



Guidelines for the First doctoral seminar (after the submission of doctoral thesis proposal)

The doctoral seminar can take place only in the presence of all members of the Commission for the Assessment of the Doctoral Thesis Proposal (from here on: Commission). In the cases where some of the members of the Commission are from abroad, a video-conference is organised. Only exceptionally, if video-conference is not possible, the external member can submit written assessment of the thesis proposal and the seminar can be implemented in his/her absence.

Prior to the doctoral seminar all members of the Commission need to prepare a written assessment of the thesis proposal of 300-500 words, which they submit to the Office for doctoral studies at least 3 days prior to the seminar. These assessments are an integral part of the notes of the seminar.

Purpose: The purpose of the doctoral seminar is the assessment of the suitability of the doctoral thesis proposal, submitted by the candidate in the form required by the Senate of the Faculty of Social Sciences. The candidate should introduce theoretical background for the thesis, research plan with research question(s) and/or hypothesis, methodology as well as basic structure of the planned research. Expected scientific relevance of the thesis should also be presented.

Format: During the seminar, doctoral candidate has up to 20 minutes for the presentation of the proposal. The presentation may be supported by multimedia.

The presentation is followed by comments and questions from the Commission, related to the theoretical framework, methodology, scientific relevance, research questions as well as the suitability of the research plan and proposed title of the thesis.

Other doctoral candidates and professors, attending the seminar may also give questions to the candidate. Other doctoral candidates receive the thesis proposal via e-mail).

The seminar should be implemented within 90 minutes and is chaired by the vice-dean for doctoral studies. In the case of vice-dean's absence, the seminar can be chaired by one of the members of the Commission for Doctoral Studies or the senator for doctoral studies.

The members of the Commission for the Assessment of the thesis proposal as well as all present doctoral candidates need to sign the attendance list.

Procedure after the seminar: The commission jointly with the doctoral candidate agrees on the follow-up. In the case that the proposal is found suitable, the Commission prepares a joint statement for the Senate. If corrections are needed, the candidate and the Commission agree on the time-frame for the re-submission and decide on a potential need to repeat the Seminar. The candidate

needs to re-submit the proposal to the Office for doctoral studies. The Commission members assess the re-submitted proposal and prepare a written report for the Senate. If the report is positive, the Senate approves of the proposal and nominates the supervisor (and co-supervisor, if needed). Upon the approval the proposal is submitted together with the report of the Commission for the approval of the University of Ljubljana.