

PhD Programme: Implementation Guidelines for the Academic Regulations

As part of its responsibilities for the administration of the different PhD programmes of the Institute, it is incumbent upon the Office of the Director of Studies to ensure the rigorous application of the Academic Regulations (hereafter “**Regulations**”) and to guarantee the strictest respect for equality in the treatment of students. It is the role of the departments and thesis supervisors to guarantee the quality of research; they cannot take decisions which conflict with the Regulations.

These Implementation Guidelines (hereafter “**Guidelines**”) identify the procedures that students and Faculty members are required to follow, semester by semester, as well as the different tasks incumbent upon the departments, Faculty members and administrative staff.

In the “Semesters” column, the references in red relate to the candidates benefiting from the fast track under Article 2, paragraph 1 of the Academic Regulations. These Guidelines revoke any previous versions and apply to all students following a PhD programme at the Institute.

Office of the Director of Studies:	Prof Andrea Bianchi Dr Laurent Neury		directionetudes@graduateinstitute.ch directionetudes@graduateinstitute.ch
PhD Secretariat:	Ms Carine Roux Ms Gwenaëlle Roche Chatellain	Tel. 022 908 62 13 Tel. 022 908 57 49	secretariatphd@graduateinstitute.ch secretariatphd@graduateinstitute.ch

Semesters	Students	
<i>Admission</i> Language requirements	The Institute's working languages are French and English. Each student may express themselves, orally or in writing, in either one of these languages.	
<i>Admission</i> Language requirements: English	In their application form, candidates must show certified (TOEFL or other) proficiency in English (the required level is indicated on the Institute's website). Candidates of English mother tongue and those having followed certified secondary level or post-secondary level education in English are exempt from this requirement.	
<i>Admission/Semester 1</i> Language requirements: Exemption from French	Normally knowledge of French (at least passive) is required. However, candidates without any knowledge of French may apply for admission and ask for an exemption. Once admitted, they must follow an intensive training course in French before the beginning of the Autumn semester, plus a French course during the first academic year. Both courses are organised and financed by the Institute. At the beginning of the third semester, these students will undergo a test, the result of which will appear on their transcript and on a separate certificate. Should they fail, they must re-sit the test at the beginning of the fourth semester.	
<i>Semester 1</i> Registration	Upon their arrival PhD candidates must register with Student Services.	Each department will assign, from among its assistants, one or more people to guide new candidates.
<i>Semester 1</i> French Language Test no. 1	At the beginning of the first semester, a test in French is organised for all students who asked for an exemption in their application form, those who are not of French mother tongue, those with no certified secondary level or post-secondary level French or those with no certification attesting a sufficient level of French (the required level is indicated on the website). The success of this test will appear on the transcript and on a separate certificate. Students having failed the test must follow a French course organised and financed by the Institute during the first academic year, and must re-sit the test at the beginning of the third semester.	The Admissions Secretariat organises the French language test and enters the results in the Institute's database, where students can access them.
<i>Semester 1</i> Provisional thesis supervisor	At the latest by the end of the first semester all students must upload the provisional title of their research and the name of the professor who has agreed to supervise it.	The designated thesis supervisor is notified by email for validation of the information entered by the candidate.
<i>Semester 1-3</i> <i>Semester 1-2</i> Co-supervision	Co-supervision is one of the two conditions necessary for obtaining a minor. It must not be confused with a "cotutelle" which is not permitted at the Institute. If a student wishes to benefit from co-supervision, a request must be made to the Office of the Director of Studies. Usually the co-supervisor is affiliated to a different department from that of the	In order for co-supervision to be granted by the Office of the Director of Studies, it must not only be the wish of the candidate to obtain a minor, but it must also be justified by the topic of the thesis and must be necessary and useful for the research. Co-supervision is not structured with a head supervisor and a co-supervisor but rather by two co-supervisors assuming their duties on an equal footing.

