

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 19. regular meeting on 30 June 2021 the following

## **RULES ON JOINT DOCTORAL STUDY PROGRAMME GOVERNANCE AND ECONOMICS IN THE PUBLIC SECTOR**

### **General Provisions**

#### **Article 1**

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.

### **Enrolment criteria**

#### **Article 2**

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

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

#### **Article 3**

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.

### **Application and enrolment procedure**

#### **Article 4**

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

The enrolment application must include:

- Completed enrolment application,
- 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 concept of the doctoral dissertation (on the required form).

The candidate or doctoral candidate and the mentor, in agreement with the coordinator of the doctoral programme, shall determine the curriculum (select the courses and define the research plan).

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.

At the time of enrolment, a doctoral candidate may also select course units from other doctoral study programmes. The responsible body shall come to an agreement on this with the other UL member or other university.

Upon any change to the curriculum, the doctoral candidate must obtain the consent of their supervisor and course leader, and of the doctoral programme coordinator or field coordinator in question, and notify the student affairs office or competent department. A decision on this shall be made by the responsible body of the doctoral programme.

At the beginning of their studies, candidates shall sign a Statement of commitment to respect UL codes of ethics in accordance with the Code of Ethics of UL Researchers.

Following enrolment, the doctoral candidate and the Faculty of Public Administration shall sign a contract on education, under which the contracting parties shall agree on the mutual rights and obligations arising from doctoral studies, and the amount of tuition fee and payment method.

Tuition fees for doctoral studies shall be paid in accordance with the UL Price List adopted by the UL's Governing Board for an individual academic year.

### **Study regulations**

#### **Article 5**

The course unit leader and/or teacher in a doctoral programme is a person that holds the title of higher education teacher (assistant professor, associate professor and professor) and the relevant references in the course unit field, and is responsible for implementation of the course unit.

Draft timetables shall be published by the Faculty no later than by the start of the academic year or the semester in which the specific course units will be provided.

Examinations and other forms of knowledge assessment regarding doctoral studies shall be carried out by deadlines that are not necessarily linked to examination periods. A doctoral candidate and the provider of the examination or other forms of knowledge assessment may determine the deadline for the fulfilment of requirements. The consent of the responsible body is therefore not required.

A doctoral candidate shall register for an examination by the announced deadline via the study information system (STUDIS), if announced in this way, or in agreement with an examination provider.

The provider shall enter their report on the knowledge assessment in the study information system or submit it to student affairs office, if the doctoral candidate did not register for an examination via the study information system.

A doctoral candidate may take examinations relating to course units of upper years following approval by the Doctoral study committee.

Doctoral candidates may take an examination three times. An examination shall be taken for the third time before a commission comprising at least three members.

A doctoral candidate who fails in their final attempt to pass an examination in accordance with the Statutes of the UL may not complete studies in the same research field.

## Grading scale Article 6

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)	Done with distinction
B	vrlo dobar (4)	Done
C	dobar (3)	
D	dovoljan (2)	
E	dovoljan (2)	
F	nedovoljan (1)	Not done

## Conditions for advancement within the programme Article 7

As part of the obligations for the course Year 1 course “Individual research work“ (IRW 1 and IRW 2 ), the student publicly presents his/her disposition for doctoral thesis at the Research Forum. The disposition must be prepared in accordance with Article 16 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 Student affair 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.

### **Completing the programme**

#### **Article 8**

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.

If first authorship is not possible (for example, in international research or for other justified reasons), the supervisor shall issue a statement confirming that the doctoral candidate's contribution in the article is significant.

Affiliation to the »University of Ljubljana« and the »University of Rijeka« must be stated in all publications in connection with research in the scope of doctoral studies. This shall also apply when the doctoral candidate, supervisor or co-supervisor are employed by another organisation.

The day of completion of the doctoral programme shall be deemed to be the day when the doctoral candidate has successfully completed all the study requirements, and when the assessment of the defence of the doctoral dissertation is entered into official record.

In addition to the provisions of these Rules, the provisions of the UL's Study Regulations shall also apply *mutatis mutandis* to doctoral study programmes.

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.

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

#### **Article 9**

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.

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

#### **Article 10**

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.

## **Implementation of the study programme**

### **Article 11**

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 8 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.

