

## 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 disciplinary specialisations:
  - Anthropology and Sociology of Development;
  - International Law;
  - International Economics;
  - Development Economics;
  - International History;
  - International Relation/Political Science.
2. The PhD aims at giving the candidate experience in personal research and the possibility of producing an original scientific contribution of high academic standard.
3. The present regulations establish the principles governing the organisation of the PhD Programme. The Academic Committee of the Institute approves the curriculum of each disciplinary Department as well as the internal regulations for the procedures and the deadlines.

### Article 2 Admission

1. Fast track
  - a. Any candidate, registered in one of the Institute's disciplinary master's programmes is eligible to the PhD Programme in the same discipline of specialisation, if he/she requests it during the course of the third semester of the master's degree.
  - b. Candidates must send their application within the set deadline and produce the information required by the Institute. In order for the request to be examined, the candidate must have obtained all required credits by the end of the third semester.
  - c. Admission decisions are taken by the relevant Department on the basis of the candidate's file and in particular on the results obtained in his classes during the three semesters spent at the Institute.
  - d. If accepted, the student will begin the PhD as from the following semester, which thus becomes the first in the doctoral coursework.
  - e. Under exceptional circumstances, this fast track is open to students in the Interdisciplinary master's programmes of the Institute (in International Affairs and in Development Studies). The admission decision is taken by the relevant Department on the basis of the candidate's file and in particular on the relevance of his/her earlier studies, the choice of courses taken during the three semesters spent at the Institute and on the results obtained.
2. Candidates holding a master's degree from the Institute
  - a. Any candidate holding a master's in one of the disciplinary programmes of the Institute who has gained the minimum mark of 5 for his/her dissertation may be admitted to the PhD Programme in the same subject area.

- b. Candidates must send their application within the set deadline, and produce the information required by the Institute, consisting of at least a provisional title for the thesis, a brief description of the issue to be researched and the name of a professor who will be in charge of supervising their work.
  - c. Admission decisions are taken by the relevant Department on the basis of the candidate's file and on the pertinence of the subject.
  - d. Under exceptional circumstances, students holding a master's degree in International Affairs or in Development Studies from the Institute are also eligible.
3. Other candidates
- a. Any candidate holding a master's from the Institute in a different discipline of specialisation with a minimum mark of 5 for the dissertation or 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 may be admitted to the PhD Programme.
  - b. Candidates must send their application within the set deadline, and produce the information required by the Institute, consisting of at least a provisional title for the thesis and a brief description of the issue to be researched.
  - c. Admission decisions are taken by the relevant Department on the basis of the candidate's file and the quality of his/her dissertation, assuming the master's programme requires one, as well as on the pertinence of the subject.
4. Candidates with a professional activity
- Every year a small number of places are available for candidates who are not able to devote all their time to doctoral studies and who state this in their application. In case of admission, all provisions made in these regulations apply to these candidates with the exception of those concerning deadlines (see article 11, paragraph 6).

### **Article 3 Enrolment and registration**

Each candidate who is admitted to the PhD Programme must be registered at the University of Geneva and enrolled at the Institute throughout the whole duration of his/her studies.

### **Article 4 Earning the PhD degree**

In order to earn the PhD degree, each candidate must:

- attend the courses and gain the required number of credits;
- have a preliminary thesis dissertation accepted;
- periodically attest to the progress on his/her research;
- successfully defend a thesis and file the required number of copies in accordance with the provisions set out below.

### **Article 5 Courses**

1. The PhD courses are designed to enable each candidate to acquire in-depth knowledge in the chosen discipline of specialisation.
2. The total number of credits required (a minimum of 24 ECTS credits - *European Credit Transfer and Accumulation System*) and the formalities for earning them are defined in the curriculum of each Department and are submitted to the Academic Committee.

3. Candidates may take additional courses outside their discipline of specialisation. Obtaining 18 credits in a discipline other than the discipline of specialisation is one of the conditions for this subject to be stated as a minor in the diploma, as per article 9, paragraph 2.

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

1. After earning the required credits, the candidate shall submit a preliminary thesis dissertation, in accordance with the demands of the relevant Department.
2. The preliminary thesis dissertation, which must be filed in three copies with the PhD Secretariat, is examined by a jury during a public thesis defence.
3. The jury is normally comprised of at least two Institute professors who are approved by the PhD Programme Director.
4. The members of the jury have three weeks to read the work which has been submitted. After this deadline, they will submit a written report assessing the qualities and weaknesses of the Preliminary thesis dissertation to the PhD Programme Director. The candidate will receive this report at the latest five days before the scheduled thesis dissertation defence.
5. The preliminary thesis dissertation defence will be marked.
6. If the mark given to the preliminary thesis dissertation is deemed inadequate, the candidate has a second and final chance. The candidate may submit a revised version, complying with the requirements of the jury, which must be accepted during a defence session.
7. If the mark given to the preliminary thesis dissertation is deemed acceptable, the candidate receives 30 credits. The thesis subject and the name of the thesis supervisor are then approved by the Academic Committee based on the suggestion from the PhD Programme Director.
8. After successfully defending the preliminary thesis dissertation, those accepted in the PhD Programme as per article 2, paragraph 1 (fast track) receive a master's degree from the Institute in their disciplinary specialisation.

