Institute of European and International Economic Law, Hallerstrasse 6, Bern

Doctoral students and candidates of
Prof. Dr. Thomas Cottier

UNIVERSITÄT
BERN

Faculty of Law
Department of Economic Law

Bern, 1. September 2009

Guidelines for Doctoral Students of Prof. Thomas Cottier

Thank you for your interest in writing a doctoral thesis in European Law or International Economic Law under the supervision of Prof. Thomas Cottier at the Institute of European and International Economic Law, University of Bern. These guidelines are designed to give you a general overview of the doctoral program under the supervision of Prof. Thomas Cottier. Please note, however, that these guidelines have no authoritative force; only the applicable regulations are binding. See Art. 28 – 30 of the 'Studienreglement vom 24. April 2003', available at http://www.rechtswissenschaft.unibe.ch/studienbetrieb/pdfs/regl2003mitaenderung.pdf

Doctoral Degree in a Nutshell

1. Send your research proposal and application documents to Prof. Thomas Cottier;
2. Prof. Thomas Cottier decides on your supervision based on your proposal and prior experience;
3. After you have been accepted for supervision, we forward your documents to the Law Faculty, University of Bern;
4. The Law Faculty decides whether you meet the formal requirements for admission to the doctoral program;
5. After the Law Faculty has approved your admission, you will have to register with the Admission Office of the University of Bern;
6. Following completion of the admission procedures, you can start your research project; no coursework is required;
7. Stay in contact and meet or call Prof. Thomas Cottier at least 4 times a year. Participation in the yearly workshops is mandatory;
8. Submit your thesis to Prof. Thomas Cottier in printed and in electronic form once finished;
9. Prof. Thomas Cottier and a second examiner grade your work, the Law Faculty decides on your promotion and you obtain the interim degree "Doctor in Law" (Dr. iur.);
10. In order to receive the final degree, you have to publish your thesis within two years following the promotion in the required form and hand in 50 copies at the Law Faculty, University of Bern.

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The enrollment in the doctoral program is divided into two steps. First, you will have to submit an application and research proposal to Prof. Thomas Cottier, who will decide whether he accepts to supervise your thesis at the Institute of European and International Economic Law (IEW), University of Bern. Please note that the World Trade Institute located in the same building does not offer a doctoral degree. The second step consists of the administrative enrollment with the Law Faculty and registration with the Admissions Office, University of Bern. In order to enroll with the University of Bern you need to fulfill the formal requirements.

I. Decision on Supervision

Application and Research Proposal

To allow us to decide on your supervision, you are asked to submit an application and a short research proposal to Prof. Thomas Cottier and to the Research Fellow in charge. The quality of your proposal and your prior experience serve as a basis for us to decide whether you will be accepted as doctoral student. Your application and proposal should show that you have already dealt with the proposed field of research; that you are familiar with the state of the art and the most relevant literature; that you have identified relevant questions on which you will focus; and that you will have no difficulties drafting a scientific text in the language you have chosen. Under the supervision of Prof. Thomas Cottier you can write your thesis in German, English or French.

The minimum requirements for your first application to Prof. Thomas Cottier are:

- Curriculum Vitae;
- Subject of research;
- Key questions you plan to analyze and provisional structure of thesis;
- Confirmation from your home University, stating that with your degree(s) you would have direct access to the Doctoral / PhD program of your home University;
- Photocopy of your Law degrees, including grade sheets and explanation of grading system.

Additionally, it is suggested to include relevant literature, letter of recommendation, time schedule, and a short description of the way you plan to finance your living expenses during your research. Your proposal will only be reviewed once we have received all relevant documents.

Work Schedule and Finance Plan

A work schedule and a finance plan are indispensable in drawing up a realistic plan for the progress of your research. You do not have to go into detail, but should show that you have the time and the financial resources to carry out your project. Depending on your field of research and the time you can spend on it, you will have to plan to spend about two to four years of full-time work on your dissertation. You may also work part-time on your thesis, but you should plan to spend at least one (ideally the first) year working full-time on it. Our experience has shown

that dissertations otherwise lack quality and great efforts have to be made to revise the thesis for publication.