## **Supervision**

### **Article 12**

Supervisors and co-supervisors in doctoral studies shall be teachers of the UL with the title of assistant professor, associate professor or professor, or a researcher with the title of research associate, senior research associate or senior research fellow, and has proof of research activity with a relevant scientific bibliography in the broader field covered by the doctoral dissertation. The minimum condition for the demonstration of research work of the supervisor or co-supervisor shall be set out in a decision adopted by the Senate of the UL, which shall be published on the website of the UL Doctoral School.

Supervisors and co-supervisors may be members of the CMDS, but shall not participate in the assessment process.

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.

Researchers with the appropriate habilitation of another institute (domestic or foreign) may also be supervisors or co-supervisors. They must have references from the broader field of the doctoral dissertation topic, and work in a doctoral programme or be employed by an institution with whom the UL or a UL member has concluded an agreement or entered into a cooperation agreement.

One person may supervise or co-supervise a maximum of six doctoral candidates enrolled in any doctoral programme at the UL, and no more than two years have elapsed since their last enrolment in a year or additional year. That number shall not include doctoral candidates who have already submitted their dissertation for assessment.

Doctoral candidates may have several supervisors or co-supervisors.

Supervisors and co-supervisors shall be appointed by a Faculty senate. When approving the doctoral dissertation proposal, the UL Senate shall verify the fulfilment of conditions for supervision or co-supervision, and shall call on a UL member to make a replacement if those conditions are not met.

A doctoral candidate and their appointed supervisor or co-supervisor may, for valid reasons, make a written proposal for the replacement of the supervisor or co-supervisor. The proposal is submitted to the Student Affair Office and must be addressed to the Doctoral study committee.

## **Responsibilities of supervisor and co-supervisor**

### **Article 13**

Supervisors and co-supervisors shall:

- monitor the work of a doctoral candidate during the drafting of the research work concept, preparing the doctoral dissertation proposal and the doctoral dissertation itself, and participate in the work of the CMDS in all phases of the process, except assessment;
- facilitate the doctoral candidate's inclusion in research work;
- advise the doctoral candidate and participate in the definition of the content and work method and standards associated with the doctoral dissertation, and in the planning of research and research data management, and point out known facts in the research field;
- introduce the doctoral candidate to the immediate and broader research community in which they work (invitations to meetings, conferences at home and abroad, etc.);
- be accessible to the doctoral candidate for regular consultations by mutual agreement;
- participate in the presentation of the doctoral dissertation proposal, in the presentation of the results of research work and in the PhD viva;
- regularly request from the doctoral candidate oral or written reports on the progress and results of research work, and provide advice regarding the possible publication of the partial results of the doctoral dissertation or the presentation thereof at research events; and
- serve as an example of ethical research work through their own actions.

In addition to the responsible bodies of the Faculty, the field coordinator, doctoral programme coordinator and Head of the UL's Doctoral School may help in the resolution of potential disagreements between the doctoral candidate, supervisor and co-supervisor.

## **Responsibilities of the doctoral student**

### **Article 14**

Doctoral candidates shall:

- reach an agreement on supervision or co-supervision of their doctoral studies;
- regularly fulfil their study and research requirements;
- register their doctoral dissertation proposal in accordance with the study programme, and publicly present the doctoral dissertation proposal and the results of research work, write their doctoral dissertation, publish or have accepted for publication at least one research article in accordance with Article 8 of these Rules and give a PhD viva;
- work with the supervisor and co-supervisor, and consult on the content and work method and standards in connection with their doctoral dissertation;
- report regularly to their supervisor and co-supervisor on the progress of their work;
- conduct research work in accordance with the ethical norms of the UL;
- respect and publicly acknowledge the contributions of their supervisor and co-supervisor, and other co-workers;
- reach agreement with their supervisor and co-supervisor and other co-workers on the publication of the results of research work in connection with the doctoral programme;
- ensure the transparency and verifiability of the research work and provide for the most open possible access to research data in accordance with Article 28 of these Rules. The candidate shall report on this to the supervisor and co-supervisor and also to the CMDS.

