



CHEI
Centre for Higher Education
Internationalisation

**Doctoral Programme in
Internationalisation of Higher Education**

Prospective Student Guide

October 2022

Centre for Higher Education Internationalisation (CHEI)

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CHEI – Centre for Higher Education Internationalisation



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.

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1. General information

Awarding institution	Università Cattolica del Sacro Cuore
Academic bodies and location	Doctoral Schools within the Faculty of Education and the Faculty of Modern Languages, Milan, Italy
Final award	<i>Dottore di Ricerca in Scienze della Persona e della Formazione/Dottore di Ricerca in Scienze Linguistiche e Letterarie</i> (Doctorate in Education/Doctorate in Modern Languages)
Programme title	Internationalisation of Higher Education
Mode of delivery	On-campus seminars and via electronic communication with supervising faculty
Programme duration	3 years
Language of delivery and research	English
Unit managing the programme	Centre for Higher Education Internationalisation (CHEI)
Date of production/revision of specification	October 2022

2. Overview and programme aims

The CHEI Doctoral Programme focuses exclusively on the Internationalisation of Higher Education and has developed a distinctive identity within the framework of national regulations that govern doctoral studies in Italy. Within Università Cattolica del Sacro Cuore, the programme is located in the Doctoral Schools in the Faculty of Education and the Faculty of Modern Languages. The programme has been conceived for professionals in the field of international higher education who continue their careers whilst undertaking their research. It is offered in English with teaching and supervision provided both by the wide international network that the Centre has built up over the years and academic staff at Università Cattolica.

You will join an international and diverse cohort and participate in the in-person seminars that are run twice a year in Italy, and in the online programme that takes place in between the seminars. In the interim periods, you will study independently with regular on-line supervision and participate in peer learning groups. The programme aims to develop “the reflective professional” by providing you

October 2022

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with deeper knowledge, understanding and awareness of what it means to be a practitioner and researcher in international higher education settings and by enabling you to undertake relevant research and create new knowledge that makes an original contribution to the field. The Italian PhD is a full-time three-year programme and in order to make it possible for you to undertake your studies while working, CHEI has developed its own pathway programme that enables you to extend the period of time to undertake your studies.

Nevertheless, undertaking doctoral studies on a part-time basis while working requires careful preparation and strong commitment. For this reason, we encourage you to seek the support of your employer when applying for a doctoral programme in order to facilitate your studies.

3. Pathway programme for entry to the CHEI PhD programme

Application to the CHEI PhD programme includes the submission of a detailed research proposal and we have prepared a pathway programme that enables you to work towards this goal. The pathway phase varies from individual to individual, depending on how many seminars you attend before starting the research proposal, and on your own level of readiness and availability, but on average it lasts around two years. You will then study for the three years of the PhD programme. Given that most people are practitioners who are working full-time, a total of five years is a reasonable length to complete doctoral studies. While we encourage all prospective students to take part in the pathway programme, it is not a guarantee of acceptance into the PhD programme. However, it does provide a very strong foundation for application.

From Newcomer to Prospective Student

When you attend your first research seminar as a newcomer, you will be able to ascertain whether the CHEI programme is the right one for you. If you decide to continue and submit written work, we consider you to be a prospective student. In this phase, you will be supported by the CHEI team and by your peers in identifying your research topic. You will develop academic writing skills and learn how to present your research ideas to others, situate it in the relevant literature, and identify appropriate research methods to undertake the research. You will write an essay after each seminar, and receive feedback on your work in order to help you prepare for the following seminar. This phase normally lasts one year.

From Prospective Student to Applicant

When you present the current stage of your research project at the Autumn Seminar, the CHEI Academic Board will assess whether you are ready to become an applicant and develop a detailed research proposal. The Academic Board will assign a tutor who will work with you on-line.

You will develop your research proposal over one academic year from September to May and you will need to do the following:

- identify the aims and purpose of the intended research;
- describe and analyse the research area;
- give an overview of the key relevant literature;
- formulate the research questions;
- describe the methodologies that will be used;

- provide a research schedule;
- indicate the publications you plan during the three years of the programme.

Your research proposal will be assessed according to the following criteria:

- 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;
- potential contribution to the field of internationalisation;
- alignment with expertise at CHEI;
- realistic research schedule and plan for dissemination;
- quality of writing;
- adequate advanced knowledge of English (minimum CEFR C1 level).

You will start working on your research proposal in September and will present your progress in the Spring Seminar (March/April) where you will receive feedback from the CHEI academic team. You will submit your final version of the research proposal in May and it will be sent to the CHEI Academic Board for approval by the end of June. You will then be advised to make a formal application for admission to the Università Cattolica Faculties that have reserved places for doctoral study for CHEI.

