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 2023/24
- 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 (an (ACM) 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 **October 31**\(^{st}\) 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: **January 19**\(^{th}\) 2024 – presence – most likely this room).
• Seminar Websites:
  – Seminar MA-INF 3209 “Selected Topics in Communication Management”
    https://net.cs.uni-bonn.de/wg/cs/teaching/wt-202324/sticm/
  – Seminar MA-INF 3317 “Selected Topics in IT Security”
    https://net.cs.uni-bonn.de/wg/itsec/teaching/wt-202324/stits/
**TIME SCHEDULE (YOUR DEADLINES)**

- **Today:** Introductory meeting
- **October 31st:** Registration in BASIS ends
- **November 5th:** Document outline
  - literature research is done at this point
  - you already know what you want to write in each section
- **November 12th:** Complete report draft
  - final report, as you would want it to be graded
  - correct citation/referencing, no grammar or spelling mistakes
- **November 26th:** You receive comments on your report from your advisor
- **December 10th:** Complete report, ready for peer-review
  - you read, understand and comment on two other reports
  - You receive reviews from your classmates and your supervisor.
- **December 22nd:** Reviews done
- **January 7th:** Complete report, final version
- **January 12th:** Slide set for your presentation
- **January 19th:** Final presentation
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)
REGULATIONS AND MARKS

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.”
SEMIGNAR WINTER TERM 2023/24

- Questions?
  - Organizational: Matthias Wübbenling
    cs4-seminars-labs@lists.iai.uni-bonn.de
  - About your topic: Your advisor

- Dates:
  - Presentations: Jan 19\textsuperscript{th} 2024
  - Submission of written report (final): Jan, 7\textsuperscript{th} 2024

These are firm dates!

- Main literature sources:
  - Your advisor will send you an email containing further information about your topic.
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 (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.
− 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

Forschungs- und Wissenschafts-Universität Bonn
Institute for Informatik IV

Prof. Dr. Peter Marten and staff
20th March 2023

1 Why?

This guideline for the composition of master theses, seminar papers, and lab reports was prepared to help students to achieve the best possible results. The aim is to provide clear guidelines on how to structure the document and to ensure that all parts are complete and well-organized. The guidelines are intended to help students to write their theses, seminar papers, and lab reports in a way that they are easy to understand and follow. The guidelines are based on the experience of many students who have successfully completed their theses, seminar papers, and lab reports.

1.1 The Purpose of a Lab Report

Preparing the correct form and content of a lab report is an essential part of the study process. The lab report should be clear and well-structured, with the following sections:

- Title page
- Abstract
- Introduction
- Methods
- Results
- Discussion
- Conclusion
- Acknowledgments
- References

The lab report should include all the necessary information to support the conclusions. The results should be presented in a clear and concise manner, and the conclusions should be supported by the data presented.

1.2 Purpose of a Seminar Paper

The purpose of a seminar paper is to provide a detailed description of the topic covered in the seminar. The paper should be well-structured, with a clear introduction, overview of the topic, and conclusions. The paper should be written in a clear and concise manner, with all the necessary information presented in a logical order.

1.3 Purpose of a Master Thesis

The purpose of a master thesis is to provide a detailed description of the topic covered in the master’s program. The thesis should be well-structured, with a clear introduction, overview of the topic, and conclusions. The thesis should be written in a clear and concise manner, with all the necessary information presented in a logical order.

The guidelines provided here are intended to help students to write their theses, seminar papers, and lab reports in a way that they are easy to understand and follow. The guidelines are based on the experience of many students who have successfully completed their theses, seminar papers, and lab reports. The guidelines are intended to help students to write their theses, seminar papers, and lab reports in a way that they are easy to understand and follow. The guidelines are based on the experience of many students who have successfully completed their theses, seminar papers, and lab reports.
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 an idea or product derived from an existing source as new and original.
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 LaTex document class for the final report.
  - Downloadable from the websites of the seminars.
- 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 ...