

Based on the Higher Education Act, the Statute of the UL, the Rules of Doctoral Studies of the UL and the Rules on the Organization and Functioning of the Faculty of Social Sciences, at its meetings on 3rd September 2018, 11th February 2019 and 2nd September the Senate of the Faculty of Social Sciences of the UL adopted the following

R U L E S

ON ORGANIZATION AND IMPLEMENTATION OF THE INTERDISCIPLINARY DOCTORAL STUDY PROGRAM HUMANITIES AND SOCIAL SCIENCES

I. GENERAL PROVISIONS

Article 1 (scope of regulation)

These Rules regulate the organization and implementation of the interdisciplinary doctoral study program Humanities and Social Sciences at the Faculty of Social Sciences (herein after as FSS).

Article 2 (definition of terms)

Generally, written terms in masculine grammatical form are used as neutral and apply equally to both sexes.

The word Vice Dean is used for a person who is in charge of doctoral studies in accordance with the organizational rules of the FSS.

II. ORGANISATION OF STUDY

Article 3 (Program Council)

The Program Council is a joint body of members involved in the implementation of the program.

Activities and responsibilities of the Program Council shall be defined by a special act.

The Senate empowers the Commission for Doctoral Studies and Vice Dean to co-decide in the Program Council. The Commission for Doctoral Studies and Vice Dean shall regularly report to the FSS Senate, and the Senate, if necessary, provides instructions to the Commission for Doctoral Studies and Vice Dean and take further steps in relation to study.

Article 4 (curriculum)

The FSS Senate adopts the curriculum for the current academic year.

Students have the right to be informed about the organization and the implementation of the study process. To this end, the Vice Dean, in cooperation with the study field coordinators of the doctoral studies fields and the professional services, sets the date by which the curriculum for all study units must be available to students.

Article 5 (curriculum, annual program implementation plan)

The main lecturers of teaching units are obliged to prepare a curriculum for each study unit that must contain information on the contents of the teaching unit, the manner of performing the obligations, the method of obtaining credit points, the method of assessment and obligatory literature.

The annual plan for the implementation of the study program shall be adopted by the Commission for Doctoral Studies by 15 May at the latest for the following academic year.

Study field coordinators are required to carry out the learning process coordinated with each other.

Prior to the beginning of the implementation of each study unit or at the latest at the introductory lecture, the main lecturer or the lecturer of a study unit is obliged to inform the students about the following:

- content, objectives and implementation plan of the teaching unit,
- predicted learning outcomes (knowledge, understanding, skills, etc.),
- basic study resources,
- study obligations,
- forms and methods of examining and assessing knowledge,
- conditions to enter each individual examination of knowledge,
- evaluation criteria and the shares that individual components of the examination and assessment of knowledge contribute to the final assessment,
- other important information for completing study obligations (deadlines for fulfilling individual obligations, etc.).

Article 6 (credit points)

The number of credit points that the student acquires with each fulfilled obligation is determined for each study unit based on the estimated student load with credit points according to the ECTS system. By final examination and assessment, the student obtains an assessment and credit points for each study unit of the study program. This is feedback on the level of achieved learning outcomes of the study unit.

Article 7 (schedule)

The schedule must be published prior to the enrolment.

Article 8 (cost of study)

The cost of implementing part-time study is charged to doctoral students in accordance with the valid price list.

Article 9 (forms of study)

Forms of study are determined by the curriculum and depend on the number of students enrolled. If less than five students are enrolled in an individual course, a different implementation plan can be determined for this course.

The office hours for doctoral students are organized at least once a month in the afternoon.

Article 10 (study abroad)

For the study abroad, the applicable International Exchange Rules apply. The mentor and the potential co-mentor of the doctoral dissertation and the study field coordinator of the doctoral studies must agree with the student's departure abroad.

III. ENROLMENT

Article 11 (call for enrolment)

The call for enrolment to doctoral studies is published by the UL for all its members. The number of available places is decided by the FSS Senate, based on the proposal of the Commission for Doctoral Studies before the call for enrolment.

Applications are submitted in accordance with the terms of the joint call for enrolment in doctoral studies and the Rules on the call for enrolment in higher education.

Article 12 (conditions for enrolment and enrolment limit)

The conditions for enrolment are determined by the accredited study program.

In case there is an enrolment limit, the selection of candidates for enrolment in the study program shall be subject to the provisions laid down in the accreditation of the program.

Article 13 (appeal against rejection of enrolment)

An applicant who has not been admitted to doctoral study program may lodge an appeal to the Commission for Doctoral Studies within eight days of receiving the notification. The appeal shall be decided on by the Senate based on the opinion of the Commission for Doctoral Studies.

The Senate's decision is final.

Article 14 (regular enrolment in a higher year)

A student can enrol in a higher year of doctoral study if, by the end of the academic year, all the obligations stipulated in the study program for enrolment in a higher year are fulfilled in accordance with the accredited program.

Article 15 (exceptional enrolment in a higher year)

A student may enrol in a higher year, even if he or she has not completed all the obligations for enrolment in a higher year, stipulated in the study program, where there are justified reasons such as parenting, prolonged illness, exceptional family and social circumstances, recognized status of a person with special needs, active participation in top professional, cultural and sporting events, active participation in the bodies of the university.

The student must express the connection that the reason from the previous paragraph directly influenced the fulfilment of study obligations. Vice Dean decides on exceptional enrolment.

Article 16 (faster progression)

A student with the title of Master of Science obtained prior to the Bologna process in Slovenia and a student who shows above average study results in the course of study will be able to progress faster if this is possible with regard to the study process.

The decision shall be taken by the FSS Senate on the basis of a candidate's request and a reasoned opinion from the Commission for Doctoral Studies, a draft of which is prepared by the study field coordinator. The decision also determines the method of faster promotion.

IV. STUDY REGULATIONS

Article 17 (interruption of study)

Interruption of study is counted from the day when the person lost their student status.

Article 18 (continuation and completion of studies)

If more than two years have passed since the student has interrupted his or her study, he or she must submit a request for continuation of study, which is reviewed by the professional services. The application must be accompanied by the mentor's consent. If the study program has not changed during the interruption of the study, the Vice Dean decides on the continuation of the study, based on the opinion of the study field coordinator. If the study program has changed during the interruption of the study, the coordinator may propose to the Vice Dean that differentiated exams or other additional obligations are set as a condition for continuing study.

Article 19 (knowledge examination)

The forms of knowledge examination are oral and written final examinations or various forms of continuous assessment. The latter can also be considered as the final positive grade for the study unit.

Oral examination is a public form of examination and is carried out as a conversation between the interviewer and the student.

In addition, the public nature of both the examination and the evaluation of knowledge is ensured by publishing examination dates and by providing insight into the assessed written products. Written exam may last no longer than 180 minutes, and oral exam may not last longer than 90 minutes.

