

## PhD Programme: Implementation Guidelines for the Academic Regulations

As part of its responsibilities for the administration of the various PhD programmes of the Graduate Institute of International and Development Studies (the "Institute"), the Direction of Studies ensures the rigorous application of the Academic Regulations of the PhD Programme (the "*Regulations*") and guarantees the strictest respect for equality in the treatment of students. The disciplinary departments and thesis supervisors are responsible for guaranteeing the scientific quality of the research; they do not make decisions regarding the Regulations.

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

These Guidelines revoke any previous versions and apply to all students following a PhD programme at the Institute.

<b>Direction of Studies:</b>		
Prof Andrea Bianchi	Director of Studies	directionetudes@graduateinstitute.ch
Dr Laurent Genthon-Neury	Senior Academic Adviser	directionetudes@graduateinstitute.ch

<b>PhD Secretariat:</b>		
Mme Gwenaëlle Roche Chatellain	PhD Programme Manager	Secretariatphd@graduateinstitute.ch
Mme Carine Roux	PhD Programme Manager	Secretariatphd@graduateinstitute.ch
Mme Marielle Benedicte Montine	PhD Programme Manager	Secretariatphd@graduateinstitute.ch

Semester	Students	Departments/Faculty/Administration
<i>Admission</i> Language skills: basic principle	The working languages of the Institute are French and English. The principle is that each student has the right to express themselves, orally and in writing, in either of these languages.	
<i>Admission</i> Language skills: English	Candidates must demonstrate in their application a sufficient knowledge of English by means of a certificate (TOEFL, etc.) (the required level is mentioned on the Institute's website). This requirement is waived for candidates who are native English speakers or who have completed a secondary or post-secondary degree in English.	
<i>Admission/Semester 1</i> Language skills: French and possible exemption	At least a passive knowledge of French is required. Candidates who are not familiar with French may apply for admission by requesting a special exemption. Once admitted, they are required to take an accelerated French course before the beginning of the first semester and then a French course during the first academic year. Both courses are organised and financed by the Institute. Upon successful completion, students receive 3 ECTS credits. Assessments are made to check the progress of the course. Together with the final test, they will result in a grade that will determine the success of the course and the award of 3 ECTS credits. Upon successful completion of the course, a certificate will be awarded to the student.	
<i>Semester 1</i> French Language Test N°1	At the beginning of the first semester a French test is organised. It is intended for students: i) who have requested a special exemption, ii) who do not have French as their mother tongue or who cannot prove that they have a secondary or post-secondary diploma in French, iii) who have not obtained a diploma in French certifying that they have sufficient knowledge of this language (the required level is mentioned on the Institute's website). Successful completion of this test is recorded in the transcript of results and a separate certificate is issued. Students who fail the test will be required to take a French course during the first academic year, organised and financed by the Institute, and will retake the test after the course.	The admissions office organises the test and enters the results into the Institute's computer system for review by the students.

Semester	Students	Departments/Faculty/Administration
<p><i>Semester 1</i> Provisional thesis supervisor</p>	<p>By the end of the first semester, students must enter in the Institute's computer system the provisional title of their research and the name of the full professor, associate professor, assistant professor, adjunct professor, research professor, professeur titulaire, or by a senior lecturer who has accepted to supervise it.</p> <p>In the two years preceding their retirement, professors or senior lecturers may not accept new thesis supervision. Once retired, an honorary professor, who is subject to the Règlement du personnel de l'enseignement et de la recherche dated 18 November 2022, may continue to direct a thesis alone until the end of their contract. Any other faculty member may no longer supervise a thesis alone but may co-supervise it with another faculty member from the Institute, unless the student concerned submits their thesis before 31 December 2023.</p> <p>In order to better understand the role of each, the students should read the PhD Supervision Guidelines available on the Institute's website.</p>	<p>The provisional thesis supervisor is notified by e-mail via the Institute's computer system, and validates the data provided by the student.</p> <p>The PhD Secretariat informs the head of the department concerned, who discusses with the retired supervisor who will co-direct the thesis (in principle the second reader). Once the co-supervision has been validated by the Direction of Studies, the PhD Secretariat enters the information in the Institute's IT system</p>
<p><i>Semesters 1-3</i> Co-supervision</p>	<p>Co-supervision is one of the two requirements for obtaining a minor. It should not be confused with "cotutelle", which is not permitted at the Institute.</p> <p>If a student wishes to benefit from co-supervision, they must make a request to the Direction of Studies. Normally the co-supervisor is either a member of another department or another institution. All professors - including full professor, professeur titulaire, associate professor, assistant professor, adjunct professor, emeritus professor, honorary professor, research professor, professor of practice – and senior lecturer or lecturer holding a PhD can co-supervise a thesis.</p> <p>In the case of a minor, co-supervision is always with two professors from the Institute.</p>	<p>In order for the Direction of Studies to grant the request, the co-supervision must correspond to the candidate's wish to obtain a minor and/or to a specific academic requirement. Co-supervision must be justified by the subject of the thesis and must appear necessary or useful to the quality of the final product. Co-supervision is not exercised by a main supervisor and a co-supervisor, but by two co-supervisors of equal standing.</p>

