

Pursuant to the Higher Education Act, the Statutes of the University of Ljubljana, the Rules and Regulations for Doctoral Studies at the University of Ljubljana and the Rules on the Organisation and Functioning of the FSS, the Senate of the Faculty of Social Sciences of the University of Ljubljana adopted the following at its session held on 3 September 2018 and amended the same at its sessions held on 11 February 2019, 2 September 2019, 11 October 2019, 6 September 2021, 5 December 2022 and 13 February 2023:

## **R U L E S**

### **ON THE ORGANISATION AND IMPLEMENTATION OF THE INTERDISCIPLINARY DOCTORAL STUDY PROGRAMME HUMANITIES AND SOCIAL SCIENCES**

#### **I. GENERAL PROVISIONS**

##### *Article 1 (Scope)*

These Rules provide for the detailed regulation of the organisation and implementation of the of the Humanities and Social Sciences Interdisciplinary Doctoral Study Programme at the Faculty of Social Sciences (hereinafter: FSS).

##### *Article 2 (Definitions)*

Generically written terms in the masculine are used as neutral and apply equally to both genders.

The term vice-dean is used for the person that is competent for the doctoral study in accordance with the organisational rules of the FSS.

#### **II. ORGANISATION OF STUDIES**

##### *Article 3 (Programme Council)*

The Programme Council is a joint body of the members participating in the implementation of the programme. The work of the Programme Council is defined in a separate act.

The Senate authorises the Committee for Doctoral Studies and the vice-dean to decide jointly in the Programme Council. The Committee for Doctoral Studies and the vice-dean shall report on said decision-making regularly to the FSS Senate which shall, as appropriate, provide instructions to the Committee for Doctoral Studies and the vice-dean and take further measures relating to studies.

##### *Article 4 (Curriculum)*

The curriculum for the current academic year shall be adopted by the FSS Senate.

A student shall have the right to be informed on the organisation and course of the study process. To this end, the vice-dean shall work with the doctoral study field coordinators and the professional service to set the date by which the syllabuses for all course units must be available to students.

##### *Article 5 (Syllabus, Annual Programme Implementation Plan)*

Course unit leaders shall be obliged to prepare a syllabus for each course unit they provide, whereby the syllabus shall contain information on the contents of the course unit, the method of fulfilment of requirements, the method of ECTS credit acquisition, method of grading and mandatory literature.

When implementing course units, a course unit leader or teacher may prescribe or require the

students to fulfil only the study requirements that are planned in the accredited study programme.

The Annual Study Programme Implementation Plan shall be adopted by the Committee for Doctoral Studies no later than by 15 May for the following academic year.

Doctoral study field coordinators shall be obliged to coordinate the implementation of the study process with one another.

The course unit leader or teacher shall be obliged to inform the students of the following prior to the start of every academic year or no later than at the introductory lecture:

- content, goals and course unit implementation plan;
- expected study outcomes (knowledge, understanding, skills, etc.);
- readings;
- study requirements;
- forms and method of knowledge assessment and grading;
- conditions for sitting individual exams;
- grading criteria and the shares that the individual components of the knowledge assessment and grading contribute to the final grade;
- other important information relating to the fulfilment of study requirements (deadlines for the fulfilment of individual requirements, etc.).

### *Article 6 (ECTS credits)*

ECTS credits that a student receives with a fulfilled requirement are set for an individual course unit based on the student's estimated study load in terms of credits according to the ECTS. After the final exam, the student obtains a grade and credits for an individual study programme course unit and thereby also the feedback on the level of the achieved study outcomes for the respective course unit.

### *Article 7 (Timetable)*

The timetable shall be published by the time of enrolment.

### *Article 8 (Study programme implementation costs)*

The costs of the implementation of part-time studies shall be charged to doctoral programme students in line with the applicable price list.

### *Article 9 (Forms of study work)*

Forms of study work are laid down in syllabuses and depend on the number of enrolled students. If less than 5 students are enrolled in an individual course unit, a different course unit implementation plan may be set for such a course unit.

Office hours for doctoral students shall be organised no less than once per month in the afternoon.

### *Article 10 (Studying abroad)*

The Rules on International Exchange shall apply *mutatis mutandis* for studying abroad. Both the supervisor and the potential co-supervisor of the doctoral dissertation as the coordinator of the doctoral study field must agree to a student going abroad to study.

## III. ENROLLMENTS

### *Article 11 (Call for enrolment)*

The University of Ljubljana (hereinafter: UL) shall publish a call for enrolment in doctoral studies for all of its members. The number of placements shall be decided on by the FSS Senate prior to the call for enrolment based on the proposal of the Committee for Doctoral Studies.

Candidates shall submit application for the call for enrolment in accordance with the provisions of the joint call for enrolment in doctoral studies and the Rules on the call for enrolment and enrolment in higher education.

### *Article 12 (Conditions for enrolment and limitation of enrolment)*

The conditions for enrolment are laid down in the accredited study programme.

In the event of limitation of enrolment, the provisions of the programme accreditation shall be observed in the selection of candidates for enrolment in the study programme.

A doctoral candidate who has not submitted the consent for supervision or co-supervision or has not fulfilled the conditions for co-supervision by the time of the enrolment shall be obliged to submit a suitable consent no later than by the deadline set by the competent body. The doctoral candidate shall be obliged to find a new supervisor or co-supervisor. Failing this, the candidate cannot complete the study requirements and thereby complete their doctoral studies.

Following enrolment, the doctoral candidate and the UL member shall sign an agreement on education by way of which the parties agree on their respective mutual rights and obligations arising from the doctoral study as well as on the tuition amount and payment method. The tuition fee for doctoral studies shall be paid in accordance with the UL Price List adopted by the UL Governing Board for an individual academic year.

### *Article 13 (Appeal against the rejection of enrolment)*

A candidate who was not accepted to a doctoral study programme may file an appeal with the Committee for Doctoral Studies within eight days of receiving a notification on not being accepted. The appeal shall be decided on by the Senate based on the opinion of the Committee for Doctoral Studies.

The Senate's decision shall be final.

### *Article 14 (Regular enrolment in a higher year)*

A student may enrol in a higher year of doctoral studies provided they have fulfilled all of the requirements, which are set in the study programme for enrolment in a higher year of study, by the end of the academic year, which they can do in accordance with the accredited programme.

### *Article 15 (Exceptional enrolment in a higher year)*

A student may exceptionally enrol in a higher year even if they have not fulfilled all of the requirements, which are set in the study programme for enrolment in a higher year of study, when they have justified reasons for this, such as: parenthood; prolonged illness; exceptional family and social circumstances; recognised status of a special needs person and/or special status; active participation in professional, cultural and sporting events; active participation in UL's bodies.

A student shall be obliged to prove that the reason referred to in the preceding paragraph has directly affected the fulfilment of study-related requirements. The enrolment shall be decided by the vice-dean.

### *Article 16 (Accelerated progression)*

A student with a master of science and a student who demonstrates above-average study results shall be fast-tracked to a higher year provided this is possible considering the study process.

A decision on this shall be adopted by the senate of the faculty based on the candidates application and a justified opinion of the Committee for Doctoral Studies which shall be drafted by the study field coordinator. The decision shall also lay down the method of accelerated progression.

## IV. STUDY REGULATIONS

### *Article 17 (Suspension of studies)*

The studies shall be deemed to have been suspended as of the date the person lost the status of a student.

### *Article 18 (Continuation and completion of studies)*

If more than two years have passed since the student stopped studying, they shall be obliged to file an application for the continuation of studies that is reviewed by an professional service associate. The supervisor's or the potential co-supervisor's consent shall be attached to the application. If the student has not changed the study programme during the suspension of their studies, the continuation of the studies shall be decided on by the vice-dean based on the coordinator's opinion. If the student changed the study programme during the suspension of their studies, the responsible field coordinator may propose to the vice-dean to impose bridge exams or other additional requirements for the student as a condition for the continuation of studies.