## **Registration and approval of the doctoral dissertation proposal**

### **Article 15**

In agreement with the supervisor and potential co-supervisor the doctoral candidate shall register the doctoral dissertation proposal in accordance with the rules and regulations of the Faculty leading the procedure for obtaining a PhD.

A doctoral candidate may register the proposal of their doctoral dissertation proposal no more than twice in the same field of the doctoral study programme prior to submitting their doctoral dissertation for assessment. On the second registration, the doctoral candidate may register either a new proposal of the dissertation or an updated proposal of the dissertation which was already considered by the senate of the Faculty. A second registration of a rejected dissertation proposal shall not be permitted.

If the senate of a Faculty or the UL Senate rejects the doctoral dissertation proposal which the doctoral candidate is registering for the second time, the candidate may no longer complete the doctoral programme in that field.

### **Article 16**

A doctoral candidate shall submit an application for approval of the doctoral dissertation proposal to the responsible body in accordance with the rules and regulations of the Faculty.

The application shall contain information on the doctoral candidate and:

1. the doctoral dissertation proposal (3 to 7 pages of text and a list of the main references and sources), comprising:
  - the title of the dissertation in Slovenian, Croatian and English language;
  - the research field of the doctoral dissertation;
  - a research description, including:
    - a brief overview of the specific research field and a presentation of the research done to date in the field of the dissertation, and the purpose of the research;
    - clearly presented hypotheses or research questions or objectives with a brief explanation;
    - the research concept and a description of the research methods;
    - the definition of expected results and the original contribution to science;
    - a list of relevant references from the field of the dissertation;
  - a draft of the research data management plan in accordance with Article 28 of these Rules;
2. the proposal for supervision and potential co-supervision, the consent of the supervisor and potential co-supervisor and an indication of their 3 to 5 scientific references in the broader field of the doctoral dissertation;
3. the CV of the doctoral candidate and bibliography (list of main scientific, professional, project and other publications and works);
4. the approval of the Medical Ethics Committee of the Republic of Slovenia or another ethics committee or the permission of the Office of the Republic of Slovenia for Safe Food, Veterinary Medicine and Plant Protection to conduct tests on animals, where the nature of the proposed doctoral dissertation proposal requires it;
5. a possible request for approval of writing the doctoral dissertation in English.

The application for approval of the doctoral dissertation proposal shall be written in Slovenian. If a candidate requests approval of writing the doctoral dissertation in English, they must also submit the proposal of the dissertation and their CV in English, in accordance with Article 44 of these Rules. If the doctoral candidate is a foreign national, the dissertation proposal and CV may be written only in English.



If the registration documentation is incomplete, the responsible body of the Faculty shall call on the doctoral candidate to supplement it by a specific deadline that shall not exceed one year. If within this deadline the documentation is not supplemented, the application for approval of the dissertation proposal shall be discarded by a decision.

The doctoral candidate submits the doctoral dissertation, together with the attachment, to the Student affair office.

### **Appointment of Committee for monitoring of the doctoral student (CMDS)**

#### **Article 17**

When a doctoral candidate submits an application for approval of the doctoral dissertation proposal, the Doctoral study committee of Faculty usually reviews the submitted application at the first following session and if it decides that the candidate's application is complete, it is forwarded to the Senate of Faculty, together with a proposal for member of the professional Committee for monitoring of the doctoral student (CMDS). Within 30 days (starting with the date of application submission) the Senate of Faculty 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 supervisor (and co-supervisor). The Senate UL is the one, who following a discussion of the Doctoral study committee UL, must approve the proposed topic.

The CMDS shall comprise at least three assessors selected from higher education teachers or researchers who hold a valid teaching or scientific title and have a track record in research, with relevant published work, covering the broader field of the doctoral dissertation. At least one assessor shall be from another university or another research organisation, and exceptionally from another UL member. Such exception must be fully justified by the Faculty. If the supervisor and co-supervisor serve as members of the CMDS, the number of members shall be increased accordingly.

Foreign members of the CMDS may be higher education teachers or researchers who hold a valid teaching or scientific title and/or have a track record in research, with relevant published work, covering the broader field of the doctoral dissertation.

The Senate of the Faculty shall provide written notification to the Student affair office, which informs doctoral candidate, members of the CMDS, supervisor and co-supervisor.

