

Institute of Forestry
Pokhara campus, Pokhara
Research committee

Annex- 1: Thesis Presentation Guidelines for students

To ensure effective and professional thesis presentations, the Defense Seminar Committee has developed a set of comprehensive presentation guidelines for MSc students. These guidelines aim to support students in delivering clear, well-structured, and impactful presentations during their thesis seminars.

Recognizing the importance of both content and delivery, the committee has outlined specific instructions covering key aspects of the presentation process. These include the recommended structure of the presentation, suggested number of slides, principles of slide design, time management strategies, and delivery techniques. Additionally, the guidelines emphasize the importance of pre-presentation preparation to help students build confidence and communicate their research effectively.

All MSc students are required to follow these guidelines to ensure consistency, clarity, and academic rigor in their seminar presentations

A. Structure of the presentation (limit the slides to 20-22 slides- excluding introduction, Reference and Q&A slide)

- **Title slide [1]:** Include thesis title, your name, institution, supervisor's name, and date.
- **Outline slide [1]:** Brief overview of the presentation structure {may be avoided}
- **Introduction slides [3-4]:**
 - Research problem- what is research gap
 - Objectives- with concisely formulated specific objectives
 - Significance of the study- methodological, operational, policy
- **Literature review [3-4]:** Key theories, models, and previous studies.
- **Methodology [3-4]:**
 - Research design
 - Data collection methods
 - Analytical tools
- **Results [4-6]:**
 - Present key findings with visuals (charts, tables, graphs)
 - Highlight patterns and trends

- **Discussion [3]:**
 - Interpret results- do not repeat the content in the table but the key patterns/trends
 - Compare with existing literature and knowledge
 - Address research questions of the study
- **Conclusion [1]:**
 - Summary of findings
 - Contributions to the field – scientific, methodological, policy or operational
 - Limitations and future research (way forward)
- **References [1]:** Use consistent citation style (APA, MLA, etc.), include prominent literature of the discipline
- **Q&A slide [1]:** Invite questions from the audience.

B. Time management

- **Total duration:** 10 minutes)
- **Q&A:** 5 minutes
- Practice with colleagues or peers to ensure smooth delivery within the time limit.

C. Slide design for better legibility

- **Clarity:** Use bullet points, not paragraphs.
- **Font:** Minimum 24 pt for readability.
- **Colors:** Use high contrast (e.g., dark text on light background).
- **Visuals:** Use graphs, diagrams, and images to support key points.
- **Consistency:** Uniform layout and design across slides.

D. Delivery tips for effective communication

- **Speak clearly and confidently**
- **Maintain eye contact** with the audience
- **Avoid reading directly** from slides
- **Use pointer or gestures** to highlight key visuals
- **Dress professionally**

E. Technical preparation before you start

- Test your presentation on the actual equipment

- Bring backup (USB drive, cloud link etc.)
- Ensure compatibility (PowerPoint, PDF, etc.)
- Check internet connection if using online resources

Annex 2: Thesis Evaluation Criteria

The thesis presentation will be evaluated based on the following criteria:

1. Presentation Skills-

- a. Eye Contact: Engages with the audience effectively.
- b. Content Legibility: Clarity and readability of slides, tables, and figures.
- c. Time Management: Adheres to the allotted time.
- d. Confidence and Comfort: Demonstrates ease and assurance during the presentation.

2. Scientific Content and Output

- a) Originality and Relevance: Novelty and significance of the research topic.
- b) Gap Analysis and Justification: Clear identification of research gaps and rationale for the study.
- c) Objectives and Research Design: Well-defined objectives, appropriate methodology, data collection and analysis.
- d) Contribution to Knowledge: Potential impact of the research in one or more of the following areas: - Scientific advancement, Methodological innovation, Policy implications, Operational or practical applications

3. Handling and Responding to Questions

- a) Understanding of Queries: Demonstrates comprehension of questions posed.
- b) Response Quality: Provides concise, relevant, and well-articulated answers.

4. Adherence to Presentation Guidelines: Evaluation will also consider how well the student has followed the presentation guidelines provided in advance.