

## **THESIS A SEMINAR WEEK STUDENT CHECKLIST**

1. SEMINAR – DATE, TIME, LOCATION
    - Seminars are normally scheduled in week 11.
    - See schedules posted on thesis website.
  2. TIMETABLE FOR SEMINAR WEEK
    - Prepare this early.
    - Include 6 seminars to attend.
    - You must act as the chairperson for the presentation that immediately follows yours and in the same room. Note: seminars may be run in several locations.
  3. PLAN PRESENTATION
    - Duration = 30 minutes in total (20 minutes for speech + 7 minutes for answering questions + 3 minutes for changeover)
    - Address to be aimed at informing and convincing your examiners and the audience (mainly 4th-year students) about your work.
    - Avoid detailed analysis.
  4. PREPARE TALK
    - Produce a PowerPoint presentation and save it in a USB memory stick.
    - Rehearse your talk.
  5. PREPARE SUMMARY SHEET
    - One page – aim of your thesis, general background, and how you solve the problem.
    - Include thesis title, your name, and the names of your supervisor and assessor.
    - Make 20 printed copies for handing out to the audience.
  6. AT YOUR SEMINAR
    - Check that the summary sheets have been distributed.
    - Be the chairperson for the next speaker.
  7. ATTEND SIX SEMINARS BY OTHER STUDENTS
    - Download seminar attendance sheet from the thesis website.
    - Enter details of each seminar that you attend.
    - Immediately after each presentation, get your attendance sheet signed by the thesis supervisor or assessor of that seminar.
  8. AT THE END OF THE SEMINAR WEEK
    - Return attendance sheet to the School Office.
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