If the student does not submit the doctoral dissertation within the time limit referred to in the first paragraph of Article 52, they may submit an application for the continuation or completion of the doctoral study with an attached opinion of the supervisor and the potential co-supervisor. On the basis of the coordinator's proposal, the vice-dean shall decide on the eligibility to continue or complete the studies. In case of a positive decision on continuing or completing the doctoral study, the vice-dean shall issue a decision specifying the requirements that the student must complete to continue or complete the study, including a deadline for submitting the doctoral dissertation topic, which may not exceed two years, as well as a deadline for completing the studies.

If the student does not re-submit the doctoral dissertation topic by the deadline set by the member in accordance with the preceding paragraph of this article or if the Senate of the University of Ljubljana does not confirm the doctoral dissertation topic, or if the student does not submit the prepared doctoral dissertation when the topic has already been confirmed by the University of Ljubljana senate, the student cannot complete this doctoral study.

A student who has received approval to continue or complete their studies shall complete their studies according to the currently valid study programme.

### *Article 19 (Knowledge assessment)*

The forms of knowledge assessment shall include oral and written exams and various forms of ongoing knowledge assessment. The latter can also apply as the final positive grade for the course unit.

An oral exam is a public form of knowledge assessment and is conducted as a conversation between the examiner and student.

The publicity of knowledge assessment and grading is also ensured with the publication of exam terms and by allowing access to the graded written papers. A written exam may last a maximum of 4 contact hours, while the oral exam may last a maximum of 2 contact hours.

If different forms of ongoing knowledge testing are considered as the final grade for the course unit, the leader of the course unit be obliged to provide a way of taking ongoing forms or provide for an alternative way of taking these forms of knowledge assessment to obtain a final grade for another two years after the end of the academic year, in which the course unit was implemented, even if the course unit is not carried out during this period for various objective reasons (e.g. elective course not conducted every year, study leave, parental leave, etc.).

At the request of the course unit leader, the student shall be obliged to enter the written paper for the course unit into the programme for the verification of content similarities before submitting the same.

## *Article 20 (Right to fulfil study requirements)*

A student who has enrolled in a course unit at the FSS shall have the right to fulfil study requirements. They may fulfil the requirements of the course units of the programme and year in which they are enrolled.

If an exam is the exclusive form or one of the methods of knowledge assessment, a student may sit the exam from an individual course unit after the lectures in this subject have finished provided they demonstrate that they have met the requirements prescribed for this course unit in the study programme.

The requirements prescribed for a course unit by the study programme are an integral part of the annual syllabus. The method of assessment and the number of retakes shall be determined by the leader in the implementation plan, whereby it must be possible in the case of a negative grade for an individual requirements, which is considered the final grade or part thereof to retake an exam at least once to raise the negative grade in the current academic year which may be taken with another pre-planned requirement.

## *Article 21 (Grading)*

Exams and other forms of knowledge assessment shall be graded in accordance with the course unit syllabus. The final grade shall be written, i.e.: failed and passed.

Exams and other forms of knowledge assessment shall be graded by an individual assessor, several assessors or by an Board of Examiners in case of a commission examination.

## *Article 22 (Result publication, keeping and access)*

The grade for the exam during the oral examination shall be communicated by the assessor or the Chair of the Board of Examiners to each student individually immediately after the examination. The grade shall not be public. The assessor shall be obliged to submit the signed exam results to the professional service immediately after the exam or no later than within five days after the examination.

The signed results of the written exams shall be submitted by the assessor or the Chair of the Board of Examiners to the professional service no later than on the fifth working day following the examination.

A positive grade shall be entered in the examination record and in the electronic gradebook, and a negative grade shall only be entered in the examination record. Information on grades shall be available to students via the online student affairs office system.

The date of the completion of the requirement shall be the date when the grade is entered in the official records.

The student shall have the right to view their corrected and graded written paper within seven days of the publication of the exam result, which shall show the assessment of the answers to the individual questions. The assessor shall be obliged to provide access to the results.

As a rule, the access to the graded paper shall be carried out during regular contact and office hours of the assessor. The assessor may, at the same time as publishing the results of the examination, set an additional time and place for the viewing of graded papers.

In the case of written and oral examinations for the same course unit, the assessor shall be obliged to notify the student of the written grade within seven working days, while the student shall set a for the oral part with the assessor individually.

If the student can complete the requirements of the course unit by other forms of ongoing knowledge assessment, the course leader shall be s obliged to publish the grades by entering them in the online student affairs office system and deliver the signed grades to the professional service within seven working days from the completion of the course or from the day the student receives the final grade.

Exam papers of an individual student for an individual course unit shall be kept in accordance with the classification plan of the University of Ljubljana.

The assessors' failure to comply with all the above deadlines shall represent a serious breach of work discipline, unless they have good reasons for this.

### *Article 23 (Personal data protection)*

The regulations governing personal data protection shall be observed when submitting or publishing results.

### *Article 24 (Exam terms)*

Exam terms are set for all course units for which the syllabus provides for an exam or other final requirements for the course unit.

Regular exam terms are determined by the syllabus, with at least three exam terms for each course unit in the academic year.

A student at the FSS can take an exam or other final requirements for the course unit in the extraordinary exam term on the day set by agreement of the assessor or assessors or the Board of Examiners and the candidate.

### *Article 25 (Registration for the exam)*

Each student shall be obliged to register for the course unit exam they wish to take through the online student affairs office system no later than three days prior to the announced exam term.

### *Article 26 (Withdrawal from an exam)*

If the student does not intend to take an exams or other final requirements for the course unit in the term, for which they registered, they shall be obliged to withdraw no later than noon on the day before the exam via the online student affairs office system.

If the student does not withdraw and does not take the exam, they shall be deemed not to have taken the exam.

Late withdrawal from the exam shall not exempt the student from the payment of the costs of organization and implementation of the exam if such costs are provided by these Rules and the applicable price list.

### *Article 27 (Mid-term exams and other written forms of knowledge assessment)*

The announcement of terms for the implementation of mid-term exams and other written forms of knowledge assessment shall be the responsibility of the course leader. The leader shall publish them in the implementation plan whereby they shall be obliged to plan for at least one term for the improvement of failed papers.

### *Article 28 (Fulfilment of requirements constituting the final grade)*

If the student does not pass the requirements that make up the final grade, they can only take the course unit in the following academic year or in accordance with Article 20, whereby they shall be obliged at the beginning of the academic year, no later than by 31 October, to contact the course unit leader for the latter to set the method of fulfilment of these requirements.

The student shall have the option of fulfilling the requirements in this way two more times by enrolling in the course unit. By enrolling in the course unit, they shall be deemed to have obtained the status of a student or the right to continue and complete the studies after a suspension of more than two years. After failing to fulfil the course unit requirements three times, the student may no longer continue their studies in the programme in accordance with Article 20 of these Rules and the

previous paragraph. A special decision on this matter shall be issued to the student.

When it comes to the last possible taking of the examination for the fulfilment of the requirements that make up the final grade, the provisions of Article 31 of these Rules (Third sitting of an exam) shall be observed.

#### *Article 29 (Failure to take an exam due to force majeure)*

If a student does not take an exam due to proven *force majeure* or fails to appear for other final requirements for the course unit and fails to cancel the exam or the requirements in time, they shall be deemed to have withdrawn from the exam on time. They shall submit the request to withdraw from the exam or requirements due to *force majeure* together with the supporting documents to the professional service within three working days after the exam term.

#### *Article 30 (Re-sitting of an exam)*

A student who has not passed an exam may repeat the exam in accordance with the provisions of the UL Statutes.

If a student is re-enrolled in the same year, they shall be deemed to be sitting an individual exam for this year for the first time when they take this exam for the first time after re-enrolment, i.e. regardless of whether they have already taken this exam when they first enrolled in this year.

#### *Article 31 (Third sitting of an exam)*

A student may apply for a third sitting of an exam with a documented justification. They shall address the application to the Committee for Doctoral Studies.