Semester	Students	Departments/Faculty/Administration
<p>Change of thesis supervision</p>	<p>A student may request to change their thesis supervisor:</p> <p>For academic reasons (e.g., change of method, subject, case study, etc.): in this case, they must discuss it, in advance, with the current supervisor and then obtain the agreement of a faculty member willing to take the latter's place. They must then submit a document to the Direction of Studies detailing the reasons for this request. A change of thesis supervisor for academic reasons cannot take place after the end of the third year of study, unless an exception is granted by the Direction of Studies.</p> <p>In case of dispute or disagreement between the thesis supervisor and the student (e.g., divergence in expectations, lack of communication, conflict of personality or values, etc.): the head of department must be contacted in order to explain the situation and to find a solution acceptable to all.</p> <p>In case of conflict of interest: the student can no longer be supervised by the thesis supervisor. The same applies to any member of the MPT or thesis committee.</p>	<p>Before giving an answer to the student, the professor requested consults the current supervisor. The change of thesis supervisor is then validated by the Direction of Studies after consultation with the head of the department. The information is updated in the Institute's computer system by the PhD Secretariat.</p> <p>If the two parties are in agreement, the department head may arrange for either an informal or formal mediation. If the parties do not agree, depending on the nature of the dispute, the department head will either help the student find a new thesis supervisor or contact the Direction of Studies. The latter then consults both parties and decides, depending on the seriousness of the conflict, whether an investigation should be initiated.</p> <p>The head of the department, after consultation with the Direction of Studies, ensures that the change of supervisor is carried out as quickly as possible. The head of the department informs the Direction of Studies who validates the decision and asks the PhD Secretariat to update the information in the Institute's computer system.</p>

Semester	Students	Departments/Faculty/Administration
<p><i>Semesters 1-2</i> Course Registration</p>	<p>Students must register for the elective courses in their curriculum before the beginning of the semester, within the deadlines set by the administration. They are registered for the compulsory courses by the PhD Secretariat. At the end of the online registration period, students must de-register from courses they will not be taking.</p> <p>If a student is registered for a course and does not wish to take it after the online registration period, the code N (unjustified withdrawal) will be entered in the Institute's computer system.</p>	<p>The PhD Secretariat registers the students for the compulsory courses.</p> <p>If applicable, the PhD Secretariat enters the code N (unjustified withdrawal) in the Institute's computer system.</p>
<p><i>Semesters 1-2</i> Courses</p>	<p>Students must take the compulsory and elective courses set by the department to which they belong, and obtain the corresponding number of ECTS credits under the conditions and within the deadlines set by the applicable regulations and study plans.</p> <p>Students wishing to obtain a minor, take the courses set by the department concerned and obtain the required number of additional credits before the end of the fourth semester.</p> <p>A student who has accumulated more credits than required by the Regulations during their Master's studies at the Institute may ask the Direction of Studies, using the appropriate form, to transfer 6 credits to their PhD study plan, provided that they have been obtained in a course in their discipline (or in the minor) that is open to PhD students.</p>	<p>The total number of credits required by the departments is at least 24 ECTS credits.</p> <p>The number of additional credits required for a minor is 18 ECTS credits. The total number of credits required in the disciplinary specialization ("major") and in the minor must not exceed 48 ECTS credits.</p> <p>The PhD Secretariat submits the request to the Direction of Studies, who has the final say.</p>

