International Joint Cross-Border PhD Programme in International Economic Relations and Management

NAVIGATING AND MANAGING YOUR DOCTORAL EDUCATION

KEY STAGES OF THE PhD Studies

The International Joint PhD Programme in International Economic Relations and Management is an internationally oriented cross-border doctoral programme. The partner institutions are

- University of Economics in Bratislava, Faculty of International Relations, Slovak Republic
- the University Sopron, Alexandre Lamfalussy Faculty of Economics, Sopron, Hungary
- Juraj Dobrila University of Pula, Faculty of Economics and Tourism „Dr. Mijo Mirković” Pula, Croatia
- University North, Varaždin, Croatia,
- University of Mostar, Faculty of Economics, Bosnia and Herzegovina
- University of Life Sciences, Faculty of Economics and Management, Prague, Czech Republic
- and
- the University of Applied Sciences Burgenland (UAS), Eisenstadt, Austria.

All the named partner universities are long established, accredited, state-run universities, entitled to award doctoral and postdoctoral degrees and qualifications.

Intended to develop the student’s ability to conduct independent research, this Joint PhD programme corresponds to the leading cross-border doctoral programmes within the EU in terms of structure and organization. Small groups of PhD-students have the opportunity to develop their thorough fundamental knowledge in a variety of specialisations allowing students to work with supervisors within their respective areas of expertise at the respective partner universities abroad.

The International Joint Cross-Border PhD Programme in International Economic Relations and Management is organized and administered by the Consortium of the partner universities in collaboration with the University of Applied Sciences Burgenland, Eisenstadt, Austria.
A doctoral study means “training through research”. During doctoral studies, early-stage researchers and young scientists generate new knowledge and create an important contribution to the scientific community. By the end of this PhD study programme, students write and finalize their independent scientific work in form of a dissertation, which is presented and defended at the end of the study period.

From the very start until the end of the doctoral study...

Now you have successfully entered the doctoral studies, divided into educational, research and final stage as follows:

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>EDUCATIONAL PHASE</th>
<th>November-February</th>
<th>UAS Burgenland</th>
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<tbody>
<tr>
<td></td>
<td>attend regularly f2f lectures, consultations &amp; doctoral colloquia</td>
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<tr>
<td></td>
<td>meet all academic requirements and obligations</td>
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<tr>
<td></td>
<td>write assignments &amp; essays within given deadlines</td>
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<td></td>
<td>work on the design of your final research proposal</td>
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<tr>
<td></td>
<td>start working intensively on literature review for your thesis</td>
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<tr>
<td></td>
<td>gain all ECTS points</td>
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<tr>
<th>Semester 2</th>
<th>EDUCATIONAL PHASE</th>
<th>March-July</th>
<th>UAS Burgenland</th>
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<tbody>
<tr>
<td></td>
<td>attend f2f lectures &amp; consultations</td>
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<tr>
<td></td>
<td>meet all academic requirements</td>
<td></td>
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<tr>
<td></td>
<td>write assignments &amp; essays within given deadlines</td>
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<tr>
<td></td>
<td>start working with your supervisor (announced in February)</td>
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<tr>
<td></td>
<td>participate in scientific conference in Eisenstadt (May) by presenting your work-in-progress</td>
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<tr>
<td></td>
<td>attend other conferences with presentations &amp; publications</td>
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<tr>
<td></td>
<td>gain all ECTS points</td>
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<table>
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<tr>
<th>Semester 3</th>
<th>RESEARCH PHASE</th>
<th>From interesting idea to fixed and signed Research Proposal</th>
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<tbody>
<tr>
<td></td>
<td>attend Welcome day at the supervisor’s university (September/October)</td>
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<td></td>
<td>focus on your PhD thesis research activity (theoretical &amp; empirical level)</td>
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<tr>
<td></td>
<td>start drafting/writing your dissertation (think thoroughly about qualitative &amp; quantitative or mixed approach)</td>
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<tr>
<td></td>
<td>elaborate and fix your research proposal thoroughly, working closely with supervisor</td>
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<tr>
<td></td>
<td>attend other scientific conferences (Sopron in November, Smolenice in December…)</td>
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<tr>
<td></td>
<td>publish your research results and findings continuously</td>
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<tr>
<td></td>
<td>gain 30 ECTS points (publications, research work, individual work with supervisor)</td>
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<table>
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<tr>
<th>Semester 4</th>
<th>RESEARCH PHASE</th>
<th>Individual research work Work with supervisor</th>
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<tbody>
<tr>
<td></td>
<td>cooperate closely and work intensively with your supervisor(s)</td>
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<tr>
<td></td>
<td>participate in scientific conference in Eisenstadt (May) and present you final research proposal (the First Thesis Monitoring)</td>
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<tr>
<td></td>
<td>intensify your research activity and continue writing your dissertation (collect &amp; analyse data material)</td>
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<tr>
<td></td>
<td>attend other scientific conferences (e.g. Pula in May/June)</td>
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</tbody>
</table>
- publish regularly your research results (not from your PhD thesis)
- submit annual progress report (signed also by supervisor) to Consortium
- register for rigorous or departmental discussion (if required by your host university, after collecting the most of ECTS publication points)
- gain 30 ECTS credits (publications, research work, individual work with supervisor)

