

## Preliminary Dissertation Report

### Guidelines

1. The Preliminary Dissertation Report (also referred to as Mémoire Préliminaire de Thèse, MPT) is a central feature of the doctoral programme in International History and Politics, and a requirement for the successful completion of the Ph.D.
2. Specifically, successful defence of the Preliminary Dissertation Report means that the candidate is able to advance academically to pursue her or his research as outlined in the Report and as discussed with the examination committee.
3. The format of the Preliminary Dissertation Report varies. The doctoral candidate discusses and agrees the length, specific contents and particular objectives of the Preliminary Dissertation Report with her or his Dissertation Supervisor.
4. Generally, it is expected that a Preliminary Dissertation Report features the following:
  - a section presenting the research question and articulating its *problématique*;
  - a section on the methodology of the research;
  - an exhaustive historiographical section;
  - a section on the primary sources the candidate will use in her/his research and a critical reflection about those sources; and
  - a bibliography, which can be thematic or annotated.
5. The Preliminary Dissertation Report is a written document. It is submitted formally to the Graduate Institute's Ph.D. Secretariat ahead of the defence. Shortly thereafter, it is defended before a committee composed of the doctoral student's Supervisor and Second Reader.
6. Defence of the Report takes place once the student has taken the Doctoral Seminar I and Doctoral Seminar II courses in the Department of International History and Politics, and no later than the end of the third semester.

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7. The Report may be defended before the end of the third semester, if the Supervisor determines that the candidate is ready to defend it and with the permission of the Chair of the Department.
8. The oral defence lasts a maximum of 60 minutes (one hour). The candidate presents the report for no longer than 20 minutes. For approximately 40 minutes, she or he then answers the questions of the Supervisor and the Second Reader.
9. Ahead of the defence of the Report, candidates receive two individual reports assessing the written document that had been sent to the Ph.D. Secretariat. One report is from the Supervisor and another from the Second reader.
10. The candidate chooses the style and contents of her or his oral presentation, and whether or not to address all or part of the comments expressed by the readers in their report.
11. In their written document, students are free to share a calendar or schedule, including the time they plan to spend in various archives, research centres and other locations, and/or the time they envisage to spend writing their manuscript or applying for funding.
12. The Preliminary Dissertation Report can also consist of a draft of one or two chapters of the dissertation. It can discuss in detail parts of the problématique. If the candidate has already led research in archives or research centres, she or he can present preliminary findings in the written document or during the oral exam.
13. A passing grade is 4.00 (on a scale of 6.00). If the student receives a grade below 4.00, she or he can ask to sit again the examination in the next six months. If, at this second opportunity, the student receives again a grade below 4.00, she or he will not be able to continue in the doctoral programme.
14. Students are free to seek the supervision of their dissertation amongst the faculty of the Department of International History and Politics. The Supervisor must be from the Department of International History and Politics. A co-supervision is possible with another professor from the Department of International History and Politics or from another disciplinary department of the Graduate Institute. In cases of joint supervision, the two co-supervisors assess the Preliminary Dissertation Report together without the need for a Second Reader (a Second Reader is eventually needed for the doctoral defence).
15. The Supervisor selects the Second Reader. The latter is a colleague from the Department of International History and Politics or from another department of the Graduate Institute.
16. There is no specific requirement as to the length of the MPT as long as it addresses the aspects noted above in Point 4.