Costs

To calculate the costs for your doctoral studies please take the following fees into consideration:

- Tuition fee of CHF 200 for each semester;
- Fee of CHF 100 for the first admission to the University of Bern;
- Fee of CHF 600 for the promotion;
- Costs for the mandatory publication and the 50 copies to be handed in to the Law Faculty.

II. Admission to the University of Bern

The admission to the University of Bern consists of two steps. First, you have to be admitted to the doctoral program with the Law Faculty, which requires that you meet the formal requirements. Once you have been admitted by the Faculty, you need to register with the Admission Office of the University of Bern. General Information available at: http://www.imd.unibe.ch/doktorierendeninfos_e.htm

Admission by the Faculty of Law

For help with the admission procedure, please contact Ms Rosemarie Coeppicus (e-mail below). The following documents will be required for your admission by the Faculty:

- Curriculum Vitae;
- Certificates and official transcripts, including grading scales. For doctoral studies at the Law Faculty you need a Master's degree in law with a grade average GPA equivalent to 4.75 under the grading system of the University of Bern. Under this scale, 6 (excellent) is the highest mark, 4 (sufficient) is a pass and marks below 4 are failing grades. To transpose your marks to the Bern system, a grading scale of your home university is indispensable;
- A letter from the university from which you obtained your law degree, confirming that you fulfill the requirements for admission to the doctoral program at your home university;
- Proof that the universities from which you obtained your law degree are recognized as state universities.

Please note that you must submit your **original** documents. All documents that are not in German, French, Italian, or English have to be accompanied by a duly certified English translation. The Dean's Office of the Law Faculty will determine whether your diploma is equivalent to the Master of Law (MLaw) of the University of Bern and whether your GPA meets the minimum standard. In case you are admitted, it will release a **notification of admission to doctoral studies** that you need for the registration with the Admission Office of the University of Bern.

Registration with the Admission Office, University of Bern

After having been admitted by the Dean of the Law Faculty, you can register with the Admission Office in the university main building. For help please contact Rosemarie Coeppicus (e-mail below). The following documents will be required for your admission at the University:

- The completed form "Application for Admission to Doctoral Studies at the University of Bern", stamped and signed by Prof. Thomas Cottier, the form is available at http://www.imd.unibe.ch/downloads/pdf/anmeldung_doktorat_e.pdf
- Original diplomas and transcripts of your previous degrees;
- If these diplomas are not in German, French, English or Italian: original document plus a certified translation of all documents;
- Proof of exmatriculation from your former university;
- Passport picture;
- Photocopy of your identity card (front and back) or passport;
- Notification of admission to doctoral studies issued by the Faculty of Law (see above);
- Curriculum Vitae.

Deadlines

You can only enroll at the beginning of a spring term (**deadline: January 31st**) or at the beginning of the autumn term (**deadline: August 31st**).

Please see the information under http://www.imd.unibe.ch/doktorierendeninfos_e.htm .

Tuition Fee

The tuition fee amounts to CHF 200 per semester. In addition to that you will be charged CHF 100 for the first registration. Please note that you have to be enrolled at the university throughout the whole period of your research. If you do not need any university facilities and do not plan to have any contact with your supervisor for a certain period, it is possible to apply for an exemption. The application has to be signed by your supervisor and by the Faculty of Law and exemption can only be granted for one semester per application.

Campus Account

Your personal Campus Account is opened automatically with your enrolment as a student at the University of Bern. However, you have to activate your account. The access information for regular students (username and password) can be found on the status message, which will be sent to you after the semester fee has been paid. You can forward these messages to any e-mail account of your choice.

