

## External Co-Supervisors

### Thesis Committee

The tasks of the thesis committee are described in the Award Regulations 17, Art. 14.

The co-supervisor must be indicated by the time of the submission of the research proposal.

Qualified persons from academia and practice may be designated as further members of a thesis committee. They have an advisory role.

### Research Proposal

The research proposal is submitted in two copies (in any bound form, no loose pages, only hard copies) to the PhD Office by the end of four semesters at the latest (academic year: Spring Semester 31 July, Autumn Semester 31 January respectively). If there is a additional member of the thesis committee, in triplicate to be forwarded to the thesis committee

Within eight weeks after the submission the colloquium on the research proposal shall have been performed (the deadline is also mentioned in the accompanying letter). The appointment has to be arranged directly between the Ph.D. student and the thesis committee. The colloquium shall be of at least thirty minutes' duration and shall not be public.

The research proposal shall not be graded, it will be assessed with:

- accepted (passed)
- returned for revision (within 1-2 semesters)
- rejected (if the research proposal is rejected the Ph.D. examination shall be deemed to be failed definitively.)

After submission of the revised research proposal (2nd attempt ), this must be orally presented again in a second colloquium. At the second attempt, a research proposal that has not been accepted may only be rejected finally.

Doctoral examinations shall be deemed conclusively failed if the revised research proposal has been rejected. Students who have conclusively failed the doctoral examination shall not be entitled to admission to any other doctoral programme at the University of St.Gallen.

### Doctoral thesis

The Ph.D. thesis is submitted to the PhD Office in a perforated A4 file (two copies) to be forwarded to the thesis committee. Also an electronic version is required to be checked for plagiarism.

With the thesis you will also get a fact sheet for the assessment and grading of the thesis.

- accepted unconditionally (6.0 to 4.0, quarter grades are permitted)
- accepted subject to conditions (6.0 to 4.0, quarter grades are permitted)
- Returned for revision (without grading)
- Definitely rejected (3.75 to 1.0, grading necessary)

More information about the grading and the predicate can be found in the Award Regulations 17, Art. 51/52.

Ph.D. examinations shall be deemed conclusively failed if the thesis has been rejected. Students who have conclusively failed the Ph.D. examination shall not be entitled to admission to any other doctoral programme at the University of St.Gallen.

Within four months after submission the public defence shall be held. The public defence shall be conducted on the premises of the University of St.Gallen. The defence lasts at least 60 minutes and is open to the public. The public defence will be graded (half grades are permitted).

A defence may take place when the written assessments recommend that the thesis be accepted. The reports written by the supervisor and the co-supervisor independently as well as the defence grade need to be submitted to the PhD office within the stipulated timeframe.

Subsequently, the program committee will confirm the result and the PhD Office sends the written notification to the Ph.D. student with a copy to the thesis committee.

If a thesis has been accepted conditionally, the supervisor resp. co-supervisor need to reconfirm to the PhD Office that the conditions have been satisfied (by e-mail or with the corresponding form).

### **Compensation**

For the assessment of the thesis through external supervisors a symbolic fee is paid.

PhD office, June 2017