Overview of Pathway and PhD programme

The diagram on the next page gives an overview of how the pathway programme links to the PhD programme and shows the different stages from prospective to applicant to student. It provides the example of starting as a newcomer in spring but it is possible to start as a newcomer in either spring or autumn. When you attend the first time you are defined as a newcomer and there are special sessions organised for you to induct you into the seminar and to understand what it means to undertake doctoral studies.

Year/ Month	1	2	3 Spring Seminar	4	5	6	7	8	9 Autumn Seminar	10	11	12
1			<i>Prospective</i> Attend seminar and present refined ideas	Read, reflect, refine ideas, write essay and receive feedback from reader					<i>Prospective</i> Attend and present to AB to start research proposal	Work on research ideas. Continue to read, reflect, refine, write essay and receive feedback from reader.		
									Applicant Selection	Individual work with tutor support		
2	Individual work with tutor support		<i>Applicant</i> Attend seminar and make first proposal presentation		Submit 25-page proposal	Decision by Academic Board	Prepare and submit application		<i>Applicant</i> Attend seminar and make final proposal presentation	Online interview, UCSC decision on acceptance and enrolments	Work with tutor according to agreed schedule	
				Application to doctoral programme between June and October and assignment of supervisory team						Entry point Individual work towards agreed objectives with supervisory team support		
3	Individual work with supervisory support		<i>Year 1</i> Attend seminar and make presentation on progress	Individual work towards agreed objectives with supervisory team support					<i>Year 1</i> Attend seminar and make presentation on progress to AB	Individual work towards agreed objectives with supervisory team support		
				Annual progress report					Review Point 1 Presentation of First Year Work to Academic Board			
4	Individual work with supervisory support		<i>Year 2</i> Attend seminar and make presentation on progress	Individual work towards agreed objectives with supervisory team support					<i>Year 2</i> Attend seminar and make presentation on progress	Individual work towards agreed objectives with supervisory team support		
				Annual progress report					Review Point 2 Presentation of Second Year Work to Academic Board			
5	Individual work with supervisory support		<i>Year 3</i> Attend Seminar and make presentation on progress	Individual work towards agreed objectives with supervisory team support	Submit final draft of thesis to supervisors	Make final revisions			<i>Year 3</i> Attend seminar and make final presentation	Thesis examined by readers		Thesis viva voce
				Annual progress report					Exit Point Presentation of Third Year Work to Academic Board. Submission of thesis followed by viva voce examination			

4. Programme learning outcomes

At the end of the CHEI PhD programme, you are expected to have reached the learning outcomes for doctoral studies as set out in the European Qualifications Framework. This implies that:

1. you will have demonstrated a systematic understanding of internationalisation of higher education and mastery of the skills and methods of research within that field;
2. you will have demonstrated the ability to conceive, design, implement and adapt a substantial process of research with scholarly integrity;
3. you will have made a contribution through original research that extends the frontier of knowledge by developing a substantial body of work, some of which merits national or international refereed publication;
4. you will be capable of critical analysis, evaluation and synthesis of new and complex ideas;
5. you will be able to communicate with their peers, the larger scholarly community and with society in general about their areas of expertise;
6. you will be able to promote, within academic and professional contexts, technological, social or cultural advancement in a knowledge-based society.

5. Programme delivery

The programme is delivered via the in-person seminars that take place in autumn and spring, the online programme, peer learning and supervision. The in-person and online seminars are an integral part of the learning experience and offer a broad range of issues in internationalisation of higher education by leading scholars in the field, research methodology workshops, small group discussions, academic skill building and personal tutorials. During the rest of the year, you engage in individual study and independent research and meet on online with your supervisors according to an agreed schedule. Your supervisory team is made up of two academics with expertise in your research area. You are also encouraged to set up peer learning groups for mutual support and exchange.

Demonstration of your progress is made via your written work, the presentations you deliver at each seminar and your level of engagement in the different sessions and workshops. During the course of your studies you will submit regular written work to your supervisory team and receive feedback. You are also required to submit progress reports at the end of each year. There is a formal assessment point at the end of Year 1 when you present your research progress to the CHEI Academic Board. In your presentation, you should be able to provide evidence that you are working towards the doctoral standard of demonstrating critical judgement and originality of thought equivalent to the standard of articles published in academic literature in your research area.

