

## **PhD and Master Theses Evaluations**

The main purpose of an evaluation is to provide a written statement giving the reason/s for the grade awarded for a master thesis or a PhD thesis. When doing so, the choice of words in the evaluation text must be in keeping with the grade. The forms 'Evaluation Master Thesis' and 'Evaluation PhD Thesis' serve as guidelines and are available for download from our homepage

Should you prefer to write the evaluation yourself, please see the evaluation criteria listed below. This list serves as a guideline and is not exhaustive. Some criteria are subject-specific and, thus, not generally applicable.

In terms of length, as a rule, a half to one full page is deemed sufficient. The evaluation is to contain the name of the candidate, the title of the thesis and information as to whether it concerns a PhD thesis or a master thesis. If the thesis was developed by a group, the portion of the candidate must be clearly apparent from the evaluation. In the event of jointly executed master theses and PhD theses, it must be ensured that separate written texts with clear differences as regards title and thematic focus are produced. The evaluation shall end with the specification of the grade. The grading scale is as follows:

6	=	excellent
5.5	=	very good
5	=	good
4.5	=	satisfactory
4	=	sufficient, pass
3.5 – 1	=	insufficient

The thesis supervisor shall date and sign the evaluation. The originator of the evaluation must be clearly visible (letterhead, stamp). In the case of master theses and PhD theses with several (approved) supervisors, all of the supervisors are to sign the evaluation.

### **Structuring and Possible Evaluation Criteria**

#### **Presentation of the thesis topic**

- Short summary of content
- Position of the thesis within the setting of relevant research

#### **Evaluation of the scientific quality of the thesis**

- Compliance with the theoretical and/or methodological requirements
- Independent execution of thesis work
- Creativity/originality of the process
- Quality of the experiments/fieldwork/empirical study
- Validation of the experiments
- Rigour of line of evidence
- Interpretational work / discussion of the findings

#### **Evaluation of formal thesis elements**

- Quality of the graphical representation
- Layout