

Exerts from the Rules on Doctoral studies

Article 24 (requirements prior to the dissertation defence)

Before the dissertation defence, the student is required to:

- fulfil all obligations of the study program
- publicly present the results of research work on the dissertation to the committee for the assessment of doctoral thesis (at the second doctoral seminar)
- write an original scientific contribution (first authorship), which must be published (or accepted for publication) in an internationally recognized publication as follows:
 - a scientific article in the journal of the I., II. or III. group or
 - a peer-reviewed scientific monograph.

In the exceptional case where the original scientific contribution has not yet been published but is demonstrably accepted for publication, it is necessary to provide the text, together with proof of acceptance.

Article 38 (exam misconduct and malpractice)

Using notes or unauthorized aids, copying, talking to other students, exchanging exam papers or in any other way interfering with the exam procedure are considered violations of exam rules.

During the exam, students can only use those objects and aids that have been authorized by the lecturer or professor, and only for the purpose for which it is permitted. All other objects within range of or used by the student shall be considered as unauthorized devices. During the exam all electronic devices (mobile phone, PDA, MP3 player, laptop, and other audio or video devices) must be switched off and stowed away out of reach of the student.

The same applies for all larger items (bags, pencil cases, backpacks and other items of larger dimensions) and written material in any form.

In all cases of violation of the exam rules the student is not allowed to continue writing the exam and must leave the classroom, his/her written product is marked with the letter P (*prepoved - ban*).

Students who violate exam rules may not take the exam in the next examination period.

Repeated violation of examination rules is considered to be serious violation of the examination rules. In the case of serious violation, the student is proposed for disciplinary action, in addition to the measure stated above.

Article 39 (disciplinary responsibility of the students)

In case of the student violating the rules as set forth in *Regulations on Disciplinary Responsibility of students of University of Ljubljana*, the Convenor is able to issue a proposal to the Vice Dean for a provisional decision on the prohibition of the provision of all or part of coursework, based on the proposal made by the lecturer together with the request for the establishment of liability for fraud examination, which according to the *Regulations on Disciplinary Responsibility of students of University of Ljubljana* is one of the more serious disciplinary offences. The authorized person proposes both measures at the same time.

The Vice Dean may decide for a temporary ban on the exam in the subject where exam misconduct has been found or, according to the weight of arguments, bans the student from all coursework. The prohibition applies for a period of 30 days or until the final decision of the Disciplinary Board.

If the student is not served a summons to a hearing of the Disciplinary Board within the time limit, or if he or she appeals to the decision of the Disciplinary Board, the temporary measure shall be extended until the finality of the decision on the disciplinary responsibility or until the expiry of the limitation period for the establishment and maintenance of the disciplinary proceedings. The student receives the temporary decision in writing.

Article 40 (exam registration)

Each student must register online for the exam that he/she wishes to take at least three days before the exam date.

Article 41 (exam withdrawal)

If the student does not intend to take the exam on the date he/she registered for, he/she must withdraw online at least 3 days before the exam. Exceptionally, the student can withdraw from the exam on the day of the exam if this is approved by the examiner.

If the student does not withdraw from the exam and examination is performed, it is considered that the student did not take the exam.

Late withdrawal from the exam does not exempt the student from paying for exam expenses set forth in the valid price list.

Article 53 (dissertation supervisors and co-supervisors)

All habilitated professors in relevant fields of doctoral studies at the Faculty of Social Sciences who are active researchers can become dissertation supervisors and co-supervisors. The minimum requirement serving as evidence of research activity of the supervisor is:

- in case of fundamental research the achievement of 100 points with bibliography in SICRIS (Slovenian Current Research Information System) in the last five years
- in case of applied research the achievement of 40 points and evidence of successful transfer of project results into practice

A habilitated professor from another institution can also become a dissertation supervisor, on condition that he/she is involved in a study programme provided or co-provided by the Faculty of Social Sciences or works at a partner institution (domestic or foreign). A habilitated professor who is a researcher working at another institution can become a co-supervisor.

Prior to enrolment, the applicant proposes a supervisor from the relevant scientific field. This has to be approved by the doctoral studies convenor. The applicant submits the consent, signed by the supervisor, together with application.

