

Based on the Higher Education Act (Official Gazette of the RS, No. 67/1993 with amendments and supplements), the Statutes of the University of Ljubljana (Official Gazette of the RS, No. 4/2017) and the first indent of Article 28 of the Rules of the Faculty of Public Administration, the Senate of the Faculty of Public Administration has adopted at its 12. regular meeting on 25 November 2020 the following

**RULES ON JOINT DOCTORAL STUDY PROGRAMME  
GOVERNANCE AND ECONOMICS IN THE PUBLIC SECTOR  
(third cycle)**

**I. GENERAL PROVISIONS**

**Article 1  
Introductory definitions**

The Faculty of Public Administration, University of Ljubljana (UL), and the Faculty of Economics, University of Rijeka, organise a joint doctoral programme of the third cycle, which allows the students to acquire a PhD in accordance with the regulations in the fields and scientific disciplines in which the Faculties implement their scientific and research activities in accordance with the rules of the University of Ljubljana and University of Rijeka.

The doctoral programme covers 180 ECTS and lasts 3 years.

After successfully completing all the obligations of the doctoral study programme, the graduates obtain the academic title doktor znanosti / doktorica znanosti (doctor of sciences, abbreviation *dr.* before the name) in Slovenia and doktor znanosti / doktorica znanosti s področja družboslovja (doctor of sciences in humanities, *dr. sc.*) in Croatia.

The joint doctoral study programme is offered as a full-time or part-time study programme. The organised forms of learning are implemented as lectures, seminars, and other organised activities in Slovenia and Croatia.

**II. ENROLMENT**

**Article 2  
Enrolment criteria**

The following candidates are eligible to enrol in the joint doctoral programme of UL:

- Graduates of study programme of the second cycle;
- Graduates of pre-Bologna study programmes for master of sciences (magister znanosti) or specialisation programmes that followed graduate degree study programmes (upon enrolment in doctoral study programmes of the third cycle the programme council of the study programme approves completion of study requirements of at least 60 ECTS);
- Graduates of pre-Bologna specialisation programmes that followed higher education professional degree study programmes (upon enrolment in doctoral study programmes of the third cycle the programme council of the study programme approves completion of study requirements between 30 and 60 ECTS);
- Graduates of vocational study programmes regulated by EU directives, if they are worth at least 300 ECTS, or graduates of other uniform master's degree study programmes that are worth 300 ECTS;
- Graduates of pre-Bologna study programmes for university degree education enrolled before 11 June 2004.

Graduates of foreign universities are also eligible to enrol in the joint doctoral study programme. The process of recognition and evaluation of their education is led in accordance with the provisions of the Statutes of UL.

The candidate must have English language competences at the B2 level based on the Common European Framework of Reference for Languages (CEFR).

The candidate's average grade at all previous study levels must be at least 7.5. Candidates with lower average grade must attach a recommendation letter from at least one higher education teacher who is familiar with the academic achievement of the potential candidate.

Candidates can enroll in the joint doctoral programme at the University of Rijeka in accordance with the enrolment criteria applicable in the Republic of Croatia.

### **Article 3** **Admission criteria in case of restricted enrolment**

There are 20 spots open for enrolment. In case of enrolment restriction, the criteria for admission of candidates will be based on:

- Study performance (average grade and graduate thesis grade) – 50%,
- Performance at the entry exam (enrolment interview) – 50% (In case of enrolment restriction, the entry exam will be held in the form of interviews with a joint committee selected by both member institutions, which will assess the motivation of the candidate for enrolment, general knowledge, bibliography, documentation of awards and certificates received by the candidate, the concept of the doctoral dissertation and knowledge in the field of study. The exact focus point of the interview will be determined individually for each year by the joint committee. The interviews will be performed in both institutions and will be held by the same committee).

The enrolment restriction is decided by the competent organs of the Faculty of Public Administration, University of Ljubljana, and the Faculty of Economics, University of Rijeka, based on the number of suitable candidates and mentors.

### **Article 4** **Application and enrolment procedure**

The candidates shall apply in accordance with the Call for enrollment.

The candidates applying for enrollment at the University of Ljubljana must apply in accordance with the Call for Enrollments applicable in the Republic of Slovenia and the candidates applying at the University of Rijeka must apply in accordance with the Call for Enrollments applicable in the Republic of Croatia.

The enrollment application must include:

- Completed and signed enrollment application (eVŠ web portal),
- Certified copy of a graduate degree or certified copy of the certificate of graduation at the graduate or postgraduate study programme (if the candidate's graduated from a study programme at the Faculty of Public Administration or the Faculty of Economics of Rijeka, these documents do not need to be included),
- Proof of average exam grade at the graduate and postgraduate study programmes (for graduates of the Faculty of Public Administration and the Faculty of Economics of Rijeka, the proof is acquired by the Faculty and does not need to be included),
- Copy of an ID,
- Eventual certificate of nostrification or recognition of foreign education,
- Eventual proof of previously completed study requirements,
- motivational letter,

- CV.