Semester	Students	Departments/Faculty/Administration
<p><i>Semesters 1-2</i> Teaching : Withdrawal</p>	<p>If a student (i) does not participate in a course for which they are registered, (ii) does not hand in a piece of work in the form and within the deadlines set by the applicable regulations or (iii) withdraws during the semester from a course in which they are registered, without justifying the withdrawal with a reason of force majeure, they will be given the code N (unjustified withdrawal), which corresponds to 0 ECTS credit and will be included in the transcript of results.</p> <p>If one of these failures is due to unforeseeable circumstances (notably illness, accident, death of a close relative) duly documented, the student must send a request to the PhD Secretariat immediately, and at the latest one week after the evaluation date, including documents certifying the reason given.</p> <p>If the Direction of Studies deems the reason given to be acceptable, the student receives, depending on the case, either the code R (withdrawal with justification), which deletes the course from the transcript of results, or the code C (medical certificate), which is intended to be transformed into a grade within a relatively short period of time, and in any case before the beginning of the following semester.</p>	<p>The PhD Secretariat forwards the request to the Direction of Studies, who consults the faculty member concerned. The Direction of Studies makes a decision based on the reasons given and the documents submitted.</p>
<p><i>Semesters 1-2</i> Teaching: Assessment</p>	<p>Each student has the right to ask the faculty member for a detailed explanation of the grade given in any evaluation.</p>	<p>The faculty member is responsible for evaluating the student's work (with the possible help of a teaching assistant) and must give feedback to the student if requested.</p> <p>The faculty member must be able to provide justification for the grades up to 15 days after they are submitted.</p>

Semester	Students	Departments/Faculty/Administration
<p><i>Semesters 1-2</i> Teaching: entry and access to grades</p>	<p>The student has access to their grades via the Institute's computer system after completing the course evaluation.</p>	<p>The faculty member enters the grades into the Institute's computer system by the date set by the administration.</p>
<p><i>Semesters 1-2</i> Courses taken outside of the study plan</p>	<p>During the first two semesters, students may request to take courses outside of their study plan. These exceptions will not exceed 6 ECTS credits, which can be taken either in another study plan of the Institute or in another university institution. When the student has already taken at least two courses in the PhD curriculum as part of their Master's programme at the Institute, the Direction of Studies may grant exemptions for a maximum of 6 ECTS credits, provided that the student obtains the prior agreement of the faculty member concerned and of the Direction of Studies.</p> <p>Duly justified requests, accompanied by the syllabus of the chosen course(s) and supported by the faculty member teaching the course, must be sent to the PhD Secretariat, using the appropriate form, within the deadline set by the Direction of Studies. After this deadline, no request will be considered.</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 university concerned.</p>	<p>The PhD Secretariat forwards the request to the Direction of Studies, who then makes a decision on the basis of the documents submitted.</p> <p>If the course is taken outside the Institute, the equivalent credits are decided by the Direction of Studies.</p>

Semester	Students	Departments/Faculty/Administration
<p><i>Semesters 3-4</i> French Language Test N°2</p>	<p>Students who have failed the first French test must retake it, as described above (page 2), during the second year. Successful completion of the test is recorded in the student's transcript of results and a separate certificate is issued. Failure of this second and final attempt is final and is recorded in the transcript of results.</p>	
<p><i>Semester 2</i> End of first year evaluation</p>	<p>At the end of the second semester, the student must be evaluated by their department to ensure that they are able to continue the PhD programme.</p> <p>The evaluation procedures are defined by each department and must be clearly stated to the students at the beginning of the PhD programme. The grades obtained at the end of the second semester, the contribution to the doctoral seminar(s) and the opinion of the thesis supervisor will be taken into account in the final decision made by the department concerned.</p> <p>At the end of the evaluation, the thesis supervisor confirms to the student that they can continue with the PhD programme following a positive recommendation from the department's faculty. A grade in the form of a "pass" or "fail" is awarded before the end of the second semester. In case of failure, the student is definitively eliminated from the Institute. No second attempt is possible.</p> <p>The student has access, via the Institute's computer system, to the grade given by the thesis supervisor.</p>	<p>The thesis supervisor enters the grade in the Institute's computer system.</p> <p>If the student has failed, the supervisor must be able to explain the reasons why.</p>



