

Regulations on the Studies of the University of Rijeka

(excerpts)

V. POSTGRADUATE STUDY PROGRAMMES

Postgraduate university (doctoral) study programmes

Article 55

Public call

- (1) Admission to the postgraduate university (doctoral) study programme shall be conducted by means of a public call announced by the Faculty Council 6 months prior to the begin of classes.
- (2) The public call shall contain information on admission requirements, number of vacant places, supporting documentation, as well as the tuition and enrolment fees, deadline for application and enrolment.
- (3) The Faculty Council shall render its final decision as to whether the postgraduate university (doctoral) study programme, for which a public call was announced, shall be held, subject to the sufficient number of applicants fulfilling the admission requirements.

Article 56

Application for admission

- (1) The applicant shall submit the application for admission to the study programme within the deadline specified in the public call.
- (2) The applicant shall state in the application whether he/she applies for the admission to the postgraduate university (doctoral) study programme as a full-time or part-time student.
- (3) The applicant shall submit supporting documentation specified in the public call.
- (4) The committee of the postgraduate university (doctoral) study programme, that is, the Faculty Council, shall determine whether the applicant fulfils the requirements for admission to the postgraduate university (doctoral) study programme.

Article 57

Enrolment to the postgraduate university (doctoral) study programme

- (2) A self-financing study agreement shall be concluded with the self-financing applicant, who obtains the right to enrol to the postgraduate university (doctoral) study programme.

Article 58

Mentor

- (1) The Faculty Council shall appoint a mentor and/or a co-mentor to the student, whereby both a mentor and/or a co-mentor shall be members of the teaching staff assigned to the study programme.

(2) The Faculty Council may also appoint a mentor and/or a co-mentor from outside of the members of the teaching staff assigned to the study programme.

(3) The mentor and/or a co-mentor shall assist the student to plan his/her research studies, to identify the relevant scientific literature and research methods, as well as to choose a topic and to complete his/her doctoral dissertation.

(4) The mentor shall at least once per year submit a report on student's work to the Faculty Council, that is, the dean or the head of the Faculty. The said report shall be submitted by means of the form prescribed by the University (Annual mentor report).

Article 58a Student

(1) The student shall at least once per year submit a report on his/her work to the Faculty Council. The said report shall be submitted by means of the form prescribed by the University (Annual student report).

(2) The student shall have the right to change his/her mentor and/or the topic of his/her doctoral dissertation by means of student's written request and statement of the former mentor, whereby both documents shall be submitted by means of the form prescribed by the University (Request for change of topic and/or mentor).

Article 59 Language

(1) The doctoral study programme may be conducted in Croatian or some other world language or special-purpose language, whereby the latter shall apply to language studies.

Article 60 Structure

(1) The postgraduate university (doctoral) study programme shall consist of:

- scientific research conducted under the supervision and with assistance of the mentor, that is, the co-mentor, which shall result in the preparation and defence of doctoral dissertation and for which the student shall obtain at least 90 ECTS credits,

- passing compulsory and elective courses specified by the postgraduate university (doctoral) study programme, for which the student shall obtain at least 30 ECTS credits,

- research stay at other domestic or foreign university or scientific institutions of at least three months or other study activities supporting research internationalization, for which the student shall obtain at least 20 ECTS credits,

- other elective activities which encompass various forms of teaching and knowledge transfer, presentation of scientific results at national and international scientific conferences, etc., for which the student shall obtain at least 10 ECTS credits.

Article 61
Relief from class attendance and examinations

(1) The student may be released from attending classes and taking examinations if he/she:

- has published at least three first-author research papers in scientific or scientific-professional journals in accordance with the Regulations on the requirements for election into research positions of the National Council for Science, Higher Education and Technological Development, whereby the research papers must in terms of topic be related to the postgraduate university (doctoral) study programme,

- has stayed for at least one semester at a domestic or foreign university or scientific institution and,

- has actively participated in at least two international scientific conferences.

Article 62
Loss of student status

(1) The student enrolled in the postgraduate university (doctoral) study programme as a full-time student shall lose student status if he/she fails to complete the study programme within six years of the enrolment.

(2) The student enrolled in the postgraduate university (doctoral) study programme as a part-time student shall lose student status if he/she fails to complete the study programme within ten years of the enrolment.

(3) The student shall lose the status of student of the postgraduate university (doctoral) study programme if the dean, head of the department or the Faculty Council accepts mentor's negative report.

