

**UNIVERSITY OF ZAGREB**  
**FACULTY OF ORGANIZATION AND INFORMATICS**  
**VARAŽDIN**



**REGULATIONS**  
**ON POSTGRADUATE UNIVERSITY (DOCTORAL) STUDY**  
(Cleansed text)



**Varaždin, November 2018**

Pursuant to Article 82 of the Act on Scientific Activity and Higher Education ("Official Gazette" no. 123/03; 105/04; 174/04; 02/07 - USRH Decision; 46/07; 45/09; 63/11; 94/13; 139/13; 101/14 - USRH Decision and 60/15 - USRH Decision), the Faculty Council of the Faculty of Organization and Informatics of the University of Zagreb, in its session held on 27 November 2018, passed the following

## **REGULATIONS ON POSTGRADUATE UNIVERSITY (DOCTORAL) STUDY AT THE FACULTY OF ORGANIZATION AND INFORMATICS OF THE UNIVERSITY OF ZAGREB**

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### **1. GENERAL PROVISIONS**

#### **Article 1.**

These Regulations lay down the implementation of the Postgraduate university doctoral study (hereafter: Doctoral study) and the procedure for the attainment of the degree of a doctor of science at the Faculty of Organization and Informatics of the University of Zagreb.

#### **Article 2.**

The Doctoral study at the Faculty of Organization and Informatics of the University of Zagreb (hereafter: Faculty, that is, FOI) is set up as a study for the attainment of the academic degree of a doctor of science in accordance with the Act on Scientific Activity and Higher Education and the Regulations on Doctoral Studies at the University of Zagreb.

#### **Article 3.**

The meaning of specific terms used in the context of these Regulations:

(1) The doctoral candidate is a person that conducts scientific research in the framework of the Doctoral study with the aim of producing and defending his or her dissertation and earning the academic degree of a doctor of science.

(2) The study adviser is a member of the Faculty staff with a teaching-and-research or research rank. At the time of enrolment in the Doctoral study, the Doctoral Study Council assigns the candidate an adviser, who assists the doctoral candidate in the course of the study, monitors his or

her work and progress and works with the candidate on creating an obligations plan (doctoral candidate portfolio) until the appointment of a mentor.

(3) The mentor is a person holding a teaching-and-research or research rank that guides the doctoral candidate in writing the dissertation and assumes the responsibilities of the study adviser.

(4) The doctoral candidate portfolio is a portfolio containing all the important information on the doctoral candidate from his or her enrolment in the study to graduation. The structure of the doctoral candidate portfolio is defined by the documents related to the internal quality assurance system at the Faculty of Organization and Informatics of the University of Zagreb.

(5) The doctoral qualifying examination is the verification of a doctoral candidate's professional and research competencies in the broader area in which the candidate intends to work on his dissertation in the scientific area of information and communication sciences. The completed doctoral qualifying examination is a prerequisite for the submission of a dissertation proposal.

(6) The study year is the period of study that begins with the summer semester and lasts for two semesters.

#### **Article 4.**

(1) The Faculty Council establishes the Postgraduate University Doctoral Study Council (hereafter: the Doctoral Study Council) as its permanent working body.

(2) The members of the Doctoral Study Council are elected from among the Doctoral study teaching staff.

(3) The Doctoral Study Council consists of a minimum of five members.

(4) The Doctoral Study Council is appointed to a four-year mandate.

(5) The head of the Doctoral Study Council is appointed by the Faculty Council.

(6) The Doctoral study is led by the Doctoral Study Council. The activity of the Doctoral Study Council is regulated by the rules of procedure that are approved by the Faculty Council.

(7) The Doctoral Study Council is required to ensure a detailed record of research and other study obligations fulfilled by each particular doctoral candidate, including the obligations plan (doctoral candidate portfolio). The Doctoral Study Council watches over mentor load and achievement and ensures an individual record of the number of currently enrolled doctoral candidates and those that have defended their dissertations for each mentor.

(8) The Doctoral Study Council conducts an annual self-evaluation of the Doctoral study implementation on the basis of annual reports of mentors and doctoral candidates, and presents the self-evaluation report on a University report form to the Faculty Council and the University.

(9) The Doctoral Study Council decides upon the academic calendar of the Doctoral study by the end of the winter semester preceding the study year. In the academic calendar of the Doctoral study the dates of the Doctoral Study Council sessions, doctoral workshops and qualifying examinations are included.

#### **Article 5.**

(1) The Postgraduate university doctoral study in the scientific field of social sciences, area of information and communication sciences, is founded and delivered by the Faculty, which also conducts the procedure for the attainment of the degree of a doctor of science degree in that area.

(2) The Postgraduate university doctoral study is delivered through research work and teaching that are conducted at the Faculty in accordance with the credit system. With the approval of the Doctoral Study Council, the research work can also be performed at another appropriate scientific organization.

(3) The Postgraduate university doctoral study is completed by the work on a doctoral dissertation and its defence.

#### **Article 6.**

The key characteristics of the Doctoral study are research and learning through research, internationalization, transparency, international quality standards and international competitiveness.

For the purpose of ensuring quality and promoting the mobility of doctoral candidates and the teaching staff, the Doctoral study is open to all forms of scientific cooperation in the area of information and communication sciences.