The chair of the CMDS shall coordinate the work of committee members and draw up an assessment of the doctoral dissertation proposal. As a rule, the assessment of the doctoral dissertation proposal shall be made jointly. Committee members may also submit separate assessments.

The members of the CMDS, supervisor and co-supervisor shall avoid situations that constitute or could constitute conflicts of interest in accordance with the Rules on avoiding conflict of interest and on conditions for performing work outside the UL.

### **Presentation of a doctoral dissertation proposal**

#### **Article 18**

A doctoral candidate shall present the doctoral dissertation proposal to the CMDS and research audience generally within one month of the appointment of the CMDS.

A record shall be made of the presentation, including remarks and the deadline for supplementing the doctoral dissertation proposal, where necessary, regarding which the Faculty shall notify the doctoral candidate and supervisor. The record shall be signed by the Coordinator of the doctoral programme.

The doctoral student is obliged to take into account any comment, in agreement with the supervisor. If the chair/member of the CMDS doesn't submit comments within the deadline, the work is considered to be relevant in terms of content.

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

### **Article 19**

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 for consideration to the Doctoral study committee of the Faculty, which is submitted to the Senate of the Faculty conducting the procedure.

The supplemented disposition is submitted by the mentor to the Student Affair Office, which is forwarded to the members of CMDS for evaluation.

If the doctoral candidate fails to submit a supplemented proposal within the deadline for supplementing the doctoral dissertation proposal, the DSC must provide an assessment of the originally received doctoral dissertation proposal, where the deadlines for submission of an assessment by the DSC shall not be implemented in July and August.

### **Article 20**

In its assessment of the doctoral dissertation proposal the CMDS shall provide a clear judgement regarding the suitability of the expected results and the expected original contribution to the research field of the doctoral dissertation. In its assessment the CMDS shall also determine the suitability of:

- the proposed supervisor and potential co-supervisor;
- the title of the dissertation in Slovenian and English, or in another foreign language in the case of the study of a foreign language and literature;
- the proposed content of the dissertation with regard to the selected field of study, and its current and scientific relevance;
- the research hypotheses or research questions or objectives;
- the envisaged research methods and their feasibility;
- the draft of the research data management plan;
- the references stated in the proposal.

If the nature of the research so requires, assessment shall also contain an opinion regarding the necessity of approval of the Medical Ethics Committee of the Republic of Slovenia or another ethics committee or the permission of the Office of the Republic of Slovenia for Safe Food, Veterinary Medicine and Plant Protection to conduct tests on animals.

The assessment of the doctoral dissertation proposal must comprise substantive justification by individual indents in accordance with the first and second paragraphs of this article.

The assessment shall also include the date and signatures of the evaluators.

When a member of CMDS is a foreign national who does not understand Slovenian, the assessment in Slovenian shall be accompanied by an assessment in English or another foreign language in the case of studying a foreign language and literature, which shall be signed by the foreign committee member. The assessment of the foreign committee member shall not necessarily be identical to the assessment in Slovenian.

### **Article 21**

The assessment of the doctoral dissertation proposal shall be discussed by the Doctoral study committee within two months. The committee shall propose that the senate of the Faculty:

- accept the doctoral dissertation proposal;
- set the doctoral candidate a deadline within which they must amend or supplement the doctoral dissertation proposal;
- reject the doctoral dissertation proposal.

In the event of dissenting opinions amongst members of the CMDS, the senate may appoint an additional member to the CMDS, who shall draw up an additional assessment.

In deciding on the doctoral dissertation proposal the senate of the Faculty shall not be bound by the assessment of the CMDS. If the decision of the Senate of the Faculty does not adhere to the assessment/s of the CMDS, the senate must justify its decision.

When the senate of the Faculty accepts a doctoral dissertation proposal and its assessment, the Student Affair Office shall send the application to the UL Senate for approval.

If the senate of the Faculty sets the doctoral candidate a deadline for amending or supplementing the doctoral dissertation proposal, the CMDS shall review the amended/supplemented proposal and submit a new written assessment of the proposal as a rule at the next meeting of the senate. If the doctoral candidate fails to submit the amended/supplemented proposal within the deadline, the senate shall as a rule accept or reject the incomplete proposal at its next meeting.

