

## **Note concerning the organisation of follow-up seminars for the Executive Doctorate in Administration**

1. Second and third year follow-up seminars are an integral part of the DBA programme and mandatory for the face-to-face track. They come in addition to the monthly reports sent by doctoral students to their thesis supervisors. In the second and third years, the follow-up seminars aim to provide support and provide doctoral students with an outside perspective that is complementary to that of their thesis supervisor.
2. The feedback provided by the professor(s) teaching on the seminars concerns the definition of the thesis subject, methodology, structure, literature review, and so on. This feedback is complementary to that of the thesis supervisor, whose **opinion prevails over any advice given by follow-up seminar professors.**
3. **Before the follow-up seminar**, doctoral students are required to send a **PowerPoint presentation** (15 minutes) as well as **their updated research project (if applicable)** to the Business Science Institute. The Business Science Institute will then send these documents to the professor(s).
4. The structure of the presentation follows the traditional model, as below<sup>1</sup>:
  - The Business Science Institute logo, thesis title, name of the student and thesis supervisor, thesis start date, and date of the presentation (1 slide).
  - Introduce yourself in a few words (1 slide).
  - Problem/research question (1 to 3 slides<sup>2</sup>).
  - Literature review (1 to 2 slides).
  - Methodology (1 to 2 slides).
  - Expected or achieved results (1 to 2 slides).
  - Bibliography (1 to 2 slides).
  - End-of-thesis timeline, etc (1 slide).
  - Any difficulties or obstacles (1 slide).
5. Miscellaneous important advice:
  - Please remember to number your slides.
  - Please start your presentation with "main remarks from the last seminar", to highlight the progress made since the last feedback session and to update the audience.
  - Put an emphasis on what has actually been achieved since the last seminar. This avoids making a presentation that is almost identical to the previous one.

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<sup>1</sup> The following should be considered as a guide only, as some students may only be presenting their research model or hypotheses, etc.

<sup>2</sup> The number of slides should be seen as a guide only.

- If your oral presentation is based on a document sent to an examination jury. The presentation should not be based on a newer version as the professor(s) will have read the original version in advance.
  - Please do not read your PowerPoint presentation slides word-for-word. They should be seen as an aid, with keywords that guide your reasoning. The PowerPoint presentation is a summary of the document you provided to the professor and not a “cut and paste” version of the document.
  - Where possible, please use figures or tables to illustrate your points.
  - The audience should be able to read your slides easily. If there is too much text or if the font is too small, your work will not be read, which is of no use to anybody.
  - Please use font size 18 or 20 at least. If the text is too small it can't be read. Once again, if it can't be read, it is of no use.
  - Then name of the file contents the name of the student
6. Student presentations should not be considered as thesis *viva voce* oral examinations. Students are there to listen, note the suggestions of the professors, and are thus asked to refrain from responding to the remarks made.
  7. The third-year follow-up seminar/presentation may be used as a practice *viva voce* oral examination.
  8. Presentations can be made face-to-face or remotely.
  9. The Business Science Institute support staff will provide the professors with a **list of the students registered for the seminar**, along with their contact details (phone number, Skype).
  10. **After the seminar**, the doctoral students are required to send their thesis supervisor and the Business Science Institute a short report on the remarks made and the feedback given ([suivi@business-science-institute.com](mailto:suivi@business-science-institute.com) or [followup@business-science-institute.com](mailto:followup@business-science-institute.com)).
  11. **The professors present will also provide the Business Science Institute with comments on the progress of the theses presented.**
  12. **Presentations made during follow-up seminars are included in iaelyon School of Management's continuous assessment grading scheme.**