Semester 5
RESEARCH PHASE
Individual research work
Research & publication activity
- cooperate closely with your supervisor(s)
- intensify your research activity and write a dissertation – Second Thesis Monitoring
- attend scientific conferences
- publish your research results
- gain 30 ECTS credits (publications, research work, individual work with supervisor)

Semester 6
RESEARCH PHASE
Individual research work
Public hearing
Research & publication activity
- submit annual progress report (signed from supervisor) to Consortium
- register for Public hearing in Eisenstadt (5th or 6th semester). The public hearing is taking place twice, in February and September each year. Dates are tba each academic year.
- after positive completion of public hearing you have 6 months’ time to continue working on doctoral dissertation by implementing suggestions and do additional work demanded.
- gain 30 ECTS credits (publications, research work, individual work with supervisor)
- Make final research work, finalize your dissertation
- If necessary, another public hearing will be held.

Semester 7
FINAL PHASE: DEFENCE
After implementing all the suggestions given within Public hearing and completing the dissertation
- you are expected to submit the final version of your dissertation to Consortium electronically (for plagiarism assessment!!)
- your supervisor is expected to write a report (evaluation of the dissertation) and sign it
- afterwards you have to register for the defence and wait at least 2 months for the final evaluation of all members of the Examination board
- on the determined date you have to defend your thesis and after you have successfully defended it
- you should prepare for graduation ceremony.

CONGRATULATIONS, you have managed it!!!
Curriculum and Academic Requirements

The total academic requirement of the Doctoral Programme comes up to 180 ECTS (workload: 4500 hours). These 180 ECTS comprise lectures, seminars and doctoral colloquia (educational credits), presentation and defence of your research proposal, first and second monitoring of your thesis, your individual research work (research credits) and presentations at various scientific conferences and your overall publication activity (publication credits).

1. The first academic year of the study programme (1st and 2nd semester) is carried out at the University of Applied Sciences FH Burgenland, Austria, under the responsibility of this institution with professors from partner universities.

Within the first year (winter and summer term) you have to meet your academic educational requirements (60 ECTS) as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Type</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economic Philosophy (professor from Pula)</td>
<td>Compulsory</td>
<td>5</td>
</tr>
<tr>
<td>World Economy (professor from Bratislava)</td>
<td>Compulsory</td>
<td>5</td>
</tr>
<tr>
<td>Academic Research Methodology (professor from Sopron)</td>
<td>Compulsory</td>
<td>5</td>
</tr>
<tr>
<td>Macroeconomic Analysis and Policy (professor from Pula)</td>
<td>Compulsory</td>
<td>5</td>
</tr>
</tbody>
</table>
After completing all the exams and fulfilling all requirements of the first two semesters, you have to work closely with your supervisor(s) and conduct your research work. PhD candidates are assigned their supervisors according to their research field. In October each year the Welcome Day is organized by the university of your supervisor in order to bring together all the supervisors and doctoral candidates.

2. Year 2 (semesters 3+4)

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Type</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seminar/Individual work with supervisor 1</td>
<td>Compulsory</td>
<td>5</td>
</tr>
<tr>
<td>Seminar/Individual work with supervisor 2</td>
<td>Compulsory</td>
<td>5</td>
</tr>
<tr>
<td>Thesis work/research credits</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Publication credits</td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

3. Year 3 (semesters 5+6)

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Type</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual work with supervisor 3</td>
<td>Optional</td>
<td>6</td>
</tr>
<tr>
<td>Active participation in scientific conferences, research</td>
<td>Compulsory</td>
<td>10</td>
</tr>
<tr>
<td>Thesis work/Research work with supervisor 4</td>
<td>Compulsory</td>
<td>17</td>
</tr>
<tr>
<td>Thesis work/Research work with supervisor 5</td>
<td>Compulsory</td>
<td>17</td>
</tr>
</tbody>
</table>
Approval of Research Proposal and dissertation topic (Semester 3)

The Research Proposal Defence normally takes place after the coursework is completed (normally in semester 3) and approximately two years before the final defence of the Dissertation.

