

Guidelines
for
the Doctorate in International Affairs and Political
Economy (DIA)

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1 About these guidelines

The Guidelines should provide you with an overview of the regulations and provisions in relation to the doctoral programme. The information is based on the *Award Regulations 2017*, the *Implementation Provisions*, as well as on the *Programme Regulations DIA*. We recommend that you look at all three documents in preparation for the doctoral programme.

- ▶ You can find the *Award Regulations* and the *Implementation Provisions* on the website of the University of St.Gallen.
- ▶ The *Programme Regulations* are on our DIA website.

2 General Information about the Doctorate in International Affairs and Political Economy

The Ph.D. Programme in International Affairs and Political Economy explores key issues in politics, economics and law. Within the framework of the International Affairs (IA) Programmes and the School of Economics and Political Science (SEPS) it offers a research-based education in political science, economics with a focus on economic policy, or management.

The doctoral thesis is the focal point of the programme. The thesis can be policy orientated, theoretical or of an interdisciplinary nature. The academic title is: Dr. rer. publ. HSG

- ▶ Ph.D. Programme in International Affairs and Political Economy (DIA)
- ▶ Ph.D. Programmes at the University of St. Gallen, information and links to regulations, information sheets, deadlines, fees and job offers
- ▶ School of Economics and Political Science (SEPS), curriculum, seminars and research projects

3 Admission

Admission to the Ph.D. Programme DIA is granted to applicants who hold a relevant Master's degree, proof of language proficiency in English (skill level C1), a letter of recommendation from the proposed Supervisor and an official proof of qualification to commence Ph.D. studies from the university from which they most recently graduated. This letter can be short and does not have to follow a specific format. A diploma supplement, which confirms that you are eligible to enroll for a Ph.D. programme, would also be sufficient.

Admission to the Ph.D. Programme is based on the Programme Commission's evaluation of the submitted application documents.

On admission to the Ph.D. Programme, additional entry requirements covering a maximum of 18 ECTS credits may be imposed. The additional entry requirements will depend on the student's previous education and are defined jointly by the Supervisor and the Programme Commission. Admission shall be provisional until all additional programme-specific entry requirements have been satisfactorily completed, and the additional requirements must be completed before the research proposal is submitted.

Admission is in accordance with the *Award Regulations* (cf. § IV) and the *Programme Regulations DIA*.

- ▶ Admission, general information and provisions
- ▶ Where the grade average is less than 5.00, admission is regulated on the basis of the document *Applications to the Programme Commission*.

4 Programme Structure

The Ph.D. Programme is split into a course phase and a dissertation phase. Students must earn a total of 36 ECTS credits. You may attend the two seminars for the dissertation phase as soon as you have submitted your research proposal. The colloquium on the pilot study does not have to have been completed in order to attend the seminars.

The programme structure is regulated in accordance with the *Award Regulations* (cf. § V). The number and range of courses is detailed in the *Programme Regulations DIA* (cf. § III).

► Courses offered in the course phase and the dissertation phase

4.1 Course Phase

The course phase includes a total of 24 ECTS credits and lasts four semesters. Students must complete two compulsory courses, for 6 ECTS credits each. 12 ECTS credits (3 x 4 credits) must be earned by taking core elective courses and elective courses in consultation with the Supervisors. At least 4 ECTS credits have to come from the DIA core electives. The additional courses may be chosen freely from the elective courses and core elective courses.

The administration, assessment and grading of examinations and coursework during the course phase is regulated in accordance with the *Award Regulations* (cf. § V, Art. 29, § VI as well as § VII, Art. 51 and Art. 52).

Compulsory courses (12 Credits)

In the course *Philosophical and Methodological Foundations of Social Science Analysis* (6 credits) you explore the theoretical and normative principles of economics and social sciences.

The Proposal Colloquium (6 credits) allows you to develop a coherent research project and to get helpful feedback before you submit the research proposal for the doctoral thesis.

Core elective courses (4-12 Credits)

Various courses relating to methodological and thematic questions are offered in the areas of Political Science, Economics and Management. This allows you to acquire further specialist knowledge in your main discipline or the subject area of your dissertation. You must attend at least one core elective course (4 credits). The details can be found in the lecture list for the relevant semester.