If different forms of continuous assessment of knowledge are considered as the final grade in the course, the main lecturer of the course must provide a way to perform continuous assessment forms and provide an alternate way of performing these forms in order to obtain a final grade for two years after the end of the academic year in which the course was also carried out. This should also be considered in the case where the course is at that time for various objective reasons (e.g. an optional course that is not carried out every year in sequence, absence from study, absence due to parental leave, etc.).

At the request of the main lecturer of the course, the student must enter the written product in the online program for checking the similarity of content prior to submission.

Article 20 (the right to pursue study obligations)

Students who are enrolled in a course at the FSS have the right to pursue study obligations. They can carry out obligations in the courses of the enrolled program and relevant year.

If the examination is an exclusive form or one of the methods of examining knowledge, the student can take the exam within an individual course after the end of lectures in this course if he or she proves that he or she has fulfilled the obligations prescribed for this course with the study program.

The obligations prescribed for the course with the study program are a component of the annual curriculum. The method of assessment and the number of repetitions shall be determined by the main lecturer in the implementation plan, while in the case of a negative assessment of an individual

obligation, considered as a final grade or part thereof, at least one possibility for improving the negative grade in the current academic year must be enabled, which can be carried out also in line with another predetermined obligation.

Article 21 (assessment)

Exams and other forms of examination of knowledge are assessed in accordance with the curriculum of the course. The final grade is recorded with estimates: pass and fail.

Exams and other forms of examination of knowledge are assessed by an individual examiner, several examiners or a commission examination committee.

Article 22 (publishing, storing and viewing results)

The grade for oral examination is announced by the examiner or the chair of the examination committee to each student immediately after the exam. The examiner must submit the signed results of the exams to the professional services immediately after the exam or no later than five days after the exam.

The signed results of written exams must be submitted by the examiner or the chair of the examination committee to the professional services no later than the fifth working day after the examination.

The positive grade shall be entered in the exam record and the electronic gradebook, while the negative grade shall be recorded only in the exam record. Students are provided with information on grades via the online system.

The date on which the grade is entered in the official record is considered as the date of fulfilled obligation.

Within seven days of the publication of the exam results, the student has the right to inspect his or her corrected and evaluated written product from which the evaluation of the answers to individual questions must be evident. The examiner is obliged to provide insight.

Insights are usually carried out within the regular office hours. At the time of the publication of exam results, the examiner may determine additional time and place of insight.

In the case of both written and oral examination within the same study unit, the examiner must inform the student on his or her written assessment within seven working days. The date and time for oral part of the exam is determined individually.

If the student can fulfil the obligations in the course with other forms of continuous assessment of knowledge, the main lecturer of the course is obliged to publish the grade in the online system and deliver a signed record of grade(s) to the professional services within seven working days of the completion of the course or from the day the student obtains the final grade.

The student's exam paper is kept for 30 days after the publication of the grade if the student does not object to the grade; otherwise it is kept until the end of the appeal procedure.

If the examiners fail to comply with all these deadlines, they seriously violate work discipline unless they have justifiable reasons arising from the rational application of the provisions of the Statute of the UL in the part in which specifies special circumstances for the positive discrimination of students.

Article 23 (protection of personal data)

When submitting or publishing the results of exams, the rules on the protection of personal data must be followed.

Article 24 (exam dates)

Exam dates shall be determined for all study units which involve an examination or other closing obligations for the course, determined by the curriculum.

Regular exams are set by the annual curriculum, with at least three exam periods for each study unit in the academic year.

A student at the FSS can take an exam or other closing obligations within the study unit in the extraordinary examination date on the day determined by the examiner(s) or the examination committee and the candidate by mutual agreement.

Article 25 (applying for the exam)

Each student must apply for each exam via the online system no later than three days before the deadline for the exam.

Article 26 (withdrawing from the exam)

If the student does not intend to take the exam or other final obligation within the deadline for which he or she applied, he or she must withdraw via the online system by noon of the day before the exam at the latest.

If the student does not withdraw and does not take the exam, he or she is not considered to have entered the exam.

An untimely withdrawal from the exam does not exempt the student from payment of the costs of the exam if they are provided for in these Rules and the valid price list.

Article 27 (colloquia and other written forms of examination)

Notice of deadlines for conducting colloquiums and other written forms of examination of knowledge is the responsibility of the main lecturer. The main lecturer shall publish them in the implementation plan, providing at least one possibility for improving negatively assessed products.

Article 28 (performance of obligations that make up the final grade)

If the student fails to fulfil the obligations that make up the final grade, the study unit can only be completed in the next academic year, in accordance with Article 20. At the beginning of the academic year (at the latest by 31 October), the student is obliged to contact the main lecturer who shall determine the manner in which these obligations are to be performed.

The student has the opportunity to fulfil his or her obligations in this way twice by enrolling the study unit. Enrolment into course is considered to be the enrolment of the student or acquiring the right to continue and complete the studies after more than two years of interruption. In accordance with Article 20 of these Rules and the previous paragraph, the student can no longer pursue studies in the enrolled program after three unsuccessful attempts to fulfil study obligations within a course. A special decision on this is issued to the student.

The last possible performance of the obligations that make up the final grade is handled in accordance with Article 31 of these Rules (third re-taking of exam).

Article 29 (not entering exam due to force majeure)

If the student does not enter the exam or other final obligation in the study unit and does not withdraw from the exam or the obligation in due time, the student will be deemed to have withdrawn from the exam in due time. Request for withdrawal from exam or obligation due to force majeure along with evidence must be submitted to the professional services within three working days after the examination date.

Article 30 (re-taking)

A student who failed to pass the exam can re-take the exam in accordance with the provisions of the Statute of the UL.

If the student is re-enrolled in the same year, it is considered that he or she is taking an individual exam of this year for the first time, regardless of whether he or she has already taken the exam previously (at the first entry in that year).

Article 31 (third re-taking of exam)

A student can apply for a third re-taking of exam by providing documented justification in his or her request. Request should be addressed to the Commission for Doctoral Studies.

If the request is approved, the student takes the exam before the commission, which consists of three members, one of them must be the main lecturer. Examination commission members are higher education teachers with valid habilitation at the UL or visiting teachers involved in the implementation of the study program. The Vice Dean appoints the commission and sets the date of exam within 30 days of the approval of the application at the latest. The student is obliged to pay the costs of conducting these exams according to the valid price list. Third examination can be conducted at any time during the academic year.

Article 32 (implementation of third re-taking of exam)

Third re-taking of exam is oral or an oral defence of a written product. The commission shall keep a record containing the exam questions of the main lecturer and, if necessary, the members of the commission.

The final decision shall be taken by the commission by a majority of votes.