The goals of the Doctoral study are:

- generation of new and relevant knowledge and insights, and their implementation;
- education of researchers in the area of information and communication sciences;
- capacitating doctoral candidates for free and independent thinking, independent, scientific and interdisciplinary approach to problem-solving, team work and critical assessment of the work of others;
- acquisition of knowledge, experience and skills that must enable doctors of science to solve complex social and economic problems creatively and on the basis of research;
- acquisition of knowledge and skills for the management of one's own career.

## **2. STUDY ENROLMENT REQUIREMENTS AND DURATION OF STUDY**

#### **Article 7.**

(1) The decision on issuing a call for application for enrolment to the Doctoral study is issued by the Faculty Council following a proposal of the Doctoral Study Council.

(2) A public call for application for enrolment to the Doctoral study is published at least one month before the beginning of classes.

(3) The public call is publicized in daily newspapers and on the official web pages of the Faculty.

#### **Article 8.**

The applicant that intends to enrol in the Doctoral study submits his or her application for enrolment within the deadline and in the form specified in the call.

#### **Article 9.**

Enrolment requirements and quotas are decided upon by the Doctoral Study Council with the approval of the Faculty Council, in accordance with the quality criteria stipulated by respective chapters of the internal quality assurance documentation of the Faculty of Organization and Informatics of the University of Zagreb.

#### **Article 10.**

(1) The Doctoral study can be enrolled by applicants who:

- a) completed the graduate master's study at the Faculty of Organization and Informatics, earning a degree of a Master of Informatics, with a minimum grade average of 3.5 in that study programme; the Doctoral Study Council can also exceptionally grant enrolment to applicants with a lower grade average in the graduate study, on the basis of the applicant's professional and scientific achievements after the graduation from the master's study;
- b) completed the four-year undergraduate study at the Faculty of Organization and Informatics, earning a degree of a Bachelor of Informatics, with a minimum grade average of 3.5 in that study programme; the Doctoral Study Council can also exceptionally grant enrolment to applicants with a lower grade average in the four-year undergraduate study, on the basis of the applicant's professional and scientific achievements after the graduation from the four-year undergraduate study;
- c) completed a postgraduate scientific study at the Faculty of Organization and Informatics, earning a scientific master's degree in information sciences;
- d) completed a postgraduate specialist study at the Faculty of Organization and Informatics, earning a degree of a university specialist, provided they earned a minimum grade average of 4.0 in that study programme and showed inclination for scientific research work;
- e) completed a university graduate study in informatics, computing, information science, mathematics or a similar related study at a Croatian or foreign higher education institution, with a minimum grade average of 3.5 (or equivalent, if the higher education institution does not implement the 1-5 grading system), wherein the applicant's eligibility for admission to the Doctoral study is determined by the Doctoral Study Council. Those doctoral candidates may be required to take differential exams from the FOI graduate master study, as determined by the Doctoral Study Council.
- f) earned a scientific degree of a master or doctor of science from a postgraduate study at a Croatian or foreign university, wherein the applicant's eligibility for admission to the doctoral study is determined by the Doctoral Study Council. Those doctoral candidates may be required to take differential exams from the FOI graduate master study, as determined by the Doctoral Study Council.

(2) A necessary prerequisite for enrolment in the Doctoral study is a completed university master or a four-year bachelor study programme.

(3) The criteria for the assessment of candidates who applied to the call for application for enrolment to the Doctoral study include: achievement in previous university degrees / courses, motivation for scientific research work, publications, recommendations by professors and alignment of the chosen area of research with the Doctoral study programme.

(4) In addition to verifying the submitted documentation, the Doctoral Study Council conducts an interview with all candidates who applied to the call for application for enrolment.

(5) The Doctoral Study Council decides on the candidate's right for enrolment based on the examination of submitted documentation and the interview with the candidate. The Doctoral Study Council decides whether a doctoral candidate that was assigned the taking of differential exams will take those exams as a regularly enrolled student of the Doctoral study or prior to his or her enrolment in the Doctoral study. The differential exams passed by the candidate are not comprised within the number of ECTS credits earned in the Doctoral study. Successfully taken differential exams are prerequisite for taking exams in Doctoral study courses.

(6) At the time of enrolment in the study, doctoral candidates are given information on the conditions for completion of the study.

#### **Article 11.**

(1) The final decision on enrolment in the first year of the Doctoral study on the basis of the published call, upon the recommendation of the Doctoral Study Council, is made by the Dean, provided there is a sufficient number of doctoral candidates that meet the admission criteria.

(2) In case the enrolment in the study year is not approved by the Dean owing to a small number of doctoral candidates, the candidates that are entitled to enrol in the study may do so in the following study year without having to repeat the assessment procedure.

#### **Article 12.**

The codes of the selected doctoral candidates, which were quoted by applicants in the submitted enrolment documentation, are publicized on the web pages of the Doctoral study.

#### **Article 13.**

(1) The costs of the Postgraduate doctoral study are settled each semester at the current price of the semester. Settling all costs from the previous period is prerequisite for enrolment in the following study year.

(2) Upon the recommendation of the Doctoral Study Council, a candidate that participates in teaching or project activity at the Faculty, or is an employee of the University of Zagreb, can be partially exempted by the Dean of the Faculty from paying the costs of the Postgraduate doctoral study.

(3) The costs of diploma printing are settled by the doctoral candidate.