Together with the application for enrolment in doctoral study programme, the candidate must send:

- information of his choice of mentor (and eventual co-mentor), including the mentor's (and co-mentor's) agreement,
- information on the choice of the methodology course (Social science statistics or Optimisation models in the public sector) chosen with mentor's agreement,
- the topic of the doctoral dissertation,
- the concept of the doctoral dissertation (on the required form).

The doctoral study committee approves the candidate's choice of course and mentor (and eventual co-mentor) and allows the candidate's enrolment into the Year 1.

In case of curriculum change, the candidate must acquire agreement of the mentor, course coordinator and field coordinator.

Upon enrolment, the candidate shall sign the declaration of commitment to upholding the ethical principles in accordance with the Code of Ethics for the researchers at UL.

Upon enrolment into each year of the study programme, the candidate and the home faculty sign an education agreement, in which the contracting parties agree on the rights and obligations of each party related to the doctoral study and on the amount and payment method of the tuition fees.

## **Article 5**

### **Conditions for advancement within the programme**

As part of the obligations for the course Year 1 course "Individual research work" (IRW), the student publicly presents his/her disposition for doctoral thesis at the Research Forum. The disposition must be prepared in accordance with Article 20 of the present Rules. After its presentation, the disposition is analysed by the members of the Committee for monitoring of doctoral student (CMDS) and other participants at the forum. Based on this analysis, the student corrects and completes the disposition in agreement with his/her mentor, who submits a disposition to the post-graduate student's office.

The students of joint doctoral study programme must complete study requirements in the value of at least 45 ECTS to advance to the Year 2, namely:

- at least one mandatory theoretical subject (10 ECTS),
- one elective course (5 ECTS)
- public presentation of the disposition for doctoral thesis (30 ECTS): submitted to CMDS for evaluation.

To advance from Year 2 to Year 3, the student must:

- Complete study requirements from Year 2 in the scope of at least 45 ECTS (at least 10 ECTS from organised forms of learning + 35 from doctoral dissertation work),
- Get the approval of the doctoral dissertation topic from the Senate of the University of Ljubljana or the authorised Committee or competent organ of the University of Rijeka.

At the end of each academic year, the mentor and the candidate must fill in the following forms: Mentor's report on doctoral dissertation work and Candidate's report on doctoral dissertation work, which can be found in the annexes to these Rules.

## **Article 6**

### **Completing the programme**

To complete the study and acquired the title of doctor of sciences, the student must successfully complete all the study requirements of the programme and successfully publicly defend the doctoral dissertation.

Before defending the doctoral dissertation, the doctoral student must publish or have accepted for publication at least one scientific paper in the field of the doctoral dissertation topic. The doctoral student must be the first author of the paper, which must be published or accepted for publication by one of suitably valued scientific journals in the field of study indexed by WOS (JCR) and SCOPUS (SNIP).

The paper must be published or accepted for publication before the doctoral dissertation defence. If the paper was accepted for publication, the doctoral student shall attach proof of acceptance.

The graduates of pre-Bologna study programmes for master of sciences (magister znanosti) or specialisation programmes that followed graduate degree study programmes can transfer completed study requirements in the scope of 60 ECTS to the joint doctoral study programme. The transferred obligations are suggested by the mentor and the doctoral study programme leader, and approved by the competent organ of the Faculty of Public Administration, University of Ljubljana, or the Faculty of Economics, University of Rijeka.

## **Article 7**

### **Suspension of the student status**

The student can ask for a suspension of the student status under conditions (illness, motherhood, etc.) provided by the applicable rules of the Faculty of Public Administration, University of Ljubljana, or the Faculty of Economics, University of Rijeka. The decision in such cases is made by the competent organ of the Faculty of Public Administration, University of Ljubljana, or the Faculty of Economics, University of Rijeka.

## **Article 8**

### **Conditions for transfer from other programmes**

Transfer from other doctoral study programmes to the Joint doctoral study programme Governance and Economics in the Public Sector is possible if the student meets the conditions for enrolment in the programme. In case of transfer from other study programmes, the candidate must submit a certified proof of completion of study requirements at the higher education institution where he/she was previously enrolled and an official list of approved and applicable curricula for the courses and other content that are part of the completed obligations. The applications for transfer will be processed by the competent organ of the Faculty of Public Administration, University of Ljubljana, or the Faculty of Economics, University of Rijeka.

## **III. Implementation of the study programme**

### **Article 9**

#### **(Implementation of the study programme)**

The Joint doctoral programme Governance and Economics in the Public Sector lasts 3 years or 6 semesters and includes lectures, doctoral seminars and other forms of learning (visits of scientific conferences, participation in trainings, collaboration in research forums of different institutions, contact with mentor, writing a scientific paper) as well as individual work of the

student with the help and guidance of the mentor. In addition to the regular study requirements, the student must publish at least one scientific paper in the field of the doctoral dissertation before completing the study programme, in accordance with Article 6 of these Rules.

The student must complete obligations at the partner institution in the minimal scope of: Year 1: 10 ECTS, Year 2: 15 ECTS, Year 3: 5 ECTS. This means at least 30 ECTS in total. The student can also complete IRW and doctoral seminars at the partner institution. In addition, the student may complete 10 ECTS of elective courses at other study programmes of the third cycle (level SOK 10) in the country of home institution or abroad.

