

Appendix D: Graduation Project Assessment form

Student name:

Student number:

Final report – Title:

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The PSTS master's Final Project and Thesis are assessed on the basis of a set of 8 categories, where each category comprises of a detailed set of elements (see: below). These elements (and the corresponding criteria) are derived from the programme's learning objectives. The supervisors of the Final Project/Thesis are to give an assessment (score 1-100) per element (and thus per category) with the help of a "rubric".

The general meaning of the scores is as follows

Assessment score	Grade	Meaning
≤ 54	< 6	Insufficient
55-64	6	Sufficient
65-74	7	More than sufficiently
75-84	8	Good
85-94	9	Very good
95-100	10	Excellent, outstanding

- The final mark is to be determined on the basis of the total number of points per element/category
- Weighing factors apply to the categories. Points are to be assigned on the basis of these weighing factors.
 - o Score (0-100) 1 – 5 **Content** (50%) $((1+2+3+4+5) / 5) * 5 = A$
 - o Score 0-100 6 **Reporting** (20%) * 2 = B
 - o Score 0-100 7 **Process/Functioning** (20%) * 2 = C
 - o Score 0-100 8 **Oral presentation/defence** (10%) D
- The calculation method to be used for the conversion of the scores per element/category into points and subsequently into the mark without rounding and the rounded final mark.
 - o $(A + B + C + D) / 100 =$ final mark without rounding
 - o ≥ 0.5 implies: round up.

Assessment on Content (1-5)		Score per element (0-100)	Comments
1. Subject matter and main research question			
1.1	The subject matter or case is clearly introduced and described.		
1.2	There is a clearly formulated main research question.		
1.3	The main research question is based on relevant academic concepts and theories, argued for and/or legitimised by up-to-date academic insights and/or social developments.		
1.4	The main question is researchable (providing direction to the research strategy).		
1.5	The relations between sub-questions are clear and sub-questions can be reduced to the main research question.		
Partial score category 1 (1.1-1.5)/5			
2. Theoretical framework			
2.1	The research question is justified and embedded in a suitable theoretical framework		
2.2	An extensive and in-depth literature review has been performed as a theoretical framework for the main research question		
2.3	It is made clear how investigating or answering the research question fits in and could potential contribute to theory development (the theoretical framework) and/or tackling societal challenges		
Partial score category 2 (2.1-2.3)/3			
3. Research method(s)/approach			
Note: this may apply to both data collection as well as to literature research			
3.1	The research method or approach is clearly justified and described		
3.2	The research structure is suitable to the main question		
3.3	The acquisition of the data/literature research has taken place in an adequate and transparent manner, making the data valid and reliable/the literature relevant and/or illuminating		
Partial score category 3 (3.1-3.3)/3			
4. Analysis and argumentation			
4.1	The analysis and interpretation of the data/literature is accurate, reliable, comprehensive and verifiable		
4.2	The argumentation is coherent, logical and convincing		
4.3	The argument leads to theoretically embedded conclusions/partial conclusions that are relevant to the main research question		
Partial score category 4 (4.1-4.3)/3			
5. Conclusion, reflection, discussion			
5.1	Conclusions are formulated which sufficiently take into account presuppositions, basic principles and the limitations/opportunities of the selected methodology/approach		
5.2	The conclusions are formulated into realistic recommendations using creativity and with		

	consideration of social and academic standards and values.		
5.3	The main question is answered adequately		
5.4	The student has critically assessed and discussed the research and the results (recognition of strong/weak points, putting the research into perspective) and reflected on the implications of strong/weak points of the research and on possible solutions		
5.5	The thesis has contributed to the development of new knowledge and ideas or has enough potential to do it		
5.6	The student has made a proposal for follow-up research based on theoretical and/or practical considerations.		
Partial score category 5 (5.1-5.6)/6			
Total score category 1-5: Content = (1-5)/5			
6. Reporting		Score per element	Comments
6.1	Language: <ul style="list-style-type: none"> • The language used is correct and clear 		
6.2	Structure: <ul style="list-style-type: none"> • There is a logical and relevant structure, consisting of the following: title page, table of contents, summary (max. 1 page), main research question, results, discussion, conclusion and references. • There is a consistent and clear chapter structure that is relevant to the main research question. • The chapters and sections are provided with suitable titles. 		
6.3	References: <ul style="list-style-type: none"> • References comply with the applicable academic standards. • Literature references are complete, consistent and correct 		
6.4	Volume: <ul style="list-style-type: none"> • A 30 EC thesis is typically 40-60 pages in length, including introductions, diagrams, notes and the reference list, but not including any applicable appendices. (For a 20 EC thesis this amounts to 30-50 pages). • Line spacing of 1.5 is to be used. 		
Total score category 6: Reporting =(6.1-6.4)/4			

7. Process and functioning of the student		4	Score per element	Comments
7.1	During the research and writing process, the student displayed effort, motivation and enthusiasm.			
7.2	The student worked independently.			
7.3	The student made effective use of feedback.			
7.4	The student complied with deadlines and agreements.			
7.5	The student has written the thesis within the set time period (The study load for a Master's Thesis is 30 EC's, which equals 840 hours of study load. For a 20 EC's thesis this amounts to 560 hours.).			
7.6	The student has collected, analysed and interpreted all theories, information and data him/herself and expressed it in his/her own words.			
Total score category 7: Process and Functioning Student				
		=(7.1-7.6)/6		
8. Oral presentation and defence			Score per element	Comments
8.1	The student gives a clear oral explanation of the research.			
8.2	The student demonstrates in-depth knowledge of the research subject.			
8.3	The student answers critical questions about the research in a convincing manner.			
8.4	The student is capable of reflecting on his/her own research.			
8.5	The student uses in an adequate way media resources.			
Total score category 8: Oral Presentation and Defence				
		=(8.1-8.5)/5		

1-5:	Content (50%)	$((1+2+3+4+5) / 5) * 5 =$	A
6:	Reporting (20%)	$* 2 =$	B
7:	Process/Functioning (20%)	$* 2 =$	C
8:	Oral presentation/defence (10%)		D

The calculation method to be used for the conversion of the scores per element/category into points and subsequently into the mark without rounding and the rounded final mark.

- $(A + B + C + D) / 100 =$ final mark without rounding
- ≥ 0.50 implies: round up.

General remarks:

Names and signatures of the Supervisor and Second reader:

NameSignature.....Date:

NameSignature.....Date:

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