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Pursuant to the *Higher Education Act* (Ur. l. RS, no. 32/12 – UPB7 with amendments), the *Statute of the University of Ljubljana* (Ur. l. RS, no. 4/2017 with amendments), the *Rules and Regulations of the Faculty of Arts* dated 19 April 2017, and the *Rules and Regulations for Doctoral Studies at the University of Ljubljana* dated 30 March 2021, at its session on 29 September 2021 the Senate of the Faculty of Arts at the University of Ljubljana adopted the following

RULES AND REGULATIONS ON THIRD-CYCLE STUDY PROGRAMMES

I. GENERAL PROVISIONS

Article 1 (Content of the Rules and Regulations)

These Rules and Regulations govern in detail the organisation and implementation of third-cycle post-graduate doctoral studies implemented by the Faculty of Arts, University of Ljubljana (hereinafter: FA), in accordance with the publicly valid interdisciplinary doctoral study programme in the Humanities and Social Studies (hereinafter: doctoral study programme).

Article 2 (Gender sensitive use)

The female gender form used in these Rules and Regulations shall refer to either gender.

Article 3 (Institutions implementing the doctoral study programme)

The FA implements the doctoral study programme together with other faculties, members of the University of Ljubljana (hereinafter: UL), with whom it agrees to joint Rules and Regulations on the organisation of doctoral studies. The joint rules shall be interpreted in accordance with these Rules and Regulations, which determine more specifically the procedures for the implementation of doctoral studies at the FA.

The *Rules and Regulations for Doctoral Studies at the University of Ljubljana* shall be used for all other relations and issues not governed by these Rules and Regulations.

Article 4 (Duration of the doctoral study programme)

The doctoral study programme lasts four years and comprises 240 credits (hereinafter: ECTS), whereby each year is valued at 60 ECTS.

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Sixty ECTS are earmarked for the organised forms of study in the doctoral study programme and 180 ECTS for research work, which includes research work for at least one original first-author research paper that has been published or accepted for publication.

The work of a doctoral student includes study units, individual study, research work, preparation for examinations or other forms of knowledge assessment, doctoral examination, the doctoral dissertation and all obligations related to the preparation, presentation and defence of the doctoral dissertation, and the publication of at least one original research paper.

The provisions of the first and second paragraph of this Article shall not be used for students on the three-year doctoral study programme, which lasts three years and comprises 180 ECTS, where 60 ECTS are earmarked for the organised forms of study and 120 ECTS for research work, which includes research work for at least one original first-author research paper that has been published or accepted for publication.

Article 5 (Tuition fees)

The expenses of the doctoral study programme shall be charged to students in accordance with the valid price list. The tuition fee is paid for each academic year or for each year in which the student enrolls.

Article 6 (The trustee of the doctoral study programme)

The trustee of the doctoral study programme manages, coordinates and presents the doctoral study programme and ensures its development.

Article 7 (Field coordinator)

For each field of the doctoral study programme, a field coordinator is appointed who is responsible for the regular implementation of the study process, coordination of work with supervisors and lecturers, and timely substitution for an absent teacher in the study process, as well as for the supplementation and updating of the study programmes by making suggestions to the FA Senate. The field coordinator reports annually on the implementation of the doctoral study programme. Following a proposal by a department or, in the case of interdisciplinary fields, a number of departments, field coordinators are appointed by the Committee for Doctoral Study (hereinafter: CDrS).

Article 8 (Field committee)

The field committee consists of the leaders of the core courses as determined by the head of the department. The field committee is led by the head of the department and the field coordinator.

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In fields involving several UL members or FA departments, the committee is led by field coordinators, together with the heads of all the departments involved.

II. CALL FOR ENROLMENT AND IMPLEMENTATION OF ENROLMENT

Article 9

(Call for enrolment in doctoral studies)

A call for enrolment in doctoral studies shall be published by the UL for all its members. The number of enrolment places in individual fields of the doctoral study programme coordinated by the FA alone or together with other UL members shall be decided on by the FA Senate prior to the call for enrolment.

Candidates shall submit their application for enrolment in accordance with the provisions of the joint part of the *Call for enrolment in the doctoral degree programmes of the University of Ljubljana* and the *Rules on pre-enrolment announcement and enrolment in higher education*.

Article 10

(Schedule for enrolment and implementation of doctoral studies)

The Vice-Dean responsible for doctoral study, together with the Administrative Office for Doctoral Study (Third Cycle) (hereinafter: ODrS) shall draw up the *Schedule of enrolment and implementation of the study programme* adopted by the FA Senate at the latest five months prior to the start of the academic year.

Article 11

(Determination of the academic field and selection of the supervisor)

Upon applying for enrolment, students choose the field in which they wish to acquire a doctorate and in the case of inter-departmental fields also the department in which they wish to enrol.

Before the expiry of the application deadline, candidates must make an arrangement with a higher education teacher or an academic researcher on supervision/co-supervision, and, at the latest, at enrolment submit the teacher's or researcher's consent to taking on the supervision/co-supervision and a brief conceptual plan of the research work. The potential supervisor/co-supervisor is not obliged to accept (co-)supervision.

Candidates who do not submit the appropriate consent for supervision or co-supervision by the time of enrolment (e.g. in the case of non-fulfilment of the conditions for supervision) must submit the appropriate consent no later than by the deadline set by the ODrS. It is the candidate's duty to find a new supervisor or co-supervisor. Otherwise, she cannot carry out her study obligations and thus complete her doctoral studies.

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Before the call for applications is published, the FA shall publish a list of the potential supervisors who fulfil the conditions for mentorship, as stated in Article 44 in these Rules and Regulations. The list shall also be published on the UL Doctoral School website.

Article 12 **(Enrolment requirements and selection criteria)**

The requirements for enrolment and selection criteria in the event of restricted enrolment are determined by the accredited study programme.

Article 13 **(Informing the candidates)**

A notification about (non-)selection for enrolment in the doctoral study programme shall be received by all candidates by post or in another manner determined by the call for enrolment.

If the chosen (co)supervisor does not fulfil the conditions for supervision, the ODrS shall inform the candidate and the (co)supervisor about this and determine the deadline by which the candidate can find a new, suitable supervisor.

Article 14 **(Appeal against a rejected application for enrolment)**

A candidate who has not been accepted for enrolment in the doctoral study programme may submit an appeal to the CDrS within eight days of receiving the notification. The appeal shall be decided upon by the FA Senate, following a proposal by the CDrS.

Article 15 **(Implementation of enrolment)**

Enrolment in doctoral study programmes shall be carried out in accordance with the *Rules on pre-enrolment announcement and enrolment in higher education*.

Upon enrolment, students will sign the *Statement of Commitment to Respect the UL Codes of Ethics in accordance with the Code of Ethics for Researchers of the UL*.

Article 16 **(Signing the contract on education)**

Upon enrolment in each year, the student and the FA shall sign a contract on education, in which they agree on the mutual rights and obligations arising from the doctoral study programme.

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III. INDIVIDUALISED STUDY PROGRAMME

Article 17

(Formulation of an individualised study programme)

After a student enrolls in year one, the supervisor, in agreement with the student, formulates an individualised study programme (hereinafter: ISP) which shall be signed, in addition to by the student and the supervisor, by the field coordinator and by the head of the department in which the student has chosen the supervisor.

The ISP is determined by the curriculum of the doctoral study programme, which includes the core and (external) elective courses, doctoral seminars and research work, which are evaluated with credits. The supervisor determines the content and providers of Doctoral Seminar I and II, as well as the external elective course.

The external elective course can also be decided later, but at the latest by the time the student enrolls in year two of study.

Upon enrolment, students can also choose courses or other organised forms of study from other doctoral study programmes. The university member is obliged to inform the other member or university about this as soon as the student's selection of the subjects has been approved.

Article 18

(ISP approval)

The supervisor must submit the student's ISP to the ODrS in accordance with the adopted schedule of enrolment and implementation of the doctoral study. The ISP is approved by the CDrS, which also decides on the recognition of the students' obligations on their ISPs and submits to the FA Senate a proposal for appointing the (co)supervisor.

Article 19

(Changing the ISP)

If the student wishes to change the ISP, she has to obtain consent from the supervisor, the course leader or provider of the study unit that the student wants to select or replace, the field coordinator and the head of department, whereby the decision on this is taken by the CDrS.

Article 20

(Recognition of study obligations fulfilled during master's study or specialisation)

For those students who, after completing a university degree, completed a master's degree study programme or specialisation, the CDrS, based on proposal of the head of the department and field coordinator, and in agreement with the leader of the course, when approving the student's ISP, recognises their study obligations (both organised forms of study and individualised research work) to the value of at least 60 ECTS.

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Article 21

(The right of students from other higher education institutions to a selection of courses)

Students from other higher education institutions can also select courses accredited with the doctoral study programme. The student must obtain the course leader's consent in order to attend the prescribed forms of pedagogical work and to carry out the obligations prescribed by the doctoral study programme, as well as her supervisor's consent.

The student submits the title of the chosen course and the course leader's consent to the ODrS.