The proposal should be a document of 15-20 pages (plus references) in length and should detail:
(i) the research idea (including clear research question(s))
(ii) the aim or motivation for researching the topic
(iii) related current state of research and how the proposed research fits into the current literature
(iv) possible hypotheses
(v) the proposed research methodology
(vi) the sources for data collection (when relevant)
(vii) expected results or contributions to new knowledge in the field.
(viii) list of used/existing reference literature

The proposal should use Times New Roman, 12 point with 1,5 line spacing.

The proposal must be publicly defended (normally at the scientific conference, taking Place in May in Eisenstadt and approved by the candidate's supervisor(s) and the Consortium Members.

Format of Research Proposal Defence
1. Brief introduction by the chair/supervisor
2. Candidate presents proposal, maximum 30 minutes
3. Short break, 10 minutes (if necessary)
4. Questions from committee members and candidate answers
5. Questions from audience:
   Candidate and audience leave the room. Committee decides.
6. The candidate is informed of the decision
   Entire Thesis Proposal Defence: Approximately 1,5- 2 hours
7. Signed documents from the Committee are handed to the Doctoral Administration

In the cases where the Proposal Defence is not approved, the committee hands in a short report stating the reasons for not approving the proposal and setting a tentative date for a new hand-in. The committee must also state whether the PhD candidate also needs to orally defend the new hand-in of the proposal, or if it is sufficient with a new written hand-in only. The committee reviews the new hand-in once it has been received.

The supervisor informs the Head of the doctoral programme about the Committee's decision.

There are some golden rules which can contribute to a good proposal:

- Be clear and realistic in your objectives
- Come straight to the point (No waffle!)
- State and justify your objectives: “because it is interesting”, “because I like it” is not enough!!!
• Ask yourself why your research is important for you, wider society and to the research community
• Provide a structure and use headings
• Avoid long and convoluted titles
• Avoid long solid blocks of text and use smaller paragraphs
• Write short sentences
• If helpful, insert images/charts/diagrams to help break up the text
• Quote all literature sources
• Be careful:
  • PLAGIARISM: Make sure that you acknowledge the authors of all publications you use to write in your proposal. Failure to do so will be considered as plagiarism. If you quote an author ad verbatim, make sure that you use quotation marks and perhaps also italics to indicate it. Although the author has presented his/her information in the best possible way, do not copy word for word what he/she has written, but try to analyse his/her thoughts and re-write them in your own words.

Recommended reading:

Monitoring of the doctoral thesis (semesters 4 and 5)

Monitorings are meant as midterm evaluations of the doctoral thesis and should normally be carried out halfway into the programme, basically after the approval of the research proposal. The candidate defends his/her preliminary doctoral thesis.

The doctoral candidate must submit a written request and paper (up to 10 pages), showing his/her work-in-progress. The evaluation committee must give its opinion of the academic status and progress of the research thesis and provide feedback to the candidate, his/her academic supervisor and Consortium.

Continuous research work and publications

You are repeatedly asking about the correct procedure concerning publications and something is sure: Publication of research findings in a peer-reviewed journal is an obligation for all researchers and scientists.

⇒ What I am supposed to do?

Pursuant to § 6.2 (Research Work) of the Agreement between the respective partner universities, a doctoral candidate is allowed to defend his/her dissertation only after he/she has published research articles with 50 ECTS credit points in total, divided as follows:
<table>
<thead>
<tr>
<th>Group 1: Scientific research work</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monography</td>
<td>up to 20</td>
</tr>
<tr>
<td>Part of Monography – co-authorship</td>
<td>up to 8</td>
</tr>
<tr>
<td>Scientific article, published in journals, indexed by SCI or SSCI (up to 3 co-authors – category A1)</td>
<td>up to 8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group II: Scientific Conferences and others</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Published plenary lecture at international scientific conference</td>
<td>up to 5</td>
</tr>
<tr>
<td>Presentation of the plenary lecture at home or international scientific conference</td>
<td>up to 5</td>
</tr>
<tr>
<td>Other published articles (up to 2 co-authors – category A2)</td>
<td>up to 5</td>
</tr>
<tr>
<td>Conference proceedings</td>
<td>up to 10</td>
</tr>
<tr>
<td>Other documented expert work based on the judgement of Consortium/Academic Scientific Committee</td>
<td>up to 20</td>
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</table>

That means, you are expected to gather 50 ECTS PRIOR to defence of your thesis.

**IMPORTANT:**
The experience of publishing will likely be difficult for candidates, particularly in the beginning (Mason, 2018).

