

In accordance with Article 33 of the Higher Education Act (Official Gazette of the Republic of Slovenia, No. 32/2012-UPB7, with amendments) and the second paragraph of Article 48 of the Statute of the School of Advanced Social Studies (FUDŠ) in Nova Gorica of 20 April 2015 (UPB4, with amendments), the Senate of adopted the following FUDŠ at its 5th ordinary session on 20 September 2018:

RULES ON DOCTORAL STUDIES

Article 1

The School of Advanced Social Studies in Nova Gorica (hereinafter referred to as: the School) organises education programme to acquire the academic title of doctor of science in accordance with the regulations in specific areas and scientific disciplines where scientific and research activity is performed in accordance with the Statute of the FUDŠ.

Article 2

Education programme to acquire the academic title of doctor of science takes place in the form of lectures, seminars and mentorship.

Article 3

(1) These rules define in detail:

- the conditions to acquire the academic title of doctor of science;
- the procedure for the application of the topic of a doctoral dissertation;
- the procedure for the application of the doctoral dissertation proposal;
- the procedure for approving a doctoral dissertation;
- the procedure of submission, assessment and defence of a doctoral dissertation;
- the procedure for revoking the title of doctor of science.

(2) The term doctor of science in this text shall be used for both genders equally.

1. THE CONDITIONS TO ACQUIRE THE ACADEMIC TITLE OF DOCTOR OF SCIENCE

Article 4

(1) The enrolment in the first year of doctoral study programme Sociology is available for a candidate:

- who has finished the second level study programme (according to the Bologna system) or achieved minimum 300 ECTS in the uniform master's study (according to the Bologna system);
- who has finished the pre-Bologna undergraduate study programme within university education system;
- who finished the study programme for acquiring specialisation and before that finished the previous higher education professional programme (pre-Bologna programme), where minimum five years of study had to be finished. Before entering the second year of the doctoral study programme, the candidate shall perform additional study obligations, i.e. in a total of 30 to 34 credits from the second level study programme

Intercultural Management, as determined by the competent body of the FUDŠ on the basis of the candidate's studies so far.

(2) According to the criteria for transfers, the second year of the third level study programme Sociology can be enrolled by a candidate who has completed:

- the master's degree study programme, adopted before 11 June 2004; and 60 ECTS points shall be recognised at enrolment;
- university study programme, adopted before 11 June 2004, and the study programme for acquiring specialisation, and 60 ECTS points shall be recognised at enrolment;

whereas the candidate shall submit a topic of their doctoral dissertation by the end of the first semester of the second study year.

(3) According to the transfer criteria, third year of the third level study programme Sociology can be enrolled by a candidate with a confirmed topic of the doctoral dissertation and who has achieved at least 105 ECTS points in the first study programme, whereas at least half of the points must refer to acquired competences that are comparable with the competences arising from mandatory subjects in the second study programme.

(4) The conditions as per this article shall also apply for candidates who started their master's studies abroad. In this case, a preliminary nostrification of the achieved study results is required.

(5) If the candidate acquires the academic title of Master of Science abroad, the diploma must be nostrified before approving the study for acquiring the academic title of doctor of science.

(6) The School can limit enrolment, if the number of applications significantly exceeds the number of available places. If enrolment is limited, candidates shall be selected with regard to the average evaluation of the master's study without the evaluation of the master's thesis (or the average evaluation of the last two study years in case of a uniform master's study) and with regard to the master's thesis evaluation. The criteria shall be weighed as follows: the average evaluation of the study (60%) and the evaluation of the diploma or master's thesis (40%). If the master's study did not include a master's thesis or the latter was not assessed, the only criterion considered is the average grade achieved during master's study. The candidates among graduates of university pre-Bologna studies shall be selected with regard to the average grade of the last two years and diploma thesis evaluation.

Article 5

(1) In accordance with Article 39 of the Higher Education Act and the Criteria for transfers between study programmes, the transition to a third level study programme from other study programmes on the same level is possible. The applications for transfers are considered individually in accordance with the School's rules. All mandatory tasks implemented by the student shall be compared with the demanded mandatory tasks at the School by content and scope in the ECTS and can be recognised as passed mandatory tasks under the new programme. Additional mandatory tasks shall also be determined. This shall be decided by the School's competent body.