If the senate of the Faculty rejects the doctoral dissertation proposal, the procedure is ended. The doctoral candidate may not resubmit a dissertation proposal that has been rejected.

### **Approval of doctoral dissertation proposal by the UL Senate**

#### **Article 22**

When the Senate of Faculty accepts a positive assessment of the doctoral dissertation disposition, the Student Affair Office sends an application for confirmation of the doctoral dissertation disposition to the Senate UL for approval.

An application for approval of a doctoral dissertation proposal being sent by a faculty for approval by the UL Senate shall include:

1. the UL form for approval of the doctoral dissertation proposal;
2. the doctoral dissertation proposal, ranging from 3 to 7 pages of text and a list of the main references and sources;
3. the consent of the supervisor and potential co-supervisor and a statement of their 3–5 references from the broader field covered by the doctoral dissertation topic, the SICRIS researcher code, if they have one, and the necessary bibliometric indicators;
4. the assessment of the CMDS;
5. the CV of the doctoral candidate and their bibliography (list of main scientific, professional, project and other publications and works);
6. the approval of the Medical Ethics Committee of the Republic of Slovenia or another ethics committee or the permission of the Office of the Republic of Slovenia for Safe Food, Veterinary Medicine and Plant Protection to conduct tests on animals, where the nature of the proposed doctoral dissertation topic requires it.

Before being discussed by the UL Senate, the application for approval of the doctoral dissertation proposal shall be discussed by the UL Committee for Doctoral Studies. The UL Senate may authorise the UL Committee for Doctoral Studies to approve the doctoral dissertation proposals.

The UL Committee for Doctoral Studies may:

- adopt a decision approving the doctoral dissertation proposal;
- call upon the UL member to supplement or amend the application (with the UL member setting the deadline for such changes);
- propose that the UL Senate rejects the doctoral dissertation proposal.

The UL Senate or UL Committee for Doctoral Studies shall within two months notify the UL member of the decision, where the procedures for approving the doctoral dissertation proposal at the UL Senate shall not be implemented in July and August.

The decision regarding approval of the doctoral dissertation proposal shall include the name and surname of the doctoral candidate, the name of the study programme and field of study, the title of the doctoral dissertation, the names of the supervisor and potential co-supervisor, and the possible approval of the writing of the dissertation in a foreign language.

The Student Affair Office shall inform the doctoral candidate, supervisor and co-supervisor and members of the CMDS of the decision of the UL Senate.

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

#### **Article 24**

When the supervisor, potential co-supervisor and doctoral candidate are of the opinion that research work is in its final stage, and when it is possible to submit a draft of the conclusions in accordance with the set objectives or hypotheses or research questions, the doctoral candidate shall submit a draft of the doctoral dissertation to the members of the CMDS, and shall present the results of their research work, with an emphasis on the main findings and contribution to science, and also the updated research data management plan in accordance with Article 28 of these Rules.

A record shall be made of the presentation and shall include, or have attached, the written questions or comments of members of the CMDS and the decision regarding the success/failure of the presentation, with an explanation. If corrections to the draft doctoral dissertation are required, the CMDS shall set a deadline by which the doctoral candidate shall resubmit their draft. That deadline may not exceed the deadline set for submission of the dissertation. The record, which is to be signed by the coordinator of the doctoral programme, shall be delivered to the doctoral candidate, supervisor and potential co-supervisor.

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

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

### **Doctoral dissertation**

#### **Article 24**

A doctoral dissertation shall be a written final study assignment that represents an independent and original contribution to the research field covered by the doctoral dissertation.

The doctoral dissertation shall be written in Slovenian or English.

The doctoral candidate may request the writing of their dissertation in English if they are a foreign national, if their supervisor or co-supervisor is a foreign national or if a foreign national is a member of the CMDS, or if the dissertation is composed of research articles published in English. In the event of writing a doctoral dissertation in English language, the dissertation must contain an extensive summary (approximately ten percent of the text of the dissertation) using appropriate scientific terminology in Slovenian.

The doctoral dissertation must be designed in B5 format according to the prescribed proposal for writing a doctoral dissertation.

