

# PHD PROGRAMME ACADEMIC REGULATIONS

## Article 1 Purpose

1. The Graduate Institute of International and Development Studies (hereafter, the “**Institute**”) awards a PhD in the following six disciplines:
  - Anthropology and Sociology;
  - International Law;
  - International Economics;
  - Development Economics;
  - International History;
  - International Relations/Political Science.
2. The PhD aims to give candidates experience in research and the opportunity to produce an original scientific contribution of a high academic standard.
3. These regulations (hereafter, the “**Regulations**”) establish the principles governing the organisation of the PhD programme. The Academic Committee of the Institute approves the curriculum for each disciplinary department as well as the Implementation Guidelines (hereafter, the “**Guidelines**”).
4. The Regulations take precedence over any other regulations (guidelines, curricula, syllabi, etc.). Similarly, the Guidelines take precedence over any other rules other than the Regulations (curricula, syllabi, etc.).

## Article 2 Admission

1. External candidates
  - a. Any candidate holding a post-graduate university diploma (or a degree deemed equivalent), in a discipline relevant to the chosen programme and meeting the Institute’s general conditions of admission is eligible to apply to the PhD programme.
  - b. Candidates must send their application within the set deadline and submit the supporting documents required by the Institute, including but not limited to a provisional thesis topic and a brief description of the topic to be researched.
  - c. Admission decisions are taken by the relevant department on the basis of the candidate’s application file and the quality of their Master dissertation (if applicable), as well as the relevance of the topic. The decision cannot be appealed.
2. Candidates holding a Master’s degree from the Institute
  - a. Any candidate holding a disciplinary Master from the Institute, in the same department as they intend to pursue their PhD, may be admitted to the PhD programme provided they have obtained the minimum grade of 5 for their Master dissertation.
  - b. In exceptional circumstances, a candidate holding a Master from another department of the Institute may be admitted to the PhD programme provided they

have obtained the minimum grade of 5 for their Master dissertation. This also applies to candidates holding a Master in International Affairs or a Master in Development Studies who have completed a 30 ECTS (*European Credit Transfer and Accumulation System*) credit Master dissertation with a minimum grade of 5.

- c. Candidates must send their application within the set deadline, and submit the supporting documents required by the Institute, including but not limited to a provisional thesis topic, a brief description of the topic to be researched and the name of a professor who has accepted to supervise the thesis.
- d. Admission decisions are taken by the relevant department on the basis of the candidate's application file and the quality of their Master dissertation (if applicable), as well as on the relevance of the topic. The decision cannot be appealed.

### 3. Fast track candidates

- a. To be admitted to the "fast track" programme, candidates should be registered in one of the Institute's disciplinary Master programmes, have obtained a minimum grade average of 5 over their first two semesters and completed the required number of courses. They must have been accepted into the "fast track" programme at the time of their admission to the Master programme.
- b. Candidates must send their application at the end of their second semester, and submit the supporting documents required by the Institute, including but not limited to a provisional thesis topic, a brief description of the topic to be researched and the name of a professor who has accepted to supervise the thesis.
- c. Admission decisions are taken by the relevant department on the basis of the candidate's application file. The decision cannot be appealed.
- d. If accepted, the student will begin the PhD programme from the following semester, which becomes the first in their doctoral programme.

### 4. Candidates in professional employment

Every year a small number of places are available for candidates who are not in a position to devote all of their time to doctoral studies and who state this in their application. In the case of admission, all provisions of these Regulations apply to such candidates, with the exception of those provisions concerning deadlines (see Article 11, paragraph 6).

## Article 3 Registration

All candidates who are admitted to the PhD programme must be enrolled at the Institute throughout the duration of their studies (including extensions or leaves of absence).

## Article 4 Gaining the PhD degree

In order to gain the PhD degree, candidates must:

- attend the required courses and earn the corresponding number of credits;
- have a preliminary thesis dissertation accepted;
- periodically show that they have progressed in their research;
- successfully defend a thesis and file the required number of copies in accordance with the provisions and deadlines set out below.

