

FACULTY OF LAW
UNIVERSITY OF RIJEKA
CLASS: 643-03/17-01/1
REG: 2170-57-01-17-1
Rijeka, 9 January 2017

Pursuant to Article 26 of the Statute of the Faculty of Law of the University of Rijeka, the Faculty Council at its 160th Meeting held on 9 January 2017 rendered the following

DECISION
**on the procedure concerning application for approval, public defence and evaluation of
the doctoral dissertation topic**

Scope of application
Article 1

This Decision regulates the procedure concerning application for approval, public defence and evaluation of the doctoral dissertation topic at the Postgraduate Doctoral Study Programme in Social Sciences, Field of Law (hereinafter: the Study Programme) at the Faculty of Law of the University of Rijeka (hereinafter: the Faculty).

Commencement of the procedure
Article 2

The procedure concerning application for approval, public defence and evaluation of doctoral dissertation topic shall be considered commenced by submission of the form “Application for Approval of the Doctoral Dissertation Topic” (DrS1) of the University of Rijeka.

Content of the application and attachments
Article 3

- (1) Application for approval of the doctoral dissertation topic shall contain the following:
- 1) title,
 - 2) review of the scientific discipline in which the candidate is intending to write the doctoral dissertation,
 - 3) purpose and objectives of the research,
 - 4) explanation of the working hypotheses and propositions,
 - 5) scientific methods proposed to be applied,
 - 6) content outline,

- 7) anticipated scientific contribution of the doctoral dissertation,
 - 8) application of research results, and
 - 9) list of references and other sources.
- (2) The following shall be enclosed to the application:
- 1) a proposal concerning the members of the Committee for Public Defence and Evaluation of Doctoral Dissertation Topic (hereinafter: the Committee), which the mentor shall submit to the Director of the Study Programme.
 - 2) translation of the application for approval of doctoral dissertation topic in the Croatian language if the application is submitted in one of the additional languages of the Study Programme.
- (3) The application shall be signed by the candidate and mentor.

Completeness of application

Article 4

- (1) Director of the Study Programme shall verify whether the application is complete.
- (2) A complete application shall be submitted to the Faculty Council.
- (3) An incomplete application shall be returned to the candidate for amendment. The deadline for application amendment, which cannot be less than 15 days, is determined by the Director of the Study Programme according to the circumstances of the case. If the candidate fails to amend the application within the designated period, the application shall be rejected.

Appointment of the Committee

Article 5

The Faculty Council shall render a Decision on the Appointment of the Committee.

Composition of the Committee

Article 6

- (1) The Committee shall consist of at least three members. In any case, the number of Committee members shall be odd.
- (2) A domestic or foreign scholar elected to the scientific or scientific-teaching position, who is a renowned expert in the field of the doctoral dissertation topic, is eligible to be appointed as a Committee member. At least one Committee member shall belong to academic staff of the Study Programme or other Faculty study programme, and at least one Committee member shall not belong to the academic staff of the Study Programme or another Faculty study programme. In appointing Committee members, attention shall be paid to equal representation of genders.
- (3) The mentor may not be a Committee member.

Determining and publicising the time and place of the public defence

Article 7

- (1) The place of the public defence and evaluation of the doctoral dissertation topic is at the Law Faculty of the University of Rijeka.
- (2) The date and time of the public defence of the doctoral dissertation shall be determined by the Director of the Study Programme in agreement with the candidate, Committee members and the mentor.
- (3) The Director of the Study Programme shall appoint a minutes-taker to record the minutes of the public defence of the doctoral dissertation topic, usually from among the Faculty academic staff.
- (4) Notification on the public defence of the doctoral dissertation topic is published on the notice board and on the Faculty website no less than eight days prior to the public defence.

