

PEF Fact Sheet 5:

Research Proposal, Interview and Admission to Research Phase

August 2017

Legal basis: Award Regulations of the University of St Gallen, November 7, 2016 (PromO 17), Course Regulations for the Doctoral Studies in Economics and Finance of November 14, 2016, and Implementation Provisions of May 2, 2017.

Content

- The research proposal should define the research field and formulate the main research question, discuss the possible research methods, explain why the proposed approach is the most appropriate way to address the research question, discuss the potential impact of the proposed research on the field.
- The research proposal should include a literature review.
- The proposal must fulfil the same criteria in **form** and **content** as a thesis (i.e. number of papers, requirements on single authored/co-authored papers, total content: see PEF Fact Sheet 7).
- The **form** and **layout** of the research proposal follows the usual criteria for academic work.
- Its length should not exceed **50** pages.

The regulations of the content of the research proposal are stipulated in the Award Regulations PromO 17 (see § V, Art. 28 1).

Submission and Extension of Deadline

- Students have to submit their research proposal within **four semesters**.
- The Dean of Studies may grant an extension if there is a significant reason.
- The Programme Committee strongly recommends that the research proposal be submitted within **two or a maximum of three** semesters.
- Depending on the date of submission, there are different requirements on the content of the research proposal. To be accepted,
 - a) a research proposal submitted during the third term must consist of at least three outlines of papers.
 - b) a research proposal submitted later must consist of at least one paper and two outlines.
- If a PEF student successfully attends the full Gerzensee programme, conditions under a) apply for the fourth semester too.
- Students who need to complete additional programme-specific entry requirements as a precondition for admission, shall be entitled to a six-month extension of the period required to complete a written research proposal on request to the PhD Office. The additional requirements must be completed before the research proposal is submitted.

However, the deadline for submitting the thesis shall remain unchanged, as defined in Art. 23 1 of the PromO 17.

The regulations of the submission time of the research proposal and possible extension of the deadline are stipulated in the Award Regulations PromO 17 (see § IV, Art. 15 3 and § V, Art. 29 2 and 3) and Implementation Provisions of May 2, 2017 (see § VI, Art. 41 1).

Colloquium

- The colloquium lasts at least **thirty minutes** and is **not public**.
- The Thesis Committee discusses the research proposal, decides whether the intended research meets the PEF standards and decides whether to accept the research proposal. The chair of the Thesis Committee informs the Programme Committee of the final assessment.

The regulations of the colloquium are stipulated in the Award Regulations PromO 17 (see § V, Art. 28 2 to 4).

Pass Conditions

- The research proposal is not graded but has to be accepted for the student to pass.
- The colloquium of the research proposal shall be deemed to have been passed if the research proposal is accepted.
- When submitted the first time, the research proposal may be accepted, sent back for reworking (deadline for resubmission: a maximum of 12 months) or rejected. Rejection is final.
- When submitted the second time, the research proposal may not be returned for reworking, and may be only accepted or rejected. The rejection is final.
- If the research proposal is not submitted in time, it has to be submitted within 6 months, it may not be returned for reworking, and it may be only accepted or rejected. The rejection is final.

The regulations of the pass conditions of the research proposal are stipulated in the Award Regulations PromO 17 (see § VII, Art. 45 and 46).

Admission to Research Phase

The conditions for admission to the research phase are:

- All courses in the course phase are completed and passed and the research proposal is accepted.
- PhD students who definitely fail their PhD examinations are not admitted to the research phase of PEF and are not entitled to continue their doctoral studies at the University of St. Gallen.

- The research phase starts in the term when the research proposal is defended. Students have to start attending the PEF Literature and PhD seminars, and they may give presentations in both seminars.

Process

PEF students have to follow the following procedure:

1. Students have to contact their supervisor during their first or second semester in the course phase and agree on a research outline. They should contact the Programme Committee via the Executive Director if they don't have yet a supervisor. A supervisor will be appointed by the Programme Committee within one year of the start of the PhD study.
2. **Before** submitting their research proposal, students have to apply to the Executive Director for a Programme Committee member to be appointed in their Thesis Committee. Students have to send the Executive Director to pef@unisg.ch the research proposal (PDF file) or a summary. The Programme Committee decides which member is appointed to the Thesis Committee. The student is then informed by the executive director.
3. The research proposal has to be submitted in **two** copies by the deadline to the PhD Office. The front page has to include the names of the Thesis Committee members.
4. Both the supervisor and the member of the Programme Committee have to assess the proposal within **6 weeks**.
5. The supervisor together with the student have to suggest a date for the colloquium. The Executive Director has to be informed about the date for the colloquium.
6. The colloquium has to take place within **8 weeks** of submitting the proposal and should take place in the presence of the members of the Thesis Committee. The student will give a short presentation of the main points of the proposal and a preview of the future research. This shall be followed by a discussion.
7. After the colloquium, the Thesis Committee has to decide on the research proposal as a whole.
8. The Thesis Committee has to pass on this information together with the signed written assessment to the PhD Office.
9. The dean of studies will subsequently notify the student of the admission to the research phase.