

Assessment Form

of the

Master Thesis and Final Presentation

of the

Master candidate: **Firstname Surname (B.Sc.)**

First assessor: Dr. Firstname Surname (UDE)

Second assessor: Prof. Dr. Firstname Surname (RU)

Scope

The form is meant to assist the assessment of the master thesis and presentation of the TWM master candidates. The form shall be completed by both assessors at RU and UDE, based on their national grading systems, i.e. Dutch grades at RU and German grades at UDE.

Important: Re-calculation from one system to another shall be done by the examination officers at both universities only!

Registration of master thesis

Irrespective of whether he/she is the first or second assessor, UDE assessors need to ensure the candidate's registration of his/her master thesis using the master registration form (available online at the TWM website). The registration needs to contain the names of the candidate and both assessors, a working title, the starting date and the signatures of the candidate and the assessor at UDE. At UDE, the submission deadline for the master thesis is equivalent to the indicated starting date plus 6 months, according to UDE's examination regulation. Submissions after this deadline shall be accepted only based on prior notification and approved request. Written requests need to be submitted two weeks before the deadline at the latest.

Responsibilities

The first assessor and his/her university are responsible for the overall assessment procedure and for the timely exchange of grades between both universities. Prior to assessment, the first assessor shall ensure with the exam officer at the respective university that the concerned student meets all formal requirements at both universities (study fees, enrolment, sufficient credits for graduation).

Procedure

The first assessor shall contact the second assessor and compile both assessors' assessment forms for final grading. Deviating assessments can be discussed bilaterally, to achieve a harmonised assessment of the overall candidate's performance and achievements. Usually, but not necessarily, the first assessor can provide a more complete overview of the candidate's achievements. Based on both assessment forms, the conversion of grades into the Dutch and German grading system and the calculation of the final grade will be done by the examination officer at the first assessor's university. Both exam officers at RU and UDE shall frequently exchange the grades, to ensure the timely graduation at both TWM universities.

Assessment

The assessment is divided into the following items (% contribution to final grade):

- Research (40%): performance and achievements related to the overall research approach.
- Report (40%): structure, content and style/language of the written thesis.
- Presentation (20%): structure, content and defence of the outcome during an oral presentation.

Both assessors can objectively assess the written report and shall complete at least the report section of this assessment form. Often, both assessors are also involved in the set-up of a master project. If both assessors accompanied this progress, both shall also judge on the overall research approach and the candidate's progress, and complete the research section accordingly. The final presentation shall be assessed by the assessor(s) present during the presentation.

Assessment

Important: Dutch and German assessors are requested to enter grades according to their national grading system. This is a numerical value between 5.5 and 10.0 (10.0 is the best, 0.5 steps) in the Netherlands and between 1.0 and 4.0 (1.0 is the best; 0.3 and 0.7 steps) in Germany. Any conversion between both systems shall be made by the exam officers only!

Assessment of the research approach and thesis

1st Assessor 2nd Assessor (please indicate your role)

Research	Grade point <i>(national system!)</i>	Weight <i>(of thesis grade)</i>	Comment
Adequate definition of the scope, objective and methodology		10%	
Setting-up, execution and finalisation of the master project, degree of self-reliance		12,5%	
Acquisition/sampling, analysis and interpretation of data and results		10%	
Creativity and originality		7,5%	
Requests for and involvement of supervision into the project (were you addressed with requests? were your recommendations considered?)		7,5%	
Cooperation (if applicable)		2,5%	
Report	Grade point <i>(national system!)</i>	Weight <i>(of thesis grade)</i>	Comment
Quality of the contents (accuracy, completeness, foundation)		25%	
Structure (internal coherence, logic, redundancy)		15%	

Language and style of writing (grammar, consistency, scientific, clear and short)		10%	
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Assessment of the final presentation

Final presentation and discussion	Grade point <i>(national system!)</i>	Weight <i>(of presentation)</i>	Comment
Presentation (motivation, structure, contents, illustration, summary, consistency, clearness)		60%	
Discussion (answers, clearness, defence style if appropriate)		40%	

Final assessment

Component	Grade point <i>(national system!)</i>	Weight
Research and thesis 1 st Assessor		40%
Research and thesis 2 nd Assessor		40%
Final presentation and discussion (if possible based on both assessors' judgement)		20%

Signature 1st Assessor:

Date:

Stamp