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

Summer term 2021
− 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 April 30th 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: July 30th 2021 - Room https://bbb.informatik.uni-bonn.de/b/mat-anx-epb).
• Seminar Websites:
  – Seminar MA-INF 3209 “Selected Topics in Communication Management”
    https://net.cs.uni-bonn.de/wg/cs/teaching/st-2021/sticm/
  – Seminar MA-INF 3317 “Selected Topics in IT Security”
    https://net.cs.uni-bonn.de/wg/itsec/teaching/st-2021/stits/
TIME SCHEDULE (YOUR DEADLINES)

− **Today:** Introductory meeting

− **April 30th:** Registration in BASIS ends

− **May 12th:** Document outline
  − literature research is done at this point
  − you already know what you want to write in each section

− **May 30th:** Complete report draft
  − final report, as you would want it to be graded
  − correct citation/referencing, no grammar or spelling mistakes

− **June 14th:** You receive comments on your report from your advisor

− **June 27th:** Complete report, ready for peer-review
  − you read, understand and comment on two other reports
  − You receive reviews from your classmates and your supervisor.

− **July 11th:** Reviews done

− **July 18th:** Complete report, final version

− **July 23th:** Slide set for your presentation

− **July 30th:** 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.”
SEMINAR SUMMER TERM 2021

Questions?

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

Dates:

- Presentations: July 30th 2021
- Submission of written report (final): July, 18th 2021

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.
- 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
Rhemische Friedrich-Wilhelms-Universität Bonn
Institut für Informatik IV
Prof. Dr. Peter Martini and staff
28.03.2012

1 Why?
This guideline for composing master theses, seminar papers and lab reports was inspired
by the observation that, in the process of their work, students often repeat the same
mistakes that could easily be avoided. On this background, the idea for this guideline
emanated from a similar point of view. This guideline of a Lab Report
Preparing the report is an inherent part of every lab offered by our work group during
the master study period. The report should give the reader a detailed picture of
• which task was tackled during the practical exercises,
• which challenges had to be coped with in order to accomplish the task,
• in what way and how well these challenges were mastered.
The report is not a protocol of procedures, i.e., it should not provide a detailed
listing of all steps made in order to solve the problem. It is rather a documentation of

Purpose of a Seminar Paper
The paper should concentrate on short vital aspects of a given subject. Since
the text source usually outlines the admitted paper volume by far, it is
the author’s own words and never be literally copied from the original text.
Initially applies to text sources in foreign languages: literal translations
are preferable for the sake of brevity and economy, apart
that the original text could not be understood. If this is the case, rather
ask for help - it is only your advisor. Other popular classes like
your excellent, I could not have said it better” certainly do not require

Purpose of a Master Thesis
The Master Thesis (conditions of study) of 2008 [MPS08], the Master thesis is
not a scientific paper (from the German language: „Masterarbeit“).
Die Masterarbeit ist eine schriftliche Prüfungsaufgabe, die zeigen
der Prüfung in der Lage ist, innerhalb einer vorgegebenen Zeit ein
zu beantworten, einer Lösung zuzuführen und diese angemessen
English meaning would be.
Master thesis is expected to show that the student is capable
of applying scientific methods to a problem in the field of
within a set period of time, proving higher aptitude for
reviewed on the basis of the written elaboration handed in by
for the student’s own benefit is recommended to form not only
also on an appealing form of their presentation. Normally, the
influenced by formal aspects of the thesis. If, however, we have to
be two possible gradings, the form of presentation can be of vital
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 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!
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!
CONCLUSIONS
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 ...