

## 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%

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%
<b>Only final version:</b>				
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%