Seminar
Selected Topics in Communication Management
Selected Topics in IT Security

Information and Advice

University of Bonn
Institute of Computer Science 4

Prof. Dr. Peter Martini  Prof. Dr. Michael Meier

summer term 2016
General Information 1/2

• Goals:
  – Getting familiar with a topic in a limited time frame.
  – Writing a good report.
  – Giving a good presentation to a group.

• Components:
  – Written report of approx. 10 pages (a template will be provided)
  – Review of ~two other reports. For this part you will use a conference management system. We will inform you on time via e-mail.
  – Presentation (~30-minute talk, 15-minute discussion).
  – Lots of interaction with your advisor and fellow students.
General Information 2/2

• Steps:
  – Register for the seminar (until **April 30** in BASIS).
    *This is your first important deadline! Care about the registration!*
  – Initial meeting (today).
  – Structure your work, write the report, review other’s reports, prepare the presentation (guided by your advisor).
  – Presentations (“Blockseminar”, all presentations are given within one day: 12 July 2016; exact time and location will be announced timely).

• Seminar Websites:
  – Seminar MA-INF 3209 “Selected Topics in Communication Management”
  – Seminar MA-INF 3317 “Selected Topics in IT Security”
Time schedule (your deadlines)

- **Today:** Introductory meeting
- **30 April:** Registration in BASIS ends
- **24 April:** Document outline
  - literature research is done at this point
  - you already know what you want to write in each section
- **22 May:** Complete report draft
  - final report, as you would want it to be graded
  - correct citation/referencing, no grammar or spelling mistakes
- **27 May:** You receive comments on your report from your advisor
- **12 June:** Complete report, ready for peer-review
  - you read, understand and comment on two other reports
  - You receive reviews from your classmates and your supervisor.
- **26 June:** Reviews done
- **3 July:** Complete report, final version
- **10 July:** Slide set for your presentation
- **12 July:** Final presentation
For Master Students

• You will receive a mark for the seminar based on:
  – the written report (substance, presentation, language, ...)
  – the reviews (understanding, quality of comments, ...)
  – the presentation (scientific presentation, reduction to main aspects, understanding, ...)
  – the discussion (ability to explain, understanding)

• The “Examination Rules for the Masters Degree Course in Computer Science” (i.e., the unofficial translation of the “MaPO”, January 2012) say:

  § 11(5): “Examination results in seminars will relate, as a rule, to written papers and oral discourses relating to partial areas of the subject matter dealt with in the seminar.”

  § 16(3): “Seminar discourses document the candidates’ ability to present scientific results in a comprehensible manner and to explain them in a discussion.”
Seminar Summer Term 2016

• Questions?
  – Organizational: Saffija Kasem-Madani
cs4-seminars-labs@lists.iai.uni-bonn.de
  – About your topic: Your advisor

• Dates:
  – Presentations: 12 July 2016, exact time and location t.b.a.
  – Submission of written report (final): Sunday, 03 July 2016
  These are firm dates!

• Main literature sources:
  – Your advisor will send you an email containing further information about your topic.

Wichtig: hier die Überschrift für Sommer/Winter anpassen
**Review Process**

**Peer review** is the evaluation of papers by other researchers to the writer of the work to maintain quality (and improve the paper).

1. Write your paper
2. Submit paper
3. Review other papers
4. Submit reviews
5. Receive reviews
6. Improve your paper
Advice: Deadlines

• Deadlines have to be kept!
  – Official deadlines (see previous slide on deadlines)
  – Any appointments and deadlines agreed upon with your advisor, e.g.,
    • first meeting
    • weekly meetings
    • intermediate report deadlines
  – Time management is important!