(2) Study obligations in the scope of 60 credits shall be recognised for graduates of former (pre-Bologna) study programmes for acquiring the title of Master of Science or specialisation after the completed study programme for acquiring university education under the third level doctoral study programme according to Item 3 of Article 16 Act Amending the Higher Education Act (Official Gazette of the Republic of Slovenia, No. 94/06). Students are thus enrolled directly in the second year, whereas they shall submit a topic of their doctoral dissertation by the end of the first semester of the second study year.

(3) In accordance with Item 2 of Article 16 of the Act Amending the Higher Education Act (Official Gazette of the Republic of Slovenia, No. 94/06) graduates of recent study programmes for the acquisition of specialisation, who had completed a higher education professional programme, until the enrolment in the second year of the doctoral study programme perform additional study obligations encompassing 30 to 45 credits from the second level study programme Intercultural Management, as determined by the School's competent body on the basis of the recent candidate's studies.

Article 6

(1) For advancement from the first to the second year, the student shall achieve minimum 30 ECTS in the first year, register the topic on OBR-FUDŠ-010 form confirmed by the Commission for Science and Research Work (hereinafter: CSRW) and submit the doctoral dissertation proposal which is proven with mentor's signature on OBR-FUDŠ-011 form.

(2) The conditions for advancement from the second to the third year determine that the student has to complete all obligations from the first year with minimum 60 credits, individual work in the second year with 60 credits, which is evaluated on the basis of the mentor's opinion on OBR-FUDŠ-020 form (Evaluation of individual work of the doctoral candidate), and a confirmed doctoral dissertation proposal by the FUDŠ Senate.

(3) The School's Senate may approve advancement in senior year if the student has not achieved the required conditions due to the following reasons: motherhood, prolonged disease, exceptional family or social circumstances, cooperation at cultural, sport or expert events at a higher level. In this case, the student shall submit appropriate evidence.

(4) Student, who shall not fulfil the conditions for enrolment in a senior year, may repeat the year during studies once or change study programmes due to the non-fulfilment of obligations in the former study programme.

Article 7

(1) The conditions for finishing study programme comprise:

- successfully completed study obligations under the programme;
- preparation and successful defence of the doctoral dissertation.

(2) A student finishes studies after collecting all 180 credits as envisaged under the study programme.

Article 7.a

(1) Candidate who performs all study obligations for the first and second year can replace the doctoral dissertation with the publication of at least three scientific papers in the field of the dissertation topic (published or accepted for publication after the enrolment in doctoral studies).

(2) Papers shall be categorised in group A or B according to the ARRS methodology, the candidate shall be the sole or lead author. All papers must be correlated by content (complementary) and be the result of work conducted in relation to the adopted doctoral dissertation topic.

(3) Besides the papers, related to the dissertation topic, the doctoral dissertation shall also contain an extended introduction (at least 30 pages of text without literature list), where the candidate shall define the research problem, hypothesis or research question, present how papers have

responded to the set hypothesis or research question, and determine their original contribution to science.

(4) Candidate who wants to prepare a dissertation through papers shall apply the topic and dissertation proposal and submit and defend the dissertation according to the same procedure as other students.

(5) The provisions as per the last sentence of Paragraph 2 of Article 18 of these rules shall not apply if the dissertation is prepared as per this article.

Note: additional Article 7.a was adopted at the 29th correspondence session of the Senate on 26 June 2019.

2. APPLICATION OF THE DOCTORAL DISSERTATION TOPIC

Article 8

(1) Candidate who wants to acquire the title doctor of science at the School, shall submit the application of the topic of the doctoral dissertation via the OBR-FUDŠ-010 form (Application of the Doctoral Dissertation Topic).

(2) The application of the doctoral dissertation topic shall comprise:

- draft title of the dissertation;
- short description of the dissertation (to two pages);
- potential proposal of the mentor and co-mentor of the dissertation;
- potential proposal for writing the dissertation in English.

(3) The Application of the Doctoral Dissertation Topic form can be written in Slovene or English. The topic (title) shall be written in Slovenian or English language.

(4) The candidate shall submit a signed application (required signatures: candidate, mentor, potential co-mentor) in electronic (scanned) format to referat@fuds.si.

