MaMi & Colloquia Guidelines

**For students**

# General

Every Monday starting at 12:00 pm, 1 to 3 MaMi presentations and/or Colloquia can be presented by MSc/BSc students.

* **MaMi**: MSc Thesis students are compelled to present their research proposal during a MaMi. Preferably within 4-6 weeks from the start of their thesis. A MaMi lasts 20 minutes: 15 min. for the presentation and 5 min. for Q&A (Questions & Answers).
* **Colloquia**: MSc/BSc Thesis students are required to present the results of their research in a colloquium at the end of the MSc/BSc Thesis. A Colloquium lasts 30 minutes: 20 min. for the presentation and 10 min. for Q&A (Questions & Answers).

# Schedule your MaMi/Colloquium

Schedule in Brightspace

Students schedule their MaMi/Colloquium in [Brightspace](https://brightspace.wur.nl/d2l/home/17161)- course “Thesis Animal Nutrition”. Go to **Content – MaMi & Colloquia Zodiac** in the navbar and click on the [link](https://wageningenur4-my.sharepoint.com/%3Ax%3A/g/personal/nikkie_vanderwielen_wur_nl/EWU1bGOBDApJnk91Nhnb96UB7W1asLtCyn6_N2ACE3VawA?e=u9fwB0) in the introduction text; the subscription Excel file will open.

When registering, all the fields must be completed, at the latest on the Monday prior to the requested session. If not complete, the registration will be disregarded!

Availability supervisor

Before scheduling check with you supervisor if you are ready to give a MaMi/Colloquium and when they are available.

# Communication – Announcement

The Secretariat sends the announcement by email on the Wednesday prior to the session, based on the information they collected from Brightspace.

# Audience

* MSc/BSc students
* The supervisor(s) of the presenting MSc students
* All PhD candidates
* Other interested members of the Animal Nutrition group, Wageningen Livestock Research group and other chair groups

# Chairperson

The chairperson is a PhD student who is appointed for 6 months. On top of the subscription list in Brightspace is noted who the current chairperson is.

# Confidentiality

Many MaMi/Colloquia presentations are confidential. This means that people, who have a working relationship (labour contract) with external companies/organisations, are not allowed to attend that presentation. The attending supervisor checks if all attendees are allowed to be there or not.

# Location

MaMi/Colloquia take place at Zodiac usually in Room A0107, but the location is definitely indicated in the announcement which the secretariat distributes in the week prior to the presentations.

# Facilities

Laptop and beamer/screen facilities are available in the meeting room.

We assume you will be using MS PowerPoint to give your presentation. Bring your own laptop or USB stick with your presentation on it to the MaMi/Colloquium.

# Attendance

Every MSc student needs to attend at least 6 MaMi & 6 Colloquia doing a major thesis or, 3 each doing a minor thesis. Therefore, attendance is registered.

# Language

All MaMi & Colloquia are presented in English.

# MaMi Set up

When entering the MaMi, post-its will be waiting for all attending MSc students and PhD candidates.
For each presentation has to be noted:

* What you liked in particular
* Which aspect was difficult to understand

The notes will be used during the 5 minutes Q&A session. After the Q&A the chair will collect all post-its and hand them over to the presenting MSc student.

Moreover 2 peer MSc students will evaluate the MaMi presentation, each with a different focus:

1 MSc student will evaluate the [presentation skills](https://brightspace.wur.nl/d2l/le/content/17161/viewContent/596729/View)

1 MSc student will evaluate the [content and defense of the presentation](https://brightspace.wur.nl/d2l/le/content/17161/viewContent/596728/View)

At the entrance of the meeting room MSc students can enlist for one of these tasks for each MaMi presentation.

Be aware, each MSc student is obliged to have done each task at least once during the MSc Thesis.

# MaMi feedback session

When all the MaMi/Colloquia are finished, the chairperson organizes subgroups for the MaMi feedback sessions. Each subgroup contains:

* The MaMi presenter
* The Supervisor(s)
* The 2 MSc students for evaluated the presentation

Together they will give the speaker constructive feedback under guidance of the supervisor. They generally look at the post-it’s that all attending persons submitted.

When the meeting room could be booked for a longer period this feedback sessions will take place in there as well, otherwise the feedback group needs to find another spot, such as the central hall.

# Colloquium evaluation

The colloquium is part of the final grade for the Thesis (5%). The supervisor and 2 independent PhD candidates assess the colloquium using the [rubric](https://brightspace.wur.nl/d2l/le/content/17161/viewContent/596713/View). The colloquium [evaluation form](https://brightspace.wur.nl/d2l/le/content/17161/viewContent/596712/View) contains the same points as those on the Thesis evaluation form. For BSc colloquia a specific BSc evaluation form and rubric will be used.