

Information sheet for seminars at the chair of Transport systems and Logistics

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Organizational

Each student is only allowed to work on **one topic per seminar** at a time. Each seminar can be attended **only once!**

Students have to adhere to the each with guideline for the elaboration of term papers and presentations (see homepage).

In the seminar approx. **30 places** are available. About the actual number of places you will be informed during the introductory courses.

The response to emails only occurs when students use their University email address:

name.surname@stud.uni-due.de

oder

name.surname@uni-due.de

Your exact email address can be seen under:

<https://benutzerverwaltung.uni-duisburg-essen.de/portal/> (log-in with user name, like you do on the website of the examination office). You can get access to your emails under: <https://webmail.uni-due.de>.

Please note that the submission of plagiarism – even in part, will not be tolerated, neither within the written copy nor within presentation. The submission of plagiarism (even in part) leads to the fact, that the seminar will be evaluated with “failed” for the whole group.

Rough agenda

The procedure of the seminars is based on the rules of the following schedule:

Action	Notice	Week
Central introductory course	Short presentation of seminars and explanation of the organizational process.	1 (first day)
Seminar specific introductory course	Special introduction to the single seminars. Here, the topics are presented in detail.	1 (in the first week – after the central introductory course)
Registration and deregistration	Central registration and deregistration occurs in the given time period. This period will be announced in the introductory course. Registration and deregistration can only be done in person. Subsequent registrations or deregistrations are not possible . <u>(Pay attention to the registration and deregistration deadlines! See notices at our chair respectively information on our website!)</u>	2-3 (approx. 14 days)
Processing time	Independent but supervised processing of the topics.	2-13
Supervision	Within the introductory course the supervisor informs you about the kind of supervision (e.g. regular group meetings; supervision by e-mail; Individual appointments; fixed opening hours)	2-13
Submission	The submission deadline has to be met. Seminars that are submitted too late can't be evaluated. The exact deadline will be announced in the introductory courses. <u>(See notices at our chair respectively information on our website!)</u>	End of week 13
Presentations	After possibly a first correction and corresponding suggestions for improvement from the lecturer the seminars will be presented. (more information on presentations can be found in chapter 4).	Approx. 15.-17. Week
Evaluation and release of results	The written elaboration, the presentation as well as the concluding test (see page 6) are evaluated as total performance.	approx. 21st week

Written elaboration

All seminars can be written and presented in German **or** in English. The number of pages of the seminar papers are to be **approx. 15-20** pages. The formal rules of the guideline for the preparation of seminar papers are to be applied (see website).

Presentations

Presentations are to be designed according to the specifications of the website of our chair. It is important to ensure **clarity** and **consistency**.

The topic and the results have to be presented in the presentations. Each presentation is planned for **about 20 minutes of presentation plus 10 minutes for discussion**. The supervisor announces the dates for presentations at an early stage.

There is **compulsory attendance** for the presentations. Absenteeism can only be accepted with a medical certificate. In this case, the presentation has to be made up promptly. Generally it applies: **each member of the group has to make a contribution to the presentation**.

In the presentations the following points have to be considered:

Content

Consistency

Less text, more keywords!

Clarity

Conformity (relation) between spoken and presented

Use sample from our website

Keep time frame

A handout must be prepared and has to be provided to the group (at least one per group) and to the supervisor. The handout should give a short survey about the topic and a rough content of the presentation.

Additional information can be given (e.g. notations to models etc.) to a **small** extent. The handout should include approx. 2 pages and should be structured as a keyword collection or as sheets.

There is no dress code – however, attention should be paid to appropriate appearance.

Test

At the end of the presenting day a 30-minutes test is offered, where one question is made to each topic. Thus, the test will have the same number of questions as the number of assigned topics is. The participation in the test is **mandatory**. Without the test no final mark can be given for the seminar. The test is **“passed”** or **“failed”**.