A doctoral supervisor may take up to five students who are enrolled in a doctoral program. Candidates who have completed all requirements except the dissertation defence and have been enrolled in the doctoral study programme for more than four years should not be counted in this number.

Article 54 (obligations of supervisors and co-supervisors)

Dissertation supervisors and co-supervisors are required to:

- give students the guidance and assistance in determining the content and methods of work, helping with planning students' work
- monitor the work of the student and be available for consultation
- actively participate in the first and the second seminar, or other forms of exchange of information and opinions relating to the topic
- alert students to potential problems or improper forms in his/her work
- review, correct and provide advice regarding deficiencies in the draft dissertation

V. SUBMISSION OF DOCTORAL THESIS PROPOSAL

Article 55 (proposal submission)

Doctoral candidate, who pursues Ph.D. title, should submit to the Doctoral Studies Committee the proposal for doctoral thesis.

The proposal for the doctoral thesis should consist of the following:

1. Application, where the candidate:
 - Asks for the approval of the topic of the doctoral thesis;
 - Suggests the scientific area of the doctorate;
 - Proposes potential supervisor for the thesis (and, if needed, potential co-supervisor);
 - Submits 3–5 references of the potential supervisor /co-supervisor in the field of the doctoral thesis (last 5 years);
 - May ask for approval to write the thesis in English language.
2. Curriculum vitae with emphasis on scientific achievements (professional CV);
3. List of already published scientific and other works (bibliography);
4. Thesis proposal in the format as required in Article 56 of these Rules;
5. Implementation plan suitable for the thesis proposal where realistic assessment of time-frame of research and writing of the thesis is provided.

The required documentation needs to be submitted in Slovene language. The proposal for the thesis may be, if backed by substantial reasons (student, supervisor and/or member of the Commission for the Assessment of the Doctoral Thesis Proposal are foreigners) written in English language. English language is accepted also if there is a pre-agreement on publishing the work by a foreign publishing company.

Prior to submission of the thesis proposal to the Doctoral Studies Committee the proposal needs to be approved by the potential supervisor(s) as well as by the Coordinator of the study field. Candidate needs to submit the proposal in two hard copies as well as the thesis proposal in electronic format to the Office for doctoral studies. If the thesis proposal is not prepared in accordance with the Guidelines for the scientific and professional texts of the Faculty of Social Sciences, the Office has the right to decline the submission.

Article 56 (doctoral thesis proposal)

Doctoral thesis proposal should include:

- Title in Slovene and English language;
- Comprehensive literature review as a basis for the scientific relevance of the proposed research;
- The research question(s) derived from the review of literature or/and thesis/ hypothesis;
- Clear description and argumentation of the research methodology, research methods and structure of the thesis;
- Argumentation of the original contribution of the thesis to the selected scientific field;
- Short outline of the thesis;
- List of sources, cited in the proposal.

The thesis proposal should be edited in accordance with the Guidelines for the scientific and professional texts of the Faculty of Social Sciences, and should have 10 to 15 pages (without the Sources and Outline).

Article 57 (verification of submission)

Authorised by the Senate, the Doctoral Studies Committee decides whether the candidate's thesis submission is complete. This is done within 30 days from the submission date. The Committee

must also assess whether the thesis proposal is appropriate for further consideration and contains all the elements stated in article 56.

If the thesis submission is in accordance with articles 55 and 56 herein, the Doctoral Studies Committee proposes a committee for assessment of suitability of the proposed dissertation. This committee should remain unchanged until the candidate's defence.

If the doctoral dissertation proposal is not in accordance with articles 55 and 56, the Doctoral Committee returns the application to the candidate in order to review and/or complete. The thesis supervisor, possible co-supervisor(s) and the Coordinator of the study field should be informed about this.

The candidate may submit a revised or completed thesis submission only once. The Committee decides on suitability within 30 days of receiving the revised and/or completed proposal. If the proposal still does not meet all requirements, the thesis proposal is rejected. The thesis supervisor, possible co-supervisor(s) and the Coordinator of the study field are informed about this.

After rejection, the candidate is allowed to propose a new topic only once more, and only after a minimum period of 12 months. The Committee decides on the suitability of the topic within 30 days of receiving the new proposal.