Elective courses (0-8 Credits)

You may attend up to two elective courses (each worth 4 credits) and can choose from a range of seminars organized by both the GSERM (Global School in Empirical Research Methods) and other doctoral programmes at the University of St. Gallen. If you wish to attend external courses at other universities you must submit a request in advance.

The *Award Regulations* provide details of the regulations governing the crediting of external courses (cf. § V, Art. 26 and Art. 27). The document *Applications to the Programme Commission* outlines further regulations regarding the crediting of external courses for the DIA.

- ▶ The document *Applications to the Programme Commission* can be found on the DIA website.

4.2 Dissertation Phase

During the dissertation phase the focus is on writing the dissertation. In parallel to this you will participate in an Essay Seminar and a Dissertation Seminar, which are worth a total of 12 Credits. Both seminars can only be attended once the research proposal has been submitted.

Essay Seminar: In this seminar you develop an article suitable for publication. (6 Credits)

Dissertation Seminar: In this seminar you present the provisional findings of your dissertation. (6 Credits)

5. Research Proposal

During the course phase, and after the Thesis Committee (Supervisor and Co-supervisor) has been appointed, you submit two copies of your research proposal to the Ph.D. Office. The research proposal sets out the topic, the objective and the chosen method. The Ph.D. Office passes the copies of the research proposal to the Thesis Committee.

Colloquium on the research proposal

The colloquium on the research proposal should be carried out within eight weeks of the date when the research proposal was submitted to the Ph.D. Office. After agreeing with you the date and location, the Thesis Committee carries out the colloquium. The colloquium must last at least 30 minutes and should not be public. The Thesis Committee decides whether to accept the research proposal. A research proposal that is not accepted the first time may either be sent back for reworking or may be rejected. When submitted for a second time, the research proposal may not be returned for reworking. Should the research proposal be rejected the first or second time, the candidate is deemed to have failed the doctorate and their Ph.D. studies cannot be continued.

The *Award Regulations* regulate a) the appointment of the Thesis Committee (cf. § III, Art. 9); b) the objective of the research proposal (cf. § V, Art. 28); c) the assessment of the research proposal (cf. § VII, Art. 45 and Art. 46) in addition to d) the conduct of the colloquium (cf. § V, Art. 28). Further regulations are listed in the *Implementation Provisions* (cf. § IV, a and c).

6. Dissertation

You may submit the thesis in the form of a complete manuscript (monograph) or as multiple articles (cumulative thesis). The form is confirmed by the Supervisor when the research proposal is accepted. When producing a cumulative thesis please note the relevant guidelines. A thesis that is not accepted the first time may either be sent back for reworking or may be rejected.

The form of the thesis is defined in accordance with the *Award Regulations* (cf. § V, b and § X) and the *Implementation Provisions* (cf. § V and § VII).

The grading of the thesis is defined in accordance with the *Award Regulations* (cf. § V, Art. 36 as well as § VII, Art. 48, 49 and 53).

The guidelines for the form of a cumulative thesis are defined in accordance with the *Award Regulations* (cf. § V, b) and the *Programme Regulations DIA*.

- ▶ You can find the guidelines for the form of a cumulative thesis on the DIA website.

6.1 Pre-Defence

The Doctorate Programme in International Affairs and Political Economy (DIA) does not include a Pre-Defence.

6.2 Thesis Defence

After submission of the thesis to the Ph.D. Office, the defence must take place within four months. The thesis defence should take place on the premises of the University of St. Gallen, last at least 60 minutes and be open to the public. In the course of the defence you must demonstrate that you have met the requirements for the award of the doctoral degree and that you are able to participate in a critical, academic discussion. The thesis defence may take place as soon as the Thesis Committee recommends that the thesis be accepted. It shall be examined and graded by the Thesis Committee.

The conduct and assessment of the thesis defence are regulated in accordance with the *Award Regulations* (cf. § V, Art. 38 and § VII, Art. 50) and the *Implementation Provisions* (cf. § IV, Art. 19).

