

**PANTEION
UNIVERSITY OF
SOCIAL AND
POLITICAL
SCIENCES**



**SCHOOL OF
POLITICAL
SCIENCES**

**DEPARTMENT OF
SOCIAL POLICY**

**REGULATIONS OF
DOCTORAL STUDIES**

ATHENS 2019

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1 THE PH.D. DEGREE AND THE DOCTORAL STUDIES

- 1.1** The Ph.D. degree is the ultimate, that is, the highest academic degree. In contrast to the first degree, which certifies acquisition of a body of knowledge in a discipline, and the postgraduate degree, which certifies deep knowledge in a discipline, the Ph.D. degree certifies that its holder has been accepted in the community of university “teachers”, i.e. those members of the academia who can teach in a University, provided that they also meet other preconditions set by law. Characteristically, a student having successfully completed his/her studies becomes a graduate, while the Ph.D. candidate having successfully completed the process of doctoral thesis preparation is “announced” to be a Doctor of Philosophy.
- 1.2** The differences noted here are indicating the fact that the basic university studies and the doctoral studies refer to two different levels, each of them having its own character and special requirements. While basic university studies are characterised by acquisition of knowledge, methods and techniques in a field of study, doctoral studies are mostly characterised by students’ learning of how to carry out research and produce original work in a discipline. Doctoral studies are based on a close cooperation of the Ph.D. candidate with his/her thesis Supervisor and the Advisory Committee, and on developing independence in research work, which leads to the Ph.D. candidate’s completion and empowerment with reference to the rules of a discipline. So, while the undergraduate student is expected to reproduce a number of specific pieces of knowledge and while the postgraduate student deepens his/her knowledge in a certain field of study, the Ph.D. candidate is expected to produce new knowledge. In general, this can take place in three ways: a) testing anew already acquired knowledge and methods or b) testing the validity of certain hypotheses that explain and interpret a phenomenon or, finally, c) composing in a new way already acquired knowledge into new theoretical schemes, which permit a better interpretation of reality and the inclusion of a broader category of phenomena in general interpretative models. Therefore, while basic university studies have as their main axis the examinations, which prove the degree of acquisition of knowledge and the level of knowledge that a student has acquired in the framework of the educational process, and while postgraduate studies combine successful examination in a set of courses as well as completion of the dissertation, thus, highlighting the deepening of knowledge in a certain field of study, doctoral studies have as their central reference point the writing of an original piece of work in a discipline, thus, promoting knowledge in this discipline. This piece of work, namely the doctoral thesis, is the result of study, research and placing the material produced by research under control stemming from the rules of a discipline, the ultimate aim being the production of conclusions that will form new knowledge. So, schematically, we could say that in basic university studies, the main question is “what does the student know?”, while in doctoral studies, the main question is “what kind of work in a discipline and how can this be produced by the Ph.D. candidate?”.

2 REGISTRATION IN THE PROGRAMME OF DOCTORAL STUDIES

2.1 For a student to be eligible for the preparation of a doctoral thesis, the following preconditions must be met:

- (a) The Ph.D. candidate must hold a postgraduate degree either in the social and political sciences, economics, law, history or in other disciplines relevant to the subjects of the Department. This degree must have been received by a Greek or a foreign equivalent University. As an exception to this rule, an application by a Ph.D. candidate, who is holder of a postgraduate degree in studies other than the social sciences, is accepted under conditions of academic character. The degrees of foreign Universities must have been recognised by the Hellenic National Academic Recognition Information Center (N.A.R.I.C.) as equivalent to the Greek degrees.
- (b) The title of the thesis should be within the wider academic field of study of the Department and be relevant to its general research and educational aims.
- (c) The candidate must have a proficiency in at least one of the main European languages, certified through an official title (Proficiency or Advance or Toefl in English, Delf 5,6 in French and Kleines in German) or through examinations organised by the Department of Foreign Languages of Panteion University. In this way, the candidate will be able to study the international bibliography relevant to the theme of his/her research.

