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# Doctoral Programme in Internationalisation of Higher Education

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Information Guide *Release 3*

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## Centre for Higher Education Internationalisation (CHEI)

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This document provides key information for students interested in pursuing a doctorate in Internationalisation of Higher Education at the Centre for Higher Education Internationalisation (CHEI) at Università Cattolica del Sacro Cuore in Milan, Italy.

## Introduction

The CHEI Doctoral Programme is focused exclusively on the Internationalisation of Higher Education and is offered in English. It is aimed primarily, though not exclusively, at professionals in the field of international higher education who typically continue their careers whilst undertaking their studies. It brings together an international and diverse cohort of participants in residential periods and via electronic media to learn from each other's knowledge and insights, and seeks to develop "the reflective professional" through a unique combination of academic research and practitioner knowledge.

The programme has developed a distinctive identity within the framework of the national regulations that govern doctoral studies at the School of Education and the School of Linguistic Sciences and Foreign Literatures at Università Cattolica. The CHEI programme sits within these two schools and applicants are advised which School to apply to, according on their topic.

Although academics from the Schools contribute to the CHEI programme, most supervision and tuition is provided by the wide international network that the Centre has built up over the years.

The regulations for doctoral schools in Italy are largely set by the Ministry of Education. Depending on circumstances, there are two main types of programme that can be applied for: the regular PhD programme and the executive programme.

### PhD Programme

The regular CHEI PhD programme must be completed within three years of enrolment (from 1 November of the first year to 31 October of the third year) and leave of absence may be granted under exceptional circumstances. These rules are dictated by regulations set down by the Italian Ministry of Education. Undertaking doctoral studies alongside full-time employment therefore requires careful preparation and a strong commitment to the programme.

### Executive PhD Programme

If you have a long-term employment contract, you may be eligible to apply for an executive PhD programme. Certain restrictions are in place so you should contact the Centre to be sure whether you would be eligible for an executive programme.

## The application process

Potential students are encouraged to make contact with the Director and Associate Director of CHEI to discuss their research interests and motivations for undertaking doctoral study in order to ascertain whether this would indeed be the most appropriate programme for their needs.

Prospective doctoral candidates are required to submit a detailed research proposal and are encouraged to participate in the CHEI research seminars, which provide them with the opportunity to develop their research ideas under the supervision of CHEI faculty. Taking part in the research seminars is not a guarantee of acceptance into the programme, but it does provide a strong

foundation for application. In most cases, prospective students attend two to three seminars before submitting their application.

CHEI offers two research seminars during the year with presentations on a broad range of issues in internationalisation of higher education by leading scholars in the field, research methodology workshops, small group discussions and personal tutorials. Participants include prospective and current doctoral students as well as doctoral students in internationalisation of higher education from other programmes at universities around the world.

At their first seminar, prospective PhD candidates are encouraged to present their research idea. If planning to apply for the CHEI PhD programme they are assigned a provisional supervisor who will help them develop their proposal.

## **Submission of research proposal**

During the seminars preceding their planned application, participants have the opportunity to further explore and refine the area of research that they are interested in pursuing for their doctoral studies. They should submit an advanced research proposal for the Spring PhD Research Seminar that:

- gives the aims and purpose of the intended research;
- describes and analyses the research area;
- gives an overview of the key relevant literature;
- formulates the research questions;
- gives an indication of the sample size and location of the research;
- describes the methodologies that will be used;
- provides a research schedule and gives indication of any planned publications during the three years of the programme.

A detailed template and instructions are provided to those wishing to apply to the programme.

## **Assessment of research proposal**

The criteria applied for assessing the research proposal are as follows:

- potential contribution to the field of internationalisation;
- knowledge of the relevant literature of the field and the research topic;
- theoretical understanding of the field and the research topic;
- understanding of research methods and methodology used;
- adequate advanced knowledge of English (CEFR C1 level);
- quality of writing;
- alignment with expertise at CHEI;
- qualifications and experience;
- realistic research schedule and plan for dissemination.

## **Approval of the research proposal**

Once the research proposal has been approved by the supervisor and by the CHEI Director, it will be sent to the CHEI Scientific Committee for a second approval. Once approved by the Scientific Committee, the candidate will be advised in good time to make a formal application for admittance to the Università Cattolica Doctoral Schools that have reserved places of study for CHEI.

## **Application to the doctoral programme**

Application for the programme can be submitted in line with details outlined in the call for applications. The call for applications is normally published in July and applications normally have to be submitted by the beginning of September. There is an application fee to be paid, currently set at EUR 100.

The following documentation will be required:

- detailed curriculum vitae;
- research proposal;
- two reference letters.

Candidates will normally be expected to have the full support of their organisation to facilitate completion of their studies.

Interviews take place in September, either in person or via Skype, with an Admissions Panel composed of the Director and other members of the Doctoral School, and the CHEI Director.

Applicants will receive notification of the Panel's decision within two weeks of the interview.

## **Costs**

Fees for doctoral students at Università Cattolica are currently EUR 1,500 per year.

Students will also have to bear any additional costs such as travel expenses and costs of stay associated with the research seminars as well as any other costs such as books, additional visits to CHEI, and so on.

## **Reimbursement of expenses**

Students on the second and third years of the programme can apply for reimbursement of expenses related to the carrying out of their research up to a total of €1300 per year.

## **Scholarship information**

CHEI is not able to provide scholarships. Students are recommended to look for other sources for funding to cover all or part of their expenses, such as their own employer, national scholarship schemes, private foundations and European programmes. The CHEI Office has limited services to assist in the search for scholarships, but can provide relevant documentation.

## Key contacts

### Centre for Higher Education Internationalisation

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### Director

Amanda Murphy (for all academic enquiries and advice)

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