

## ACADEMIC REGULATIONS FOR PhDs

### Article 1 Purpose

1. The Graduate Institute of International and Development Studies (hereafter The Institute) awards two PhDs covering the following five study programmes: an interdisciplinary PhD in Development Studies and a PhD in International Studies with a specialisation in International Law, International Economics, International History and Politics or 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 programmes. The Academic Committee of the Institute approves the curriculum of each programme as well as the internal regulations for the procedures and the time-limits.

### Article 2 Admission

1. Candidates holding the MIS or MDev
  - a. Any candidate holding the Master in Development Studies or the Master in International Studies from the Institute who has gained the minimum mark of 5 for his/her dissertation may be admitted to the PhD study programme in the same subject area.
  - b. Candidates must send their application within the time-limit set, and produce the information required by the Institute, consisting of at least a provisional title for the thesis, a brief statement of the subject to be discussed and the name of a professor who will be in charge of supervising their work.
  - c. Admission decisions are taken by the Admissions Commission of the PhD programme for which the candidate is applying, on the basis of the candidate's file and an assessment of his/her ability to complete a PhD thesis.
2. Other candidates
  - a. Any candidate holding the Master in International Affairs or the Master in Development Studies from the Institute with a minimum mark of 5 for the dissertation or a post-graduate university diploma, or a degree deemed equivalent, in the discipline or disciplines relevant to the programme concerned and meeting the Institute's general conditions of admission may be admitted to the PhD study programme.
  - b. Candidates must send their application within the time-limit set, and produce the information required by the Institute, consisting of at least a provisional title for the thesis and a brief statement of the subject to be discussed.
  - c. The Admissions Commission of the PhD programme for which the candidate is applying takes its decision by taking account in particular the results earned by the candidate during his/her previous studies and the quality of his/her dissertation, if the Master programme provides for one to be written.
  - d. Candidates have until the end of the first semester to register the name of the professor who will be in charge of supervising their work, together with the provisional title of their thesis.

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

Each candidate who is admitted to the PhD programme must be enrolled at the University of Geneva and registered 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 draft accepted;
- 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 or area of specialisation.
2. The total number of credits required (a minimum of 12 credits and a maximum of 24 ECTS credits - *European Credit Transfer and Accumulation System*) and the formalities for earning them are defined in the curriculum of each PhD programme and are submitted to the Academic Committee.

### **Article 6      Preliminary thesis draft**

1. After earning the required credits, the candidate shall submit a preliminary thesis draft, in accordance with the regulations of the programme concerned.
2. The preliminary thesis draft, which must be filed in four copies with the PhD Programme secretariat, is examined by a jury during a public thesis defence.
3. The jury consists of at least two Institute professors (or, as applicable, of one professor and one senior lecturer) who are appointed by the PhD Programme Director.
4. The members of the jury will hand over to the PhD Programme Director, no later than five days before the thesis draft defence, a written report determining its admissibility for defence and when the defence has been completed, a mark assessing both the written work and the oral presentation.
5. If the preliminary thesis draft is deemed inadequate prior to defence or upon completion thereof, the candidate may submit a new version, for which he/she must obtain acceptance, during a defence session, before the end of the fourth semester.
6. If the preliminary thesis draft is deemed acceptable, the thesis subject and the name of the thesis supervisor are approved, by proposal from the PhD Programme Director, by the Academic Committee.

### **Article 7      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, *professeur titulaire*, associate professor or adjunct professor teaching on the programme; joint supervision by another faculty member may be permitted by the PhD Programme Director.
3. Thesis jury
  - a. The thesis jury is appointed by the PhD Programme Director, after consultation with the thesis supervisor.
  - b. The jury consists of at least two professors of the Institute, including the thesis supervisor and one person from outside the Institute who is particularly competent in the subject area.
  - c. 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.
  - d. The jury will be chaired *ex officio* by the director of the Institute, who may delegate this task to the head of the programme concerned or to one of the Institute's internal jury members, excluding the thesis supervisor.
4. Filing of the manuscript and examination by the jury
  - a. The thesis manuscript must be filed in five copies with the PhD Programme secretariat; it will be assessed by the members of the jury within a maximum period of three months from the date on which the manuscript was filed.
  - b. No later than two weeks before the date scheduled for the thesis defence, 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.
  - c. 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 an interview, at the end of which the jury will take 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;
  - d. If the manuscript is rejected, the grounds for the jury's decision must be given. If corrections or alterations are required, they must be precisely worded. In both cases the decision must be notified to the candidate rapidly and in writing.
  - e. If the manuscript is allowed to be defended, the candidate shall have access to the jury members' reports before defending his/her thesis.
5. 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.
6. **Imprimatur**
    - 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 report.
  7. **Filing of the required number of copies of the thesis**

