

**Evaluation Criteria for Project Paper offered to all
BBA (Hons) at Fakulti Pengurusan 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	
4.	Findings and analysis b) Research contents & analysis 35 - Relevance (7) - Accuracy (7) - Clarity (7) - Completeness (7) - Organization (7) b) Effective use of graphic / tabular data 5	40	
5.	Conclusions and Recommendations - Summary (7) - Implications/ Recommendations (8)	15	
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 A

Name of student : _____

Student ID : _____

Research Title : _____

Advisor : _____

2nd Examiner : _____

Section A

Project Paper	Total Score	Computation	Advisor	2 nd 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 (Industrial Training)

Industrial Training

i. Marks

ii. Grade

Pass

Fail

Hasta La Vista (HRM only)

Pass

Fail

Signature of Advisor / Second Examiner: _____

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