Article 58 (doctoral dissertation committee)

The Committee for dissertation evaluation consists of three, or in the case of potential co-supervision, four, members who are professors or research workers in the relevant study field. Members of the Committee must meet the conditions that apply to supervisors and co-supervisors, as defined in article 53 herein.

At least one member of the Committee shall be external (possibly from another university or research institution). In the case that the co-supervisor is external, it is necessary to designate another external member.

The Senate appoints one member of the Committee as a rapporteur. His/her obligation is to coordinate the work of the Committee and write the final report. Each member of the Committee shall prepare a written opinion on the dissertation proposal (at least 300 words) and submit it to the Postgraduate Studies Office at least three working days before the first doctoral seminar. On the first doctoral seminar the Committee suggests possible improvements of thesis proposal to the candidate and sets a deadline for the correction. The Committee proposes suggestions for improvement only once.

The Dissertation Committee is required to prepare a report on the scientific adequacy of the doctoral dissertation within two months of appointing, this period may be extended for the time determined for possible corrections or improvements given to the candidate. If the candidate does not meet this deadline, it is considered that the report is negative.

Article 59 (presentation of the doctoral dissertation at the first Doctoral Seminar)

At the first Doctoral Seminar, the candidate presents his/her doctoral thesis to the Dissertation Committee. It is required that all Committee members and the Vice Dean for doctoral studies are present.

The candidate presents his/her thesis submission at a public doctoral seminar, to which other doctoral candidates, doctoral students, and teaching and research staff of the Faculty are invited.

At the request of the Dissertation Committee, the doctoral seminar can be repeated, which should be recorded in the record of the doctoral seminar.

After successful presentation at the seminar, the doctoral candidate shall prepare a disposition summary in the range of 3 to maximum 5 pages (excluding bibliography). Summary must be signed by authorized all members of the Dissertation Committee.

Article 60 (committee report on the adequacy of the proposed dissertation topic)

In its written report the Committee assesses whether:

- the proposed thesis can be the subject of scientific treatment and whether it can be reasonably expected to produce an independent and original contribution to the relevant scientific field
- the proposed disposition contains clearly defined key hypotheses which the candidate plans to research in the thesis
- the method of dissertation is suitable
- the specified title and the scope of dissertation correspond to the presumed contents
- the basic literature the candidate intends to use is included
- the submitted thesis is different from the candidate's final work(s) in previous levels of education
- the implementation plan is realistic and will enable the candidate to complete his/her doctoral thesis in due time

The report shall include:

- the title of the proposed dissertation in Slovenian and English language with the reference "suitability of the proposed doctoral thesis"
- a presentation of the disposition and explanation of its scientific relevance
- an identification and evaluation of the thesis of the dissertation
- a clearly evident viewpoint of Committee members stating that the proposed thesis can be expected to provide independent and original contribution to the relevant scientific field
- a proposal for the appointment of dissertation supervisor and possible co-supervisor
- a substantive justification for possible co-supervision
- a proposal to write the thesis in English, if there are justifiable reasons for this
- the date and signatures of all Committee members (the Committee rapporteur must be noted)

Article 61 (estimate of thesis proposal)

Authorised by the Senate, the Doctoral Studies Committee discusses the Dissertation Committee report. If the Doctoral Studies Committee:

- a) confirms the positive assessment, it names the supervisor and possible co-supervisor. The Doctoral Studies Committee sends the dissertation proposal with the material to the Committee for Doctoral Studies at the University of Ljubljana. The Office of Postgraduate Studies notifies the candidate, the supervisor and possible co-supervisor about the approval of the positive grade and the naming of the supervisor and possible co-supervisor.
- b) accepts the negative assessment, it refuses the proposal.

VII. SUBMISSION, EVALUATION AND DEFENCE OF DOCTORAL DISSERTATION

Article 62 (confirmation of dissertation proposal and deadline for thesis submission)

When the thesis proposal and the supervisor (and possible co-supervisors) are approved by the Senate at the University of Ljubljana, the candidate is notified by the Office for Postgraduate Studies.

The PhD candidate must submit his/her doctoral dissertation within four years after the Senate's approval.

A candidate who is not able to submit his/her thesis within this period for justifiable reasons may apply for an extension. The Senate decides on the extension, based on the thesis supervisor's opinion. The new deadline may be extended only once and for a maximum of one year.

