

## Final Project Assessment Form – Minor project

Exit level	Competency	Final Project Assessment Criteria (standard)		Grade						Comments (demonstrated by)	
		Key term	Description	i	m	s	g	vg	n/a		mark <sup>1</sup>
2	<b>1. Analyse</b> - Preliminary research - Report	Preliminary research	a. identify relevant aspects and their interrelationship (differentiate between main and secondary issues) in relation to the problem definition								
		Clarification	b. establish and clarify the client's question or requirements								
		Scope	c. describe the context of the assignment based on the organisational structure, external factors and relevant key figures								
		Problem definition	d. formulate a clear problem definition, objective and assignment description based on the client's wishes								
		Requirements / wishes	e. compile a schedule of the client's requirements and wishes that can be used as a guide in the execution of the assignment								
		Theory/method	f. apply relevant management theories, methods and/or techniques								
2	<b>2. Design</b> - Report - Presentation - Defence presentation	Concept design	a. create one or more concept designs or solutions based on the client's requirements and wishes								
		Design selection	b. make a substantiated choice for a design								
		Definitive design	c. develop the concept design into a definitive design								
		Design validation	d. demonstrate that the definitive design satisfies the client's requirements and wishes								
		Theory/method	e. apply relevant management theories, methods and/or techniques								
	<b>3. Execute</b> - Report - Presentation - Defence presentation	Design	a. formulate an implementation plan								
		Implementation	b. execute the implementation plan in collaboration with the relevant stakeholders								
		Evaluation/ follow-up	c. evaluate the extent to which the objective has been reached and outline the required follow-up procedures								
		Theory/method	d. apply relevant management theories, methods and techniques								
	<b>4. Monitor &amp; Control</b> - Report - Presentation - Defence	Formulate KPIs	a. compile relevant KPIs to map a process								
		Measurement	b. develop and implement a process to measure KPIs								
		Monitor & Control	c. compile a realistic management and control plan so that corrective and/or preventive measures can be taken								
		Theory/method	d. apply relevant management theories, methods and/or techniques								
2	<b>5. Manage</b> - Preliminary research - Reflection report	Organisation	a. set up and organise the project: time, finance, risks, people, resources, documentation								
		Management	b. apply corrective monitoring of the activities (time, finance, quality, information, organisation)								
		Communication	c. communicate with all the stakeholders on task and processes								
		Acceptance	d. create support by motivating and involving stakeholders								
		Collaboration	e. collaborate (multicultural / international / multidisciplinary) and actively involve stakeholders in the project execution								
2	<b>6. Advise</b> - Report - Presentation	Client focus	a. demonstrate ability to empathize with and to put oneself in the position of the (internal or external) client								
		Communication	b. communicate, both verbally and in writing, at various levels within the organisation								
		Persuasiveness	c. substantiate advice and convince the client								
		Design presentation	d. present the design in a clear fashion to the relevant stakeholders								
		Customer relations	e. build and maintain a relevant network								
2	<b>7. Research</b> - Preliminary research - Report	Research design	a. formulate research questions that result in relevant and functional research								
		Research method	b. select a research method that results in valid and reliable research								
		Desk research	c. select and verify (academic) sources and background information that underpin the research								
		Analysis / reporting	d. collect, analyse and interpret data and report results according to the standard applying in the professional field								
		Conclusions	e. draw conclusions based on the research results that are relevant to the research question								
		Recommendations	f. make recommendations based on the research results								
		Theory/method	g. apply relevant management theories, methods and/or techniques								
3	<b>8. Professional development</b> - Defence - Reflection report	Learning goals	a. determine learning goals, execute learning strategies and process feedback in an independent manner								
		Expertise	b. estimate the required expertise and gain access to this expertise								
		Professional ethics	c. give due and deliberate consideration to professional ethical dilemmas (moral values)								
		Feedback	d. give and receive constructive feedback in relation to both content and behaviour								
		Reflection	e. reflect on one's own actions, thinking and the results								

<sup>1</sup> Pass mark: 5.5 for each competency. Grading codes in English: i = insufficient; m = mediocre; s = sufficient; g = good; vg = very good

**Final mark**

## Explanation of grading / marking

### Description of competency levels:

<b>Level 1</b>	<ul style="list-style-type: none"> <li>• A simple and structured task using a familiar method</li> <li>• In a predictable single-discipline context</li> <li>• With intensive coaching</li> </ul>
<b>Level 2</b>	<ul style="list-style-type: none"> <li>• A complex, but structured task using familiar methods</li> <li>• In a complex, single-discipline context</li> <li>• With demand-led coaching from subject-matter experts</li> </ul>
<b>Level 3</b>	<ul style="list-style-type: none"> <li>• A complex, unstructured task using self-chosen methods</li> <li>• In a complex, multidisciplinary context</li> <li>• Independently performed</li> </ul>

### Assessment scale ( i - m - s - g - vg - n/a) and mark:

<b>i</b>	insufficient: the result does not satisfy the minimum standard
<b>m</b>	mediocre: the result does not satisfy all points of the standard, but is just of a sufficient level to be considered satisfactory
<b>s</b>	sufficient: the result does not satisfy all the points of the standard, but is of a level to be considered satisfactory
<b>g</b>	good: the result satisfies all the points of the standard
<b>vg</b>	very good: the result surpasses the minimum standard
<b>n/a</b>	not applicable: the standard is not part of the assessment

More than one of the standards are i (insufficient)	→ mark less than 5.5
Standards are m (mediocre) and s (sufficient) with maximum one standard i (insufficient)	→ mark between 5.5 and 6.0
All standards are S (sufficient)	→ mark between 6.0 and 7.0
Standards are s (sufficient) and g (good)	→ mark between 7.0 and 8.0
All standards are g (good)	→ mark is 8.0
Standards are g (good) and vg (very good)	→ mark between 8.0 and 9.0
All standards are vg (very good)	→ mark between 9.0 and 10.0

### Calculation of final mark:

Final mark =  $\Sigma$ component mark/10