	candidate, or someone external to the Institute. Eligible co-supervisors include: professors, full professors or adjunct, associate, assistant professors or lecturers, provided they hold a PhD.	
<i>Semesters 2-7</i> <i>Semesters 2-6</i> Change of thesis supervision	If a student wishes to change their thesis supervision a request must be addressed to the Office of the Director of Studies. The student must obtain the prior consent of a professor or full professor or adjunct, associate, assistant professor ready to take the place of the present supervisor. The student should submit to the Office of the Director of Studies a document justifying in detail the reasons for this request.	Before giving a response to the student, the professor approached shall consult with the present supervisor. If the reasons given by the student are academic in nature, the Office of the Director of Studies may request that the head of department is informed (which may also imply the creation of an <i>ad hoc</i> departmental committee).
<i>Semesters 1-2</i> Courses	<p>Students are required to follow compulsory as well as elective courses fixed by the department to which they belong, and obtain the corresponding number of ECTS credits within the conditions and deadlines set out in the applicable regulations and curricula.</p> <p>Students wishing to obtain a minor must follow the courses set by the department concerned and must obtain the required number of additional credits before the end of the fourth semester.</p> <p>Students having accumulated credits in addition to those required by the Regulations, during the course of the Master's degree, may request the transfer of up to six credits to their doctoral transcript, via the <i>ad hoc</i> form, provided these were obtained within the relevant discipline (or minor) open to doctoral students.</p> <p>As part of the fast track, students may obtain a maximum of six credits from the PhD curriculum prior to starting their doctoral programme. These credits will be automatically transferred to their doctoral study plan.</p>	<p>Each department requires at least 24 course credits.</p> <p>The number of additional credits required to obtain a minor is 18. The accumulated credits required for the specialisation discipline (major) and for the minor cannot exceed 48 ECTS credits.</p> <p>The PhD Programme Secretariat submits the form to the Office of the Director of Studies who then makes a decision.</p>

Semesters	Students	Departments/Faculty/Administration
<p><i>Semesters 1-4</i> Teaching: withdrawal</p>	<p>A student who (i) fails to participate in an assessment for which they are registered, (ii) fails to submit work in accordance with the forms and deadlines prescribed by the regulations, or (iii) leaves a course for which they are registered, during the semester, for any reason other than <i>force majeure</i>, will be awarded an N code (unjustified withdrawal), which corresponds to 0 ECTS and will appear in the transcript.</p> <p>In the event of withdrawal from a course due to unforeseen circumstances (in particular illness, accident or death of a close relative), the student will be required to submit to the PhD Secretariat a signed letter detailing the issue immediately, or at the latest 1 week after the date of the evaluation or the deadline. A certificate corroborating the issue invoked must be attached to the letter.</p> <p>If the Office of the Director of Studies finds the said reason to be acceptable, the student will either receive a code R (justified withdrawal), which deletes the course from the transcript, or a code C (medical certificate) that has to be replaced by a grade before the start of the following semester.</p>	<p>The PhD Secretariat forwards the letter and certificate to the Office of the Director of Studies, who will consult the relevant Faculty member and make the decision based on the reasons invoked and the evidence submitted.</p>

Semesters	Students	Departments/Faculty/Administration
<p>Semesters 1-2 Courses followed outside the study plan</p>	<p>During the first three semesters, students can request to take a course outside their study plan, provided such an option exists under the study plan of their department. Credits obtained outside the study plan cannot exceed 6 ECTS. They can be obtained either within another study plan of the Institute, or with another academic institution. Where a student has already followed at least two courses from the PhD programme curriculum during the course of their master studies, the Director of Studies may grant an exemption to exceed 6 credits, provided that the student has obtained the prior consent of both their thesis supervisor and head of department.</p> <p>The requests must be duly motivated, and supported by the head of department and the provisional thesis supervisor, and sent to the PhD programme secretariat via the <i>ad hoc</i> form within the week following the beginning of the semester. No request will be considered after this deadline.</p> <p>If the course is taken outside the Institute, it is the student's responsibility to ensure that it can be validated by the competent authority of the academic institution concerned.</p> <p>If the course is taken outside the Institute, students have the responsibility to make sure that the relevant academic institution can validate the ensuing ECTS.</p>	<p>The PhD Secretariat submits the request to the Office of the Director of Studies for decision, based on the justification provided and after consultation with the head of department and the provisional thesis supervisor.</p> <p>If the course is taken outside the Institute, the Office of the Director of Studies determines the credit equivalents.</p>
<p>Semesters 3-4 French Language Test no. 2</p>	<p>Students who fail the first French Language Test must re-sit it under the circumstances provided above (page 2), at the beginning of the third or fourth semester. Results will appear on the transcript and on a separate certificate. Failure at the second attempt is definitive and will appear on the transcript.</p>	

