



**INSTITUT FÜR OFFIZIERSAUSBILDUNG**

INSTITUTE FOR BASIC OFFICERS TRAINING

**FACHHOCHSCHUL-BACHERLORSTUDIENGANG**

**MILITÄRISCHE FÜHRUNG**

FACHHOCHSCHUL-BACHELOR PROGRAMME MILITARY LEADERSHIP

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**Internationale Kooperationen:  
*Anhang zur* Regelung Nr. 24  
zur Erstellung von Bachelor- und Master-  
arbeiten durch internationale Studierende  
*Beurteilung von Bachelor- und Masterarbeiten***

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**International Cooperation:  
*Appendix to* Regulation No. 24  
for authoring Bachelor and Master Theses  
by International Students  
*Evaluation of Bachelor and Master Theses***

English Version



**Author's note:**

*“Appendix to Regulation No. 24 for authoring Bachelor and Master Theses by International Students – Evaluation of Bachelor and Master Theses”* does not replace existing directives and regulations of the Fachhochschul-Bachelor Programme Military Leadership (FH-BaStg MilFü<sup>1</sup>).

If agreed with partner institutions in advance the present Appendix is to be used to evaluate the students' theses.

International students have to utilize the valid FH-BaStg MilFü's directives and regulations, if partner institutions have not specified otherwise in advance.

The FH-BaStg MilFü's International Office is in charge for any advance arrangements with partner institutions.

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Revised by: -

As of: 5<sup>th</sup> of May, 2013

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1 Author's note: This abbreviation is taken from the German spelling of the Fachhochschul-Bachelor Programme Military Leadership. It is used in this version in the entire Appendix.

## 1. Table of contents

<b>1. Table of contents</b> .....	1
<b>2. Aim and purpose of the Appendix</b> .....	2
2.1 Aim of the Appendix .....	2
2.2 Purpose of the Appendix .....	2
<b>3. How to evaluate</b> .....	3
3.1 General remarks .....	3
3.2 Quantitative Evaluation .....	4
3.3 Qualitative Evaluation .....	4
<b>4. Certificates</b> .....	4
<b>5. Annexes<sup>2</sup></b> .....	5
Annex 1: Quantitative Evaluation – Page 1 .....	5
Annex 1: Quantitative Evaluation – Page 2 .....	6
Annex 1: Quantitative Evaluation – Page 3 .....	7
Annex 2: Qualitative Evaluation – Page 1 .....	8
Certificate Bachelor or Master Thesis .....	9
Certificate Bachelor or Master Exam .....	10
Certificate Participation of International ERASMUS Semester .....	11
Certificate Austrian & ECTS Grades .....	12

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2 Author's note: All annexes do not contain chapter or sub-chapter numbers because of the need to use them either as evaluation papers or as certificates in original format.

## **2. Aim and purpose of the Appendix**

### **2.1 Aim of the Appendix**

The aim of this Appendix is to assure a unitary evaluation of Bachelor and Master Theses authored by international students at the FH-BaStg MilFü at the Theresan Military Academy. It should provide the international students a certain level of self-assurance when facing the evaluation phase as it is foreseen in the FH-BaStg MilFü's national examination rules.

Thus, the quality of scientific papers should be increased.

### **2.2 Purpose of the Appendix**

The purpose of this Appendix is to provide the same quality of evaluation to all international students even if tutored by different persons.

### **3. How to evaluate**

#### **3.1 General remarks**

At the beginning of the international students' stay the respective tutor has to agree with his or her student(s) a certain date when the final version is to be provided. On the agreed date the tutor changes his or her function to an evaluator one.

In some special cases the tutor and evaluator can be different persons. This is to be decided by the Head of Institute & Rector.

In some special cases Bachelor and Master Theses may be evaluated by more than one person. As a rule this may occur if co-tutors are used for the purpose of tutoring the international students for specific topics. This is to be decided by the Head of Institute & Rector.

Tutors and co-tutors have to follow the rules according to this Appendix during their evaluation.

All evaluation papers are to be created in English language.

Tutors and co-tutors have to use the FH-BaStg MilFü's grading system.

The final evaluation papers are to be filled-in on the computer and are to be signed personally, and then they are to be provided to the FH-BaStg MilFü's International Office in paper and electronic version.

The FH-BaStg MilFü's International Office is in charge to hand-over the evaluation papers and the certificates to the international students as well as sending them to the international students' home institution.

### **3.2 Quantitative Evaluation**

The quantitative evaluation is to be done in using Annex 1 of this Appendix.

Tutors and Co-Tutors are to fill in the blue fields.

Tutors and Co-Tutors are to follow the recommended points. If they deviate from these points it is to justify at the end of the quantitative evaluation.