2.2 Applications are submitted to the Secretariat of the Department, twice an academic year. The first applications are submitted at the beginning of the academic year **until the 31st of October** and the second ones are submitted **until the 31st of March** of the same academic year. The requirements for the submission of an application are the following:

- (a) **Application for the preparation of a doctoral thesis.** It is submitted in a special form issued by the Secretariat of the Department. The application is accompanied by the degrees and the transcript of undergraduate, postgraduate and other studies of the candidate, as well as any other data which the Ph.D. candidate estimates that show his/her studies, academic interests, participation in research projects, scientific publications if any etc. The degrees that have been received by foreign Universities should have been recognised by N.A.R.I.C.. In the application, the temporary title of the thesis is noted and the Supervisor is proposed. This proposal is not binding for the Supervisor proposed. The candidate is encouraged to have come in contact with the Supervisor proposed in order to clarify the theme of the thesis and its methodology.
- (b) A statement of Law 1599/86 that the applicant is neither a Ph.D. candidate nor has he/she submitted an application for the preparation of a doctoral thesis in another (home or foreign) University is required.

- (c)** Two identity card (or passport) photographs of the candidate are required.
- (d)** Two recommendation letters, written by two members of the Teaching and Research Staff of Universities or Researchers in Recognised Research Centres, are required. The letters should refer to the studies and the ability of the candidate to prepare a doctoral thesis.
- (e)** Copies of any undergraduate, postgraduate or other academic pieces of work, publications etc. are required.
- (f)** An analytic research proposal that contains the description of the problematic and purpose of the candidate's thesis, the proposed methods of research, the bibliography already used, the importance of the theme of research etc., is required.

2.3 The analytic research proposal has the dual aim of understanding: (1) why the theme is interesting and the extent to which it is original, as well as the methodology to be used and (2) the academic maturity of the Ph.D. candidate to research and analyse the theme he/she proposes. The ability of the Ph.D. candidate to formulate a specific, clear and theoretically grounded research proposal is the basic criterion for his/her entrance to the cycle of doctoral studies. The analytic research proposal should contain:

- (a)** the theoretical framework of the theme of the thesis to be prepared,
- (b)** the problematic and purpose of the proposed research, the time, the place and the categories of population it will cover,
- (c)** the specific aspects of the theme of the thesis, the basic problematic and the aims of the research (what the Ph.D. candidate expects to find),
- (d)** the expected results and their meaning,
- (e)** the basic hypotheses or research that the Ph.D. candidate proposes,
- (f)** the methodology to be used, the techniques to be applied and the reasons that led to their choice,
- (g)** the basic bibliography to be used,
- (h)** the basic outline of the thesis (its temporary division in parts and chapters, with a general indication of the Contents in chapters),
- (i)** the proposed schedule of work in carrying out the research.

2.4 The analytic research proposal is expected to have a length of at least 6.000 words (the bibliography excluded) and be written in A4 format. It is to be submitted, firmly stapled and in 4 copies, to the Secretariat of the Department, at the latest until the **31st October** or the **31st March**, respectively. The Secretariat keeps one copy for the archive of the Department and sends the other three copies to the Committee of Doctoral Studies, who has the responsibility of co-ordinating the three-member committees evaluating the proposals. The Assembly of the Department takes the applications into consideration, categorises them on the basis of the relevance of the research theme and appoints the relevant three-member committees, consisting of the Teaching and Research Staff of the Department. These committees examine the relevant proposals and the accompanying documents and invite candidates to interview. Then, until the 31st of December or the 31st of May, each three-member committee submits a detailed memorandum to the Assembly of the Department. The memorandum refers to the reasons for which the candidate should (or not) be accepted and proposes the Supervisor, if not proposed by the candidate.

2.5 The Assembly of the Department, taking into consideration the opinion of the proposed Supervisor, examines the recommendations of the three-member committees regarding the applications of the Ph.D. candidates, approves the temporary theme of the thesis, appoints the thesis Supervisor and the members of the Advisory Committee, and specifies the writing language of the thesis. The Ph.D. candidates with applications approved are included in the registers of the Ph.D. candidates of the Department. The duration of the process of the preparation of the doctoral thesis starts from the day of the Ph.D. candidate's initial registration to the Department and ends at the end of the academic year that the thesis is to be completed. The Assembly may define different deadlines for the submission of applications, selection and registration of Ph.D. candidates, in certain research themes that are of interest to the Department or in programmes that are carried out in the Social Policy Laboratory.

2.6 Each thesis Supervisor has the possibility of supervising the work of up to **5** Ph.D. candidates, unless otherwise agreed by the Assembly.