IV. STUDY REGULATIONS

Article 22

(Conditions for completing doctoral studies)

The conditions for completing the doctoral study programme and acquiring the title "doktor/doktorica znanosti" (i.e. academic doctorate) are that the student successfully completes all the study obligations specified by the programme, successfully defends the doctoral dissertation and has, in accordance with the study programme during the duration of doctoral studies, published or has had accepted for publication as the first author at least one original research paper, based on the content of the doctoral dissertation, in a publication considered a valid work by the UL's "habilitation" criteria for individual academic fields. If the status of first author is not possible (for example, in international research or for other justifiable reasons), the supervisor must ensure by means of an appropriate declaration that the student's share of the published work is significant.

The student enrolled on the four-year doctoral study programme has to have published, or have had accepted for publication, an original research paper at the latest upon submission of the doctoral dissertation for assessment.

The student enrolled on the three-year doctoral study programme has to have published, or have had accepted for publication, an original research paper at the latest before the defence of the doctoral dissertation.

In all publications related to research work within the doctoral study programme the affiliation "University of Ljubljana, Faculty of Arts" must be mentioned. This applies also in the case when the student, supervisor and co-supervisor are employed by other organisations.

Article 23

(Forms of pedagogical work)

The forms of pedagogical work are determined by the curricula and depend on the number of registered students. If fewer than 5 students are registered for a course, a different implementation plan can be determined for the course.

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Article 24
(Conditions for course leaders and course providers of doctoral studies)

The pedagogical process in a doctoral study programme at the FA can only be carried out by course leaders or by course providers who are higher education teachers with a suitable title (assistant professor, associate professor or full professor) and who have suitable publications from the study unit field.

In accordance with the valid regulations, retired university teachers can also take part in pedagogical and research work. This Article shall also be used *mutatis mutandis* for the participation of foreign citizens in the pedagogical process.

Article 25
(Timing of the implementation of organised forms of pedagogical work)

The study process for doctoral students usually takes place on weekday afternoons and Saturday in the morning. Office hours for doctoral students are held at least once a month by arrangement.

Article 26
(The right to carry out study obligations)

The right to carry out study obligations applies to the students enrolled on the doctoral study programme. They may carry out obligations related to the subjects in the year they are enrolled, in accordance with the accepted ISP for each student.

Article 27
(ECTS)

In individual learning units within the ISP, students acquire credits when they successfully complete all the prescribed obligations.

Article 28
(Progression to a higher year)

The conditions for progression to a higher year are determined in the accredited study programme.

Students who have by the end of the academic year fulfilled all the obligations for the previous year as determined in the doctoral study programme can enrol in a higher year.

Article 29
(Studying abroad)

For studying abroad, the regulations governing international exchange at the FA shall apply *mutatis mutandis*. The student's supervisor must agree with the student's plan to study abroad.

Article 30

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(Student status and extending the status)

Student status is governed in accordance with the *Higher Education Act* and the *Statute of the UL*.

For students who have not fulfilled the obligations for enrolment in a higher year for justified reasons, student status can be extended for one academic year. This right comes into force in the academic year following the year of justifiable reason.

The decision regarding extending a student's status for justifiable reasons (such as prolonged illness, exceptional family or social circumstances, parenthood or in line with their status as a special-needs student) is passed by the CDrS on the basis of the student's application and the supervisor's opinion, as well as the consent of the head of department.

The student must attach to the application submitted to the ODrS appropriate proof of the justified reasons.

Learning Slovene can be taken into account as a justifiable reason for extending student status to foreign first-year students whose mother tongue is not Slovene.

Students who become parents during their study have the right to an extension of their student status for a year for each child.

Article 31

(Faster progression through the study programme)

Students who demonstrate above-average results in their course of study may on the basis of their application be allowed to progress faster if this is possible with regard to the study process. Students should submit their application to the ODrS.

The decision on this is passed by the Dean on the basis of the student's application, the supervisor's opinion, the head of department's consent and the CDrS's proposal.

Article 32

(Continuation of study after an interruption)

Students who have lost student status may carry out their study obligations for two years after losing this status, except when the accreditation of the programme expires before this. After two years following the loss of the status it shall be considered that the student has interrupted her study and must submit to the ODrS an application for the continuation of study after an interruption in order to continue and complete the study, which shall be dealt with by the CDrS. Prior to deciding on the student being allowed to continue and complete her study, the CDrS, on the basis of the student's application and in accordance with the supervisor's and the CMDS's opinion, also verifies the topicality and originality of the doctoral dissertation proposal.

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In the case of a positive decision, the year in which the student may continue her education is determined and the obligations she has to fulfil in order to complete her doctoral study, as well as any additional costs, are also determined.

Article 33 (Knowledge assessment and grading)

Knowledge assessment takes the form determined by the curricula. The final grade shall be written as “pass” or “fail”.

Article 34 (Assessors)

Knowledge assessment and grading can be carried out by individual assessors, a number of assessors or, in the case of an examination before a committee, by an examination committee.

In the case of the core courses with a number of course leaders and providers, the knowledge can be assessed by:

- a committee, consisting of the course leaders and providers of the core course,
- the course leader or the course-group leader unanimously selected by leaders or providers of the core course.

The final grade is entered by the committee chair or the selected course leader.

In doctoral seminars, the final grade is entered by the seminar teacher.

Article 35 (Dates of examinations and other study obligations)

Examination dates are determined individually for the courses and seminars in which an exam or another final obligation is planned in the curricula.

Article 36 (Registering and deregistering for an examination)

Students may register for an examination or any other final obligation in a course or seminar that they wish to take by at least 5 days before the announced examination date or as agreed by the course teacher.

Students may deregister from an examination at the latest by noon the day before the examination. It shall be considered that the student who has not attended the examination on the date determined for her has used the examination date. Deregistering from an examination after the deadline does not excuse the student from paying the cost of the organisation and implementation of the examination, if these costs are envisaged in the FA's price list or these Rules and Regulations.

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Exceptionally, it shall be considered that the student has deregistered on time if due to justifiable reasons she could not attend the examination or could not have deregistered in time. In such a case, within 3 working days after the examination or immediately after the cessation of the justifiable reason the student must submit to the ODrS an application for deregistering from the examination or from another obligation with all the appropriate proof of the justifiable reasons. The application shall be decided upon by the CDrS.

The course leader or provider setting the examination must enter the report about the completed knowledge assessment into the student information system and submit it to the ODrS.

Article 37 **(Taking examinations in study units from higher years)**

If a student wishes to take examinations from study units from higher years, she must submit an application to the ODrS. The application is decided upon by the CDrS.

Article 38 **(Repeating an examination)**

A student who has not successfully completed an examination or another final obligation in a subject or seminar may repeat the examination or obligation once. The third time, the examination or the obligation is carried out in front of a committee consisting of at least three members. The grade given at the committee examination is final.

A student who even in the last possible retake in accordance with the Statue of the UL does not pass the examination cannot finish the doctoral study programme in the same field.

The costs of the third retake of the examination shall be covered by the student in accordance with the currently valid price list.

Article 39 **(Notification on examination results and grades)**

The assessor or the chair of the examination committee shall inform the student about her grade immediately after the examination. At the latest 3 working days after the examination, the assessor or the chair of the examination committee must submit to the ODrS the list of students together with their grades from oral examinations.

The list of students with grades from written examinations must be submitted by the assessor or chair of the examination committee to the ODrS at the latest on the seventh working day after the examination.

In the case of a combination of a written and an oral exam, the assessor must within 7 working days notify the student about the written grade and arrange with each individual student the date

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of the oral part of the examination. The final grade must be submitted to the ODrS in accordance with the first paragraph of this Article.

If a student fulfils her obligations for a course or seminar through other forms of on-going assessment, the assessor must submit the grade to the ODrS within 7 working days after the completion of the course implementation or after the day the student acquired her final grade.

Longer written works, such as seminar papers, must be graded by the assessor at the latest 30 days after receipt and she must notify both the student and ODrS about the grade. Assessors must keep the graded written works for at least 60 days after the date of the examination and show them to students at their request.

Article 40

(Recognition of obligations fulfilled outside the doctoral study programme)

A student who has, during her study at the FA, passed specific examinations in other study programmes, or at another higher education institution in Slovenia or abroad, can apply to have these recognised. The student shall submit her application for the recognition of examinations together with appropriate proof to the ODrS, the application must also include the opinion of her supervisor and the leader of the course which the student is applying to have recognised, as well as consent by the field coordinator and head of department. Recognition is decided upon by the CDrS.

Obligations recognised in this way shall be included in the sum of ECTS necessary for acquiring third-cycle education.

This Article shall also apply *mutatis mutandis* to students who apply for the recognition of obligations at the time of applying for enrolment in the doctoral study programme.

Article 41

(Disciplinary responsibility of students)

At the FA, the responsibility of students for violations of their duties or failing to fulfil obligations is ascertained in a disciplinary procedure before a first-level disciplinary committee.

The proposal for the initiation of a disciplinary procedure is submitted to the Dean or to a person authorised by the Dean.