To ensure a high quality of the scientific elaborations only a certain amount of mistakes is allowed to evaluate the thesis positively (see No. 22 and No. 23 of the quantitative evaluation). The final decision is with the Head of Institute & Rector.

### **3.3 Qualitative Evaluation**

The qualitative evaluation is to be done in using Annex 2 of this Appendix.

Tutors and Co-Tutors are to fill in the blue fields.

The qualitative evaluation ensures a certain freedom of movement for the Tutor's and Co-Tutor's comments.

Both, the quantitative and qualitative evaluation are to be taken into consideration to specify the final grading. That's why the final grading of the student's thesis is shown on Annex 2.

If the final grading is a negative one – the final decision is with the Head of Institute & Rector.

## **4. Certificates**

Tutors and Co-Tutors are to create certificates for their tutored students according to the Annexes of this Appendix and are to provide them electronically to the FH-BaStg MilFü's International Office.

The FH-BaStg MilFü's International Office in cooperation with the Administration Office is in charge to print out all the certificates which are to be signed by the respective Tutor and the Head of Institute & Rector.

**Annex 1: Quantitative Evaluation – Page 1****Student:**

Rank, Academic degree(s), NAME, Forename, Academic degree(s)	Student's home institution

**Type and Topic of the Thesis:**

<b>Bachelor Thesis</b>		
<b>Master Thesis</b>		
Type	Tick off	Full title of the thesis

**Tutor's or Co-Tutor's Data:**

<b>Tutor</b>					
<b>Co-Tutor</b>					
Type	Tick off	Rank, Academic degree(s), NAME, Forename, Academic degree(s)	Fachhochschul Bachelor Programme Military Leadership at the Theresan Military Academy	Tutor's home institution	

**Location and date of evaluation by the Tutor or Co-Tutor:**

<b>Wiener Neustadt, Austria</b>	
Location, Country	DD of Month, YYYY

**Grading achieved according to the (Co-) Tutor's evaluation:**

Points	Grades in figures	Grades in German	ECTS Grades	Grading-description in English	Tick off
93-100	1	Sehr gut	A	With high distinction	
81-92	2	Gut	B	With distinction	
71-80	3	Befriedigend	C, D	On an average	
60-70	4	Genügend	E	Below average	
0-59	5	Nicht genügend	F	Not satisfied (failed)	

.....  
(Tutor's or Co-Tutor's Signature)

## Annex 1: Quantitative Evaluation – Page 2

## Part 1 – Scientific approach &amp; Method:

No.	Description	Achievable points	Points achieved
5	<b>Introduction:</b> The problem is described and it is described how the author would like to solve the problem.	4	
6	<b>Linkage to scientific disciplines:</b> It is described who may have a benefit if the problem is solved.	2	
7	<b>Current state of research:</b> A proper research is done to describe the current state of research. The mentioned researches avoid “reinventing the wheel”.	14	
8	<b>Research gap:</b> A clear statement is done what has not been researched so far.	4	
9	<b>Research question(s):</b> The question(s) correspond(s) to the research gap and to the thesis’ topic.	4	
10	<b>Methodology:</b> It is described how the author wants to answer the research questions.	4	
11	<b>Research and results of research:</b> The researches as well as the research results correspond to the research question(s). A clear line is drawn into the direction of solving the problem.	20	
12	<b>Discussion of results:</b> The pros and cons are described.	2	
13	<b>Restriction of validity:</b> The validity of the results is described.	2	
14	<b>Benefit for scientific disciplines:</b> It is described who may have a benefit from the results of the research.	4	
15	<b>Prospects:</b> It is described what must be done to solve further problems.	2	
16	<b>Summary:</b> The summary includes all the chapters before.	4	
17	<b>Annexes:</b> All the necessary annexes according to the regulation are included.	3	
18	<b>Affidavit:</b> It is included according to the regulation.	1	
19	<b>Other chapters:</b> (preface, preamble, preview, postface). If these chapters make sense, the author rewards 1 additional extra-point per chapter.		
	<b>Total</b>	<b>70</b>	

**Remark: Each divergence equals 1 point less.**

## Part 2 – Grammar and Formal Aspects:

No.	Description	Achievable points	Points achieved
1	The cover-page corresponds to the regulation.	1.5	
2	Table of contents (Name and echelons correspond to the regulation or to the agreement with the home institution).	1.5	
3	Within the chapters the sub-chapters are chosen in a correct and logical way.	1.5	
4	The thesis’ structure is clear and neatly arranged.	1.5	
	<b>Total</b>	<b>6</b>	

