

Regulation for obtaining the Doctorate in Public Administration from the Faculty of Law, Criminal Justice and Public Administration at the University of Lausanne¹

of 20.01.2014

based on the Regulation of the Faculty of Law, Criminal Justice and Public Administration at the University of Lausanne

and the Regulation of the Swiss Graduate School of Public Administration (IDHEAP)

**Art. 1.
Preamble** The doctorate in Public Administration is awarded by the University of Lausanne (hereafter UNIL) on proposal of the Faculty of Law, Criminal Justice and Public Administration (hereafter, the Faculty)

Chapter I Purpose

**Art. 2.
Aim of the Doctorate** ¹The doctorate aims to develop the candidate's analytical, conceptual and methodological abilities in the field of public administration.

²This experience must take the form of a personal, written scientific contribution that is original, in-depth, consistent and of a high academic standard.

**Art. 3.
Aim of the regulation** This regulation governs the organisation of the doctorate in public administration (hereafter doctorate), including the doctoral training of the candidates.

**Art. 4.
Structure of the regulation** As far as is possible, this regulation is structured to follow and support the smooth progress of the doctoral work.

Chapter II Admission

**Art. 5.
Formal conditions of admission** ¹The candidate must be formally eligible for the doctoral programme, in accordance with the Directives of the Rectorate of the University of Lausanne (UNIL) regarding the conditions of enrolment. He must, in particular, hold a Master's degree awarded by a Swiss university or a University of Applied Science (HES) or a degree deemed equivalent by the Rectorate of UNIL. The Admissions Department is competent to determine formal eligibility.

² The candidate must be enrolled at the University of Lausanne throughout the entire duration of his doctoral study.

¹ All references to a person, status or function should be understood to apply to both males and females throughout.

**Art. 6.
Admission
to the doctorate**

¹Beyond satisfying these formal conditions, to be admitted the candidate must also submit a thesis proposal and a training plan, both of which must be approved by the Dean of Faculty upon prior notice of the Research Committee (hereafter RC) of IDHEAP.

²The faculty members of IDHEAP's RC discuss the thesis proposal and training plan in a meeting with the prospective thesis supervisor. The intermediate faculty member of the RC participates as a consultant to the discussion. Upon the conclusion of the meeting, the thesis supervisor transmits the Committee's comments to the candidate.

³Insofar that the comments of the RC do not call into question the completion of the thesis, the RC creates and submits a preliminary notice to the IDHEAP Directorate. Should this not be the case, the committee can ask that the proposal be modified and re-submitted.

⁴The thesis proposal, the training plan and the RC's preliminary notice are submitted by the IDHEAP Directorate for approval to the Dean of Faculty.

⁵If the candidate is hired as a Doctoral Assistant, he must submit his thesis proposal in such a way that it can be pre-approved by the RC and transferred to the IDHEAP Directorate before his first 12-month working contract is completed.

**Art. 7.
Supervision of
the thesis**

¹It is the candidate's responsibility to find a supervisor with whom he shall discuss, elaborate and finalise his thesis proposal.

²The supervisor is a member of the UNIL faculty or a MER-1 whose field of research and teaching relate to the topic of the thesis.

³A supervision of thesis work by two supervisors can be considered, in accordance with directive 3.11 'Joint supervision of a thesis' of the University of Lausanne. In this case, the supervisor undertakes the main scientific supervision of the thesis. The joint-supervisor may come from IDHEAP, from UNIL or from another Swiss or foreign university. The supervisor and joint-supervisor will agree on dividing the tasks of guidance and supervision at the start of the thesis work.

⁴In accordance with the international agreements in force, co-supervision can be considered (*co-tutelle*).

**Art. 8.
Content of the
thesis proposal**

The thesis proposal is a document of approximately 3 pages, accompanied by the 'enrolment application form for the doctorate in public administration of the University of Lausanne'. This document consists of (a) a working title (b) some key terms (fields) (c) the candidate's name (d) the name of the prospective supervisor and, where applicable, the joint supervisor. It gives a general outline of (e) the topic, (f) the objective of the research (g) the envisaged methodology. It also gives (h) some key references, (i) a proposal of the composition of the thesis jury.

**Art. 9.
Language**

The thesis proposal and the thesis are written in French. By prior agreement with the supervisor, they may be written in another official Swiss language or in English. Subject to RC approval, a thesis may be written in yet another language.

**Art. 10.
Composition of
the jury**

¹The thesis jury consists of at least four members.

²However, at the thesis proposal stage, the composition of the jury may still be incomplete. It must comprise, at a minimum, the following prospective members: (a) the thesis supervisor and, where applicable, the joint-supervisor, (b) another faculty member of IDHEAP (*co-rapporteur*); this other member must be a faculty of IDHEAP if the supervisor is not.