Withdrawal is possible in accordance with the Article 26 of these rules with a request via the online system. If the student withdraws, the procedure for granting the third re-taking is carried out again in accordance with the first paragraph of the previous Article.

Article 33 (consequences of unsuccessful third re-taking of exam)

If the student does not pass the exam for the third time, he or she can no longer continue studying on that study program. A decision on this is issued to the student.

Article 34 (recognition of exams conducted at another faculty)

A FSS student who has passed certain exams during his studies at another faculty may apply for their recognition, and must provide all relevant evidence of the curriculum and assessment.

The main lecturer of the learning unit decides on recognition.

Article 35 (completion of applications by the end of the academic year)

The main lecturers of teaching units are obliged to close all open applications at the latest by the end of the academic year, until 30th September. Applications that have not been closed by this date will end with the entry "withdrawal form".

The main lecturers are also obliged to give final grades for study units by the end of the academic year.

V. MENTORSHIP

Article 36 (defining the scientific field and selecting a mentor)

The candidate chooses an area from which he wishes to obtain a PhD when applying for a call for enrolment.

Before the call for applications the FSS announce lists of potential mentors who meet the conditions before the call for entries. The list is also published at the website of Doctoral School of the University of Ljubljana.

By the end of the application deadline the doctoral candidate will have come to an agreement with a higher education teacher or a scientific researcher to serve as mentor / co-mentor, whereby upon enrolment, at the latest, the student shall submit both the teacher's / researcher's consent to take up mentoring / co-mentoring and a short conceptual design of the research work (up to 1000 words) with an indication of the list of the basic literature.

Article 37 (mentors and co-mentors of doctoral dissertation)

The mentor / co-mentor for doctoral studies must be a higher education teacher holding the title of assistant professor, associate professor or full-time professor or a scientific researcher with the title of scientific associate, senior scientific associate or scientific advisor and who has demonstrated research activity with an appropriate bibliography from the broader topic of the doctoral student's thesis topic. The minimum condition for the demonstration of research activity is determined by decision of the UL Senate and is published on the website of the Doctoral School of the University of Ljubljana.

A mentor or co-mentor may also be a person with adequate habilitation from another institution if he participates in a study program carried out by the FSS or is employed at an institution (national or foreign) with which the FSS has a contract or a cooperation agreement.

A mentor may be a mentor for up to five doctoral students who are enrolled in the doctoral study program and regularly progress. Doctoral students who have completed the entire doctoral study program obligations except for defending their doctoral dissertation and publishing a scientific paper, and more than four years have passed since the enrolment in the initial year of the doctoral study program, are not calculated in this number.

Article 38 (obligations of mentor and co-mentor)

Mentor and co-mentor shall carry out the following:

- supervise the research work of the doctoral student at the time of preparation of the conceptual design of the research work, the disposition of the doctoral dissertation and the doctoral dissertation, and participate in the work of the Committee for monitoring the progress of a doctoral student (herein after as the KSDŠ, defined in Article 42 of these rules) in all stages of the procedure except for the assessment;
- give instructions to the doctoral student and participate in determining the content, method and standards of work on the doctoral dissertation, planning the research and helping identify the already known facts in the field of research;

- introduce doctoral students into narrower and wider research communities in which they participate (invitations to meetings, conferences at home and abroad...);
- be available to the doctoral student for regular consultations by mutual agreement;
- participate in the presentation of the doctoral dissertation disposition, the presentation of the results of the doctoral dissertation and defence of the doctoral dissertation;
- ensure the integration of the doctoral student in research work;
- regularly require oral or written reports on the course and results of the research work and consultation on the possible publication of the partial results of the doctoral dissertation or its presentation at scientific events. The written report shall be forwarded to the professional services, which shall forward it to the study field coordinator and the members of the KSDŠ;
- set an example for ethical research work by their own actions.

In addition to the study field coordinator and the head of the department, the Commission for Doctoral Study, The FSS Senate and the head of the Doctoral School of the University of Ljubljana can help resolve any disagreements between the student, mentor and co-mentor.

VI. REGISTRATION OF DOCTORAL DISSERTATION TOPIC

Article 39 (registration of topic)

A student who wishes to obtain a PhD at the FSS shall submit a doctoral dissertation topic to the Commission for Doctoral Studies.

The doctoral dissertation topic must include:

1. application in which the student:
 - applies for the acceptance of a doctoral dissertation topic;
 - proposes an area in which he or she would like to obtain a PhD;
 - proposes a potential mentor and possible co-mentor of his or her doctoral dissertation;
 - submits 3-5 references of the potential mentor and possible co-mentor in the field of doctoral dissertation topic over the past 5 years;
 - can apply for writing in English;
 - can apply for writing his or her thesis on the basis of original scientific articles;
 - indicates whether the research work planned in the framework of the doctoral dissertation requires the consent of the Commission for Ethics in the Research Area of the FSS;
 - submits a plan for the management of research data, taking into account the FSS rules governing the field of personal data protection.
2. candidate's a curriculum vitae focusing on his or her work in the field of science (professional curriculum vitae);
3. a list of published scientific and other professional works (bibliography);
4. a disposition of the doctoral dissertation in the form defined in Article 40 of these rules;
5. an implementation plan that corresponds to the disposition of the doctoral dissertation and which realistically defines the timing of the research and writing of the doctoral dissertation.

All necessary documents for the acceptance of the topic of the doctoral dissertation must be written in the Slovenian language. Exceptionally, if justified reasons are given (student, mentor, potential co-mentor or member of the Committee for monitoring the progress of a doctoral student is a foreigner), it may be written in English.

Prior to the discussion at the Commission for doctoral studies, the proposed mentor and potential co-mentor and the study field coordinator must agree with the topic of the doctoral dissertation and confirm it with their signatures. The candidate submits the application and the disposition of the

doctoral dissertation in an electronic form to the professional services. If the disposition of the doctoral dissertation is not written in accordance with the Instructions for writing and designing professional-scientific works of the FSS, the professional services staff rejects it.

Article 40 (disposition of doctoral dissertation)

Disposition of the doctoral dissertation includes:

- proposal of the title of the dissertation in Slovenian and English;
- scientific field of the topic of the doctoral dissertation;
- review of the narrower scientific field and a description of the content that the doctoral student will deal with;
- definition of a research problem, comprising:
 - overview of current research on the topic,
 - clearly presented hypotheses or research questions with a brief explanation,
 - design of research and description of methods of research,
 - definition of expected results and the original contribution to science,
 - short structure of a doctoral dissertation in the form of a table of contents,
 - list of relevant literature in the subject area.

The disposition must be written and edited in accordance with the Instructions for Writing and Designing Professional-Scientific Works of the FSS, and comprise 3 to 5 pages (not counting the literature and structure of the dissertation in the form of a table of contents).

