

# PhD PROGRAMME ACADEMIC REGULATIONS

## Article 1 Purpose

1. The PhD of the Graduate Institute of International and Development Studies (hereinafter the "Institute") is awarded in the following six disciplinary specialisations:
  - Anthropology and Sociology
  - International Law
  - International Economics
  - Development Economics
  - International History and Politics
  - International Relations/Political Science
2. The PhD programme aims to provide candidates with a unique research experience and the opportunity to produce an original scientific contribution of a high academic standard.
3. The present Academic Regulations (the "Regulations") establish the principles governing the organisation of the PhD programme. The Academic Committee of the Institute (the "Academic Committee") adopts, after receiving approval from the Direction of Studies of the Institute (the "Direction of Studies"), the PhD study plan of each disciplinary department, as well as the Implementation Guidelines for the application of the Regulations (the "Guidelines").
4. Where applicable, the Regulations take precedence over any other regulations (Guidelines, study plan, syllabus, etc.). Similarly, the Guidelines take precedence over any other rules other than the Regulations (study plan, syllabus, etc.).

## Article 2 Admission

1. External Candidates
  - a. Any candidate who has obtained a post graduate degree (or equivalent) in the discipline relevant to the specialisation in question and who meets the general admission requirements of the Institute, is eligible to apply to the PhD programme.
  - b. The candidate must submit their application within the set deadline and provide the information required by the Institute, including a thesis proposal in line with the terms and conditions set by each department.
  - c. Decisions on admission are taken by the relevant department on the basis of the candidate's file and the quality of their dissertation, if the Master's programme includes one, as well as the quality and relevance of their thesis proposal. The decision is final.
2. Candidates with a Master's degree from the Institute
  - a. Any candidate holding a disciplinary Master's 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's dissertation.

- b. Any candidate holding a Master's from a different department is eligible for the PhD programme provided they have obtained the minimum grade of 5 for their Master's dissertation.
  - c. The candidate must send their application within the set deadline and submit the supporting documents required by the Institute, including a thesis proposal in line with the terms and conditions set by each department.
  - d. Admission decisions are taken by the relevant department on the basis of the candidate's file and the quality and relevance of their thesis proposal. The decision is final.
3. Candidates applying for the Fast-Track programme
- a. Candidates enrolled in the Master's programme of the same department who have obtained a minimum average of 5 at the end of the first semester of the Master's programme and have obtained 60 credits - including compulsory courses - at the end of the second semester of the Master's programme, are eligible for the PhD programme via the Fast-Track programme.
  - b. Candidates must apply by 15 January and provide the information required by the Institute.
  - c. Admission decisions are made by the relevant department on the basis of the candidate's file and their thesis proposal. The decision is final.
  - d. If accepted, the candidate enters the PhD programme in the following semester, which thus becomes the first semester of their PhD programme.

### **Article 3 Matriculation**

Each candidate admitted to the PhD programme must be matriculated with the Institute for the entire duration of their studies (including periods of extension or leave).

### **Article 4 Gaining the PhD degree**

In order to gain the PhD degree, candidates must:

- complete the required courses and earn the corresponding number of credits;
- meet the requirements of the end of first year evaluation;
- have a preliminary thesis dissertation accepted;
- successfully defend a thesis and officially submit it in accordance with the terms 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 disciplinary specialisation.
2. The total number of teaching credits required (at least 24 ECTS credits - European Credit Transfer and Accumulation System) and the conditions to obtain them are defined in the study plan of each department and submitted to the Academic Committee.
3. Candidates may take additional courses outside their disciplinary specialisation. Obtaining 18 ECTS credits in a discipline other than the one in which the candidate specialises is one of the conditions for this discipline to be mentioned in the diploma as a "minor", in accordance with Article 10, paragraph 2. The number of ECTS credits required in the discipline of specialisation (major) and the minor will not exceed 48 ECTS credits, excluding the preliminary thesis dissertation.
4. For all other issues, the evaluation formalities of each course apply as outlined in the specific regulations applicable to the courses.

## **Article 6 End of First Year Evaluation**

1. Candidates will be required to demonstrate that they have the knowledge and skills required to continue their PhD studies within the conditions and deadlines set by the applicable regulations and study plans.
2. The evaluation procedures will be defined by each department and specified in the study plans.
3. The grades obtained at the end of the second semester, the contribution to the PhD seminar(s), and approval from the thesis supervisor will be taken into account in the final decision made by the relevant department.
4. The evaluation results in a grade that must be communicated to the candidate within the time limit set by the Direction of Studies, in any case before the end of the second semester.
5. If the grade obtained is "fail", the candidate is definitively eliminated from the programme in accordance with article 14.
6. If the grade obtained is "pass", the candidate can continue their PhD studies.

