

Assessment guideline for term papers and degree theses

The following table lists criteria to be considered when assessing term papers and degree theses and sets the optimum achievement against one that is inadequate in every respect.

Criteria	Outstanding	Insufficient
Structure <u>Particularly important in the BA</u>	<ul style="list-style-type: none"> - logical and meaningful construction - coherent argumentation, main thread evident - appropriate, informative chapter headings - table of contents corresponds to actual structure - conclusion given - all relevant aspects considered - suitable degree of detail 	<ul style="list-style-type: none"> - structure either lacking or not justified by/not plausible from the contents - construction not logical - chapters strung together incoherently - table of contents does not correspond to actual structure - does not reflect the question formulated - no main thread evident - many unnecessary repetitions - no conclusion given
Form <u>Particularly important in the BA</u>	<ul style="list-style-type: none"> - fully complies with the formal requirements and citation rules - uniform layout - information on cover page complete - list of references complete, correct and consistent - maps, tables, illustrations and charts of good quality - reference given for illustrations and charts - abbreviations explained 	<ul style="list-style-type: none"> - does not comply with the formal requirements - information on cover page incomplete - citations incomplete and inconsistent - list of references incomplete and inconsistent, includes titles not used - maps, tables, illustrations and charts of poor quality - no reference given for illustrations and charts - layout not uniform or deviates from the norm - abbreviations not clear
Language <u>Particularly important in the BA</u>	<ul style="list-style-type: none"> - in full accordance with the rules of the written language - easy to read - precise formulations - no redundancies - judicious use and, where necessary, definition of technical terms - foreign-language quotations written correctly and placed in appropriate context - foreign-language names and terms outside quotations written consistently - Persian quotations accurately translated 	<ul style="list-style-type: none"> - large amount of grammatical and spelling errors - many incomprehensible passages - not written in academic style - wrong use or lack of technical terms, no definitions given - imprecise and misleading formulations throughout - foreign-language quotations frequently used and written incorrectly, not placed in context - foreign-language names and terms outside quotations written arbitrarily with highly variant spellings, possibly without understanding that the same person or thing is meant - Persian quotations very inaccurately translated

Scientific study and analysis	<ul style="list-style-type: none"> - thorough, extensive and proper study, analysis and discussion of literature - convincing methodology, the methods employed are named and applied critically - several works of secondary literature used 	<ul style="list-style-type: none"> - inadequate, unsystematic study of sources and literature - incomprehensible or lack of methodology, the methods employed are not named or applied critically - just one work paraphrased, possibly only single sections of an article or a monograph summarized
Research question/ content/ results	<ul style="list-style-type: none"> - precise formulation of the subject and its scope, the aims and methods - appropriate and purposeful description of the state of research - plausible, explicit presentation of results in relation to the research question - convincing connection between conclusion and main part 	<ul style="list-style-type: none"> - imprecise or no formulation of the subject and its scope, the aims and methods - no description of the state of research - presentation of results missing or with no relation to the research question - conclusion has little to do with main part
Translation and source analysis <u>Only relevant in the MA</u>	<ul style="list-style-type: none"> - correct translation - content of the source text fully understood - good German, text reads well - appropriate use of foreign-language technical terms - full details given on author, date and place of origin and type of source - good analysis and systematic integration of source in the research question 	<ul style="list-style-type: none"> - numerous translation errors - content of the source text only insufficiently understood - many mistakes in German, text difficult to read and follow - no explanation of technical terms - no details given on author, date and place of origin and type of source - analysis of source missing or inadequate, no relation to the research question
Originality/ independent judgment	<ul style="list-style-type: none"> - throughout independent, persuasive formulation and argumentation/analysis of the subject matter - critical reflection on the subject matter with regard to the state of research, methods and aims - innovative approach 	<ul style="list-style-type: none"> - dependence on existing works, lack of initiative - no independent reflection evident - uncritical adoption of opinions from scholarly or popular sources.