

## Grading Criteria Presentations – Beurteilungskriterien für Vorträge

**Progress presentation.** During your project work, your master practical or your master thesis seminar (“Diplomandenseminar”) you have to present the progress of your work three times:

- 1) The first presentation is at the very beginning, about the problem, the background and related work and possible solutions.
- 2) The second presentation is during your work and is a report on your progress.
- 3) The third presentation is the final presentation (or in case of a thesis a trial run (Probegalopp) before your real final exam).

**Grading a presentation.** The grade for the presentation follows the Austrian 5-point-grading scale and ranges from very good (Sehr gut - 1 -) to failed (Nicht genügend - 5 -).

Fail	Poor	Average	Good	Very Good
Nicht genügend	Genügend	Befriedigend	Gut	Sehr gut
5	4	3	2	1
0-50	51-69	70-79	80-89	90-100

### Criteria for the presentation

0) FORMAL CRITERIA CHECKLIST (every point must be completed)

- Is the presentation template correct (black fonts on white background, without any frills)?
- Are the slides numbered?  Is the amount of slides appropriate for 30 minutes (it depends on the topic)?
- Does the presentation include a reference list at the end?
- Are all figures readable?  Are all references correct?
- Is the work well written and proofread (spelling, grammar, logical sentences, readability)?

1) PRESENTATION & STYLE (up to 10 points)

- Does the speaker present themselves well?

2) INTRODUCTION AND MOTIVATION (up to 10 points)

- Does the speaker present the definition of the problem well?
- Does the speaker express clearly why this work is important?
- Does it come out on how this work contributes to the scientific/engineering community?

3) BACKGROUND (up to 10 points)

(The background constitutes the necessary theories, concepts and fundamentals)

- Does the speaker present relevant background?
- Does the speaker – for this particular work – outline the necessary theoretical concepts?

4) RELATED WORK (up to 10 points)

(The related work constitutes current work that relates to your topic – state of the art)

- Does the speaker present at least three relevant related papers?
- Does the speaker clearly outline the state-of-the art?
- Did the speaker mention to have checked relevant patents?

5) METHODS AND MATERIALS (up to 10 points)

- Does the speaker clearly describe the used methods and materials?
- Is the design and development process appropriately described?
- Are all used materials, equipment, devices appropriately shown?

6) RESULTS (up to 10 points)

- Are the results adequately presented?
- Are the statistics correct and relevant for the work?
- Are all tables, graphics and charts well related?

7) LESSONS LEARNED (up to 10 points)

- Are the results adequately interpreted?
- Are the lessons learned well presented?
- Does the speaker clearly mention the contribution towards beyond-state-of-the art?

8) BUSINESS CASE (up to 10 points)

- Does the speaker show a relevant business case?
- Does the speaker mention any industrial implications?

9) CONCLUSION AND FUTURE OUTLOOK (up to 10 points)

- Is the conclusion a careful summary of the main outcome of the work?
- Is future work clearly described?
- Can the presented work be used as a basis for a future work?
- Are there outlines visible for future work?

10) DISCUSSION (up to 10 points)

- Can the speaker deal with specific questions?
- Can the speaker deal with questions that have not been anticipated?
- Would the speaker survive during an international conference?

Notes:

Grading criteria Writings – Beurteilung für schriftliche Arbeiten

**Grading for written work.** The grade for the written work follows also the Austrian 5-point-grading scale and ranges from very good (Sehr gut - 1 -) to fail (Nicht genügend - 5 -).

I apply a 100 point scale, whereby

Fail	Poor	Average	Good	Very Good
Nicht genügend	Genügend	Befriedigend	Gut	Sehr gut
5	4	3	2	1
0-50	51-69	70-79	80-89	90-100

**Criteria for written work.** For each criteria you get up to 10 points, with exception of the formal criteria, which must be fulfilled and any missing part will result in a “not accepted”.

The criteria are categorized:

0) FORMAL CRITERIA CHECKLIST

(every point must be completed before consideration of submission)

- Is the cover sheet correct?
- Is the title ok?
- Is the abstract formally ok und ist die deutsche Zusammenfassung ok (see also cat. 3)?
- Are the keywords and the ACM classifications correct?
- Is the Eidestättliche Erklärung signed?
- Is the list of abbreviations and acronyms used in your work complete?
- Is the table of contents complete?
- Is the formal structure ok (margins, page numbers, line spacing, Times New Roman 12 pt)?
- Are all page breaks correct?
- Are all figures readable, correctly aligned and described with figure captions?
- Are all references correct?
- Is the work well written and proofread (spelling, grammar, logical sentences, readability)?

1) ABSTRACT (up to 10 points)

- Does the abstract concisely describe the purpose, goal, and/or objective of the work?
- Does the abstract concisely demonstrate the motivation for this work?
- Does the abstract concisely describe the methods and materials used?
- Does the abstract concisely describe what the work contributes/adds to the scientific body of knowledge?
- Does the abstract stimulate an expert to read further?

2) INTRODUCTION AND MOTIVATION (up to 10 points)

- Is the problem well defined?
- Is it clearly described why this work is important?
- Is it clearly described how this work contributes to the scientific/engineering community?

3) BACKGROUND (up to 10 points)

(The background constitutes the necessary theories, concepts and fundamentals)

- Is the background work described relevant to your work?
- Does the background work accurately describe the necessary foundation for your work?
- Is the necessary theoretical background sufficiently described?
- Are the – for this particular work – necessary theoretical concepts described?

4) RELATED WORK (up to 10 points)

(The related work constitutes current work that relates to your topic – state of the art)

- Is the relevant related work described and commented?
- Is the state-of-the art clearly visible?
- Have relevant patents been considered?

5) METHODS AND MATERIALS (up to 10 points)

- Are the methods and materials appropriately described?
- Is the design and development process appropriately described?
- Are all used materials, equipment, devices appropriately listed and described?

6) RESULTS (up to 10 points)

- Are the results adequately presented?
- Are the statistics correct and relevant for your work?
- Are all tables, graphics and charts well related to your work?

7) DISCUSSION AND LESSONS LEARNED (up to 10 points)

- Are the results adequately interpreted?
- Are the lessons learned well presented?
- Is a clear contribution towards beyond-state-of the art visible?

8) BUSINESS CASE (up to 10 points)

- Is there a business case for your work?
- Are there any industrial implications resulting from your work?

9) CONCLUSION (up to 10 points)

- Is the conclusion a careful summary of the main outcome of the work?

10) FUTURE OUTLOOK (up to 10 points)

(Each work should form the basis for future and continuing work)

- Is future work clearly described?
- Can your completed work be used as a basis for a future work?
- Have you outlined your plans for future work to a certain degree?

Notes: