

### 2.1 Theses

#### 2.1.1 Differences between bachelor and master theses

Theses (bachelor and master) differ in terms of editing time, length, whether a second examiner is necessary or not, and whether the results must be shown in a presentation. Table 1 shows an overview of these differences.

	Editing time	Length <sup>2</sup>	Presentation of the thesis	Second examiner
<b>Bachelor thesis</b>	12 weeks	about 40 pages	No	Second examiner is a research associate, if the Faculty of Economics Sciences is responsible. Otherwise a second examiner has to be arranged.
<b>Master thesis</b>	20 weeks	about 60 pages	30 minute presentation of the master thesis	Second examiner is a research associate, if the Faculty of Economics Sciences is responsible. Otherwise a second examiner has to be arranged.

Table 1: Differences in editing final papers

In addition to these formal aspects, different types of final papers can be distinguished:

- Theoretical papers
  - Literature reviews
  - Papers which focus on modelling or further development of models
- Practical essays
  - Empirical essays including survey and analysis
  - Essays including (partial) implementation of prototypes
  - Essays with practice partners

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<sup>2</sup> The scope of theses can be seen as a rough benchmark and refers to the pure content without lists (content, list of figures, list of tables, list of abbreviations, and list of references) and appendices. For example, if a thesis is completed after 35 pages of content, it should not be extended to 40 pages. A master thesis can also include more than the specified pages on account of relevant content. If you can describe the issue precisely in fewer pages, you should do this.

Generally, topics of practical essays and contacts for practice partners are maintained by the chair. Own topic suggestions for practical essay topics will only be accepted in exceptional cases and require that a research associate will mentor that topic and the chair holder gives his consent.

### 2.1.2 Steps of writing bachelor/master thesis

- If you want to write a thesis at the chair, please contact a research associate early enough. Each research associate is responsible for specific topics. (See our website: <http://www.as.wiwi.uni-goettingen.de/>).
- Topics for bachelor/master theses are published on the websites of the chair (see above) at least twice a year. Students can apply to the specific advisor for a topic.
- To write a bachelor/master thesis at the chair, the form “Application for admission to the bachelor/master thesis” is necessary which is issued by the Examination Office and must be submitted to the advisor of the thesis. Please apply for a topic before picking up this form.
- The starting point for the bachelor/master thesis can be adjusted with the advisor. Hence, it is also possible to use the lecture-free time to write the thesis.
- After the reception of the topic, orientation, and literature collection (order necessary literature via inter-library loan as quick as possible!), you should consult your advisor to clarify whether your interpretation and definition resp. of the topic is correct or not.
- After this first orientation phase, you should discuss the outline with your advisor. The outline should include information regarding the length of each section to identify wrong emphasizes.
- After the discussion with the advisor, a final discussion with the chair holder about your outline is held (approx. one to two weeks after the official start of processing).
- During the preparation of the bachelor/master thesis you should maintain regular consultation with your advisor. Your outline can change during this time, but the agreed objective should stay.
- There is a further appointment with the chair holder approx. two to four weeks before the deadline for submission. Topics of this appointment are the current progress, important results and if applicable problems.
- Before contacting other parties (e.g. industrial enterprises, agencies, or other institutes), it is necessary to consult your advisor.
- During the actual editing phase, you need to arrange enough time for writing and editing the bachelor/master thesis. You should start as early as possible with writing the text. It is also helpful to discuss finished parts with your advisor.
- If you recognize that you can't finish your work based on time-dependent problems, please contact your advisor early on.
- For master students: According to the examination regulations, a presentation of your results is part of the master thesis. Contact your advisor for the conditions of the presentation.



- The submission of the bachelor/master thesis needs to be done in two bounded copies at the examination office, which transfers them to the chair. In addition to that, you need to upload the final paper in a digital form (PDF) via the examination system FlexNow.
- The announcement of your grade takes place within a final meeting with the chair holder and your advisor. During this meeting, you will get feedback regarding the criteria which were vital for the assessment. Afterwards, your grade will be submitted to the examination office.

## 2.2 Term papers

The “Seminar on topics in Business Information Systems and Business Administration” for bachelor students as well as the “Seminar for Business Information Systems” for master students should train to examine a specific topic and present the results in an adequate manner. This ability is particularly important for students of economics and especially for students of business information systems.

Both seminars shall also train to answer critical questions directly and to survive in discussions. Only the master seminar aims to develop autonomous research results (with the help of specific methods). It is designed to prepare for the master thesis. The bachelor seminar can be seen as a training for the bachelor thesis.

The essential differences between bachelor and master seminar are shown in table 2.

	Semester	Length	Presentation of work
Bachelor seminar	Winter term	ca. 20 pages	20 min. presentation
Master seminar	Summer term	ca. 40 pages	20 min. presentation

Table 2: Essential differences between bachelor and master seminar

### 2.2.1 Conditions for credit points

For the receipt of credit points, the following 3 conditions must be met:

- I. Successful and timely preparation of a term paper.
- II. Presentation of the results. The length should be about 20 minutes (for bachelor and master papers). Afterwards, a discussion (also 20 minutes) on the presentation style and the content is conducted.
- III. Attendance at **all** seminar dates (additionally all bachelor student must attend the course “Introduction to scientific work”).

### 2.2.2 Steps of writing a term paper

- The topics for seminar papers will be published on our website (<http://www.uni-goettingen.de/en/43876.html>). Please consider the different pages for bachelor and master term paper topics.
- Once the topics have been published on our website, the candidate may contact the advisor for his/her favorite topic. Afterwards, the topic will be specified together with the advisor.
- In addition to the registration with the advisor, the candidate has to register to the Examination Office. Without this (the deadline for the registration can be seen on the website), the term paper cannot be prepared.
- Block course: “Introduction to scientific work“. This event is mandatory for bachelor students and optional for master students.
- After incorporation into the topic and the collection of literature, the student should discuss the outline of the paper with the advisor. This discussion should take place at the beginning of the processing phase.
- The length of the written paper should not exceed 20 pages (for bachelor papers) or 40 pages (for master papers). Not included are the lists (contents, list of figures, list of tables, list of abbreviations, and list of references) and any appendices. The challenge is to write specific, systematic, and precise. Information without any connection to the topic must be avoided.
- Before contacting other parties (e.g. industrial establishment, agencies, or other institutes) it is necessary to consult your advisor.
- During the preparation of the term paper, you should maintain regular consultation with your advisor about your progress.
- The submission of the term paper has to be done until the deadline, which is announced on our website. The submission is done in printed and bound form to the advisor (one copy is enough). Additionally, the work must also be submitted as a PDF document to the advisor.
- You should discuss the key aspects and potential limitations with the advisor before preparing the presentation (the presentation dates are required appointments). You should also discuss your presentation with the advisor before the presentation.

The sequence of the bachelor seminar is shown in Figure 1 and Figure 2, differentiated by summer term and winter term. The topics of the master seminar are published every December of each year on the website.

### Process of the seminars (summer term)

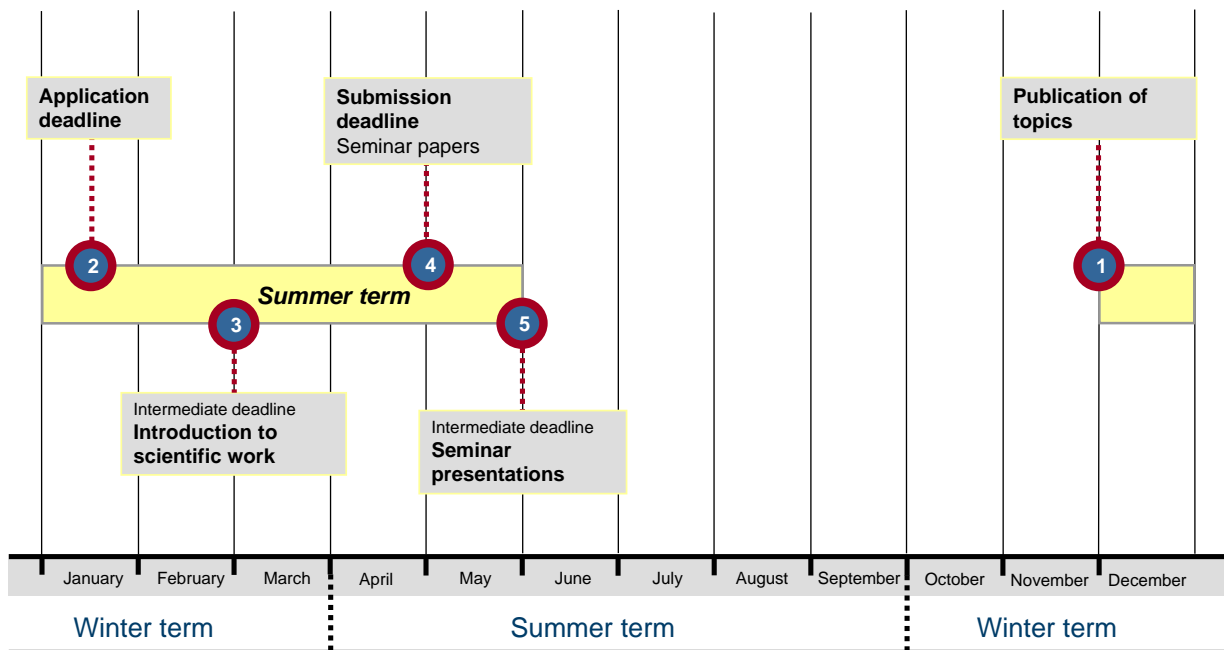


Figure 1: Process of the bachelor seminar in the summer term (Seminar on topics in Business Information Systems and Business Administration)

