

**Evaluation Criteria for Project Paper offered to all
BBA (Hons) at Fakulti Pengurusan dan Perniagaan**

(MODE A)

Assessment of Final Proposal – (PI)

Name of students : _____
Student ID : _____
Research Title : _____

NO.	CRITERIA	MAXIMUM MARKS	MARKS AWARDED
1.	Introduction	10	
2.	Background of Study	20	
3.	Issue / Problem Identification	20	
4.	Literature Review / Elements Contributing to Issue	30	
5.	Research Methodology	20	
RAW SCORE		100	

First Examiner : _____

Second Examiner : _____

Comments : _____

PRESENTATION (PII) – MODE A
(Excluding Conclusion & Recommendation)

Name of students : _____
 Student ID : _____
 Research Title : _____

	CRITERIA	MAXIMUM MARKS AWARDED	MARKS AWARDED
1.	INTRODUCTION <ul style="list-style-type: none"> • Interesting introduction (4) • Addresses audience well (3) • Systematic presentation (3) 	10	
2.	CONTENT <ul style="list-style-type: none"> • Accuracy of data (6) • Clarity (6) • Relevancy (6) • Completeness (7) • Systematic organization (7) • Clear summary (8) 	40	
3.	DEFENSE ABILITY <ul style="list-style-type: none"> • Able to answer question (10) • Preparedness (8) • Confidence (7) 	25	
4.	FLUENCY AND CLARITY <ul style="list-style-type: none"> • No stammering, jittering, murmuring (5) • Clarity of words (5) 	10	
5.	EFFECTIVE AUDIO VISUAL <ul style="list-style-type: none"> • Proper use of audio visual aids (OHP) (5) • Ability to explain with the aid of audio visual (OHP) (5) 	10	
6.	NON-VERBAL COMMUNICATION <ul style="list-style-type: none"> • Appropriate gestures (2) • Good eye contact (2) • Intonation (1) 	5	
RAW SCORE		100	

First Examiner : _____
 Second Examiner : _____
 Comments : _____

FINAL REPORT (PIII) – MODE A

Name of students : _____
Student ID : _____
Research Title : _____

	CRITERIA	MAXIMUM MARKS	MARKS AWARDED
A.	FINAL REPORT		
1.	Preliminary Materials - Title wording (concise & specific) (1) - Title page (title, name of recipient and sender, date of submission) (1) - Letter of transmittal (0.5) - Acknowledgement / Preface (0.5) - Table of contents (1) - Abstracts / synopsis / executive summary (1)	5	
2.	Introduction and Background of Study	5	
3.	Issue / Problem Identification	5	
4.	Literature Review / Elements Contributing to Issue - Relevancy (3) - Continuity (3) - Completeness (4)	10	
5.	Findings and analysis c) Research contents & analysis 35 - Relevance (7) - Accuracy (7) - Clarity (7) - Completeness (7) - Organization (7) b) Effective use of graphic / tabular data (5)	40	
6.	Conclusions and Recommendations - Summary (7) - Implications / Recommendations (8)	15	
7.	Documentation & Appended materials - Bibliography / References (3) - Appendices (2)	5	

7.	Overall - Formatting, writing style, grammar and spelling (5) - Originality & conciseness (5) - Compliance with regulation (5)	15	
RAW SCORE		100	

First Examiner : _____

Second Examiner : _____

Comments : _____

FOR ADVISORS AND SECOND EXAMINER

GRADING SHEET (IV) – MODE A

Name of students : _____
 Student ID : _____
 Research Title : _____

 Advisor : _____
 2nd Examiner : _____

Section A

Project Paper	Total Score	Computation	Advisor	2nd Examiner	
1. Proposal	20	Raw Score x 0.1 <i>(From PI)</i>			
2. Presentation (excluding concl. recomm.)	20	Raw Score x 0.1 <i>(From PII)</i>			
3. Final Project Paper	60	Advisor: Raw Score x 0.4 <i>(From PIII)</i>			
		2 nd Examiner: Raw Score x 0.2 <i>(From PIII)</i>			
Total	100				Final Marks

Section B (Industrial Training)

Industrial Training

- i) Marks
- ii) Grade Pass Fail
- iii) Hasta La Vista (HRM only) Pass Fail

Signature of Advisor / Second Examiner: _____

Note: Upon completing, please pass this form to the concern Course Coordinator.