(4) The student shall lose the status of student of the postgraduate university (doctoral) study programme if the dean, head of the department or the Faculty Council renders the decision on termination of the study programme for obtaining the doctoral degree pursuant to article 67 paragraph 5 of these Regulations.

(5) The student shall lose the status of student of the postgraduate university (doctoral) study programme if he/she violates the Code of Ethics.

(6) The student shall lose the status of full-time student of the postgraduate university (doctoral) study programme if he/she violates the obligations arising out of the employment relationship (termination conditioned by student's bad behaviour).

Article 63
Doctoral dissertation

(1) The doctoral dissertation shall represent an original and independent scientific work and shall in terms of its methodology and scientific contribution be suitable for the assessment of the student's ability to act as independent scientific researcher.

(2) The student shall prepare the doctoral dissertation under the supervision of the mentor. This research shall be public and may be published subsequently.

(3) The doctoral dissertation may be submitted for assessment and accepted for public defence in form of the traditional doctoral dissertation (monograph) or doctoral dissertation based on published scientific research papers (Scandinavian model).

(4) Preparation of doctoral dissertation shall be regulated by the Regulations on preparation of doctoral dissertations of the University, Guidelines for preparation of doctoral dissertations at the University of Rijeka and by other relevant regulations of the Faculty.

(5) The Faculty may determine additional requirements of prior quality assessment of the traditional doctoral dissertation, such as publication of its parts in internationally acknowledged journals or national journals involving international review.

Article 64

Application for approval of doctoral dissertation topic

(1) The student shall submit his/her application for approval of doctoral dissertation topic in order to enrol in the third year of the study programme.

(2) The application for approval of doctoral dissertation topic shall contain:

- title of the dissertation,
- overview of theoretical background and research object,
- research purpose and objectives,
- explanation of the main hypothesis,
- application of scientific methods,
- provisional content,
- expected scientific contribution,
- application of research results and
- bibliography and other sources.

The application shall be submitted by means of the form prescribed by the University (Application for approval of doctoral dissertation topic).

(3) Supporting documentation shall include:

- mentor's written approval and
- elaborated approval of the Faculty Ethics Committee if research is conducted on people, animals or material of human or animal origin.

Article 65

Public defence of the application

(1) The student shall defend his/her application for approval of doctoral dissertation topic before the committee of at least three members appointed by the Faculty Council, who hold research positions and represent acknowledged experts in the area of the application for approval of doctoral dissertation

topic, the mentor, vice-dean for postgraduate university (doctoral) study programmes or director of the postgraduate university (doctoral) study programme.

(2) The committee shall within three months of the submission of the application submit a report to the Faculty Council along with the proposal for acceptance of the topic of doctoral dissertation. The report shall be submitted by means of the form prescribed by the University (Assessment of the doctoral dissertation topic).

(3) The report of the committee shall contain:

- the conclusion outlining the assessment of the doctoral dissertation topic and the grounds for such assessment,
- the report on the public defence of the doctoral dissertation topic,
- the proposal to the Faculty Council, and
- the date and signatures of committee members.

(4) The Faculty Council shall within six months of the submission of the application render a decision on the application for approval of doctoral dissertation topic. Upon the proposal of the committee for the assessment of the application for approval of doctoral dissertation topic the Faculty Council may request revision of the application from the doctoral student. Should the committee for the assessment negatively assess the application after the requested revision, the Faculty Council shall render a decision on termination of the study programme for obtaining the doctoral degree and inform the doctoral student thereof. The positive decision of the committee shall be submitted by means of the form prescribed by the University (Approval of doctoral dissertation topic).

Article 66

Request for assessment of doctoral dissertation

(1) The student who passed all examinations of the postgraduate university (doctoral) study programme (with the exception of students stated in article 61 of these Regulations) shall submit a written request for the assessment of doctoral dissertation.

(2) Supporting documentation shall include:

- the application
- written mentor's approval of the fulfilment of doctoral dissertation criteria,
- non-bound copies of the doctoral dissertation,
- two copies of CV in standard form
- the student book, and
- short summary of doctoral dissertation (20-30 lines).

Article 67

Assessment of doctoral dissertation

(1) The committee for the assessment of doctoral dissertation shall consist of at least three members holding research positions who themselves are acknowledged experts in the field of doctoral

dissertation topic, whereby at least one member appointed by the Faculty Council shall belong to the university or scientific institution other than the Faculty.

