

Procedure for the presentation of Bachelor's and Master's theses (colloquium) in the Faculty of Media

Aim of the event

All theses should be presented briefly and concisely with the important content. The entire event takes place in presence and should be informative, entertaining and, just like the topics of the theses, varied. It serves as a platform for the graduates to present their theses, is an examination achievement of the Bachelor's thesis and is also an official meeting of the Faculty of Media, to which the external supervisors and fellow students are cordially invited.

Procedure

Preparation and follow-up

Each student prepares a DIN A1-sized poster on which the most important aspects of the thesis are visualised; furthermore, depending on the work, handouts or presentations (PowerPoint, HTML, audio, video, ...) and demonstration objects.

Important: the poster must clearly show the student's own work and the results they have achieved.

In addition, the name of the graduate and the supervisors, as well as the title, the university logo, the faculty, the degree program and the current semester must be listed on the poster. How these are arranged is up to the personal design. There may be deviations for creative projects like film posters, for example, but this must be agreed with the respective supervisors.

Two students each occupy a display wall (front and back), with a table if required. The students prepare their exhibition area in good time before the start of the session. The participants in the first session set up the display walls provided in the foyer of the allocated lecture rooms. To make this possible, the tables and chairs in the lecture room must be moved aside in good time before the session begins. The participants of the last session are obliged to remove the display walls from the lecture room and to set up the tables and chairs in such a way that lectures can be resumed afterwards!

Realisation

The professors go to the students and have them briefly present their work. Each student must work out what results he/she has achieved. The professors ask questions to illuminate the respective work from different perspectives (design, computer science, technology, management). Fellow students and guests can also ask for information about the work.

Each session lasts 90 minutes. There is a break between the individual sessions, which serves as preparation time for the following graduates. This time frame must be adhered to in the interest of the following students.

Students of all semesters are explicitly encouraged to take part in the presentations. The colloquium takes place twice per semester.

Exception: ONLINE procedure

In exceptional cases, e.g. if it is not possible to attend due to a stay abroad that cannot be planned otherwise, the session can also be attended online. For this purpose, a fellow student on site must ensure that the presenter is connected on a laptop and that both are present for the entire session. Otherwise, the same rules apply as for face-to-face sessions. Online participation must be agreed and approved with the supervisors in good time after the official announcement of the colloquium.

Prof. Sabine Hirtes
Vice Dean Studies & Teaching

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