Semester	Students	Departments/Faculty/Administration
<p><i>Semester 3-4</i> Preliminary Thesis Dissertation (MPT)</p>	<p>After obtaining the teaching credits required by each department in accordance with the conditions and deadlines set out in the respective study plans, students must upload their MPT to the Institute's computer system, which will be submitted for defense. The MPT sets out the research problem and methodology, presents the state of the literature and proposes a work plan. It is supported with a 500-character abstract.</p> <p>As soon as the MPT is submitted, the PhD Secretariat sets the date of the defense, taking into account, as much as possible, the preferences of the thesis supervisor and the second reader.</p> <p>The candidate has access, via the Institute's computer system, to the report of the members of the committee according to the deadlines set by the Direction of Studies.</p>	<p>The MPT committee, composed in principle of the provisional thesis supervisor and one other faculty member from the Institute (this includes a lecturer with a PhD), is appointed by the Direction of Studies, upon proposal of the provisional thesis supervisor. In principle, the second reader belongs to the same department as the student and will subsequently act as the internal member of the thesis committee. In case of co-supervision, the committee will be composed of both co-supervisors. If the student wishes to complete a minor, they must choose a co-supervisor in the department concerned to participate in the evaluation of the MPT.</p> <p>The committee members have three weeks to read the text submitted to them. After this time, they will file a report via the Institute's computer system presenting the qualities and weaknesses of the MPT.</p> <p>At the end of the defense, which should not exceed one hour, the thesis supervisor informs the student of the grade for both the thesis and the oral presentation, and gives the procès-verbal to the PhD Secretariat. In the event of failure, the grade must be accompanied by a report indicating the modifications that the committee has requested that the student make. The report must be sent to the PhD Secretariat within one week.</p>

Semester	Students	Departments/Faculty/Administration
<p><i>Semesters 3-4</i> MPT : deadline</p>	<p>The submission of the MPT must be done before the end of the third semester, the MPT defense takes place at the beginning of the fourth semester of study.</p> <p>If the first attempt is unsuccessful, the student must defend a new version of the MPT before the end of the fourth semester. A second failure will result in definitive elimination from the Institute.</p>	<p>No extension will be granted by the Direction of Studies, unless for unforeseeable circumstances (notably illness, accident, death of a close relative) or parental reasons (maternity, paternity) duly documented. Failure to meet the deadline will result in definitive elimination from the Institute.</p> <p>At the end of the defense, the thesis supervisor submits a grade evaluating both the thesis and the oral presentation to the PhD Secretariat.</p>
<p><i>Semesters 3-4</i> MPT : outcome</p>	<p>Students who successfully complete the MPT obtain 30 ECTS credits. Those who have been admitted through the Fast-Track programme receive the Institute's Master's degree in their disciplinary specialisation (or, alternatively, the Master's degree in which they were originally registered).</p>	

Semester	Students	Departments/Faculty/Administration
<p><i>Semesters 3-8</i> Exchanges</p>	<p>Students can only participate in exchange programmes after successfully completing their MPT. They may request to spend one or two consecutive semesters of study at another university. The only institutions concerned are those with which the Institute has signed agreements. Requests, indicating the choice of host institution, must be sent to the Exchange Secretariat within the deadlines set by the Direction of Studies. Admission to exchange programmes for students in the various PhD programmes is specified each year.</p> <p>Upon return, the student is required to send a report to the Exchange Secretariat.</p> <p>A student may apply for a mobility programme at a university with which the Institute does not have an exchange agreement. They will not be considered an exchange student and will not benefit from the advantages of this status. For some mobility programmes, the student will be required to have successfully defended their MPT; they should therefore check the eligibility requirements before applying.</p>	<p>The Exchange Secretariat receives the applications and ensures, in consultation with the PhD Secretariat, that the requirements are met.</p> <p>The Exchange Commission selects the students, taking into account the advice of the departments concerned. The final decision is communicated to the Exchange Secretariat, which then informs the students.</p> <p>The Exchange Secretariat receives and files the reports of the students' stay.</p>