3 THE PROCESS OF DOCTORAL THESIS PREPARATION

3.1 Duration. The doctoral studies include a long and laborious process that starts from the registration of the Ph.D. candidate in the Department, in the academic year straight after the acceptance of his/her application, the approval of the temporary theme of the thesis and the appointment of the thesis Supervisor and the Advisory Committee by the Assembly, and is completed with the nomination and graduation of him/her as a new Doctor of Philosophy. The doctoral studies last **three years** at least and consist of two stages: **the first stage and the second stage of preparation of the thesis**. Completion of doctoral studies through shortening the first and the second

stage in less than three years is not permitted. The maximum expected duration of completion of the doctoral thesis is six years. Any Ph.D. candidate, who has not managed to complete the thesis within this time, can ask for one year extension for any reason. The request is submitted to the Secretariat of the Department and is considered by the Assembly of the Department, after the latter has taken into consideration the relevant suggestion of the three-member Advisory Committee of the thesis.

3.2 The **first stage** of the thesis preparation lasts **2 years** at the most and after that, the three-member Advisory Committee **considers the course of development of the work of the thesis**. For this consideration, the Ph.D. candidate submits: **(a)** the contents of the thesis, **(b)** the parts of the work that are complete, preferably in chapters' format, and **(c)** a description of the work that is necessary for its completion as well as an estimation of the time needed. The three-member Advisory Committee examines the process of the thesis preparation according to the data submitted and suggests that **the writing of the thesis either continues or stops** to the Assembly of the Department. In case a positive estimation for the continuation of the writing of the thesis takes place, the final title of the thesis is proposed. In case there is a negative estimation, the recommendation of the three-member Advisory Committee is submitted reasoned and in writing; it is sent to the Ph.D. candidate concerned, who has the right of submitting a reply to the Assembly. The Ph.D. candidate is informed about the recommendation at least seven days before the meeting of the Assembly of the Department. The decision of the Assembly of the Department is sent to the Ph.D. candidate.

3.3 During the whole process of the thesis preparation, the Ph.D. candidate co-operates closely with the thesis Supervisor and the Advisory Committee.

3.4 In the **second fortnight of September**, the Ph.D. candidate submits an **analytic report** of his/her work, during the previous academic year, to the Secretariat of the Department. The submission of the yearly progress report is a **precondition** for the yearly renewal of registration of the Ph.D. candidate. The yearly progress report of the Ph.D. candidate is sent by the Secretariat to the members of the Advisory Committee, who discuss with the Ph.D. candidate the progress of his/her work and how he/she plans to continue it, and submit their yearly report to the Assembly by the end of October each year. The yearly report of the Advisory Committee notes the progress of the Ph.D. candidate and any remarks or recommendations to him/her. The report of the Advisory Committee to the Assembly is sent to the Ph.D. candidate. The thesis Supervisor has the initiative of drafting the report.

3.5 The first stage of the thesis preparation ends after the final title and the contents of the thesis have been approved by the Assembly. The second stage begins with the positive estimation of the Advisory Committee and ends with the submission of the final version of the thesis to the Secretariat of the Department. In writing their theses, the Ph.D. candidates should take into consideration the text "Guidelines for writing undergraduate theses, master's dissertations and doctoral theses" that has been

approved by the Senate of Panteion University. The Ph.D. candidate is responsible for the submission of the final version of the thesis after he/she has the permission or approval of the Advisory Committee. The submission of the final version of the thesis can take place only after at least six months have passed since the Ph.D. candidate has entered the main stage.

- 3.6** The Advisory Committee has the right, any time, to suggest the **stopping of the process of the thesis preparation** to the Assembly of the Department, in case the Ph.D. candidate does not comply with their recommendations or does not work satisfactorily or even does not have the abilities or the preconditions for a successful thesis preparation. The recommendation of the Committee is submitted reasoned and in writing; it is sent to the Ph.D. candidate concerned who has the right of submitting a reply to the Assembly. The recommendation is sent to the Ph.D. candidate at least seven days before the meeting of the Assembly of the Department. The decision of the Assembly of the Department is sent to the Ph.D. candidate. The Ph.D. candidate may be deleted from the Registry of Ph.D. candidates in case he/she asks for it in writing to the Assembly or in case he/she has not submitted a report within the last two years.
- 3.7** If asked for, the Ph.D. candidates may assist in the teaching or research work of the Department in matters relevant to the themes of their studies, as well as supervise in the examinations of the undergraduate and postgraduate programmes of studies.
- 3.8** The Ph.D. candidates are invited, at least once in a two year time, to represent the development of their work at the Seminar of the Ph.D. and Post-doctoral candidates, as well as to attend the lectures of this seminar.