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<p><i>Semester 3</i> <i>Semester 2</i> Preliminary thesis dissertation (PTD)</p>	<p>After having obtained the credits required by each department within the conditions and deadlines set out in the applicable curricula, students must upload the PTD to be defended. The PTD outlines the research question and methodology, presents a literature review and proposes a work plan. It is submitted along with a summary of 500 characters.</p> <p>As soon as the PTD is submitted, the PhD Secretariat fixes a date for the defence, taking into account, within reason, the preferences of the thesis supervisor and second reader.</p> <p>The candidate will have access to the committee members' reports through the database of the Institute at the latest five days before the scheduled defence.</p>	<p>The committee of the PTD consists of the thesis supervisor and another Faculty member of the Institute (including a lecturer or senior lecturer, provided they hold a PhD) and is appointed by the Office of the Director of Studies, based on the recommendation of the designated thesis supervisor. In principle, the second reader belongs to the same department as the candidate and will subsequently act as the internal member of the thesis committee. In the case of co-supervision, the committee will be comprised of the two co-supervisors. If the candidate wishes to validate a minor he must choose a co-supervisor in the disciplinary department concerned so that the latter participates in the evaluation of the PTD.</p> <p>The committee members have three weeks to read the work submitted. After this deadline, they will upload a report assessing the strengths and weaknesses of the PTD.</p> <p>At the end of the defence, which may not exceed one hour, the thesis supervisor will inform the candidate of the grade, assessing both the written work as well as the oral presentation and then submit the minutes to the PhD Secretariat. In case of failure, the grade must be accompanied by a report indicating the modifications the jury has requested from the candidate.</p>

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<p><i>Semester 3</i> <i>Semester 2</i> PTD: deadlines</p>	<p>The defence of the PTD must take place before the end of the third semester (or by the end of the second semester for the fast track).</p> <p>In the case of failure at the first attempt, the defence of a new version of the PTD must take place within 6 months of the first. A second failed attempt will result in exclusion from the programme.</p>	<p><u>No extension will be granted by the Office of the Director of Studies</u>, except in the case of unforeseen circumstances (in particular illness, accident, death of a close relative) or parental reasons (maternity, paternity) duly certified. Failure to respect the deadline will result in definitive exclusion from the Institute.</p> <p>Following the defence, the provisional thesis supervisor will submit a grade to the PhD Secretariat, assessing both the written work as well as the oral presentation.</p>
<p><i>Semester 3</i> <i>Semester 2</i> PTD: outcome</p>	<p>Candidates who successfully defend their PTD receive 30 credits. Those accepted to the fast-track programme receive a Master's degree from the Institute in their specialisation (or, by default, the Master's degree they were originally registered for).</p>	

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<p><i>Semester 3-8</i> <i>Semester 2-7</i> Exchanges</p>	<p>Candidates have the possibility of participating in an exchange programme only after the successful defence of their PTD. They may request to spend one or two consecutive semesters of study at another university institution. The only institutions concerned are those with which the Institute has concluded agreements. Requests, indicating the choice of host institution, must be sent in writing to the Exchange Secretariat <u>by 1 February at the latest</u>. Admission to exchange programs for students from different doctoral programs is specified each year.</p> <p>Upon return, the student is required to submit a report of his/her stay (between 2 and 5 pages) to the Exchange Secretariat.</p> <p>A student may apply for a mobility programme in a university institution with which the institute does not have an exchange agreement. He will then not be considered as an exchange student and will not benefit from the advantages of this status. In some mobility programmes, the applicant will be required to have successfully defended his or her PTD and will therefore have to check the eligibility conditions before applying.</p>	<p>The Exchange Secretariat receives the application forms and ensures, in consultation with the PhD secretariat, that the preliminary requirements are met.</p> <p>The Exchange Committee will select the candidates considering the notice period of the departments concerned. The final decision is communicated to the Exchange Secretariat, who will then inform the students.</p> <p>The Exchange Secretariat receives and archives the reports from the students.</p>
<p><i>Semester 3</i> <i>Semester 2</i> Thesis topic and supervisor approval</p>		<p>If the PTD meets the requisite standards, the Office of the Director of Studies submits the thesis topic and the name of the thesis supervisor (or the names of the co-supervisors) to the Academic Committee for approval.</p>
<p>Leave of absence</p>	<p>A leave of absence is a suspension of studies in which the semesters can be put on hold temporarily.</p> <p>The student may send a written request for leave of absence from the PhD Secretariat up to one month before the beginning of the semester. This request for a leave of absence due to unforeseen circumstances (in particular illness, accident, death of a close relative), parental reasons (maternity, paternity) or professional reasons (fixed contract at 80% or more) must be accompanied by documentary evidence. The duration is defined by the Director of Studies Office on the basis of the documents provided by the student. If the motivation is for professional reasons, the leave may not exceed two semesters and must be granted between the successful completion of the MPT and the end of the statutory period of study (end of the seventh semester, or the sixth for those who benefit from the fast track). During a leave of absence, the student may neither take courses nor submit his/her thesis.</p>	<p>The PhD Secretariat submits the request to the Office of the Director of Studies Office who will make a decision based on the reasons invoked and documentation submitted.</p>