A doctoral dissertation shall include:

- the title in Slovenian and English;
- a summary in Slovenian and English (maximum of 300 words) that will be published in the UL Repository;
- a table of contents and other indexes as needed;

- an overview of the field/background of the research problem;
- the purpose of the research;
- the hypotheses or research questions or objectives;
- a description of the research methodology;
- results;
- discussion;
- conclusions;
- a list of references and sources;
- the final draft of the research data management plan, and other possible annexes;
- an extensive summary using appropriate scientific terminology in Slovenian, if the dissertation is written in English language.

A declaration by the doctoral candidate that the submitted dissertation is their independent work and that the electronic copy is identical to the printed copy should be enclosed with the doctoral dissertation.

### **Article 25**

A doctoral dissertation may be composed of at least three research articles by the doctoral candidate, published or accepted for publication, if the nature of the research and the method of publication in the specific field permit this. Faculty of Public Administration marks as relevant those published articles that are included in journals indexed by SCI and SSCI with an impact factor greater than 0 .

Research articles shall be connected in terms of content (i.e. complementary) and shall be the result of the doctoral candidate's work on an approved doctoral dissertation proposal.

In addition to the aforementioned articles, the doctoral candidate shall also write an introduction and conclusion to their dissertation, in which they shall present the theoretical and methodological basis of their research, link together the content of the individual articles, and provide key findings.

The author of a doctoral dissertation written in the form of articles shall obtain consent from the publishers, to whom they have previously exclusively transferred material copyrights to articles, for the inclusion of such articles in the printed and electronic forms of the dissertation.

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.

### **Submission of doctoral dissertation** **Article 26**

The candidate for doctorate of sciences must submit the doctoral dissertation to the Student Affair 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.

If the UL Senate approves a change to the doctoral dissertation proposal prior to the deadline for the submission of the final doctoral dissertation, the deadline for the submission of the doctoral dissertation set by the UL Senate shall remain unchanged.

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 candidates 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 supervisor on suitability of the doctoral dissertation must be attached.

Upon submission, the Student Affair 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 Faculty 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.

Where there are justified reasons (such as parenthood, lengthy illness of the candidate, exceptional family and social circumstances, status of student with special needs), the UL member may on request extend the deadline for the doctoral candidate to submit their dissertation, by a maximum of one year.

Doctoral candidates may also submit their dissertation for assessment without the prior consent of their supervisor and possible co-supervisor. However, the supervisor and/or co-supervisor shall provide the Senate of the Faculty with a written explanation as to why they disagree with the submitted work.

The doctoral dissertation must be submitted in accordance with the UL Statutes, and in accordance with the UL's Rules on Content Similarity Detection of the Electronic Form of the Written Final Work of Studies and on Provisions Regarding Temporary Inaccessibility of the Content of the Written Final Work of Studies.

## **Article 27**

The candidate who cannot submit the doctoral dissertation within four years from the day when the topic of the doctoral dissertation was confirmed at the UL Senate, can request a deadline extension, in agreement with the supervisor and co-supervisor. The candidate submits the request in the Student Affair Office. The Senate of Faculty may extend the deadline for a maximum one year. The Student Affair Office informs the Doctoral study Committee UL.

If a doctoral candidate has a break in studies exceeding two years and their doctoral dissertation proposal has not yet been approved by the UL Senate, the possibility of continuing or completing those studies shall be assessed in accordance with the provisions of the Statutes of the UL.

A doctoral candidate whose request to continue or complete studies after such break has been approved, shall complete their studies according to the currently valid study programme.

## **Research data management**

### **Article 28**

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

The doctoral dissertation shall state where the data are accessible and how they can be accessed. Exceptions in the sharing of data shall be justified where they involve personal or sensitive data, or where there are reasons for protecting intellectual property or for non-disclosure of vulnerable areas, groups or species. In the case of implementing justified exceptions to data sharing, the doctoral candidate shall ensure an

appropriate method of protecting the data and limiting access to such data in agreement with the data centre. In this case at least freely available metadata must be generated for the catalogue of the data centre, so as to indicate clearly where and under what conditions the research data are accessible.

### **Article 29**

If a part of the content of a doctoral dissertation is of a confidential nature (e.g. protection of a trade secret, protection of results in order to exercise intellectual property rights, ensuring the safety of people and nature, protection of confidential data), a doctoral candidate may, prior to submitting their doctoral dissertation, request temporary inaccessibility of the content thereof in accordance with the UL's 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.