The procedure for ascertaining responsibility starts at the request of the Dean of the FA or a person authorised by her and is conducted in accordance with the provisions of the *Rules and Regulations on the Disciplinary Responsibility of UL Students*.

Article 42

(Plagiarism)

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Plagiarism consists of all manner of appropriation of any form of work created by another author and failing to respect the author's moral copyright, in particular:

- presenting another author's work as the student's own;
- copying the text or any other kind of work created by another person, including pictorial and musical material, audio recordings, audio-visual works, computer programmes, drawings, plans, etc., without giving the source and/or its creator;
- copying a sentence and changing the words in it without giving the source and/or author;
- leaving out typographical indications in citations that unambiguously show that it is a citation;
- giving incorrect or misleading information about the source of the citation.

At the proposal of the course leader or seminar teacher, the field coordinator, in addition to the request for ascertaining responsibility related to the deception in an assessment of knowledge or proven plagiarism which she submits to the disciplinary committee, can also suggest to the Dean the issuing of a temporary decision banning the student from carrying out all her study obligations.

The ban is valid for a period of 30 days or until the final decision by the disciplinary committee.

Where the student is not served the invitation to the disciplinary committee hearing by the stated deadline or where the student appeals against the disciplinary committee's decision, the temporary decision shall be extended until the final decision on the disciplinary responsibility or until the expiry of the period of limitation for the initiation and implementation of the disciplinary procedure.

Article 43 **(Date of completion of the doctoral study)**

The date of completion of the doctoral study is considered to be the day when a student has had an original research paper published or accepted for publication and when the grade for the last fulfilled obligation – the defence of the doctoral dissertation – has been entered in the official register.

V. SUPERVISION

Article 44 **(Conditions for supervisors and co-supervisors)**

A supervisor or co-supervisor in doctoral studies shall be a higher education teacher who has the title of assistant professor, associate professor or full professor, or a researcher who has the title of research associate, senior research associate or senior research fellow, and who has demonstrated research activity with an appropriate bibliography from the broader field of the student's doctoral dissertation.

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A supervisor or co-supervisor may also be a person with an adequate “habilitation” from another institution (home or foreign) with publications from the broader field of the student’s doctoral dissertation topic, if she participates in a study programme, or is employed at an institution with which the UL or a member of the UL has concluded a contract or a cooperation agreement.

A student can have more supervisors or (co)supervisors (e.g. in the case of contracts of joint research (co)mentorship)).

In accordance with the decision by the Senate of the UL No. 031-10/2018 from 9 January 2019 in addition to the basic criteria, the minimum condition for a supervisor/co-supervisor to demonstrate her research activity is that during the last five years she has achieved 150 Z points according to SICRIS and has achieved more than 0 in the index of important achievements with a quantitative grade of A ½.

In the case of artistic research, the supervisor/co-supervisor must be elected into the title of higher education teacher in the field of arts in accordance with the “habilitation” (i.e. qualification) criteria. In this case, a supervisor group is formed, in which a supervisor or co-supervisor from an academic research field that fulfils the minimal condition for demonstrating research activities must participate.

The supervisor/co-supervisor work together with the CMDS and can be members of it, but they do not participate in the knowledge assessment process.

Article 45

(Limitation of the number of doctoral students with a specific (co)supervisor)

A higher education teacher with a suitable title can be a supervisor or (co)supervisor to a maximum of six students who are enrolled in any doctoral study programme and for whom no more than two years have passed since their last enrolment in a certain year (or additional year) of doctoral studies. This number does not include students who have already submitted the doctoral dissertation for assessment.

Article 46

(Appointing a supervisor and co-supervisor)

Following a proposal by the CDrS, a supervisor (and co-supervisor) shall be appointed by the FA Senate and confirmed when the doctoral dissertation proposal is approved by the Senate of the UL.

When approving the doctoral dissertation proposals, the Senate of the UL also verifies the conditions for (co)supervision and in the case of non-fulfilment calls for the FA to find a replacement.

Article 47

(Co-supervision in cases when the supervisor is employed at a foreign university)

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Where a supervisor is a higher education teacher from a foreign university, a co-supervisor shall be appointed in the academic field the student is enrolled in who is a regular, full-time employee at the FA. The co-supervisor is proposed by the Field Committee.

Article 48 **(Supervisor and co-supervisor obligations)**

The supervisor and co-supervisor:

- supervise the research work of the doctoral student at the time of preparation of the conceptual plan of the research work, the doctoral dissertation proposal and the doctoral dissertation, and participate in the CMDS's work at all stages of the procedure except for the assessment;
- give instructions to the doctoral student and participate in determining the content, method and standards of work on the doctoral dissertation, planning the research and research data management, and helping identify the already known facts in the research field;
- introduce doctoral students to narrower and wider research communities in which they can participate (e.g. invitations to meetings, conferences in Slovenia and abroad);
- be available to the doctoral student for regular consultations by mutual agreement;
- participate in the presentation of the doctoral dissertation proposal, the presentation of the preliminary results of the research work and the defence of the doctoral dissertation;
- ensure the integration of the doctoral student in research work;
- regularly require oral or written reports on the course and results of the research work and consultation on the possible publication of the partial results of the doctoral dissertation or its presentation at academic events;
- set an example for ethical research work through their own actions;
- have a good relationship with the student and among themselves.

In addition to the CDrS and the FA Senate, the field coordinator, the programme trustee, head of department and head of the Doctoral School of the UL can all help to resolve any misunderstandings between the student, supervisor and co-supervisor.

Article 49 **(Student obligations)**

The student shall:

- reach an agreement on supervision or co-supervision of their doctoral studies;
- regularly carry out study obligations and research work;
- in accordance with the ISP, register the doctoral dissertation proposal, publicly present the doctoral dissertation proposal and the preliminary results of the research work, write the doctoral dissertation, publish or have had accepted for publication at least one original research paper in accordance with Article 22 of these Rules and Regulations, and publicly defend the doctoral dissertation;

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- constantly work with her supervisor and co-supervisor, consulting on the content, method and standards of her work on the doctoral dissertation;
- regularly report to the supervisor and co-supervisor about the progress of her work;
- carry out research work in accordance with the ethical norms of the UL;
- take into account and publicly acknowledge the contribution of the supervisor and co-supervisor and other colleagues and have a fair attitude towards them;
- agree with the supervisor, co-supervisor and other colleagues on the publication of the results of the research work from the doctoral dissertation completed as part of a doctoral study 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 71 of these Rules and Regulations. The student shall report on this to the supervisor and co-supervisor and also to the CMDS.

VI. REGISTRATION OF THE DOCTORAL DISSERTATION PROPOSAL

Article 50

(Registration of the doctoral dissertation proposal)

At the latest by 21 December in year two of study, the student must submit to the ODrS a doctoral dissertation proposal, which is dealt with by the FA Senate on the basis of a proposal by the CDrS.

The doctoral dissertation proposal must include:

- an application for registration of the doctoral dissertation proposal, which must include the student's personal information, the name of the study programme and the field in which the student wishes to acquire the doctoral title, and the title of the proposed doctoral dissertation in Slovene and English,
- a proposal for supervision and possible co-supervision and consent of the supervisor and potential co-supervisor, with an indication of 3 to 5 of their scientific publications in the field of the topic of the doctoral dissertation;
- the student's CV, with emphasis on her activities in the academic field;
- the student's bibliography (list of published academic, professional, other papers, as well as projects);
- consent by the committee responsible for ethics or other committee in accordance with Article 52, if the student has marked this in her application;
- a doctoral dissertation proposal, defined in Article 53 of these Rules and Regulations;
- possible proposal for writing the dissertation in another language in accordance with Article 51 of these Rules and Regulations and the *Statute of the UL*.

All the documentation referred to in the previous paragraph must be written in Slovene. If the student is studying foreign languages and literature, the proposal may in addition to Slovene also be written in the relevant language.

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A student may register the 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 student may register either a new doctoral dissertation proposal or an updated doctoral dissertation proposal which was already considered by the FA senate. A second registration of a rejected dissertation proposal shall not be permitted.

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

The costs of re-registering the doctoral dissertation proposal are charged in accordance with the valid price list.

Article 51 **(Writing a doctoral dissertation in a foreign language)**

When registering a doctoral dissertation proposal, a student may request permission to write her doctoral dissertation in English if she is a foreigner or if either her supervisor or co-supervisor are foreigners or if a member of the CMDS is a foreigner.

In the case of studying a foreign language and literature, a student may request permission to write her doctoral dissertation in that language.

The decision is taken by the Senate of the UL on the basis of a proposal by the FA Senate.

Article 52 **(Consent by the committee responsible for ethics or other permissions)**

If the content and methods of the doctoral dissertation required to carry out the research for that dissertation so demand it, students acquire the consent of an appropriate committee responsible for ethics or other committees or the permission of the *Administration of the Republic of Slovenia for Food Safety, Veterinary Medicine and Plant Protection* for conducting experiments on animals.

Students shall submit the consent from the committee responsible for ethics or other permissions to the ODrS, usually when submitting the doctoral dissertation proposal.