## **Article 10**

### **Course coordinators and lecturers**

The course coordinator and lectures for courses included in the doctoral study programme must have a valid professorial title (assistant professor, associate professor or full professor) and be able to prove their relevant scientific competences with suitable references in the field of the doctoral study programme.

## **Article 11**

### **Mentor and co-mentor**

The mentor and co-mentor for the doctoral study programme must be a higher education teacher with the title assistant professor, associate professor or full professor, senior research fellow or research fellow with demonstrated research activity with suitable bibliography in the general field of the doctoral dissertation topic. The minimum criteria for demonstrating research activity are defined in the decision of the Senate of UL and the decision of the competent organ of the University of Rijeka.

The co-mentor is suggested in case of interdisciplinary topic of the doctoral dissertation.

The mentor and co-mentor can be member of the CMDS without voting rights.

The doctoral candidate must select a mentor before enrolling in the study programme. If the selected mentor does not meet the criteria for mentorship, the competent organ notifies the candidate and the rejected mentor and gives the candidate a deadline in which he/she must find a new mentor.

The mentor and co-mentor can also be a teacher with habilitation from other institution, if he/she participated in the study programme.

The mentor can also be an established researcher from other institutions. In this case, the University nominates a co-mentor.

The mentor can mentor no more than 5 doctoral students who are enrolled in the doctoral study programme and regularly advance within the programme. This number does not include the doctoral students who completed all the obligations of the doctoral study programme with the exception of the doctoral dissertation defence and who enrolled in the first year of the doctoral study programme more than 4 years ago. There is no restriction on the number of doctoral students for the co-mentor.

The doctoral student and the mentor or co-mentor can request the replacement of the mentor or co-mentor, if compelling reasons exists for such replacement. The request must be

submitted to the Post-graduate student's office and addressed to the Doctoral Study Committee of the Faculty of Public Administration.

### **Article 12 (Responsibilities of the mentor and co-mentor)**

The mentor and co-mentor:

- Monitor the research work of the doctoral student during the period of conceptual design of the doctoral dissertation, disposition for the doctoral dissertation and the doctoral dissertation itself and collaborate in the CMDS work in all the phases;
- Give instructions to the doctoral student and participate in definition of content, methods and standards of work on the doctoral dissertation, research planning, warn about the known facts in the research field;
- Introduce the doctoral student into the narrower and wider research community in which they work (invitations to meetings, conferences at home and abroad, etc.);
- Are available for regular consultation in agreement with the doctoral student;
- Participate in presentation of the disposition for the doctoral dissertation and the presentation of results of the doctoral dissertation;
- Ensure availability of research capacities and research infrastructure;
- May demand occasional oral or written reports from the doctoral student on the progress and results of the research work, or consultations on possible publication of partial results of the doctoral dissertation or their presentation at scientific events;
- Serve as an example for ethical and collegial research work.

### **Article 13 (Responsibilities of the doctoral student)**

The doctoral student:

- Regularly completes his/her study requirements and research work;
- In accordance with the study programme submits the topic of the doctoral dissertation, publicly presents the disposition for the doctoral dissertation and the doctoral dissertation results, writes the doctoral dissertation, publishes at least one original scientific paper in accordance with Article 6 of these Rules and publicly defends the doctoral dissertation;
- Constantly collaborates with the mentor and co-mentor and consults with them on the content, method and standards of work of the doctoral dissertation;
- Regularly reports the work progress to the mentor and co-mentor;
- Implements the research work in accordance with the ethical standards of UL;
- Considers and publicly acknowledges the contribution of the mentor and co-mentor and other colleagues, whom he/she treats with respect;
- Talks to the mentor, co-mentor and other colleagues to reach an agreement on publication of the research work from the doctoral dissertation.

### **Article 14 Grading scale**

The grading is based on the ECTS grading scale. The final grade is a sum of the partial obligations, namely:

ECTS grading scale	Grade range in %	Knowledge description
A excellent	91–100%	Outstanding performance without errors or with minor errors
B very good	81–90%	Above average knowledge with minor errors

C good	71–80%	Solid performance
D satisfactory	61–70%	Inadequate performance with obvious errors
E sufficient	51–60%	Performance meets only the minimum criteria
F fail	0–50%	Performance does not meet the minimum criteria

For performance assessment on the national level, the ECTS grade is translated using the following table:

ECTS grade	Grade according to the scale of the University of Rijeka	Grade according to the scale of the University of Ljubljana
A	izvrstan (5)	Opravljeno z odliko
B	vrlo dobar (4)	Opravljeno
C	dobar (3)	
D	dovoljan (2)	
E	dovoljan (2)	Ni opravljeno
F	nedovoljan (1)	

## **IV. Doctoral thesis**

### **Article 15**

#### **Structure of the doctoral dissertation**

The doctoral dissertation is a written work authored by the student under a guidance of a habilitated higher education teacher and is an independent and original contribution to the scientific field of the topic of the doctoral dissertation.

The doctoral dissertation must include a dated and signed statement of the doctoral candidate stating that the candidate is the author of the dissertation (authorship statement).

The doctoral dissertation can be written in Slovene or English.