³Nevertheless, the jury must be complete before the preliminary thesis meeting (cf. Art. 14). The outside expert or experts must hold a doctoral degree.

⁴If the supervisor has a fixed-term contract, the other member of the IDHEAP faculty who is a member of the jury must be a full or associate professor. The latter's role is to make sure, in case the supervisor leaves, that the doctoral candidate is able to finish his thesis.

Chapter III

Doctoral Training

**Art. 11.
Doctoral training
and training plan**

¹The candidate must follow a doctoral training in public administration or the equivalent approved by IDHEAP.

²The training plan (*Learning Agreement*) related to the doctoral training being pursued must be drawn up by the doctoral student and approved by his supervisor. It is submitted to the RC at the same time as the thesis proposal. It outlines the candidate's specific study requirements and can be modified at any time.

³The training plan must at least comprise one specific module on public administration.

**Art. 12.
Approved training**

¹The IDHEAP Directorate, upon notice of the RC, is competent to approve doctoral training.

²To be approved, a doctoral training must propose a range of doctoral activities (courses, seminars, colloquia, academic contributions, etc.).

³The IDHEAP Directorate periodically re-evaluates the approved doctoral training.

Chapter IV

Completion of the thesis

**Art. 13.
Form of the
thesis**

¹The thesis consists of an academic, personal and original contribution whose quality must be sufficient to serve as the basis for one or several publications.

²As a general rule, this takes the form of a monograph.

³On a proposal from the supervisor, it may consist of several scientific articles accompanied by a summary report (article-based thesis). At least one of these articles must have been written solely by the candidate. The summary report presents the articles, the challenges, the context of the research, as well as conclusions and perspectives. The summary report must be written solely by the candidate.

**Art. 14.
Preliminary thesis
meeting**

¹Two years, at the latest, after the thesis proposal has been approved (Art. 6), the thesis supervisor calls for a preliminary thesis meeting, which is based on a written document submitted to the thesis jury at least two weeks before the meeting.

²In exceptional cases, the deadline can be extended by the Research Committee.

³The preliminary document prefigures the entirety of the thesis. It details the state of the art in the research area upon which the thesis will focus and any theoretical challenges. It also defines the research perspectives developed within the thesis (hypothesis, etc.) and discusses the methodological choices selected. When possible, it presents any early results. With respect to an article-based thesis, the preliminary document must include at least the first article.

⁴The preliminary document becomes then the basis of an oral presentation, conducted in public with at least two members of the jury.

⁵Following this presentation, the preliminary thesis meeting is held between the candidate and the jury members present. This is a closed session. It is presided over by the thesis supervisor. The candidate must respond to the jury's questions.

⁶At the end of the preliminary meeting, the members of the jury who are present express their opinion on whether this contribution demonstrates the candidate's ability to write a doctoral thesis. They may:

- accept the candidate to continue his research work with respect to the comments he received and which must be clearly noted in the Meeting Notes the candidate will write;
- request significant revisions and plan for a second presentation that will reflect those revisions and which must occur within six months at the latest;
- decide the candidate may not continue his doctoral studies.

⁷The decision is conveyed to the candidate by the thesis supervisor.

⁸In the event it is decided that the candidate may not continue, the jury designates one of its members to write a report explaining the reasons for this decision. This report is transmitted to the candidate by the IDHEAP Directorate and also submitted to the Dean of the Faculty. The candidate is, at this point, excluded from a Doctorate in Public Administration.

**Art. 15.
Follow-up**

¹Once the thesis proposal is accepted, the candidate must present reports on his progress, in principal at least once a year, in meetings established for this purpose. With plenty of advance notice, the candidate sets the date of this progress meeting with the Research Committee. The supervisor is required to attend and must respond with suggestions within one month.

²The IDHEAP Research Committee is the arbitration body in case of disagreement between the candidate and the supervisor. It renders a decision if the candidate or the supervisor requests this.

³If the person designated to supervise the thesis is unable to fulfil their role for a long period, the IDHEAP Directorate will endeavour, as far as is possible, to find another person to

supervise the thesis, specifically by asking the second IDHEAP faculty member sitting on the jury.

**Art. 16.
Thesis meeting**

¹When the candidate has finished writing his thesis, he transmits a copy of his manuscript to each of the jury members as well as the Research Committee.

²At the latest two months after the manuscript has been transmitted, the supervisor must have collected the written opinions of two other jury members on the admissibility of the thesis and their agreement on calling a meeting. He transmits these opinions to the RC.

³The meeting takes place at the latest four months after the manuscript has been transmitted. The supervisor informs the RC of the date selected.