(2) The committee shall decide on the assessment of doctoral dissertation by majority vote. The committee shall submit its report on the assessment of doctoral dissertation to the Faculty Council at the latest within three months of the receipt of doctoral dissertation. The report of the committee shall be submitted in the form prescribed by the University (Report on the assessment of doctoral dissertation).

(3) The report of the committee shall contain the conclusion expressly stating the original scientific contribution of doctoral dissertation. The president of the committee shall at the session of the Faculty Council present a summarized report by elaborating on the original scientific contribution of doctoral dissertation. Members of the Faculty Council shall receive a written report on the assessment of doctoral dissertation along with the session call.

(4) If the Faculty Council deems that the report of the committee for the assessment of doctoral dissertation does not provide safe ground for rendering the decision on the assessment of doctoral dissertation, the Council may appoint new members to the committee and request from them to submit separate reports or appoint a new committee and request from it to examine and reassess the doctoral dissertation for the purpose of submitting a report thereon.

(5) The Faculty Council may upon the proposal of the committee for the assessment of doctoral dissertation request from the student to revise the dissertation. Should the committee negatively assess the doctoral dissertation after the requested revision, the Faculty Council may render a decision on termination of the study programme for obtaining the doctoral degree and inform the doctoral student thereof.

(6) Upon acceptance of the positive assessment of doctoral dissertation by the Faculty Council at its session, the Council shall appoint the committee for the defence of doctoral dissertation at the same session. Members of the committee for the assessment of doctoral dissertation may also act as members of the committee for the defence of doctoral dissertation.

Article 68 **Defence of doctoral dissertation**

(1) The student who passed all examinations and fulfilled all obligations of the postgraduate university (doctoral) study programme shall be eligible for defending his/her doctoral dissertation.

(2) Open access to doctoral dissertation shall be ensured to the public at least 15 days prior to the defence.

(3) The defence of doctoral dissertation shall be held at least within two months of the date of acceptance of doctoral dissertation by the Faculty Council.

(4) The committee for the defence of doctoral dissertation shall determine the date and place of defence of doctoral dissertation bearing in mind suggestions made by the mentor and the student.

(5) First and last name of the student, title of doctoral dissertation, composition of the defence committee, time, date and place of defence shall be announced on the information board of the Faculty at least 8 days prior to the scheduled defence.

(6) If the student fails to attend the defence of doctoral dissertation within the deadline stated in the previous paragraph and without a justified reason, the dean or head of the department shall upon the proposal of the defence committee terminate the study programme for obtaining the doctoral degree and inform the student thereof.

(7) The doctoral dissertation may be defended only once.

(8) If the research results of doctoral dissertation shall include innovation eligible for the protection of intellectual property rights, the doctoral student and the mentor may inform the Technology Transfer Office of the University about this. In this case the doctoral student may upon mentor's approval prior to the submission of doctoral dissertation for assessment request that the content of doctoral dissertation be held secret until the moment of public defence.

(9) The Technology Transfer Office shall conduct the Procedure for legal protection and commercialisation of research results pursuant to the Regulations of the Technology Transfer Office. In this case the public defence may upon approval of the doctoral student be postponed for maximum one year following the submission of doctoral dissertation for assessment. The request for postponement of public defence shall be submitted by means of the form prescribed by the University (Request for postponement of public defence). The confirmation of the Technology Transfer Office shall be attached to the request.

Article 69 **Doctoral dissertation defence protocol**

(1) The defence protocol shall be regulated by the form of the University (Doctoral dissertation defence protocol).

(2) The president of the committee shall open the defence procedure, state general data about the student, results of his/her study and his/her research papers and read the elaboration on the assessment of doctoral dissertation.

(3) Upon the report of the president of the committee the student shall present the content of his/her doctoral dissertation and explain the conclusions made in the dissertation.

(4) Upon the presentation of the dissertation's content, members of the committee shall ask questions and remark on the dissertation, but they may also request explanations with respect to the dissertation and the defence.

(5) The student shall respond to the questions of the committee and offer the requested explanations.

(6) When the committee deems that sufficient discussion has been devoted to the object of defence, the president of the committee shall announce the end of defence upon which the committee shall retreat in order to discuss and render a decision by voting.

(7) Minutes of the defence of doctoral dissertation shall be recorded by the minutes-taker. The minutes-taker shall be appointed by the Faculty Council.

