

# Instructions & Grading Procedure

SS 2022 TU WIEN

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

# Orientation

- ▶ Go to [www.daaam.info](http://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” – “Short Description”
- ▶ **Suggestion:** You can propose any 2 topics related to the lectures and 1 additional topic which you are passionate about (hobby, thesis, personal preferences etc...)
  
- ▶ If everything done OK, you will instantly get a confirmation 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 topic propositions, until one of the topics is accepted

# Step 2 – Presentation Upload

- ▶ Fill in the form with the required data
- ▶ Select and upload the file (in .pptx or .pdf file format)
- ▶ 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\_311.084 (for Selforganizing Production Systems)



or



LastName\_FirstName\_311.084.pptx

LastName\_FirstName\_311.084.pdf

# 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 language
- ▶ Use standard referencing format
- ▶ Presentation must have minimum of 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

- ▶ Due to the COVID-19 situation, there will be no written exams in this semester
- ▶ Therefore, the final grade is based only on the submitted Exam Presentation

# Additional literature sources

According to the selected topic, literature sources could also include:

- ▶ TU Vienna – IFT Group Publications: [Link](#)
- ▶ Katalinic B. – Industrieroboter und Fertigungssysteme für Drehteile: [Link](#)
- ▶ General internet-based research (with valid references) as a supplementary literature source

# Help?

- ▶ Make sure to **read the F.A.Q** on the [website](#) first!
- ▶ Only in case that does not help, feel free to contact us