The doctoral dissertation must be in A4 format, designed in accordance with the doctoral dissertation template.

The doctoral dissertation must include:

- Title in Slovene and in English,
- Doctoral student's statement that the dissertation is his/her individual work and that the electronic version is identical to the printed version,
- Abstract in Slovene and English (on one A4 page), which is published in the index repository (content, images, tables, abbreviation),
- List of papers published based on the content of the doctoral dissertation, including the statement on publication rights where necessary,
- Introduction,
- Aim and hypotheses or research questions,
- Research methodology,
- Results,
- Discussion,
- Conclusions,
- Longer summary (3500–4500 signs with spaces) in Slovene, Croatian and English,
- Author's thanks, which is not obligatory and can be added voluntarily,
- Sources,
- Possible attachments.

The introduction must clearly resume the thesis from the disposition for the doctoral dissertation. The doctoral dissertation must not be shorter than 50,000 words and not longer than 100,000 words without spaces.

The doctoral dissertation must be written and edited sensibly and in accordance with the Faculty Rules on Editing of Bachelor's and Master's Theses.

The candidate is responsible that the doctoral thesis is linguistically unapproachable. The CMDS can reject the dissertation if it does not meet the criteria in this Article.

### **Article 16**

#### **Original scientific papers of the doctoral student**

The doctoral dissertation can consist of the doctoral student's original scientific papers that have been accepted for publication (with proof – letter by the editor that the contribution was accepted for publication) or have already been published. The Faculty of Public Administration considers as appropriate the papers included in journals indexed by SCI and SSCI with a factor higher than 0.

The original scientific papers must be discuss related topics and result from the worn on the approved doctoral dissertation topic.

In addition to the papers, the doctoral student must write an introduction and conclusion of the dissertation, where he/she must present the theoretical and methodological basis of the research and the key findings.

If the doctoral dissertation is written in a format of scientific papers, the authors must acquire the agreement for inclusion of papers into the printed and electronic version from the publishers to whom he/she previously transfer the material copyrights to the published papers.

### **Article 17** **Confidentiality of the doctoral dissertation**

If a part of the doctoral dissertation is confidential (patent, confidential documentation of a company, etc.), the doctoral student can request, before handing in the doctoral dissertation and 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 of the University of Ljubljana, temporary inaccessibility of the dissertation. The request of the doctoral student and mentor is processed individually. However, part of the dissertation must be publishable to allow the doctoral student to write the scientific paper which is one of the conditions of defending the doctoral dissertation.

### **Article 18** **Application of the doctoral dissertation topic**

The doctoral student submits and application of the topic of the doctoral dissertation at the member institution where he/she is enrolled. Application of the doctoral dissertation topic includes:

- Information on doctoral student,
- Information on the mentor and eventual co-mentor,
- Name of the doctoral programme,
- Title of the proposed doctoral dissertation in Slovene and in English,
- Optional request for permission to write the dissertation in another language in accordance with the language strategy of the University.

Attachments:

- Statement signed by the mentor and co-mentor stating that they agree with the proposed topic, and the list of their 3–5 references in the wider field of the doctoral dissertation topic and the SICRIS researcher code,
- CV,
- The doctoral student's bibliography (list of published scientific, professional, project or other works by the doctoral student),
- Disposition for the doctoral thesis (3 to 5 pages without including the sources),
- Approval of the ethical committee, if necessary,
- The concept of the doctoral dissertation (on the required form).

The doctoral student can request a permission to write the doctoral dissertation in another language in accordance with the language strategy of the University, if the doctoral student is a foreigner, if the mentor or co-mentor are foreigners or if a member of the CMDS is a foreigner. In case of reasonable justification, the topic proposal can also be written in another language.

If the application of the doctoral dissertation topic is incomplete, the doctoral student is invited to complete it within a set deadline, which must not exceed one year. If the doctoral student does not complete the application within this deadline, the submission is rejected with a decision.

When submitting the application of the topic, the doctoral student can request to write the dissertation in English.

The candidate must submit the topic application and any attachment in the Post-graduate student's office.

### **Article 19** **Approval of the doctoral dissertation topic**

At the meeting, the Committee for doctoral study programmes assesses whether the candidate's application is complete and whether it meets the criteria for acquisition of the doctorate of science at the Faculty.

If the Committee for doctoral study programmes agrees that the candidate's application is complete and that it meets the criteria for acquisition of the doctorate of science at the Faculty, the Committee sends its decision to the Senate of the Faculty together with a proposal for members of the professional Committee for monitoring of the doctoral student (CMDS). Within 30 days (starting with the date of application submission), the Senate of the member institution nominates the CMDS, who monitors the doctoral student from the application of the doctoral dissertation topic to its defence. The Senate votes on the proposal and nominates the mentor (and co-mentor). The Senate is the one who, following a discussion of the Committee for doctoral study programmes, must approve the proposed topic.

The CMDS has three members (if the mentor and co-mentor are member, the number must rise accordingly) who are higher education teachers or scientific fellows and experts in the wider field of the doctoral dissertation topic with valid professorial or scientific title. At least one member must come from another university or another research institution, or, in exceptional cases, from another UL member institution.