(5) The CSRW shall consider the topic of the doctoral dissertation and adopt a decision. If the doctoral dissertation topic is approved, the CSRW also decides on the suitability of the mentor or potential co-mentor. If the candidate does not propose the mentor, the latter shall be determined by the CSRW on the basis of the preliminary mentor's consent.

(6) If the CSRW rejects the topic in/or the proposed mentor and potential co-mentor, the candidate can appeal to the School's Senate. The latter shall adopt the final decision about the mentor and potential co-mentor.

Article 9

(1) Any higher education lecturer who is a doctor of science and at least assistant professor can apply as a mentor or co-mentor for a doctoral dissertation.

(2) A mentor must provide appropriate pedagogical, scientific and research references that shall apply to the field of work, appropriate level and be valid. If the mentor has appropriate habilitation at another institute, the candidate shall have a co-mentor who is a lecturer at the School.

(3) The mentor shall fulfil the conditions as stipulated in Section III (Articles 27, 28, 29 and 30) of the Research and Development Act, NAKVIC standards and criteria, ARRS acts and other relevant legal acts.

(4) It is recommended that each mentor has maximum five doctoral candidates per doctoral study programme.

(5) It is recommended that the mentor is a lead mentor or cooperates in appropriate research projects or programmes.

(6) The Commission for Science and Research Work shall assess the completion of the conditions for mentorship in the procedure of doctoral dissertation topic application.

Note: Article 9 was adopted with Senate decision at its 29th correspondence session on 26 June 2019

3. APPLICATION OF THE DOCTORAL DISSERTATION PROPOSAL

Article 10

(1) Upon topic approval, the candidate shall submit the OBR-FUDŠ-011 form (Doctoral dissertation proposal) with the doctoral dissertation proposal (hereinafter: proposal). The candidate shall submit the application in electronic format (with candidate's and mentor's signature) to referat@fuds.si.

(2) The proposal shall comprise:

- the title (if the proposal is written in foreign language, the Slovenian translation of the title shall be written in brackets along the original title);
- research question based on relevant literature, thesis or hypothesis/hypotheses;
- the description of the research method;
- answer to the question about the original contribution of the dissertation to the development of the appropriate scientific field;
- a short dissertation structure (as index);
- the list of basic literature and resources on which the dissertation shall base (minimum 20 units).

(3) The entire proposal shall comprise 8 to 15 pages without the literature list (paragraph 1.5, font size 12, font Times New Roman).

(4) The candidate enrolled in the first doctoral study year shall publicly present the proposal within the scope of the Dissertation Proposal Seminar.

4. PROPOSAL CONFIRMATION PROCEDURE

Article 11

(1) The CSRW shall within 30 days upon the submission of the proposal find whether the latter contains all elements as per Article 10 of these rules. If not all elements are contained, the candidate shall be requested to supplement the proposal, otherwise it will be sent to the Senate together with the proposal of the Commission for the assessment of doctoral dissertation proposal adequacy.

(2) Upon the submission of the proposal, the CSRW shall propose the Commission for the assessment of doctoral dissertation proposal adequacy. The proposal of the commission shall be sent to the Senate.

Article 12

(1) The Commission for the assessment of doctoral dissertation proposal adequacy shall comprise: mentor, potential co-mentor, president and at least one member, whereas all members must be higher education teachers or scientific workers in the field where the candidate wishes to acquire the title of doctor of science. One member of the commission shall not be a member of the School academic assembly, the president shall be a member of the School academic assembly. The president of the commission is a reporter who is obliged to harmonise the work of the commission and write the final report.

(2) While evaluating the dissertation proposal, the commission can send written suggestions for improvement of the proposal to the candidate, but only once. The candidate is obliged to respond to those suggestions in the time period as determined by the commission and to submit the corrected proposal to the Student Affairs Office. If the candidate shall not respond to the suggestions, the commission is obliged to prepare a report in any case.

(3) The Commission for the assessment of doctoral dissertation proposal adequacy shall draft a report in maximum 30 days upon appointment. This period shall be prolonged according to the time, set by the commission for the candidate to respond to potential suggestions to improve the proposal. The assessment with signatures of commission members will be sent in electronic format (.pdf) to the Student Affairs Office.

