

# PEF Fact Sheet 6: PhD and Literature Seminars

December 2018

Legal basis: Award Regulations of the University of St Gallen, November 7, 2016 (PromO 17), Course Regulations for the Doctoral Studies in Economics and Finance of November 14, 2016, and Implementation Provisions of May 2, 2017.

## General Information

- **Participation** in the PhD and Literature Seminars is open only to PEF students. It is expected that students actively contribute to the discussions.
- PEF Students in the course phase may attend the seminars. However, they don't give presentations.
- Students **may** make their first presentations after all relevant courses have been completed and passed, and the research proposal has been submitted.
- During the research phase, each student has to give **three** presentations in the **Literature seminar** and three presentations in the **PhD seminar**.
- Students may present **at most twice** in each term: *either* 2 x in the PhD seminar *or* 2 x in the Literature seminar *or* 1 x in the PhD and 1 x in the Literature Seminar.
- It is not allowed to present twice on the same day in the same seminar.
- Continuous participation in the seminars is expected. Absence is to be notified via e-mail to [pef@unisg.ch](mailto:pef@unisg.ch).
- Students' mandatory attendance is set to **75%** for the **PhD seminar**. The Executive Director will have to get detailed information on students' reasons for not attending the seminars and inform the Programme Committee accordingly.
- **Poster PhD Seminar:** The PEF Programme Committee considers very useful having a Poster Session for the PEF PhD Seminar. Poster sessions are more and more often used in conferences. Therefore the PEF Programme Committee highly recommends the PEF students to register for a presentation in the poster session. Presentations in the poster session may be credited as PhD seminar presentations. At most one seminar presentation in the poster session may be credited for the PhD seminar. Thesis supervisors have to attend the poster session.
- Presentations in research seminars at the hosting University while being abroad may be credited for **PhD seminar** presentations. Similarly, presentations in reading groups at the hosting University may be credited for **Literature seminar** presentations. A **confirmation** by the lecturer of the seminar (including the date and title of the presentation) has to be provided in both cases.
- **At most** one Literature seminar presentation and one PhD seminar presentation may be replaced by outside presentations.

## PhD Seminar

### Process

- The PhD seminar is usually scheduled in the second half of the semester.
- The Executive Director informs the PhD students about the seminar dates before the start of the semester.
- The students choose together with their supervisors a date for their presentation. Students may pre-register (this however without any "must" condition to present)
- Two weeks before the first seminar students apply for slots to the executive director and hand in the presentation slides and papers.

- Students who present a paper must also discuss a paper. The discussants are assigned by the PhD seminar lecturers and are informed by the executive director.
- The discussion should summarize the paper shortly (not more than 2 minutes) and then discuss one positive and negative aspect in the paper.
- 40 minutes are scheduled for the presentation, 10 minutes for discussion, 15 minutes for the general discussion introduced by a response of the presenter. Clarifying questions may be asked during the presentation.
- Criteria to pass are solid presentation and discussion.

### **Presentations and crediting**

- Students present their own preliminary chapters of the thesis. The papers should be in an advanced form and should not be presented if results are not yet available and conclusions cannot be drawn.
- The first part of the presentation should be general to allow students specialised in other fields to follow.
- The presented papers must not be accepted yet for publication.
- Each paper may be presented only once.
- Papers co-authored with other PEF students may be presented only once. The co-author must be present and both authors get credits for the presentation. Only one such joint paper may be credited per student.
- Presentations in other seminars of the Department of Economics or the School of Finance may be credited if approved by one of the lecturers of the PhD seminar. The students have to inform both their supervisor and the PhD seminar lecturers about the date of the presentations. The supervisors have to attend the presentations of their students.
- Students may substitute one of the three PhD seminar presentations by one external presentation at one of the following conferences:
  - Congress of the European Economic Association (EEA)
  - Meeting of the American Economic Association (AEA)
  - Econometric Society European Meeting (ESEM)
  - Conference of the American Finance Association (AFA)
  - Conference of the European Finance Association (EFA)

A paper presented at an external conference cannot be credited as a PhD seminar presentation if it was already presented in the PhD Seminar.

### **Grading**

- The seminars are **not graded, but students must pass each of them.**
- If a presentation is graded as failed, the student will have to repeat it in one of the following semesters.
- If students **fail** to satisfy the seminars attendance rules, the Programme Committee may decide whether they will have to attend further seminars or do additional coursework.

## Literature Seminar

### Process

- Each term, a team of **three lecturers** is responsible for the literature seminar.
- The Executive Director sends the dates and available time slots to all PhD students before the semester starts.

### **Lecturers & topics:**

- Literature Seminars will be organized like **reading groups**. Topics can be suggested before the end of a term for the next one. Students should send PEF the **topics** they would like to discuss.
- Students may choose the reading group they want to attend.
- Students have to contact the lecturer who is closest to their field/topic. The lecturers might forward a student's request to another lecturer if they think that she / he is better suited to supervise the presentation.

### **Papers:**

- The papers need to be of great relevance and provide a good basis for a discussion that is interesting to a broad audience. Students have to ask the lecturer of the literature seminar for confirmation of the paper they want to present. Generally, the paper should be published in an A+ or A-journal and should not be older than 10 years.
- Students have to inform the Executive Director about when the presentation should be scheduled and have to send a pdf of the paper.

### **Presentation:**

- Presentations in the literature seminar serve as a guideline for presenting own research in the PhD seminar.
- Students have to **introduce, discuss and lead the discussion** of the papers presented.
- Students presenting on the same day will have to read and thoroughly study all the presented papers that day.
- Per paper there will be a short presentation by a student, then followed by a discussion of the paper. The presenter will also **lead** the discussion.
- Generally, there will be **at least three presentations per day**.
- Students need to target the presentation at the seminar audience, i.e. students who are familiar with advanced economic / finance reasoning, but who may not have advanced knowledge in the specific field. If a presentation fails to achieve this goal, it may have to be repeated.
- It is important to present the context of the paper and set the paper into perspective of the literature.
- Presentations should take about 35 minutes, including the critical discussion of the paper. Students are advised to prepare not too many slides.
- A general discussion with lecturers and students follows the student's presentation (15 minutes).
- At the end, students write a short assessment of the presentation (stating their name) and hand it to the presenter. The lecturer gives oral feedback to the presenter (10 min)

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