

## Rules for students in the GPEFM

The GPEFM actively promotes student exchanges with other prestigious learning institutions, in Europe and the U.S. These exchanges offer students the opportunity to broaden their education by completing part of their PhD studies in other top institutions.

Students must make at least one yearly presentation in one of the following workshops:

- CREI Macroeconomics Break Series
- Microeconomics and Finance Seminar Series
- Labour, Public and Development Finance Seminar Series
- Economic and Business History Seminar Series
- Statistics and Operations Research Seminar Series
- Management and Organizational Studies Seminar Series
- Regulation and Competition Seminars
- Applied Lunch Seminar Series
- Finance Lunch Seminar Series
- International Microeconomics Seminar
- Barcelona Economics Decision Group Seminars

The expected time of completion of the PhD is five years. After the course requirements and the Master Thesis (previously first year research paper), which normally takes two years, students will have three years to complete the dissertation.

A thesis proposal must be discussed in front of a committee by the end of the third year and a supporting paper completed at that time. By the end of the fourth year, Ph.D. students are expected to have completed enough material to look for a job at the beginning of their fifth year and be ready to defend by the end of the fifth year.

Exceptions to these rules will be made only under exceptional circumstances.

Students satisfying the thesis requirements will be awarded a PhD degree. The thesis must be a piece of original research, making a significant contribution to applied or theoretical economics. It must be of high quality and up to international standards.

## FINANCIAL AID TO PHD STUDENTS

The GPEFM will finance students in good academic standing up to the fifth year of the program. Grants will be awarded on a competitive basis and can be withdrawn or terminated when students fail to perform satisfactorily in the program. In no circumstances financial support will be granted after the fifth year of the program.

Good academic standing requires, at minimum, passing the course work with reasonably good grades and presentation of the Master Thesis; satisfactory presentation of the thesis proposal; presentation of the work in relevant workshops. The director of the program, in coordination with the student's advisor, will decide whether these requirements are met or not.

## Rules for the third year of the program

At the beginning of their third year in the programme the student should search for a thesis advisor, who will tell the student and let the director of the programme know whether it is advisable to take any further course work in preparation for the thesis. In any case, students in their third year are expected to attend courses that can help their future research, taking into account that, at this stage, thesis preparation is their main task.

### Thesis Proposal

In their third year students must defend a PhD Thesis Proposal. In particular, the student must show that the topic and the methodology chosen can lead to a contribution deserving the PhD status, and that the student masters the relevant literature, methodology and, if needed, has access to the adequate data. In case that the thesis is envisioned as consisting of different parts, or papers, the Thesis Proposal should account for at least two thirds of such thesis. Completion of a research paper will be considered a plus in the evaluation.

The composition of the Thesis Proposal Committee (which includes three readers, one of them of the institutions supporting the GPEFM and the other, possibly, external) must be approved by the director of the PhD Programme.

The Thesis Proposal Committee will decide whether to ACCEPT or NOT TO ACCEPT the proposal. In case it is accepted, the committee will make suggestions for its completion that the student is encouraged to follow, such suggestions may also include the completion of some additional course work. In case it is NOT ACCEPTED the Director of the Program may allow for a second (and last) Thesis Proposal defence the following academic year (with or without the same committee).

Within two months after passing the Thesis Proposal, students must register their thesis project. The GPEFM Secretary will inform about this procedure in due time.

Except for special circumstances, the Advisor, and the rest of the Thesis Proposal Committee, will follow the student until the completion of the PhD thesis; that is, ACCEPTANCE is a commitment on the part of the Committee members to follow the candidate until completion. For this reason it is advisable that if an external member may play a crucial role in the final defence he/she should be incorporated, if possible, in the Thesis Proposal Committee (allowing for different forms of e-communication). The composition of the final Thesis Committee is specified in Thesis Defence paragraph.

A workshop presentation prior to the presentation in front of the Thesis Committee is advisable.

## Rules for the fourth year of the program

During the fourth year of the programme students should have only one goal: work toward the completion of the Ph.D. Thesis. This implies that attendance to the relevant workshop(s) is required and that one or two presentation of the work in the student's workshops is highly advisable. Failure to satisfy these two conditions may lead to withdrawal of financial aid.

By the end of the fourth year, students are expected to have completed one (or better two) research papers, to have developed sufficient presentation skills and be well aware of the relevant literature in the field. Satisfaction of these criteria will be considered a precondition to enter the job market the year after.

## General Attendance Rules

1) Students MUST sign up for at least one workshop every year and regularly attend. Failure to do so will lead to suspension of the financial aid and in the most extreme cases, termination from the programme. GPEFM office will contact students at the beginning of October to enrol for a one workshop.

