SEMINARS
SELECTED TOPICS IN
COMMUNICATION MANAGEMENT
SELECTED TOPICS IN IT SECURITY

INTRODUCTORY MEETING

University of Bonn
Institute of Computer Science 4

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

winter term 2018/19
- 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.
• Steps:
  
  – Register for the seminar (until 31 October in BASIS) under one of the following module numbers:
    – Selected Topics in Communication & Communicating Devices: MA-INF 3209
    – Selected Topics in IT Security: MA-INF 3317
  
  – 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: 1 February 2019 in room U1.039, Endenicher Allee 19A; exact time will be announced timely).
• Seminar Mailing list: [STITS][STICM]
  – Module numbers for BASIS registration will be sent via email.

• Seminar Websites:
  – Seminar MA-INF 3209 “Selected Topics in Communication Management”
    https://net.cs.uni-bonn.de/wg/cs/teaching/wt-201819/sticm/
  – Seminar MA-INF 3317 “Selected Topics in IT Security”
    https://net.cs.uni-bonn.de/wg/itsec/teaching/wt-201819/stits/
TIME SCHEDULE (YOUR DEADLINES)

- **Today:** Introductory meeting
- **31 October:** Registration in BASIS ends
- **4 November:** Document outline
  - literature research is done at this point
  - you already know what you want to write in each section
- **2 December:** Complete report draft
  - final report, as you would want it to be graded
  - correct citation/referencing, no grammar or spelling mistakes
- **9 December:** You receive comments on your report from your advisor
- **21 December:** Complete report, ready for peer-review
  - you read, understand and comment on two other reports
  - You receive reviews from your classmates and your supervisor.
- **11 January:** Reviews done
- **20 January:** Complete report, final version
- **25 January:** Slide set for your presentation
- **1 February:** Final presentation
REGULATIONS AND MARKS

- 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.”
− Questions?

− Organizational: Saffija Kasem-Madani
cs4-seminars-labs@lists.iai.uni-bonn.de

− About your topic: Your advisor

− Dates:

− Presentations: Friday, 1 February 2019, exact time t.b.a.

− Submission of written report (final): Sunday, 20 January 2019

These are firm dates!

− Main literature sources:

− Your advisor will send you an email containing further information about your topic.
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
SOME ADVICE
ADVICE: DEADLINES (1/2)

− 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!
ADVICE: DEADLINES (2/2)

- 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 (1/2)

- 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.
ADVICE: GUIDANCE

Guideline for the Composition of Master Theses, Seminar Papers and Lab Reports

Friedrich-Wilhelms-Universität Bonn
Institute for Informatics IV
Prof. Dr. Peter Martin and staff
20.03.2018

1 Why?

The guideline for preparing master theses, seminar papers and lab reports was inspired by the observation that, in the process of formulating, submitting and defending theses, students often fail to understand the importance of presentation and the need for clear, concise, and structured writing. This guideline outlines the essential steps to ensure that your work is both comprehensible and evaluable, thereby enhancing the presentation of content and thus in turn comprehensibility for the reader.

1.1 The Purpose of a Lab Report

Preparing the report from the original set of notes acquired in our work groups during the lab study period. The report should provide a logical exposition:

- which tasks were carried out along the practical semester,
- which challenges had to be solved in order to accomplish the task,
- at what stage and how well these challenges were accomplished.

The report is seen as a presentation of procedures, so it should provide a structured setting of all steps made in order to solve the problem. It contains a description of

1

Purpose of a Seminar Paper

The report should outline the objectives of a given topic. Since the students are already familiar with the selected problem before taking the seminar, they should be able to analyze the problem from different perspectives and discuss the implications for further research. The report should provide a clear and concise summary of the findings, highlighting the importance of the results and the need for additional research in the future.

Purpose of a Master Thesis

After the submission of a study report, the Master thesis is an essential component of the German language studies.

The Master thesis is a comprehensive document that synthesizes the student's knowledge and understanding of the subject matter, reflecting the student's ability to critically analyze and evaluate complex issues. The thesis is an opportunity for the student to demonstrate their research skills and knowledge in a specific area of study.

2
ADVICE: CITING AND COPYING (1/2)

- Goal of the seminar:
  - Describe a topic in your own words, based on existing scientifically valid 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.
ADVICE: CITING AND COPYING (2/2)

- 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 (1/2)

- What is plagiarism?
  - To steal and pass off the ideas or words of another as one's own. (Merriam-Webster Online Dictionary)
  - 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.
ADVICE: AVOID PLAGIARISM (2/2)

- 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 (1/2)

- 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!
ADVICE: SOURCES, REFERENCES AND STYLE (2/2)

- 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 ...
TOPICS SWAP MEET