If the application is approved, the student shall take the exam before a board consisting of two members in addition to the course unit leader. The members of the Board of Examiners are higher education teachers with a valid habilitation at UL or visiting teachers who are involved in the implementation of the study programme. The board and the date of the exam shall be appointed and set respectively by the Vice-Dean no later than 30 days after the approval of the application. The student shall be obliged to pay the costs of sitting for these exams according to the applicable price list. The third sitting for the exam may be conducted at any time during the academic year.

#### *Article 32 (Conducting the third sitting of an exam)*

The third sitting of an exam shall be oral or an oral defence of a written paper. The board shall keep minutes, which contain the exam questions of the leader and, as appropriate, also the questions of board members.

The final grade shall be decided on by the board by a majority of votes.

Withdrawal from the exam is possible in accordance with Article 26 of these Rules by request via the online student affairs office system. If the student withdraws, the procedure for the approval of the third sitting of the exam shall be carried out again in accordance with the first paragraph of the previous article.

#### *Article 33 (Consequences of the failed third sitting of an exam)*

If the student fails the exam for the third time, they can no longer continue their studies in the programme in which they had enrolled. A decision on this matter shall be issued to the student.

#### *Article 34 (Recognition of exams passed at another faculty)*

An FSS student who has passed certain exams while studying at another faculty may apply for their recognition whereby they shall be obliged to submit all relevant supporting documents on the study programme and grade.

Recognition is decided on by the course unit leader.

### *Article 35 (Signing off of application forms by the end of the academic year)*

Course unit leaders shall be obliged to sign off all open applications no later than by the end of the academic year, i.e. by 30 September. Applications that are not signed off by this date shall be closed with the enrolment "checkout"

Leaders shall also be obliged to enter final grades for course units by the end of the academic year.

## V. SUPERVISION OF A DOCTORAL DISSERTATION

### *Article 36 (Definition of the research field and selection of supervisor)*

When applying for an enrolment call, a candidate shall select the field in which they wish to obtain a doctor of science degree.

A candidate shall agree on supervision with a higher education teacher or research associate by the end of the application period for the enrolment call and submit the latter's consent to assume the role of supervisor and a description of the doctoral dissertation topic (up to 1000 words) with a list of basic literature by the application deadline at the latest. A potential supervisor or co-supervisor shall not be obliged to accept the role of supervisor or co-supervisor.

By the call for enrolment, the FSS shall publish a list of potential supervisors who meet the conditions for the role of supervisor. The list shall also be published on the UL Doctoral School's website.

### *Article 37 (Supervisors and co-supervisors of the doctoral dissertation)*

Supervisors and co-supervisors in doctoral studies shall be higher education teachers with the title of assistant professor, associate professor or professor, or a researcher with the title of research associate, senior research associate or senior research fellow who demonstrates their research activity in the fields covered by the doctoral studies at the FSS. The research activity must be demonstrated by an appropriate bibliography from the broader field of the doctoral dissertation topic. The minimum condition for demonstrating research activity is determined by a decision of the UL Senate, which is published on the website of the UL Doctoral School.

Researchers with the appropriate habilitation of another institute (domestic or foreign) may also be supervisors or co-supervisors provided they participate in a study programme implemented or co-implemented by the Faculty of Social Sciences or are employed at an institution (domestic or foreign) with which the FSS has concluded an appropriate cooperation agreement or contract.

A person can be a supervisor or co-supervisor to a maximum total of six doctoral candidates who are enrolled in any doctoral study programme at the UL and no more than two years have passed since their last enrolment in a year or additional year. This number does not include students who have submitted a dissertation for evaluation.

A doctoral candidate may have multiple supervisors or co-supervisors.

### *Article 38 (Obligations of a supervisor and co-supervisor)*

Supervisors and co-supervisors shall:

- monitor the research work of a candidate during the drafting of the research work concept, preparing the doctoral dissertation proposal and the doctoral dissertation itself, and shall participate in the work of the Doctoral Studies Committee (DSC as defined in Article 42 of these Rules) in all phases of the process, except grading;
- advise the student and participate in the definition of the content and work method and standards associated with the doctoral dissertation, and in the planning of research and research data management, and point out known facts in the research field;
- introduce the student to the immediate and broader research community in which they



- work (invitations to meetings, conferences at home and abroad, etc.);
- be available to the student for regular consultations by mutual agreement;
- participate in the presentation of the doctoral dissertation proposal, in the presentation of the results of research work and in the PhD viva;
- facilitate the student's inclusion in research work;
- request a written report on the progress and the results of research work from the student twice per year, and provide advice regarding the possible publication of the partial results of the doctoral dissertation or the presentation thereof at research events; submit a written report to the professional service which shall in turn submit the same to the study field coordinator and DSC members;
- serve as an example of ethical research work through their own actions.

Eventual disputes between the student, the supervisor and co-supervisor shall be resolved by the study field coordinator and the department head helped by the Committee for Doctoral Studies, the FSS Senate and the Head of the UL Doctoral School.

## VI. REGISTRATION OF A DOCTORAL DISSERTATION TOPIC

### *Article 39 (Topic registration)*

A student wishing to obtain a doctorate of science degree from the faculty shall submit an application for the registration of the doctoral dissertation topic to the Committee for Doctoral Studies.

The registration of doctoral dissertation topic must include:

1. application in which the student:

- applies for the approval of the doctoral dissertation topic registration;
- suggests a field in which they would like to obtain the title of doctor;
- proposes a potential supervisor with or without a co-supervisor of the doctoral dissertation;
- submits 3-5 references of a potential supervisor and a potential co-supervisor in the field of the doctoral dissertation topic in the last 5 years;
- may apply to write in the English language;
- may apply to write the dissertation based on original scientific articles;
- gives consent or certificate of submission of the application to the Ethics Commission in the FSS field of research or other relevant commissions when the nature of the doctoral dissertation topic so requires;
- submits a research data management plan in accordance with Article 50 of these Rules;

2. candidate's curriculum vitae with an emphasis on their work in the research field (professional curriculum vitae);

3. list of published scientific and other professional works (bibliography);

4. doctoral dissertation proposal in the form defined in Article 40 of these Rules;

5. implementation plan that corresponds to the doctoral dissertation proposal and that realistically defines the time frame for researching and writing the doctoral dissertation.

All necessary documentation for accepting the doctoral dissertation topic must be written in the Slovenian language. Exceptionally, provided good reasons for this exist (student, supervisor, potential co-supervisor or a member of the DSC is a foreigner), it may be written in English.

A doctoral candidate may apply to write a dissertation in English provided they are a foreigner, the doctoral candidate's supervisor or co-supervisor are foreigners, a foreigner is a member of the DSC or if the doctoral dissertation consists of original scientific articles published in English.

Prior to consideration by the CDS, the proposed supervisor and possible co-supervisor and field coordinator shall be obliged to confirm their agreement with the submitted topic and the doctoral dissertation proposal by signing the same. A candidate shall submit the application and doctoral

dissertation proposal in electronic form to the professional service. If the doctoral dissertation proposal is not written and edited in accordance with the Guidelines for writing and editing professional and scientific works at FSS, the professional service shall reject it.

A student may submit a doctoral dissertation topic for assessment in the same study field of the doctoral study programme by the time of the submission of the doctoral dissertation for assessment no more than twice. A student can re-submit an application for a new topic or an updated topic that they have submitted initially.

#### *Article 40 (Doctoral dissertation proposal)*

The doctoral dissertation proposal shall include:

- proposed dissertation title in Slovene and English;
- scientific field of the doctoral dissertation topic;
- a brief description of the content that the student will deal with;
- a precise definition of the research problem encompassing:
  - a brief overview of the specific research field and a presentation of previous research in the field of the topic and the purpose of the research;
  - clearly presented hypotheses or research questions with a brief explanation;
  - the research concept and a description of the research methods;
  - the definition of expected results and the original contribution to science;
  - brief structure of the doctoral dissertation in the form of an index of content;
  - a list of relevant references from the field of the dissertation topic.