Semester	Students	Departments/Faculty/Administration
<i>Semester 3</i> Approval of the thesis title and supervisor		If the MPT is deemed acceptable, the Direction of Studies submits the title of the thesis and the name of the supervisor (and, if applicable, the names of the two co-supervisors) to the Academic Committee for approval.
Leave of absence	<p>A leave of absence is a temporary suspension of studies that stops the semester count.</p> <p>The student may send a written request for a leave of absence to the PhD Secretariat, which must be accompanied by the relevant supporting documents. Any leave of absence, due to unforeseeable circumstances (notably illness, accident, death of a close relative), or parental reasons (maternity, paternity) or professional reasons (fixed contract at 80% or more, excluding internship), must be justified and duly documented. A leave of absence for professional reasons must be requested before the beginning of the semester(s) concerned, cannot exceed two semesters and must be granted between the successful completion of the MPT and the beginning of the eighth semester. A leave of absence must not exceed two consecutive semesters. The Direction of Studies may take into account exceptional situations, depending on their level of seriousness.</p> <p>During a leave of absence, the student cannot take courses or submit their thesis.</p>	The PhD Secretariat submits the request to the Direction of Studies, which then decides whether to grant the leave on the basis of the reasons given and the certificates submitted.
Special extension	A written request for an extension of a deadline can only be submitted due to unforeseen circumstances (such as illness, accident, death of a close relative) or parental reasons (maternity, paternity) which must be fully documented. An extension or several consecutive extensions must not exceed one semester. The Direction of Studies may take account of exceptional situations, depending on their level of seriousness.	The PhD Secretariat transmits the request to the Direction of Studies who will make a decision on the basis of the certificates submitted.

<b>Semester</b>	<b>Students</b>	<b>Departments/Faculty/Administration</b>
<p><i>Semesters 1-8</i> Interruption of studies for medical reasons</p>	<p>In case of long-term illness, the student may request, on the basis of a medical certificate, to interrupt the programme for a period of up to three years. The interruption means a withdrawal and de-matriculation of the programme in question. When the student is able to resume their studies, they must submit a medical certificate certifying this and will start the curriculum where they left off, without having to re-file an admission application.</p>	<p>The PhD Secretariat will forward the request to the Direction of Studies which makes the decision as to whether or not the student may leave and resume the programme, on the basis of the certificates submitted.</p>
<p>Certificates and similar documents</p>	<p>If necessary, the student will provide the Institute without delay any pertinent document (including a medical certificate on letterhead and signed by the doctor). The documents must be provided in French or English or, if necessary, be translated into French or English. Incapacity to work cannot be taken into account retroactively. The precise arrangements are set out in the Guidelines on Medical Certificates.</p>	<p>The Institute reserves the right to consult a médecin-conseil.</p>
<p><i>Semesters 1-8</i> Extension of study period for parental reasons</p>	<p>A student with parental responsibilities may apply for an exceptional extension. However, the total duration of studies cannot exceed fifteen semesters. The student must send a written request to the PhD Secretariat, with supporting documentation.</p>	<p>The PhD Secretariat submits the request to the Direction of Studies, which makes a decision on whether to grant the extension based on the reasons given and the documents submitted.</p>

Semester	Students	Departments/Faculty/Administration
<p><i>Semester 8</i> Thesis : defense</p>	<p>When the thesis supervisor (or co-supervisors) has judged the manuscript to be acceptable, the student must submit an electronic version to the PhD Secretariat, which will forward it to the other members of the committee. In principle, they will only read the text at this point. The manuscript is then screened by the Institute's anti-plagiarism software.</p> <p>If the manuscript is written in the form of three papers or articles, the arrangements for the defence are defined in the Guidelines for Paper-Based Theses.</p> <p>The PhD Secretariat sets the date of the defense in consultation with the thesis supervisor and the members of the committee. The student is provided with access to the reports of the committee members at least two weeks before the defense.</p> <p>After the defense, the student makes any corrections to the manuscript required by the members of the committee.</p>	<p>The committee is composed in principle of the thesis supervisor (or the two co-supervisors), an internal member, normally from the same department as the student, and an external member. Its composition is decided by the Direction of Studies on the basis of a proposal from the thesis supervisor. In case of disagreement, the Academic Committee decides. The committee is chaired by the internal member of the committee or, failing that, by the head of the department.</p> <p>The committee members have ten weeks to read and evaluate the manuscript. At the end of this period, each member of the committee sends a report to the Direction of Studies containing their overall assessment of the manuscript and their opinion on whether or not it is eligible for defense.</p> <p>At the end of the defense, the thesis supervisor submits the report to the PhD Secretariat and a written indication of any corrections requested by the committee. The nature of these corrections must be such that it is possible to integrate them within a maximum of three months.</p>