The definitive version, bearing the imprimatur, and a 100- to 150-word abstract must be filed in eight copies and in electronic form with the PhD Programme secretariat.

#### **Article 8 Degree award**

When it has been established that the number of copies referred to in the previous paragraph has been filed, the degree of Doctor in Philosophy is awarded to the candidate by the Institute and is certified by a diploma recognised by the University of Geneva.

#### **Article 9 Copyright**

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

#### **Article 10 Time-limits for completing the PhD**

1. Each candidate must have submitted his/her preliminary thesis draft by no later than the end of the third semester following his/her enrolment for the Institute's PhD programme and have had it accepted, in the event of a first failure, by the end of the fourth semester.
2. Each candidate must satisfy the requirements indicated in articles 5, 6 and 7, paragraphs 1 to 5 within eight semesters of his/her enrolment for the Institute's PhD programme.
3. The PhD Programme Director may, in special cases, grant a waiver to the requirements laid down in article 7.6a and paragraphs 1 and 2 above. The request for a waiver must be submitted to the PhD Programme Director one semester before the time-limit for completing the PhD as stipulated in paragraph 2 above. A favourable decision is taken by the PhD Programme Director on the basis of a report by the thesis director, provided that the state of progress of the thesis gives reason to believe it will be completed quickly.
4. 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. An application submitted after the end of the sixth semester will no longer be taken into consideration.

#### **Article 11 Cheating and plagiarism**

1. Any act of cheating or plagiarism and any attempt at cheating or plagiarism which have 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.
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 12 Elimination**

1. Candidates who:
  - a. do not meet the conditions for success enumerated in article 4;
  - b. do not comply with the time-limits laid down in article 10;
  - c. commit an act of cheating or plagiarism as defined in article 11will be definitively eliminated from the PhD programme.
2. The elimination ruling shall be given by the director of the Institute.

#### **Article 13 Opposition and appeal**

1. Any opposition lodged against a decision resulting from the implementation of these regulations shall be examined by the Oppositions Commission. The Professors' Collegium shall rule on the opposition on the basis of a report by the Commission.
2. In the event of an appeal against the decision of the Professors' Collegium, the matter may be referred to the competent body provided for by the Law on the University of Geneva.

#### **Article 14 Entry into force and transitional provisions**

1. Following a positive preliminary opinion given by the Professors' Collegium, the present regulations were approved by the Foundation Board and came into force on May 13, 2008.
2. They repeal the Academic Regulations dated June 16, 2006 for the PhD in International Studies of the Graduate Institute of International Studies as well as the Academic Regulations and the implementing clauses dated March 8, 2004 for the PhD in International Relations of the Graduate Institute of International Studies; they also repeal the Academic Regulations and the implementing clauses dated December 1, 2006 for the PhD in Development Studies of the Graduate Institute of Development Studies.
3. The regulations apply to all students commencing their PhD studies in the autumn 2008 semester.

4. Students who enrolled for the PhD in International Studies before September 15, 2008 shall be subject to the present regulations, with the exception of articles 7.1 and 10.4. Former articles V.1 and VI. 5 remain applicable to them.
5. Students who enrolled for the PhD in International Relations before September 15, 2008 shall be subject to the present regulations, with the exception of article 7 paragraphs 1, 5b, 6a and 7, article 8, article 10 paragraphs 2 and 3 and article 12 paragraph 1b. Former articles VI.1, 5, 6, 7 and VII.2, 3, 4 and IX remain applicable to them.
6. Students who enrolled for the PhD in Development Studies before September 15, 2008 shall also be subject to the present regulations, with the exception of article 7 paragraphs 1 and 2 and article 10, paragraphs 1 and 2. Former articles 7.1 and 9 paragraphs 1 and 2 remain applicable to them.

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