For a number of reasons, doctoral candidates are being increasingly provided with an obligation, to publish their work-in-progress during their candidature with his/her supervisor. This has the potential to benefit candidates by giving them direct experience with the scholarly publication process, as well as developing a portfolio of research outputs, putting them at some advantage in often extremely competitive academic job markets.

Solely PRESENTATION activity does not equal the PUBLICATION activity: i.e. if you are only presenting your research findings without publishing them in a scientific journal, you cannot
expect to be granted the ECTS points. Only presentation of your findings coupled with publication of your research results allows you to be granted the ECTS publication points.

Be aware of the fact that: The publication process is full of uncertainty. There can be lengthy waiting periods at various stages from submission to publication. Researchers at all stages of their careers experience critical reviews, a request for major revisions or even a rejection but this must be seen as an inevitable part of the publication process.

PRESENTATION activity does not equal PUBLICATION activity: i.e. if you are only presenting your research findings without publishing them in a scientific journal, you cannot expect to be granted the ECTS points. Only presentation of your findings coupled with publication of your research results allows you to get the ECTS publication points.

BUT: you have to bear in mind, that the procedure for publishing may last quite long, as there are two reviewers necessary to categorize and to evaluate your article before being published.

➔ Where do I get the information about conferences and possibilities of publishing?

- We are permanently informing you about the possibilities of joining conferences or publishing your articles/papers
- You can search for the possibilities by your own – your own initiative counts

➔ What am I obliged to do to get the ECTS-publishing points awarded?

For being awarded the ECTS, you have to send the full publication itself in electronic form to the Head of Consortium (Prof. Dr. Irena Zavrl (irena.zavrl@fh-burgenland.at), with exact details concerning publishing house, ISBN/ISSN and the pages from-to (as the paper is usually published in a journal or a book) and keep to the following format:

- Scientific articles: author(s). (year of publication). Title of the article. Journal, Volume, page(s) (from-to), ISSN, DOI number (if available)
- Electronical editions: author(s). (year of publication). Title of the article. Journal, [online] Volume (Issue), pages. Available at: URL [Accessed Day Month Year]

We kindly ask you to keep to this procedure/format for all future publications and send all your already handed-in publications electronically should you not have already done so.
Support from the Head of Scientific Committee

The Head of Scientific Committee with her seat in Eisenstadt at the UAS Burgenland provides the PhD candidates with information and counseling at all administrative stages that need to be taken during doctoral studies.

Annual Progress Reports

Doctoral Candidates are obliged to send once a year their annual reports to Consortium and to their supervisors. The idea behind annual reports is twofold:

First, they take stock of the progress made during each year of the doctoral studies. This may sound trivial, yet it helps both doctoral candidates and their supervisors to keep on track with their doctoral thesis and to avoid pitfalls that could have been easily avoided in retrospect (e.g. unrealistic timetable, procrastination, etc.).

Second, annual reports become necessary when the dissertation registration is signed. For instance, it might occur that the initially intended data collection becomes impossible because it turns out that the access to special archives or datasets was denied. Alternatively, it might be that new opportunities turn up such as new conferences or workshops on the topic of the doctoral dissertation. These changes to the dissertation agreement need to be documented in the annual reports. However, it is important to emphasize that ultimately it is up to the Head of the Consortium of the PhD study programme to accept these changes.

Pre-doctoral Exam (Rigorosum/Complex Exam) or departmental discussion

Some partner universities demand rigorosum or departmental discussion to be taken as a proof of the PhD candidate’s acquired knowledge in the chosen scientific field, normally by the end of the 4th semester (organized by the university of your supervisor), prior to take in the PUBLIC HEARING (the so-called pre-defence).

The rigorosum/departmental discussion must be completed before the Scientific Committee and the public. The rigorosum/departmental discussion, including the written elaboration of a research question and its oral presentation, must be accepted by the head of the Doctoral School at the respective partner institution. The PhD candidate has to be informed in writing whether or not the proposed research proposal has been accepted. Dispensation from the rigorosum/departmental discussion cannot be granted. Best source of detailed information about rigorosum/departmental discussion is your supervisor.

Public Hearing

The PhD candidate, who nearly finished his/her doctoral thesis (about 80%) and published all the necessary articles, has to present his work within the public hearing, six months prior defending it. The doctoral candidate has to register for the public hearing 4 weeks before.
The public defence, taking place in Eisenstadt twice a year (in February/March and September/October), is opened by the chairperson, who describes the order in which it will take place. The chairperson presents the doctoral student, the thesis title, the reviewer and the members of the scientific academic committee. The floor is then handed over to the doctoral student, who accounts for any corrections of printing errors or other modifications to be made to the thesis. The chairperson of the public defence can also be the doctoral student’s supervisor.