If the candidate does not submit his/her dissertation until the deadline and does not apply for extension, it counts that the candidate resigned.

Article 63 (doctoral supervisor and possible co-supervisor's approval before submitting the dissertation for assessment)

Thesis supervisor and possible co-supervisor are required to maintain regular contact with the candidate and ensure an appropriate scientific level of dissertation. Before thesis submission, it has to be approved by them. The approval should be addressed to the Senate.

The candidate can submit his/her thesis even without their approval, but they are required to explain (in writing) why they disagree with the submission.

Article 64 (dissertation format)

Doctoral thesis should be written in Slovenian language. Exceptionally, it can be written in English, if so approved by the Senate. If the thesis is not written in Slovenian language, it should additionally include a summary in Slovenian language (its length should be adequate to 10% of the total main thesis text). The summary should be bound together with thesis text.

Both Slovenian and English summary (each 2-4 pages long), as well as a minimum of five key words in both languages should be attached. The Faculty is allowed to publish the summary.

The doctoral dissertation must be written in A4 size, bound in black canvas or similar material. It should have about 1800 characters with spaces per page. *Univerza v Ljubljani, Fakulteta za družbene vede* (in capital letters) should be written in the upper middle section of the title page, the name and surname of the candidate and the title of dissertation in the middle section, underneath it the subtitle *Doctoral Dissertation* and "Ljubljana, year" on the bottom of the page.

The first inner page is the same as the cover page, but here the name(s) of the supervisor and possible co-supervisor, including their professional title(s), should also be written under the candidate's name. This page should be written in black ink on white paper and without any images, logos, photos, etc.

After the title page, the dissertation should include:

- Acknowledgements (not an obligatory part of the thesis)
- Declaration of Authorship (the form is available on the faculty's homepage)
- Summary in Slovenian and English (each 2 - 4 pages, single line spacing) and 5 key words in both languages
- Table of Contents
- Introduction
- Main text
- Results
- Bibliography
- Index
- Appendices
- Summary (in accordance with the first paragraph of this article)

Headers and footers should not be used in the thesis.

The dissertation shall not be shorter than 160 pages or longer than 350 pages, excluding appendices and summaries.

The dissertation must be written and compiled in accordance with the *Instructions for editing scientific and technical texts at the Faculty of Social Sciences*. The candidate is responsible for linguistic accuracy of the dissertation.

Article 65 (content and form of the dissertation based on original scientific articles)

Doctoral dissertation may consist of the candidate's scientific articles that have been published or accepted for publication (with proof - editor's letter that the contribution is accepted for publication). Original scientific articles must be substantially connected and be the result of work on the doctoral dissertation.

At least three original scientific articles (published or accepted for publication in journals with impact factor (publications indexed in databases SCIE, SSCI or AHCI) should be included. In the case of co-authorship, the number of articles must be proportionally larger.

The candidate should be the sole author of at least one article. For articles where the candidate is a co-author, the supervisor should ensure that they are not included in the doctoral dissertations of other co-authors.

In addition to articles, the candidate is required to write an introduction and a conclusion of the dissertation (100 to 120 pages together) and present both theoretical and methodological design of research and key findings and results. Articles should be in the language they were originally published in.

For accepted but not yet published articles, the candidate should declare that the version included in the dissertation is identical with the to-be-published version.

The candidate should also obtain the publisher's consent of the right to use the article in the doctoral dissertation.

Article 66 (contribution of doctoral dissertation to the scientific discipline)

The doctoral dissertation must be an independent and original contribution to the scientific discipline in which the candidate wishes to obtain a PhD degree.

The dissertation may be an integral part of teamwork, but in this case the candidate's separate contribution must be clearly defined.

Article 67 (assessment procedure of submitted dissertation)

The applicant first submits three (or four, in case of co-supervision) spiral bound copies of the dissertation, an abstract in electronic form, and the submission to the Office of Postgraduate Studies. The candidate should insert the dissertation text in the Turnitin software program. The Office of Postgraduate Studies verifies that the candidate meets all necessary requirements.

The summary of the doctoral dissertation in e-form should include:

- basic research results
- research methodology
- the original contribution to the development of the relevant scientific field.