Article 13

(1) In its written report, the Commission for the assessment of the doctoral dissertation proposal shall assess:

- if the content of the proposal is in accordance with the approved topic and if it can be legitimately expected that the dissertation will provide an independent and original contribution to the proper scientific field of work;
- if the dissertation clearly defines the key theses and questions that the candidate plans to examine in the dissertation;
- if the envisaged method of dissertation preparation is appropriate;
- if the title and the field of dissertation apply to the envisaged content;
- if the defined basic literature corresponds with the area that the candidate plans to examine in the dissertation.

(2) The written commission report on OBR-FUDŠ-012 form (Assessment of adequacy of the doctoral dissertation proposal) must be in Slovene or in the language, used by the Senate to approve the composition of the doctoral dissertation to the candidate. The report shall contain:

- the title of the proposed doctoral dissertation and "assessment of adequacy of the doctoral dissertation proposal";
- the assessment of the content, structured as per the previous paragraph;
- summary with overall assessment;
- date and signatures of the commission members – reporter must be indicated separately.

Article 14

(1) The report provided by the Commission for the assessment of doctoral dissertation proposal adequacy shall be considered by the Senate.

(2) If the Senate provides a positive assessment or conditionally positive assessment of the proposal, it shall notify the candidate and mentor/co-mentor on the matter with its issued decision. This shall enable the candidate to continue their doctoral studies. If the commission adopts a conditional positive assessment, the Senate shall inform the candidate, mentor/co-mentor on all comments and suggestions of the Commission for the assessment of doctoral dissertation proposal adequacy. The candidate shall submit any supplements and modifications or write an appropriately modified proposal in the time period as proposed by the commission. The reporter shall in the time period that may not exceed one month, prepare a written assessment of corrections which shall be added to the commission's report on proposal assessment. If the candidate shall not correct the proposal in accordance with the comments and suggestions of the commission, the doctoral dissertation cannot be submitted.

(3) The School Senate may allow the candidate to write the doctoral dissertation in foreign language if the candidate is a foreigner, or if the mentor, co-mentor or the member of the Commission for the assessment of doctoral dissertation proposal adequacy is a foreign higher education teacher or in any other reasonable case.

(4) If the Senate gives a negative assessment for the proposal, it shall issue a decision and inform the candidate, mentor/co-mentor with the comments and suggestions of the Commission for the assessment of doctoral dissertation proposal adequacy. The candidate shall submit any supplements and modifications or write an appropriately modified proposal in the time period as proposed by the Senate. The reporter shall in the time period that may not exceed one month, prepare a written assessment of corrections which shall be added to the commission's report on proposal assessment. This assessment shall be re-considered by the Senate. If the candidate shall not consider the provided comments, the Senate shall issue a decision to reject the proposal or shall confirm the negative assessment.

Note: Paragraph 3 was modified on the basis of the Senate decision on 28 February 2019. On the basis of the modified Paragraph 3, the Senate adopted the following decision on 28 February 2019: the Senate permits that the doctoral dissertations are written in English, Croatian, Serbian (Latin alphabet), Bosnian and Montenegrin language (Latin alphabet).

Article 15

(1) If the mentor or potential co-mentor and the candidate have any issues, the candidate can request for changing the mentor or co-mentor. The request shall be addressed to the CSRW. The latter shall appoint a new mentor or co-mentor. If the candidate shall not agree with the selected new mentor or co-mentor, they can make a complaint with the School Senate. The latter shall make a final decision with regard to the new mentor or co-mentor.

(2) The mentor or potential co-mentor can withdraw from mentorship. Explanation for this shall be sent to the CSRW. The latter shall appoint a new mentor or co-mentor. If the candidate shall not agree with the selected new mentor or co-mentor, they can make a complaint with the School Senate. The latter shall make a final decision with regard to the new mentor or co-mentor.

5. SUBMISSION, EVALUATION AND DEFENCE OF A DOCTORAL DISSERTATION

Article 16

(1) The candidate for doctoral title shall submit the doctoral dissertation by the end of the third year.

(2) The candidate who cannot submit the doctoral dissertation in the mentioned period, may apply for an extension of the period. The CSRW shall decide on the application and may extend the deadline for the submission of the doctoral dissertation for a maximum of one year. If the candidate shall not submit the doctoral dissertation in this period for justifiable reasons, the candidate may request for another extension for a maximum of two years.

