

# University of St. Gallen

## Fact sheet for supervisors, co-supervisors and students in the DOK program on the research proposal and the research proposal colloquium

This fact sheet explains the objectives of the research proposal and the colloquium, the organization of the implementation and the corresponding deadlines.

### A. The aim of the research proposal and the colloquium

The research proposal's aim is to describe the doctoral thesis project and the methodology as well as to give evidence of research work already carried out.

In the research proposal's colloquium, the Ph.D. students open their thesis project to discussion and justify their procedure.

The DOK programme's research stage takes place at a more individual level than in other Ph.D. programmes. In this respect, central importance is attached to the justification of the research proposal's methodology and the colloquium.

### B. The research proposal's organization

The thesis committee is responsible for the research proposal's assessment and the colloquium's implementation. For more information about the formation of this committee, please see Section C.

The supervisor is responsible for the organization of the research proposal colloquium's proper implementation.

The language for the thesis is determined when submitting the research proposal. The doctoral thesis should be written in German or English. The Programme Committee can agree to certain exceptions. Decisions of this nature are to be addressed directly to the Programme Committee (via the Executive Director).

### C. Setting up the thesis committee

The thesis committee should be appointed by the time of the submission of the research proposal. It can still be extended after the conclusion of the colloquium.

The thesis committee is comprised of at least the supervisor and the co-supervisor. The Programme Committee can designate other members at the supervisor's request. Reasons for expanding the thesis committee can include aspects of the thesis which require expert knowledge for its evaluation.

The supervisor is appointed on enrolment to the Ph.D. course. The co-supervisors are required to carry out in principle the same duties as the supervisors. Art. 11 to Art. 13 of the Award Regulations (Promo 17) define the criteria of the persons who can act as supervisors (or as co-supervisors).

## D. Implementation of the colloquium

The colloquium lasts at least 30 minutes and is not open to the public.

The research proposal colloquium, the pre-defence and the defence of the thesis can be carried out as a video conference under the following conditions: It must be unreasonable for a member of the thesis committee to come to St. Gallen for the research proposal, pre-defence or defence; at least the supervisor or the co-supervisor as well as the Ph.D. student must personally attend, and at least half of the members of the thesis committee must be present.

There must be no additional costs accruing to the University of St.Gallen. The thesis committee is thus responsible for the reimbursement of colloquium participants' travel expenses.

## E. Assessment and passing

The research proposal is not graded, but it must be accepted. The research proposal colloquium is considered passed when the research proposal is accepted. The thesis committee decides on the acceptance of the research proposal.

A research proposal that is not accepted can either be returned for re-working or rejected at the first attempt. At the second attempt, only rejection of the research proposal is possible. A research proposal that has not been submitted in at the correct time is considered rejected. A deadline of one semester or one year is set by the thesis committee for the re-working or submission of a new research proposal.

## F. Deadlines

The courses must be passed within four semesters following enrolment for Ph.D. studies. The research proposal must be submitted within these four semesters.

Requests for prolongation of the course phase are to be addressed to the Programme Committee (via the Executive Director).

If a Ph.D. student needs to submit supplementary work, he or she can make a brief application for an extension to the Dean of Studies, as an extension of one semester can be granted for supplementary work. Applications to extend the coursework stage for other reasons should be made to the Programme Committee (via the Executive Director).

The research proposal can be submitted up to the end of the fourth semester (academic semester), i.e. up to 31 July in the spring semester and up to 31 January in the fall semester. The research proposal can be submitted at any time within these four semesters, even if not all Ph.D. courses have yet been completed.

The research proposal colloquium must take place within eight weeks following submission of the research proposal itself at the Office of Doctoral Studies.