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

The candidate attests to the progress on his/her research by providing periodical reports to the PhD Programme Director and by presenting parts of the thesis according to the procedures specified in the academic regulations.

#### **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, full professor, associate professor or adjunct professor or assistant professor teaching in the relevant Department.

3. When the thesis subject matter justifies it, co-supervision by another faculty member from another Department within the Institute, the University of Geneva, or another University may be permitted by the PhD Programme Director. This co-supervision is one of the conditions for a minor to be stated in the diploma, as per article 9, paragraph 2.
4. The thesis supervisor guides the candidate throughout his research according to the rules specified in the academic regulations.
5. Thesis jury
  - a. The thesis jury is appointed by the PhD Programme Director, after consultation with the thesis supervisor.
  - b. The jury consists of three members: two professors of the Institute, including the thesis supervisor and another internal member, normally the second reader of the preliminary thesis dissertation, and one person from outside the Institute who is particularly competent in the subject matter.
  - c. If there is 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 PhD Programme Director 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. The thesis manuscript must be filed in five copies (six in the case of co-direction) and in an electronic version with the PhD Secretariat; it will be assessed by the members of the jury within a maximum period of ten weeks from the date on which the manuscript was filed.
  - a. At the end of the ten week period each jury member shall send the PhD Programme Director a report in which he/she makes an overall assessment of the manuscript and gives an opinion on whether it can be allowed to be defended. Each report is transmitted to the other members of the jury and to the candidate two weeks before the scheduled date for the thesis defence.
  - b. On the basis of the reports, the PhD Programme Director decides either to permit the defence of the thesis or to summon the candidate for a colloquium.
7. Colloquium
  - a. If one or several reports conclude that the manuscript is not ready for defence, the PhD Programme Director 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 manuscript is rejected, the grounds for the jury's decision must be given. It must be communicated to the candidate rapidly and in writing.
  - c. If corrections or alterations are required, they must be precisely worded and communicated to the candidate in writing. The PhD Programme Director gives a deadline to the jury for the submission of a new report. In the case that one or more reports are unfavourable, the Programme Director will decide to either authorise the defence or refuse the manuscript.
8. Defending the thesis

- a. Defence of the thesis is public. It shall take place in French or English.
- 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 congratulations.

- c. When the thesis is being defended the jury may request that corrections or alterations be made to the manuscript before it is officially filled.

9. Imprimatur and official filling

- a. The candidate must hand over the definitive manuscript to the thesis supervisor no later than three months after the thesis has been defended.
- b. The thesis supervisor verifies, if applicable, whether the manuscript contains the corrections or modifications requested by the jury when the thesis was being defended and confirms it in writing to the PhD Programme Director.
- c. The imprimatur is granted on the basis of this confirmation.
- d. The final version, bearing the imprimatur and a summary of 1,700 characters, is submitted in six copies (seven in the case of co-supervision), as well as in electronic form, to the PhD Secretariat.

## Article 9 Degree Award

1. When it has been established that the number of copies referred to article 8, paragraph 9d have been filed, the degree of Doctor in Anthropology and Sociology of Development, 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 articulated in article 5, paragraph 3 (course credits), and in article 8, paragraph 3 (co-supervision justified by subject matter of the thesis). The decision will be made by the PhD Programme Director based on the position of the relevant Department.
3. The degree is attested by a diploma recognised by the University of Geneva.

## Article 10 Copyrights

The candidate holds copyright to all forms of publication of his/her thesis.