Public defence and minutes

Article 8

- (1) The candidate, Committee members, the mentor or at least one of the mentors, the Director of the Study Programme or the Faculty Vice-Dean for Research, and the minutes-taker shall be present at the public defence of the doctoral dissertation topic.
- (2) The defence is open to the public, including the students and academic staff of the Study Programme and other Faculty study programmes, and other interested persons.
- (3) The minutes of the public defence shall be taken in the form "Evaluation of the Doctoral Dissertation Topic" (DrS2) of the University of Rijeka.

Language of the public defence of the doctoral dissertation

Article 9

- (1) The doctoral dissertation topic shall be defended in the Croatian language, except when the candidate, having the approval of the mentor, intends to write his or her doctoral dissertation in one of the additional languages of the Study Programme. In this case, the doctoral dissertation topic is defended in the language in question.
- (2) The minutes of the public defence of the doctoral dissertation topic shall be taken in the language of the doctoral dissertation topic.
- (3) Third parties who attend the public defence of the doctoral dissertation topic may ask questions in Croatian. The Faculty shall provide for translation of the questions and answers in the Croatian language.

Procedure concerning the public defence of the doctoral dissertation topic

Article 10

1. The President of the Committee shall preside over the public defence of the doctoral dissertation topic in a manner prescribed by this Decision.
2. The President of the Committee shall determine the presence of persons referred to in Article 8, paragraph 1 of this Decision.
3. Not more than one member of the Committee may attend the public defence of the doctoral dissertation topic by using audio-visual communication.
4. The President of the Committee shall ask the candidate to present his or her statements from the application in 20 to 30 minutes.
5. Following the candidate's presentation, the President of the Committee shall invite the members of the Committee to ask the candidate questions. The candidate shall provide answers to the posed questions in the order in which they were asked.
6. Following the answers to the questions, the President of the Committee shall invite the attendees to ask questions. The candidate shall answer the questions in the order in which they were asked.
7. All questions of the Committee members and attendees, and especially important parts of the discussion shall be recorded in the minutes.

Evaluation of the topic

Article 11

- (1) The Committee shall evaluate the doctoral dissertation topic in closed session.
- (2) The Committee shall evaluate the original scientific contribution of the proposed doctoral dissertation topic in accordance with internationally accepted standards of doctoral dissertation quality, the objective feasibility of the proposed research and the ability of the candidate to accomplish the proposed research and to write his or her doctoral dissertation.
- (3) The Committee shall reach a decision and write it down in the form "Evaluation of the Doctoral Dissertation Topic" (DrS2), which shall be signed by all members of the Committee. In the same form a member of the Committee may express a dissenting opinion which he or she shall sign separately.
- (4) The Committee shall submit the signed form referred to in the previous paragraph to the Director of the Study Programme, who shall refer it to the Faculty Council for approval. The form, which in accordance with Article 9, paragraph 2 of this Decision, is written on one of the additional languages of the Study, shall be translated into Croatian.

Special situation entailing a proposal to amend the application for approval of the doctoral dissertation topic

Article 12

- (1) The Committee is authorised to propose an amendment of certain parts of the application for approval of the doctoral dissertation topic pursuant to Article 2 of this Decision, or a change of the mentor. The Committee shall write down the amendment or modification

proposal in the form “Evaluation of the Doctoral Dissertation Topic” (DrS2) and determine an appropriate deadline between one and four months to make the amendment or change.

(2) The Committee shall submit the completed form referred to in the previous paragraph to the Director of the Study Programme.

(3) The Committee shall evaluate the amended or modified application for approval of the doctoral dissertation topic within one month of delivery without the possibility of another invitation for its amendment or modification.

(4) The Committee shall submit the completed form referred to in Article 11, paragraph 3 of this Decision to the Director of the Study Programme, who shall then refer it to the Faculty Council for approval.

Entry into force
Article 13

This Decision shall enter into force on the eight day of posting it on the Faculty notice board.

D e a n
Prof. Dr. Eduard Kunštek

Posted on the notice board on 16 January 2017.