

Instructions & Grading Procedure

SS 2019 TU WIEN

Professor retd Dr.sc. Dr.mult.h.c.Prof.h.c. Branko Katalinic's Lectures

Orientation

- ▶ Go to www.daaam.info
- ▶ Scroll to the bottom of the web page
- ▶ Select *Section for TU Vienna Students* link
- ▶ This instructional file is available for download there

Step 1 – Registration & Topic Proposal

- ▶ Fill in the form with the required data
- ▶ Propose 3 topics as “Title – Description”
- ▶ Suggestion: You can propose any 2 topics related to the lectures and 1 which you are passionate about
- ▶ If everything done OK, you will instantly get an email titled “Registration & Topic Proposal” with your entered data

Step 1.1 – Registration & Topic Proposal

- ▶ After we review your topics, you will get an email titled “Topic Confirmation”, with the acceptance of one or rejection of all proposed topics
- ▶ If rejected, try again with other topics until one of the topics is accepted

Step 2 – Presentation Upload

- ▶ Fill in the form with the required data
- ▶ Select and upload the file
- ▶ If everything done OK, you will instantly get an email titled “Exam Presentation Upload”
- ▶ If you did not receive this confirmation email – something was wrong! (invalid email address, wrong file format, confirmation email mistaken for spam...)

Preparation of the Exam Presentation

Key Elements:

- ▶ Title of Presentation
- ▶ Student Key Data with Photo
- ▶ Introduction
- ▶ Conclusion
- ▶ References

Format:

- ▶ Submission only – without oral presentation
- ▶ Key points: visuals, design, information presentation, balance, concepts, details, precision

Red Line is yours, Materials are not!

(The presentation must be made with clear design and not as “patch work” – Red line means there is a central idea which is presented in a structured way)

Presentation Naming Structure

- ▶ LastName_FirstName_311.077 (for Flexible Systems)
- ▶ LastName_FirstName_311.086 (for Flexible Systems Seminar)
- ▶ LastName_FirstName_311.084 (for Selforganizing Production Systems)
- ▶ LastName_FirstName_311.745 (for Intelligent Manufacturing Systems)



LastName_FirstName_311.xxx.pptx

Basic Rules

- ▶ Presentation has to be in Microsoft PowerPoint .pptx format (if you are using open office or similar, save the file as .pdf file). You can choose any template, layout and design. You can use English or German.
- ▶ Use standard referencing format
- ▶ Presentation must have more than 50 slides with obligatory introduction at the beginning and conclusion at the end
- ▶ The presentation must be made with clear design and not as “patch work”
- ▶ The presentation must be clearly declared as an exam presentation with the name of Course and Lecture, Institution and semester.
- ▶ The presentations will not be orally presented – only upload is necessary.