## Article 11 Deadlines for completing the PhD

1. The candidates referred to in article 2, paragraphs 1 and 3, must have registered the provisional title of the thesis and the thesis supervisor before the end of the *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 at the latest before the end of the *second semester* that follows their enrolment in the PhD Programme. In the event of a failure,

the new 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 dissertation at the latest before the end of the *third semester* that follows their enrolment in the PhD Programme. In the event of a failure, the new defence must take place within the six months that follow the first preliminary thesis 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* of their enrolment for 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* of their enrolment for the Institute's PhD Programme.
6. The PhD Programme Director, in agreement with the relevant Department, will determine, for each one of the candidates referred to in article 2, paragraph 4, the most appropriate deadlines without exceeding the total duration of the programme which is of *fourteen weeks*.
7. The PhD Programme Director may, in special cases, grant a waiver to the requirements laid in paragraphs 4 and 5 above. The request for a waiver must be submitted to the PhD Programme Director during the course of the last semester of studies. A favourable decision is taken by the PhD Programme Director on the basis of a report by the thesis director, provided that the progress of the thesis gives him 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 credit necessary for a minor.
9. After having satisfied the conditions laid down in articles 5 and 6, a candidate may apply for leave of a maximum duration of two semesters for personal or professional reasons. The application for leave must be submitted one month before the beginning of the semester in question to the PhD Programme Director, who shall decide whether to grant it or not based on the reasons invoked.

## Article 12 Cheating and plagiarism

1. Any act of plagiarism as well as any attempt at cheating which has been duly proven by the thesis supervisor or the faculty member concerned shall lead to sanctions, following a discussion with the Academic Committee that may go as far as elimination from the Institute. The exact procedures appear in the "Note sur les procédures en matière de citations des sources et de plagiat".
2. Cheating consists of not obeying the rules governing the organisation of an assessment or of re-using a piece of work which has already been awarded credits or a degree by presenting it as an original piece of work.
3. Plagiarism consists of appropriating the creative work of other people by presenting it as one's own work; of reproducing excerpts of text, data, figures, images, etc. derived from external sources while omitting to mention their source or of using the original ideas of other authors, without indicating the source.

### Article 13 Elimination

1. Candidates will be eliminated from the PhD Programme if they:
  - a. do not meet the conditions for success enumerated in articles 4-8
  - b. do not comply with the deadlines laid down in article 11;
  - c. commit an act of cheating or plagiarism as defined in article 12.
2. The elimination ruling shall be given by the Director of the Institute, who will take into account exceptional circumstances.

### Article 14 Opposition and appeal

1. Any opposition to a decision resulting from the application of the Regulations must be lodged in the format and within the deadlines stipulated in the applicable regulations (currently the *Règlement relatif à la procédure d'opposition au sein de l'Université de Genève* – Regulations governing the appeals procedure within the University of Geneva – dated March 16, 2009). Appeals are heard by a Commission established for this purpose. The Commission issues a notice to the intention of the authority that made the decision in question.
2. In the event of an appeal against a decision, the matter may be referred to the competent body and dealt with in the form and according to the deadlines stipulated in the Regulations cited previously.

### Article 15 Entry into force and transitional provisions

1. Following positive preliminary approval granted by the College of Professors, the current Academic Regulations were approved by the Foundation Board on September 10, 2010 and will enter into force on September 1, 2011.
2. They repeal the Academic Regulations and implementing clauses for the PhD in International Relations of The Graduate Institute of International Studies (March 8, 2004), the Academic Regulations for the PhD in International Studies of the Graduate Institute of International Studies (December 19, 2006), as well as the Academic Regulations and implementing clauses for the PhD in Development Studies of The Graduate Institute of Development Studies (December 1, 2006). They also repeal the Academic Regulations and implementing clauses for the PhDs in Development and International Studies of The Graduate Institute of International and Development Studies (September 15, 2008).
3. The regulations apply to all students commencing their PhD studies in the autumn semester of 2011.
4. Students who enrolled for the PhD in International Relations of the former *IUHEI* shall be subject to the present regulations, with the exception of article 8, paragraphs 1, 8b, 9a and 9d; of article 9, paragraphs 1 and 2; of article 11, paragraphs 1-8 and of article 13, paragraph 1b. Former articles VI.1, 5, 6, 7; articles VII. 2, 3, 4 and article IX of the PhD in International Relations remain applicable to them.
5. Students who enrolled for the PhD in International Studies of the former *IUHEI* shall be subject to the present regulations, with the exception of article 8, paragraph 1 and article 9, paragraphs 1 and 2. Former article V. 1 of the PhD in International Studies remains applicable to them.

6. Students who enrolled for the PhD in Development Studies of the former *IUED* shall be subject to the present regulations, with the exception of article 8, paragraphs 1 and 2; article 9, paragraphs 1 and 2 and article 11, paragraph 5. Former article 7, paragraph 1 and article 9, paragraphs 2, of the PhD in Development Studies remain applicable to them.
7. Students who enrolled for the PhD in Development Studies and in International Studies of the GIIDS are subject to the present regulations, with the exception of article 9, paragraphs 1 and 2. They may however, if they have not asked for an extension waiver, request to receive one of the Institute's new PhD titles. The request must be addressed to the PhD Programme director, who shall decide after consulting with the thesis supervisor and the relevant Department.

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