

UNIVERSITY OF ZAGREB
FACULTY OF ORGANIZATION AND INFORMATICS
VARAŽDIN



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

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SVEDUČENJE U ZAGREBU
FAKULTET
ORGANIZACIJE I
INFORMATIKE
VARAŽDIN

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:

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

Required number of ECTS credits	42	28	14
d. Qualifying paper	12	12	12
e. Doctoral dissertation topic proposal	15	15	15
f. Doctoral dissertation (ECTS credits)	40	40	40
g. Independent research work (ECTS credits)	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.