Article 53 **(Structure, content, length and language of the doctoral dissertation proposal)**

The doctoral dissertation proposal must be written and set out in accordance with the rules that apply to the structure of professional and research papers at the appropriate FA department and comprise 3 to 7 printed pages in A4 format (not including sources and table of contents).

The doctoral dissertation proposal must include:

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- the proposed title of the doctoral dissertation (in Slovene and English or in another language in the case of study of foreign languages and literatures, in accordance with the recommendations and instructions for writing titles, which are a constituent part of these Rules and Regulations);
- the academic field of the topic of the doctoral dissertation;
- definition of the research, which includes:
 - overview of the narrower academic field and overview of current research in the doctoral dissertation topic field and the purpose of the research,
 - clearly presented hypotheses and research questions or objectives with a short explanation,
 - research concept and description of research methods,
 - definition of the expected results and original contribution to research,
 - list of relevant literature from the field of the doctoral dissertation.
- a draft of the research data management plan in accordance with Article 71 of these Rules and Regulations.

If, upon registering the doctoral dissertation proposal, the student has submitted an application to write the dissertation in a foreign language, the proposal must be written in that foreign language and translated into Slovene.

Article 54

(Incomplete application for doctoral dissertation proposal)

If the doctoral dissertation proposal application is not complete with regard to the provisions in Articles 50 to 53 of these Rules and Regulations, the ODrS shall ask the student to complete it within a specified time period, whereby this period may not be longer than a year.

If a student does not complete her doctoral dissertation proposal application within the given time period, the application shall be dismissed with a decision.

Article 55

(Committee for monitoring the doctoral student)

The committee for monitoring the doctoral student (hereinafter: CMDS) monitors the student from the registration of the doctoral dissertation proposal to the assessment of the doctoral dissertation and its defence.

The CMDS consists of at least three assessors from the ranks of higher education teachers or researchers, who are experts in the broader field of the doctoral dissertation and hold a valid teaching or academic title. At least one assessor must be from another university or another research organisation, exceptionally, from another UL member. Such an exception shall be properly justified.

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

The supervisor and co-supervisor can be members of the CMDS, but do not take part in the knowledge assessment. If the supervisor and co-supervisor are members of the CMDS, the number of members shall be increased accordingly.

In their work, the CMDS members, supervisor and co-supervisor must avoid situations which could signify or already do signify a clash of interests in accordance with the *Rules on Avoiding Clashes of Interest and Conditions for Working Outside the UL*.

Article 56 (Appointing the CMDS)

At the latest 7 days after receiving a complete doctoral dissertation proposal, the ODrS, in agreement with the supervisor and field coordinator, asks the head of department to propose the members of the CMDS and chooses from among the CMDS assessors a chair who will coordinate the work of the members and prepare the joint assessment of the doctoral dissertation proposal.

The suitability of the CMDS is discussed by the CDrS; the latter also proposes the CMDS to be appointed by the FA Senate, as a rule on its first session after the complete doctoral dissertation proposal has been submitted by the student.

If the CDrS or FA Senate judges the composition of the CMDS to be unsuitable, it shall ask the proposer for amendments, which the proposer must convey to the ODrS at the latest 7 days after the receipt of the request for the change.

The FA Senate, following a proposal by the CDrS, appoints the CMDS on its first session after the doctoral dissertation proposal registration.

The FA Senate issues a decision on the appointment of the CMDS, and the ODrS informs the CMDS, the student and the supervisor and possible co-supervisor about this in writing.

Article 57 (Presentation of the doctoral dissertation proposal)

The student presents the doctoral dissertation proposal to the CMDS and the research public. The presentation is organised by the CMDS chair at the latest within 45 days after the appointment of the CMDS, whereby this period shall not include the time between 15 June and 20 August.

The presentation includes the presentation of the concept of the doctoral dissertation, research questions and hypotheses, planned methodology and sources and the implementation plan.

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The CMDS shall draw up the minutes about the presentation, which shall include any remarks and the deadline for supplementing the doctoral dissertation proposal and sign it. The CMDS chair submits the minutes to the ODrS and informs the student, supervisor and co-supervisor about the comments and the deadline by which the student must submit corrections of and supplements to the doctoral dissertation proposal.

Article 58 **(Criteria for the assessment of the doctoral dissertation proposal)**

The criteria used for the assessment of the doctoral dissertation proposal are:

- whether the submitted proposal can be the subject of academic treatment and whether it is conceptualised in such a way that it is justifiable to expect it to yield an independent and original contribution to the relevant academic field;
- whether the proposal contains sufficiently clearly defined key theses and the questions the student intends to examine in the doctoral dissertation;
- whether a suitable academic method for the realisation of the doctoral dissertation is envisaged;
- whether the title is appropriate for the content and the field of the doctoral dissertation;
- whether the suitable basic literature for the field of the doctoral dissertation is given.

Article 59 **(Corrections to the doctoral dissertation proposal)**

Even during the assessment of a doctoral dissertation proposal, the CMDS can offer the student suggestions for improvement, but only once. The student must submit the corrections and amendments to the ODrS within the time period specified by the CMDS. Even if the student does not respond to the suggestions by the deadline, the CMDS must write an assessment of the doctoral dissertation proposal in accordance with Articles 60 and 61 of these Rules and Regulations. The deadline for the drawing-up of the assessment of the doctoral dissertation proposal shall be extended for the time period the CMDS determined for the student to correct or supplement the proposal.

VII. APPROVAL OF THE DOCTORAL DISSERTATION PROPOSAL

Article 60 **(Assessment of the doctoral dissertation proposal)**

At the latest within a month after the presentation of the doctoral dissertation proposal or after the submission of the supplemented doctoral dissertation proposal, the CMDS prepares an assessment of the doctoral dissertation proposal in accordance with the provisions in Article 61 of these Rules and Regulations.

The assessment is usually a joint one, written by the chair of the CMDS. The assessment, signed by all the CMDS members, is submitted by the chair to the ODrS. In addition to the assessment,

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the chair also submits the consent of the proposed supervisor and/or co-supervisor to the supervision and/or co-supervision, including a list of 3 to 5 publications from the broader field of the doctoral dissertation topic (which is also submitted in electronic form) and the SICRIS number of the researcher, if she has one. If someone will not sign the joint assessment, the CMDS member who does not agree with the assessment must submit a separate assessment of the doctoral dissertation proposal.

The assessment must be written in Slovene. If one of the CMDS members is a foreign citizen who does not understand Slovene, the report must also be written in English (it can be shorter), or in another language in the case of study of other foreign languages and literatures that the foreign CMDS member signs or a statement by the foreign member that has been acquainted with the content of the assessment and agrees with it must be attached to the report.

The assessment is dealt with by the CDrS and the FA Senate.

Article 61 **(Components of the assessment of the doctoral dissertation proposal)**

The topical nature of the doctoral dissertation proposal and the envisaged contribution towards academic research must be evident from the written assessment of the doctoral dissertation proposal.

The assessment of the doctoral dissertation proposal shall comprise:

- the title of the proposed doctoral dissertation in Slovene and English or in another language in the case of study of foreign languages and literatures with assessment of the suitability of the proposed title of the doctoral dissertation (if necessary it shall also include a proposal for a change to the title of the doctoral dissertation);
- an assessment of the proposed doctoral dissertation content with regard to the selected field of study, and its current and scientific relevance;
- an assessment of the suitability of the hypotheses and research questions or objectives;
- an assessment of the suitability of the envisaged research methods and their feasibility;
- an assessment as to whether the literature cited in the doctoral dissertation proposal appropriately supports the proposed research that the student intends to carry out for the dissertation;
- an assessment of the draft research management plan;
- a decision stating and substantiating the assessment and the field in which the academic doctorate will be obtained;
- the clear opinion of the CMDS members as to whether the proposed doctoral dissertation proposal is conceived in such a way that an independent and original contribution to the scientific field can be expected;
- assessment of the suitability of the supervisor and co-supervisor with regard to the fulfilment of the conditions for supervision or co-supervision and its consent to the acceptance of supervision or co-supervision;
- date and signatures of the CMDS members (assessors);

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- if the nature of the research so requires it, also an opinion whether consent by the committee responsible for ethics or other permissions from Article 52 of these Rules and Regulations is necessary.

Article 62

(Discussion on and approval of the assessment of a doctoral dissertation proposal)

The CDrS shall discuss the assessment of the doctoral dissertation proposal drawn up by the CMDS at the latest two months after the assessment is submitted to the ODrS and submit it for approval to the FA Senate.

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.