(3) If the candidate shall not submit the doctoral dissertation in the period as per the second paragraph of this Article or shall not request for an extension prior to the expiry of the deadline, or in 5 years from the confirmation of the proposal in any case, the candidate shall repeat the topic application procedure.

Article 17

(1) The mentor shall be obliged to keep regular contact with the candidate and provide for an appropriate scientific level of the dissertation.

(2) The candidate shall submit the draft of the doctoral dissertation, preliminarily confirmed by the mentor, and shall present it within the scope of the Dissertation Seminar. The draft of the doctoral dissertation shall be sent in electronic format to referat@fuds.si. The Dissertation Seminar shall be attended by the commission members, appointed by the CSRW. The members are usually the same members as determined in Article 12 of these Rules. The members shall complete the OBR-FUDŠ-021 form at the seminar.

(3) If the commission adopts a decision at the Dissertation Seminar that the candidate has successfully passed the presentation of the doctoral dissertation draft and when the candidate successfully implements other obligations within the scope of this subject, the lead lecturer of the subject shall determine the candidate's final evaluation and enter it in the student's electronic grade book.

Article 18

(1) The dissertation is normally written in Slovene, and in a foreign language if approved by the Senate. If it is not written in Slovene, the dissertation should also comprise the introduction, conclusion and an extensive abstract in Slovene encompassing 10 percent of the entire text.

(2) The dissertation shall comprise an index, abstract, introduction, main text, conclusion, list – quoted literature, index of content and index of names, as well as the potential abstract as per Paragraph 1 of this Article. The dissertation shall contain at least 250,000 characters (without spaces).

(3) The dissertation shall be written and arranged in accordance with the School Instructions for writing expert and scientific papers. The candidate is responsible for linguistic accuracy of the dissertation, and the commission can reject the dissertation if it is not made in accordance with the instructions as per this Article.

Article 19

(1) The candidate shall first send the dissertation in electronic format for technical review in electronic format that enables the entry of corrections, i.e. to e-mail: pregledi@fuds.si. At the same time, the candidate shall send the form entitled Review and submission of doctoral dissertation OBR-FUDŠ-014, where fields A (mentor's statement) and B (author's statement) must be completed. Field C shall be subsequently completed by the competent librarian or professional associate of the School after the performed technical review. The form shall then be sent to the Student Affairs Office.

(2) After a successful technical review, the candidate shall send the doctoral dissertation in electronic form (in pdf format) to referat@fuds.si.

(3) The Student Affairs Office shall send the doctoral dissertation to the Senate, which shall at its first session issue a decision to appoint the assessment commission (usually) with the same members as are determined in Article 12. The members of this commission are (usually) the same as the members of the Commission for the assessment of doctoral dissertation proposal adequacy.

(4) The members of the Commission for the assessment of doctoral dissertation shall be obliged to review the dissertation in one month upon their appointment and send separate written reports about the dissertation assessment in electronic format (pdf format) to the School Student Affairs Office.

(5) On the basis of the submitted reports, the Senate shall establish if the members of the Commission for the assessment of doctoral dissertation have given a positive or negative assessment. If the Senate establishes that at least one member of the commission gave a negative assessment, the Senate can appoint an additional member of the Commission for the assessment of doctoral dissertation. The additional member of the commission shall be obliged to review the dissertation in one month upon his or her appointment and send a written report about the dissertation assessment in electronic format (pdf format) to the School Student Affairs Office.

(6) On the basis of submitted reports, the Senate can accept, reject or return the doctoral dissertation to the candidate to amend or supplement it, and also determines an appropriate deadline.

(7) The commission once again reviews the modified and supplemented dissertation and submits new reports. If the candidate does not correct the dissertation in the set deadline, the dissertation is rejected. The candidate cannot re-submit the rejected dissertation.

Article 20

(1) The report on the assessment of the doctoral dissertation on OBR-FUDŠ-013 form (Assessment of doctoral dissertation) shall comprise:

- title "Assessment of doctoral dissertation by (name and surname of the candidate) entitled";
- an analysis of the structure of dissertation and used methods, an assessment of the dissertation thesis originality, the validity of evidence proving that the thesis is original, an analysis of the compliance of the thesis with the doctoral dissertation proposal;
- an evaluation of stylistic and linguistic level of the dissertation;
- final evaluation and statement if the dissertation can be defended.

