

Evaluation Criteria and Checklist for Extended Essays and Final Theses

Part of the essay	Formal aspects	Aspects of content	Aspects of language
Cover	Full details: <ul style="list-style-type: none"> ✓ Essay title ✓ Date of submission ✓ Student name ✓ Contact ✓ Matriculation number ✓ Course title ✓ Supervisor ✓ Institution 	Essay title: <ul style="list-style-type: none"> ✓ concise ✓ short and conceptional characterisation of the essay topic 	Linguistic correctness: <ul style="list-style-type: none"> ✓ spell-checking ✓ correct phrasing
Abstract	for final theses written in English a German abstract has to be enclosed	short, objective and non-redundant description of the leading question and the result of the essay	
Table of Contents		<ul style="list-style-type: none"> ✓ well-thought-out ✓ comprehensible ✓ fitting to the leading question 	<ul style="list-style-type: none"> ✓ spell-checking ✓ correct headings ✓ correct page numbers

Introduction	well-balanced number of pages (about 10% of text)	<ul style="list-style-type: none"> ✓ formulation of aim and leading question of the essay: coherent, logical ✓ definition of the main terms ✓ placement within the situation / the context of the essay ✓ description of structure and procedure 	<ul style="list-style-type: none"> ✓ spell-checking ✓ appropriate and logical transitions between the single parts of the essay ✓ correct use of terms ✓ appropriate style (academic) ✓ linguistic correctness (English)
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Main part	<ul style="list-style-type: none"> ✓ use of relevant secondary literature ✓ correct display and adaptation of secondary literature ✓ correct citation (cf. Style sheet) 	<ul style="list-style-type: none"> ✓ theoretical discussion of the topic ✓ comprehensible structure and argumentation ✓ correct and logical argumentation within the field of research ✓ visible/ recognisable student's contribution of the essay: <ul style="list-style-type: none"> - depiction of the leading question with individually chosen examples - comparison of different theories - critical reflection of secondary literature - presentation of different approaches <p>(The mere presentation of secondary literature is no independent achievement and should not be the main part of the essay!)</p>	
Conclusion / Summary	well-balanced number of pages (about 10% text)	<ul style="list-style-type: none"> ✓ return to the original thesis / leading question ✓ short and precise summary of your findings ✓ evaluation / conclusion / outlook 	

Works Cited / Bibliography	<ul style="list-style-type: none"> ✓ complete (all works cited) ✓ correct bibliography (cf. style sheet) 		
Appendix	<ul style="list-style-type: none"> ✓ complete ✓ correctly labelled 	<ul style="list-style-type: none"> ✓ if necessary and useful 	