

Dr Anna Dobrowolska

Proseminar paper assessment criteria

Self-reflection questions to answer before you start writing, once you decide on the topic (we can discuss this during consultation hours)

1. What are my existing research and writing skills?
2. Which skills would I like to develop with this assignment?
3. What I expect might be most challenging/difficult for me to achieve?

Self-reflection questions to answer before the final submission. Please submit your responses together with your essay.

1. Which skills did I develop writing this essay?
2. What did I find most challenging?
3. What did I enjoy the most?
4. What would I do differently if I had more time?

Please note:

1. You must receive at least “satisfactory” in all criteria in order to receive a PASS grade.
2. AI is only allowed for language corrections and literature research with a reliable literature research tool (for example Consensus). Please do not ask AI to generate a reference list but rather **engage with the tool critically** to streamline the process and develop your own research skills. You are responsible for all information you include in your paper. **The use of AI for text generation is strictly forbidden.** Remember to attach a complete AI use declaration to your submitted paper.
3. Undeclared use of AI and/or plagiarism automatically results in a FAIL grade.

Category	Criteria	Questions for guidance	Grade (not satisfactory – satisfactory – excellent)	Comments
Presentation	Compulsory elements	<i>Does the paper include an abstract, a cover page, a table of contents, a bibliography, and a complete AI-use declaration?</i>		
	Structure	<i>Is the paper clearly structured into sections and (if needed) sub-sections, with appropriate section titles?</i>		
	Language	<i>Is the text free of typos and grammatical errors? Is the vocabulary and style appropriate for an academic paper (no colloquialisms, clear transitions etc.)?</i>		
	References and bibliography	<i>Are all facts/quotations properly referenced in the footnotes? Do all footnotes follow the same recognised citation style? Are all sources and secondary works clearly listed in the bibliography?</i>		
Topic and argument	Research questions/hypotheses	<i>Does the paper have a clearly defined research question and/or hypotheses? Has the topic been defined with references to the secondary literature? Has the scope of the paper been appropriately narrowed down considering the length of the paper and available sources?</i>		

	Argumentation	<i>Does the paper make a clear argument drawing on appropriate sources and secondary literature? Are all claims convincing and supported with evidence?</i>		
	Conclusion	<i>Does the paper include a Conclusion section? Does the conclusion link empirical material with the theoretical framework and the research question/hypothesis?</i>		
Secondary literature	Engagement with secondary literature	<i>Does the paper include a literature review section? Does it engage with the key areas of research relevant for the chosen topic? Does the paper identify the research gap/needs that the paper responds to? Does the literature review link the research question/hypothesis with appropriate secondary literature? Does the paper engage with relevant secondary literature to develop the analysis?</i>		
	Theoretical background	<i>If appropriate for the topic, does the paper refer to the relevant theoretical frameworks? Are all analytical categories defined and explained?</i>		
Methodology	Selection of primary sources	<i>Have appropriate primary sources been selected to address the research question/hypothesis identified in the paper? Has this selection been justified and contextualised?</i>		

	Presentation of primary sources	<i>Does the paper identify the type of sources used and the benefits/challenges their analysis poses? Does the paper include all/most relevant information about the primary sources analysed (who is the author, when and how were they produced, what was the audience/circulation etc.)? Does the paper include an assessment of the source's usefulness for addressing the paper's research question/hypothesis?</i>		
	Analysis	<i>Does the paper include a critical analysis of primary sources? Is this analysis linked to the research questions/hypotheses? Is the analysis supported by relevant references to the literature and theoretical framework? Does the paper illustrate the argument with relevant quotations from the sources? Are the quotations and references to the sources appropriately contextualised?</i>		