## **Article 7 Preliminary thesis dissertation**

1. The candidate submits a preliminary thesis dissertation in accordance with the requirements of the department concerned, within the conditions and deadlines set by the applicable regulations and study plans.
2. The preliminary thesis dissertation which must include an abstract of 500 characters, and which must be submitted via the Institute's computer system, is examined by a committee during a defence.
3. The committee is composed, in principle, of two faculty members of the Institute, appointed by the Direction of Studies.
4. The members of the committee have three weeks to read the text submitted. After this deadline, they will submit a report via the Institute's computer system assessing the strengths and weaknesses of the preliminary thesis dissertation. Candidates can then consult this report within the time-frame set by the Direction of Studies.
5. The defence of the preliminary thesis dissertation results in a grade.
6. If the grade given by the committee to the preliminary thesis dissertation is less than 4, the candidate has a second and final attempt. The candidate may submit a revised version, addressing the required corrections, and which must be accepted at a second defence (see also Article 12, paragraph 3). If, after this second attempt, the grade awarded by the committee for the preliminary thesis dissertation is lower than 4, the candidate is definitively eliminated from the Institute, according to Article 14.
7. If the grade awarded by the committee for the preliminary thesis dissertation is greater than or equal to 4, the candidate obtains 30 ECTS credits. The subject of the thesis and the name of the thesis supervisor are then approved by the Academic Committee, on the proposal of the Direction of Studies.
8. After successfully defending the preliminary thesis dissertation, candidates admitted to the PhD programme, in accordance with article 2, paragraph 3 (Fast-Track programme), receive a Master's degree from the Institute in their disciplinary specialisation (or the Master's specialisation in which they were originally enrolled).

## **Article 8 Thesis**

1. The thesis may be written in English or in French.

2. The thesis is supervised by a full professor, associate professor, assistant professor, research professor, professeur titulaire, adjunct professor or by a senior lecturer from the Institute, who teach in the relevant department.
3. When the subject of the thesis so requires, co-supervision with a faculty member from another department of the Institute or from another institution may be authorised by the Direction of Studies. Professors of practice, professors emeritus or honorary professors may co-supervise a thesis. Co-supervision with a faculty member from the department of the "minor discipline" is one of the conditions for the latter to be mentioned in the diploma, in accordance with article 10, paragraph 2. This co-supervision must be validated by the Direction of Studies before the defence of the preliminary thesis dissertation in which both co-supervisors participate.
4. The terms and conditions for supervising the thesis and the role of each are specified in the PhD Supervision Guidelines.
5. Thesis Committee
  - a. The thesis committee is appointed by the Direction of Studies, after consultation with the thesis supervisor.
  - b. The committee is composed, in principle, of three members: two faculty members from 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 co-supervision, the committee is composed, in principle, of four members: the two co-supervisors of the thesis, an internal member and an external expert.
  - d. In the event of disagreement between the Direction of Studies and the thesis supervisor on the composition of the committee, the Academic Committee has the final say.
  - e. The committee is chaired by the internal member of the committee or, failing that, by the head of the department.
6. Submission of the manuscript and examination by the committee
  - a. The thesis manuscript must be submitted to the PhD Secretariat in electronic form. It will be evaluated by the members of the committee within a maximum of ten weeks from the date of submission of the manuscript.
  - b. At the end of the ten-week period, each member of the committee will send a report to the PhD Secretariat 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 committee and to the candidate at least two weeks before the scheduled date for the thesis defence.
  - c. On the basis of the reports, the Direction of Studies decides either to authorise the defence of the thesis or to summon the candidate to a colloquium.
7. Colloquium
  - a. If one or more of the reports conclude that the manuscript is not ready for defence, the Direction of Studies organises a colloquium, by the end of which the committee 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 manuscript is rejected, the grounds for the committee's decision must be given and promptly communicated to the candidate in writing. Rejection of the manuscript will result in the definitive elimination of the candidate, in accordance with Article 14.
- c. If revisions are required, they must be clearly communicated to the candidate in writing. The Direction 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 Direction of Studies will decide whether to authorise the defence or reject the manuscript. Rejection of the manuscript by the committee will result in the definitive elimination of the candidate, in accordance with Article 14.

#### 8. Defence

- a. The thesis defence is public. It takes place in English and/or French.
- b. The committee awards a distinction which can take the following form:
  - *cum laude*
  - *magna cum laude*
  - *summa cum laude*

The committee may decide not to award a distinction or to accompany the distinction "*summa cum laude*" with a special commendation. If a colloquium has preceded the defence, the mentions *magna cum laude* and *summa cum laude* cannot be awarded.

- c. During the defence, the committee may request corrections or modifications to the manuscript. Such requests must take into account the time limit for the official deposit of the manuscript as stipulated in the Regulations.