#### **Article 14.**

- (1) A doctoral candidate that meets the enrolment requirements will be invited to enrol in the Postgraduate doctoral study.
- (2) At the time of enrolment, the Doctoral Study Council assigns the candidate a study adviser.
- (3) A doctoral candidate creates his or her Doctoral study programme by selecting and enrolling courses in a manner and scope that are defined by the Curriculum of the Doctoral Study, with the consent of the study adviser or mentor, which is recorded in his or her obligations plan (doctoral candidate portfolio).
- (4) The Doctoral Study Council may, on the doctoral candidate's request, recognize courses from other university postgraduate doctoral studies on the basis of appropriate documentation.
- (5) For the purpose of interdisciplinarity, doctoral candidates can, with the explanation and consent of the mentor and the approval of the Doctoral Study Council, partially enrol in courses and perform research at any other constituent of the University or other institutions.

#### **Article 15.**

- (1) The Doctoral study takes as a rule up to six years.
- (2) A doctoral candidate has the right to complete the study under the conditions under which it was enrolled, within the period of eight years. Before the expiration of eight years since enrolment, the candidate may apply for continuation of study. The Doctoral Study Council, on the basis of the submitted application, decides on the conditions for continuation of study. The eight-year period does not include the period of suspension of study.

### **3. MENTORSHIP**

#### **Article 16.**

- (1) A person can be appointed mentor if he or she holds a minimum of the scientific rank of a scientific associate (or an equivalent rank if the mentor attained his or her academic rank abroad), has published scientific work related to the doctoral research proposal, and has published scientific work over the last five years.
- (2) A professor emeritus, or a full member of the Croatian Academy of Sciences and Arts, can also exceptionally be appointed mentor, and the decision on this is made by the Faculty Council.
- (3) The Doctoral Study Council decides on the number of doctoral candidates that a mentor can be assigned to at the same time.
- (4) Before assuming his or her first independent mentorship, a potential mentor has to attend a mentorship workshop organized by the University, Faculty, or a recognized international school, or supervise a doctoral candidate with an experienced co-mentor who is a teacher at the doctoral study.

(5) A mentor that is not a University or Faculty employee needs to sign an agreement on cooperation and acceptance of responsibility with the Faculty.

(6) A mentor that has assumed mentorship before retirement can supervise the candidate until his or her completion of the study, with the consent of the Doctoral Study Council.

(7) In order to assure the quality of the dissertation, a dual mentorship may be granted, if there is need for that (for instance, owing to interdisciplinary of research, complementarity between narrow research areas of proposed mentors, research conducted in several institutions or co-mentorship with a junior mentor that supervises a doctoral candidate for the first time).

#### **Article 16a.**

(1) A mentor is required to supervise the doctoral candidate throughout the work on the dissertation, monitor the quality of the candidate's work, motivate the candidate to publish his or her work and enable him or her to participate in research projects.

(2) If more than one mentor has been appointed to a doctoral candidate, each of them assumes responsibility for a prespecified particular part of research and the procedure of working on the dissertation.

(3) At the beginning of each study year the mentor grants approval to the doctoral candidate regarding his or her obligations plan, which is entered into the doctoral candidate portfolio, and delivers the report on the doctoral candidate's work in the previous study year on a University report form to the Doctoral Study Council.

### **4. TEACHING AND RESEARCH IN THE DOCTORAL STUDY**

#### **Article 17.**

(1) The central component of the university doctoral study is scientific research and creativity.

(2) The mandatory formats of work in the doctoral study are research seminars, workshops and discussion groups aimed at the development of scientific research work and critical thinking, and the acquisition of methodology and generic skills.

(3) Instruction in the form of lectures must not exceed 30 per cent of the total load designated for the study programme, which is expressed in terms of the European Credit Transfer and Accumulation System (ECTS).

(4) Classes in certain courses in the Doctoral study may be available to doctoral candidates from other doctoral studies of the University of Zagreb with the approval of the respective teacher and the Doctoral Study Council.

(5) Doctoral candidates attending the Doctoral study at FOI can attend courses and perform research at other constituents of the University of Zagreb with the consent of the study adviser or mentor and the Doctoral Study Council.



(6) Other forms of doctoral candidates' activities related to research and teaching outside the University of Zagreb are regulated by the Faculty Council based on a proposal of the Doctoral Study Council.

#### **Article 18.**

For the attainment of the academic degree of a doctor of science it is prerequisite to earn the number of credits in the course of university studies shown in the table in Article 21 of these Regulations.

#### **Article 19.**

(1) ECTS credits are recognized in accordance with the doctoral candidate's previous education.

(2) Doctoral candidates that have previously finished a study programme at FOI are granted recognition of:

— 60 ECTS credits for a finished postgraduate specialist university study programme;

— 90 ECTS credits for a finished postgraduate scientific study leading to the academic degree of a master of science.

(3) The number of ECTS credits to be recognized to doctoral candidates who finished a postgraduate study at other universities in Croatia or abroad (in accordance with Art. 10, par. 1e and f) is determined by the Doctoral Study Council (as a rule, 30 ECTS credits per each semester of the postgraduate study).

#### **Article 20.**

The delivery of teaching, courses and numbers of ECTS credits in the Doctoral study are defined by the Curriculum of the Doctoral Study.