(2) Every member of the commission shall write a separate report. The report shall be in Slovene and in other language if the author is foreigner, or in other reasonable cases.

Article 21

(1) If the Senate receives positive reports on the doctoral dissertation assessment, the Senate shall make a positive assessment of the doctoral dissertation and issue a decision determining the commission for defence, which is (usually) composed of the members of the commission for dissertation assessment.

(2) Student Affairs Office shall in agreement with the candidate and the commission for the defence determine the time and place of dissertation defence. The School shall publish the relevant date and place.

Article 22

(1) The dissertation shall be defended in Slovene or in other language if the dissertation is written in foreign language.

(2) The defence starts with the presentation of candidate's CV, title and field of study of the dissertation and the procedure of dissertation assessment. The candidate and the president of the commission who shall perform the presentation, have to stand during presentation. The candidate shall present the doctoral dissertation in 30 minutes along with using various audio visual tools. The members of the commission shall present their reports about the dissertation and the members of the commission shall have the right to ask questions. Upon the approval of the president, other people attending the defence may also ask questions. Questions shall be asked so that the candidate shall respond in maximum 90 minutes.

(3) After the presentation of the dissertation and questions of the commission, the candidate has the right to a 45-minute break to prepare answers.

(4) After the defence and discussion, the commission for the dissertation defence shall convene separately and vote with majority on the decision whether the candidate has successfully defended the doctoral dissertation. In the event of a tie, the president's vote shall be the deciding one. The decision shall be provided in written form, where it shall be stated who defended the doctoral dissertation, the title of dissertation, the decision of the commission and a short explanation of the decision (up to 30 lines), the date and time of defence and the signatures of the commission members with their roles in the commission. The president of the commission shall read the decision to the candidate and all participants. All participants shall stand while this is being read.

(5) The president of the commission shall write minutes about the defence on OBR-FUDŠ-015 form (Doctoral Dissertation Defence), where all questions and the decision on the performance of the defence shall be written.

Article 23

The defence of dissertation that was assessed as unsuccessful by the commission, cannot be repeated.

Article 24

(1) If the doctoral dissertation is partially or entirely published, the author shall indicate that the publication is founded on the dissertation, defence (year) at the School. If the part or entire text of the dissertation is published before the defence of the doctoral dissertation, the author shall indicate that the contribution arises from the post-graduate doctoral dissertation of the School student.

(2) If there are any possible reservations regarding the public availability of the dissertation, the

candidate shall submit a written request for restricting access to the dissertation along with submitting appropriate evidence.

Article 25

After a successful defence, the candidate shall give 3 hard copies of the doctoral dissertation (1 copy for the FUDŠ library, 2 copies for NUK) and an electronic copy on a CD/DVD to the Student Affairs Office, which shall submit the dissertation in both formats to the School library.

6. REVOKING DOCTORAL TITLE

Article 26

The academic title of doctor of science can be revoked if it is found that the doctoral dissertation is not the result of candidate's own work and achievements. The procedure can be initiated by any person, and it shall be managed by the Senate in accordance with regulations.

7. TRANSITIONAL AND FINAL PROVISIONS

Article 27

- (1) These Rules shall enter into force on 1 October 2018.
- (2) These Rules shall be published on the website of the School.
- (3) On the day these Rules enter into force, the Rules on Doctoral Studies as of 28 May 2015 shall cease to be in force.

Prof. Dr. Matevž Tomšič
Vice-Dean

Implementing documents:

- [OBR-FUDŠ-010](#): Application of the topic of a doctoral dissertation
- [OBR-FUDŠ-011](#): Doctoral dissertation proposal
- [OBR-FUDŠ-012](#): Assessment of adequacy of the doctoral dissertation proposal
- [OBR-FUDŠ-013](#): Doctoral dissertation assessment
- [OBR-FUDŠ-014](#): Review and submission of the doctoral dissertation
- [OBR-FUDŠ-015](#): Defence of the doctoral dissertation
- OBR-FUDŠ-020: Assessment of individual work of the doctoral candidate
- OBR-FUDŠ-021: Dissertation Seminar
- Instructions for writing expert and scientific papers