The presentation lasts not more than 30 minutes. After the presentation, the Chair of the committee invites the members of the committee to put some questions. Questions are an integral part of the record. The members of the committee give some observations and suggestions in order to continue a doctoral dissertation. The doctoral candidate accepts the suggestions of the members of the committee and takes them into account on further writing of her doctoral thesis under the condition that all suggested points should be amended within the time of 6 months.

**Doctoral Thesis (Dissertation)**

The doctoral thesis proves the ability of the doctoral candidate to conduct independent scientific work on the highest academic level. It shows his/her capability to comprehend and reflect the latest state of art in his/her field of research and extend this field through methodologically founded contributions.

The doctoral thesis (dissertation) has to be submitted in written form in **English**; the candidate shall provide five bound copies of the doctoral thesis along with the following documents:

- the report of the supervisor(s)
- a short executive summary, maximum one page with central question(s), objective of the PhD thesis, core results and practicability
- the maximum one page long curriculum vitae written in third person singular
- the list of publications connected to the dissertation’s subject, including the off-prints of publications or together with the for the edition accepted declaration
- the written declaration of authorship
- the declaration in which the joint-authors agree to use the results edited in the common publication of the doctoral dissertation
- thesis summary (up to 20 pages / 30 copies) based on guidelines and rules of respective university.

The dissertation and the executive summary must also be submitted in electronic form.

In order to graduate from the PhD doctoral study programme, a student must meet **all study** requirements outlined in the curriculum and successfully defend his/her doctoral thesis. Doctoral oral defences are open to the public.

There are strict guidelines concerning length and form of a doctoral thesis at each partner university (your supervisor gives you detailed information about it). However, it is **NOT possible** to hand in a cumulative dissertation as a compilation of several articles touching a similar topic.

It is crucial to stick to the standards of the own discipline. The decision how the thesis will look like should be discussed with the supervisor(s). In any case, the doctoral thesis has to be written in **English** and has to comply with the international standards of the discipline.
Completion of the dissertation and the public defence

With the positive assessment of the doctoral thesis and when all demands of the curriculum have been met, a registration for the public defence is possible. This has to be done at both institutions, the respective partner university and the Consortium, as the whole process is monitored by all the members of Consortium.

The public defence consists of a presentation of the central findings followed by a general discussion about the research subject with the examination commission. The exact procedure of the public defence (e.g. duration, mode of presentation etc.) varies slightly from university to university. Prior to the own defence, it is highly recommendable to attend some defences to get an impression of the atmosphere and the procedure of defences at candidate’s host university.

Academic Degree PhD

After the successful completion of all exams and programme requirements, doctoral students are awarded the internationally recognized academic degree ‘Doctor of Philosophy’ (PhD), first from the university they graduated at and second with a single document of Consortium in a closing ceremony in Eisenstadt, on behalf of all partner universities, with all partners in the Consortium undersigning.

The academic degree is internationally recognized.

The International Joint Cross-Border PhD programme in International Economic Relations and Management was submitted to the Agency for Quality Assurance and Accreditation Austria (AQ) in accordance with § 27 para. 1 and registered by the AQ in accordance with § 27 para. 6 HS-QSG. The registration of the programme in accordance with § 27 para. 6 HS-QSG does not ascertain equivalence with Austrian study programmes and similar Austrian academic degrees. Graduates awarded with an academic degree from Hungary, Slovakia, Croatia, Czech Republic or Bosnia and Herzegovina are entitled to use it in accordance with § 88 para. 1 of the 2002 law governing universities. The academic degrees in International Economic Relations and Management in the International Joint Cross-Border PhD programme jointly awarded by the participating universities are therefore recognized foreign degrees in Austria and may be used in official documents in accordance with § 88 para. 1a of the 2002 law governing universities.

Your possibility-your choice: within the five years of PhD study you are offered a possibility to take a leave of absence (Beurlaubung) of up to two semesters. Applications for a leave with reason mentioned (maternity/paternity leave, military service, pregnancy, childcare, care-taking duties, voluntary year, illness, injury or disablement which considerably impair your PhD study) have to be submitted until November 30th (winter term) or April 30th (summer term) at Consortium.

Consequences: while you are taking a leave, your admission remains valid, but you do not have to pay tuition fees. BUT: you are not allowed to attend courses, take examinations or hand in scientific papers from December 1st to February 28th (winter term) and from March 1st to September 30th (summer term). You are allowed to use the UAS Library, University Library and the services of computer services and platform Moodle.