

FACULTY OF LAW
UNIVERSITY OF RIJEKA
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Rijeka, 25 September 2013

Pursuant to Article 26 of the Statute and pursuant to Article 16, section 3 of the Regulations on Studies and upon the proposal of the Council of the Doctoral Study Programme at its 128th council meeting convened on 25 September 2013 the Faculty Council of the Law Faculty of the University of Rijeka issued the following

DECISION ON ADMISSION TO THE DOCTORAL STUDY PROGRAMME
OF THE LAW FACULTY OF THE UNIVERSITY OF RIJEKA

Article 1

Subject matter of the decision

This decision regulates the admission, the content and execution of the call for enrolment into the Doctoral Study Programme in social science, field of law of the Law Faculty of the University of Rijeka (hereinafter: Doctoral Study Programme, Study Programme or Programme).

Article 2

Legal basis for admission

- (1) The following regulations constitute the legal basis for the admission to the Programme:
 - a) Description of the study programme of the Postgraduate doctoral study programme in social science, field of law, consolidated text of 20 October 2011, Law Faculty of the University of Rijeka, (hereinafter: programme);
 - b) Decision on recognition of ECTS credits at enrolment into the Doctoral study programme adopted at the Faculty's 125th council meeting on 19 June 2013, (hereinafter: Decision on recognition of ECTS credits), Law Faculty of the University of Rijeka;
 - c) Decision on criteria for mentors at the Doctoral Study Programme of the Law Faculty of the University of Rijeka, adopted at the Faculty's 125th council meeting on 19 June 2013, (hereinafter: Decision on criteria for mentors),
- (2) The call for applications whose content should comply with this decision forms the legal basis for admission too.
- (3) Legal regulations under sections 1 to 2 are announced via the Faculty's website.

Article 3

Admissions

- (1) At the moment of first enrolment applicants may enrol into:
 - a) Full course of the Study Programme of 180 ECTS credits, if he/she meets the general admission requirements (Article 6);

- b) Full course of the Study Programme with supplementary Study Programme of 180 ECTS credits + up to 60 ECTS credits, if he/she meets supplementary admission requirements (Article 8).
- c) Final part of the Programme of 90 to 120 ECTS credits if he/she meets additional admission requirements (Article 8).

(2) A person who is enrolled in the Programme and had fulfilled all requirements pertaining to a semester may pursue studying in the subsequent semester, if the latter is enrolled into separately and prior to its commencement within the deadline provided by the Council of the Doctoral study programme.

Article 4

Generations of students

(1) All students enrolled in the full course of the Study Programme or the final part of the Study Programme for the first time and in the same year of the Programme on the grounds of the same call for applications are considered as a generation of the Study Programme.

(2) The generations of the Programme comprise the following groups of students:

- a) I. generation – all students enrolled in full course of the Study Programme or part of the Study Programme in the academic year 2011/2012 for the first time, including those who were granted first enrolment in 2011/2012 by virtue of the call of 2011;
- b) II. generation – all students enrolled in full course of the Study Programme or part of the Study Programme in 2012/2013 for the first time, including those who were granted first enrolment in 2012/2013 by virtue of the call of 2012;

(3) Upon this Decision's entry into force generations of students enrolled for the first time in 2013/2014 by virtue of the call of 6 May 2013 have been grouped and designated as follows:

- a) III. generation group C1 (hereinafter: III. C1) – all students enrolled in the full course in the winter semester 2013/2014 for the first time, i.e. with commencement of studies on 1 October 2013;
- b) III. generation group RC1 (hereinafter: III.RC1) – all students enrolled in the full course with supplementary Programme in the winter semester of 2013/2014 for the first time, i.e. with commencement of studies on 1 October 2013;
- c) III. generation group Z1 (hereinafter: III.Z1) – all students enrolled in the final part of the Programme in winter semester of 2013/2014 for the first time, i.e. with commencement of studies on 1 October 2013;
- d) III. generation group Z2 (hereinafter: III.Z2) – all students enrolled in the final part of the Programme in summer semester of 2014/2014 or the following year for the first time, i.e. with commencement of studies on 1 March 2014.

(4) Generations enrolled in the academic year 2014/2015 or a year later are designated in keeping with the benchmarks provided for in Section 3.

Article 5

Calls for first enrolment

(1) The call for first enrolment into the full course of the Programme and to full course of the Programme with supplementary Programme is announced once a year on 1 October for generations of students whose full course of the Programme (designation C1) or full course of

the Study Programme with supplementary Programme (designation RC1) starts in the winter semester (on 1 October) of the subsequent academic year, and remains open until 15 July of the academic year in which it was announced.