The members of the CMDS, the mentor and the co-mentor must avoid positions which could lead to or which represent a conflict of interest in accordance with the Rules on avoidance of conflicts of interests and conditions for work outside UL.

The president of the CMDS coordinates the work of the Committee member and prepares a joint report on the suitability of the topic.

The CMDS is nominated with a decision. The Committee members, doctoral student, mentor and co-mentor are informed in written format.

### **Article 20** **Disposition of the doctoral dissertation**

In the Year 1, the doctoral student must publicly present the disposition of the doctoral dissertation at the Research forum.

Disposition of the doctoral dissertation must include:

- The proposed title of the doctoral thesis in Slovene, Croatian and English,
- The scientific field of the topic of doctoral dissertation,

- An overview of the narrower scientific field and description of content researched by the doctoral student,
- Definition of the research problem, which must include:
  - presentation of existing research on the topic;
  - clearly presented hypotheses or research questions with a short explanation;
  - concept of the research and description of research methods;
  - description of expected results and original contribution to science,
- list of relevant literature from the topic field.

Within a month after the nomination of the CMDS members, the doctoral student must present the disposition of the doctoral thesis in front of the CMDS, the mentor, and eventual co-mentor, and the research public (e.g. at the research forum).

The CMDS member prepares the minutes of the presentation, including any comments and the deadline for completion of the disposition proposal of the doctoral dissertation, and signs it.

The student is obliged to consider all comments CMDS, in agreement with his/her mentor. If the member of CMDS doesn't submit comments within the deadline, the work is considered suitable appropriate.

## **Article 21**

### **Assessment of the disposition of the doctoral dissertation**

The CMDS must submit an assessment of suitability of the doctoral dissertation disposition at the latest one month after the presentation of the doctoral dissertation disposition or after the submission of completed doctoral dissertation disposition. As a rule, the CMDS prepares a joint report, however, any member can give a separate opinion. If a member of the Committee is a foreigner that does not understand Slovene, reports in Slovene and English are submitted.

The written assessment of suitability of doctoral dissertation disposition must clearly evaluate the relevance of the topic and expected contribution to science.

The assessment must include:

- Title of the proposed doctoral dissertation in Slovene and in English;
- Assessment of suitability of the proposed topic title and filed of dissertation to the proposed content, and suggestion for title change, if necessary;
- Assessment of the proposed topic of doctoral dissertation and discussion of its scientific relevance;
- Assessment of hypotheses or research questions suitability;
- Assessment of suitability of the suggested research methods and their feasibility;
- Assessment whether the literature proposed in the topic application forms a suitable basis for proposed research the doctoral student is planning to implement as part of the dissertation;
- Decision that clearly states and justifies the assessment and the filed in which the doctorate of sciences can be acquired;
- Clearly stated opinion of the CMDS members on whether the proposed doctoral dissertation topic can offer an independent and original contribution to the scientific field;
- Assessment of suitability of the mentor and eventual co-mentor;
- Date and signatures of the CMDS members.

The suitability assessment of the doctoral dissertation disposition is discussed by the Committee for doctoral study programmes at its next meeting and the Committee proposes that the Senate:

- Confirms the positive assessment of the CMDS; or
- Sets a deadline for the doctoral student to change or complete the proposed topic or otherwise implement the comments of the CMDS; or
- Rejects the suggested topic in case of negative assessment.

After the deadline set by the member institution Senate to the doctoral student for change or completion of the application of topic for doctoral dissertation, the CMDS reviews the completed topic proposal and submits a new written assessment of suitability at the next Senate meeting. The completed proposal to the post-graduate student's office is forwarded by mentor. If the doctoral student does not submit a completed proposal within the given deadline, the CMDS must still provide an assessment of the proposed doctoral dissertation topic. If the member institution Senate adopts a negative assessment of the CMDS, this ends the procedure.

When the Senate adopts a positive assessment of the doctoral dissertation disposition, the Post-graduate student's office sends the topic application (the candidate's application, CV, bibliography, disposition with the list of main sources, CMDS assessment, decision of the member's Senate and any other attachments) to the UL Senate for approval.

Before assessment by the Senate of UL, the documentation is reviewed by the Committee for doctoral study programmes of UL, which can be authorised by the Senate to issue approvals of proposed doctoral dissertation topics. The Committee for doctoral study programmes of UL can demand from the Faculty that the doctoral student should complete or change the doctoral dissertation topic application within a set deadline, or that the Faculty should, with consent of the doctoral student, suggest a new mentor or co-mentor within a set deadline, and that the CMDS accordingly completes or changes the suitability assessment of the doctoral dissertation disposition.

The Senate of UL adopts a decision regarding the proposed topic within two months at the latest and notifies the Faculty of its approval or rejection.

The Post-graduate student's office of the Faculty notifies the doctoral student, mentor, co-mentor and the CMDS members of the UL Senate's approval of the doctoral dissertation topic.