At the proposal of the CDrS, the FA Senate shall:

- adopt and approve the positive assessment by the CMDS of the suitability of the doctoral dissertation proposal. When the FA Senate approves the positive assessment of the suitability of the doctoral dissertation proposal by the CMDS, the ODrS sends the declaration of the doctoral dissertation proposal, together with the documentation (the UL form for approval of the doctoral dissertation proposal, the student's CV and bibliography, the doctoral dissertation proposal with the main sources, the consent of the supervisor and (co)supervisor including their publications from the broader field of the doctoral dissertation proposal and the SICRIS number of the researcher, if she has one, and necessary bibliometric indicators), CMDS assessment, Senate decision and – if so required by the content and methods of the doctoral dissertation – consent of an appropriate committee responsible for ethics or other committees or permission in line with Article 52 of these Rules and Regulations as well as any other possible attachments to be discussed and approved by the Committee for Doctoral Studies of the University of Ljubljana and the Senate of the UL.
- determine an additional deadline within which the student must amend or supplement the topic of the doctoral dissertation proposal or take the CMDS's comments into account in another way. In this case it informs her of the comments and suggestions by the CMDS. The student must, by the deadline set by the FA Senate, submit amendments to the ODrS or write a suitably altered doctoral dissertation proposal. The CMDS checks the supplemented proposal and submits a new written assessment of the doctoral dissertation proposal within one month of receiving the amendments. This assessment is once more discussed by the FA Senate. If the student does not submit the supplemented doctoral dissertation proposal by the given deadline, the CMDS must in spite of this give an assessment of the doctoral dissertation proposal;
- rejects the doctoral dissertation proposal. If the FA Senate accepts the negative assessment by the CMDS, it rejects the proposal of the doctoral dissertation proposal. With this, the procedure is finished and the student cannot re-submit the proposal that received a negative assessment.

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The FA Senate is not bound by the CMDS's assessment when deciding on the doctoral dissertation proposal. If the assessment of the FA senate does not follow the assessment/assessments of the CMDS, the FA senate must justify its decision.

If the FF Senate rejects the doctoral dissertation proposal, the procedure is finished. A student may not resubmit a doctoral dissertation proposal that has been rejected.

The UL Senate decides on the proposed doctoral dissertation proposal within two months at the latest, whereby the UL Senate may:

- approve the doctoral dissertation proposal;
- invite the FA to complete or amend the application, while the deadline for completion is set by the FA;
- reject the doctoral dissertation proposal.

The Senate informs the FA about the decision, while the FA informs the student, supervisor and co-supervisor, as well as members of the CMDS, while it is considered that the procedures for approving the doctoral dissertation proposal at the UL Senate in July and August are not taking place.

The consent of the UL Senate to the doctoral dissertation proposal for students of the four-year doctoral study programme is valid for another two years from the loss of the student status.

In addition to the fulfilled obligations of the organised forms of study, the approval of the doctoral dissertation proposal by the UL is a condition for enrolling in the third year of the programme for three-year doctoral study programmes and in year 4 for four-year doctoral study programmes.

Article 63

(Presentation of the preliminary results of the research work prior to the defence of the doctoral dissertation)

When – in the judgement of the supervisor and the student – the research work is in its final phase and it is already possible to offer conclusions in line with the set hypotheses and research questions, the student submits a draft version of the doctoral dissertation to the CMDS members, supervisor and co-supervisor and presents the research results, with an emphasis on the main findings and contribution to academic research and the updated research data management plan in accordance with the second paragraph of Article 71 of these Rules and Regulations.

Minutes are taken of the presentation, in which the written questions or comments of the CMDS members and the decision on the success/failure of the presentation are given or attached with explanation. In the case of necessary amendments to the draft version of the doctoral dissertation, the CMDS sets a deadline for submitting the amendments, which may not be longer than the deadline for submitting the doctoral dissertation for assessment. As a rule, the presentation is public. In the particular case of confidential information, the supervisor, co-supervisor and student may suggest that the presentation should not be public. In this case it is intended only for the CMDS members, the supervisor and co-supervisor.

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The chair of the CMDS submits the minutes of the presentation, signed by all members, to the ODrS and also to the student and supervisor and possible co-supervisor.

The presentation of the results of research work that was unsuccessful can only be repeated once. If also the repeated presentation is unsuccessful, the procedure is finished and the student cannot finish the doctoral study programme in the same field.

VIII. SUBMITTING A DOCTORAL DISSERTATION

Article 64

(Originality of a doctoral dissertation)

A doctoral dissertation is a written work and must be an independent and original contribution to the academic discipline in which a student wishes to acquire a doctoral degree.

Article 65

(Language of a doctoral dissertation)

As a rule, doctoral dissertations are written in Slovene.

In the case of studies carried out in a foreign language or when justifiable reasons are given (foreign student, foreign supervisor, co-supervisor or CMDS member), or if the doctoral dissertation is composed of research articles published in English, they may, exceptionally, be written in English. If the student is studying a foreign language and literature, doctoral dissertations may be written in another foreign language.

If a doctoral dissertation is written in a foreign language, the student is still obliged to write an extensive summary in Slovene (10% of the whole text), using appropriate Slovene academic terminology in the academic field of the doctoral dissertation.

The decision on writing a doctoral dissertation in a foreign language shall be passed by the Senate of the UL, following a proposal from the FA Senate.

Article 66

(Supervisor's consent)

Students submit their doctoral dissertation for assessment with the written consent of the supervisor and co-supervisor. Students may also submit their doctoral dissertation for assessment without prior consent by the supervisor and/or co-supervisor, but the supervisor and/or co-supervisor must explain in writing to the FA Senate why she/they does/do not agree with the submitted work and submit this to the ODrS.

Article 67

(Deadline for submitting the doctoral dissertation – four-year doctoral studies)

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Students on the four-year doctoral study programme must submit their completed doctoral dissertation at the latest within two years of enrolment in the last year or in the additional year of the study programme or in accordance with the decision on the extension of their student status for justifiable reasons in accordance with Article 30 of these Rules and Regulations.

Students may submit their doctoral dissertation only when they have completed all the other obligations determined in the doctoral study programme.

If a student does not submit her doctoral dissertation by the deadline specified in the first paragraph of this Article, she must submit an application for continuing or completing her studies after an interruption in accordance with Article 32 of these Rules and Regulations, accompanied by the opinion of the supervisor and possible co-supervisor.

The CDrS decides on the right to continue or complete studies. In the case of a positive decision to continue or complete the doctoral study, CDrS issues a decision specifying the obligations that the student must complete to continue or complete the study, including the deadline for registering the doctoral dissertation proposal, which may not exceed two years, and also the deadline for completing the study, whereby the deadline for submitting the dissertation for assessment is two years from the registration of the proposal of the doctoral dissertation at the UL Senate.

If the student does not re-register the doctoral dissertation proposal by the deadline from the decision outlined in the previous paragraph or the UL Senate does not approve the doctoral dissertation proposal or the student does not submit the prepared doctoral dissertation in the case of an approved doctoral dissertation proposal at the UL Senate, she can complete doctoral study in the same field.

Article 68

(Deadline for submitting the doctoral dissertation – three-year doctoral studies)

Students on the three-year doctoral study programme must submit the doctoral dissertation at the latest within four years from the day when the Senate of the UL approved the doctoral dissertation proposal.

Students on the three-year doctoral study programme who cannot submit their doctoral dissertation by the deadline specified in the previous paragraph may submit an application to the ODrS for an extension of the deadline for submitting their doctoral dissertation or an extension of the validity of the doctoral dissertation proposal whereby the deadline can be extended once for a maximum of one year.

The FA Senate shall pass a decision on the submitted applications on the basis of an opinion from the CDrS.

If a three-year doctoral student does not submit her doctoral dissertation within four years from the day when the Senate of the UL approved the doctoral dissertation proposal or in accordance

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with the decision on the extension of the validity of the doctoral dissertation proposal for maximum of one year, she may submit an application for continuing or completing her studies later, accompanied by the opinion of the supervisor and possible co-supervisor.

The CDrS decides on the right to continue or complete studies. In the case of a positive decision to continue or complete the doctoral study, CDrS issues a decision specifying the obligations that the student must complete to continue or complete the study, including the deadline for registering the doctoral dissertation proposal, which may not exceed two years, and also the deadline for completing the study, whereby the deadline for submitting the dissertation for assessment is two years from the approval of the doctoral dissertation proposal at the UL Senate.

If the student does not re-register the doctoral dissertation proposal by the deadline from the decision from the previous paragraph or the UL Senate does not approve the doctoral dissertation proposal or the student does not submit the prepared doctoral dissertation in the case of an approved doctoral dissertation proposal at the UL Senate, she can complete a doctoral study in the same field.

A student who has been approved to continue or complete her studies completes her studies according to the currently valid (four-year) study programme.

Article 69

(Submission of an electronic version of the doctoral dissertation and checking the originality of the content of the doctoral dissertation)

Prior to the first submission of the doctoral dissertation as specified in the next Article of these Rules and Regulations, students submit to the FA student information system an electronic version of their written doctoral dissertation, in accordance with the instructions published on the FA website. Prior to its defence, every doctoral dissertation shall be checked for similarities with other works, using content similarity detection software. Similarity detection shall be carried out automatically after the submission of the electronic version of the doctoral dissertation to the FA student information system, and the analysis shall be kept in the ODrS.