4 THE SUBMISSION OF THE DOCTORAL THESIS, THE ORAL DEFENSE OF THE THESIS, THE NOMINATION AND THE GRADUATION OF THE PH.D. CANDIDATE

- 4.1** The Ph.D. candidate submits his/her doctoral thesis, with his/her protocolled application form attached, to the Secretariat of the Department. The doctoral thesis is submitted in **eight copies**, which should be in A4 format and firmly stapled. The cover of the thesis should include: (a) the indications PANTEION UNIVERSITY OF SOCIAL AND POLITICAL SCIENCES – SCHOOL OF POLITICAL SCIENCES – DEPARTMENT OF SOCIAL POLICY, (b) the name of the Ph.D. candidate, (c) the title of the thesis, (d) the indication “doctoral thesis”, (e) the phrase: “approval of the doctoral thesis by the Panteion University of Social and Political Sciences does not declare approval of the opinions of the writer”. At the beginning of the thesis, the Table of Contents should be presented, followed by: the abstract of the thesis, the main body of the thesis, any Appendices, the primary and the secondary sources of

the research and the bibliography used. The length of the abstract of the thesis should be 5-15 typed pages.

- 4.2** The Examination Committee consists of seven members. These members study the thesis sent to them by the Secretariat of the Department and convene a meeting to decide whether the thesis is accepted as it is, whether it should be returned back to the Ph.D. candidate for additions and/or amendments or whether it should be rejected. The decision of the Examination Committee is noted in proceedings, written under the responsibility of the thesis Supervisor and signed by all of its members. The proceedings are sent to the Assembly and to the Ph.D. candidate.
- 4.3** The Ph.D. candidate defends his/her thesis orally and in public, and in place and time set at least ten days before the invitation of the head of the Department. The invitation is sent to the Ph.D. candidate, to the members of the Examination Committee, to the members of the Teaching and Research Personnel and to the Ph.D. candidates of the Department, and it is glued to the bulletin boards of the Department and to at least three well visible points of the University. The oral defense of the thesis can be attended also by people outside the University. The chair of the process of the oral defense is the president of the Examination Committee if not retired, otherwise the oldest Professor. The Ph.D. candidate is the first to speak and through the use only of short notes (not a manuscript) and within no longer than 30 minutes, he/she presents the theme of his/her thesis, the methods of research, the conclusions, and the points that he/she thinks make the thesis original and contributing to the development of the discipline. Subsequently, the head of the Department gives floor to each one of the members of the Examination Committee, who ask the Ph.D. candidate questions relevant to the theme of his/her thesis, the purpose and the conclusions of his/her research. After the end of the oral defense, the Examination Committee withdraws for a meeting to evaluate the thesis and its oral defense. If the Examination Committee considers that the whole process of defense is successful, it recommends to the Assembly the nomination of the candidate as a Doctor of Philosophy of the Department. The thesis is approved and the Ph.D. candidate is considered to be successful, provided that at least five members of the Committee have agreed to that. Subsequently, the Committee, by the same majority, decides on the degree of the Thesis (Good, Very Good, Excellent). The decision of the Examination Committee is announced to the Ph.D. candidate before the audience of the oral defense of the thesis. The proceedings of the Examination Committee are signed by all of its members and are forwarded to the Assembly by its President.
- 4.4** The nomination of the Doctor of Philosophy of the Department is made by the Assembly, after the head of the Department reads the proceedings of the approval and grading of the doctoral thesis. Finally, the graduation of the Doctor of Philosophy takes place in front of the Rector (or the vice-Rector), who also signs the relevant protocol of graduation.

5 TRANSITIONAL PROVISIONS

For those Ph.D. candidates who are already writing their thesis and have completed seven/ eight years of registration at the Department, there is a two year deadline for completing their thesis.