VII. PROCEDURE FOR DISSERTATION TOPIC APPROVAL

Article 41 (checking the suitability of the application)

Under the authorization of the Senate, the Commission for Doctoral Studies determines whether the student's application is complete, within 30 days after filing the application. The Commission for Doctoral Studies has to assess whether the dissertation disposition is appropriate for further consideration and contains all the elements of Article 40 of these Rules.

If the doctoral dissertation application is in accordance with Articles 39 and 40, the Commission for Doctoral Studies proposes to the Senate the appointment of the KSDŠ and the appointment of a mentor and a possible co-mentor.

If the doctoral dissertation application does not comply with Articles 39 and 40, the Commission for Doctoral Studies invites the student to correct and complete it within a specified time limit, which may not be longer than one year. The mentor, the possible co-mentor and the study field coordinator are also informed on this.

The student can submit a corrected dissertation disposition only once. If within 30 days after re-submission the Commission for Doctoral Studies decides that the application complies with Articles 39 and 40, the Commission for Doctoral Studies proposes to the Senate the appointment of the KSDŠ and the appointment of a mentor and a possible co-mentor. If the Commission assesses that the corrected disposition is not suitable for further consideration, it rejects the doctoral dissertation topic. The mentor, the possible co-mentor and the study field coordinator are also informed on this.

After rejection, the student can suggest a new topic. At least 12 months must elapse between rejecting the application and the new application. The Commission for Doctoral Studies determines whether the student's application is complete, within 30 days after filing the application. The proceeding shall continue in accordance with the first, second and third paragraphs of this Article.

Article 42 (committee for monitoring the progress of a doctoral student)

Committee for monitoring the progress of a doctoral student (KSDŠ) is proposed to the Senate by the Commission for Doctoral Studies.

The KSDŠ monitors the student from the submission of the topic of doctoral dissertation until its defence, or until the student's departure from the registered topic of the doctoral dissertation.

The KSDŠ is composed of at least three evaluators who are higher education teachers or scientific workers who are experts in the wider subject area of the doctoral dissertation with a valid teaching or scientific title. At least one evaluator must be from another university or other research organization, exceptionally from another member of the University of Ljubljana. The mentor and co-mentor are members of the KSDŠ, but they do not participate in the assessment.

Members of the KSDŠ must fulfil the conditions applicable to mentors and co-mentors and are defined in Article 38 of these Rules.

Members of the KSDŠ are obliged to avoid situations that might constitute or constitute a conflict of interest in accordance with the Rules on the avoidance of contradictions and conditions for performing work outside the University of Ljubljana.

One of the members of the commission is appointed by the Senate as president. His or her task is to coordinate the work of the commission and write a final report on the assessment of the appropriateness of the proposed topic of the doctoral dissertation.

Each KSDŠ member must prepare a written opinion on the disposition. Opinion should include of 300 words at least, a comment on a possible request to write a dissertation in the form of original scientific articles, assessment of adequacy of the research plan for the management of research data, and indicate the potential need for an agreement by the Committee for Ethics in Research. Each member must submit his or her written opinion to the professional services staff at least three working days before the first doctoral presentation. Written opinions are given to the student at the presentation.

Article 43 (presentation of the topic of the doctoral dissertation - the first doctoral presentation)

The student must present his or her doctoral dissertation topic to the appointed members of the KSDŠ at the first doctoral presentation, where all KSDŠ members and a member of the Commission for Doctoral Studies or Vice Dean are present.

Other students of doctoral studies, as well as pedagogical and scientific workers at the faculty, are invited to the presentation. Presentation is public.

At the first doctoral presentation, the Commission, in addition to written opinions, provides the candidate with any suggestions for improvement of the disposition and sets a deadline for correction, which may not be longer than 6 months. The Commission only makes suggestions for improvement once.

The first doctoral presentation can be repeated at the request of the KSDŠ, which is recorded in the record of the presentation.

Article 44 (report on the appropriateness of the proposed topic of the doctoral dissertation)

From the written report on the assessment of the suitability of the proposed topic of the doctoral dissertation prepared by the KSDŠ, the relevance of the topic and the expected contribution to science should be evident.

The report must include:

- the title of the proposed topic of the doctoral dissertation in the Slovenian and English languages;
- assessment of the appropriateness of the proposed title and the field of the dissertation with the intended content; if necessary, it also includes a proposal for a title change;
- assessment of the proposed topic of the doctoral dissertation and its scientific relevance;
- assessment of the appropriateness of hypotheses or research questions;
- assessment of the appropriateness of the foreseen research methods and their feasibility;
- an assessment of whether the chosen literature appropriately supports the proposal of research that the student intends to carry out in the framework of the dissertation;
- a decision clearly stating and justifying the area where the doctorate of science can be obtained;
- clear opinion of the members of the KSDŠ stating whether the proposed topic of the doctoral dissertation is set in such a way that it can be expected to provide independent and original contribution to the scientific field;
- assessment of the suitability of the mentor and the possible co-mentor;
- statement on whether or not the request for writing a doctoral dissertation in the form of original scientific articles is approved or not;
- opinion on whether the consensus of the Committee for Ethics in Research should be obtained;
- assessment of the adequacy of the research data management plan;
- the date and signatures of the KSDŠ members who assess the relevance of the topic.

The KSDŠ is obliged to prepare a report within two months after the appointment, whereby this time limit is extended for the time determined for a possible correction at the first doctoral presentation. If the student does not correct and complete the disposition or does not respond to the proposal, the report is deemed to be negative. The student is told that the proposed topic of the doctoral dissertation is rejected and the KSDŠ and the administrator of the field of study are informed.

The KSDŠ report is usually written by all members. If the KSDŠ cannot sign a joint assessment, the KSDŠ member who does not agree with the assessment must submit a separate assessment of the appropriateness of the doctoral dissertation topic submitted.

In the event that a member of the KSDŠ is a foreigner who does not understand the Slovenian language, the report is submitted in both the Slovene and English languages.

Article 45 (assessment of the suitability of the proposed topic)

Under the authorization of the Senate, the KSDŠ report is dealt with by the Commission for Doctoral Studies, which can either:

1. confirm the positive report and send a proposal for the confirmation of the topic of the doctoral dissertation together with the materials to the Commission for Doctoral Study of the University of Ljubljana.

The professional services staff informs the student, the mentor, the possible co-mentor and the study field coordinator about the positive assessment.

The Senate of the University of Ljubljana decides on the proposed topic and informs the FSS about the (non-) consent, within two months, and the FSS informs the student, the mentor, the possible co-mentor and KSDŠ members.

2. adopt a negative assessment and reject the proposed topic.