Your final assessment is your doctoral thesis submitted at the end of Year 3. It is read first by two external examiners who give authorisation for you to proceed to the viva voce examination in front of a panel of Italian and international academic experts. Successful completion of this process leads to the award of the PhD.

The year by year objectives are described below.

In the **first year** of research, a student will normally focus on:

- Agreeing a plan of activities with their supervisory team to complete their research project over the next 3 years and producing a detailed plan of activities for the first year;
- Establishing a regular routine of meetings with their supervisors;
- Completing a comprehensive literature review chapter on their topic;
- Completing in first draft at least one other chapter intended for the final thesis;
- Obtaining authorisation from the University Ethics committee for their investigation (if required);
- Participating in the CHEI in-person and online seminars.

In the **second year** of research, a student will normally focus on:

- Reviewing Year 1 progress towards completion of research and developing a detailed plan for Year 2;
- Completing sufficient field research (i.e. most or all of their data collection) to provide a substantive body of material for discussion and analysis in the final thesis;
- Drafting two further chapters;
- Presenting their work at a research seminar or conference, and/or submitting a first publication to an academic or professional journal;
- Participating in the CHEI in-person and online seminars.

In the **third year** of research, a student will normally focus on:

- Setting milestones for completion of complete draft copy of thesis, and final revised copy for submission with supervisors;
- Drafting and redrafting their analysis and discussion chapters;
- Completing and editing the final draft of their entire PhD thesis for submission;
- Identifying opportunities for publication of work from their thesis;
- Participating in the CHEI in-person and online seminars.

6. Admissions

The PhD application process in Italy is a national one and therefore the application dates are the same for all programmes in all universities. Generally, the application period is between June and August. It is an online process and there is an application fee, currently set at €100.

All applicants must have a master's level qualification that gives access to doctoral studies, and should have professional experience in internationalisation of higher education. The following documentation is required:

- copies of academic qualifications;
- detailed curriculum vitae;
- a 5-page summary of the research proposal;
- a letter of reference demonstrating your academic and/or professional skills relevant to the field;
- a letter of support from your employer.

If your application is accepted by the Doctoral School, you will be invited to take part in an on-line interview in September with an Admissions Panel composed of the Doctoral School Director and members, and the CHEI Director. You will receive notification of the Panel's decision in September. If you have been successfully admitted to the CHEI PhD programme, you will be assigned a supervisory team who will work together with you for the duration of your studies.

7. Fees

Fees for the period 2022-2023 are indicated below.

CHEI Seminar Fees

This includes attendance at the seminar, whether in-person or online, plus tutoring and feedback for newcomers, prospective students and applicants.

<i>From September 2022</i>	<i>From September 2023</i>
EUR 650 per seminar	EUR 700 per seminar

CHEI PhD Programme Fees

This includes attendance at the seminar, whether in-person or online, plus supervision and feedback for students. The fees apply to students enrolling in the first year of the programme and remain at the same level for all three years.

<i>For students enrolling in September 2022</i>	<i>For students enrolling in September 2023</i>
EUR 2500 per year for 3 years (plus EUR 16 tax per year)	EUR 2500 per year for 3 years (plus EUR 16 tax per year)

Fees are paid in five instalments per year: by November 7, February 28, March 31, April 30 and June 30.

Students in the first, second and third year of the programme can apply for reimbursement of expenses linked to their research up to a total of EUR 1600 per year.

CHEI is not able to provide scholarships. We advise you to look for other sources for funding to cover all or part of their expenses, such as your own employer, national scholarship schemes, private foundations and European programmes.

8. Conference presentations, publications and social media

Even in the early stages of your work, you are encouraged to present your ideas at conferences and to publish in a broad range of publication outlets. You will discuss this with your tutors who will advise you on where to present or publish your research as it develops.

While you are attending the CHEI pathway programme, you may choose to use social media to present your work or time at CHEI. We ask you to include reference to Università Cattolica del Sacro Cuore, and not only to CHEI, as the PhD is awarded by the university.

9. Location

Address: [Via Giosuè Carducci 28/30](#), 20123 Milan, Italy

Public transport: S. Ambrogio metro stop (Line M2 - green line)
Cadorna metro stop (Line M1 – red line) and 8 minutes' walk
Cadorna metro stop (Line M1 – red line) and bus 94

9. Key contacts

If you are interested in learning more about the CHEI PhD programme, you can find further information on the [website](#). You can [contact us](#) directly. Both the CHEI Director Amanda Murphy and Associate Director Fiona Hunter are happy to discuss your research interests and motivations for undertaking doctoral study in order to ascertain whether this would indeed be the most appropriate programme for you.

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