<b>Semester</b>	<b>Students</b>	<b>Departments/Faculty/Administration</b>
<p><i>Semester 8</i> Thesis : colloquium</p>	<p>If there is any doubt as to the eligibility of the manuscript for defense, the student is invited to a colloquium with the committee. If the committee considers that the thesis can be defended after revision, the student makes the required changes within the deadline set by the Direction of Studies. The student submits an electronic version of the revised thesis to the PhD Secretariat, which forwards it to the members of the committee for verification.</p> <p>If, after verification, the members of the committee consider that the manuscript is eligible for the defense, the PhD Secretariat sets a new date in consultation with the thesis supervisor and the members of the committee.</p>	<p>If one or more reports come to the conclusion that the manuscript is not eligible for the defense, the Direction of Studies will invite the student to a colloquium with the committee. At the end of the colloquium, the Direction of Studies will set a deadline for the student, depending on the extent of the modifications required by the committee, but not exceeding six months. A report must be submitted to the PhD Secretariat no later than one week after the colloquium.</p> <p>Members of the committee submit a new report to the PhD Secretariat at least two weeks before the date scheduled for the defense,</p>
<p><i>Semester 8</i> Thesis: extension for academic reasons</p>	<p>The thesis defense takes place no later than the end of the eighth semester of study. During the eighth semester of study - but before the date of submission of the manuscript to the PhD Secretariat - the student may ask the Direction of Studies for an extension of the deadline for academic reasons of one or two semesters. At the end of the extension, the manuscript is submitted, in its current state, to the defense, if the thesis supervisor deems it acceptable, or to a colloquium if this is not the case.</p>	<p>The PhD Secretariat asks the thesis supervisor to approve the extension of one or two semesters. Failure to comply with the deadline will result in definitive elimination from the Institute.</p>

Semester	Students	Departments/Faculty/Administration
Imprimatur and official deposit	<p>The student has three months to make any corrections to the manuscript that may be requested by the committee during the defense.</p> <p>Once the thesis supervisor has authorised the student to do so, the final version of the manuscript, including the imprimatur and a 1,700-character summary, is submitted to the PhD Secretariat in four copies (five in the case of co-direction). An identical electronic version will be deposited on the Institute's official repository. If they so wish, the student may request a delay of three years from the granting of the imprimatur before the above-mentioned electronic version is made public on the institutional server of the Institute.</p> <p>The student may not claim the title of doctor until the official deposit is made.</p>	<p>No later than three months after the defense, the thesis director confirms in writing to the Direction of Studies that the corrections required by the committee have been made to the manuscript, and authorises the granting of the imprimatur.</p> <p>The Direction of Studies ensures that there is no misuse of the title of doctor by students who have not made the official deposit of the manuscript.</p>
Breach of the rules of Academic Integrity	<p>Any breach of the rules of academic integrity or any act of plagiarism duly proven by a professor or the dissertation supervisor may result in sanctions ranging from a mark of 0 or Fail to permanent dismissal from the Institute. The precise procedures are set out in the Implementation Guidelines on Academic Integrity</p>	
Opposition	<p>The deadline for filing an opposition is thirty days according to the Regulations relating to appeal procedures at the Graduate Institute of International and Development Studies (RIO-IHEID). For other matters (right to file an opposition, form, etc.), the procedure is governed by the RIO-IHEID, available on the Institute's website.</p>	

Revised version, approved by the Academic Committee on 18 avril 2023.

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