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

VIII. FORM, SUBMISSION, EVALUATION AND DEFENCE OF DOCTORAL DISSERTATION

Article 46 (form of doctoral dissertation)

The dissertation is usually written in the Slovenian language, or, with the consent of the Senate of the University of Ljubljana, in English. If not written in Slovenian, the student is obliged to write an introduction, a conclusion and a summary of the central part, in the range of up to 1500 words, using appropriate scientific terminology in Slovenian.

The doctoral dissertation must be written in A4 format, bound in black canvas or similar material. The title page of the dissertation must include the following: University of Ljubljana in the middle on top of the page, under it the Faculty of Social Sciences, in the middle of the page the name and surname of the candidate, below them the title of the doctoral dissertation, under the title "Doctoral dissertation", below " year ". The University of Ljubljana and the Faculty of Social Sciences are written in capital letters, while the rest of the text is in small print.

The first internal part of the work is equal to the title page, except that under the name of the candidate the name of the mentor and the possible co-mentor is written, with the full pedagogical or research title that belongs before the name. The inside cover must be printed in black letters on white paper, which should not contain pictures, logos, photographs, etc.

In the doctoral dissertation, the title page and the first internal page are followed by:

- an indication of the doctoral dissertation assessors,
- a thank-you note that is not a necessary ingredient and is added by the student only if he or she wishes to include it,
- declaration of authorship of the doctoral dissertation (the form is published on the faculty website - [form]),
- a summary in Slovenian and English with a single line spacing, each of up to 300 words to be published in the repository, and at least five keywords in both languages,
- table of contents,
- introduction,
- main text,
- decision,
- list of literature,
- a real and nominal index,
- any attachments, including the possible agreement of the Committee for Ethics in Research, a list of primary and secondary data sources,
- a possible summary under the first paragraph of this Article.

Header and footer should not be used in doctoral dissertation.

The dissertation shall not be shorter than 160 pages and not longer than 350 pages without annexes and summary under the first paragraph of this Article.

The dissertation must be written and edited in accordance with the Instructions for Writing and Designing Professional-Scientific Works of the FSS. The language competency of the dissertation is the responsibility of the candidate, and the KSDŠ can reject it if it is not prepared in accordance with the instructions in this Article.

Article 47 (content and form of doctoral dissertation on the basis of original scientific articles)

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

Original scientific articles must be related in substance and be the result of the work on the accepted topic of the doctoral dissertation.

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

The student must be the sole author of at least one article. For articles where the student is a co-author, the student must be the first author. The co-author(s) must ensure in writing that the majority of articles are actually the work of the student.

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

In case the dissertation is written in the Slovenian language, but one or more articles are in the English language, a summary in the Slovenian language should be attached to each article in the range of 10% of the article.

In case the articles are not written in Slovenian or English, their official translation is required.

For approved but not yet published articles, the candidate must declare in writing that the version in the doctoral dissertation is identical with the version accepted for publication.

The author of the doctoral dissertation written in the form of articles must obtain authorizations for the inclusion of articles in the printed and electronic form of the dissertation from publishers to whom he or she has previously transmitted material copyrights for these articles.

Article 48 (contribution of the doctoral dissertation to scientific discipline)

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

Article 49 (approval of the mentor and potential co-mentor before submitting the dissertation for assessment)

The mentor and potential co-mentor are obliged to ensure the appropriate scientific level of the dissertation through regular contacts with the candidate. Prior to submitting the doctoral dissertation for assessment, the mentor and potential co-mentor must provide written consent. An applicant may submit a dissertation for assessment even without the prior approval of the mentor and potential co-mentor, but the mentor and potential co-mentor must explain in writing why they disagree with the submission of dissertation.

Article 50 (access to research data)

Research data collected for the needs of the doctoral dissertation should be submitted to the archive of research data (sectoral, institutional or general), thus meeting the principles of verifiability, transparency and open science. The doctoral dissertation shall indicate where the available data or information is available and how to access it.

In case of data sensitivity, in agreement with the repository, an appropriate data protection and data access regime shall be provided.

Article 51 (deadline for submission of doctoral dissertation)

A doctoral student must submit a doctoral dissertation within one year after completing the last semester of the doctoral study program or in accordance with the decision on extension of the student status for justified reasons.

A student can only submit his or her doctoral dissertation after completing all other obligations stipulated in the study program.

If the student does not submit his or her doctoral dissertation within the time limit referred to in the first paragraph of this Article, he or she must submit a request for continuation or completion of studies after interruption to the professional services within two years after the interruption, in accordance with Article 18 of these Rules.

Article 52 (obligations prior to submitting a doctoral dissertation)

Prior to submitting a doctoral dissertation, the student must:

- pass all study obligations of previous years stipulated by the program,
- write an original scientific contribution with the first authorship, which must be published or, exceptionally, accepted for publication in a publication recognized as internationally recognized by the habilitation criteria of the UL, namely:
 - publication of a scientific article in a journal of I., II. or III. group or
 - a reviewed scientific monograph.

In an exceptional case, when the original scientific contribution is accepted for publication, but not yet published, this scientific text must be submitted together with the proof of acceptance.

In the case of writing a doctorate in the form of articles in accordance with Article 48 of these Rules, one of the articles included in the doctoral dissertation may be considered as the above-required original scientific contribution with the first authorship.

In the event that first authorship is not possible (for example in participating in international research or for other justifiable reasons), the mentor must ensure by written declaration that the original scientific publication was not published as a compulsory contribution in the doctoral study of any other student.

In all publications related to research work in the framework of doctoral studies, the affiliation "University of Ljubljana, Faculty of Social Sciences" must be mentioned.

Prior to submitting his or her dissertation to the professional services, a student may submit an unbound copy of the dissertation for technical inspection. The professional services shall determine whether the dissertation is prepared and arranged in accordance with these Rules and the Instructions for writing and designing final scientific-scientific works of the FSS.

In accordance with the Rulebook on the verification of the similarity of content of the electronic form of the final work and the conditions for the temporary unavailability of the contents of the final work in relation to the similarity of the content with other works, the doctoral dissertation in electronic form is checked with the software for checking the similarity of content connected to the online information system.

Article 53 (submission of doctoral dissertation)

The candidate submits four (or five, if there is a co-mentor) spiral-bound copies of the dissertation, the submission form, proof of publication of scientific article or proof of it being accepted for publication and a summary of the dissertation in electronic form to the professional services.

The contents of the summary of the doctoral dissertation in electronic form must show:

- fundamental results of research work,
- research methodology,
- an original contribution to the development of an appropriate scientific field.

The summary should range from 5 to 8 pages.

Article 54 (public presentation of the results of research work - second doctoral presentation)

The candidate presents the main conclusions, the resources used, the methods of work with their justification, and the original scientific contribution to the field of study in the second doctoral presentation to members of the KSDŠ, to which other students as well as the pedagogical and scientific staff of the faculty are invited. Presentation is public.

