

Rules and Regulations: Doctoral Training Programme in “Public Administration”

The doctoral training programme in “Public Administration” is a non-CUSO training jointly offered by the University of Lausanne, the University of Berne, and the USI Università della Svizzera italiana. The lead institute is the IDHEAP at the University of Lausanne. The doctoral training programme continues the ProDoc programme with the same name funded by the SNF for the period of 2009 to 2014.

The doctoral training programme addresses students with a master’s degree in public administration and other students with the necessary qualifications.

1. Goals of the doctoral training programme

The doctoral training programme provides PhD students in Public Administration with the knowledge needed to situate their project within the broad field of Public Administration, both in terms of theory and methodology. It brings them in contact with leading scholars and makes them familiar with the most outstanding achievements and publications.

The students receive the necessary training in support of their research. They are expected to share their thoughts regarding the evolution of their own work and on their results.

2. Teachings and activities

The doctoral training programme consists of compulsory and optional courses in theory or specific issues and methodology, as well as academic activities including the participation in conferences, publications and teaching activities. The courses are organised by the partner institutes of the three universities. The PhD students have the possibility to attend suitable external courses and are encouraged to organise additional learning activities. An individualised support in research design, methods, and statistics is provided by the training programme.

The number of ECTS credits required amounts to 15. Three courses of two days (4.5 credits) are compulsory. For the remaining credits the students are free to choose courses of their interest. During their PhD training, the students of the doctoral training programme from the IDHEAP have to present their achievements in the research seminar.

A first theory and specific issues oriented block consists of 9 credits. Compulsory courses here are: “Public Administration: History and Evolution” (1.5 credits) and “Comparative Public Administration” (1.5 credits). The method block consists of 6 credits and contains a compulsory course of two days in “Methodology and Research Design” (1.5 credits).

For the courses offered by other institutions, the director of the doctoral training programme decides whether they can be accredited.



3. Credits

Credits per activity are outlined in a detailed programme. The credits for the courses organised by the doctoral training programme are attested by the teachers of the different courses.

For all external activities, the students must provide a certificate of attendance and/or of successful completion signed by the course director. The document must also show the number of ECTS credits obtained. The director of the doctoral training programme will accept credits on the basis of the official scale (1 credit = 30 work hours, i.e. in principle 1 day = 0.5 credits, 2-3 days = 1.5 credits, 4-5 days = 2 credits).

4. Teaching and Language

Courses and seminars offered by the “Public Administration” doctoral training programme are taught by leading international scholars in the field. The language of instruction is English. External courses and seminars attended by candidates may be in other languages.

5. Duration

The doctoral training can be completed in three years. We advise students to start with the more general basic classes in the first year, followed by the classes which are more directly linked to their research (theory and method) in the second year. The yearly workload amounts to 10 to 15 days.

6. Location and Dates

The courses offered by the doctoral training programme usually take place in the localities of the different partners. Activities may, occasionally, be organised in other cities or regions.

A detailed program of activities, venues, and dates is drawn up every year. It is continually updated with all relevant information and enrolment requirements on the website of the doctoral training programme.

7. Admission

The doctoral training programme is open to all PhD students registered in a Swiss university whose subject is linked to public administration or public governance.

More specifically, the training is:

- Compulsory for all PhD students at the IDHEAP in Lausanne who do not attend another approved doctoral training programme;
- Strongly recommended for all PhD students of the partner institutes at the universities of Berne and Lausanne;
- Recommended for all PhD students registered at a Swiss university and working in the field of public administration.

8. Enrolment and registering

PhD students enrol in the doctoral training at their home university where they will receive their degree. The registration for the doctoral training is addressed, with the relevant form and a learning agreement, to the secretary of the lead institute (IDHEAP). If the doctoral training is compulsory, students who enroll for a PhD are automatically registered as participants of the doctoral training, too.

The registration form contains basic information about the PhD student (personal data, thesis supervisor, working title of the dissertation, etc.). The learning agreement requires PhD students—together with their supervisor—to stipulate their training needs as well as specifies the courses they wish to attend. This document must be completed by the PhD student and his/her thesis supervisor.

9. Evaluation of the Training and Courses

Each activity organised by the doctoral training programme is assessed by the participants, and the results of the assessments are made available.

A further assessment of the doctoral training programme is to be made every three to four years.

10. Financing

All persons registered in the doctoral training may attend all compulsory and optional courses free of charge.

The doctoral training programme supports student participation in the courses on the basis of the rules commonly applied (“Directives CUSO”).

11. Organisation

The responsibility for the doctoral training programme is in the hands of a scientific committee which is composed of the representatives of the three partner Universities. Additional members can be assigned. The scientific committee consults the doctoral students.

The director of the doctoral training programme is responsible for the current affairs. Administrative matters are executed by the secretary of the doctoral training programme.

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