Please note that all essential information from the University of Bern will be delivered by e-mail only. Therefore please make sure these messages which are sent to your Campus Account are read on a regular basis. For information please see: http://www.students.unibe.ch/students_info.html

Online Semester Registration Renewal

Each May you will receive a message to your Campus Account asking you to renew your semester registration online for the following autumn semester. The deadline for this renewal is 31st of August. A description of the online renewal can be found at http://www.imd.unibe.ch/legierneuerung_e.htm

Confirmation of Supervision

In the course of the online semester renewal each autumn term the form "Confirmation of Supervision" has to completed, signed by Prof. Cottier and sent to the Admissions Office until 31st of August the latest. The form is available at http://www.imd.unibe.ch/downloads/pdf/anmeldung_doktorat_e.pdf

Please note that failure to complete the online semester registration renewal or failure to submit the confirmation of supervision form will result in automatic exmatriculation from the University of Bern. In order to receive your degree you will have to repeat the whole admission and registration procedure and you will be asked to pay the semester fee for all semesters during which you were exmatriculated.

Further Information

For information on the admission of doctoral students to the University of Bern, especially if you did not receive your law degree from a Swiss University, please consult the following brochures and sites:

- http://www.imd.unibe.ch/doktorierendeninfos_e.htm (English)
- http://www.imd.unibe.ch/doktorierendeninfos.htm (German)
- http://www.rechtswissenschaft.unibe.ch/weiterbildung/doktorat.php (only in German)

For general information on the admission of students to the University of Bern:

- http://www.imd.unibe.ch/downloads/pdf/Studieninfo_e.pdf

You will also find general information about studying in Bern on the University homepage:

- http://www.unibe.ch/

III. Course of Research

Supervision and Doctoral Workshop

Once you have been admitted to the doctoral program, please make an appointment to see Prof. Thomas Cottier and discuss your research. All appointments have to be arranged with the IEW Secretariat, Mrs. Rosemarie Coeppicus (e-mail below).

You will have considerable freedom in organizing your research. In particular, it is not necessary to take any courses or exams to obtain your doctorate degree. Therefore you do not need to be in Bern all the time, however, Prof. Thomas Cottier may request that you conduct at least parts of your research at the IEW in Bern. Moreover, there are two essential obligations you have to comply with: First, you are expected to stay in touch with Prof. Thomas Cottier and meet him at least four times a year to discuss the progress of your work and to discuss specific questions. For this purpose you can also make an appointment for a telephone conference.

Secondly, a workshop for all doctoral students supervised by Prof. Thomas Cottier is organized in February of each year. You are expected to take this opportunity to participate and present some of the key questions arising in your dissertation. You will be informed about these workshops by e-mail, so please let us know if your e-mail address changes.

Please note that your supervision will have to be withdrawn if these regular reports are not made (see below: Confirmation of Supervision). Please also note that Prof. Thomas Cottier will not read your drafts until your thesis is finished, but as said you are always welcome to discuss your questions with him.

Research Facilities/Libraries

When enrolling at the University you will receive a password for the university computer network, which enables you to use certain library facilities such as databases, electronic journals etc. from within the university network. To log in you can use the pool rooms at the libraries or a workstation (see below) at the WTI/IEW.

Homepage: http://www.zb.unibe.ch/unicd/daba.php
Westlaw: http://www.zb.unibe.ch/unicd/daba.php?id=1271
LexisNexis http://www.zb.unibe.ch/unicd/daba.php?id=141
Electronic Journals http://rzblx1.uni-regensburg.de/ezeit/fl.phtml?bibid=UNIBE&colors=7&lang=en

These library facilities may also be accessed from your computer at home (worldwide) by logging into WebVPN (http://idsecweb.unibe.ch/webvpn/) or installing the VPN Client software (http://idsecweb.unibe.ch/vpnclient/). In case you have problems accessing the databases, please contact the IT helpdesk (http://www.id.unibe.ch/content/helpdesk/index_ger.html) or refer to the support team vpn-support@unibe.ch. Of course you may also use the (non-virtual) libraries of the University of Bern including the WTI library, the library of law located in the university main building, and the central library in the city centre of Bern. For Information on the libraries in English, see: http://www.unibe.ch/eng/libraries.html.