### Process of the seminars (winter term)

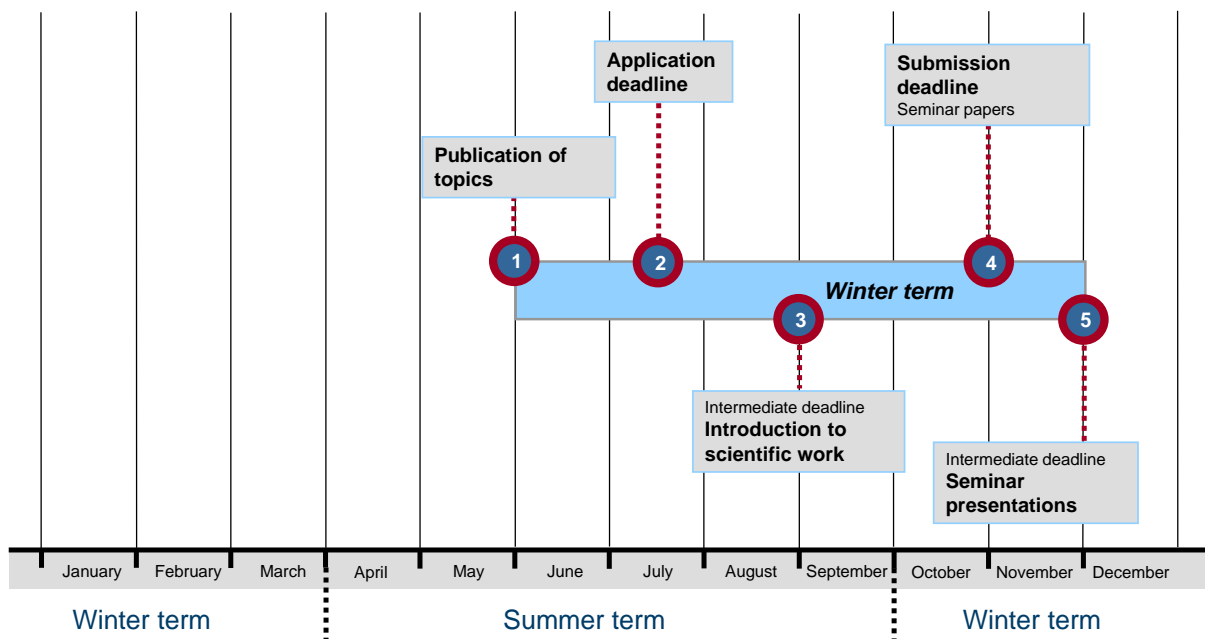


Figure 2: Process of the bachelor seminar in the winter term (Seminar on topics in Business Information Systems and Business Administration)

### 3 Guidelines to prepare theses and term papers

In this chapter, guidelines and advice for bachelor/master theses and term papers are given. The content is valid for both types of papers; exceptions from this are mentioned explicitly.

#### 3.1 General guidelines regarding the form and content

The following guidelines apply for the content and formal design of the written part:

- The author should concentrate on the main subject and therefore refrain from long observations of general nature. For example, it does not make sense to write long introductions about the general use of data processing in the industrial sector if the topic is about a special problem of data processing in material management within an industrial organization.
- The author should write for a professional reader and not for layman. This reader has the general knowledge about the problem and is interested in a presentation of the main results. Thus, the scientific papers should only include definitions of the core content. For example: In a thesis about Human Resource Information Systems (HRIS), a definition of general application systems is needless.
- A compact representation and good illustration of content can be reached with diagrams, tables and listings (particularly pros and cons).
- It is not allowed to use platitudes (“Based on the increasing competition, rationalization becomes more important.” or “An entrepreneur who wants to stay successful, must work with costs as low as possible”).

#### 3.2 Outline

The outline of the text should be justified as factual as possible and well structured. There should only be a new level if it consists of at least two subsections. You should also remember that a consistent level of all subsections is necessary, i.e., use second or third level continuously. The subdivisions of the main part should reflect the methodological approach. In addition to that, the subsection heading should match the content and form of the upper heading, but it may not be the same. Furthermore, the topic of the work may not be equal to a (sub-)section headline.