## **Article 22**

### **Submission of the doctoral dissertation**

The candidate for doctorate of sciences must submit the doctoral dissertation to the Post-graduate student's office at the Faculty in at least 3 soft-bound copies (4 if there was a co-mentor) and in electronic format within four years from the day when the doctoral dissertation topic was approved by the Senate of the University of Ljubljana. Each copy must include a signed statement of the candidate stating that the dissertation is a result of his/her independent work, that the printed copy is identical to the electronic version and that the candidate agrees that the electronic version of the dissertation should be checked with the software for detection of similarities with other work, and that the candidate transfers free of charge to the University the non-exclusive right to reproduction, without time or space limits, including the right to storage in electronic version and the right to make the doctoral dissertation available to public on the world wide web via the Repository of UL. A written statement by the mentor on suitability of the doctoral dissertation must be attached.

Upon submission, the Post-graduate student's office checks the dissertation with a programme for detecting similarity with other works (plagiarism). If the process reveals a too

high similarity with other works (higher than 15%), the Senate of the member rejects the doctoral dissertation after receiving the dissertation and the report on similarity with other works. A rejected doctoral dissertation cannot be submitted again. The process of similarity detection is performed upon submission of the final version of the doctoral dissertation for grading.

The candidate who cannot submit the doctoral dissertation within the deadline set in the first paragraph of this article, can request a deadline extension, if the mentor agrees to it. The decision is adopted by the member's Senate, who can extend the deadline for submission of the doctoral dissertation by one year. The Senate of the member can extend the deadline for submission of the doctoral dissertation by one year at the most, if they judge it to be of exceptional importance for the research or development of the field, or if valid health and/or social reasons are given.

If the candidate does not submit the doctoral dissertation within the deadline set in the third paragraph of this article and does not request a deadline extension, it is considered that he/she withdraws from the topic and that the topic is open for other candidates. The Faculty adopts a declaratory decision that the doctoral student cannot complete the study programme and that the topic is open. No appeal is possible against this decision.

Before defending the doctoral dissertation, the doctoral student must publish or have accepted for publication at least one scientific paper in accordance with Article 6 of these Rules.

### **Article 23**

#### **Presentation of the results of the research work before the defence of the doctoral dissertation**

When the research work reaches the final phase and the conclusions can be made based on the set hypotheses or research question, the doctoral student must present the results of the research work to the CMDS member, the mentor, and the co-mentor at a Research forum, focusing on main findings and contribution to science.

Minutes of the presentation must be made, which must include or have attached the questions of the CMDS members and the decision whether the presentation was successful or not. If corrections of the doctoral dissertation draft are necessary, the CMDS sets to the doctoral student a deadline for submission of the draft, which cannot be longer than one year.

The presentation can be public or not. Especially in the case of confidentiality of data, the mentor, the co-mentor, and the doctoral student can suggest a private presentation. In this case, the results are presented only to the CMDS members, the mentor, and the co-mentor. Unsuccessful presentation of research results can only be repeated once.

### **Article 24**

#### **Assessment of the doctoral dissertation**

The doctoral student submits the dissertation for grading with the agreement of the mentor and co-mentor.

The CMDS members must submit to the Committee for doctoral study programmes of the member institution's Senate individual assessments of the doctoral dissertation in a sealed envelope within two months (the period between 11 July and 31 August is not included in the deadline) after receiving the final version of the doctoral dissertation. The assessment of the

dissertation must be addressed to the Senate of the Faculty. This opinion must not be shorter than 1250 words or longer than 1900 words.

The Faculty Senate members must have access to the doctoral dissertation and the opinion of the CMDS at the Post-graduate student's office at least 8 days before the planned Senate meeting.

If any of the CMDS members does not meet the deadlines, does not react to warnings that the deadline for submission of the assessment has passed, or resigns from the CMDS for valid reasons (e.g. training abroad, maternity leave), the Senate nominates a substitute member and notifies the doctoral student, mentor, co-mentor, and CMDS members.

The grading of the doctoral dissertation includes:

1. Title of the proposed doctoral dissertation;
2. Name and surname of the doctoral student;
3. Name of the study programme and field;
4. Members of the CMDS and their nomination date;
5. Date when the proposed doctoral dissertation was received;
6. Analysis of the dissertation, in which the CMDS member assess the originality of the doctoral student's contribution in the form of the following items:
  - Assessment of the compliance of the dissertation with the disposition,
  - Short presentation of the dissertation structure,
  - Short analysis and assessment of the method used,
  - Assessment of confirmation or rejection of the hypotheses or research questions;
  - Assessment of the originality of findings and the value of new discoveries,
  - Any particularities of the dissertation,
  - Assessment of stylistic and linguistic level of the dissertation.
7. Detailed assessment of the originality of the contribution to science;
8. The CMDS decision (the dissertation is suitable/must be completed/is not suitable) and appropriate proposal for further actions of the member's Senate;
9. Date of the report;
10. Signature of the CMDS member.

Upon suggestion of the CMDS, the doctoral student can correct or complete the doctoral dissertation within the set deadline and only once. The CMDS members review the completed dissertation and write their assessments.

If the doctoral student does not correct the dissertation within the set deadline, the CMDS suggests to the Faculty Senate to stop the procedure for acquisition of the doctorate of science.

The collected individual assessment of the CMDS members can be first processed by the Committee for doctoral studies, but the final decision on whether or not to approve the dissertation must be made by the Senate.