Workstations at the IEW

There are a certain number of workstations with access to the university computer network available for the use of doctoral students at the IEW. You are welcome to use these facilities for several months. Please contact Rosemarie Cöppicus, Secretariat (e-mail see below), to make a reservation.

Submission of Thesis

Once you have finished your thesis, please submit it to Prof. Thomas Cottier in printed and in electronic form. Please note that your final thesis has to include a signed declaration, in which you confirm that you wrote your thesis independently and that you quoted all relevant sources. You have to use the exact text as it is set forth in Art. 44 para. 2 of the 'Studienreglement vom 24. April 2003', available at
http://www.rechtswissenschaft.unibe.ch/studienbetrieb/pdfs/regl2003mitaenderung.pdf

IV. Graduation

Promotion

Once your thesis is handed in, it will be read and graded by Prof. Thomas Cottier as well as a second examiner. If your thesis accepted by both examiners you can apply for your promotion at the Deans Office, otherwise you will have to revise your work and hand it in again.

The form for application for the promotion ("Anmeldung zur Promotion") can be found under http://www.rechtswissenschaft.unibe.ch/weiterbildung/doktorat.php. Please include:

- the proof of payment of the promotion fee (CHF 600);
- the confirmation of enrolment at the University of Bern;
- and – if you did not graduate at the University of Bern – your university diploma.

Interim Diploma

After the Faculty of Law has decided on your promotion, you are entitled to use the academic degree of a Doctor in Law (Dr. iur.). An interim diploma will be issued which expires after two years. Please note that this title is not identical to a Ph.D. The degree will be accorded using the following grades:

5.5 and 6.0:	summa cum laude
5.0:	magna cum laude
4.5:	cum laude
4.0:	rite

Mandatory Publication of the Thesis

Within the period of two years after promotion you will have to publish your thesis and hand in 50 copies to the Law Faculty. You will obtain your final degree after having published and handed in your thesis in the required form. If you do not publish your thesis in time, your right to the academic degree of a Doctor in Law will expire.

You can publish your book with a publisher of books or electronic media. An electronic publication has to include both a CD-ROM and an online issue which appears on the Internet. There are special requirements for an electronic publication which guarantee that the dissertations are available online for a period of 10 years at a minimum; that the electronic publisher has to provide a search mechanism for the electronic publication and that the page numbers of the original have to be apparent on the electronic version. Finally, the rights for a future print publication have to remain with the author.

Irrespective of the publication's mode **each copy has to contain certain mandatory data** which have to be printed at the very beginning of the thesis (first page).
For details see http://www.rechtswissenschaft.unibe.ch/weiterbildung/doktorat.php (in German only).

These data are:

- Title of the thesis;
- Name of the author without abbreviations;
- The notation: "Inauguraldissertation zur Erlangung der Würde eines Doctor iuris der Rechtswissenschaftlichen Fakultät der Universität Bern." (meaning: Inaugural dissertation to obtain the degree of a Doctor in Law by the Faculty of Law of the University of Bern;
- The notation: "Die Fakultät hat diese Arbeit am [date] auf Antrag der beiden Gutachter, Prof. Dr. [name of first supervisor] und Prof. Dr. [name of second examiner], als Dissertation angenommen, ohne damit zu den darin ausgesprochenen Auffassungen Stellung nehmen zu wollen." (meaning: The Faculty has approved this thesis as a dissertation on basis of the application of the two examiners Prof…. and Prof… without giving a judgment on the opinion expressed in the thesis.);
- Year and place of publication and publisher.

IV. Contact

If you require any additional information, please do not hesitate to contact us.

For general information about the Institute of European and International Economic Law (IEW) and the World Trade Institute (WTI) please visit our homepages www.iew.unibe.ch and www.wti.org. Note, however, that the WTI only offers a masters program but not a doctoral degree. For information regarding appointments with Prof. Thomas Cottier, administration, workstations and enrollment, please contact:

Rosemarie Cöppicus, Secretariat
e-mail: rosemarie.coeppicus@iew.unibe.ch
phone: +41 31 631 36 25

For information regarding your research proposal and the doctoral workshop, please contact:

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