The table of contents should be *numeric*. There has to be a dot between each number, but the last digit is not followed by a dot. Example: 3.2.1

You should use breaks to distinguish different aspects in one chapter.

The table of contents should entail:

- List of figures and maybe a list of tables
- List of abbreviations
- Outline
- (If necessary) Appendix
- List of references

The numeration of the lists before the main text as well as the list of the references is done with continuously Roman numerals. The numeration starts with ("I") on the title page (Important: The page number should not be printed on the title page of the final paper. Hence, use suitable settings in your processing program.). The pages of the text and the enclosure should be Arabic and start with "1".

### 3.3 Citation method

Quotations and foreign ideas should be highlighted within the thesis/term paper. Thereby, a uniform reference style is required throughout the whole thesis/term paper. Accordingly, quotations and foreign ideas must be highlighted as shown in the following:

- The references entail the name of the author and the year.  
*Example:* „Hoeneß, U.: The advantages of the fiscal system in Switzerland, Munich 2007.“ appears as (Hoeneß 2007, p. 2).
- Direct quotations require quotation marks at beginning and the end of the reference. Implicit quotations (foreign ideas in own words) should be marked with "see" in front of the reference.

*Examples:*

„Möller, A.: Geography of south Europe – Insights from an expert, Dortmund 1992.“:

- *Direct quotation:* „Milan or Madrid, the main point is that they are both in Italy.“ (Möller 1992, p. 123).
- *Indirect quotations:* Shortly before the switch to Turin, the soccer player confused his fans with a statement, which reveals his slight geographical knowledge (see Möller 1992, p. 123).
- To distinguish between several identical references, minuscules must be added behind the year (see Hoeneß 2007a or see Hoeneß 2007b).

- If there are two authors (or editors), both are mentioned and separated by “&”, “/” or “;”. It is important that the citation in the whole document is uniform.

*Example:* „Allofs, K.; Schaaf, T.: The influence of paper balls on matches – A case study. In: Applied soccer theories 22 (2009) 2, p. 357 - 370. appears as (see Allofs/Schaaf 2009, p. 42).

- If there are more than two authors (or editors), only the first author will be mentioned with the addition “et al.”.

*Example:* „Magath, F.; Meier, H.; Geyer, E.; Neururer, P.: Exhausting training methods for soccer player – Examples, Gelsenkirchen 2009.“ appears as (see Magath et al. 2009, p. 42).

- When citing a page (or a sentence/section), the exact page number is necessary: p. 215. Two pages: p. 215-216. Several pages: p. 317-325.
- If a section (more than one sentence) from one author will be cited, it must be marked with an opening sentence (Please consider that this reference applies only to the end of the section).

*Example:* In the following, the four communication types according to LEE ET AL. (2004, p. 35-39) are distinguished. First, continuously communication... .

- When naming authors in the sentence, the author name must be formatted as "small caps".

*Example:* MAGATH ET AL. (2009, p. 666) proposes medicine balls as tools to train soccer player.

- Missing detail about author, place or year should be assigned to “a.u.” (author unknown), “n.p.p.” (no published place) or “n.y./n.d.” (no year/no date).
- Assignment of missing pages can be left out (not “n.p.” or alike).

### 3.3.1 References in the text

- Quotation of a section from the following book: „Meier, K.: Citation for experts, Munich 1911.“ → (see Meier 1911, p. 210-213).
- In addition, the following book is cited: „Meier, H.: Me and citations, Göttingen 1911.“ → (see Meier 1911a, p. 210-213) and (see Meier 1911b, p. 20-24).
- If there are several authors: „Wontorra, J.; Lattek, U.: Introduction into phrases, Freising 2009.“ → (see Wontorra/Lattek 2009, p. 43).
- If a sentence should refer to several books: „Beckenbauer, F.: Me as a ball, Munich 1972.“ and „Klinsmann, J.: My friend Lothar, Berlin 1997.“ → (see Beckenbauer 1972, p. 4; Klinsmann 1997, p. 109)<sup>3</sup>
- Quotation of a paper by Allofs and Schaaf in a journal → (see Allofs/Schaaf 2009, p. 357-365).

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<sup>3</sup> The order of the references should be oriented at the relevance of them.

### 3.3.2 Online references in the text

Online sources should also be highlighted. In doing so, the year of retrieval is used. If the publication date of the source is known, it can be alternatively used as the year.

