Course title: ABRI Research Seminars

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Study period: TBC

ECTS: 3 ECTS

Tuition: € 300

Target Groups: PhD candidates both full-time and part-time. Although everyone is invited to join the open seminars, it is also possible to earn credits for it as part of a PhD course. This manual is written for that course.

Course goals: The purpose of the ABRI Research Seminars is to provide a setting where you can present your work-in-progress in a friendly environment in which you are able to learn and discuss your early work and/or specific problems in relation to it that you meet in your research.

Course content: As a presenter you will get helpful feedback from the reviewer, senior researchers and fellow PhD candidates working in different disciplines. It is a great opportunity to practice a presentation for instance in preparation for an international conference.

In the role of the reviewer you can practice skills needed for peer-review within or outside of your discipline. Next to that, both presenter and reviewer will receive personal feedback from the coordinators and all participants get informed about on-going research within the multidisciplinary context of ABRI and learn about new approaches and theories used by the different research groups of ABRI.

Course design: Each presenter is requested to invite a reviewer – another PhD candidate – preferably from a different research group. It’s also possible to additionally invite an expert (not necessarily a PhD candidate) as extra reviewer.

At least one of the course coordinators attends the seminar to chair and to facilitate a discussion. However, the main contribution to the discussion is expected from both the reviewer and the other PhD candidates attending the seminar. In addition, the course coordinators provide both the presenter and reviewer with personal feedback afterwards.

The course coordinators send out invitations for the seminars to faculty at SBE. Next to that, we encourage the PhD candidate presenting to send out (themselves or via us) an invitation to experts in the field who can contribute to the discussion. Detailed information on how to prepare as a presenter or reviewer can be found in the last section of this document.

Workload and Credits:

We encourage all PhD candidates to present their work during the Research Seminars at least once during their PhD period. The following conditions apply for PhD candidates to earn max. 3 EC for this course:

- You need to attend by means of active participation during the seminars.
- You should attend at least 8 seminars in total (we offer 5-6 per year). We keep a record of attendance.
- You need to present or act as a reviewer on at least one seminar.
• You have registered for the course upfront via the ABRI website: [http://abri.vu.nl/en/doctoral-education/course_registration/index.aspx](http://abri.vu.nl/en/doctoral-education/course_registration/index.aspx) (if unavailable via graduateschool.abri@vu.nl, where you can also request access to Canvas).

**Course structure**

Five one-hour research seminars are organized on Tuesdays in October, November, January, April and June (find the exact dates and times below). Names of presenters, reviewers, topics of presentations and locations will be announced in due time, both via the ABRI website ([http://www.abri.vu.nl](http://www.abri.vu.nl)) and Canvas ([https://canvas.vu.nl/](https://canvas.vu.nl/)). Participants are invited to continue the discussions in an informal way during drinks after each seminar.

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**Guidelines for preparing a presentation and review**

- After receiving confirmation of the exact date of a presentation, the presenter needs to submit as soon as possible a title for his/her presentation to the course coordinators.
- The presenter is further asked to send the course coordinators the name of the preferred reviewer (one of the other PhD candidates) as soon as possible. The presenter will contact the reviewer him/herself.
- Furthermore, the presenter is encouraged to send the course coordinators a list of people that (s)he would like to invite for the seminar (e.g., experts in the field), so that the coordinators can timely send an invitation, if desired.
- At the latest, one week before the presentation the presenter should submit at least an extended abstract (1 A4) and some discussion points and/or questions (around the central theme) to the course coordinators and the reviewer for preparation purposes. In consultation with the presenter, the course coordinators will either post the extended abstract on Canvas and/or attach it to the invitation send out by email.
If available, the presenter is encouraged to submit a (draft) of a paper or chapter to the reviewer and the two coordinators. The presenter can choose whether this is uploaded on Canvas or not.

The presentation should consist of a short and clear introduction into the field and an explanation of the research (being) performed. In that way, everybody can make a contribution to the discussion. After the actual presentation the presenter might end with either a discussion statement or questions on the research being performed.

The reviewer prepares for the seminar by reading the paper and/or abstract and considering the raised discussion points and/or questions. The reviewer needs to prepare a short presentation with the review or write a review report to hand out to the presenter and coordinators. Here it is important to prioritize and provide good comments and clear suggestions on how to proceed (or solve specific problems or questions). The idea is that the reviewer actually aims to help the presenter here by providing constructive, analytical comments, not only asking questions!

In addition to focusing on specific issues raised in the presented work, the reviewer can reflect on the following criteria to guide the comments (adapted from the AMJ & AMR reviewer evaluation forms):

- Clarity of exposition
- Technical adequacy
- Theoretical contribution (i.e. testing, creating, or extending theory). In case of a conceptual or analytical paper inclusion of related theory from other areas of management/other disciplines
- Empirical contribution (if applicable)
- Level of interestingness, novelty or creativity
- Potential significance of theoretical/empirical contribution
- Potential implications for practice
- Magnitude of contribution relative to length