2) Students who want to visit another institution should petition to the Director of the programme, clearly stating the purpose of the visit, the time length of the stay and the researchers, if any, with whom they plan to interact. The petition should be countersigned by the advisor, who takes responsibility for the student activities' during his/her leave of absence (ask for the form to the GPEFM Secretary). Well-motivated request for up to one quarter will be granted routinely. Leaves of absence for longer periods of time must be justified and requests should be presented to the Director of the programme for discussion in the Graduate Committee well in advance. It goes without mentioning that the time spent at another institution should not interfere with teaching duties in the department and all the other activities needed to qualify for the student status. Students leaving the department should communicate it a few months in advance to the Secretaries of the GPEFM when and for how long their desk will be empty and have the duty to clean it up for use by other students in their absence. At the end of the stay, a report documenting the activities undertaken in the institutions should be handed in to the Director of the Program.

3) PhD Students in economics and finance who want to obtain the status as EDP students to visit one of the associated institutions (DELTA, CORE, LSE, Bonn, Tel Aviv) should petition to the Director of the Ph.D. programme. The petition should be countersigned by the advisor or, when this has not been yet selected, by the Director if the PhD who takes responsibility for the student activities during his/her EDP year. The Graduate Committee will evaluate the petition and grant the status only if students are in good standing in the programme. Students leaving the department on an EDP status should communicate it a few months in advance their absence to the Secretaries of the GPEFM.

4) Every year, thesis advisors must write a short progress report (by the end of April) certifying that the students are in good standing with the programme. Advancement to the next year of the program will be granted only to those students who have made substantial progress and have actively interacted with their advisor. PhD students are expected to meet with their advisors regularly (every two or three weeks). Failure to do may lead to refusal to progress to the next year.

5) Financial assistance (in the form of research or teaching assistantships) is available to students in good standing, up to their fifth year in the programme. Obtaining a certification of good standing is a necessary condition to be considered for financial support. Failure to obtain the certification implies automatic suspension of any financial aid. A limited number of advanced doctoral students may act as instructors in the undergraduate programme teaching main lectures. These positions will be granted to those students with good teaching skills. Strong preference will be given to students with an outstanding performance in the programme. The GPEFM strongly encourage students to apply for outside fellowships. Some of these fellowships allow for a limited amount of teaching in the Department. Students who fund their studies with this kind of fellowships will be given priority in the assignment of classes to teach.

## Job Market

Students entering the market are also invited to provide a short description of thesis title, advisor and referees names and field of interests (primary and secondary) in September. They must hand-in a complete curriculum vitae and an abstract describing the paper(s) in the appropriate formats to the Secretary of the GPEFM. Candidates are required to present their work in a job rehearsal seminar week, so as to give professors the possibility to comment of their work and students the ability to make changes before the papers are sent out. Failure to present by that date automatically implies exclusion of the candidate from the UPF package sent to schools and institutions around the world.

The Department will help students to find a job by providing a web site, by mailing packages and letters of recommendation, as well as by keeping a list of addresses of Universities and potential recruiters, including International Agencies (IMF, World Bank, OECD). Students should periodically consult the Job Opening for Economics

(JOE) publication and the Web site of Economics and the Job Opening for Management (EIASM), which contains job opportunities updated weekly.

To help students in their search the Department will schedule mock-interviews for those entering the job market in the second week of December.

## **Thesis Defence**

The final defence of the thesis must be done according with the official guidelines of the Spanish Ministry of Education. Students must submit a list with 10 names, five of which will be chosen by the Comissió de Postgrau i Doctorat at University level to be the Thesis Committee. It is not allowed to have more than two members of the same university in this committee. It is mandatory that the Graduate Studies Committee oversees and formally approves the choice of the members of the Committee for Thesis defence and the date.

The thesis must be an individual research contribution. Parts of the thesis may be co-authored but, in this case, the author's individual contribution in the joint work should be clearly assessed by a written statement from the co-authors submitted to the GPEFM office. In general, it is expected that two-third of the thesis work is single authored.

## **Rules for those above the fifth year of the program**

In case a Ph.D. student fails to defend the thesis in the allotted time, he/she can petition for an extension to the director of the Ph.D. The petition should clearly state the reasons for failing to complete the thesis in due time, the status in which the thesis is in, and a detailed calendar outlying dates and steps needed for its completion. The petition must be countersigned by the advisor. The petition, if accepted, becomes a binding commitment on the part of the student.

Extensions will be given only in exceptional and well-documented circumstances. Ph.D. students failing to complete the Thesis after the extension deadline will be automatically terminated from the program.

## **Mention of European Doctoral**

You can also obtain the Mention of European Doctoral approved by the Conference of European Rectors. For that purpose you have to fulfil the following points:

1. Previous to the defence you should present the favourable report of two professors from two universities from two different countries of the European Union, Spain not included. The selection of the two external professors must be approved by the Director of the PhD programme.
2. At least one of the members of the Thesis Committee has to be from a university of the EU, Spain not included.
3. At least one part of the defence has to be done in a language different of Spanish and Catalan.
4. The student must have stayed for three months in another university to work in his/her thesis.
5. You should ask for this mention inside the period of three months after the thesis defence.