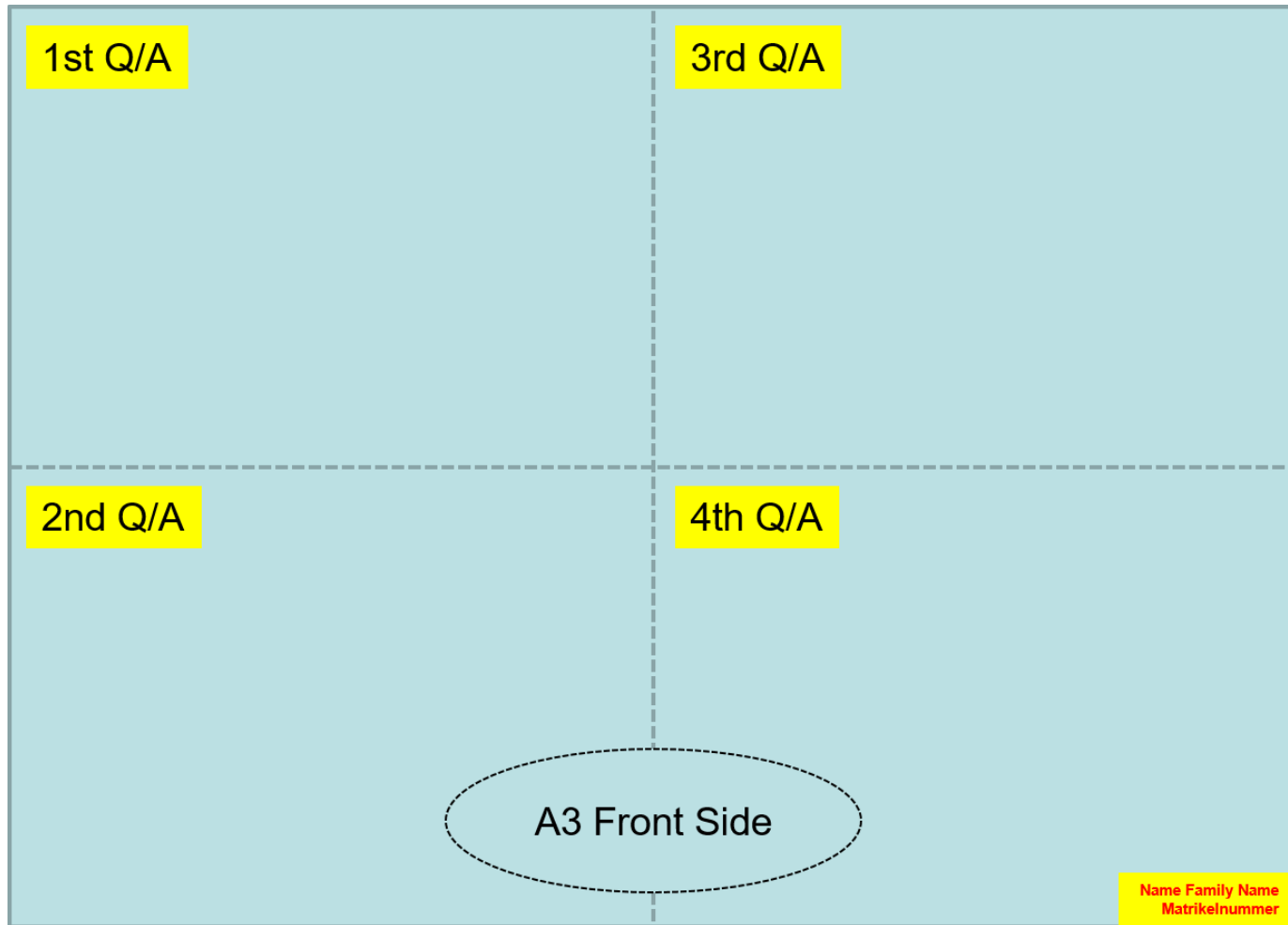
Capital Mistakes

- ▶ Only complete presentations (50 slides) with required materials will be evaluated
- ▶ Misuse of old presentations or “team work” with more students with same/similar presentations will be not evaluated
- ▶ Don't include “secret”, “confidential” or “special creation” materials in your presentation
- ▶ Don't protect your presentation and materials with passwords or with read only access
- ▶ Don't call us by phone and don't send us presentations by e-mail, as they will be not evaluated.
- ▶ Presentations submitted AFTER the deadline will not be evaluated