#### **Article 21.**

(1) The system of achieving required credits is shown in the following table:

	<b>Graduate study (or equivalent undergraduate study with a duration of eight or more semesters)</b>	<b>Postgraduate specialist study programme at FOI</b>	<b>Postgraduate scientific study at FOI leading to the academic degree of a master of science</b>
<b>a. ECTS credits recognized from previous study</b>	0	60	90
<b>b. Credits missing to the required number of 180 ECTS</b>	180	120	90
<b>c. Classes and exams</b>			
Required number of passed exams	6	4	2

Required number of ECTS credits	42	28	14
<b>d. Qualifying paper</b>	12	12	12
<b>e. Doctoral dissertation topic proposal</b>	15	15	15
<b>f. Doctoral dissertation (ECTS credits)</b>	40	40	40
<b>g. Independent research work (ECTS credits)</b>	71	25	9

(2) The scientific publications for which ECTS credits are recognized in accordance with Art. 21, par. 1e (table) are classified as follows:

- a) Publications in the Z1 category comprise scientific publications in the area of information and communication sciences (ICS) related to the doctoral dissertation topic, published in an international peer-reviewed scientific journal cited in at least one recognized bibliographic database (Science Citation Index, Science Citation Index Expanded, Social Science Citation Index, Scopus, Inspec);
- b) Publications in the Z2 category comprise scientific publications in the area of ICS published in proceedings of international scientific conferences and cited in a recognized bibliographic database (Science Citation Index, Science Citation Index Expanded, Social Science Citation Index, Scopus, Inspec);
- c) Publications in the Z3 category comprise scientific publications in the area of ICS published in a scientific journal or scientific conference proceedings.

(3) ECTS credits for scientific research publications are determined in the following way:

Z1	24 ECTS / corrected number of authors *
Z2	12 ECTS / corrected number of authors *
Z3	6 ECTS /corrected number of authors *
N.B. * Corrected number of authors refers to the number of authors excluding the formally appointed mentors and study advisers.	

(4) A doctoral candidate must publish or present a proof of acceptance of at least one paper in the field of the doctoral dissertation topic from the Z1 category.

## Article 22.

- (1) A doctoral candidate is required to report on the results of his or her scientific research work in the course of the Doctoral study by updating the doctoral candidate portfolio at least once every six months in consultation with his or her study advisor or mentor.

- (2) During the first study year or after the appointment of mentor, a doctoral candidate must design a framework plan of his or her research work in the course of the Doctoral study that is jointly signed by the doctoral candidate and his or her study adviser or mentor. The aforementioned plan is a component of the doctoral candidate portfolio.
- (3) A doctoral candidate portfolio also contains the annual report of the doctoral candidate and mentor on the candidate's work. The doctoral candidate published work is enclosed in the doctoral candidate's report. The report is submitted within the deadline defined by the Doctoral Study Council.
- (4) At the end of a study year, the Doctoral Study Council analyses annual reports of mentors (or study advisers) and doctoral candidates and submits a group report to the Faculty Council and the Advisory Board of the Doctoral Study.
- (5) If the quality of the doctoral candidate's work is assessed by the annual evaluation procedure that are conducted by the Doctoral Study Council as unsatisfactory, the Doctoral Study Council can:
  - a) set a deadline of a maximum one year by which the doctoral candidate must complete his or her doctoral portfolio with a positive report as a prerequisite for enrolment in the following study year or
  - b) decide upon the forfeiture of the doctoral candidate's right to continue his or her Doctoral study.

#### **Article 22a.**

- (1) Passing the qualifying examination is a prerequisite for enrolment in the second year of study.
- (2) A positive evaluation of the doctoral dissertation topic proposal accepted by the Faculty Council is a prerequisite for enrolment in the third year of study.
- (3) A doctoral candidate that does not fulfil the prerequisites for enrolment in a higher year of study re-enrols the same study year. In case of re-enrolment of the same study year enrolment fee is also charged.
- (4) The first and the second study year can be enrolled at most three times, wherein the period of suspension of study is not included. The doctoral candidate that, after enrolling the first or the second year of study three times, does not fulfil the prerequisites for enrolment in a higher year of study forfeits the right to continue the study.
- (5) A doctoral candidate that does not regulate his or her status by the end of February is disenrolled from the study.
- (6) A doctoral candidate that has been disenrolled in accordance with paragraph (5) of this Article can apply for continuation of the Doctoral study, which is decided upon by the Doctoral Study Council. In case of continuation of the study the Regulations on the Doctoral Study apply that are currently in force at the moment of submitting the application. The Doctoral Study Council can recognize the previously passed exams and the approved doctoral application proposal observing the deadline defined in Article 36 paragraph (1) of these Regulations.

### **Article 23.**

(1) At the doctoral candidate's request, with appropriate documentation and the opinion of the mentor(s), the Doctoral Study Council can grant the suspension of study in cases of:

- a) doctoral candidate's illness longer than three months;
- b) maternity leave;
- c) increase of the workload at the workplace;
- d) on other grounds found to be justified by the Doctoral Study Council.

(2) Suspension of study is granted for a one-year period.

(3) In the course of the study a doctoral candidate can apply for suspension of study at most twice.

## **5. DOCTORAL QUALIFYING EXAMINATION**

### **Article 24.**

(1) The doctoral qualifying examination consists of a qualifying paper, research plan and oral examination.

(2) The qualifying paper, which has maximum length of eight pages, is written as a scientific review paper in the JIOS format and must reflect the current state of science in a given discipline of information sciences. Qualifying papers by doctoral candidates who have passed the qualifying exam are public and are publicized in the e-learning system of the doctoral study.