## Article 5 Courses

1. The PhD courses are designed to enable each candidate to acquire in-depth knowledge in their chosen specialisation.
2. The total number of credits required (a minimum of 24 ECTS credits) and the formalities for earning them are defined in the curriculum of each department and are

confirmed by the Academic Committee.

3. Candidates may take additional courses outside their specialization. Obtaining 18 ECTS credits in a discipline other than that of their specialisation is one of the requirements for a minor to be noted on the diploma, as per Article 9, paragraph 2. The number of credits required in the disciplinary specialization (major) and minor cannot exceed 48 credits ECTS.
4. For all other issues, the evaluation formalities of each course apply as outlined in the specific regulations applicable to the courses (e.g. Implementation Guidelines).

#### **Article 6 Preliminary thesis dissertation**

1. After earning the required course credits in accordance with the provisions and deadlines outlined in the applicable regulations and curricula, the candidate shall submit a preliminary thesis dissertation that meets the requirements of the department concerned.
2. The preliminary thesis dissertation, which must include a summary of 500 characters and be filed on the relevant Institute database, is examined by a jury during a thesis defence.
3. The jury is normally comprised of two faculty members confirmed by the Office of the Director of Studies.
4. Members of the jury have three weeks to read the work that has been submitted. After this deadline, they will upload a report assessing the strengths and weaknesses of the preliminary thesis dissertation. Candidates can then consult this report, at the latest five days before the scheduled defence.
5. The preliminary thesis dissertation defence will be graded.
6. If the grade awarded for the preliminary thesis dissertation is below 4, the candidate has a second and final chance. The candidate may submit a revised version, addressing the required corrections, and which must be accepted at a second defence (see also Article 11, paragraphs 2 and 3). If, after this second attempt, the grade awarded by the jury for the preliminary thesis dissertation is lower than 4, the candidate is definitively excluded from the Institute, according to Article 13.
7. If the grade given by the jury for the preliminary thesis dissertation is above or equal to 4, the candidate receives 30 ECTS credits. The Academic Committee, based on a recommendation of the Office of the Director of Studies, then approves the thesis topic and the name of the thesis supervisor.
8. After successfully defending the preliminary thesis dissertation, those admitted to the PhD Programme as per Article 2, paragraph 1 (fast track) receive a Master's degree from the Institute in their specialisation (or the Master's specialisation in which they were originally enrolled).

#### **Article 7 Research progress**

Candidates attest to the progress of their research by providing periodic reports to the Office of the Director of Studies and by presenting parts of their thesis.

#### **Article 8 Thesis**

1. The thesis may be written in English or French.
2. Work on the thesis is carried out under the supervision of a professor, who may

be a full professor, associate professor, adjunct professor or assistant professor from the Institute teaching in the relevant department.

3. If the thesis topic justifies it, co-supervision by another faculty member from another department within the Institute or from another institution may be permitted by the Office of the Director of Studies. Co-supervision is one of the conditions for a minor to be noted on the diploma, as per Article 9, paragraph 2; this co-supervision must be approved by the Office of the Director of Studies prior the preliminary thesis dissertation in which the two co-supervisors must participate.
4. The thesis supervisor guides the candidate throughout their research according to the rules specified in the Guidelines.
5. Thesis jury
  - a. The thesis jury is appointed by the Office of the Director of Studies, after consultation with the thesis supervisor.
  - b. The jury normally consists of three members: two faculty members of the Institute, including the thesis supervisor and another internal member, usually the second reader of the preliminary thesis dissertation, and one person external to the Institute who is particularly competent in the subject area.
  - c. In the case of a co-supervision, the jury is comprised of four members: the two co-supervisors, an internal member and an external expert.
  - d. In the event of a disagreement between the Office of the Director of Studies and the thesis supervisor about the composition of the jury, the Academic Committee shall take the final decision.
  - e. The jury will be chaired *ex officio* by the Director of the Institute, who may delegate this task to another person, including the head of the relevant department or one of the Institute's internal jury members.
6. Filing of the manuscript and examination by the jury
  - a. Four copies (five in the case of a co-supervision) of the thesis must be submitted, as well as one in electronic format, to the PhD Secretariat. It will be evaluated by the members of the jury within a maximum period of ten weeks from the date on which the manuscript was submitted.
  - b. At the end of the ten-week period, the jury members will send the Office of the Director of Studies a report in which they make an overall assessment of the thesis and give an opinion on its admissibility for public defence. Each report is transmitted to the other members of the jury and to the candidate at least two weeks before the scheduled date for the thesis defence.
  - c. On the basis of the reports, the Office of the Director of Studies decides either to allow the defence of the thesis or to summon the candidate for a colloquium.
7. Colloquium
  - a. If one or more of the reports conclude that the manuscript is not ready for defence, the Office of the Director of Studies organises a colloquium, by the end of which the jury makes one of the following decisions:
    - to authorise the defence of the thesis;
    - to reject the manuscript;
    - to ask the candidate to make the corrections or alterations to the manuscript that are deemed necessary within a period of six months.
  - b. If the thesis is rejected, the grounds for the jury's decision must be given and promptly communicated to the candidate in writing. Rejection of the thesis will result in the definitive exclusion of the candidate, in accordance with Article 13.
  - c. If revisions are required, they must be clearly communicated to the candidate in writing. The Office of the Director of Studies sets a deadline for the submission of a new report. In the event that one or more of the reports again conclude that the manuscript is unsatisfactory, the Office of the Director of Studies will