(2) The call for enrolment into the final part of the Programme is announced biannually:

- a) On 1 October for the generation of students embarking on their studies in the summer semester of the same academic year (designation Z2), and remains open until 20 December and should be carried out (by means of individual decisions) until 20 January of the academic year in which it was announced.
- b) On 1 October for the generation of students embarking on their studies in the winter semester (1 October) of the subsequent academic year (designation Z1) and remains open until 15 June and should be carried out (by means of individual decisions) until 15 July of the academic year in which it was announced.

(3) The following instructions form an integral part of the call for first enrolment into the Programme:

- a) instructions to this decision;
- b) instructions to other legal basis of admission (Article 2); and
- c) to additional sources of information on the Programme, e.g. on the Faculty's Secretariat, the Secretary and Director of the Doctoral Study Programme.

Article 6

General admission requirements

Pursuant to the Programme, point 2.5 (1), general admission requirements are listed hereafter:

1. Doctoral candidate holds Croatian nationality or another status allowing for his/her stay in the Republic of Croatia during the study, as well as the stay at an internationally acclaimed scientific institution of legal science.
2. Doctoral candidate has completed law studies:
 - a) integrated undergraduate and graduate university study programme in law and obtained the degree of mag. iur. (professional master of law) or
 - b) graduate study programme in law and obtained the degree of law graduate (dipl. iur.).
3. Doctoral candidate has knowledge and/or skills necessary for pursuing scientific activities in the field of law, i.e., he/she meets one of the following criteria:
 - a) achieved an average grade of at least 3,5 (out of 5)* in the course of integrated undergraduate and graduate university study programme and graduate university study programme in law;
 - b) completed a postgraduate scientific master studies in legal science with the average grade of at least 3,5;
 - c) met all study requirements of one year of the postgraduate scientific study in the legal science with the average grade of at least 3,5;
 - d) completed a postgraduate specialist study in law with the average grade of at least 3,5;
 - e) published as the sole author or as one of three authors three scientific papers or professional papers, of which at least one merits the award of scientific titles in the field of law.

4.1. Doctoral candidate applying for the general form of the Programme has been educated in Croatian as the main language of the Programme and has command of foreign languages to the extent needed for pursuing research in law; in as much as he/she uses one additional language of the Programme, i.e. English, German, Italian or French actively (reads,

understands, speaks and writes) and passively (reads) another world language, i.e. additional language or another official UN language, provided he/she possesses at least passive command of English.

4.2. Doctoral candidate enrolling into a special form of the Programme due to insufficient knowledge of Croatian has command of one of the additional languages of the Programme and uses another foreign language.

4.3. Doctoral candidate enrolls into a special form of the Programme if he/she has special needs and may meet the Programme requirements in a manner befitting these needs.

5. Doctoral candidate submitted a proposal of his/her personal doctoral study plan which shows his/her awareness of certain lacunas in the knowledge of the law and adequate ways to fill these by means of independent research that is likely to result in an original scientific paper in the scope of a monograph.

6. Doctoral candidate has a prospective mentor or two prospective co-mentors among the faculty members who fulfil the criteria put forth in the Decision on the criteria for mentors at the Doctoral study of the Law Faculty of the University of Rijeka and who agree to the proposed personal doctoral study plan.

7. Doctoral candidate has two recommendations by two university professors or two renowned lawyers.

8. Doctoral candidate is able to defend his/her personal doctoral study plan.

Article 7

Supplementary admission requirements

Pursuant to the programme point 2.3.(1)b and the Decision on recognition of ECTS credits under Article 7 the Faculty Council may exceptionally grant admission to the full course of the Study Programme with additional Study Programme to a candidate who meets supplementary admission requirements, in that he did not complete an undergraduate university study programme or integrated (undergraduate + graduate) university study programme in law, but another undergraduate or integrated (undergraduate + graduate) university study programme or undergraduate and graduate university study programme.

Article 8

Additional admission requirements

Pursuant to the programme point 3.3.(2) and the Decision on recognition of ECTS credits under Articles 1-6 the Faculty Council may recognize the fulfilment of certain requirements within the Doctoral Study Programme and in consequence reduce the duration of study, and enable the candidate to enrol into the final part of the Programme and reduce tuition to a candidate who meets both general and additional admission requirements, in so far as he completed a postgraduate study programme or part thereof.

Article 9

The admission quota

(1) The Faculty may admit a maximum of 20 (twenty) students in one generation in compliance with the approved capacity of Doctoral Study Programme and provided the requirements under section 2 have been met. The Faculty withholds the right to grant

admission only to candidates who meet all the requirements of the call, whereas the Faculty is entitled to determine that the requirements have been met to a great extent having special regard to the likelihood of a candidate contributing to legal science by his doctoral dissertation and papers resulting from it or its preparation.