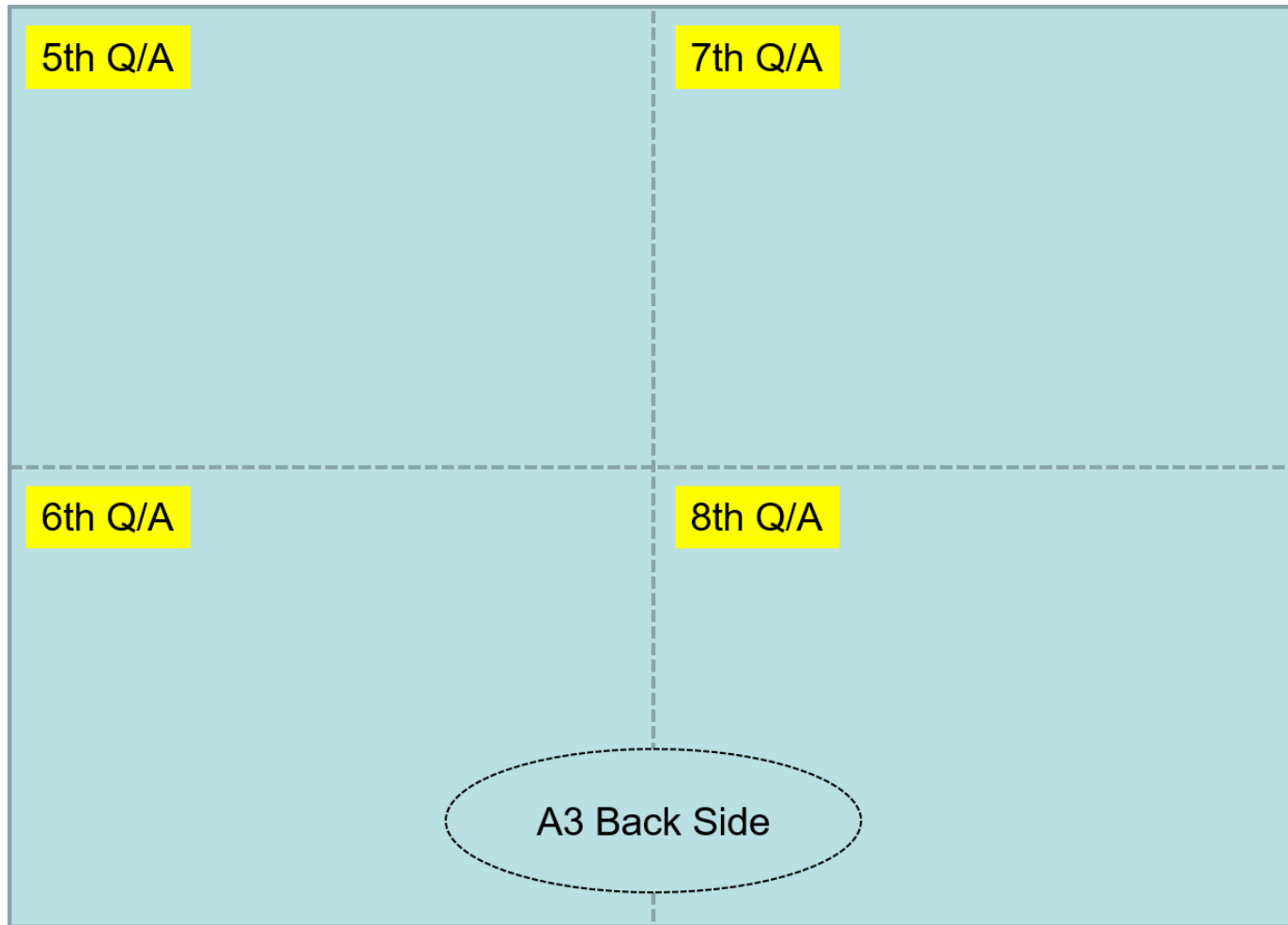
Grading Procedure

- ▶ Final Grade is based on 50% Test and 50% Exam Presentation
- ▶ Test and the presentation must be in balance
- ▶ The test takes place during the last hour of the last day for the individual course
- ▶ Test & PPT Presentations are in English or German (as desired)
- ▶ You cannot use any materials during the final test
- ▶ There can be 8 questions in total (4 on the front side and 4 on the back side of A3 paper) or sometimes there can be a figure in combination with questions.
- ▶ Write down your Name, Family name and Student ID in the lower right corner of the front side (see example in the following slides)