decide whether to authorise the defence or reject it. Rejection of the thesis by the jury will result in the definitive exclusion of the candidate, in accordance with Article 13.

#### 8. Defence

- a. The defence of the thesis is public and takes place in English or French.
- b. Two separate grades shall be given for the thesis and its defence; they may take the following forms:
  - *Cum laude*
  - *Magna cum laude*
  - *Summa cum laude*

The jury may decide not to award any distinction, or to accompany the grade *Summa cum laude* with its special commendations. If a colloquium preceded the defence, the distinctions *Magna cum laude* and *Summa cum laude* cannot be awarded for the thesis.

- c. When the thesis is being defended, the jury may request that revisions be made before it is officially filed. These requests must take into account the time limit specified in these Regulations for the official filing.

#### 9. Imprimatur and official filing

- a. After the defence, the candidate must submit the final manuscript to the thesis supervisor within the time specified in Article 11, paragraph 10.
- b. The thesis supervisor verifies, if applicable, whether the thesis has incorporated the corrections or modifications requested by the jury when the thesis was being defended and confirms this in writing to the Office of the Director of Studies.
- c. The imprimatur is granted on the basis of this confirmation.
- d. Six copies (seven in the case of a co-supervision), as well as one in electronic format, of the final version, bearing the imprimatur and including a summary of 1,700 characters, must be submitted to the PhD Secretariat.

### **Article 9 Awarding of the Degree**

1. When it has been established that the number of copies referred to in Article 8, paragraph 9(d) have been filed, the relevant degree of Doctor in Anthropology and Sociology, in International Law, in International Economics, in Development Economics, in International History or in International Relations/Political Science is awarded to the candidate by the Institute.
2. The diploma may include a reference to a second discipline ("minor"). This requires that the candidate has fulfilled the conditions set out in Article 5, paragraph 3 (course credits) and in Article 8, paragraph 3 (co-supervision justified by the topic of the thesis). The Office of the Director of Studies will reach a decision after consultation with the department concerned.
3. The degree is attested by a diploma recognised by the Institute.

### **Article 10 Copyrights**

Candidates hold the copyright to all forms of publication for their thesis.

### **Article 11 Deadlines for completing the PhD**

1. All candidates must have registered the provisional title of their thesis and designated a thesis supervisor before the end of their *first semester* that follows their enrolment in the Institute's PhD programme.