Ten days after the submission of the electronic form of the written doctoral dissertation to the FA student information system, the supervisor and co-supervisor, if there is one, check the sections of the doctoral dissertation that the detector has marked as the same or similar. To do this, they use the analysis by the software and/or an interactive display of the similarities within the software and the doctoral dissertation which is the subject of checking. During the visual and substantive examination, they assess whether the student has suitably marked the similar parts of the text as citations and stated the sources, or whether there is plagiarism.

If, within ten working days, the supervisor and co-supervisor do not assess the excessive amount of similar content, heads of departments shall be notified about this.

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The supervisor and co-supervisor can approve the dissertation if the similar content is correctly cited and the required proportion of the dissertation is the result of the student's independent work or request that the student corrects the dissertation appropriately.

If the supervisor and co-supervisor request that the student corrects the doctoral dissertation, the student must resubmit her dissertation to the FA student information system. After the submission of the corrected version of the doctoral dissertation, the software is again used to check the similarity of the content with the works contained in the software corpus and creates an analysis that is kept in the ODrS.

In the following days, the supervisor and co-supervisor approve the work if the similar content is correctly cited and the required proportion of the written doctoral dissertation is the result of the student's independent work; the doctoral dissertation is then submitted for further treatment. If the doctoral dissertation is not suitably corrected, the supervisor and co-supervisor give the dissertation a failing grade, while the ODrS passes on the analysis together with the doctoral dissertation and the opinions of the supervisor and co-supervisor to the FA Senate, which passes a decision about the dissertation.

Where it is ascertained that conditions for the initiation of disciplinary procedures are fulfilled, the supervisor and co-supervisor pass the matter on to the first-level disciplinary committee at the FA for the initiation of a disciplinary procedure in accordance with the provisions of the *Rules and Regulations on the Disciplinary Responsibility of Students at the UL*.

The person at the FA responsible for the use of the software for content similarity detection shall erase the file of the doctoral dissertation in which plagiarism was detected from the software corpus after the corrected version of the doctoral dissertation has been submitted (if the content similarity detection software does not automatically delete older versions), or shall erase the record of the doctoral dissertation that has not been suitably corrected. The file shall remain stored in the student information system.

The similarity of the content can also be checked for those doctoral dissertations in which a possibility of content similarity has been ascertained subsequently, whereby the citation standards valid at the time when the doctoral dissertation was submitted shall apply. The procedure shall be conducted in accordance with the *Rules on content similarity detection of the electronic form of the written final work of studies and on provisions regarding the temporary inaccessibility of the content of the written final work of studies*.

Article 70

(First submission of the doctoral dissertation)

At the first submission, the student shall submit at least 3 (or a higher number if there are more members of the CMDS) spiral bound copies of the doctoral dissertation to the ODrS.

The student must attach to the doctoral dissertation the supervisor's and co-supervisor's consent.

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If the student does not attach the consent from the previous paragraph, the supervisor and/or co-supervisor must explain to the FA Senate in writing why she/they does/do not agree with the submitted work and submit the explanation to the ODrS.

In addition, upon the first submission the student also submits to the ODrS proof regarding the published original research paper. If the original research paper has not yet been published, the student shall submit to the ODrS proof from the editorial office that her original research paper has been sent for publication and has been accepted for publication. accepted for publication and that the research paper that has been sent for publication.

A student of the three-year doctoral studies submits proof that her original research paper was accepted for publication and that her research paper that was sent for publication before the defence of the doctoral dissertation.

If the FA Senate approves the doctoral dissertation, the student must, prior to the defence of the doctoral dissertation, submit the appropriate number of bound copies in accordance with Article 77 of these Rules and Regulations.

Article 71

(Structure, mandatory elements, length and form of the doctoral dissertation)

A doctoral dissertation shall contain:

- title in Slovene and English or in another language in the case of studying a foreign language and literature;
- abstract in Slovene and English (maximum 300 words) and at least five keywords in both languages; the abstract and keywords are published in the repository;
- table of contents (content, pictorial material, tables, abbreviations);
- list of articles that were published from the doctoral dissertation content, including the Declaration of Publishing Rights where appropriate;
- introduction with the summary from the doctoral dissertation proposal;
- overview of the field/problem background;
- purpose of the research and hypotheses or research questions or objectives;
- research methodology;
- results;
- discussion;
- conclusions;
- extensive summary in Slovene (10% of the whole text) if the dissertation has been written in another language;
- author's acknowledgements, which are not a necessary component and are added by the student if she wishes to do so;
- bibliography;
- signed statement by the student about authorship, with which she:
 - o confirms that the dissertation is the result of her independent work;

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- confirms that the written form of the doctoral dissertation is identical to the electronic form;
 - confirms that she has acquired all the necessary permissions for the use of the data and copyright works in the doctoral dissertation and that she has clearly marked them;
 - confirms that she has produced the doctoral dissertation in accordance with ethical standards and, where necessary, she has acquired consent from the ethics committee for her research;
 - consent to the use of the electronic form of her doctoral dissertation for content similarity detection with other works using content similarity software connected with the student information system of the university member;
 - consent to the UL's transferring the right for reproduction gratuitously, non-exclusively, without space and time limitations, including the right to storage in electronic form and the right to make the doctoral dissertation available to the public, as governed by Article 73 of these Rules and Regulations;
 - confirms that (for a finished work at the third cycle of study, made up of articles) she has obtained from the publishers to whom she has previously exclusively transferred the copyright of her articles the necessary consent for the inclusion of the articles in the printed and electronic versions of her doctoral dissertation;
 - confirms that she allows the publication of her personal data given in her written doctoral dissertation and statement of authorship, as well as the publication of the dissertation;
 - confirms that she allows the use of her birthdate in the COBISS record;
- any other appendices.

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 student 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 student 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.

The doctoral dissertation must be bound in A4 format. The cover, title page and spine must be created in accordance with appendices 1, 2 and 3 of these Rules and Regulations.

As a rule, doctoral dissertations must not be longer than 650,000 characters with spaces (text without appendices).

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The doctoral dissertation must be written and edited in accordance with the rules for editing academic texts at the relevant department of the FA. The student shall be responsible for the grammatical correctness of the text, while the CDrS may reject a dissertation if it is not created in accordance with the instructions in this Article.

Article 72 (Doctoral dissertations on the basis of published research papers)

A doctoral dissertation may consist of at least three original research papers by the student which have been accepted for publication (with proof – the editor’s letter saying that the paper has been accepted for publication) or have already been published. The original research papers must be substantively connected (complementary) and the result of the work on the approved doctoral dissertation proposal.

Upon registering for a doctoral study programme, the candidate gives formal notification of her intention to write her dissertation on the basis of published scientific papers. At the interview which is carried out in the field of the doctoral study, the student presents the project of preparing her dissertation on the basis of her published research papers. After the interview, the intended supervisor must hand in to the ODrS consent for the dissertation on the basis of published research papers.

A traditional doctoral dissertation can be replaced with at least three academic publications, whereby this does not include the original research paper that the student has to write as part of the doctoral study programme. The publications must be substantively sufficiently related so that they can form a homogenous substantive/research unit, which is an equivalent to the traditional doctoral dissertation. The submitted published papers may not be older than four years (counting from the day of enrolment or 1 October of the academic year in which the student is enrolling on the doctoral study programme), while the unpublished papers must be published by the time the doctoral dissertation is submitted.

The following count as formally appropriate academic publications in accordance with the general research criteria and “habilitation” criteria of the UL: original research paper, academic collections of papers, part of a collection of research papers. With all types of publications, the student must be the only author, the lead or first author (if the authors are listed alphabetically, the co-authors shall submit a written statement about the lead author).

According to the established system in the “habilitation” criteria, an academic collection of papers replaces two research papers or two parts of scientific monographs; in the judgement of the CMDS, also three in the case of a collection of papers of exceptional importance, but in this case the student must submit proof of the work being cited by the international academic public.

One of the submitted research works must be an original research paper published in a suitably indexed journal (SSCI, AHCI, ERIH PLUS, SCOPUS).

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The CMDS shall judge the suitability of the research paper as part of the assessment of the proposal (in accordance with the Articles in chapters VI, VII and VIII of these Rules and Regulations) and as part of the assessment of the doctoral dissertation (in accordance with the Articles in chapter IX of these Rules and Regulations). When submitting the doctoral dissertation proposal, the student must present at least two research papers, which she intends to have validated for acquiring a doctorate. The decision, following a proposal by the CDrS, shall be taken by the FA Senate upon the approval of the doctoral dissertation proposal, which it then passes on to be approved by the UL.

A doctoral dissertation completed on the basis of published academic works must include:

- introduction 1 author's sheet (30 000 signs or approximately 16 typed pages) in length, in which the research problem, theoretical starting point, objectives, methodology and original research paper must be described;
- the central part consists of the publications;
- a conclusion/summary with a synthesis of research findings and a clearly defined original contribution to academic research of 1 to 2 author's sheets in length.

The author of a doctoral dissertation written in the form of articles or papers must obtain from the publishing companies to which she has previously exclusively transferred the copyright on her articles and papers consent for the articles or papers being included in the printed and electronic form of the doctoral dissertation.