The doctoral dissertation proposal shall be written and edited in accordance with the Guidelines for writing and editing professional and scientific works at FSS and encompass 3 to 7 pages of text (excluding sources, the structure of the dissertation in the form of an index of content).

## VII. PROCEDURE FOR THE APPROVAL OF THE DOCTORAL DISSERTATION TOPIC

#### *Article 41 (Verification of the suitability of the application)*

Based on the authorisation by the Senate, the Committee for Doctoral Studies shall determine within 30 days of the filing of the application whether the student's application is complete. The Committee for Doctoral Studies shall be obliged to assess whether the doctoral dissertation proposal is appropriate for further consideration and contains all the elements referred to in Article 41 of these Rules.

If the application for the registration of the doctoral dissertation complies with Articles 39 and 40, the Committee for Doctoral Studies shall propose to the Senate that it appoint a DSC and the supervisor as well as a potential co-supervisor.

If the application for the registration of the doctoral dissertation does not comply with Articles 39 and 40, the Committee for Doctoral Studies shall invite the student to correct and supplement it within a specified period of time, which may not exceed one year. The supervisor, potential co-supervisor and study field coordinator shall also be informed about the return of the registration application.

A student can submit a corrected or supplemented topic registration application only once. If the Committee for Doctoral Studies assesses within 30 days after the submission of a corrected or supplemented registration application that the latter complies with Articles 39 and 40, the Committee for Doctoral Studies shall propose that the Senate appoint a DSC and the supervisor as well as potential co-supervisor. If the DSC deems the corrected or supplemented application not to be suitable for further consideration, the application for the registration of the doctoral dissertation topic shall be rejected. The supervisor, potential co-supervisor and study field coordinator shall also be informed about the rejection of the registration application.

After the rejection, the student may propose a new topic in accordance with the last paragraph of Article 39. At least 12 months must elapse between the rejection of the registration application and

the new registration application. The Committee for Doctoral Studies shall determine within 30 days of the submission of a new registration application whether the registration application of the candidate is complete. The procedure shall continue in accordance with the first, second and third paragraphs of this Article.

#### *Article 42 (Doctoral Studies Committee)*

The DSC is proposed to the Senate by the Committee for Doctoral Studies.

The DSC shall monitor the student from the application for the registration of the doctoral dissertation topic to the assessment of the dissertation and its defence (PhD viva) or until the student's withdrawal of the registered doctoral dissertation topic.

The DSC shall consist of at least three assessors from the ranks of higher education teachers or researchers who are experts in the broader field of the topic of doctoral dissertation, with a valid teaching or scientific title. At least one assessor must be from another university or other research organization, exceptionally from another UL member. A member shall be obliged to give a reasoned explanation of the exception. The supervisor and co-supervisor are members of the DSC, but do not participate in the assessment.

In their work, DSC members shall be obliged to avoid positions that represent or could represent a conflict of interest pursuant to the Rules on the Avoidance of Conflict and Conditions for Performing Work Outside the UL.

One of the DSC members shall be appointed chair by the Senate. They shall be tasked with coordinating the work of the DSC and writing a final report on the assessment of the adequacy of the proposed doctoral dissertation topic.

Each DSC member shall be obliged to prepare a written opinion on the doctoral dissertation proposal of at least 300 words, comment on any request for writing the dissertation in the form of original scientific articles, assess the adequacy of the research data management plan and indicate any need for the consent of the Research Ethics Committee, which they shall send to the professional service no less than three working days before the first doctoral presentation. Written opinions shall be communicated to the student.

If one of the DSC members does not meet the deadlines and does not respond to the warning that the deadline for submitting a written opinion will expire or withdraws from the DSC for justified reasons, the FSS Senate shall appoint an alternate member proposed by the Committee for Doctoral Studies. The professional service shall inform the student, the supervisor, the potential co-supervisor and DSC members thereof.

#### *Article 43 (Presentation of the doctoral dissertation topic – first doctoral presentation)*

The student shall be obliged to present their doctoral dissertation topic to the appointed members of the DSC at the first doctoral presentation where all members of DSC and the member of the Committee for Doctoral Studies or vice-dean who leads the presentation must be present.

Other doctoral programme students as well as pedagogical and scientific staff of the faculty shall also be invited to the presentation. The presentation shall be public.

At the first doctoral presentation, the committee shall communicate written opinions stipulated in Article 42 of the Rules as well as any proposals for improvement or supplementation of the doctoral dissertation proposal to the candidate and set a deadline for correction, which may not exceed 6 months. The committee shall communicate its suggestions for improvement only once.

The first doctoral presentation may be repeated once at the request of the DSC. The minutes, which include comments and the deadline for supplementing the doctoral dissertation proposal, shall be signed by DSC members as appropriate.

#### *Article 44 (Report on the suitability of the proposed doctoral dissertation topic)*

The DSC shall submit an assessment of the doctoral dissertation proposal to the FSS Committee for Doctoral Studies no later than one month after the presentation of the doctoral dissertation proposal or after the submission of the supplemented doctoral dissertation proposal.

The written report on the assessment of the suitability of the proposed doctoral dissertation topic shall demonstrate the topicality of the topic and the expected contribution to science.

The report shall include:

- title of the proposed doctoral dissertation topic in Slovene and English;
- assessment of the suitability of the proposed topic title and the field of the dissertation with the planned content; also includes a proposal to change the title as appropriate;
- assessment of the proposed doctoral dissertation topic and explanation of its scientific relevance;
- assessment of the suitability of hypotheses and research questions;
- assessment of the suitability of the envisaged research methods and their feasibility;
- an assessment of whether the literature cited in the proposal for the approval of the topic adequately supports the proposed research that the student intends to carry out as part of the dissertation;
- a decision stating and justifying the field, in which a doctorate of science degree could be obtained;
- a clearly evident opinion of the DSC members on whether the proposed doctoral dissertation topic is set in such a way that it can be expected to make an independent and original contribution to the research field;
- an assessment of the suitability of the supervisor and the potential co-supervisor;
- determination of whether or not the request to write a doctoral dissertation in the form of original scientific articles has been granted;
- an opinion on whether the consent of the Research Ethics Commission needs to be obtained;
- an assessment of the suitability of the draft research data management plan;
- assessment of the cited literature;
- date and signatures of DSC members assessing the suitability of the topic.

If the doctoral candidate does not submit the completed doctoral dissertation proposal by the deadline for supplementing the doctoral dissertation proposal, the DSC shall be obliged to issue an assessment of the originally received doctoral dissertation proposal, whereby the deadlines for submitting the DSC assessment in July and August shall not lapse.

As a rule, the DSC report shall be a joint report. If the DSC is unable to sign a joint assessment, the DSC member who does not concur with the assessment shall be obliged to submit a separate assessment of the suitability of the prepared doctoral dissertation topic.

If the DSC member is a foreigner who does not understand the Slovene language, reports in Slovene and English shall be attached. The report in English shall not necessarily be identical to the report in Slovene.

#### *Article 45 (Assessment of the suitability of the proposed topic)*

The DSC report shall be considered by the Committee for Doctoral Studies based on the authorisation of Senate, whereby the Committee for Doctoral Studies may:

1. Confirm the positive report and send the proposal of the doctoral dissertation topic together with the material to the Committee for Doctoral Studies of the University of Ljubljana.

If the doctoral dissertation proposal is written in English and the student is not a foreigner, the student shall be obliged to also submit the doctoral dissertation proposal in Slovene before submitting the proposal for the doctoral dissertation topic to the University of Ljubljana. The suitability of the doctoral dissertation proposal in the Slovene language shall have to be confirmed by the supervisor or the chair of the DSC.

The professional service shall inform the student, supervisor, potential co-supervisor and coordinator of the study field about the acceptance of a positive assessment.