#### 9. Imprimatur and official deposit

- a. After the defence, the candidate must submit the final version of the manuscript to the thesis supervisor within the time limit set in article 12, paragraph 9.
- b. The thesis supervisor verifies, if necessary, whether the manuscript includes the corrections or modifications requested by the committee during the defence, and confirms this in writing to the Direction of Studies.
- c. The imprimatur is granted on the basis of this confirmation.
- d. The final version, with the imprimatur and an abstract of 1'700 characters, must be submitted in triplicate, as well as in electronic form, to the PhD Secretariat.

#### **Article 9 Disagreement, dispute or conflict of interest**

- 1. In case of disagreement or dispute between (i) a candidate and (ii) a supervisor and/or second reader, a change of supervisor and/or second reader may be decided by the Head of the Department or the Direction of Studies, according to the procedures defined in the Guidelines.
- 2. In the event of a conflict of interest between a candidate and a member of the committee, the latter must be replaced in accordance with the procedures defined in the Guidelines.

#### **Article 10 Award of the title**

- 1. Once the copies referred to in Article 8, paragraph 9, letter d, have been deposited, the title of Doctor of the Institute in Anthropology and Sociology, in International Law, in International Economics, in Development Economics, in International History and Politics, or in International Relations/Political Science shall be awarded to the candidate by the Institute.

2. The degree may include a second discipline ("minor"). This requires that the candidate has fulfilled the conditions set out in Article 5, paragraph 3 (teaching credits), and Article 8, paragraph 3 (co-supervision justified by the subject of the thesis). The decision is made by the Direction of Studies, after receiving approval from the department concerned.
3. The diploma from the Institute certifies the title of Doctor.

### **Article 11 Author's rights**

The candidates' rights for all forms of publication concerning their thesis remain reserved.

### **Article 12 Deadlines for the completion of the PhD**

1. Candidates must have registered the provisional title of the thesis and the name of the prospective supervisor before the end of the *first semester* following registration to the PhD programme.
2. Candidates must complete the end-of-first-year evaluation requirements by the end of the *second semester* following registration to the PhD programme.
3. Candidates must have successfully completed the preliminary thesis dissertation by the end of the *third semester* following registration to the PhD programme. In case of failure, the second and final defence must take place within six months of the first defence.
4. Candidates must complete the requirements indicated in articles 5, 6, 7 and 8, paragraphs 1 to 8, within *eight semesters* following registration to the PhD programme.
5. In special cases, the Direction of Studies may grant a waiver to the requirements set out in paragraph 4 of this article. This request for waiver must be submitted during the last semester of study. Approval is given by the Direction of Studies on the basis of a report from the thesis supervisor, provided that the progress of the thesis makes it possible to reach a swift conclusion.
6. 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.
7. A candidate may request a suspension of studies ("leave of absence") from the Direction of Studies. This request, due to unforeseen circumstances (notably illness, accident, death of a close relative), or for parental reasons (maternity, paternity) or professional reasons (fixed contract at 80% or more, excluding internship) duly documented. A leave of absence for professional reasons may not exceed two semesters.
8. Upon receipt of a duly documented written request, the Direction of Studies may grant an exceptional extension to a candidate with parental responsibilities. The total duration of studies must not, however, exceed 15 semesters.
9. After the defence, the candidate has three months to submit the final version of their manuscript to the thesis supervisor. After having received the imprimatur, they have one month to officially submit the thesis. If they are unable to meet these deadlines, they must request, in writing, a waiver from the Direction of Studies.

### **Article 13 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 will result in the grade 0 for the work concerned and may lead to definitive elimination from the Institute, after discussion at the Academic Committee. The "internal guidelines governing citation of sources and plagiarism", outlines the rules for quoting a source and defines plagiarism in a comprehensive manner.
2. Cheating consists in particular of not respecting the rules of organisation of an

assessment or of reusing, in whole or in part, a piece of personal work, which has resulted in the granting of credits or the obtaining of a qualification, by presenting it as an original piece of work.

3. Plagiarism includes appropriating the creative work of others and presenting it as one's own work, reproducing excerpts of text, data, figures, images, etc. from external sources without citing the source, or using the original thoughts of other authors without citing the source.

#### **Article 14 Elimination**

1. A candidate will be definitively eliminated from the Institute if they:
  - fail to comply with the obligation laid down in article 3;
  - fail to meet the conditions for success laid down in articles 4 to 8
  - fail to comply with the deadlines laid down in article 12;
  - commit an act of cheating or plagiarism as defined in article 13;
  - seriously violate the Research Ethics Guidelines
  - seriously violate the Institute's Code of Conduct.
2. The decision to eliminate a student is made by the Director of the Institute, who may take into account exceptional situations.

#### **Article 15 Opposition and Appeal**

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

#### **Article 16 Entry into force**

1. Following preliminary approval from the Faculty Board, the current Regulations were approved by the Foundation Board on 19 August 2022 and shall come into force on 1 September 2022.
2. The Regulations revoke any previous regulations.
3. The Regulations apply to all candidates 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, 2022

The French-language version of the Regulations is the authentic one.