Article 55 (procedure for assessing the proposed doctoral dissertation)

The KSDŠ members are obliged to review the submitted dissertation within two months after receiving the dissertation and submit written reports on the assessment of the dissertation, in accordance with the Article 56 of these Rules, to the Commission for Doctoral Study. This deadline may be extended for a period equal to the period for correction, determined by the KSDŠ members at the second doctoral presentation. The mentor and potential co-mentor do not assess the dissertation.

Together with the dissertation assessment, KSDŠ members also submit an opinion on the appropriateness of the published article or article accepted for publication. In the case of writing a doctorate in the form of articles in accordance with Article 47 of these Rules, a positive assessment of the proposed doctoral dissertation shall be understood to mean that the condition for the relevance of the published article or the publication of the accepted article is fulfilled.

If any of the members of the KSDŠ fails to comply with the deadlines and does not respond to the warning that the deadline for submitting the assessment is expiring, or if he fails to participate in the KSDŠ for justified reasons, the FSS Senate, on the proposal of the Commission for Doctoral Studies, appoints an alternate member. The professional services informs the student, the mentor, the potential co-mentor and the members of the KSDŠ.

Upon the authorization of the Senate, the Commission for Doctoral Studies, on the basis of the submitted reports, accepts the doctoral dissertation, rejects it, or returns it to the student to amend or supplement it, and sets a suitable time limit for this, not exceeding one year.

In the case of uneven opinions from the members of the KSDŠ, the Senate may, on a proposal from the Commission for Doctoral Studies, appoint (an) additional member(s) to prepare (an) additional assessment(s). The deadlines set out in paragraph 1 of this Article shall apply for the preparation of report(s) of additional member(s).

The professional services informs the student, members of the KSDŠ and the study field coordinator on the decision of the Commission for Doctoral Studies.

If the Commission for Doctoral Studies returns the dissertation to the student, the completed and amended dissertation is again reviewed by the KSDŠ, which submits new reports on it in accordance with the first paragraph of this Article.

A student can submit a completed and amended dissertation only once. If the Commission for Doctoral Studies rejects it on the basis of the submitted reports, the student may submit a new application for a new topic in accordance with Articles 39 and 40 of these Rules.

If the student does not complete and amend the dissertation within the set deadline, the dissertation is rejected. A student cannot re-submit a rejected dissertation. The candidate can apply a new topic in accordance with Articles 39 and 40 of these Rules.

Article 56 (doctoral dissertation assessment report)

The doctoral dissertation assessment includes the following:

- title of doctoral dissertation;
- first and last name of the doctoral student;
- title of the study programme and field of study;
- list of KSDŠ members and the date of appointment;
- date of receipt of the proposed doctoral dissertation;
- analysis of the dissertation in which a KSDŠ member assesses the originality of the doctoral student's contribution in the following points:
 - short presentation of the structure of the dissertation,
 - brief analysis and assessment of the used methods,
 - assessment of confirmation or rejection of hypotheses or research questions,
 - estimate of the originality of the conclusions and the value of new findings,
 - potential specialities of the dissertation,
 - evaluation of the stylistic and linguistic level of the dissertation;
- detailed assessment of the originality of the contribution to science;
- summary of advantages and possible shortcomings of the doctoral dissertation – in the decision, the KSDŠ member proposes approval or rejection or the need for amending the dissertation;
- date of assessment;
- signature of the KSDŠ member.

The report is normally written in Slovenian. It is written in English if the dissertation is written in English.

Article 57 (setting date for dissertation defence)

When the Commission for Doctoral Studies approves the doctoral dissertation, the candidate submits 7 (or 8 if there is a co-mentor) bound copies and an electronic version of the dissertation.

The time and place of defence are publicly announced by the faculty.

The defence, as a rule, takes place within one month from the date the Commission for Doctoral Studies had received the dissertation.

Article 58 (public defence)

The defence of the dissertation is generally in the Slovenian language, and in another language if the dissertation is written in a foreign language.

The defence begins with the presentation of the candidate's CV, the title and the field of the dissertation and the previous procedure of accepting the dissertation. The candidate and the chair of the KSDŠ performing the presentation stand.

The chair of KSDŠ then informs the candidate about the defence procedure and invites KSDŠ members to submit their dissertation reports.

The candidate has the right to present his doctoral dissertation in 30 minutes, using various audio-visual devices. In the presentation, he or she may react to any comments recorded in the reports of the members of the KSDŠ.

After the presentation of the candidate, the KSDŠ members have the right to ask questions, and afterwards, with the approval of the chair, also others who are present may pose questions. The questions should be asked in such a way that the candidate can answer them within an hour and a half.

Prior to the defence, the candidate has the right to a 45-minute break for the preparation of the defence.

After the defence, the KSDŠ meets separately and takes a decision on whether the candidate has successfully defended his or her doctoral dissertation. The decision shall be made in writing,

indicating who has defended the doctoral dissertation, the title of the dissertation, the KSDŠ's decision and a brief explanation of the decision (up to 30 lines), the day and time of the defence and the signatures of the members of the KSDŠ with an indication of their respective roles in the KSDŠ. This decision is read by the chair of the KSDŠ to the candidate and others present at the defence. Everybody stands.

During the defence, the chair writes a record stating the questions posed to the candidate and the decision on the success of the defence.

Article 59 (unsuccessful defence)

The dissertation defence which the commission has assessed as unsuccessful cannot be repeated and an appeal is not possible.

Article 60 (publication of doctoral dissertation text before and after defence)

In the event of a partial or complete publication of a doctoral dissertation following the defence of the doctoral dissertation, the author must state that the publication is based on a dissertation defended (year of defence) at the Faculty of Social Sciences of the UL.

If part or all of the text of the dissertation is published before defence, the author must indicate in the already published part of the text and where and when the text was published.

IX. WITHDRAWAL OF SCIENTIFIC TITLE

Article 61 (possibility of withdrawing a doctorate of science)

A doctorate of science may be withdrawn if it is established that the doctoral dissertation is not the result of the candidate's own creativity and own achievements. The withdrawal procedure can be initiated by anyone. It is first led by the FSS Senate, and then by the Senate of the UL.

Article 62 (procedure of withdrawing a doctorate of science)

The procedure for the withdrawal of a scientific title shall be kept in accordance with the provisions of the Statute of the UL.