⁴The candidate and the jury members must take part in the meeting. Members who are absent due to unavoidable circumstances must give their opinion in writing. The meeting takes place in closed session. It is chaired by the supervisor. The candidate presents his work and answers questions put to him by the jury.

⁵At the end of the meeting, after deliberating, the jury can:

- accept the manuscript;
- accept the manuscript with some slight changes, to be concluded under the responsibility of the supervisor;
- require a more substantial revision and submission of the manuscript for a new evaluation at a 2nd meeting;
- If the manuscript is rejected at the second meeting, this rejection is final and the doctoral student is excluded from the Doctorate in public administration.

⁶In the event the manuscript is rejected, the jury designates one of its members to write a report explaining the reasons for this decision. This report is transmitted to the candidate and to the IDHEAP Directorate, who then submits it to the Dean of the Faculty.

**Art. 17.
Printing and
deposit**

The candidate must meet the requirements for the printing and deposit of doctoral theses laid down in directive 3.10 'Instructions, Regulation and Agreement regarding the Printing, deposit, financing of doctoral theses' of UNIL.

**Art. 18.
Defence**

¹The thesis defence takes place in a public session. It takes place at least three weeks after the issue of the jury report. The date and place are fixed by the IDHEAP Directorate. It is publicly announced fifteen days in advance.

²A member of the Dean of Faculty or a professor of the Faculty designed by the Dean chairs the public session. The members of the jury must be present.

³The candidate presents to the public the purpose of his research, the method he has followed, and the results he has arrived at.

⁴The members of the jury give their assessment of the thesis and can ask questions of the candidate.

⁵The chairman invites contributions from the public. He has the right to terminate this part of the discussion when he judges it appropriate.

⁶The jury members deliberate the commentary brought to the

thesis. The imprimatur is proposed to the Dean pending any modifications decided upon by the jury and given to the candidate to complete within a certain time period.

⁷The doctorate is not accompanied by any other mention.

**Art. 19.
Imprimatur**

¹A member of the Dean of Faculty signs the imprimatur without stating an opinion of the candidate.

²The imprimatur gives the candidate official approval to print his thesis. The text must be printed as it was approved by the jury.

**Art. 20.
Award of the
doctorate**

¹The Dean of Faculty informs the UNIL Rectorate that the jury proposes that it awards the title of doctor of public administration of the University of Lausanne, upon thesis deposition at the University and Cantonal Library.

²The degree is signed by the rector and the dean of the faculty.

³For those candidates admitted to the doctorate up until 31.12.13, the Dean of Faculty to which the student is attached informs the Dean of Faculty of Law, Criminal Justice and Public Administration (the Faculty) of the jury's decision to award the title of Doctor in Public Administration from the University of Lausanne, the Faculty requiring the degree to be awarded from this Directorate. This degree is signed by the Rector, the Dean of Faculty where the student was enrolled as well as the Dean of the Faculty of Law, Criminal Justice and Public Administration.

Chapter V

Final provisions

**Art. 21.
Copyright**

The rights of the candidate regarding all forms of publication of his thesis remain reserved.

**Art. 22.
Fraud and
plagiarism**

¹Any act of fraud or plagiarism, as well as any attempt at fraud or plagiarism will result in penalties up to and including removal from the doctoral programme.

²Fraud is deemed to be the failure to abide by the rules of the organisation set out in the regulation, either intentionally and/or purposes intending to mislead any and all competent bodies.

³Plagiarism consists of appropriating the creative work of others and presenting it as one's own work, reproducing extracts of text, data, figures, images etc. drawn from external sources while failing to mention the source, or of using original thoughts of other authors without indicating the source.

**Art. 23.
Exclusion**

A candidate will definitely be excluded from the doctoral programme if:

- he fails to meet the conditions for success set out in Art. 14 (Preliminary thesis meeting) and Art. 16 (Thesis meeting).
- commits an act of fraud or plagiarism as specified in Art. 22.

²Exclusion from the programme is pronounced by the Dean of the Faculty of Law, Criminal Science and Public Administration.

³Any excluded candidate may not represent a thesis proposal in public administration in order to undertake a new doctorate in public administration.

- Art. 24.
Objection and
appeal** The IDHEAP Appeals Commission instructs and rules on any objection to a decision resulting from the application of this regulation.
- Art. 25.
Dispositions
of UNIL** The dispositions of the LUL, the RLUL and the Rectorate in terms of enrolment conditions are applicable.
- Art. 26.
Entry into force
and transitional
provisions** The candidates enrolled and registered in doctoral studies before this regulation came into force remain subject to the Regulations for the Doctorate in Public Administration of 23 April 2010, in accordance with Art. 20 of that document.

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