(3) The research plan in a chosen scientific discipline consists of a plan of research activities and a description of research methods that the doctoral candidate intends to use in his or her research.

(4) The oral examination is taken in front of the Doctoral Qualifying Examination Committee. The Committee consists of three (or five) members that as a rule are appointed by the Doctoral Study Council from among its members. If the Doctoral Study Council finds that it is necessary that the competences of the Committee are expanded, a member of the Committee may be appointed outside the Doctoral Study Council. All the members of the Committee must be holders of a scientific rank.

### **Article 25.**

The Doctoral Study Council defines the calendar of qualifying examinations, which are held at least three times a year and the schedule for registering for a doctoral qualifying examination. The calendar needs to be publicized at the latest by the 15 of October of the current academic year.

### **Article 26.**

(1) A doctoral candidate registers for a doctoral qualifying examination at the Postgraduate Student Administration Office at least 15 days before the examination is held using a Faculty registration form to which the qualifying paper and research plan are attached. All the materials are submitted electronically and are a constituent part of the doctoral candidate portfolio.

(2) The Postgraduate Student Administration Office publicizes the names of candidates at least one week before the examination is held.

#### **Article 27.**

(1) The doctoral qualifying examination is public. In the examination the doctoral candidate presents the research plan and answers the Committee's questions on the selected scientific discipline which, in a broader or narrower sense, belong to the area of information and communication sciences.

(2) The Doctoral Qualifying Examination Committee verifies the content adequacy of the research field, the doctoral candidate's capacity for solving problems related to his or her research focus area by examining the candidate's basic and specialized knowledge, and assesses the candidate's capacity for the writing of a dissertation.

(3) The Committee takes minutes of the doctoral qualifying examination on the Faculty form. The minutes contain individual grades of the members of the Committee on the basis of which it is determined whether the candidate has passed. The final decision is passed by majority vote of the Committee. If the candidate has not passed the doctoral qualifying examination, the Committee can decide that the candidate cannot register for the first subsequent examination in the qualifying examinations calendar. The minutes on the doctoral qualifying examination are submitted to the Postgraduate Student Administration Office within 30 days after the examination was held.

(4) The doctoral qualifying examination grade is entered in the doctoral candidate's transcript as 'passed' or 'failed'.

### **6. APPROVAL OF THE DOCTORAL DISSERTATION TOPIC**

#### **Article 28.**

(1) By the time of his or her enrolment in the third year of study, the doctoral candidate proposes a potential mentor and the topic, and agrees upon the conditions of work, particularly conditions related to research funding.

(2) The procedure for the approval of the doctoral dissertation topic can be initiated after the doctoral candidate has passed:

- a) at least two exams in the Doctoral study;
- b) the doctoral qualifying examination.

#### **Article 29.**

(1) Before initiating the application procedure, the doctoral candidate must complete his or her doctoral portfolio.

(2) The doctoral candidate submits the doctoral dissertation proposal to the Postgraduate Student Administration Office on the University form.

### **Article 30.**

(1) The Doctoral Study Council assesses whether the topic corresponds to the area of communication and information sciences and formal requirements that the doctoral candidate must fulfil. The value of research goals and hypotheses and the competences of the doctoral candidate and the proposed mentor are also assessed. If necessary, the Doctoral Study Council can invite the proposed mentor to a meeting in which the dissertation topic proposal of his or her candidate is discussed. The Doctoral Study Council may at most once and with appropriate explanation return the topic proposal to the candidate for revision.

(2) The Doctoral Study Council delivers one of the following options to the Faculty Council:

- acceptance of the topic with a recommendation for the appointment of the Committee for Evaluation of Adequacy of the Doctoral Candidate, Appropriateness of the Doctoral Dissertation Topic and Appointment of the Mentor (hereafter: Committee for Topic Evaluation);
- acceptance of the topic with a recommendation for the appointment of the Committee for Topic Evaluation accompanied with a statement on the proposed mentor;
- rejection of the topic.

(3) The Faculty Council decides on taking one of the following options:

- appointment of the Committee for Topic Evaluation;
- returning the topic proposal for revision (also specifying whether the proposal, after revision, has to be returned to the Doctoral Study Council for consideration or is returned directly to the Faculty Council);
- returning the topic proposal for revision with a change of the mentor or the appointment of the co-mentor;
- rejection of the topic proposal.

(4) If one of the members of the Faculty Council has comments regarding the doctoral dissertation topic proposal, they are entered in the minutes and are presented to the Committee for Topic Evaluation.

(5) A doctoral candidate can change the topic of the doctoral dissertation and / or mentor by submitting a written request and a statement of the previous mentor on a University form. A new research proposal undergoes the same procedure.

(6) The members of the Committee for Topic Evaluation are selected from among the teachers holding a scientific rank in a scientific area that is relevant for the doctoral research topic. The Committee has three or five members, with at least one member who is neither a teacher at the Doctoral study nor an employee of the Faculty.

(7) Members of the Committee for Topic Evaluation have an advisory role and the proposed mentor cannot be appointed Chair of the Committee.