### **Assessment of doctoral dissertation and suitability of original research article**

### **Article 30**

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

Members of the CMDS who assess a doctoral dissertation and the suitability of a research article published or accepted for publication shall submit to the UL member senate separate assessments of the doctoral dissertation and an opinion on the suitability of the article published or accepted for publication. The assessments shall be submitted within two months of receiving the doctoral dissertation and article, where the deadlines for submitting a CMDS assessment shall not be implemented in July and August. In the opinion on the suitability of the article they shall also verify the reference stating affiliation to the UL.

In the case of withdrawal of members of the CMDS for justified reasons (e.g. lengthy illness, living abroad, parental leave), the Faculty Senate shall appoint a new member. The doctoral candidate, supervisor, potential co-supervisor and members of the CMDS shall be notified of this matter.

### **Article 31**

The assessment of a doctoral dissertation shall comprise:

- the title of the doctoral dissertation;
- the name and surname of the doctoral candidate;
- the name of the study programme and field;
- the date of appointment of the CMDS member to the CMDS;
- the date of receipt of a submitted doctoral dissertation;
- analysis of the doctoral dissertation, containing: - a presentation of the structure of the dissertation; - analysis and assessment of the methods used; - assessment of the validity of the confirmation or rejection of the set hypotheses or research questions or objectives; - possible specifics of the dissertation; - assessment of the stylistic and linguistic level of the dissertation;
- a detailed assessment of the originality of the contribution to science;
- a decision in which the member of the CMDS shall propose to the Faculty Senate the approval, supplementation or rejection of the dissertation;
- date of assessment;
- the signature of the member of the CMDS that assessed the doctoral dissertation.

### **Article 32**

Members of the CMDS shall submit separate assessments of the doctoral dissertation and assessments of the suitability of a research article published or accepted for publication to the Faculty Senate. Based on the assessments received, regarding the dissertation the Faculty Senate shall:

- accept it,

- reject it or
- call on the doctoral candidate to supplement and/or correct their dissertation by a specific deadline, taking into account potential comments, and/or submit a suitable article.

The Faculty Senate members must have access to the doctoral dissertation and the opinion of the CMDS at the Students affair office at least 8 days before the planned Senate meeting.

In the event of dissenting opinions amongst members of the CMDS, the senate may appoint an additional member to the CMDS to draw up an additional assessment.

When the Faculty Senate approves a dissertation, the doctoral candidate shall submit to the Students Affair Office the required number of bound copies of the dissertation, and an electronic copy of the dissertation. After acceptance of the doctoral dissertation by the Faculty Senate, the doctoral candidate shall as a rule have the PhD viva within one month.

If the Faculty Senate calls on the doctoral candidate to supplement and/or correct the dissertation in accordance with potential comments, and/or to submit a suitable article, the members of the CMDS shall conduct a new assessment of the submitted corrected dissertation and/or new article. The new assessments shall be processed once again by the responsible body of the UL member, which shall propose that the senate of the UL member decide on the dissertation. The Faculty Senate of the UL member shall approve or reject the dissertation.

If the doctoral candidate fails to correct their doctoral dissertation by the set deadline, the Faculty Senate shall reject that dissertation. If within the set deadline the candidate does not submit a suitable article, the Faculty Senate shall not call a viva, even if it has accepted the dissertation.

A doctoral candidate may not resubmit a rejected doctoral dissertation in any other doctoral study programme at the UL.

In the event of a rejected doctoral dissertation or if within the set deadline the doctoral candidate has failed to submit a suitable article, the procedure for obtaining a doctoral degree shall be ended. In such case the doctoral candidate may no longer complete studies in the same field.

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 Student Affair office and send 1 electronic copy in one document in the required format to the e-mail address [podiplomski@fu.uni-lj.si](mailto:podiplomski@fu.uni-lj.si).

### **PhD viva Article 33**

The PhD viva or public defence is an academic discussion between the doctoral candidate, members of the CMDS and members of the public with an interest. The main purpose of the viva is the presentation of the doctoral dissertation.

### **Article 34**

The public shall be notified of the viva at least three days in advance on the website of the Faculty and on the website of the UL Doctoral School.