The summary should be 5 - 8 pages long. Prior to submission, the candidate must obtain his/her supervisor's (and possible supervisor's) written consent.

Authorised by the Senate, the Vice Dean issues a decision on the appointment of the Dissertation Committee. In the second Doctoral Seminar, the candidate presents the main conclusions, sources, methods of working together with their justification, and the original scientific contribution to the field of study to the Committee members.

Members of the Doctoral Committee are required to review the dissertation and submit written reports on assessment to the Senate within three months of their appointment. This period may be extended for the time allowed for possible corrections in the second Doctoral Seminar.

On the basis of the submitted reports, the Senate accepts the dissertation, rejects it or returns it to the candidate for improvement/revision within given time period. The Committee then reviews the dissertation again and submits new reports.

If the candidate does not complete his/her dissertation in due time, the dissertation is rejected. The candidate is unable to re-submit the rejected dissertation.

Article 68 (report on assessment of doctoral dissertation)

Report on assessment must consist of:

- title in the form of "Assessment of Doctoral Dissertation written by (full name of candidate) with the title "....."
- analysis of the dissertation structure and the methodology used
- assessment of scientific relevance and of complexity of the submitted dissertation matching the doctoral level
- assessment of the originality of the thesis, the validity of argument and compliance with the thesis dissertation proposal
- assessment of the stylistic and linguistic level of dissertation
- final assessment and the conclusion whether it is possible to defend the dissertation

Each Committee member must write a separate report.

The report is usually written in Slovenian. If the dissertation is written in English, the report is also written in English.

Article 69 (determination of defence)

If the Senate accepts the dissertation, the candidate must submit 6 (or 7, in case of co-supervision) bound copies of the dissertation and the electronic version.

The Senate appoints the members of the Doctoral Defence Committee, which are usually the same as members of the Doctoral Committee. The Dean sets the date of the defence, with consent of the candidate and Committee members.

The time and location of the defence are public.

The defence should take place within one month of the date on which the Senate accepted the dissertation.

Article 70 (defence procedure)

The dissertation is defended in Slovenian language (or another language, if it is written in a foreign language).

The defence starts with the presentation of the candidate's curriculum vitae, the dissertation title and field of dissertation. During this, the candidate and the Committee president are standing.

Then the Committee president informs the candidate about the procedure of defence and invites respondents to submit their reports on the dissertation.

The candidate has the right to present his doctoral dissertation in 30 minutes, and may use various audio-visual aids. During presentation, he/she can react to any comments written in the reports of the Committee members who were assessing the dissertation.

After the presentation, the members of the Committee are able to ask questions. Others present at the defence may ask questions only if so approved by the Committee president. Questions should be posed in such a manner that the candidate is able to answer them within the 90-minute time limit.

Before answering, the candidate is entitled to a 45-minute preparation.

After the defence, the Committee meets separately to discuss whether the candidate has successfully defended his/her doctoral dissertation. The decision is made in writing, indicating who defended the dissertation, the dissertation title, the Committee decision and a short explanation (up to 30 lines long), the date and time of the defence and the signatures of the Committee members, stating their roles in the Committee. The decision is read to the candidate by the president. All present are standing. The Committee president writes a record of the defence, which

includes questions raised during the defence and the Committee's decision on the success of the defence.

Article 71 (unsuccessful dissertation defence)

Dissertation defence which was assessed as unsuccessful by the Committee cannot be repeated.

Article 72 (publishing the text of the doctoral dissertation before and after the defence)

In a case of partial or full publishing of the dissertation, the author must state that the publication is based on the dissertation defended (year of defence) at the Faculty of Social Sciences in Ljubljana.

If a part or the full text of the dissertation is published before the dissertation defence, the author must state that this is a contribution from the doctoral dissertation of a postgraduate student at the Faculty of Social Sciences.

IX. RIGHTS AND OBLIGATIONS OF PhD STUDENTS

Article 76 (obligations of the PhD student)

The student is required to:

- report on the progress of his/her work to the supervisor and possible co-supervisor
- consult the supervisor and possible co-supervisor on the content and the method of work and on planning his/her work
- consult the supervisor and possible co-supervisor on any publication of partial results of their dissertation or on any presentation of partial results at scientific and professional meetings.