### **Article 31.**

(1) A doctoral candidate that meets the requirements for initializing the procedure for the doctoral topic approval delivers a public presentation of the topic at which the expected original scientific contribution of the doctoral dissertation is discussed and the feasibility of achieving the expected scientific contribution evaluated in more specific terms. In the public presentation the candidate has to demonstrate his or her competence for the problem area and methodology of the dissertation. The defence of the proposed topic is public and is performed in the presence of:

- a) the Committee for Topic Evaluation,
- b) other doctoral candidates and interested public.

(2) A public presentation needs to be held within two months after the appointment of the Committee for Topic Evaluation in a session of the Faculty Council. The period between 16 July and 31 August is not included in the aforementioned deadline, and neither is the time taken by the doctoral candidate to revise his or her doctoral topic proposal. Arranging the schedule of the public presentation is the responsibility of the Chair of the Committee.

(3) The proposed mentor notifies the Postgraduate Student Administration Office about the place and date of the public presentation. The Postgraduate Student Administration Office publicizes the schedule of the public presentation at least 15 days before the presentation is held and notifies the doctoral student and the members of the Committee for Topic Evaluation about it.

(4) The public presentation is chaired by the Committee for Topic Evaluation. Within the public presentation the Committee for Topic Evaluation can ask the candidate to revise the dissertation topic proposal.

(5) The Committee for Topic Evaluation delivers the minutes of the public presentation with the evaluation of the topic on the University form in printed and electronic form to the Postgraduate Student Administration Office.

(6) The minutes from paragraph (5) need to be delivered within three months after the appointment. If revision of the topic proposal has been required by the Committee for Topic Evaluation, this deadline does not include the time between the day on which the public presentation was held and the day on which the doctoral candidate submitted the revised topic submission to the Postgraduate Student Administration Office.

### **Article 32.**

(1) The Postgraduate Student Administration Office forwards the minutes of the public presentation and evaluation of the topic by the Committee for Topic Evaluation and, if existing, the revised topic submission, to the Faculty Council for consideration.

(2) The Faculty Council decides on the approval of the proposed dissertation topic and mentor. In case of a decision of rejection of the evaluation of the Committee for Evaluation of Adequacy of the Doctoral Candidate, Appropriateness of the Doctoral Dissertation Topic and Appointment of the Mentor, written explanation of the decision is mandatory.

(3) The proposed mentor is invited to attend the session of the Faculty Council in which the topic of the doctoral dissertation and mentor appointment are discussed. In certain cases, found to be justified by the Faculty Council, the mentor can at most once request a postponement of the discussion of the topic.

(4) The decision of the Faculty Council regarding the approval of the proposed dissertation topic and mentor is delivered to the Council of the Area of Social Sciences and Humanities of the University of Zagreb, which proposes the adoption of the topic and mentor at the University Senate.

#### **Article 33.**

(1) All scientific research conducted on or involving human beings or animals must comply with regulations, have approval of the Ethics committee of the Faculty or the University, the institution in which the research is conducted, and individual approval of each subject if they are capable of granting it, or of their proxy of legal representative.

(2) A part of each evaluation work at the Doctoral study is a personally signed statement on originality of the appropriate content:

“I declare that my seminar paper / qualifying paper / doctoral dissertation is the original result of my work in the development of which I did not use any other sources apart from those that are cited in it.”

### **7. COMPLETION OF STUDY**

#### **Article 34.**

(1) A doctoral candidate whose doctoral dissertation topic has been accepted can, with a prior consent of the mentor, submit the doctoral dissertation for evaluation when he or she earns a minimum of 140 ECT credits (including the ECTS credits recognized from a previous study).

(2) The layout and presentation of the doctoral dissertation must be in accordance with the DR.SC.-08 form Instructions for the layout of the doctoral dissertation available on the official web pages of the University of Zagreb.

(3) A doctoral dissertation is written and defended in Croatian or English.

(4) The forms of dissertation are defined by the Regulations on Doctoral Studies at the University of Zagreb.

#### **Article 35.**

(1) A doctoral candidate initiates the procedure for doctoral dissertation evaluation by submitting a written request which is co-signed by the mentor. The doctoral candidate submits the doctoral dissertation with the mentor's written consent and opinion regarding the conducted research and the achieved scientific contribution to the Postgraduate Student Administration Office. If a mentor refuses to give consent, he or she must provide written explanation thereof within 15 days after the submission of the dissertation. In either case the mentor's explanation is forwarded to the members of the Committee for Evaluation and Defence of the Doctoral Dissertation, who take it into consideration during evaluation.

(2) Along with the request for initializing the procedure for doctoral dissertation evaluation, the doctoral candidate submits to the Postgraduate Student Administration Office of the Faculty the completed doctoral dissertation in printed and electronic form in 6 (six) unbound copies, list of his or her publications and a copy of each publication (in printed or electronic form).



### **Article 36.**

- (1) A doctoral candidate must submit the dissertation for evaluation within at most three years after the date of the admission of the approval of the doctoral research topic at the Senate of the University of Zagreb, wherein the deadlines defined in Article 15 need to be appropriately observed. The deadline for the submission of the doctoral dissertation can be extended at the request of the doctoral candidate which is considered by the Doctoral Study Council.
- (2) The doctoral dissertation topics that were not submitted for evaluation within the deadline in paragraph (1) of this Article are subject to a repeated procedure for the approval of the doctoral research topic.
- (3) The repeated procedure for the approval of the doctoral research topic is initiated at the request of the doctoral candidate. It must contain:
  - proposal that the title and scientific contribution of the doctoral dissertation should remain unchanged or a proposal for changing the title and / or scientific contribution of the doctoral dissertation,
  - explanation of the proposal.
- (4) The procedure for a repeated approval of the doctoral research topic is conducted in the identical way as the procedure for the first approval of the doctoral research topic.
- (5) Doctoral candidates whose doctoral research topic has been approved for the second time pay additional charges.

