

Assessment Criteria for MA Thesis proposals

| | (Very) good (10–15 points) | Acceptable (5–9 points) | Fail (less than 5 points) | Weighting |
|---|---|---|---|-----------|
| length (without title page, table of contents and references section) | 1,500–2,000 words or 9,000–12,000 characters (incl. spaces) | 1,200–1,500 words or 7,200–9,000 characters (incl. spaces) | less than 1,200 words or 7,200 characters (incl. spaces) | 5% |
| relevant sections included (title, literature review, research question, experimental design, methods of analysis, references) | all sections included and complete | no more than 1 section missing or incomplete | more than 1 section missing or incomplete | 5% |
| title in conformance with conventions and self-explanatory | yes | not completely but comprehensible | title becomes comprehensible only after reading the proposal | 5% |
| precision and relevance of research question | focus on a single precisely formulated research question whose investigation adds to the state of the art | research question blurred and/or does not promise new findings | no clear research question identifiable or research question does not make sense | 5% |
| research overview criteria: 1. summarizes pertinent research 2. provides precise references 3. does not include research irrelevant for the research question 4. covers both findings and the methods applied to obtain them 5. specifies open questions clearly | fulfills at least 4 of the 5 criteria specified completely or all 5 partially | fulfills at least 3 of the 5 criteria specified completely or 4 partially | fulfills less than 3 of the 5 criteria specified completely or less than 4 partially | 10% |
| references; adequate literature research documented | bibliography includes titles not specified in the seminar references list; reference to these titles is made in the research review | bibliography only includes relevant titles specified in the seminar reference list; if it includes additional titles, important titles are either missing or the titles are not referred to in the text | bibliography includes no titles not specified in the seminar reference list although other important titles exist and/or important titles from the seminar list are missing | 5% |
| experimental design and its suitability for investigation of | experimental design suitable for the investigation | experimental design suitable for the investigation of | experimental design inadequate for research question | 10% |

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| research question | of the research question; assignments for research participants provided in complete form | the research question in adapted form; requirements for assignments for research participants specified with adequate detail but not prepared in full form in written | and/or specification of assignment vague | |
| methods of analysis specified in detail | methods of analysis specified in such a manner that students who have not attended the seminar would know how to proceed if they had to do the analysis; no methodological errors occur | methods of analysis adequate but either specified only by means of a reference to publications in which they were used or vaguely; only minor methodological errors occur | methods of analysis inadequate or not specified with a sufficient degree of precision; major methodological errors occur | 10% |
| comprehensibility for student of English who has not attended the seminar | completely | in all major aspects | not in all major aspects | 10% |
| organization/structure | information appears in appropriate section with only minor exceptions; redundancy/ repetitions avoided | some information appears in inappropriate section and/or redundancies/ repetitions occur | information appears in inappropriate sections several times and/or high degree of redundancy/ repetition | 5% |
| linguistic accuracy, coherence | at least C1 | at least B2 | less than B2 | 10% |
| formatting | appropriate templates for titles, body text, quotations and references (indentations and spacing appropriate) | minor formatting errors (e.g. only in bibliography) | major formatting errors (e.g. incomplete references) | 5% |
| Only final version: | | | | |
| degree to which feedback has been taken into account | completely (either incorporated or justification for not including suggestions provided) | all major suggestions for improvement included | major suggestions for improvement not incorporated without justification | 15% |