If the assessments of the CMDS members differ, the Faculty Senate can nominate two more members into the Committee. After receiving the additional assessment, the Senate makes the final decision.

The Senate of the member institution approves or rejects the doctoral dissertation.

After the Faculty Senate approves the doctoral dissertation and sets the date of the defence, the candidate must submit the doctoral dissertation in 9 hard-bound copies to the Post-graduate student's office and send 1 electronic copy in one document in the required format

to the e-mail address of the Post-graduate student's office. No more than a month should pass between the approval of the dissertation and its defence.

## **Article 25**

### **Defence of doctoral thesis**

The doctoral student publicly defends the doctoral dissertation in front of the CMDS. The defence, which is generally performed in Slovene language, is led by the president of the CMDS or by the Dean or the Vice-Dean.

The defence should take place within one month after the approval of the dissertation by the Senate of the member institution.

The defence of doctoral dissertation is public, which is ensured by publishing a notice of defence at the Faculty's website at least 7 days before the defence date.

Minutes of the dissertation defence must be made, which must include or have attached the questions of the individual CMDS members and the decision whether the defence was successful or not. The minutes must be signed by all the members of the CMDS and their role in the Committee must be added to their signatures. The mentor and co-mentor must also be present at the defence.

The CMDS adopts a decision whether the defence was successful, successful with honours, or unsuccessful.

Successful defence of the doctoral dissertation is a prerequisite for promotion and acquisition of the scientific title doctor of sciences.

Defence of a dissertation that was assessed by the CMDS as unsuccessful cannot be repeated and no appeal is possible.

After a successful defence of doctoral dissertation, the Post-graduate student's office sends to the University of Ljubljana all the necessary documents for the promotion of the doctoral student.

With successful defence of the dissertation, the candidate acquires the scientific title of "doktor/doktorica znanosti (dr.) (doctor of sciences) at the Faculty of Public Administration, University of Ljubljana, and "doktor znanosti/doktorica znanosti s področja družboslovja (dr. sc.)" (doctor of sciences) at the Faculty of Economics, University of Rijeka.

## **V. Promotion**

### **Article 26**

#### **Promotion of the doctors of science**

After the defence of the doctoral dissertation, the faculty that led the process for acquisition of the doctorate of sciences must send to the Service for doctoral studies of the University of Ljubljana (hereinafter the Service) the minutes of the defence and the form Application for promotion of doctors of science. The form includes the information about the member institution and doctoral study programme, information on the doctoral student, the title of the doctoral dissertation in Slovene and English, the mentor and co-mentor, the date of approval of the doctoral dissertation tops and the publication of originals scientific paper or papers.

Based on the applications for promotion and with agreement of the rector, the Service for doctoral studies of UL sets the date of promotion, prepares the list of doctors of sciences to be promoted and notifies the faculty. The Post-graduate student's office notifies the doctoral students, deans, mentors, and co-mentors of the set promotion date.

Based on the proposal of the faculty where the doctoral student successfully defended his/her

doctoral dissertation, the rector performs the promotion to a doctor of sciences. The promotion is public and solemn. The promotion procedure is defined by a special protocol determined by the rector in accordance with the tradition of promotions at UL.

Based on the information of Service of UL received by the faculty and based on the presentation of doctoral students and their works by the dean and mentor, the rector performs a solemn promotion of new doctors of sciences.

The solemn promotion of new doctors of sciences and the ceremony to award graduate degrees take place in the plenary hall of UL. Participants in the solemn promotion are the doctoral students, dean of the faculty where the doctoral students defended their dissertations, the mentors and co-mentors and invited guests.

## **VI. Revocation of scientific title**

### **Article 27 (Revocation of scientific title)**

The scientific title of a graduate can be revoked in accordance with the provisions of the Statute of the University of Ljubljana.

## **VII. Final provisions:**

### **Article 28 (Transitional and final provisions)**

The provisions of these Rules are interpreted by the Senate of the Faculty.

### **Article 29**

In Articles 19, 20, 21, 24 and 25, which mention deadlines, it must be taken into account that the period from 11 July to 31 August does not figure in the stated deadline.

These Rules, adopted on 25. 11. 2020, will be published on the information portal for employees and on the Faculty website on 30. 11. 2020 and will enter into force on 1. 12. 2020.

With the date of entry into force of the present Rules, the rules on joint doctoral programme Governance and Economics in the Public Sector from 27. 11. 2019 are no longer valid.

Dean:  
Professor Janez Stare, PhD

Number: 014-7/2020-1  
Date: 30. 11. 2020

## **ANNEXES – FORMS**

### **1. Mentor's report**

NAME OF THE DOCTORAL PROGRAMME

<b>1. MENTOR</b>	
1.1. Mentor	
Title, name and surname	Institution, country
1.2. Co-mentor:	
Title, name and surname	Institution, country
1.3. Title, name and surname of the doctoral student	
1.4. Registration number of the doctoral student	
1.6. The reported period	

<b>2. ADVANCEMENT WITHIN THE PROGRAMME</b>		
2.1. Did the doctoral student prepare a work plan and followed it? (Please, mark below)		
Prepared a work plan	<input type="checkbox"/> yes	<input type="checkbox"/> no
Followed the work plan	<input type="checkbox"/> yes	<input type="checkbox"/> no
2.2. In you answered "no" to the previous question, explain why and suggest a suitable solution.		
2.3. On the scale from 1 to 5, assess the quality of the doctoral student's research work progress (since the last report)		
<input type="checkbox"/> 1 - insufficient <input type="checkbox"/> 2 - sufficient <input type="checkbox"/> 3 - good <input type="checkbox"/> 4 – very good <input type="checkbox"/> 5 - excellent		
2.4. If you chose answer 1 or 2 to the previous question, explain why and provide suggestions for improvement.		
2.5. Comment on the doctoral student's progress since the last report.		