### **Article 37.**

Before the dissertation is forwarded to the evaluation procedure, it is determined whether the doctoral candidate has fulfilled all obligations defined by the Regulations on the Doctoral study.

### **Article 38.**

- (1) Upon the recommendation of the Doctoral Study Council, the Faculty Council appoints the Committee for Evaluation and Defence of the Doctoral Dissertation. The Committee has three to five members and one substitute member, with at least one member who is neither a teacher at the Doctoral study nor an employee of the Faculty. That member of the Committee should ideally be an employee of an accredited foreign university or a similar institution. The mentor cannot be appointed member of the Committee for Evaluation and Defence of the Doctoral Dissertation.
- (2) Members and the substitute member of the Committee for Evaluation and Defence of the Doctoral Dissertation must hold a minimum of the research-and-teaching rank of an assistant professor or the scientific rank of a scientific associate (or an equivalent rank if a Committee member attained his or her academic rank abroad). At least one member of the Committee for Evaluation and Defence of the Doctoral Dissertation must hold the rank of an associate or full professor, that is, the scientific rank of a senior scientific associate or a scientific adviser.
- (3) After the appointment of the Committee for Evaluation and Defence of the Doctoral Dissertation, the Faculty publicizes the title and the summary of the dissertation in Croatian and English on the official web pages and enables supervised access to the doctoral dissertation to interested members of the professional public.

(4) In the course of the procedure of evaluation and defence, before the submission of hardbound copies of the doctoral dissertation, one unbound copy of the dissertation is available to the public at the Postgraduate Student Administration Office.

#### **Article 39.**

The members of the Committee for Evaluation and Defence of the Doctoral Dissertation and all persons that are granted insight in the doctoral dissertation are obliged to treat the data and insights presented in the dissertation with confidentiality until the evaluation of the dissertation is made public, for the purpose of protection of the scientific contribution of the dissertation and intellectual property.

#### **Article 40.**

(1) The members of the Committee for Evaluation and Defence of the Doctoral Dissertation submit their report at the latest within three months after the receipt of the dissertation, not including non-working days.

(2) The Chair of the Committee prepares the report on the basis of the written opinion of the members of the Committee, which is signed by all the members of the Committee that agree with the report. Each member of the Committee that does not agree with the concluding report has the right to submit his or her separate opinion. Separate opinions are part of the concluding report. The deadline for submission of a separate opinion is the next subsequent session of the Faculty Council.

(3) The Committee for Evaluation and Defence of the Doctoral Dissertation submits the completed evaluation report in printed form to the Faculty Council. In its evaluation the Committee for Evaluation and Defence of the Doctoral Dissertation can recommend:

- the acceptance of the doctoral dissertation with an explicit statement of achievement of scientific contribution;
- revision of the doctoral dissertation and its repeated evaluation;
- rejection of the doctoral dissertation, after which the doctoral candidate loses the right to attain the doctoral degree at that study.

(4) In all three aforementioned cases explanation of the decision of the Committee is mandatory.

#### **Article 41.**

In the Faculty Council session, the Chair of the Committee delivers an abbreviated oral report on evaluation with a statement of achievement of scientific contribution.

#### **Article 42.**

If the Faculty Council finds that there are insufficient grounds for accepting the Committee report, it can:

- a) return the report for revision by the same Committee, or

- b) include new members in the Committee that are required to submit their separate reports, or
- c) take a decision that is different from the ones mentioned above upon the recommendation of the Doctoral Study Council.

#### **Article 43.**

(1) A doctoral candidate can proceed to the defence of the doctoral dissertation after the Faculty Council accepts a positive evaluation of the Committee for Evaluation and Defence of the Doctoral Dissertation, at the latest within two months after it receives the positive evaluation of the doctoral dissertation.

(2) If the results of the research in the doctoral dissertation involve innovation eligible for protection by intellectual property rights, the doctoral candidate can, in accordance with the University Regulations, request for public defence to be postponed for one year at the longest after the submission of the doctoral thesis for evaluation and for the dissertation to be treated as secret until the public defence. In other justified cases, based on the decision of the Doctoral Study Council, the defence of the doctoral dissertation can be postponed for one year at the longest after the submission of the doctoral dissertation for evaluation.

#### **Article 44.**

(1) The Chair of the Committee for Evaluation and Defence of the Doctoral Dissertation arranges the date of the doctoral dissertation defence in agreement with the doctoral candidate.

(2) The Postgraduate Student Administration Office notifies the doctoral candidate on the date and place of the doctoral dissertation defence at least 15 days before the defence is due.

(3) The notification on the defence of the doctoral dissertation is publicized in printed and electronic form at least 15 days before the defence is due.

(4) The doctoral dissertation defence is public. The defence is held at the venue defined by the Faculty Council in the language in which the dissertation was written. In case of joint or dual doctoral dissertation the defence can be held at another university. The defence procedure is regulated by the Protocol of the dissertation defence.

#### **Article 45.**

(1) After the dissertation defence the Committee determines the grade. The grade obtained in the doctoral dissertation defence can be:

- *rite*,
- *cum laude*,
- *magna cum laude*,
- *summa cum laude*.