Exceptional extension	A written request for an extension of a deadline may only be made in the case of unforeseen circumstances (including illness, accident, death of a close relative) or duly documented parental reasons (maternity, paternity).	The PhD Secretariat forwards the application to the Office of the Director of Studies, who then makes a decision on the basis of the certificates submitted.
<i>Semesters 1 to 4</i> Studies interrupted for medical reasons	In the case of a long-term illness, and where a medical certificate provides confirmation, the student can request that their studies be suspended within a maximum of three years. The suspension means studies are put on hold and the student is ex-matriculated from the relevant programme. When they are able to resume their studies, they must submit a medical certificate attesting to this and may then recommence their curriculum where they left it. There is no requirement for the student to resubmit an admission file.	The PhD Secretariat forwards the request to the Office of the Director of Studies, who makes a decision on the basis of the certificates submitted (at the time of suspension and recommencement of studies).
<i>Semesters 1-4</i> Certificates and similar documents	If necessary and subject to any contrary provisions, the student will provide the Institute with any useful document (medical certificate, etc.), initially by email (scanned copy) or by fax, and then in its original version by priority mail. The documents must be provided in French or English or, where applicable, be produced with a translation into French or English by a translator recognized by the Institute. Translations costs are the responsibility of the student.	The Institute reserves the right to seek advice from a medical practitioner.

Semesters	Students	Departments/Faculty/Administration
<p><i>Semesters 1-8</i> <i>Semesters 1-7</i> Extension of the duration of studies for parental reasons</p>	<p>A student with parental responsibilities may apply for an exceptional extension. However, the total duration of studies may not exceed 15 semesters. The student must send a duly documented written request to the PhD Secretariat.</p>	<p>The PhD Secretariat submits the request to the Director of Studies, who decides whether or not to grant an extension on the basis of the reasons given and the documents submitted.</p>
<p><i>Semesters 4-8</i> <i>Semesters 3-7</i> Guidance</p>	<p>The thesis must be written in French or English, under the supervision of the thesis supervisor (or co-supervisors).</p> <p>To this end, students meet with their thesis supervisor on a regular basis (at least once a semester).</p> <p>Before the end of the sixth semester (<i>fifth semesters for those in the fast-track programme</i>), students upload a report outlining the progress of their research.</p> <p>During the course of the sixth semester (<i>the fifth semester for those in the fast-track programme</i>), students must submit a document reflecting the progress of their research to their thesis supervisor. This document will serve as the basis of a public presentation within the relevant department.</p>	<p>The thesis supervisor closely follows the student's work, which implies meeting at least once every semester. In case of problems, the supervisor must immediately inform the Office of the Director of Studies who will take necessary measures.</p> <p>Each thesis supervisor uploads a progress report for each one of their doctoral students who are in their sixth semester (the fifth semester for students in the fast track).</p> <p>Each department takes measures to allow for the public presentation of its doctoral students' research.</p>

Semesters	Students	Departments/Faculty/Administration
<p><i>Semester 8</i> <i>Semester 7</i> Thesis: Defence</p>	<p>When the thesis is deemed acceptable by the supervisor (or by co-supervisors) for defence, the student must submit four copies (five in the case of co-supervision) to the PhD Secretariat, who will pass them on to the other members of the jury. In principle, jury members only read the thesis at this time. The candidate also submits an electronic version of the manuscript to the Secretariat for further submission to plagiarism detection software.</p> <p>The PhD Secretariat determines a date for the defence in consultation with the thesis supervisor and members of the jury. The student has access to the jury members' reports, at least two weeks before the defence.</p> <p>After the defence, if necessary, the student makes the corrections required by the members of the jury.</p>	<p>The jury consists of the thesis supervisor (or co-supervisors), an internal member, usually belonging to the same department as the candidate, and a person external to the Institute. The jury is appointed by the Office of the Director of Studies, based on the recommendation of the thesis supervisor. In case of disagreement, the Academic Committee makes the decision. The Director of the Institute presides <i>ex officio</i> over the jury but may delegate this task to another person, including the head of the department concerned or one of the Institute's internal jury members.</p> <p>The jury members have ten weeks to read and evaluate the thesis. At the end of this period, they all address a report to the Office of the Director of Studies, containing their overall assessment and their opinion as to its admissibility for defence.</p> <p>After the defence, the thesis supervisor will submit the minutes and a written notice of the revisions requested by the jury, to the PhD Secretariat. The nature of these corrections must be such that they can be completed within a maximum period of three months.</p>