### 3. ASSESSMENT OF THE DOCTORAL STUDENT

3.1. Please, grade on a scale from 1 to 5:  
(1 - insufficient, 2 - sufficient, 3 - good, 4 - very good, 5 - excellent)

Preparedness of the doctoral student at the consultations	<input type="checkbox"/>				
	1	2	3	4	5
Planning and implementation of annual research activities and vocational training	<input type="checkbox"/>				
	1	2	3	4	5
Progress in knowledge of scientific research methodologies	<input type="checkbox"/>				
	1	2	3	4	5
Writing and publishing scientific papers	<input type="checkbox"/>				
	1	2	3	4	5
Doctoral student's attitude to the study programme in general	<input type="checkbox"/>				
	1	2	3	4	5

3.2. Please, assess on a scale from 1 to 5 the general quality of the doctoral student's work:

1 - insufficient    2 - sufficient    3 - good    4 - very good    5 - excellent

3.3. If you chose 2 in the previous question, please, explain why and suggest improvements (if the general quality of the doctoral student's work is graded as insufficient (1), the Commission for monitoring of the doctoral student must start the procedure for additional monitoring of the student or adopt the decision on unsuccessful completion of the study programme).

3.4. Comment on the general quality of the doctoral student's work

### 4. OPINION ON DOCTORAL STUDENT'S ABILITY TO CONTINUE THE STUDY PROGRAMME

4.1. Is the doctoral student able continue the study programme?

- a)  Yes.  
b)  Yes, under certain conditions.  
c)  No.

4.2. If you answered b) or c) to the previous question, please, explain why.

4.3. Other comments and opinions of the mentor  
(as needed)

Place, date and signature

In Ljubljana

Signature  
(Name and surname of the mentor)

Signature  
(Name and surname of the co-mentor)

## 2. Candidate's report on doctoral dissertation work

GENERAL INFORMATION	
Name of the doctoral programme:	
Name and surname of the doctoral student	
Registration number of the doctoral student	
Reported academic year	
E-mail	

1. MENTOR/CO-MENTOR:	
1.1. Mentor	
Name and surname, title	Institution, country
1.2. Co-mentor:	
Name and surname, title	Institution, country

2. ANNUAL REPORT			
2.1. Did you complete the planned study requirements?		<input type="checkbox"/> yes	<input type="checkbox"/> no
2.2. If you answered "no" to the previous question, explain why not and suggest improvements.			
2.3. Describe your progress since the last report (max. 500 words, unless this is your first report)			
2.4. Describe the work plan for the next study period (max. 500 words)			
2.5. State any problems that affect or might affect the course of your studies.			
2.6. Participation in study activities (study activities in which you participate – write down the type and duration of study activities)			
Study activity	Type of study activity	Duration (hours per week)	Total (hours per semester)


2.7. Participation in project (in the previous academic year)

Institution	From	Until	Name and type of the project

2.8. Training abroad (in the previous academic year)

Country	Institution	From	Until	Name

2.9. Participation at scientific and professional conferences (in the previous academic year)

Institution	From	Until	Name of the conference and method of participation

2.10. Subjects according to the curriculum

Subject	ECTS points	Grade

2.11. Reference (attach the list of published scientific publications from the Cobiss database – for the previous academic year)

3. ASSESSMENT OF THE MENTOR

3.1. Please, assess on a scale from 1 to 5 (1 - insufficient, 2 - sufficient, 3 - good, 4 – very good, 5 - excellent)

Clear definition of research goals and expectations for the doctoral student	<input type="checkbox"/>				
	1	2	3	4	5

Help with planning of research activities for the year	<input type="checkbox"/>				
	1	2	3	4	5
Active collaboration of mentor with the doctoral student	<input type="checkbox"/>				
	1	2	3	4	5
Encouragement of publishing and help with publishing scientific papers	<input type="checkbox"/>				
	1	2	3	4	5
Mentor's attitude towards the doctoral student	<input type="checkbox"/>				
	1	2	3	4	5

#### 4. ASSESSMENT OF THE DOCTORAL PROGRAMME

4.1. Please, grade on a scale from 1 to 5, the quality of the doctoral programme you are enrolled in (for the current academic year):

1 - insufficient     2 - sufficient     3 - good     4 – very good     5 - excellent

4.2. If you answered 1 or 2 to the previous question, please, explain why and suggest improvements.

Place, date and signature

In Ljubljana, \_\_\_\_\_

Signature  
(Name and surname of the doctoral student)