The UL Senate shall decide on the proposed topic within two months at the latest and shall inform the FSS about the decision, while the FSS shall inform the student, supervisor and co-supervisor as

well as the members of the DSC.

2. Set a deadline for the doctoral candidate by which the latter shall be obliged to change or supplement the doctoral dissertation proposal.

If the Committee for Doctoral Studies sets a deadline for the doctoral candidate to change or supplement the doctoral dissertation proposal, the DSC shall review the amended doctoral dissertation proposal and submit a new written assessment of the doctoral dissertation proposal, generally at the first following session of the Committee for Doctoral Studies. If the doctoral candidate does not submit an amended doctoral dissertation proposal by the deadline, the Committee for Doctoral Studies shall generally accept or reject the incomplete doctoral dissertation proposal at the first following session.

3. Accept the negative assessment and reject the proposed topic.

A rejected topic cannot be resubmitted. A candidate may submit a new topic registration application in accordance with Articles 39 and 40 of these Rules.

The Committee for Doctoral Studies shall not be bound by the DSC assessment when deciding on the doctoral dissertation proposal. If the decision of the committee does not follow the assessment/assessments of the DSC, the committee shall be obliged to justify its decision.

## VIII. FORM, SUBMISSION, ASSESSMENT AND DEFENSE (VIVA) OF THE DOCTORAL DISSERTATION

### *Article 46 (Form of doctoral dissertation)*

As a rule, the dissertation shall be written in Slovene, and may also be written in English with the consent of the senate of the University of Ljubljana. If it is not written in Slovene, the student shall also be obliged to write an introduction, conclusion and summary of the central part (up to 1500 words) using appropriate scientific terminology in the Slovene language.

The doctoral dissertation must be written in A4 format and bound in black canvas or similar material. The top of the title page of the dissertation shall have the wording "University of Ljubljana" in the middle of the line, "Faculty of Social Sciences" shall be written under it and below that shall be an indication of the name and surname of the candidate (also in the middle of the line). The title of the doctoral dissertation shall be written under the name and below that shall be the wording "Doctoral Dissertation", and below that the wording "Ljubljana and year" (again in the middle of the line). The University of Ljubljana and the Faculty of Social Sciences shall be written in capital letters, and the rest of the text in lower case letters.

The first inside page of the work shall be the same as the title page, except that the name of the supervisor and the potential co-supervisor shall be written under the name of the candidate with a central alignment, whereby their names shall be preceded by the complete pedagogical or research title. The inside cover shall be written in black letters on white paper, which must not contain pictures, logos, photographs, etc.

The cover and the first inside page of the doctoral dissertation shall be followed by the following in the order below:

- indication of the assessors of the doctoral dissertation;
- dedication, which is not a mandatory component and is added by the student only if they wishes;
- extract in Slovene and English with single line spacing, each up to 300 words, to be published in the repository, and with at least five key words in both languages;
- index of contents;
- Introduction;
- body text;
- decision;
- a possible extract pursuant to the first paragraph of this Article;

- bibliography;
- subject and author index;
- eventual appendices, including – subject to the consent of the Research Ethics Committee – a list of primary and secondary data sources and an indication of their availability in accordance with Article 50 of these Rules.

Upon submitting the final work, the student shall submit an electronic version of the author's statement on a special form (prescribed by the UL), which is kept in the student information system.

The header and footer 'forms' shall not be used in the doctoral dissertation.

The dissertation may not be shorter than 160 pages and not longer than 350 pages without appendices and extract according to the first paragraph of this article.

The dissertation shall be written and edited in accordance with the Guidelines for writing and editing professional and scientific works at FSS. The candidate shall be responsible for the linguistic correctness of the dissertation, and the DSC may reject it if it is not prepared in accordance with the instructions referred to in this article.

### *Article 47 (Content and form of the doctoral dissertation on the basis of original scientific articles)*

A doctoral dissertation may consist of the candidate's original scientific articles that have been accepted for publication (with supporting documents - the editor's letter that the article has been accepted for publication) or have already been published.

Original scientific articles must be related to one another in terms of content and be the result of work on the accepted/approved doctoral dissertation topic.

At least three original scientific articles must be included in the doctoral dissertation. At least one of them must have already been published. Articles must be accepted for publication or published in a publication indexed in the SCIE, SSCI, AHCI, ERIH PLUS or Scopus databases with SNIP > 0.

The student must be the sole author of at least one article. In case of articles of which the student is a co-author, the student must be the first/lead author. The co-author(s) shall be obliged to provide written assurance that the majority of the articles are actually the work of the student.

In addition to the articles, the candidate shall be additionally obliged to write the introduction and conclusion of the dissertation in a scope of at least 80 pages and present in them the theoretical and methodological concept of their research and key findings. Articles must be included in the language, in which they were published or accepted for publication.

If the dissertation is written IN Slovene, but one or more articles are in English, a summary of each article of around 10 % of the article in Slovene must attached.

If the articles are not written in Slovene or English, an official translation of the same shall be required.

For accepted but not yet published papers, the candidate shall be obliged to declare in writing that the version in the doctoral dissertations is identical to the version accepted for publication.

The author of a doctoral dissertation written in the form of articles shall be obliged to obtain the consent of the publishers to whom they have previously exclusively transferred the material copyright to the articles in order for the articles to be included in the printed and electronic form of the dissertation.

### *Article 48 (Contribution of the doctoral dissertation to the scientific discipline)*

The doctoral dissertation must be an independent and original contribution to the scientific discipline for which the candidate wishes to obtain a doctorate of science degree.

### *Article 49 (Consent of the supervisor and potential co-supervisor before submitting the dissertation for assessment)*

The supervisor and the potential co-supervisor shall be obliged to ensure an appropriate scientific level of the dissertation through regular contacts with the candidate. Prior to the submission of the doctoral dissertation for assessment, the supervisor and the potential co-supervisor shall submit their respective written consent. The candidate may submit a dissertation for assessment without the prior consent of the supervisor and / or potential co-supervisor, but the supervisor and / or potential co-supervisor must explain in writing why they do not agree with the submission.

### *Article 50 (Access to research data)*

Research data generated and collected for the needs of a doctoral dissertation must be published or otherwise accessible in such a way that allows their visibility, access, interoperability and the possibility of renewed evaluation and use. The doctoral candidate shall submit research data to a data repository, data centre or research data archive, which shall satisfy the principle of verifiability, transparency and open science. As a priority the research data shall be sent to the sectoral national or international data centres intended for specific types of data.

The doctoral dissertation shall state where the data are accessible and how they can be accessed. Exceptions in the sharing of data shall be justified where they involve personal or sensitive data, or where there are reasons for protecting intellectual property or for non-disclosure of vulnerable areas, groups or species. In the case of implementing justified exceptions to data sharing, the doctoral candidate shall ensure an appropriate method of protecting the data and limiting access to such data in agreement with the data centre. In this case at least freely available metadata must be generated for the catalogue of the data centre, so as to indicate clearly where and under what conditions the research data are accessible.

### *Article 51 (Deadline for the submission of doctoral dissertation)*

A doctoral candidate enrolled in a four-year doctoral study programme shall submit a doctoral dissertation to a member in electronic and printed formats together with the consent of the supervisor and co-supervisor no later than two years after enrolling in the last year of the study programme or in an additional year. In case of justified reasons (e.g.: maternity, paternity, extended documented sick leave lasting no less than six months) that occurred in the period from the last enrolment in the programme to the deadline for submitting the dissertation, the member may exceptionally extend the deadline for submitting the dissertation for a maximum of one year to a doctoral candidate based on an application.

If a student does not submit a doctoral dissertation by the deadline referred to in the first paragraph of this Article, they shall be obliged to submit an application to the professional service for continuation or completion of studies after the suspension in accordance with Article 18 of these Rules.

In case the Senate of the University of Ljubljana confirms the change of the doctoral dissertation topic before the expiry of the deadline for submitting the dissertation, the deadline for submitting the dissertation set upon the approval of the original doctoral dissertation topic by the Senate of the University of Ljubljana shall remain unchanged.