- Example: The paper „Great soccer players like me“ from Franz Beckenbauer in the New York Times, published 1998. → (see Beckenbauer 1998)

If there is no author, you should select a suitable name.

- Example: A paper from the New York Times without an author published 1998. →(see New York Times 1998)

### 3.3.3 List of references

The list of references starts with the short reference, but without a page number, followed by the complete reference:

- **Books with one author:** (name year): name, first name: title, edition, location year. →  
(Meier 1911): Meier, K.: Citation for experts, Munich 1911.
- **Books with two authors:** (name/name year): name author 1, first name author 1; name author 2, first name author 2: title, edition, location year.  
→ (Wontorra/Lattek 2009): Wontorra, J.; Lattek, U.: Introduction into phrases, Freising 2009.
- **Books with more than two authors:** (name et al. year): name author 1, first name author 1; name author 2, first name author 2; name author 3, first name author 3; ...: title, edition, location year.  
→ (Lee et al. 2004): Lee, V., Schneider, H., Schell, R.: Mobile Applications – Architecture, Design, and Development, Upper Saddle River 2004.
- Citation of a **paper from Müller within a publication from Beckenbauer:**  
(name year): name, first name: title. In: name, first name (eds.): title, location year, pages of the paper.  
→(Müller 1975): Müller, G.: Aspects of penalty shoot-outs. In: Beckenbauer, F. (eds.): We are one, 29. edition, Munich 1975, p. 24 - 36.
- Citation of a **book with multiple places of publishing:** (name year): name author 1, first name author 1; name author 2, first name author 2; ...: title, edition, location [et al.] year.  
→ (Wontorra/Lattek 2009): Wontorra, J.; Lattek, U.: Introduction into phrases, Freising [et al.] 2009.
- Citation of a paper which was **published in a journal:**  
(name year): name, first name: title. In: journal volume (year) issue, pages of the paper.  
→(Allofs/Schaaf 2009): Allofs, K.; Schaaf, T.: The influence of paper balls on matches – A case study. In: Applied soccer theories 22 (2009) 2, p. 357 - 370.

- Quotation of an **online source**:  
(name year): name, first name: title. URL, publication date, request date. additional hints (if necessary).  
The paper „Great soccer players like me“ from Franz Beckenbauer in the New York Times, published 1998. The request date was 1998-12-24 and the publication date is 1998-07-01.  
→ (Beckenbauer 1998): Beckenbauer, F.: Great soccer players like me. [http://www.newyorktimes.com/Great\\_soccer\\_players\\_like\\_me.pdf](http://www.newyorktimes.com/Great_soccer_players_like_me.pdf), 1998-07-01, requested 1998-12-24. (Access only for subscribers).
- Quotation of a HICSS **conference paper** from Niklas and Strohmann:  
(name year): name, first name: title. In: conference titel. Location year, pages of the paper.  
(Niklas/Strohmann 2011): Niklas, S. J. B.; Strohmann, S.: Exploring the Impact of Usefulness and Enjoyment on Mobile Service Acceptance: A Comparative Study. In: HICSS 2011 Proceedings. Manoa 2011, p. 1530 - 1605.

The list of references is arranged in alphabetical order by the shortened references.

### 3.4 Further comments in the text

Footnotes should entail aspects that are not mandatory for the comprehensibility of the text. For example:

- Clarity of terms, contextual delimitation and definition: „... the security<sup>4</sup> of modern information systems...“.
- Short examples and statistics: „...the most popular lectures<sup>5</sup> in business information systems...“.
- Further explanation, mathematical evidence: „...the equation can be solved with the p-q-formula<sup>6</sup>...“.

### 3.5 Figures and tables

Figures and tables help to visualize information. Especially with copied figures, the quality should be considered. If they do not meet a certain standard, they should be recreated. Figures and tables should be integrated and mentioned in the text. In case a table continues on the next page, the column headings must be repeated. Furthermore, the text should refer to figures and tables, for instance (see Table 2), and should explain the illustrated content. Without such explanation, figures and tables are not comprehensible.

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<sup>4</sup> In this case, the term “security” focuses on data privacy issues.

<sup>5</sup> A survey among 2000 students reveals that the most popular lecture in business information systems is “Model and System development”.

<sup>6</sup> The p-q-formula is a general method for the determination of zeros of polynomials of second order.



The caption of the tables and figures should be informative and be labeled like the following (below the figure or table). A caption also belongs to tables and figures in the appendix.

- Figure sequential number: Title of the figure (e. g.: Figure 1: Process of the seminar)
- Table sequential number: Title of the table (e. g.: Table 1: Differences in editing final papers)

When symbols or abbreviations are used, which require an explanation, figures and tables should entail a key. Furthermore, it is allowed to use a smaller font size as long as it is readable. On top of that, it is not necessary to use the text direction “justified”.

