



DocSch WG

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European Doctoral School on the Common Security and Defence Policy

Working Group's Internal Procedures

This document implements the principles contained in the Doctoral School Charter and establish guidelines to the doctoral training process of the CSDP PhD Fellows of the European Doctoral School on CSDP.

Application

Upon the approval of one or more leading institution(s) and a PhD supervisor from each of these institutions in accordance with their internal rules and procedures, an eligible candidate shall:

- 1) Identify the accredited and non-accredited institutions which will take part in the PhD committee as non-leading institutions and receive prior approval from the supervisor(s) and mentors who sit or will sit on the PhD committee;
- 2) Provide a description of the PhD project, in English, based on the template adopted by the Working Group. This document shall, in particular, outline:
 - the candidate's interest in researching CSDP,
 - the exact topic selected for the final thesis,
 - the past scientific achievements on the topic,
 - elements of the doctoral training offer of the European Doctoral School on CSDP available that he or she deems appropriate for the needs of the research,
 - whether the thesis will be written in English or in French,
 - a roadmap of the PhD indicating research mobility period(s),
 - and any intention to apply for research or mobility grants.
- 3) Fill in the application form, following the template adopted by the Working Group.
- 4) Transmit the project description, letters attesting that the PhD committee supervisor(s) and possible mentors are interested in the research project, and the application form to the Working Group via the Secretariat.

Selection

The Chair designates two rapporteurs among experts proposed by the network institutions from the database of mentors and supervisors, for each application. The rapporteurs organise an interview with the candidate on the basis of the information provided for in the application and communicate their opinions to the Working Group during the selection meeting, for its final decision.

The Working Group selects the candidates according to the relevance and level of excellence proposed by the doctorate project among those who demonstrate excellence in their previous studies or professional assignments and interest in the scientific study of CSDP. Priority will be given to projects proposed in relation to joint PhD degrees between leading institutions belonging to the European Doctoral School on CSDP's network.

Admission

Selected candidates obtain the status of "CSDP PhD Fellows".

The PhD committee – composed of supervisor(s) and possible mentors - of a CSDP PhD Fellow supervises the completion of the PhD curriculum of the Fellow and validates through recognition of the associated ECTS the successful completion of supplementary doctoral training in the framework of the European Doctoral School on CSDP.

All network institutions commit to making their resources available for the completion of the doctorate and the scientific research, in the form, for example, of internships and access to relevant and unprotected information, and to identifying possible sources of financial support for the CSDP PhD Fellow.

The associate members of the Working Group can bring their support wherever relevant and in compliance with ethical rules and regulations of the actors involved.

The duration of the CSDP PhD, from the day of selection as a CSDP PhD Fellow by the Working Group to the day of the successful defence of the thesis, shall be of one year minimum and seven years maximum. Only in exceptional circumstances the PhD committee allow otherwise, in accordance with the internal rules and regulations of the leading institution(s). This timeline can nonetheless be mitigated upon approval of the Working Group, on a case-by-case basis, for a period of 2 years following the approval of the Charter in accordance with the regulations and procedures of the ESDC.

Representation of the PhD Fellows in the Doctoral School Working Group

The Doctoral School PhD Fellows elect on an annual basis two delegates who represent them at the Doctoral School Working Group Meetings. The delegates shall be clearly identified as to primary and secondary delegates. Both hold the right to attend the Working Group meetings at the same time.

The mandate of the delegates is annual and the internal elections take place during the period of the Doctoral School Summer University. In exceptional cases when the Summer University is postponed to a future date, the delegates' mandate are prolonged for an equal period.

For the election, all CSDP PhD fellows shall have the right to candidate for being elected as delegates. The voting procedure can either be physical or based on technological means, under the condition that it is commonly accepted by all CSDP PhD Fellows. The results of the election shall be officially presented by the elected delegates to the Doctoral School WG at the subsequent Working Group meeting.

The role of the delegates is to communicate to the WG the proposals and concerns of the CSDP PhD fellows as well as any other administrative information necessary. Additionally the delegates are entitled to communicate and exchange with the ESDC Doctoral School Coordinator on any topic of administrative/research nature related to their PhD Fellow status.

The delegates shall have no voting rights in the decision-making process of the Doctoral School Working Group.

Organisation of the doctoral training in the framework of the CSDP Doctoral School

The CSDP PhD Fellow organises the curriculum in conjunction with the PhD committee and according to the procedures set by the leading institutions. It may be organised on the basis of part-time studies.

The outcomes of the tasks completed by the CSDP PhD Fellow in the framework of the pillars defined in the Charter shall be presented by the Fellow to the PhD committee, who may then follow the recognition procedures applied at the leading institution(s), making use of the best practices of the European Higher Education Area. The PhD committee assigns a number of ECTS to the approved achievements. These amounts must figure in the annual progress report provided to the Working Group.

If the amount of ECTS assigned to a given training module has not been defined by the body that elaborated or delivered it, the Working Group may propose an amount of ECTS, which the PhD committee shall follow for future training of the CSDP PhD Fellow.

Attendance of the CSDP High-Level Course

Every academic year, up to two CSDP PhD Fellows may be selected for becoming members of the faculty of the next CSDP High-Level Course (HLC) of the ESDC. The procedure is as follows:

- CSDP PhD Fellows are eligible to become faculty members of the HLC if they are in at least their third year of doctoral research and have attended in full part to one edition at least of the summer university of the Doctoral School;
- A list of eligible candidates can be proposed by the Working Group for each course;
- The candidates are proposed to the HLC Course Director together with their résumés and proposals of contribution to the programme of the HLC;
- The HLC Course Director and HLC module leaders select and approve up to two candidates and inform the Working Group.

The candidates can take part in the HLC only if they produce evidence of security clearance at 'EU confidential' level.

Certificate

The CSDP PhD Fellow who has successfully completed her or his PhD curriculum, defended her or his thesis and completed the CSDP doctoral training, according to the Charter, is entitled to receive the Certificate of the European Doctoral School on CSDP.

The Certificate is designed by the Working Group, in compliance with the rules of the European Security and Defence College.

In the event that the CSDP PhD Fellow does not complete the curriculum and the thesis, the leading institution(s) shall remit a certificate recognising the parts of the curriculum which were completed, in ECTS, to the Fellow. The Fellow cannot be admitted to the European Doctoral School on the CSDP a second time.