In the event of data of a confidential nature the supervisor, co-supervisor and doctoral candidate may propose that the public be excluded for any potential presentation of data of a confidential nature.

### **Article 35**

The doctoral candidate shall defend their doctoral dissertation before the CMDS. The PhD viva, which typically takes place in Slovenian, shall be led by the chair of the CMDS, or the dean or vice-dean of the Faculty.



The PhD viva shall proceed according to the Faculty's protocol.

### **Article 36**

The supervisor and co-supervisor shall also be present at the PhD viva. A record shall be drawn up on the defence of the dissertation. The record shall be signed by all members of the CMDS, whose roles on the CMDS shall be stated next to their signatures in the record.

The members of the CMDS who are evaluators shall adopt a decision on the success or failure of the defence, which may be publicly proclaimed with the doctoral candidate's prior written consent.

The successful defence of a doctoral dissertation shall serve as evidence that the doctoral candidate has achieved research competences at the highest academic and research level.

Upon the successful defence of their doctoral dissertation, the doctoral candidate shall receive the scientific title of »doktor/doktorica znanosti«, together with all of the rights that derive from that title.

The defence of a doctoral dissertation that the CMDS has assessed as unsuccessful may not be repeated and no appeal shall be possible.

### **Article 37**

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

### **Article 38**

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.

## **Doctoral awards ceremony**

### **Article 39**

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 the minutes of the defence and the form Application for promotion of doctors of science.

Based on applications for a doctoral awards ceremony, the UL's Office for Doctoral Studies shall set a date for the ceremony in agreement with the Rector, and shall inform the Faculty accordingly. The Student Affair Office of the Faculty shall inform the doctoral candidates, supervisors, possible co-supervisors and deans of the date of the doctoral awards ceremony.

### **Article 40**

Doctoral degree diplomas shall be prepared in accordance with the UL's rules governing the issue of public documents and confirmations.

## **Article 41**

The official doctoral awards ceremony, along with the presentation of doctoral diplomas, shall be conducted by the Rector.

Doctoral awards ceremonies shall be public. The procedure is set out in a protocol and is in accordance with the tradition of doctoral awards ceremonies at the UL.

The doctoral awards ceremony shall be attended by doctoral candidates, supervisors, the deans of the UL members at which the doctoral candidates defended their doctoral dissertations, and invited guests. The deans of the UL members shall present the doctoral candidates, and the supervisors shall present the candidates' research.

## **Article 42**

The UL shall maintain a special Book of Doctoral Graduates which shall be signed by the newly promoted doctoral graduates, supervisor, the dean of the UL member and the Rector.

The UL Office for Doctoral Studies shall keep records of promoted doctoral graduates.

## **Article 43**

A diploma supplement shall be given to a doctoral graduate by an authorised representative of the UL member.

## **Article 44**

The procedure of revoking the scientific title »doktor/doktorica znanosti« shall be conducted in accordance with the provisions of the Statutes of the UL.

## **Transitional and final provisions**

### **Article 45**

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

### **Article 46**

These Rules shall enter into force on 1 October 2021. For the generations of students enrolled prior to the 2021/2022 academic year, Article 28 and all provisions relating to it shall not apply.

These Rules, adopted at 19. regular session of the Senate, will be published on the information portal for employees and on the Faculty website on 8. July 2021 and will enter into force on 1. October 2021.

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 25 November 2020 are no longer valid.

Date: 8. 7. 2021

Dean:  
Professor Janez Stare, PhD

## **ANNEXES – FORM**

### **1. Mentor's Report**

NAME OF THE DOCTORAL PROGRAMME

1. MENTOR	
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	

2. ADVANCEMENT WITHIN THE PROGRAMME		
2.1. Did the doctoral student prepare a work plan and followed it? (Please, mark below)		
Prepared a work plan	yes	no
Followed the work plan	yes	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)		
1 - insufficient	2 - sufficient	3 - good      4 – very good      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	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Planning and implementation of annual research activities and vocational training	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Progress in knowledge of scientific research methodologies	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Writing and publishing scientific papers	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Doctoral student's attitude to the study programme in general	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 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 to 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?		yes	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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1	2	3	4	5

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

