

## Colloquium Quantitative Veterinary Epidemiology

### **Title: Regulations for colloquia at the Quantitative Veterinary Epidemiology Group**

Student: \_\_\_\_\_ Reg.nr.: \_\_\_\_\_  
Supervisor(s): \_\_\_\_\_ Course code: \_\_\_\_\_

#### Introduction

Every first Tuesday of each month colloquia are held in which students present their QVE thesis. In this document, the regulations regarding colloquia are presented. It is important to abide to these regulations; if not, your grading may be affected. Note that in July and August other dates are scheduled due to holidays.

#### Register for colloquium

Please register three weeks before the colloquium after approval by daily supervisor. The title of the colloquium needs to be send to the secretariat ([lisette.bourquin@wur.nl](mailto:lisette.bourquin@wur.nl)) at least one week prior to the colloquium.

#### Attendance at colloquia

Students who do a thesis at QVE have to attend a certain number of colloquia, depending on the number of credits of their thesis: 24-27 ECTS: 6x; 30-33 ECTS: 8x and 36-39 ECTS: 10x.

#### Language

The colloquium and the colloquium summary are in English!

#### Colloquium summary

The summary needs to be approved by your supervisor. At least 3 weeks for colloquium a concept version needs to be send to your supervisor. The supervisor will make comments, which you have to adjust. At least 1 week prior to the colloquium the approved summary has to be submitted to the secretary (by e-mail: [lisette.bourquin@wur.nl](mailto:lisette.bourquin@wur.nl)) after approval by daily supervisor. This summary will be handed out to visitors to the colloquium, unless supervisors or commissioner classify it as confidential.

The summary is a short report of your study and comprises therefore maximum 2 A4 (no reference list). All margins should be 2 cm, font 11 pt, line spacing single or 1.5 lines. The summary starts as shown above (list 'colloquium Quantitative

Veterinary Epidemiology + date, title of thesis, name and registration number student, name supervisor(s), course code). Standard, a summary contains the sections: Introduction (with aim/research question); Materials and Methods; Results; Discussion & Conclusion [Results and Discussion may be combined]. Describe shortly, but clearly the elements that are of importance to understand the study. Do not try to be complete; you can do that in your thesis.

#### Presentation

In total, precisely 30 minutes are available for the presentation of MSc theses. Of these, 20 min are available for the presentation itself and the remaining 10 min are for discussion (for BSc theses this is 15+5).

Start with an explanation of the 'why' (Introduction, Aim) and 'how' (Materials and Methods) of your study, but avoid a literature review of 10 min or a list of all materials and methods. If you have several parameters, it is probably wiser to combine Results and Discussion. In the Discussion, you elaborate on possible (physiological) causes of the results. And finally, you draw some conclusions.

Concerning the PowerPoint presentations; of course individuals differ in their preferences for e.g. colour schemes, font, etc., but some general recommendations can be given:

- Most important is the content of the presentation; the styling should not dominate (certain colour combinations, 'flying in' of text/figures etc);
- Limit the amount of text per slide; much text can be boring and you run the risk of 'reading' instead of presenting;
- Try to change between text and figures/tables;
- Do not 'read' from paper. Such presentations are often difficult to follow. People that read tend to speak too fast, without breaks.
- Important: practice your presentation (preferably out loud); this is useful for the timing and also to discover 'difficult moments' in the presentation. This is not something to be ashamed of: QVE-staff members who present at conferences also practice!

Have a look at how others perform and learn from it.

#### Grading of colloquium

A colloquium is attended by at least 2 members of the QVE-staff. They grade the colloquium and the supervisor evaluates these grades with the student at the examination of the thesis.