7 Deadlines

In accordance with the Award Regulations (cf. § IX, Art. 60) Ph.D. students are required to meet all deadlines and to attend the selected courses and seminars.

Ph.D. students who need to complete additional programme-specific entry requirements as a precondition for admission are entitled to a six-month extension of the period required to complete a written research proposal. However, the deadline for submitting the thesis shall remain unchanged at 10 semesters after starting the Ph.D. programme.

Two copies of the research proposal must be submitted within four semesters (academic year: Spring Semester in each case 31 July, Autumn Semester 31 January). The colloquium for the research proposal should be carried out within eight weeks of the date when the research proposal was submitted to the Ph.D. Office.

The thesis-related seminars or the colloquia must be completed before the thesis can be submitted.

The thesis must be submitted at the latest 10 semesters after starting the Ph.D. programme (from the day of matriculation). The submission deadline is four months before the issuing of the report.

Conferral of Doctorate in Autumn

Submission deadline for dissertations: early January (deadline for reports: early May)

Conferral of Doctorate in Spring

Submission deadline for dissertations: early June (deadline for reports: early October)

The deadlines are regulated in accordance with the *Implementation Provisions* (cf. § IV, Art. 21) as well as, in relation to submission of the research proposal, the *Award Regulations* (cf. § V, Art. 29).

▶ Current dates and deadlines can be found on *Studentweb*.

8 Academic Staff und Committees

Professors from the four disciplines Economics, Political Science, Management and Public International and European Law are involved in teaching the DIA Programme. In addition to the professors mentioned above, other professors from the University of St. Gallen and other universities are engaged as lecturers or as super-visors for dissertation projects.

8.1 Programme Committee

Committee composition and tasks

The Programme Committee manages the programme, defines its content and structure and appoints the Thesis Committees and approves the final grade for individual Ph.D. students.

The composition and tasks of the Committee are regulated in accordance with the *Award Regulations* (cf. § III, Art.8 and § X, Art. 63).

8.2 Thesis Committee

Thesis Committee

The Thesis Committee consists of:

- a) a Supervisor
- b) a Co-Supervisor (to be appointed at the latest by the time the research proposal is submitted);
- c) a third member is identified during the research phase by the Thesis Committee and confirmed by the Programme Commission.

The Supervisor or the Co-Supervisor must belong to one of the three DIA core disciplines. In addition, either the third member or the Co-Supervisor must be from another academic institution.

The composition and tasks of the Thesis Committee are regulated in accordance with the *Award Regulations* (cf. § III, Art. 9 to Art. 14 and § IX, Art. 61).

Supervisor

The following may serve as thesis supervisors:

- a) a full professor of the University of St. Gallen;
- b) a member of the faculty with an established, recognized Postdoctoral research record (equivalent to the Swiss “Habilitation”), who at the time of the official start of the Ph.D. Programme is working as a permanent appointment at the University of St. Gallen or at another University.
- c) other persons in accordance with the regulations in the *Award Regulations* (cf. § III, Art. 11).

Co-Supervisor


The Co-Supervisor is appointed by the Programme Committee, or is proposed by the Supervisor (cf. *Award Regulations* § III, Art. 12). In addition to the categories listed above, the Programme Committee can appoint the following persons as Co-Supervisors:

- a) visiting professors in residence;
- b) professors from other universities who are entitled to supervise theses at their home university;
- c) in individually justified cases, assistant professors, permanent lecturers, and part-time lecturers without an established, recognized Postdoctoral research record (equivalent to the Swiss “Habilitation”), but with a long teaching record at the University of St. Gallen;
- d) other persons in accordance with the regulations in the *Award Regulations* (cf. § III, Art. 12).

Third member

The third member of the Thesis Committee participates only in the defence (in person or via Skype/videoconference) and submits a short statement. If the Supervisor and the Co-Supervisor are members of the faculty of the University of St. Gallen, the third member is chosen from another academic institution.

The third member of the Thesis Committee is identified during the dissertation stage and approved by the Programme Commission. The Supervisor nominates a third member and submits the relevant form one semester prior to the defence.

 [Link to download the document *Request for the third member of the Thesis Committee*](#)