Additions, like “own illustration” at figures or tables, are redundant. If a figure or table has no references, it is obvious that it is an own illustration.

References of figures/tables generally do not belong in the caption, because they also do not belong in the List of figures/List of tables. They should be mentioned as a footnote or in a small font size under the figure or table (shown in the following examples).

*Example 1:*

**TABELLE DES 31. SPIELTAGS**

31. Spieltag | Tabelle

	Team	Spiele	G	U	V	Tore	Diff.	Pkt.	
1	FC Bayern München	31	24	4	3	77:15	62	<b>76</b>	—
2	VfL Wolfsburg	31	18	8	5	65:34	31	<b>62</b>	—
3	VfL Borussia Mönchengladbach	31	17	9	5	47:23	24	<b>60</b>	—
4	Bayer 04 Leverkusen	31	16	10	5	59:32	27	<b>58</b>	—
5	FC Schalke 04	31	12	9	10	41:36	5	<b>45</b>	—

Figure 3: Screenshot of Bundesliga table after the 31st match day of the season 2014/2015

Quelle: Spiegel 2015

*Example 2:*

Place	Club	Goals	Points
1.	FC Bayern München	+62	76
2.	VfL Wolfsburg	+31	62
3.	VfL Borussia Mönchengladbach	+24	60
...	...	...	...

Table 3: Bundesliga table after the 31st match day of the season 2014/2015<sup>7</sup>

<sup>7</sup> see Spiegel 2015

Figures and tables are summarized in separate directories which are located after the table of contents (see chapter 3.2).

### 3.6 Guidelines regarding the format

The following format proposals should be used for a thesis and term paper:

- Margin: Top and right: 2.5 cm; left: 3.5 cm; bottom: 2 cm
- Font size: 12pt
- Line spacing: 1.5
- Font: Arial, Times New Roman or Calibri
- Text direction: Justified (Exception within tables and figures)
- Headings should be brought out stylistically (bold, bigger font and so on)
  - Main chapters always start on a new page
  - Otherwise pages should be filled complete (no empty pages)
- Page numbers should be included in footers or headers.
- Footers:
  - Font size: 10pt
  - Line spacing: 1.5
  - Text direction: Justified

## 4 Common errors in theses and term papers

### 4.1 Formal errors

In the following, errors are shown, which are commonly found in theses and term papers:

- Asymmetric outline as in Figure 1:

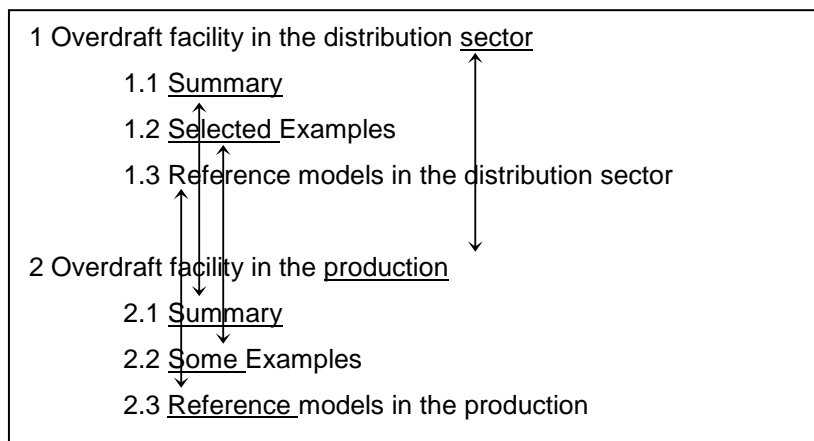


Figure 1: Example of an asymmetric outline

- Introduction is too long and begins with general statements.
- References are inconsistent:
  - (Allofs/Schaaf 2009): Allofs, K.; Schaaf, T.: The influence of paper balls on matches – A case study. In: Applied soccer theories 22 (2009) 2, p. 357 - 370.
  - (Müller 1975): Müller, Gerd: Aspects of penalty shoot-outs. In: Beckenbauer, F. (eds.): We are one, 29. edition, Munich 1975, p. 24 - 36.
- Sentences are too long and have a nested structure or long sections without any structure, having no cohesive chain of thoughts and redundancies.
- If footnote numbers and punctuation marks coincide, the following ground rule applies:
 

If the footnote refers to the whole sentence, the number comes after the closing punctuation mark; if it refers to the immediate word group, the number stands in front of the mark.

