

Advanced Seminar Autonomous System

Procedure:

The advanced seminar consists of the following events, which will be announced on TUM-online:

1. Kick-Off Meeting: presentation of individual topics and description of the schedule for the advanced seminar.
2. Presentation techniques seminar: participants will be given advice and suggestions on presentation techniques, i.e. how to give scientific talks.
3. Report submission: submission of the final report, presentation and electronic copies of all publications read during the advanced seminar.
4. Final presentation: each participant has to present the results of his advanced seminar.

Participation in all events is a requirement for successful completion of the advanced seminar. Participation will be documented by means of an attendance list.

Final report submission:

A printed copy of the report and a CD have to be submitted to Miss Renner (Room N2515). The CD must contain the presentation, report and all relevant scientific material. Thus, the presentation must be finished by the deadline. The report should be about 10 pages (title page, table of contents and bibliography excluded) and must be written using LaTeX or word. The supervisor should give you the template for the presentation and the report. The second page of the report has to contain the assigned topic sheet. The report should only be stapled two times on the left side (no spiral or adhesive binding).

The CD should be composed of two directories: Documents and Presentation. In the documents directory, either a Microsoft word document or all Latex files (including images) should be present as a zip file. In addition, a pdf copy of the report should also be present in this directory. The presentation directory should contain a PowerPoint presentation or a pdf version. All relevant (electronic) references have to be saved on the CD as a zip file entitled „references“.

Final presentation:

The duration of the final presentation is 10 minutes. The presentation format/style can be based on obtained from the supervisor. After a 5 minutes discussion will take place in which every one should actively participate. The contribution to the discussion is included in the final grade. It is compulsory to attend all presentations.

Grading:

The grading of the advanced seminar is based on the template attached below. In the assessment contains various criterion related to the preperation of the advanced seminar, the final report, presentation and participation during the discussion session.

I. Preperation phase

Nr.	Criteria	Grade
1	Introduction: understanding and overview given the difficulty of the task	
2	Own Contribution: creativity, Richness of ideas, initiative,	

	self organization and decisiveness	
3	Organization: organization, time management, persistence and Diligence	
4	Scientific Work: rigor, systematic approach, analysis of results	

II. Written report (Documentation)

5	Formatting: structure, completeness, sources Formatting and graphic design	
6	Didactics: style, expression, comprehension, conciseness of pictures and diagrams	
7	Scientific Content: technical correctness, discussion and evaluation of results	

III. Participation

8	Active participation: Discussion during presentations	
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IV. Final presentation

7	Technical content: scientific content, classification and evaluation, discussion	
8	Presentation: presentation style, time discipline, slides and videos etc.	

Role of Supervisors:

The supervisor is the reference person in case of any inquiries. Together with the supervisor you agree on the specifics of the topic and the expectations. The supervisor supports you in technical matters, final report and presentation of the results. If desired students can give their presentations prior to the final presentations in order to get some feedback concerning style and content. Your supervisor also shows you the workstations available for students and can introduce you to the computer programs required to complete the seminar.

It is necessary that the written report and the final presentation be submitted to the supervisor at least 1 week before the deadline.

Literature research:

The literature review should be carried out independently. Your supervisor will support you by providing appropriate reference books and scientific papers. In order to facilitate your introduction to the topic, your supervisor also provides a list of introductory articles. In addition the central library as well as the institute's library can be used.

Regulations for absence:

There are strict regulations concerning unexcused absence from the advanced seminar. Unexcused absence in any of the advanced seminar events will lead to failure in the course. In case of illness, a doctor's certificate must be presented. Overlap with other courses is not a sufficient excuse, because in this case a decision must be made in favor of one course at the beginning of the semester.

Timetable:

Events	Date	Time
Kick-off meeting	14.10.2015	09:00 – 10:20 (5016@2906)
Lecture on presentation techniques	22.10.2015	13:00 – 15:00 (N0507)
Registration deadline	27.10.2015	23:59 (TUM Online)
Final report submission	12.01.2016	12:00 (Ms. Renner / N2515)
Final presentations	20.01.2016	9:00 – 10:20 (5016@2906)

* 5016@2906 is a seminar room (5016) on the fifth floor in Karlstr. 45, München.

I have read and acknowledge the above information and guidelines for the advanced seminar:

Matriculation number:

First Name, Last Name:

Date:

Signature:
