

# PEF Fact Sheet 5: Research Proposal, Interview and Admission to Dissertation Stage

February 2017

Legal basis: see Award Regulations of the University of St Gallen, 11 December 2006, and Course Regulations for the Doctoral Studies in Economics and Finance, 17 December 2012.

## 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 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.

## Submission

- Students have to submit their research proposal within four semesters.
- 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.
- In exceptional cases the Programme Committee may grant an extension at the student's request. A written request stating in detail the reasons should be sent to the Executive Director.
- A research proposal that has not been submitted in time is considered rejected.
- At the first attempt, a research proposal that has not been accepted may be returned for revision or be rejected. At the second attempt, a research proposal that has not been accepted may only be rejected.
- The thesis committee will grant one or two semesters for the revision of a research proposal or the submission of a new research proposal.

## Colloquium

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

## Admission to dissertation phase

The conditions for admission to the dissertation phase are:

- A minimum average of the credit-weighted grades in the course phase of **4.0** and accepted research proposal.
- PhD students who definitely fail their PhD examinations are not admitted to the dissertation phase of PEF and are not entitled to continue their doctoral studies at the University of St. Gallen.
- The dissertation phase starts in the term when the research proposal is successfully defended. Students have to start attending and they may give presentations in the Literature and PhD 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 stage 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 member of the Programme Committee will assume the advisory task until a supervisor is appointed.
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](mailto: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 informed by the executive director.
3. The research proposal has to be submitted in **two** copies by the deadline to the Office of Doctoral Studies. 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 final signed written assessment to the Office of Doctoral Studies.
9. The dean of studies will subsequently notify the student of the admission to the dissertation phase.