(8) The defence of doctoral dissertation shall be public.

Article 70 **Defence result**

(1) After the completion of the defence of doctoral dissertation the committee shall render a decision on the result of the defence, which may read:

- defended the doctoral dissertation by unanimous vote,
- defended the doctoral dissertation by majority vote,

- did not defend the doctoral dissertation.

(2) The president of the committee shall publicly announce the decision of the committee.

Article 71 **Hard-bound doctoral dissertation**

(1) Upon the successful defence of doctoral dissertation the student shall complete (attach) in the doctoral dissertation the sheet containing the data on the author of the dissertation, the composition of the members of the committee (I. Author, II. Dissertation, III. Composition of the committee for the defence, committee for the assessment, signatures of committee members) and the date.

(2) The student shall submit 9 hard-bound copies of the dissertation to the Secretary's Office of the Faculty within 10 days prior to the defence.

(3) The Secretary's Office shall deliver one copy of doctoral dissertation to the relevant institutions in the Republic of Croatia.

(4) The relevant department, the mentor, the dean's collection and the library of the Faculty shall each be given one copy of doctoral dissertation.

(5) Along with the hard-bound copy of doctoral dissertation in printed form, the electronic version of the dissertation in the form and on the medium determined by the Senate of the University of Rijeka shall be delivered to libraries, except when this is not possible due to objective reasons.

(6) For the purpose of effective functioning of the obligation specified in the previous paragraph, the Senate of the University of Rijeka shall adopt Guidelines on the format and the medium of electronic publications delivered for submission to the Repository of the University of Rijeka.

Article 72 **Doctoral dissertation with postponed publication**

(1) When a research within the framework of the postgraduate university (doctoral) study programme is conducted to satisfy the needs of economics or in cooperation with an economics research centre, the Faculty Council may exclude the public from the defence of doctoral dissertation and postpone its publication for the purpose of intellectual property protection for maximum three years, that is, until a public announcement of patent application is made.

(2) The doctoral dissertation with postponed publication shall be defended before a committee consisting of three members of the University. Members of the committee shall sign a confidentiality statement.

Article 73 **Obtaining the academic title of doctor of science**

(1) The student who completes the postgraduate university (doctoral) study programme shall obtain the academic title of Doctor of Science (dr. sc.) in the respective scientific field and subfield.

Article 74
Doctoral degree

- (1) Pursuant to the decision of the committee of the defence of doctoral dissertation the University shall award the doctoral degree.
- (2) The degree shall be handed by the rector at the promotion ceremony.

Article 75
Revocation of doctoral degree

- (1) The doctoral degree shall be revoked if it is determined that it was acquired contrary to the prescribed conditions, gross violation of the rules of the study programme or if doctoral dissertation was plagiarized or counterfeited or acquired through criminal offence committed by the student.
- (2) The revocation of doctoral degree shall also include the loss of research position for whose obtainment the doctoral degree is one of the conditions.

Article 76
Procedure for revocation of doctoral degree

- (1) The Senate shall conduct the procedure for revocation of doctoral degree.
- (2) The procedure shall be initiated upon the request of the Faculty Council.
- (3) The Senate shall appoint the committee of five members who shall consider and assess the request for revocation of doctoral degree. Members of the committee shall represent acknowledged experts in the area of doctoral dissertation topic, whereby one of them shall be member of other university or scientific institution. The mentor shall not act as member of the committee.
- (4) The report of the committee shall contain the conclusion expressly stating that the doctoral dissertation represents a plagiarized scientific work or a counterfeit or that it has been acquired through a criminal offence committed by the student.
- (5) The Senate shall render a decision pursuant to the report of the committee.

Article 77
Invalidation of doctoral degree

- (1) If the Senate renders a decision on revocation of doctoral degree, the rector shall invalidate the doctoral degree.
- (2) The person whose degree was revoked shall return the doctoral degree to the University.
- (3) The doctoral degree shall be invalidated by means of attaching the invalidation clause thereto.
- (4) The decision on revocation of doctoral degree shall be registered in the University Book of doctoral degrees.

Article 78
Revocation of honorary doctoral degree

(1) The honorary doctoral degree may be revoked if it is determined that its holder seriously violated the principles upon which the honorary doctoral degree was awarded.

(2) The revocation procedure shall correspond to the procedure of awarding the honorary doctorate degree.