**Remark: Each divergence equals 0.5 points less.**



**Annex 1: Quantitative Evaluation – Page 3**

No.	Description	Achievable points	Points achieved
20	The amount of words (pure text) is according to the regulation. Plus or minus 10 per cent are not taken into consideration. If agreed with the (Co-) Tutor the amount of word can be exceeded (Per 200 words divergence – 0.5 points less).	3	
21	Quotations are made according to the regulation. The author ensures that not any part of the entire thesis can be considered as plagiarism (1 wrong or not made quotation create 1 point less).	7	
22	<b>The format (margins, footnotes, font sizes, line spacing, commas, etc.) is according to the regulation (10 “small” mistakes create 1 fatal error which equals 1 point less).</b>	7	
23	<b>Spellings and grammar are corresponding British English (1 wrong spelling creates 1 fatal error which equals 1 point less).</b>	7	
	<b>Total</b>	<b>24</b>	

**Important Remarks:**

- If the points of No. 22 or No. 23 are zero – the thesis cannot be evaluated positively!
- 7 allowed mistakes – as shown in the table above – are calculated for an amount of 10,000 words. If the amount of words is more, the (Co-) Tutor has to extrapolate the allowed mistakes.

<b>Total amount of points achieved.</b>	Achievable points	Points achieved
	<b>100</b>	

If the Tutor or the Co-Tutor does not follow the grading according to the achieved points because of special reasons – it is to justify hereinafter:

## Annex 2: Qualitative Evaluation – Page 1

## Student:

Rank, Academic degree(s), NAME, Forename, Academic degree(s)	Student's home institution

## Type and Topic of the Thesis:

<b>Bachelor Thesis</b>		
<b>Master Thesis</b>		
Type	Tick off	Full title of the thesis

<b>Statistics</b>	Amount of pages of the entire thesis	
	Amount of words (just text words)	
	Amount of figures, graphs and pictures	
	Amount of tables	
	Amount of different sources (expert-interviews, books, webpages, etc.)	

<b>Content</b>	(Co-) Tutor's comments to the quality of the thesis	
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<b>Method</b>	(Co-) Tutor's comments to the author's method	
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<b>Necessary diligence</b>	(Co-) Tutor's comments to the author's diligence	
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Because of the (Co-) Tutor's quantitative and qualitative evaluation the final grading is determined with:	Grades in German		ECTS Grade	In English	Tick off
	1	Sehr gut	A	With high distinction	
	2	Gut	B	With distinction	
	3	Befriedigend	C, D	On an average	
	4	Genügend	E	Below average	
	5	Nicht genügend	F	Not satisfied (failed)	

.....  
(Tutor's or Co-Tutor's Signature)



# Bachelor Studies of Applied Science in Military Leadership

at the

Theresan Military Academy  
AUSTRIA



European initiative for  
the exchange of young  
officers inspired by  
Erasmus

## Certificate of Achievement

This is to certify that

AEIOU

Cadet

**NAME Forename**

performed his Bachelor Thesis  
with

**high distinction**

1752



Wiener Neustadt, the DD<sup>th</sup> of Month, YYYY

Tutor:

Head of Institute & Rector:

(Col Dr. GELL, MSc, MSD, MBA)

(BrigGen Mag. PICHLKASTNER)



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## Certificate of Achievement

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AEIOU

Cadet

**NAME Forename**

performed his Bachelor Exam  
with

**high distinction**

1752



Wiener Neustadt, the DD<sup>th</sup> of Month, YYYY

Head of Commission:

Head of Institute & Rector:

(Col [GS] Mag. WIEDNER)

(BrigGen Mag. PICHLKASTNER)



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AUSTRIA



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officers inspired by  
Erasmus

## Certificate of Participation

Cadet

**NAME Forename**

participated the

**International ERASMUS Semester**

from **DD<sup>th</sup> of Month, YYYY** to **DD<sup>th</sup> of Month, YYYY**

**at the Theresan Military Academy  
Bachelor Studies of Applied Science in Military Leadership**

Wiener Neustadt, the **DD<sup>th</sup> of Month, YYYY**

Head of International Office:

(Col Dr. GELL, MSc, MSD, MBA)



# Bachelor Studies of Applied Science in Military Leadership

at the

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European initiative for  
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## Austrian & ECTS Grades

Figure	Verbally in German	ECTS Grade	Expressed verbally	Description
1	Sehr Gut	A	With high distinction	Is the best possible grade
2	Gut	B	With distinction	Is the next highest grade
3	Befriedigend	C, D	On an average	Indicates average performance
4	Genügend	E	Below average	Is the lowest passing grade
5	Nicht Genügend	F	Not satisfied (failed)	Is the lowest possible grade and the only failing grade

Wiener Neustadt, the DD<sup>th</sup> of Month, YYYY

Head of International Office:

(Col Dr. GELL, MSc, MSD, MBA)