2. The candidates referred to in Article 2, paragraph 1 (fast track), must have defended their preliminary thesis dissertation by the end of the *second semester* that follows their enrolment in the Institute's PhD programme. In the event of a failure, the second and final defence must take place within the six months that follow the first preliminary thesis defence.
3. The candidates referred to in Article 2, paragraphs 2 and 3, must have defended their preliminary thesis at the latest before the end of the *third semester* that follows their enrolment in the Institute's PhD programme. In the event of failure, the second and final defence must take place within the six months that follow the first defence.
4. The candidates referred to in Article 2, paragraph 1 (fast track), must satisfy the requirements indicated in Articles 5, 6, 7 and 8, paragraphs 1 to 8 within *seven semesters* following their enrolment in the Institute's PhD programme.
5. The candidates referred to in Article 2, paragraphs 2 and 3, must satisfy the requirements indicated in Articles 5, 6, 7 and 8, paragraphs 1 to 8 within *eight semesters* following their enrolment in the Institute's PhD programme.
6. The Office of the Director of Studies, in agreement with the relevant department, will determine, for each one of the candidates referred to in Article 2, paragraph 4 (candidates in professional employment), the most appropriate deadlines without exceeding the total duration of the programme, which is *fourteen semesters*.
7. The Office of the Director of Studies may, in special cases, grant a waiver of the requirements laid out in paragraphs 4 and 5 above. The request for a waiver must be submitted to the Office of the Director of Studies during the course of the last semester. The Office of the Director of Studies will make a decision on the basis of a report submitted by the thesis supervisor indicating whether the progress of the thesis gives them reason to believe the thesis will be completed quickly.
8. Subject to the state of progress of the thesis, the request for an additional semester will be more readily granted if the candidate has acquired the extra credits necessary for a minor.
9. Candidates may apply for a leave of absence of no more than two semesters for personal or professional reasons. With a few exceptions (e.g. maternity, paternity, illness or accidents), leave can only be requested by candidates who have met the criteria set out in Articles 5 and 6. The application for leave must be submitted to the Office of the Director of Studies the month prior the beginning of the semester in question. The Office of the Director of Studies will decide whether to grant leave or not based on the reasons invoked.
10. After the defence, candidates have three months to submit to the thesis supervisor the final version of their manuscript. After having received the imprimatur, they have one month to officially file the thesis. If they are not able to meet these deadlines, they must request in writing a waiver from the Office of the Director of Studies.

## **Article 12 Cheating and plagiarism**

1. Any attempt or act of cheating or plagiarism duly proven by the thesis supervisor or another faculty member involved in the evaluation can result in the grade 0 being awarded and, following discussion by the Academic Committee, definitive exclusion from the Institute. The detailed terms are listed in the "Internal guidelines governing citation of sources and plagiarism".

2. Cheating also includes, but is not limited to, failure to respect the rules of the organisation for an assessment or reusing all or part of work for which credits have already been obtained, or which has already been used to obtain a degree by presenting it as original work.
3. Plagiarism includes taking the work of a third party and presenting it as one's own, reproducing in whole or in part text, data, figures, images, etc. drawn from external sources and failing to cite the source, or using original thoughts by third party authors and failing to indicate the source.

### **Article 13 Exclusion**

1. Candidates will be definitely excluded from the PhD programme if they:
  - a. do not comply with the obligation laid down in Article 3;
  - b. do not meet the conditions for success laid down in Articles 4 to 8;
  - c. do not comply with the deadlines laid down in Article 11;
  - d. commit an act of cheating or plagiarism as defined in Article 12;
  - e. seriously violate the Code of Conduct of the Institute.
2. The final decision to exclude a PhD candidate will be taken by the Director of the Institute, who will take into account exceptional circumstances.

### **Article 14 Appeal**

1. Any appeal to a decision resulting from the application of the regulations must be lodged in the appropriate format and within the deadlines stipulated in the regulations relating to appeal procedures at the Graduate Institute of International and Development Studies ("RIO-IHEID"), dated 27 May 2016.
2. In the event of an appeal against a decision, the matter may be referred to the competent body and dealt with in the manner and according to the deadlines stipulated in the Regulations cited previously.

### **Article 15 Entry into force and transitional provisions**

1. Following preliminary approval by the College of Professors, the current Regulations were approved by the Foundation Board on 2 June 2017, and will enter into force on 1 September 2017.
2. The Regulations revoke any previous regulations.
3. These Regulations apply to all students, i.e. those who began their PhD studies before their entry into force as well as those beginning their PhD studies after their entry into force.

Geneva, 1 September 2017

**The French-language version of this document is the authentic text.**