X. RIGHTS AND OBLIGATIONS OF DOCTORAL STUDENTS

Article 63 (scope of regulation)

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

Article 64 (obligations of doctoral students)

The doctoral student shall carry out the following:

- regularly perform study obligations and research work;
- report the topic of doctoral dissertation in accordance with the study programme, present the dissertation disposition and the results of the doctoral dissertation publicly, prepare the doctoral dissertation, publish at least one original scientific paper in accordance with Article 20 and publicly advocate the doctoral dissertation;
- be constantly involved with the mentor and co-mentor and consulting on the content, method and standards of work on the doctoral dissertation;

- regularly (at least twice a year) report to the mentor and co-mentor about the progress of his work;
- perform research work in accordance with the ethical norms of the UL;
- take into account and publicly acknowledge the contribution of the mentor and co-mentor and other colleagues and have a fair attitude towards them;
- agree with the mentor and co-mentor and other associates on the publication of the results of the research work from the doctoral dissertation.

Article 65 (submission of applications, requests, complaints and notification of the decision of the competent authority)

The student submits applications, requests and complaints through the online system, accessed by a user name and password known only to the student. Students must attach all necessary documentation to applications, requests and complaints, and if necessary and at the request of the faculty, the student is obliged to provide original attachments. The decision of the competent authority (Vice Dean, Dean, the Commission, etc.) is only sent through the online system. The student is considered to have been informed on the decision on the second working day after the date of the notice in the online system. The online system allows traceability of the date when the student was informed.

Article 66 (appeal against assessment)

The first day following the end of the oral examination or three working days after the date fixed for the examination of the written exams, a student who believes that the exam has been assessed unfairly or unjustly or that the exam has been conducted in a manner that is not in accordance with the university's study rules may request a re-evaluation of the written examination or a request to be further questioned. Such request is addressed to the Dean or to the person authorized by the Dean for this purpose.

On the first working day following receipt of the request, the Dean or the person authorized by the Dean for this purpose appoints a three-member commission that cannot be run by the examiner against which the candidate has applied for a re-evaluation of the written examination or a request for additional oral examination.

If a request for oral examination is submitted, the commission shall additionally question and evaluate the candidate on the first working day after its appointment.

If a request for re-evaluation of the written examination is submitted, the commission shall review and re-evaluate the examination product on the first working day after its appointment.

When the examination is both written and oral, the candidate can appeal for both or only against the assessment of the written or oral part of the examination.

There is no appeal against the evaluation of the commission.

If the student complains against the assessment of other study obligations at the teaching unit, he or she can do so within 10 days after publishing the assessment. The complaint is addressed to the Dean or to a person authorized by the Dean for this purpose.

On the first working day following receipt of the request, the Dean or the person authorized by the Dean for this purpose appoints a three-member commission that cannot be run by the main lecturer or the lecturer against whose the candidate has appealed.

On the first working day following its appointment, the Commission shall review and re-evaluate all contributions or proof of the obligations performed within the study unit which were assessed by the main lecturer or the lecturer of the course.

There is no appeal against the evaluation of the commission.

Article 67 (procedure for exercising the rights of students)

The procedure for exercising the right of the student begins with the receipt of the student's application. In the application, the student must clearly state what he or she claims to do, and enclose the documents supporting his or her statements.

The deadlines for filing applications shall be determined by the faculty in such a way as to allow timely execution of the enrolment procedures and other obligations of the faculty and university under these Rules, the UL Rules and Statute and other applicable regulations.

In procedures for exercising rights or obligations of students, communication with the student and other participants in the procedure is carried out through an online information system. A document shall be deemed to be served on the second working day following the day of the notice in an online system.

In the case of filing an incomplete or otherwise defective application (for example, the application does not contain all the prescribed components), the student is called upon to complete it, with a deadline not shorter than 3 working days.

If the student does not complete the application in accordance with the call, the application is rejected.

The student can withdraw his request at any time during the procedure. In such a case, the procedure shall be deemed to have been suspended from the date of withdrawal, on which a formal endorsement shall be made in the file or online system.

The competent authorities or working bodies of a member or university decide on the basis of the facts and evidence that the student has indicated in his or her application and on the basis of records kept by a member or university in accordance with the regulations.

The body or working body conducting the procedure may, at its discretion, invite the student to explain in writing the statements he or she has made in the application if they differ from official records.

The competent body or working body decides on the role of a student by a decision.

The student is informed through the notice in the online system. The student is considered to have been informed by a decision on the second working day after the date of the notice in the online system. The date of dispatch and service shall be marked with an official endorsement in the documents of the case or in the online system.

A student may challenge a decision rejecting his application by lodging an appeal within eight working days of service of the decision. The appeal is addressed to the body issuing the decision.

An appeal may be filed due to an incomplete or incorrectly established factual situation existing at the time of the decision, an infringement of substantive law and material breaches of the rules of procedure.

Substantial violations of the rules of procedure are:

- violations of the provisions of the Statute or the rules of the member on jurisdiction to decide,
- violations of the rules of the law on representing the client,
- the participation of persons who should be excluded by the law, when deciding or running the procedure,
- breaches of the provisions on the procedure that could lead to a different decision on the application in case of their elimination.

Unless otherwise stipulated by the Statute, the decision on the student's complaint is made by a senate of a member when it comes to appeal against a decision of other bodies or working bodies of a member at first instance. The decision of a university body at a first instance is decided by a commission of the university which is competent to decide on student complaints. If the Senate of the member decides at a first instance, the Senate of the university shall decide on the appeal.

In assessing the merits of an appeal, the body decides only in the context of student's statements. In the appeal, the student can give new facts and new evidence, but he or she must explain why he or she did not mention them at first instance. New facts and new evidence can be considered as grounds for complaint only if they existed at the time of the decision at first instance and if the student was not legally able to present them or indicate them in the first instance procedure.

The authority may, by written decision:

- reject the appeal if it is late, if it was filed by a person who did not have the right to file it, if it does not have all the elements prescribed for its application or if it is filed for illicit reasons,
- dismiss the appeal as unfounded, thereby confirming the contested decision; or
- adopt the appeal and alter the contested decision.

If the body rejects the appeal, it may refer to the reasons set out in the impugned resolution in its decision, or states new or additional grounds on the basis of which it considers that the contested decision was correct and in accordance with the regulations.

The decision on the appeal must be issued and served on the student within one month of its filing.

The body's decision on the appeal is final and cannot be challenged by opposition or other regular remedies.

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

Article 68 (termination of student status)

The status of doctoral student is terminated in accordance with the law.

Article 69 (right to a special status)

A student with a special status is a student who has a status of a student athlete, a status of a recognized artist, a status of a student participating in international competitions, a status of a parent (mother, father) or a status of a student with special needs.

The special status of students is regulated in detail by the Rules on students with special status at the UL.

The special student status is decided on by the Commission for Student Affairs based on the student's application, which is submitted through the online system and based on the documents specified in the Rules of the UL.

Article 70 (parent status – mother, father)

The parent status (mother or father) is acquired by a student who becomes a parent of a live born child during the course of his or her studies and submits an extract from the birth register in the application for obtaining a special status. The right to acquire the status of a mother or father is also obtainable for parents of a long-term ill child, physically damaged child or a child with special needs, or in case the student is a single parent.

