

# Guidelines for the seminar „*Security in Business Processes*“

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Goal of the seminar Seminar *Security in Business Processes* is to give participants insights into Business Process Management and its requirements on security as well as security solutions for Business Process Management. Additionally, the seminar aims at giving the opportunity to practice the systematic analysis of scientific texts.

## Tasks

Participants of the seminar have to read a scientific paper and provide a summary and evaluation of its content in form of a written report. The report has to be presented in a 15-minute presentation during the final seminar meeting.

## Written report

Since you should not just summarize an existing paper, the written report is composed as follows:

- **Summary of the topic (5-8 pages):** The summary of the papers explains the research gap addressed in the paper and the authors' approach to the problem as well as the solution they present.
- **Evaluation of the papers (2-3 pages):** In the evaluation of the papers, the approach and the results presented in the papers are challenged and discussed. Additionally, the paper's relevance to the field is evaluated. To that end, literature based on the paper results as well as literature referenced by the papers can and should be studied (Tip: Google Scholar). In the evaluation, it is important to present a subjective and reasoned opinion on the papers.

## Presentation

Every participant must present his results in form of a **15-minute presentation in English**. Usage of slides (PowerPoint, LaTeX or comparable) is recommended. In the presentation, the written report's contents have to be presented in a way reflecting their importance. The presentation will be followed by a 10-minute phase in which the participant will be asked questions about the presentation as well as the paper.

## Additional requirement

Every participant has to read two papers of other students in the seminar. For each paper, two questions have to be prepared and asked during the presentation of the respective papers. We will assign the respective topics directly after submission deadline.

## Formalities

- The participation in the introductory meeting on **May 2, 2016 at 2pm** at the **seminar room at the 2nd floor at the IIG, Friedrichstraße 50, Freiburg** is mandatory.
- To hand in the written report in due time, it has to be send via email **no later than July 8, 2016 at 3pm** to the seminar's contact person.
- Additionally, the written report has to be handed in on paper to Prof. Dr. Dr. Müller's office or to the seminar's contact person **at the same deadline**.
- The dates for the presentations will be announced.
- Basically, the written report should be well readable and structured lucidly.
- The written report has to be written in LaTeX using Bibtex. To ensure consistency and comparability of the written report's form, usage of the ACM style is mandatory (template available in ILIAS). The report also has to be handed in as a PDF document together with all associated source files.

- Illustrations have to be captioned and (in case they contain text) readable.
- The title page has to contain the name of the university, the sentence “Submitted to Prof. Dr. Dr. Müller” followed by the institute’s name and the label “Seminar Paper”. Besides the title of the report, the title also has to contain the following: the author’s name, the author’s post and email addresses, the author’s Matrikelnummer and number of semesters as well as the report’s date of delivery.