



## ATSAF Academy

Academy for International Agricultural Research for Development

# Guidelines

### Modules that must be attended within the ATSAF Academy

Scholars must actively participate in the ATSAF Academy and be enrolled in a structured PhD study program at the supervising university. To receive the ATSAF Academy certificate of completion, scholars must complete following modules:

**Module 1:** Mandatory module at the supervising university – usually a module on scientific working

**Module 2:** ATSAF Academy “Seminar on development oriented agricultural research”

**Module 3:** ATSAF Academy “Topic-specific module in the context of the research work of the PhD project”

All modules should have the equivalent of 6 ECTS points. This represents an average total amount of work of 150 - 180 h, with 56 h of class attendance and 94 - 124 h of self-studying. The modules must be completed with a grade minimum or better than B- (75%).

### Module 1

Module 1 is a mandatory module at the supervising university, which in most cases represents a PhD-level course on “**Scientific Working and Writing**”. The scholars will be trained with a diverse array of methods covering the baselines of scientific working and writing. The gained competences will on the one hand support the successful completion of the individual PhD projects of each scholar, and, on the other hand, deliver a scientific “toolbox” to cope with the prospective challenges approaching during their future careers as researchers.

### Module 2

Module 2 is the **ATSAF Academy “Seminar on development oriented agricultural research”**. The seminars will be held online on fixed times and days: Monday evening session (16:00 – 19:30 h German time, UTC+1) and Friday morning sessions (8:30 – 12:00 h German time, UTC+1). One session is comprised of 2 x 90-minute units. Presenters in the seminar series can be ATSAF scholars (mandatory), external experts invited by the ATSAF Academy Team, as well as supervisors and staff from the collaborating CGIAR centers and universities. The scheduled program will be made available to the scholars via the ATSAF Academy webpage once the initial dates are set up and will be updated on a regular basis. The scholars must take part in at least **14** seminar sessions to receive 6 ECTS points and fulfil the requirements to be graded.

The grading of a seminar session consists of:

- a) the organization of a seminar presentation (one 90-minute block), which accounts for 70% of the final grade of the module, and
- b) the preparation of a seminar report afterwards, which accounts for 30% of the final grade of the module.

Scholars will be able to choose a seminar topic from a list of different topics offered on the ATSAF Academy webpage. The list will be based on the topic suggestions from the ATSAF Academy workshops (December 2021) and updated on a regular basis. In addition to the list, alternative topic suggestions



## ATSAF Academy

Academy for International Agricultural Research for Development

can also be discussed with the ATSAF Academy Team. The chosen topic should not be related to the topic of the respective PhD-research project.

The topic presentation during the seminar should consider different didactical methods, thereby promoting an interactive character of the seminar involving all participants. The online collaborative whiteboard platform [miro \(www.miro.com\)](http://www.miro.com) can be used for this. Please contact Dr. Kevin Thellmann ([kt@atsaf.de](mailto:kt@atsaf.de)) if you want to use miro for your seminar session.

The seminar report (5 to 10 pages plus annex, as a pdf-document) should refer to the preparation and literature review of the topic as well as the results of the presentation and discussions during the seminar session. Please use the following structure to organize the seminar report:

- 1) Topic and introduction: Including the motivation for the topic, definition of the scope, and clear descriptions of the aims and objectives of the seminar.
- 2) Review: Prepare a review of the most relevant literature and state of the art of the topic.
- 3) Materials and methods: Describe how information was collected, how data was selected, how the topic was prepared, and which didactical methods/media were chosen for the seminar session. Why are the methods used suitable to reach the aims of the seminar? Furthermore, please give a brief outline (see Table 1 below) of the seminar session. It should be broken down by didactical units including content and activities, media and methods used, as well as the approximate time spent for each didactical unit.
- 4) Discussion: The discussion should include a reflection of the seminar and knowledge gains of the participant group. Were the selected methods suitable to achieve the aims and objectives of the seminar? What issues were discussed in the group? Please summarize the discussion results. What was the take home message?
- 5) Conclusions: Wrap up the report with a concise paragraph of conclusions from your seminar session.
- 6) Annex: Please add the list of references used (including homepages, links to video material, etc.), your seminar presentation as a .ppt or .pdf file, screenshots of the digital whiteboard work, etc.

## ATSAF Academy

Academy for International Agricultural Research for Development

Table 1: Example outline of a seminar session

Didactical unit	Content/Activity	Media/Method	Time
Introduction/Motivation	Give a brief description of the content and aims of the didactical unit (e.g. knowledge transfer of the topic background, querying the participants knowledge on the topic, etc.)	List the methods and media used e.g. powerpoint presentation, worksheet, brain-storm, group work, whiteboard, discussions, Q&A, polls, etc.)	Give the approximate time in minutes (e.g. 15 min.)
Elaboration phase 1	e.g. participants take part in a quiz round, poll or experiment	...	...
Summary/results phase 1	e.g. answers are collected and summarized	...	...
Break	...	...	...
Elaboration phase 2	...	...	...
...	...	...	...
Summary of the seminar	...	...	...
Conclusions	...	...	...

### Module 3

Module 3 is the **ATSAF Academy "Topic-specific module in the context of the research work of the PhD project"**, which will be structured by the individual needs and interests of the scholars related to the research topic of the corresponding PhD project. It needs to be an international module on a PhD-level at a center of excellence, a university, summer school, or an international enterprise, equivalent to 6 ECTS points. The module can therefore be completed by an individually arranged (and graded!) internship with another scientific institution meeting the standards for modules of universities. The content of the module should be defined at latest 18 months after the beginning of the PhD study program in consultation with the supervisor or the supervising team and the ATSAF Academy.

A description of the module content confirmed by the hosting institution should be presented to the ATSAF Academy Team for approval. In addition to that, a list of expected costs necessary to complete the module (course fees, flight and local travel costs, accommodation costs) should be compiled and presented to the ATSAF Academy Team for approval. Support for costs related to the third module can be obtained from the ATSAF Academy up to 3.500 € upon application. In order for the costs to be covered by the ATSAF Academy, please make sure to send all relevant copies of invoices to the ATSAF Academy Team.