Semesters	Students	Departments/Faculty/Administration
<p><i>Semester 8</i> <i>Semester 7</i> Thesis: colloquium</p>	<p>Should there be any reservations as to the admissibility of the thesis for defence, the student is called in for a colloquium with the jury. If the jury believes that the thesis can be defended after revisions are made, the student proceeds to make the modifications required within the deadline established by the Office of the Director of Studies. The student submits four (or five) copies of the new version to the PhD Secretariat, who will pass them on to the members of the committee for verification.</p> <p>If, following verification, the members of the jury believe that the thesis is admissible for defence, the Secretariat fixes a new date in consultation with the thesis supervisor and the jury members.</p>	<p>If one or more reports rule against the admissibility of the thesis for defence, the Office of the Director of Studies calls the candidate in for a colloquium with the jury. At the end of the colloquium, the Office of the Director of Studies will establish a deadline taking into account the extent of the revisions required by the jury (up to a maximum of 6 months).</p> <p>At least two weeks before the defence, the jury members must submit a new report to the Office of the Director of Studies.</p>
<p><i>Semester 8</i> <i>Semester 7</i> Thesis: extensions for academic reasons</p>	<p>The thesis defence takes place at the latest at the end of the eighth semester of studies (seventh for those in the fast-track programme). During the course of the last prescribed semester (but before the deadline for depositing it at the PhD secretariat), the student may request an extension for academic reasons of one or exceptionally two semesters from the Office of the Director of Studies. By the end of the extension, the thesis is submitted for defence, as the supervisor deems it admissible, or for the colloquium if not.</p>	<p>The extension for academic reasons will only be granted provided that <u>proof of the state of progress of the thesis can be demonstrated, and in particular giving reason to believe it will be completed by the requested deadline.</u> To this end, the Office of the Director of Studies requests the supervisor to confirm that they are in possession of a significant part of the thesis and that it can be completed within one (or two) additional semesters. Failure to respect the deadline will lead to a definitive exclusion from the programme.</p>
<p><i>Imprimatur</i> and official submission of thesis</p>	<p>The student has three months to revise the thesis including possible revisions required by the jury during the thesis defence.</p> <p>Once the thesis supervisor has authorised it, the student files six copies (seven in the case of co-supervision) to the PhD Secretariat of the final version, bearing the <i>imprimatur</i> and a 1,700-character summary. An electronic version must also be uploaded on the server of the Institute. If they so wish, students may request an extension of up to three years from the moment the <i>imprimatur</i> has been issued before the electronic version is made public on the Institute's server.</p> <p>The candidate can claim the title of PhD only after the official submission has been made.</p>	<p>Within three months of the thesis defence, the thesis supervisor must confirm to the Office of the Director of Studies in writing that the modifications requested by the committee have been made and authorises the <i>imprimatur</i> to be issued.</p> <p>The Office of the Director of Studies makes certain that there is no abuse of the title of PhD, in particular by students who have not officially submitted their thesis.</p>

Semesters	Students	Departments/Faculty/Administration
<i>Semesters 1-4</i> Cheating and plagiarism	In the case of any act of cheating or attempt to cheat or any act of plagiarism evidenced by a course instructor or thesis supervisor, a grade "0" is awarded and can lead to definitive exclusion from the Institute, after consultation with the Academic Committee. The precise modalities can be found in the 'Internal Guidelines Governing Citation of Sources and Plagiarism'.	
<i>Semesters 1-8</i> <i>Semesters 1-7</i> Appeal	The deadline for appeal is 30 days in accordance with the Regulations relating to opposition procedures at the Graduate Institute of International and Development Studies dated 27 May 2016 (RIO-IHEID). For all other issues (<i>locus standi</i> to file opposition, form, etc.), the procedure is governed by the RIO-HEID. The latter is available on the website of the Institute. If they so wish, students can lodge an appeal asking the president of the Students Association (GISA) to give an advisory opinion – the latter thereby undertakes to respect the strict confidentiality of the procedure and related information and documents.	

Revised version, approved by the Foundation Board on 5 November 2020.

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