(2) Under the programme point 1.7(2.2.2), a professor teaching in the course of the Programme and meeting the criteria for mentors in accordance with the Decision on the criteria for mentors may supervise no more than two students studying full-time, or four studying part-time. A co-mentor may supervise no more than four students studying full-time and eight students studying part-time.

Article 10

Tuition

(1) Total tuition fee for the full course of the Study Programme in the duration of three years full-time or six years part-time amounts to 99.000,00 HRK.

(2) Total tuition fee for the additional Study Programme (Art. 3(1) b) amounts to 150,00 HRK for one ECTS credit.

(3) Total tuition fee for the final part of the Study Programme (Art. 3(1) b) amounts to 550,00 HRK for one ECTS credit.

(4) Tuition fees for individual semesters:

- a) A student studying full-time pays in six equal instalments; each instalment amounts to one-sixth of the entire tuition fee and is payable at the enrolment into each semester.
- b) A student studying part-time pays in twelve equal instalments; each instalment amounts to one-twelfth of the total tuition fee and is payable at the enrolment into each semester.
- c) In the event of a prolongation of the Programme, the full-time student pays one-sixth of the tuition fee per semester, while the part-time student pays one-twelfth of the tuition fee per semester.
- d) A student studying under the additional Study Programme pays the tuition fee for individual semesters at the enrolment into each semester.

Article 11

Scholarships

(1) The Faculty may exempt a student from paying the total tuition or up to two-thirds of the tuition in the form of a scholarship.

(2) Scholarships may be awarded up to five students belonging to the same generation.

(3) Scholarships are awarded to students who:

- a) owing to exceptional achievements in their earlier education and/or legal science and/or the practice of law as well as their personal plan of doctoral study or previously accomplished results within the doctoral study show that they will complete the study – including the year in which they are enrolled – within due course with highest grades and will write their doctoral dissertation; and
- b) are not able to pay the tuition and cover other expenses during the study because of their financial circumstances.

(4) Scholarship is granted by the Faculty at the enrolment into the first semester or into other semesters.

(5) Students awarded scholarships must meet all requirements duly foreseen by the Programme in each semester in which they receive scholarship with the minimum average grade (obtained for courses and seminar papers) of 4,5.

(6) A student who has been awarded scholarship and who has met all the requirements in the preceding semester with the minimum average grade of 4,5 retains the right to scholarship in the subsequent semester in the same amount in which it has been awarded.

(7) A student enrolled into the fourth generation (2013/2014) or a later generation is entitled to extended scholarship in the fifth and sixth semester full-time, or in the ninth and the subsequent semesters part-time, only if the student published a scientific paper based on the dissertation draft in one of the additional languages of the Programme (English, German, Italian or French) in a foreign journal indexed in the *Index to Foreign Legal Periodicals* or of higher ranking within the legal science in Central European countries during the fifth semester full-time or ninth semester part-time.

Article 12 *Application for enrolment*

The application for enrolment is submitted by means of an application form available at the Faculty's website. The application must be supported by attachments listed under Articles 13-17.

Article 13 *Applicant's academic resume*

Applicant's academic resume (curriculum vitae, biography) must contain the following data:

1. Data on place and day of birth and nationality, and proof of nationality or equivalent document (a copy suffices, however the original document or a certified copy must be presented at the enrolment).
2. Proof of completed studies in law – diploma certificate (a copy suffices, however the original document or a certified copy must be presented at the enrolment).
3. Proof of knowledge and skills needed for pursuing scientific activities in the field of law and proof of grades achieved during the studies (a copy suffices, however the original document or a certified copy must be presented at the enrolment) and/or scientific, i.e. professional papers (a copy signed by the applicant suffices).
4. Statement certifying applicant's command of the Programme's language, namely Croatian as the main language (to be submitted only by applicants who did not complete secondary-school education or studies in Croatian), one of the additional languages of the Programme (English, German, Italian, French) and/or other foreign languages (to be submitted by all applicants).
5. Certificate of employment (indicating the employer, type of employment, duration, working hours, e.g. number of working hours per week).
6. Other data deemed relevant for assessing the eligibility for enrolment, such as:
 - passed bar/public notary or other professional examination;
 - work experience in legal and/or related positions;
 - life and work abroad etc.