The grade is determined by majority vote of the members of the Committee.

- (2) The doctoral dissertation is defended only once.

#### **Article 46.**

The minutes of the defence are written in Croatian and in case of defence in another language the minutes are also written in that language. The recorder is appointed by the Faculty secretary.

#### **Article 47.**

- (1) After a successful defence of the doctoral dissertation the doctoral candidate encloses the list of the members of the Committee for Evaluation and Defence of the Doctoral Dissertation with the date of the defence in the dissertation. The doctoral candidate submits to the Postgraduate Student Administration Office of the Faculty 7 (seven) hardbound copies of the doctoral dissertation within one month after the dissertation defence. The dissertation is also submitted in electronic form in the format determined by the Doctoral Study Council.
- (2) The Postgraduate Student Administration Office delivers 1 (one) copy of the doctoral dissertation to the National and University Library in Zagreb, University of Zagreb, institution at which the doctoral dissertation was made, mentor, archives of the Faculty and the Faculty Library, respectively.
- (3) The doctoral dissertation is publicized in its entirety in the public online database of doctoral dissertations of the National and University Library, within six months at the latest after the hard bounded copies were submitted. In exceptional cases, with a prior explanation to the Office for Doctoral Studies and Programmes, the publication of the dissertation on the web pages of the University can be postponed for up to two years.
- (4) A non-exclusive, temporally and spatially unrestricted right to reproduce and distribute (publish) the doctoral thesis is regulated by a contract between the Faculty and the doctoral candidate.

#### **Article 48.**

- (1) On the basis of the decision of the Committee for Evaluation and Defence of the Doctoral Dissertation, the University of Zagreb issues a diploma on the academic degree of a doctor of science. The diploma is handed over by the Rector at the promotion ceremony.
- (2) A doctoral candidate is entitled to the rights of doctors of science defined by labour law from the day of the successful defence of the doctoral dissertation, while the full rights of the academic title and the diploma are acquired after taking the academic oath at the promotion ceremony and being entered in the book of doctors of science.
- (3) The doctoral diploma is handed over by the Rector at the promotion ceremony, which the doctoral candidate must attend in person or at which he or she can be represented by a legal proxy that holds a doctoral degree.

#### **Article 49.**

- (1) The academic degree of the doctor and master of science can be revoked to persons that acquired them if it is subsequently determined in a special procedure that the academic degree was attained contrary to conditions defined for its acquisition, or in case of determination of plagiarism or a procedure which is contrary to the ethical principles that cannot be attributed to oversight.
- (2) The procedure for revoking the academic degree of a doctor of science is initiated by the Faculty Council upon the recommendation of the Council of the doctoral study. The Faculty Council appoints the Committee that submits a report on the justification for revocation of the academic degree. The Faculty Council takes a decision on the report in a session in which the person whose academic degree is decided upon as well as the person that filed the complaint are allowed to be present.
- (3) The decision of the Faculty Council is sent for approval to competent bodies of the University.

#### **Article 50.**

The administration required in all stages of the study, procedures of the approval of the dissertation topic and the defence of the doctoral dissertation is a responsibility of the Faculty's Postgraduate Student Administration Office.

### **8. QUALITY MANAGEMENT OF THE DOCTORAL STUDY**

#### **Article 51.**

- (1) The establishment of principles, criteria and methods of the assurance of the quality of the Doctoral study is regulated by respective chapters of the documentation of the internal quality assurance system at the Faculty of Organization and Informatics of the University of Zagreb.
- (2) The criteria for evaluation of the Doctoral study include scientific production of teachers and doctoral students, teaching, relevance and quality of doctoral dissertations, statistical indicators of duration of study, statistical indicators of the annual number of new doctors of science with regards to the number of doctoral candidates, established international cooperation and employability of doctors of science.

#### **Article 52.**

A doctoral candidate has the right to complain to the Faculty Council regarding the decisions and reports related to the Doctoral study. The decision of the Faculty Council is conclusive.

## 9. TRANSITIONAL AND CONCLUDING PROVISIONS

### Article 53.

The interpretation of the provisions of these Regulations lies with the Faculty Council.

### Article 54.

- (1) Students of the Postgraduate doctoral study who enrolled this study before coming into force of these Regulations can complete the study in accordance with the Regulations that were in force at the time of their enrolment, within at most eight years after their enrolment.
- (2) Students in paragraph (1) can submit a written statement requiring that in continuation of their study the provisions of these Regulations should apply.
- (3) Students of the Postgraduate doctoral study transferring to the Doctoral study under these Regulations on the expiry of eight years since the enrolment in the study will be recognized ECTS credits for exams passed in the Doctoral study.
- (4) Students in paragraph (3) whose doctoral dissertation topic has been approved can, at their request, be entitled by the Doctoral Study Council to the categorization and awarding credits for scientific work from Article 21 of the Regulations in force at the moment of enrolment in the study, but only provided that they do not change the topic of the doctoral dissertation after the transfer to the study under these Regulations.

### Article 55.

These Regulations will come into force on the eighth day after their publication and will be publicized of the official web pages of the Faculty.

CLASSIFICATION NUMBER: 011-01/18-01/1

REGISTRY NUMBER: 2186-62-14-18-1

Varaždin, November 27<sup>th</sup>, 2018

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