

# Guidelines for PhD students in the Department of Economics

These guidelines describe what is expected from the students in the PhD program and what they can expect from the Department. They supplement the formal rules contained by the "Reglement über das Doktoratsstudium an der Wirtschafts- und Sozialwissenschaftlichen Fakultät".

## Organization: PhD program committee

- a. The PhD program committee consists of three professors of the Department of Economics. They are chosen for 4 years by the department during a department meeting.
- b. The PhD program committee is responsible for the functioning of the PhD program.
- c. The PhD program committee selects a placement officer responsible for advising graduate students on the job market.

## Admission

To be admitted to the PhD program the following three conditions must be satisfied :

1. The applicant must have obtained a Master's degree in Economics from the University of Bern with an average grade of at least 4.75 or a similar degree with a similar grade from another University. Students with a Master's degree in another field can be admitted if they satisfy the conditions of article 2 paragraphs 3 and 4 of the "Reglement über das Doktoratsstudium an der Wirtschafts- und Sozialwissenschaftlichen Fakultät".
2. The applicant must find a main advisor in the Department of Economics who is willing to supervise her/his dissertation. Only assistant, associate and full professors can be advisor.
3. The admission to the Doctoral Program in Economics must be confirmed by the PhD program committee of the department of economics.

## Coursework

- a. During the coursework stage, doctoral students shall attend courses in the amount of 24 ECTS.
- b. The students must successfully complete a sequence of first-year PhD courses offered by the Swiss Program for Beginning Doctoral Students in Economics at Gerzensee or by another program recognized as equivalent by the PhD program committee.
- c. Each year, the department of economics offers at least one advanced PhD course in each of the following areas of research: macroeconomics, microeconomics and quantitative methods. The students are required to obtain at least 6 ECTS from these advanced PhD courses.

## Research seminars

- a. At the latest during the third semester of their PhD studies, the students are required to present a research proposal in the department's lunch seminar. The presentation of the research proposal will be attended by the main advisor.
- b. Starting from the third year, the students are required to present research papers at least once a year in the department's lunch seminar. These presentations will be attended by the main advisor.
- c. As a preparation for the job market, the department organizes mock interviews. In addition, the students have the possibility to present their job market paper in a research seminar.
- d. The students are required to regularly attend the departmental research seminars.

## Dissertation

- a. The doctoral thesis is evaluated and graded by the dissertation committee, which consists of the main advisor and at least a second reviewer who is not a member of the department.
- b. A preliminary version of the dissertation must be sent to the dissertation committee. Following this

submission, the main advisor, with the help of the department, organizes a pre-dissertation defense meeting at a commonly arranged time and place. The dissertation committee makes suggestions for changes.

c. The final version of the PhD thesis can be submitted after this meeting. The thesis is evaluated and graded by the advisor and the external reviewer in two separate reports.

Bern, September 2016