Article 71 (exceptional social reasons for determining the status of a student with special needs)

Among the exceptional social reasons for determining the status of a student with special needs are extremely poor financial situation and exceptional family conditions. When submitting the application, the reasons must be duly substantiated and enclosed with supporting documents (for example, one of the parents or guardians is the recipient of social assistance or care allowance, etc.).

Article 72 (duration of special status)

Status of a student athlete, a status of a recognized artist, a status of a student participating in international competitions, a status of a parent (mother, father) is granted until the end of the academic year in which the condition is fulfilled.

The status of a student with special needs granted for the entire duration of the study due to long-term defect / deficit, ceases to exist two years after the student's status has been lost.

Article 73 (right to extend student status)

Student who has not fulfilled obligations for enrolling in a higher year for justifiable reasons, can have his or her student status extended for one academic year. The right shall be exercised in the academic year following the justified reason.

Based on a student's request and opinion of the mentor and the consent of the head of the department, the Vice Dean decides on applications for extension of student status for justified reasons (e.g. longer illness, exceptional family and social circumstances, parenthood and status of a student with special needs). The student must submit an application, which encloses the relevant evidence, showing the existence of justified reasons.

One of legitimate reasons for extending student status is learning the Slovenian language in case of foreign students of the first year of study who do not speak Slovenian as their mother tongue.

Students who become parents at the time of their studies have the right to extend their student status for one year for each child.

Article 74 (right to appeal against a decision)

A student has the right to appeal against decisions taken by FSS authorities on his or her rights, obligations and responsibilities.

Unless otherwise provided in these Rules, the student may lodge an appeal from the first paragraph of this Article within 8 days of the day on which the decision was served to him.

Article 75 (appeal procedure against decisions)

The student's appeal referred to in the preceding Article shall be decided by the FSS Senate on the basis of the opinion of the Commission for the Doctoral Study of the FSS, unless otherwise specified by the Rules of the UL.

The decision of the FSS Senate is final.

Article 76 (appeal to the student appeals committee of the UL)

The student appeals committee of the UL decides in accordance with the provisions of the Statute of the UL in the procedures for exercising the rights of students or persons without status as an appellate body, when the decision was taken at the first instance by the member's senate, the Dean of the member or the rector.

It shall also decide in cases of elimination or annulment of the decision under the supervisory right and on the invalidity of the decision in accordance with the provisions of the Statute.

Article 77 (rules governing the disciplinary responsibility of UL students)

Disciplinary responsibility of UL students is regulated by the Rules governing the disciplinary responsibility of UL students.

Article 78 (awards and recognitions to doctoral students)

Awards and recognitions for doctoral students for special achievements in studies and research work are governed by the Rules on awards and recognitions of the FSS.

The Senate of the faculty may also define other forms of rewarding students.

XI. TRANSITIONAL AND FINAL PROVISIONS

Article 79 (interpretation of Rules)

The interpretation of these Rules is within the jurisdiction of the FSS Senate, which requests an opinion of the Commission for Doctoral Study before deciding.

Article 80 (the entry into force)

This policy shall enter into force on the day it is adopted by the FSS Senate and shall be used for enrolment in the doctoral program in the academic year 2019/2020 and beyond.

The provisions of these Rules shall also apply to all students enrolled in a three-year doctoral study program who will submit the topic of their doctoral dissertation after 14 October 2017, whereby they must complete three years of doctoral studies at the latest by the end of the academic year 2025/2026.

For students enrolled in a three-year doctoral study program and submitting the topic of the doctoral dissertation before 14 October 2017, the procedures already in place are conducted in accordance with the Rules of study in the third-cycle program of the FSS of 7 September 2009, supplemented by up to 1 September 2014, whereby they should complete the three year doctoral studies by the end of the academic year 2025/2026 at the latest.

Article 81 (three year doctoral study - deadline for submitting a doctoral dissertation)

A doctor of three years doctoral study must submit a doctoral dissertation at the latest within four years from the day the topic of the doctoral dissertation was approved at the Senate of UL.

A student of a three-year doctoral study program that cannot submit a doctoral dissertation within the deadline referred to in the preceding paragraph may submit a request to the professional services for the extension of the deadline for the submission of a doctoral dissertation or the extension of the validity of the topic, whereby the deadline may be extended once for a maximum of one year.

The Commission for Doctoral Studies decides on the applications submitted on the basis of the KSDŠ opinion.

The deadline for the submission of a doctoral dissertation or the validity of the subject may exceptionally be extended for students of a three-year doctoral study program for up to a maximum of one year if adequate justifications are provided for this (health and / or social reasons) or if this is of utmost importance for the research and development of the profession.

If a student of a three-year doctoral study program wishes to extend the deadline for submitting a doctoral dissertation or extend the validity of the topic for an additional year for other justifiable reasons (health and / or social reasons), the applicant must also enclose proof that proves the existence of justifiable reasons.

If a student of a three-year doctoral study program wishes to extend the deadline for submitting the doctoral dissertation for the second time and refers to the exceptional importance of the doctoral dissertation, the student must, at the latest 4 months before the expiration of the topic of the doctoral dissertation, ask the mentor to begin the process of renewal of the validity of the topic for the reason of utmost importance of the dissertation for research and development of the profession. The mentor assesses whether the request is justified. If the mentor agrees with the request, the mentor and the student agree on the form of a working version of the dissertation (printed or electronic), which the mentor then, together with the justification of the request and his written expert opinion, shall forward to other members of the KSDŠ.

Based on the mentor's consent, the student must submit a request to the professional services no later than 2 months before the expiry of the validity of the topic, which must include to the following attachments:

- an in depth justification of the application, indicating the scope and definition of the scientific importance of the work already done in the doctoral dissertation;
- a bibliographic record of the published scientific contribution (Cobiss) or a photocopy of the published scientific article or an indication of the URL of the access to the electronic publication of a scientific article or a certificate from the editorial board on the acceptance of a scientific article for publication;
- written professional substantiation of the exceptional importance of the doctoral dissertation and its scientific relevance (the justification is prepared by a mentor and co-signed by the members of the KSDŠ based on a working version of the dissertation).

If a student of a three-year doctoral study program does not submit a doctoral dissertation within 4 years from the day the topic of the doctoral dissertation was accepted at the Senate, or in accordance with the decision to extend the validity of the topic, the doctoral study program can no longer be concluded.

A student of three years doctoral study must complete the doctoral studies at the latest by the end of the academic year 2025/2026.

Article 82 (other third cycle programs)

Unless otherwise specified, the provisions of these Rules shall apply to other third cycle programs in which the FSS participates.