### *Article 52 (Obligations before submitting the doctoral dissertation)*

Before submitting the doctoral dissertation, the student shall be obliged to:

- complete all study requirements of previous years stipulated by the programme;
- write an original scientific paper as the lead author, which must be published or exceptionally demonstrably accepted for publication in a publication recognized by the profession as internationally recognized in accordance with the habilitation criteria of the UL, namely:
  - publication of a scientific article in a group I, II or III journal or
  - peer-reviewed scientific monograph.

In the exceptional case where the original scientific paper is demonstrably accepted for publication but not yet published, this scientific text must be submitted together with a supporting document.

If the candidate cannot be the lead author (e.g. through participation in international research or for other justifiable reasons), the supervisor shall be obliged to provide a written statement as assurance that the original scientific publication was not published as a compulsory contribution for another student's doctoral studies.

In all publications related to research work within the scope of doctoral study, the affiliation "University of Ljubljana, Faculty of Social Sciences" must be stated.

Before submitting it to the professional service, the student may bring an unbound copy of the final work for technical inspection. The professional service shall determine whether the work is prepared and edited in accordance with these Rules and the Guidelines for writing and editing professional and scientific works at FSS.

A doctoral dissertation in electronic form shall be checked in accordance with the Rules on content similarity detection of the electronic form of the written final work of studies and on provisions regarding temporary inaccessibility of the content of the written final work of studies as to the similarities of the content with other works parts, i.e. using software for the verification of the similarity of content which is connected to the study IT system.

If part of the content of the doctoral dissertation is confidential (for the purpose of protection of business secrets, protection for the purpose of exercising intellectual property rights, ensuring the safety of people and nature, protection of classified information), the doctoral candidate may – prior to submitting the dissertation – request temporary unavailability of the content of the doctoral dissertation in accordance with the Rules on content similarity detection of the electronic form of the written final work of studies and on provisions regarding temporary inaccessibility of the content of the written final work of studies.

### *Article 53 (Submission of a doctoral dissertation)*

The candidate shall first submit the electronic version of the doctoral dissertation, the doctoral dissertation submission form, proof of publication or the scientific paper accepted for publication, the data management plan in accordance with Article 50 of the Rules, and the summary of the dissertation in electronic form to the professional service.

The content of the doctoral dissertation abstract in electronic form shall show:

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

The abstract shall be 5 to 8 pages long.

### *Article 54 (Public presentation of the research work - second doctoral presentation)*

The candidate shall present the main conclusions, sources used, methods of work with their justification and the original scientific contribution to the field of study as well as an updated version of the research data management plan in accordance with Article 50 of these Rules to DSC members at the second doctoral presentation to which other students as well as the pedagogical and scientific staff of the faculty shall also be invited. The presentation shall be public.

Minutes on the presentation shall be compiled, which shall be signed by all DSC members and accompanied by written opinions or comments of DSC members as well as a decision on the success / failure of the presentation with a justification. If corrections to the draft doctoral dissertation are necessary, the DSC shall set a deadline to the doctoral candidate for submitting a corrected draft, which may not be longer than the deadline set for the submission of the dissertation.

As a rule, the presentation shall be public. In the case of confidential information, the supervisor, co-supervisor and doctoral candidate may suggest that the presentation be closed to the public.



A presentation of the results of research work that is deemed unsuccessful may only be repeated once. If the second presentation is also unsuccessful, the procedure shall be concluded and the doctoral candidate will not be able to complete this programme in the same field.

### *Article 55 (Procedure for assessing the submitted doctoral dissertation)*

DSC members shall be obliged to review the submitted dissertation and submit written reports on the dissertation assessment in accordance with Article 56 of these Rules to the Committee for Doctoral Studies no later than two months after receiving the dissertation, whereby this deadline may be extended for any correction required by the DSC members at the second doctoral presentation (the said deadline may not be longer than one year). The supervisor and the potential co-supervisor are not the ones who assess the dissertation. The deadlines for submitting the DSC assessment in July and August do not run.

If one of the DSC members does not meet the deadlines and does not respond to the warning that the deadline for submitting an assessment will expire or withdraws from the DSC for justified reasons (e.g. prolonged illness, a stay abroad, parental leave), the FSS Senate shall appoint an alternate member proposed by the Committee for Doctoral Studies. The professional service shall inform the student, the supervisor, the eventual co-supervisor and DSC members thereof.

On the basis of the submitted reports, the Committee for Doctoral Studies, which has obtained the Senate's consent, shall either accept, reject or return the doctoral dissertation to the student so that they can change or supplement it, and shall set a suitable deadline for this, which may not exceed one year.

In case of dissenting opinions of DSC members, the Senate may, on the proposal of the Committee for Doctoral Studies, appoint (an) additional member(s) to prepare (an) additional assessment(s). The deadlines set out in the first paragraph of this Article shall not apply to the preparation of the report(s) for the additional member(s).

The professional service shall inform the student, the DSC members and the study field coordinator about the decision of the CDS.

If the Committee for Doctoral Studies returns the dissertation to the student, the DSC shall review the supplemented and corrected dissertation again and shall submit new reports about the same in accordance with the first paragraph of this article.

A student can submit a supplemented and corrected dissertation only once. If the Committee for Doctoral Studies rejects it based on the submitted reports, the student may file a new topic registration application in accordance with Articles 39 and 40 of these Rules.

If the student does not supplement and correct the dissertation by the set deadline, the dissertation shall be rejected. A rejected dissertation cannot be resubmitted by the student. In such case the doctoral candidate may no longer complete studies in the same field.

### *Article 56 (Report on the assessment of the doctoral dissertation)*

The doctoral dissertation assessment report shall comprise the following:

- title of doctoral dissertation;
- name and surname of the student;
- name of the study programme and field;
- composition of the DSC and date of appointment;
- date of receipt of the submitted doctoral dissertation;
- analysis of the dissertation, in which a DSC member assesses the originality of the student's contribution according to the following points: - short presentation of the dissertation structure, - short analysis and assessment of the methods applied, - assessment of the validity of the confirmed or refuted hypotheses or research questions, - assessment of the originality of conclusions and value of new findings, - eventual special features of the dissertation, - assessments of the stylistic and linguistic level of the dissertation;
- a detailed assessment of the originality of the contribution to science;
- summary of the advantages and possible shortcomings of the doctoral dissertation – in a

decision, a DSC member shall propose the confirmation or the need to supplement the dissertation or shall reject the dissertation;

- opinion on the suitability of the published article/paper or article/paper accepted for publication (they also check the indication of the UL affiliation in the opinion on the suitability of the article);
- opinion on the suitability of the storage of research data collected for the purposes of the doctoral dissertation and the suitability of the opinion obtained from the Research Ethics Committee or the failure to obtain the same;
- date of the report;
- signature of the DSC member.

As a rule, the report is written in Slovene, while it is written in English if the dissertation was written in English.

### *Article 57 (Setting the date and time of the PhD viva)*

When the Committee for Doctoral Studies accepts the doctoral dissertation, the candidate shall upload the electronic version of the dissertation to the student information system, and after confirmation of the content similarity by the mentor, deliver soft-bound dissertations for the Committee members and three hard-bound copies for ODKJG (JG Central Social Sciences Library) and NUK (National and University Library).

The time and place of the PhD viva are published by the faculty on the website at least three days before the PhD viva.

In the case of confidential information, the supervisor, co-supervisor and doctoral candidate may propose to the Committee for Doctoral Studies that the public be excluded from the potential presentation of confidential information.

The PhD viva generally takes place within one month of the day the Committee for Doctoral Studies accepts the dissertation.

### *Article 58 (Course of the public PhD viva)*

The PhD viva of the dissertation is usually presented in Slovene, while it is presented in another language if the dissertation is written in a foreign language.

