PANTEION UNIVERSITY OF SOCIAL AND POLITICAL SCIENCES



SCHOOL OF POLITICAL SCIENCES

DEPARTMENT OF SOCIAL POLICY

REGULATIONS OF DOCTORAL STUDIES

CONTENTS

1	The Ph.D. degree and the doctoral studies	p. 3
2	Registration in the programme of doctoral studies	p. 4
3	The process of doctoral thesis preparation.	p. 6
	The submission of the doctoral thesis, the oral defense of the doctoral the nomination and the graduation of the Ph.D. candidate	
5	Transitional provisions.	p. 10

1 THE PH.D. DEGREE AND THE DOCTORAL STUDIES

1.1 The Ph.D. degree is the highest academic degree. Undergraduate course programmes aim to furnish students with general basic knowledge along with special knowledge on particular fields within the core academic discipline upon which they specialise. Their main focus is to transmit already accrued knowledge and methodological tools rather than to embark upon recently discovered research directions, which are yet to be tested. Hence their educational character. This, however, does not mean that research is completely absent from the undergraduate programme, since normally the latter includes in its final stages research oriented courses and in the undergraduate thesis, even though the participants in them are not required to master advanced research skills.

Graduate course programmes, on the other hand, build upon the knowledge acquired at the undergraduate level and extend its reach to include new currently produced research. Their main tasks are to encourage students to master their academic field of preference and subsequently to teach them the ways of critically synthesizing the knowledge of it by comparing and combining its key knowledge components as well as identifying common grounds and differences within them. In this respect, postgraduate studies are a proper synthesis of the educational and the research dimensions. Doctoral studies focus exclusively on the research dimension and they operate under two preconditions. First, PhD students are expected to have a solid grasp of the general basic knowledge of their academic field, something achieved in their undergraduate courses. Second, PhD students are expected to possess the latest and innovative knowledge elements in their academic field as well as the necessary specializations but also the ability to analyse and reconstruct all the aforementioned in a critical manner; ability that developed during the post-graduate cycle. All the above point to the principal aim of the Doctoral studies, which is the production of new scientific knowledge. Therefore, the criterion for the award of a PhD title is the authentic and novel contribution to science

1.2 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, 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.

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 31**st **of October** and the second ones are submitted **until the 31**st **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 4.000 words (unless a more through analysis is needed) + 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, following the pertinent proposal of the doctoral studies committee, 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 in which case an additional 6th PhD candidate could be added ad hoc. (the total number of 6 PhD candidates does not include the cases where the three-member Advisory Committee has already submitted the detailed report to the General Assembly of the Department requesting the appointment of the seven-member examination Committee for the review of the

doctoral thesis.

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 This procedure can take place only twice. A PhD candidate is the thesis. automatically removed from the Department's Graduate Studies registry, if she/he fails to submit her/his thesis upon the conclusion of an eight-year period.
 - 3.2 The title of the proposed Phd Thesis could change anytime during the preparation period of the Thesis, following an appropriate request from the PhD candidate to the three-member Advisory Committee and a positive proposal of the latter towards the General Assembly of the department, which has the final call.
- **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 Ph.D. candidates have to follow the Guidelines for Writing a Thesis that have been written by the Library Committee of Panteion University and have been approved by the Senate of Special Composition of Panteion University of Social and Political Sciences (17-3-2017).

The length of the abstract and the whole doctoral thesis text are as follows:

Abstract (maximum number of words): 500

Thesis Text (indicative number of words): 60.000-100.000

Detailed information regarding the instructions for writing a thesis can be found on the website of the Department at:

http://socialpolicy.panteion.gr/studies/guidelines

A cover template in Word format can be found at the website of the Library \rightarrow Services \rightarrow Writing theses at:

https://library.panteion.gr

The Ph.D. candidate is responsible for submitting the final text of the thesis, with the approval of the Advisory Committee, after he/she has submitted a relevant application form. The submission of the final text of the thesis can only take place after at least six months from the date of the inclusion of the Ph.D. candidate in the main stage.

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- **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** PhD Candidates are appointed ex officio invigilators to supervise undergraduate and postgraduate exam sessions. Additionally they could assist to carry out teaching and research duties in their pertinent academic field if requested to do so by the Department.

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, together with a registered application form, at the Secretariat of the Department. The doctoral thesis is submitted in **eight copies** of A4 shape, firmly stapled, and a copy in electronic form, according to the requirements included in paragraph 3.5 of this document.

After the Ph.D. candidate has finished writing his/her doctoral thesis, the three-member Advisory Committee accepts or rejects the candidate's application for the public defense of the thesis and its evaluation. Once the three-member advisory committee accepts the candidate's application, a detailed introductory report is prepared and submitted to the Assembly of the Department requesting the appointment of a seven-member examination Committee for the review of the doctoral thesis.

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- **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, to at least three well visible points of the University and it is also posted on the department's webpage and social media. 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

All PhD students that have been enrolled in the programme before 31/12/17 are eligible for an extension in the final date of their thesis submission as follows: Those enrolled in 2008 can submit their thesis no later than 31 August 2020. Those enrolled in 2009 can submit their thesis no later than 31 August 2021, e.t.c. This provision has retroactive effect.