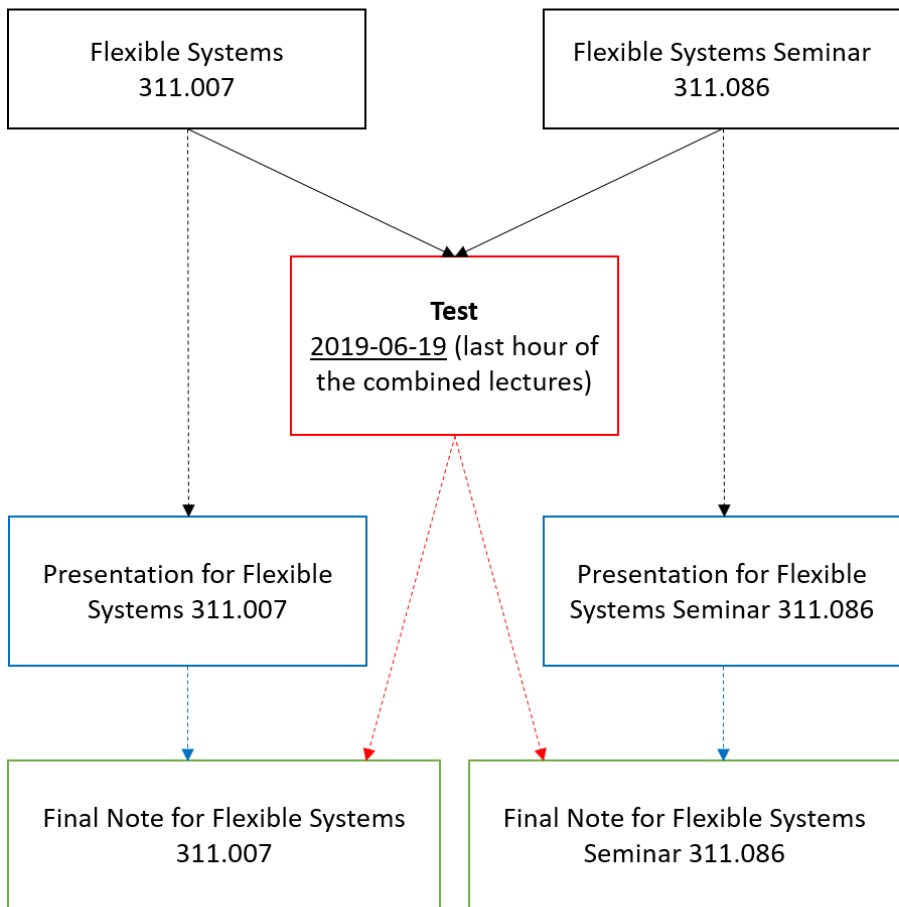
A3 Front Side



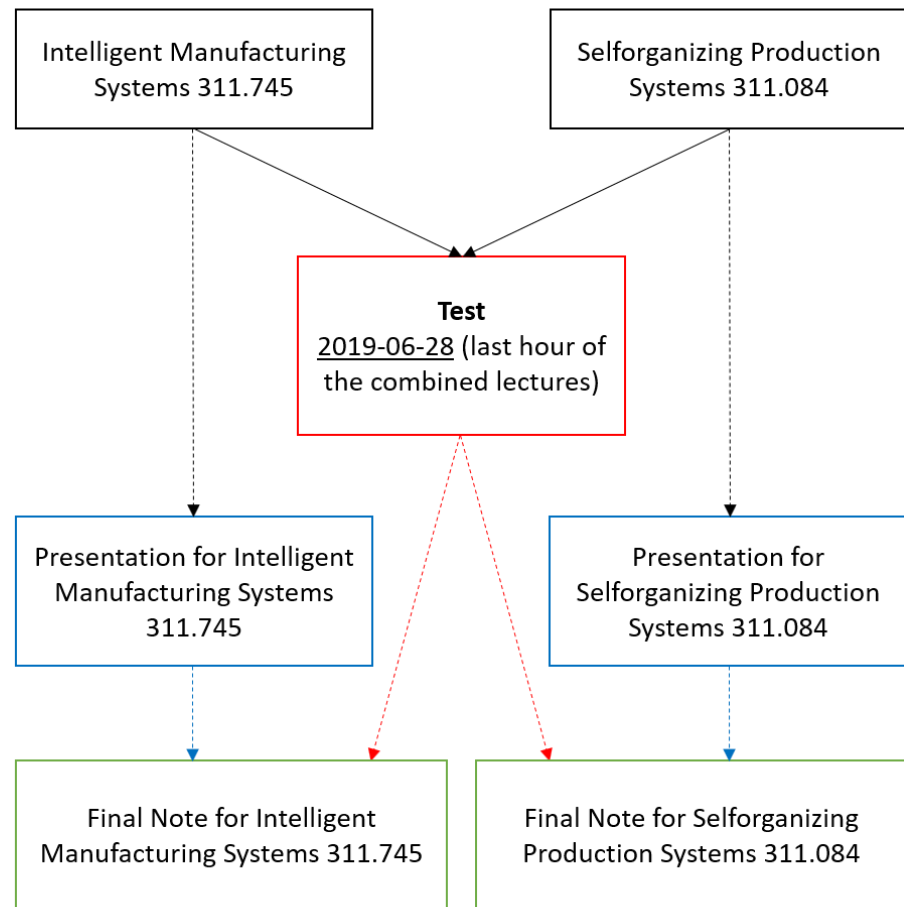
A3 Back Side



**Combined lectures:
Flexible Systems + Flexible Systems Seminar**



**Combined lectures:
Intelligent Manufacturing Systems + Selforganizing Production Systems**



Help?

- ▶ Make sure to read the F.A.Q on the website
- ▶ In case that does not help, feel free to contact me

- ▶ I am:
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