Article 73 (Confidential nature of the doctoral dissertation)

If a part of the content of the doctoral dissertation is of a confidential nature (a patent, confidential documentation of a specific company, etc.), prior to submitting her doctoral dissertation, in accordance with the *Rules on content similarity detection of the electronic form of the written final work and on provisions regarding temporary inaccessibility of the content of the written final work at the UL*, the student may request that the content of her doctoral dissertation be temporarily inaccessible. The student's and supervisor's request shall be dealt with individually. A part of the dissertation must be publishable, as this is the only way in which a student can write a suitable paper, which is a condition for the defence of her doctoral dissertation.

IX. ASSESSMENT AND DEFENCE OF THE DOCTORAL DISSERTATION

Article 74 (Assessment of the doctoral dissertation and opinion on the suitability of the original research paper)

Within two months at the latest of receiving the doctoral dissertation, the members of the CMDS shall each submit their written assessment to the FA Senate, which must be drawn up in line with Article 75 of these Rules and Regulations. The assessment of the doctoral dissertation is submitted to the ODrS.

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If one of the members of the CMDS does not adhere to the deadlines and does not respond to the reminder that the deadline for submitting her assessment is approaching, or if a member resigns from participating in the CMDS for justifiable reasons (e.g. training abroad, maternity leave), the FA Senate shall appoint a replacement member. The ODrS shall inform the student, supervisor, co-supervisor and members of the CMDS about this.

Together with their assessment of the doctoral dissertation, the members of the CMDS shall also submit their opinion on the suitability of the original research paper that has been published or accepted for publication. A condition for arranging the defence is a doctoral dissertation approved by the FA Senate – on the basis of the submitted assessments – and the positive opinion on the suitability of the original research paper that has been published or accepted for publication.

Article 75

(Components of the assessment of the doctoral dissertation)

The assessment of the doctoral dissertation shall include the following:

- title of the document: “Assessment of the doctoral dissertation”;
- student’s name and surname;
- title of the doctoral dissertation;
- name of the study programme and field;
- list of CMDS members and the date of their appointment;
- date of receipt of the submitted doctoral dissertation;
- analysis of the dissertation containing: a short presentation of the structure of the dissertation, analysis and assessment of the validity of the confirmation or rejection of the set hypotheses or research questions or objectives, evaluation of the originality of the conclusions and the value of new findings, any specific features of the dissertation and 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 members of CMDS (based on strengths and any possible shortcomings of the doctoral dissertation) shall propose to the senate of the FA the approval, supplementation or rejection of the doctoral dissertation;
- final assessment and conclusion whether the defence of the doctoral dissertation is possible;
- date of assessment;
- signature of the CMDS member that assessed the doctoral dissertation.

Each assessor must write her own assessment, which must be in Slovene. The assessment may be in a foreign language only if the assessor is foreign. In this case, the supervisor shall arrange a suitable translation. A foreign committee member may write a shortened assessment of the doctoral dissertation which includes an assessment and justification as to whether the doctoral dissertation reaches the necessary level of originality.

Article 76

(Approval/rejection of the doctoral dissertation)

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On the basis of the submitted separate assessments by the CMDS members, the FA Senate approves or rejects the doctoral dissertation or calls upon the student to supplement or amend it in line with the given comments by a specific deadline and/or to provide a suitable original research paper.

When the student submits the supplemented doctoral dissertation and/or provides also the suitable original research paper, the CMDS members assess the supplemented doctoral dissertation and/or new original research paper once more and the FA Senate discusses new assessments again and either approves or rejects the doctoral dissertation.

If the student fails to suitably amend or supplement her doctoral dissertation by the set deadline, the FA Senate rejects the dissertation. If the student fails to provide the suitable original research paper, the senate of the FA does not allow the defence to take place, even if the doctoral dissertation was accepted. A rejected doctoral dissertation cannot be resubmitted in any of the doctoral programmes at UL.

In the case of a rejected doctoral dissertation or if the student fails to provide the suitable original research paper by the set deadline, the procedure for the acquiring the doctorate shall be deemed concluded, in this case the student cannot finish her studies in the same field.

Article 77
(Final submission of the doctoral dissertation)

If the FA Senate approves the doctoral dissertation, the student must, prior to the defence of the dissertation, submit four hard-bound copies of the doctoral dissertation.

Article 78
(Receipt from the library)

Prior to the defence of the doctoral dissertation, the student must obtain a receipt from the department library that she has returned all the material and paid any fines to the library. The receipt is handed in to the ODrS.

Article 79
(Determination and publication of the date of the defence of the doctoral dissertation)

As a rule, the defence of a doctoral dissertation takes place within one month of the approval of the doctoral dissertation by the FA Senate. At least 7 days must pass between the approval of the doctoral dissertation by the FA Senate and its defence.

The date of the defence of the doctoral dissertation shall be decided by the chair of the CMDS in agreement with the other members and the student. The chair informs the departmental office about the date of the defence of the doctoral dissertation, and the departmental office then informs the ODrS.

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As a rule, the time and place of the defence shall be publicly announced by the FA 7 days before the defence.

Article 80 (Defence of the doctoral dissertation)

The defence of a doctoral dissertation is an academic discussion among the CMDS members and the student, which is public. The main aim of the public defence is the presentation of the doctoral dissertation. Particularly in the case of data of a confidential nature, the supervisor, co-supervisor and student may propose that the defence not be public.

As a rule, the defence takes place in Slovene. It can also take place in another language, if the dissertation has been written in another language.

The student defends her doctoral dissertation before the CMDS. The supervisor and co-supervisor are also present at the defence.

The defence of a doctoral dissertation is led by the chair of the CMDS. The defence begins with the CMDS chair presenting the student's CV, the title and field of the doctoral dissertation, and the procedure to date of approving the doctoral dissertation. The chair also informs the student about the defence procedure and gives the final report on the doctoral dissertation. The final report is a summary of the assessments by all the CMDS members, drawn up by the CMDS chair.

The student presents her doctoral dissertation within a maximum of 30 minutes.

After the presentation of the doctoral dissertation, the CMDS members ask the student questions, and after the members, and with the consent of the chair, also other people present at the defence can ask questions.

The student may take a 30-minute break to prepare her answers to the questions.

After the defence is completed, the CMDS adopts a decision about the grade of the defence (pass, fail) in accordance with the provisions in the following Article.

Article 81 (Minutes of the defence of the doctoral dissertation)

The CMDS chair shall write minutes of the defence of the doctoral dissertation, which shall contain the student's name and surname, the title of the doctoral dissertation, the date of the defence and the CMDS members' signatures, together with the description of their role in the CMDS, the questions given to the student and the decision about the success of the defence.

After the defence, the CMDS chair shall hand in the documentation to the ODrS.

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Article 82

(Successfully completed defence and temporary certificate of the completion of study)

With the successfully completed defence of her doctoral dissertation, the doctoral student obtains the academic title “doktor/doktorica znanosti” and all the rights derived from this.

After the successfully completed defence, the ODrS issues the student a temporary certificate about the completion of the study, which is valid until the awarding of the doctorate, where the student obtains a Doctoral degree diploma.

Article 83

(Unsuccessful defence)

The defence of a doctoral dissertation that was assessed by the CMDS as failed cannot be repeated and appeal is not possible.

Article 84

(The awarding of the academic doctorate)

After the successful defence of the doctoral dissertation, the FA sends the required documentation of the student to the Department for Doctoral Studies at the UL for the purpose of the awarding of the doctorate. The documentation shall include the following:

- the Application for the Awarding of the Academic Doctorate form, which includes the information about the UL member and the doctoral study programme, information about the student, the title of the doctoral dissertation in Slovene and English (and another foreign language in the case of study of a foreign language or literature), about the supervisor and co-supervisor, the date of the approval of the doctoral dissertation proposal, the date of the defence of the doctoral dissertation and proof with the date of the publication of the original research paper or original research papers;
- the minutes of the defence.

On the basis of the application for the awarding of the doctorate, in agreement with the Rector, the Department for Doctoral Studies at the UL shall determine the date of the ceremony, draw up the list of the awarding of the academic doctorate and inform the FA about this. The ODrS informs the student, the Dean, supervisor and co-supervisor about the date of the awarding of the doctorate.

The doctoral degree diploma is drawn up in accordance with the Rules and Regulations on the issuing of diplomas and certificates of education at the UL.

The ODrS orders a certificate to be printed by the commissioned printer and then signed by the Dean. Prior to the Rector's signature, the certificate is checked by the Department for Doctoral Studies at the UL.

At the proposal of the FA, where the student has successfully completed all the obligations determined by the study programme and successfully defended her doctoral dissertation, the Rector

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carries out the ceremony for the awarding of academic doctorates. The ceremony is public and celebratory. The ceremony procedure is determined by a specific protocol, approved by the Rector, which is prepared in accordance with the tradition of the awarding of the doctorates at the UL.

On the basis of the data the Department for Doctoral Studies at the UL receives from the FA and of the presentation of the students and their works, presented by the Dean and the supervisor, the Rector carries out the awarding of the doctorate ceremony for the new doctors and hands them their doctoral degree certificates.