The PhD viva begins with the presentation of the candidate's curriculum vitae, the title and the field of the dissertation as well as the process of dissertation acceptance up to that point. The candidate and the DSC chair who makes the presentation do so standing up.

The DSC chair then informs the candidate about the defence/PhD viva procedure and invites the members of the DSC to submit their dissertation reports.

Candidates have the right to present their doctoral dissertation within 30 minutes, using a variety of audiovisual aids. During the presentation, they can react to eventual comments written in the reports of DSC members.

After the presentation of the candidate, the members of the DSC have the right to ask questions, followed by others present at PhD viva, i.e. with the approval of the DSC chair. The questions should be asked in such a way that the candidate can answer them within a maximum of an hour and a half.

Prior to the PhD viva, the candidate is entitled to a 45-minute break to prepare the PhD viva.

After the PhD viva, the DSC meets separately and takes a decision on whether the candidate has successfully defended their doctoral dissertation. The decision is issued in writing, stating who defended the doctoral dissertation, the title of the dissertation, the decision and a brief explanation of the decision (up to 30 lines), the date and time of the PhD viva and the signatures of DSC members with an indication of their roles in the DSC. This decision is then read by the DSC chair to the candidate. Everyone stands during this time.

The DSC chair takes minutes on the PhD viva, whereby they note the questions posed to the candidate and the decision conclusion on the success of the PhD viva.

If after a successful defence and based on positive assessments (assessments of the doctoral dissertation, suitability of the article and success of the dissertation defence) the DSC determines that the work of the doctoral candidate overall and under all assessment criteria is of exceptional quality, it may propose to the senate of the UL member that the candidate's work be awarded a distinction (*cum laude*). The FSS senate shall decide on this based on the reasoned assessment of the DSC that the doctoral candidate's work constitutes a superlative achievement and a breakthrough in the research field.

#### *Article 59 (Unsuccessful PhD viva)*

The PhD viva, which was assessed as unsuccessful by the DSC, cannot be repeated and no appeal shall be possible.

#### *Article 60 (Publication of the text of the doctorate before and after the PhD viva)*

In the event of a partial or full publication of the doctoral dissertation after the PhD viva, the author shall be obliged to state that the publication is based on a dissertation defended (year of defence/PhD viva) at the Faculty of Social Sciences of the University of Ljubljana.

If a part or the entire text of the dissertation is published before the defence of the doctoral dissertation, the author shall be obliged to state in the doctoral dissertation that it is an already published part of the text as well as where and when the text was published.

### IX. WITHDRAWAL OF THE DOCTORAL DEGREE

#### *Article 61 (Possibility of withdrawal of the doctorate of science degree)*

A doctorate of science degree may be withdrawn if it is found that a doctoral dissertation is not the result of the candidate's own creativity and their own achievements. The withdrawal process can be initiated by anyone and is conducted first by the FSS Senate and then by the University Senate.

#### *Article 62 (Procedure upon the withdrawal of the doctorate of science degree)*

The procedure of withdrawing one's scientific title shall be conducted in accordance with the provisions of the Statutes of the UL.

### X. RIGHTS AND DUTIES OF DOCTORAL STUDENTS

#### *Article 63 (Scope)*

A student is a person who enrolls in a higher education institution on the basis of a call for enrolment and is educated in an accredited doctoral study programme.

#### *Article 64 (Doctoral candidate's requirements)*

The doctoral candidate shall be obliged to:

- reach an agreement on supervision or co-supervision of their doctoral studies;
- regularly fulfil their study requirements and perform research work;
- register a doctoral dissertation topic, publicly present the doctoral dissertation proposal (at

the first doctoral presentation) and the results of the research work (at the second doctoral presentation), prepare a doctoral dissertation, publish at least one original scientific contribution as defined in Article 53 of these Rules, and publicly defend the doctoral dissertation;

- actively participate in at least three doctoral presentations of other doctoral candidates per year;
- cooperate with the supervisor and co-supervisor at all times and consult on the content, method and standards of work in the doctoral dissertation;
- report to the supervisor and co-supervisor at least twice a year on the progress of their work in writing;
- perform research work in accordance with UL ethical norms;
- take into account and publicly acknowledge the contribution of the supervisor and co-supervisor as well as other associates and maintain a good relationship with them;
- agree with the supervisor and co-supervisor and other associates on the publication of the results of the research work from the doctoral dissertation;
- ensure the transparency and verifiability of the research work as well as the broadest possible access to research data in accordance with Article 50 of these Rules. The candidate shall report on this to the supervisor and co-supervisor as well as to the DSC.

### *Article 65 (Submission of requests, applications, and appeals and notification about the decision of the competent body)*

The student shall submit requests, applications and complaints via the online student affairs office system, which they access with a username and password known only to them. The student shall attach all the necessary documentation to the requests, applications and appeals together with the submission, and if necessary and at the request of the faculty, they shall be obliged to send the attachments in the original. They shall be informed of the decision (resolution) of the competent body (vice-dean, dean, committee) only through the online student affairs office system. The student shall be deemed to have been informed of the decision on the second working day after the day of the decision being logged in the online student affairs office system. The online student affairs office system enables the traceability of the date of service of the decision or notification to the student.

### *Article 66 (Appeal against a grade)*

A student who believes that they have been unfairly graded in the examination or that the examination was conducted in a manner inconsistent with the University Study Regulations may, on the first day following the end of the oral examination or three working days after the date for the review of a written exam, file a request with the dean or a person authorized by the dean for this purpose for the written exam to be graded again or a request to undergo an additional oral examination.

The dean or the person authorized by the dean for this purpose shall, on the first working day following the receipt of the request, appoint a three-member commission, which may not be chaired by an examiner against whom the candidate has filed a request for the repeated grading of the written exam or a request to undergo an additional oral examination.

If a request for an oral examination is submitted, the commission shall conduct an additional oral examination and grading of the candidate on the first working day after being appointed.

If a request is made for a re-assessment of the written exam, the commission shall review and grade the exam paper again on the first working day after being appointed.

Where the examination is written and oral, the candidate may also make a request only against the grade of the written or oral parts of the examination.

There shall be no appeal against the grade by the commission.

If a student appeals against the grading of other study requirements of the course unit, they can do so no later than 10 days after the publication of the grade, i.e. by filing the appeal with the dean or the person authorized by the dean for that purpose.

The dean or the person authorized by the dean for this purpose shall, on the first working day

following the receipt of the appeal, appoint a three-member commission, which may not be chaired by a leader / examiner whose grade was appealed by the candidate.

On the first working day after being appointed, the commission shall review and re-assess all contributions or evidence on the completed course unit requirements graded by the leader of the course unit in accordance with the syllabus.

There shall be no appeal against the grade by the commission.

### *Article 67 (Procedure for exercising of students' rights)*

The procedure for exercising a student's right begins with the receipt of the student's application. In their application, the student must clearly state what they are claiming and attach evidence supporting their statements.

The deadlines for the filing of applications are set by the faculty so as to enable timely implementation of enrolment procedures and the fulfilment of other requirements of the faculty and the university according to these Rules, the University Rules, the UL Statutes as well as the applicable regulations.

Procedures for exercising the student's rights or claiming the fulfilment of their requirements involve communication with the student and other participants in the procedure via the information system for students (online student affairs office system). The document shall be deemed to have been served on the addressee on the second working day after the day of its entry in the online student affairs office system.

If an incomplete or otherwise deficient application is submitted (e.g. the application does not contain all the prescribed components), the student is invited to supplement it, and a deadline of no less than 3 working days is set for supplementation.

If the student does not supplement the application in accordance with the invitation to do so, the application is rejected.

The student may withdraw their request at any time during the procedure. In such an event, the procedure shall be deemed to have been terminated on the day of receipt of the withdrawal, of which an official note shall be made in the file or the online student affairs office system.

The competent authorities or working bodies of a member or university shall decide on the basis of the facts and evidence stated by the student in their application and on the basis of the records kept by the member or the university in accordance with the regulations.