Article 14

Proposal of the applicant's personal plan for the full course of the Programme

Applicant applying for the full course of the Programme submits his personal doctoral study plan with the following parts and content (pursuant to Article 6):

1. A preliminary draft of the doctoral dissertation in keeping with the dissertation drafts requirements provided for in point 3.8(4)2 of the programme, i.e., entailing a working title of the doctoral dissertation's topic and a state-of-the-art of the given scientific discipline outlining the following:
 - a) demarcation of the theoretical issue;
 - b) theoretical importance of the theoretical issue;
 - c) practical importance of the theoretical issue;
 - d) reference to scientific literature and a brief analysis and assessment thereof as proof that the existing standpoints are not satisfactory;
 - e) purpose, objectives and research;
 - f) rationale of the working dissertation hypothesis and thesis;
 - g) scientific methods to be applied in the dissertation;
 - h) outline of the content, i.e. content of individual chapters and sections;
 - i) expected scientific contribution of the dissertation;
 - j) list of legal sources, scientific and other literature used.
2. A list of courses with the respective course holders that the applicant wishes to enrol in; if he/she has already met the requirements in one of these courses or in an equivalent postgraduate course, he/she may request that these requirements be recognized accordingly by enclosing proof thereof.
3. A list of professors who will supervise the preparation of seminar papers as first drafts of parts of the dissertation (these must include the applicant's mentor and the holder of the course Methodology of legal science; the applicant may select the third professor after consulting with his prospective mentor).
4. Name of one or more internationally acclaimed scientific institutions of legal science which the applicant intends to visit. If the applicant has already conducted such a study visit he/she may request the latter be recognized as a stay in the scope of the Doctoral Study Programme, by providing relevant proof of the stay.
5. Consent of the prospective mentor/s agreeing to the proposal of the applicant's personal doctoral study plan and a statement by the prospective mentor certifying that he/she meets the criteria for mentors (at the end of the proposal) supported by a list of papers with respective categorizations for each mentor.
6. Recommendations by two university law professors or two renowned lawyers.

Article 15

Proposal of the applicant's personal plan for the final part of the Programme

Applicant applying for enrolment into the final part of the Programme submits a proposal of his/her personal plan for the whole course of the Programme (with parts and content indicated under Article 14, (1, 4-6)) and a clarification supported by enclosed proof, requiring that he/she be exempt from the Programme requirements under article 14 (2, and/or 3, 4) in light of the fact that the applicant completed a postgraduate study programme equivalent to the preliminary part of the Programme and the scientific-research part of the Programme.

Article 16
Application for a special form of the Programme

Applicant applying for a special form of the preliminary part of the Programme must state;

1. the reasons for enrolment into special form, namely that he/she:
 - a) does not have command of Croatian and/or
 - b) does not possess psychophysical qualities needed to participate in the general form of the preliminary part of the Programme.
2. The applicant hence expects the Programme to be conducted:
 - a) if 1.a in one of the additional languages of the Programme: English, German, Italian, French;
 - b) if 1.b in a manner befitting applicant's special needs (e.g. in case of decreased movement by means of teleconferences, telephone, internet or the like; if the applicant is visually impaired (partially sighted) by providing audio recordings of classes and/or parts of the Programme's literature, etc.).

Article 17
Scholarship request

A request for scholarship, i.e. exemption from the duty to pay tuition either entirely or in part must be supported by a certificate on the amount of the applicant's salary and financial circumstances (with enclosed proof of titles of real estate, stocks etc., housing – where/with whom) and a request for exemption from the entire or part of the tuition.

Article 18
Form and deadline for submitting application

(1) A complete application for enrolment into the Doctoral Study Programme including attachments is submitted to the Law Faculty of the University of Rijeka (Office for Students), Hahlić 6, 51000 Rijeka, in a written form to the registry or by certified mail within the deadline set in the call for applications and by email to the Faculty's Secretariat; Secretary and Director of the Doctoral Study Programme.

(2) The application for enrolment into the full course of the Programme may also include documents certifying the completion of studies and grades for study programmes in which the applicants is enrolled into, but has not completed at the moment of application submission:

- a) by 15 February 2014 for applicants applying for the Programme starting on 1 March 2014;
- b) by 15 September 2014 for applicants applying for the Programme starting on 1 October 2014.

Article 19
Enrolment

The applicant applying first time for enrolment into the Doctoral Study Programme is entitled within two months (excluding the period from 1 to 31 August) after the closing of the call to receive an individual reasoned decision on the results of the call for applications containing the following:

- a) whether his/her application is accepted, in which case, is he/she granted enrolment and under which conditions (full course or part of the Programme, general or special form, full-time or part-time, courses etc.) and the prescribed timeframe for enrolment;
- b) legal remedy for challenging the decision.

Article 20

This decision shall enter into force on the day of its adoption.

DEAN:

Prof. Dr. Eduard Kunštek