

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

(MODE B)

Assessment of Final Proposal – (PI)

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

NO.	CRITERIA	MAXIMUM MARKS	MARKS AWARDED
1.	Introduction and Background of Study	15	
2.	Problem Statement	10	
3.	Literature Review	20	
4.	Objectives	10	
5.	Scope of study	5	
6.	* Hypothesis / Research Question	10	
7.	Research Methodology	30	
RAW SCORE		100	

* Hypothesis – Quantitative Papers

* Research Question – Qualitative Papers

First Examiner : _____

Second Examiner : _____

Comments : _____

**PRESENTATION (PII) – MODE B
(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 B

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

	CRITERIA	MAXIMUM MARKS AWARDED	MARKS AWARDED
A.	FINAL REPORT		
1.	Preliminary Materials - Title wording (concise & specific) - Title page (title, name of recipient and sender, date of submission) - Letter of transmittal - Acknowledgement / Preface - Table of contents - Abstracts / synopsis / executive summary	5	
2.	Introduction and Literature Review	5	
3.	Methodology	5	
4.	Findings and analysis c) Research contents & analysis 40 - Relevance (8) - Accuracy (8) - Clarity (8) - Completeness (8) - Organization (8) b) Effective use of graphic / tabular data (5)	45	
5.	Conclusions and Recommendations	20	
6.	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 B

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

Section B (HRM only)

Hasta La Vista

Pass

Fail

Signature of Advisor / Second Examiner: _____

Note:

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