The authority or working body conducting the procedure may, at its own discretion, invite the student to provide a written explanation of their statements in the application if they differ from official records.

The competent authority or working body shall decide on the student's application by way of a decision.

The student shall be informed of the decision through by logging the decision in the online student affairs office system. The student shall be deemed to have been informed of the decision on the second working day after the day of the decision being logged in the online student affairs office. The dates of dispatch and service shall be marked with an official note in the case documents or in the online student affairs office system.

The student may challenge the decision, by which their application was refused or rejected, by way of appeal, which shall be filed no later than eight working days from the service of the decision, i.e. with the body that issued the decision.

An appeal may be lodged for an incompletely or erroneously established actual state-of-affairs existing at the time of the decision, for a breach of substantive law and for a material breach of the rules of procedure.

Material violations of the rules of procedure shall include:

- violation of the provisions of the statutes or the rules of the members governing decision-making power;
- violations of the rules of the act governing representation of a party;
- the participation of persons who should be excluded by law in decision-making or the conduct of proceedings;
- violations of procedural provisions which, if repealed, could lead to a different decision on the application.

Unless otherwise provided by the statutes, the senate of the member shall decide on the student's appeal when it involves an appeal against the decision of other bodies or working bodies of the member in the first instance. The decision of the university body in the first instance shall be decided on by the university committee responsible for deciding on student complaints. If the senate of the member decided in the first instance, the appeal shall be decided on by the Senate of the university.

In assessing the merits of the appeal, the body shall decide only based on the student's statements. In the appeal, the student may state new facts and deliver new evidence, but must explain why they did not state them already in the proceedings in the first instance. New facts and new evidence may be considered as grounds for appeal only if they existed at the time of the decision-making in the first instance and provided the student was justifiably unable to submit or state them in the proceedings in the first instance.

The body may do the following by way of a written decision:

- dismiss the appeal if it is late, if it was lodged by a person who did not have the right to lodge it, if it does not have all the components prescribed for applications or if it is lodged for unauthorized reasons;
- dismiss the appeal as unfounded thereby upholding the challenged decision; or
- uphold the appeal and amend the challenged decision.

If the body rejects the appeal, it's decision may invoke the reasons from the challenged decision or state new or additional reasons on the basis of which it considers that the challenged decision was correct and in compliance with the regulations.

The decision on the appeal must be issued and served on the student no later than within one month of it being lodged.

The body's decision on the appeal shall be final and cannot be challenged by an objection or other ordinary legal remedies.

The same rules shall apply to the process for deciding on the appeal as to the decision-making on the student's application.

### *Article 68 (Termination of status)*

The status of a doctoral student shall terminate in accordance with the law.

### *Article 69 (Right to special status and status of a student with special needs)*

A student with special status and/or a student with special needs is a student who has the status of a student-athlete/coach, the status of a recognized student artist/culturalist, the status of a student participating in (field) international competitions, the status of a student parent (mother, father) and/or the status of a student with special needs.

The special statuses of students are regulated in more detail by the Rules on Students with Special Needs and Special Status at the University of Ljubljana (hereinafter: UL Rules).

The special status of a student and/or the status of a student with special needs is decided on by the Commission for Student Affairs on the basis of the student's application submitted in the online student affairs office and on the basis of the evidence referred to in the UL Rules.

#### *Article 70 (Status of parent - status of a mother, father)*

The status of a parent (mother or father) is acquired by a student who has a child/children who are not yet enrolled in compulsory education and/or has a child during the course of their studies and submits an extract from the birth register of the child. The rights and obligations relating to the status of a mother or father are the same as for other special statuses and status of a student with special needs.

#### *Article 71 (Exceptional social reasons for granting the status of a student with special needs)*

deleted

#### *Article 72 (Duration of special status)*

The special status and/or the status of a student with special needs is granted until the end of the academic year in which the fulfilment of conditions expires.

The status of a student with special needs, which is granted to a student for the entire period of study due to a long-term impairment/disorder/deficit, ends two years after the loss of the student status.

#### *Article 73 (Right of students to extend student status)*

A student who has not met the requirements for enrolment in a higher year for justified reasons, may have their student status extended by one academic year. The right starts to be exercised in the next academic year following the justified reason.

Applications for the extension of the student status for justified reasons (e.g.: prolonged illness, exceptional family and social circumstances, parenthood and status of a student with special needs and/or special status) based on the student's application and the supervisor's opinion as well as the consent of the department head are decided on by the vice-dean who issues a decision in that regard. The student must enclose relevant evidence with the application proving the existence of justified reasons.

Learning Slovene can be considered a justifiable reason for extending the status of a student to foreign students of the first year of study for whom Slovene is not their mother tongue.

Students who become parents during their studies shall be entitled to a one-year extension of the student status for each child.

#### *Article 74 (Right to appeal against a decision / resolution)*

A student shall have the right to appeal decisions / resolutions made by FSS bodies about their rights, requirements and responsibilities.

Unless otherwise provided by these Rules, a student may lodge an appeal referred to in the first paragraph of this Article within 8 days from the day when the decision / resolution was served on them.

#### *Article 75 (Procedure with appeal against decisions / resolutions)*

The FSS Senate shall decide on the student's appeal referred to in the preceding article on the basis of the opinion of the FSS Committee for Doctoral Studies, unless otherwise provided by the UL Rules and these Rules.

The decision of the FSS Senate shall be final.

#### *Article 76 (Appeal before the UL Student Complaints Commission)*

In accordance with the provisions of the UL Statutes in procedures for exercising the rights of students or persons without status who fulfil study requirements, the University's Committee for Student Appeals shall decide as an appellate body when the senate, dean or rector of the member decided in the first instance.

It shall also decide in cases of abrogation or annulment of a decision based on the supervisory right and on the nullity of the decision in accordance with the provisions of the Statutes.

#### *Article 77 (Rules on disciplinary liability of UL students)*

The disciplinary liability of students is governed by the Rules on Disciplinary Responsibility of Students of the University of Ljubljana.

#### *Article 78 (Awards and honours for doctoral students)*

Awards and honours to doctoral students for special achievements in their study and research work are governed by the FSS Rules on Honours and Awards.

The faculty senate may also prescribe other forms of rewarding students.

## **XI. TRANSITIONAL AND FINAL PROVISIONS**

#### *Article 79 (Interpretation of the Rules)*

The interpretation of these Rules shall be the responsibility of the FSS Senate, which request the Committee for Doctoral Studies to issue an opinion before making such a decision.

#### *Article 80 (Entry into force of the Rules)*

These Rules shall enter into force on the day they are adopted by the FSS Senate, and shall be applied immediately after adoption.

The provisions of these Rules shall also apply to all students enrolled in a three-year doctoral study programme who have submitted the doctoral dissertation topic after 14 October 2017.

In case of students who are enrolled in a three-year doctoral study programme and who submitted the doctoral dissertation topic before 14 October 2017, the already started procedures shall be conducted in accordance with the FSS Rules on the Third-Cycle Study Programme of 7 September 2009 with amendments by 1 September 2014.

#### *Article 81 (Three-year doctoral study – deadline for submitting a doctoral dissertation)*

Students enrolled in three-year doctoral study programmes whose duration has changed to four years shall complete their studies in three-year study programmes subject to regular advancement with the validity of the doctoral dissertation topic of four years after the confirmation of the doctoral dissertation topic by the Senate of the University of Ljubljana.

Students who were or are enrolled in three-year doctoral programmes and did not or will not progress regularly and who meet the conditions for continuing or completing their studies, shall complete their studies according to the currently valid doctoral study programme.

A student who submits an application for continuation or completion of studies in accordance with Article 18 of these Rules shall, in the event of a positive decision of the member to continue or



complete studies, complete the studies according to the currently valid study programme.

### *Article 82 (Other third-cycle programmes)*

Unless otherwise specified, the provisions of these Rules shall apply *mutatis mutandis* to other third-cycle programmes in which the FSS participates.