### 4.2 Word processing hints

Often seen and preventable formal errors during the correction:

- References with a break, where “p.” is on the current and the page number on the following line. This can be avoided by using a nonbreaking space between them (CTRL+SHIFT+Space).
- Double spaces can be found and removed by the search function of the word processor.

## 5 Sample title page

### 5.1 Theses

#### 5.1.1 Binder for bachelor/master theses

Bachelor/master theses need to be bound for the submission. The front page should be designed as shown in the following (see Figure 2):



Figure 2: Sample front sheet for a bachelor/master thesis

**5.1.2 Title page for bachelor/master theses**

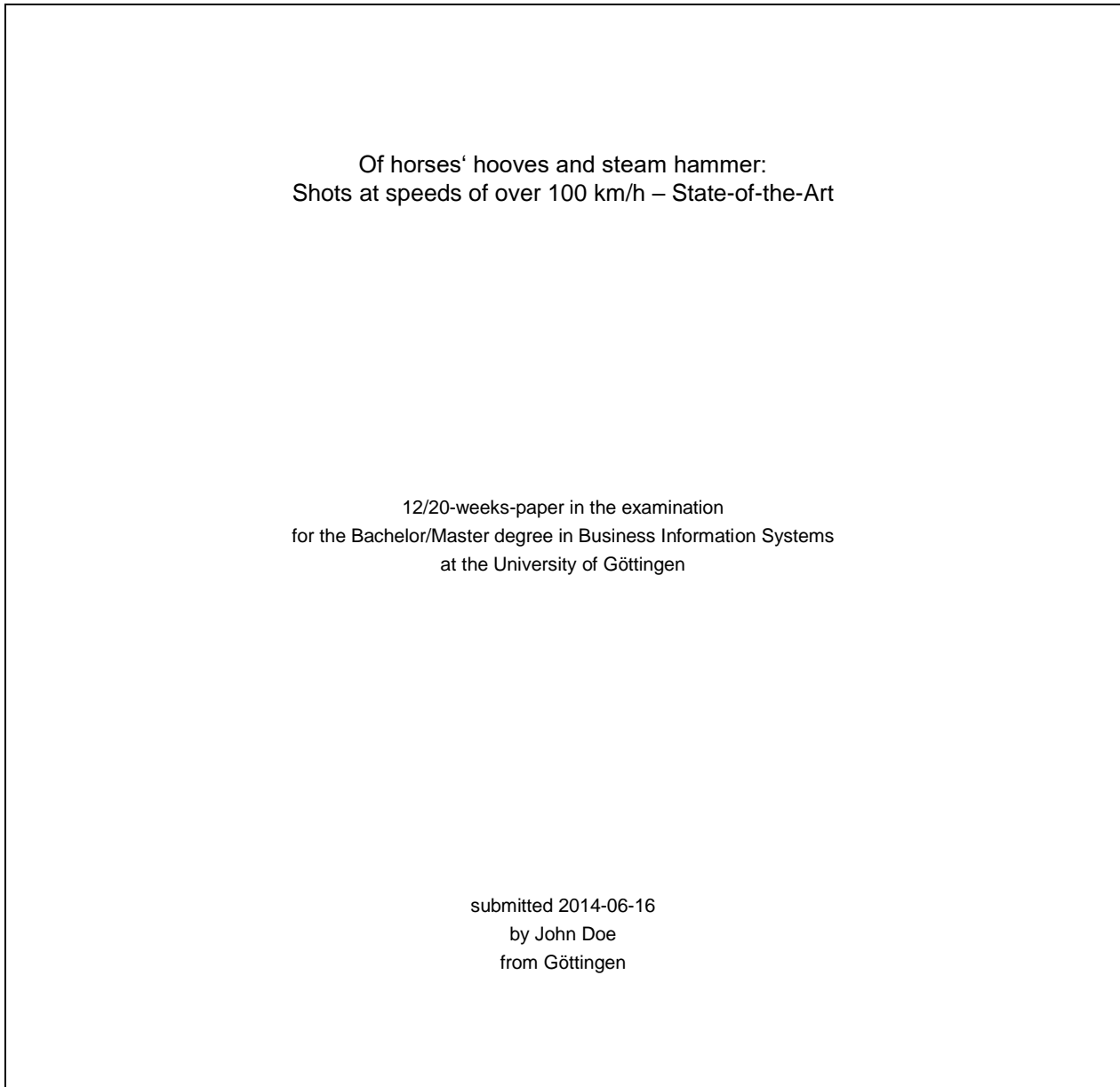


Figure 3: Sample title page for a bachelor/master thesis

## 5.2 Term papers

You should take a title page for a term paper (compare Figure 4). A binder – which is mandatory for bachelor/master theses – is not necessary. The term paper can be submitted as, e.g., a ring binder.

<p style="text-align: center;">GEORG-AUGUST-UNIVERSITY GÖTTINGEN CHAIR OF APPLICATION SYSTEMS AND E-BUSINESS</p> <p style="text-align: center;">Seminar on topics in Business Information Systems and Business Administration (xxx)SEMESTER 201x/201x</p> <p style="text-align: center;">Of horses' hooves and steam hammer: Shots at speeds of over 100 km/h – State-of-the-Art</p> <p>John Doe Matr.-Nr.: 12345678 Business Information Systems 4<sup>th</sup> Semester</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Figure 4: Sample title page for a seminar paper

## **Appendix**

In the following, additional content of the published work is shown. The content is listed chronologically like the structure of this paper.

**Appendix A: Evaluationsheet for thesis ..... 19**

**Appendix B: Evaluationsheet for term paper ..... 20**

## Appendix A: Evaluationsheet for thesis

<b>Name:</b>	John Doe				
<b>Title:</b>	Of horses' hooves and steam hammer: Shots at speeds of over 100 km/h – State-of-the-Art				
<b>Final grade:</b>	2,0				
<b>Characterization of the paper:</b>					
<b>Type of the paper</b>	Bachelor thesis / Master thesis				
<b>Domain of the paper</b>	Business Information System / General Business Administration / Operational Research				
<b>Character of the paper</b>	Literature study / Field study / System design / Realization				
<b>Evaluation of the paper:</b>					
<b>1. Enunciation, style</b>	excellent	good	average	below average	bad
<b>2. Structure</b>	excellent	good	average	below average	bad
<b>3. Content</b>	very high	high	average	below average	low
<b>4. Creativity</b>	very high	high	average	below average	low
<b>5. Requirement, depth</b>	very high	high	average	below average	low
<b>6. Literature</b>	widespread	basically complete	not complete but enough	bad	insufficient
<b>7. Program documentation (if necessary)</b>	<i>excellent</i>	<i>good</i>	<i>average</i>	<i>below average</i>	<i>bad</i>
<b>8. Formal care</b>	Excellent	good	average	below average	bad
<b>9. Work style</b>	Excellent	good	average	below average	bad

Figure 4: Example of a report for a thesis



## Appendix B: Evaluationsheet for term paper

<b>Seminar on Topics from Business Information System and Business Administration</b>					
<b>Winter term 20xx-20xx</b>					
<b>Name:</b>	John Doe				
<b>Title:</b>	Of horses' hooves and steam hammer: Shots at speeds of over 100 km/h – State-of-the-Art				
<b>Advisor:</b>	Max Mustermann				
<b><u>I Characterization of the paper:</u></b>					
<b>Domain of the paper:</b>	Business Information System / General Business Administration				
<b>Degree of difficulty:</b>	very high / high / average / low / very low				
<b>Literature:</b>	easy / medium / hard				
<b><u>II Evaluation of the paper:</u></b>					
<b>1. Structure</b>	excellent	good	average	below average	bad
<b>2. Content and problem handling</b>	excellent	good	average	below average	bad
<b>3. Methodology</b>	excellent	good	average	below average	bad
<b>4. Creativity</b>	excellent	good	average	below average	bad
<b>5. Literature</b>	widespread	basically complete	not complete but enough	bad	insufficient
<b>6. Enunciation, style</b>	excellent	good	average	below average	bad
<b>7. Formal care</b>	excellent	good	average	below average	bad

Figure 5: Example of a report for a term paper (Page 1)

<b>III Evaluation of the presentation:</b>					
1. Structure	excellent	good	average	below average	bad
2. Examples	excellent	good	average	below average	bad
3. Demonstration	excellent	good	average	below average	bad
4. Free speech	free	partial reading / memorized			reading
5. Timing	good		to long/to short		

<b>IV Evaluation of the mode of operation:</b>					
1. Literature searches	self-dependent			dependent	
2. Communication with the advisor	excellent	good	average	below average	bad
3. Effort of the advisor	appropriate			disproportionate (to less/to much)	

**V Final grading:**

Performance	Grade
Written part (50 %)	
Presentation (50 %)	
Final grade	

Göttingen, 201x-xx-xx

Figure 6: Example of a report for a term paper (Page 2)

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**Affidavit**

I hereby affirm that this thesis entitled "[*Insert title here*]" represents my own original work, except where acknowledged by general and specific references. The electronic version corresponds to the printed one. I agree to the verification by plagiarism software.

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Date

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Signature