• A complete version is meant to be complete!
  – Submit a complete report without empty sections or paragraphs.
  – Include a full list of proper references and sources.
  – Make sure your text is free of spelling and grammar mistakes.
Advice: Guidance

• Contact your advisor:
  – Let your advisor approve your work.
  – Discuss the structure of the report with your advisor.
  – Discuss your presentation slides with your advisor.
  – Ask your advisor for help if you have questions or want to improve your understanding of the topic or you are unsure about proper citing/referencing.

• Consider the feedback you receive:
  – Take notes during the meetings with your advisor.
  – The suggestions by your advisor are meant to improve your work. However, in general only you are responsible for your work.
  – Exception: change request by your advisor. Ignoring a change request may result in a failed seminar.
Guideline for the Composition of Master Theses, Seminar Papers and Lab Reports

Friedrich Wilhelm University Bonn
Institute for Informatics IV

Prof. Dr. Peter Martin and staff
25.03.2016

1 Why

The guidelines for master's theses, seminar reports, and lab reports were prepared by the department to ensure that, in the process of these tasks, students more closely report the true essence of a scientific work. On the basis of this goal, the rules for the guidelines contain rules that fulfill this task. The draft rules for the guidelines have been subject to internal and external consultation in which students, professors, and students were able to contribute their views and comments. The rules have been revised to improve the presentation and content as well as the comprehensibility for the reader.

1.1 The Purpose of a Lab Report

A lab report is not a presentation of procedures, i.e., it should not provide a detailed account of carrying out of all steps in order to solve the problem. It contains a description of setting of all steps made in order to solve the problem. It contains a description of setting of all steps made in order to solve the problem.
Advice: Citing and Copying

• Goal of the seminar:
  – Describe a topic in your own words, based on existing sources.

• Citations and figures:
  – Clearly indicate citations, e.g., when you cite opinions of others or results obtained by others.
  – Do not cite excessively!
  – When “citing” figures:
    • reference the original work,
    • draw the figures yourself, and
    • include only relevant parts

• Work scientifically or fail the course:
  – Copying (even if slightly modified or rearranged) without citing the original work leads to a failed seminar.
  – Simply translating from other works is equal to copying.
  – Excessive citing may lead to a failed seminar.
  – Know the difference between citing and referencing.
    • If you don’t: ask your advisor!
Advice: Avoid Plagiarism

• What is plagiarism?
  – To steal and pass off the ideas or words of another as one's own.
  – Use another's production without crediting the source.
  – To commit literary theft.
  – Present as new and original an idea or product derived from an existing source.

  – Merriam-Webster Online Dictionary

• How do I avoid it?
  – Do not copy, paraphrase, translate, or summarize from any source without documenting adequately and truthfully.
  – Do not quote excessively, such that the quoted material makes up significant portions of your work. This applies even if you give credit!

• Consequences
  – If plagiarism is in evidence, you fail the lecture, seminar, thesis, etc.
  – Plagiarism may become expensive (see MaPO):

  § 13(9): „Any intentional violation of a regulation of these examination rules [...] will be regarded as an offence. Such an offence may be punished by a fine of up to 50,000 Euros.“
Advice: Sources, References and Style

• Use the LNCS document class for the final report.
  – Downloadable from the seminars’ websites.

• List of references:
  – Give a complete list of all sources used.
    • Author and title.
    • Type of publication.
    • Date.
    • For online sources: state when you last checked the contents.
  – When in doubt, ask your advisor!

• Choose sources carefully:
  – Use the sources indicated by your advisor, and look for further sources yourself.
  – Be aware that some sources may be unreliable or change frequently (common example: to cite or not to cite a Wikipedia article).
  – When in doubt, again, ask your advisor!
Your “Take-Home” Message

• Read your e-mails regularly
  – We advise you to use your @cs.uni-bonn.de address.
  – Use another ➔ you are responsible that e-mails really reach you.

• Keep dates and deadlines in mind
  – Don’t miss deadlines!

• Problems? Contact your advisor
  – In time!

• Do proper time management
  – Start early!

• Don’t plagiarize
  – We will find out …