The student, the Dean of the FA, the supervisor and co-supervisor, and the invited guests take part in the ceremony.

The UL keeps a special Book of Academic Doctors, which is signed after the awarding of the doctorate by the new doctors and the supervisor, the Rector and the FA Dean.

The Doctoral Service Department of the UL shall also keep record of the Doctors of Philosophy.

X. WITHDRAWAL OF A DOCTORATE OF PHILOSOPHY

Article 85

(Reasons for a withdrawal of the academic title “doktor/doktorica znanosti”)

The academic title shall be withdrawn from a student if after the acquisition of the title it is ascertained that:

- the student has fraudulently presented the required conditions for enrolment;
- the student has not fulfilled all the obligations in accordance with the study programme;
- the student has fraudulently shown the fulfilled study obligations;
- in her final work (doctoral dissertation), in contravention of the established standards for citation, in a significant proportion of cases, the student has shown the original work of other authors as her own;
- a significant proportion of the doctoral dissertation is not the result of the student's own work, creativity and achievements.

Article 86

(Procedure for the withdrawal of the academic title “doktor/doktorica znanosti”)

The Senate of the UL shall decide on the withdrawal of the academic title of “doktor/doktorica znanosti”.

The withdrawal procedure can be set in motion by anyone and shall be led by the FA Senate and the Senate of the UL.

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A written proposal for issuing a decision on the withdrawal of the academic title “doktor/doktorica znanosti”, together with an explanation, shall be submitted to the FA Senate, which will appoint at least three higher education teachers (committee) to give, within 30 days, an opinion about the justification of the proposal. The FA Senate passes the committee’s proposal, together with all the documentation, to the Senate of the UL, which will decide on the withdrawal.

The proposal described in the first paragraph of this Article can also be submitted if a student who has successfully defended her doctoral dissertation has not been awarded a doctorate, but there is reasonable suspicion that the doctoral dissertation is not the result of the student’s own creativity. If such a proposal has been submitted, the UL Rector shall postpone the awarding of the doctorate to the student. The awarding of the doctorate can be put off until the end of the procedure for ascertaining the originality of the doctoral dissertation, but for a maximum of three months from when the proposal was submitted.

The decision about the withdrawal shall be published in the UL gazette. At the same time, the validity of the issued certificate shall be rescinded in the Official Gazette of the Republic of Slovenia.

XI. FINAL PROVISIONS

Article 87

(Competence for interpreting these Rules and Regulations)

Interpretation of these Rules and Regulations lie within the competence of the FA Senate.

Article 88

(Validity of these Rules and Regulations)

These Rules and Regulations shall enter into force on the day when they are adopted by the FA Senate and are valid from 1 October 2021. The second paragraph of Article 71 of these Rules and Regulations and all provision relating to it does not apply in the case of students enrolled prior to the 2021/2022 academic year.

Procedures introduced before the entry into force of these Rules and Regulations shall be carried out in accordance with the Rules and Regulations on the third-cycle study programme as of 30 May 2018 and 18 December 2019 where the provisions of these rules apply – unless determined otherwise by an individual Article of these Rules and Regulations – also to students enrolled in a three-year doctoral study programme that registered the doctoral dissertation proposal after 14 October 2017.

The procedures for students enrolled in a three-year doctoral study programme that registered the doctoral dissertation proposal prior to 14 October 2017 are carried out in accordance with Rules and Regulations on the Organisation and Implementation of the Interdisciplinary Doctoral Study Programme in the Humanities and Social Studies dated 20 September 2017.

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Ljubljana, 29.9.2021

Senate of the Faculty of Arts
Prof. Dr. Roman Kuhar
Dean

List of appendices:

- *Appendix 1: Cover of the doctoral dissertation*
- *Appendix 2: Title page of the doctoral dissertation*
- *Appendix 3: Title on spine of the doctoral dissertation*
- *Appendix 4: Statement of authorship*
- *Appendix 5: Recommendations for writing titles of the doctoral dissertation*
- *Appendix 6: Instructions for supervisors and students for translating Slovene dissertation titles into English*

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APPENDIX 1: Cover of the doctoral dissertation

University of Ljubljana
Faculty of Arts

Student's name and surname

Title of the doctoral dissertation

Doctoral dissertation

Ljubljana, *year*

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APPENDIX 2: Title page of the doctoral dissertation

University of Ljubljana
Faculty of Arts

Student's name and surname

Title of the doctoral dissertation

Doctoral dissertation

Supervisor: *title, name, surname*
Studies

(Co-supervisor: *title, name, surname*)

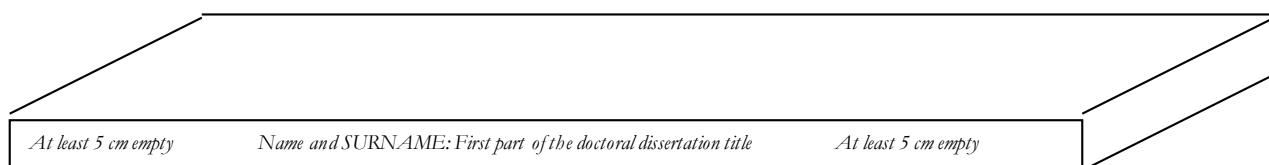
Study programme: *Humanities and Social*

Field: *field*

Ljubljana, *year*

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APPENDIX 3: Title on spine of the doctoral dissertation



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APPENDIX 4: Statement of authorship

I, the undersigned student _____, enrolment number _____, author of the written final work with the title: _____, hereby

STATE

1. that the final written work is the result of my independent efforts;
2. that the printed form of the final written work is identical to the electronic form of the final written work;
3. that I have acquired all the necessary permissions for the use of data and copyright works in my final written work and clearly marked them within;
4. that during the writing of my final written work, I have adhered to ethical standards and, where necessary, obtained the consent of the ethics committee for my research;
5. that I consent to the electronic form of my final written work being used for detecting content similarity with other works, using content similarity detection software which is linked to the student information system of the UL member;
6. that I transfer to the UL gratuitously and without space or time limitations the right to keep the copyright work in electronic form, the right to reproduce and the right to offer the final written work to the public on the World Wide Web via the UL Repository;
7. [for the final work on third-cycle study, consisting of articles] that I have acquired from the publishers to which I have previously transferred the exclusive copyright on my articles the necessary consent for including the articles in the printed and electronic form of my thesis. The consent given to the UL grants free, non-exclusive storage of the copyright work with no space or time limitations in electronic form, as well as reproduction and offering the thesis to the public on the World Wide Web via the UL Repository;
8. that I permit the publication of my personal data given in the final written work and in this statement, together with the publication of my final written work;
9. that I allow the use of my birthdate in the entry in COBISS.

Place: _____

Date: _____

Student's signature:

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APPENDIX 5: Recommendations for writing titles of the doctoral dissertation (in accordance with the recommendations of the Committee for Doctoral Studies and the Senate of the UL, and the Committee for Doctoral Studies and the FA Senate)

The title of a doctoral dissertation

- expresses the theme precisely, succinctly and terminologically appropriately
- keeps to the recommended maximum length of ten words
- is grammatically correct
- does not contain abbreviations
- is not in the form of a sentence or question
- avoids metaphorical titles or quotations (recommended)
- does not contain inverted commas or special markings
- is not written in capital letters
- has (if necessary) a subtitle that is separated from the title with a colon and should start with a capital
- has (if applicable) a subtitle that does not repeat expressions used in the title.

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APPENDIX 6: Instructions to supervisors and students for translating titles of theses into English

1. Students are obliged to arrange for an English translation of the title of their dissertation. The supervisor and members of the Committee for Monitoring the Doctoral Student guarantee with their signatures the felicity of the translation.
2. The English translation of the dissertation must be semantically equivalent to the Slovene title.
3. The instructions for writing dissertation titles in English are summarised from The Chicago Manual of Style, 16th edition (<http://www.chicagomanualofstyle.org/16/contents.html>):
 - titles of works, which include unpublished doctoral theses, are in English written with first letters in capitals ('headline style');
 - first letters in capitals are always used for writing the first and last word in the title or subtitle, irrespective of the part of speech (e.g. A River Runs Through It; Generating Alternative Worlds: The Indigenous Protest Poetry of Romaine Moreton);
 - in addition, initial capital letters are used for all the following parts of speech: nouns, pronouns, verbs, adjectives, adverbs and subordinate conjunctives;
 - lower case letters are used to write articles: the, a and an (e.g. Mammals of the Asian Steppes), except when they are the first word in the title or subtitle (e.g. The Human Being);
 - lower case letters are used to write prepositions (e.g. Catalogue of Watermarks in Italian Printed Maps), except when they are the first word in the title or subtitle (e.g. On the Concept of Popular Culture), or they are a part of a Latin expression (e.g. De Facto; In Vitro);
 - lower case letters are used to write conjunctions: *and*, *but*, *for*, *or*, *nor* and the words *to* and *as*, when they are not the first or last word in the title or subtitle.