



Guidelines for the preparation and defence of a thesis in the Department of Political and Social Sciences

1. Jury proposal

Once the supervisor (and co-supervisor if any) consider(s) a thesis will soon be ready for defence (usually at the stage of the first full draft) he/she will propose a jury to be approved by the department and submitted to the Executive Committee. The proposal needs to be addressed to the Head of the Department, indicating: THESIS TITLE and JURY MEMBERS with their HOME UNIVERSITIES. Short CVs of the external jury members must be attached to the proposal. The secretary organising the thesis will then prepare the dossier to be sent for approval. The composition of the jury (4 members to include at least one external and one internal¹) is the responsibility of the supervisor who will propose names in consultation with the candidate. On no account is the candidate to contact potential examiners – the organization of the thesis is the sole responsibility of the supervisor. When selecting a jury the supervisor needs to bear in mind that the total cost of a thesis should not exceed €2.000. Where it is not possible to remain within this limit audio and/or video-link solutions need to be taken into consideration or subsidies from other budget may be used.

2. Submission and Deposit of the thesis

When the jury has been approved by both the Department and the Executive Committee the organisation of the defence can begin.

The candidate sends his/her final draft thesis to the supervisor (*submission*). If the supervisor considers the thesis ready to be sent out to the jury for review he/she emails the organising secretary accordingly. This email then constitutes the *deposit* date of the proposed dissertation that is to be registered in the candidate's academic records.

Normally, a thesis requiring language editing is corrected before being sent to the jury – but this is at the discretion of the supervisor.

Once the necessary corrections have been made the candidate deposits 4 bound copies (the Library has spiral-backed binders) of his/her thesis for review with the organising secretary, who will send out the thesis to the jury with the necessary instructions. The thesis should not exceed 100.000 words including footnotes and bibliography, and it needs to include a 300-word abstract.

3. English language correction subsidy

The candidate may be eligible for a subsidy to help with the language correction costs of the thesis. The granting of the subsidy will depend on whether or not the candidate was asked to follow languages classes when he/she arrived at the EUI and whether in fact the classes were followed. The Department offers a contribution up to a maximum of 500 € for language correction. The candidate needs to be within the 5-year limit to qualify for the subsidy. Before arranging the language correction the candidate must obtain approval of the supervisor and confirm with the organizing secretary.

¹ More specifically see Chapter 5.4 of the Academic Rules & Regulations for the Doctoral Programme:
<http://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegsOct2009.pdf>



For details see:

<http://www.eui.eu/ServicesAndAdmin/LanguageCentre/CorrectionService/ThesisCorrection.aspx>

The organising secretary will arrange for the SPS department's contribution to correction costs to be allocated. This sum will only be transferred to the candidate (who pays the language editor him/herself) when the candidate confirms satisfaction with the final corrections (payment is not made after each chapter as indicated on the Language Centre's above web site).

4. Timing

In normal circumstances please calculate at least three months from the day of consignment of the 4 bound thesis copies to the organising secretary to the day of defence. Occasionally, jury members may ask for considerable changes and in this case one needs to calculate more than three months. The SPS department encourages reviewers to deposit their reports within 4-6 weeks of receiving a thesis. Depending on the outcome of the reports please calculate the time for amendments/corrections requested by the jury. Some people need 2 or 3 weeks, others may need considerably longer.

Once the amendments/corrections have been inserted the candidate sends the final corrected version of his/her thesis to the organising secretary at least one month before the date of defence.

5. Thesis formatting

The thesis needs to be in A4 format, recto verso. Please leave a margin of 2,5 cm on all sides and use an easy to read font that uses a full character set. One-and-a-half line spacing is recommended. The thesis must contain page numbers throughout; use Roman numerals for the front matter (acknowledgements, abstract, table of contents) and Arabic numerals for the thesis text. Every new chapter and section must start with an odd page on the right-hand side of your text. You will need to insert a blank page when a chapter ends with an even number. Blank pages need to be numbered. (Consult a book for an example of this).

The thesis cover (see 'Thesis title page' under 'Rules and Forms' on the SPS web site)

<http://www.eui.eu/Documents/DepartmentsCentres/SPS/RulesForms/SPSThesisTemplate.doc> needs to be sent to the organising secretary in Word in the language used in the thesis. The thesis front matter and text needs to be sent in ONE .pdf formatted file.

Insert tables, graphs and other images directly where they belong in the text (remember to apply 2,5 cm margin to these too). The EUI cannot guarantee to reproduce colour graphs, photos etc.



6. Short reports

Each examining board member is required to send in a short review report (of at least one A4 page) to the thesis supervisor with the organising secretary in copy. The department asks referees to send in their reports within 4-6 weeks of receiving the thesis and to state one of the following:

- a) the thesis can be defended as it stands;
- b) minor revisions should be done before the defence;
- c) major revisions are required.

In cases (a) and (b) a defence date may be set. In case (c) a defence date will not normally be set until the changes have been made and approved by the jury.

Researchers may ask to defend the thesis even if all the examiners are not satisfied, but this is at the candidate's own risk.

Once all reports are received by the supervisor they will be forwarded to the candidate. At a later date, when the candidate has made changes in accordance with the reviewers' suggestions all the reports will be circulated among the jury members.

7. Final version of the thesis for the print shop

When the supervisor authorises the printing of the final version, the candidate supplies the organising secretary with the thesis cover pages (in a Word file) and the thesis text in a .pdf file. The thesis is then sent to the EUI print shop which makes 15 copies – 7 for the candidate and the remainder for the Library and SPS archive. The final version for the print shop must be ready at least 1 month before the date of defence.

8. Reply by the candidate to the short report reviews

When the candidate submits his/her final (revised) thesis version he/she should provide a covering letter in which it is clearly indicated what changes have been made to the thesis and where these changes are. This reply should be sent to the supervisor with the organising secretary in copy. The reply will then be forwarded to the jury.

9. Final printed version of the thesis for candidate's review

Once the final version comes back from the print shop, the candidate will receive a copy for review. The review copy is sent to the candidate so he/she can check that nothing untoward has happened during the printing process.

10. The day of the defence

On the day of the defence the candidate is expected to make a presentation lasting approximately 20 minutes. The jury will then pose their questions, (the supervisor will be the last one to ask his/her questions). A general debate will then follow. At the end of the discussion the candidate and guests will be asked to leave the room for a few minutes while the jury deliberates *in camera*. The defence is followed by drinks and a meal for the thesis candidate and jury members.



11. After the defence

After the defence the doctor should indicate to the organising secretary in which language(s) he/she defended and in which language the diploma (one only) and the certificates should be issued. On the basis of this information the Academic Service, will prepare your certificate.

A synthetic final report is written by the supervisor and sent to the Chairman of the Examining Board for his/her signature. The original report is given to the doctor, one copy is kept in the departmental files, and one copy is transmitted to the Academic Service. The doctor receives also the evaluation form of the thesis defence, written by the President of the jury.

The Doctorate of the European University Institute is ungraded, and this fact shall be clearly stated on the diploma issued to the doctor concerned.

For any further clarifications, please contact the organising secretary in charge.