

On the basis of Article 33 and 35 of the Higher Education Act (RS Official Gazette no. ZVIS – UPB7) and Article 16 of the Statute of the International School for Social and Business Studies (hereinafter, ISSBS) (Number: 9/2015 – Statute), the ISSBS Senate, on their 76th meeting held on 30. 9. 2015 passed

Regulations for Doctoral Studies

I. General Provisions

Article 1

These regulations provide:

- key components of doctoral studies,
- requirements for mentors and co-mentors of doctoral students,
- procedure for confirming doctoral dissertation disposition,
- procedure for producing a doctoral dissertation,
- procedure for submitting a doctoral dissertation,
- procedure for defending a doctoral dissertation,
- publication of contribution at a scientific conference and scientific articles,
- promotion to Doctor of Science.

Article 2

Within its doctoral study programmes, ISSBS organises education and scientific research training for doctoral students (hereinafter, students), in order to receive the title Doctor of Science.

In order to receive the aforementioned title, a student must complete all obligations as defined by the study programme and successfully defend their doctoral dissertation (hereinafter, dissertation).

Article 3

The head of the doctoral study programme (hereinafter, head of programme), co-ordinates the implementation of the doctoral study programme. The Dean proposes a candidate for the head of programme, and if needed their deputy. The ISSBS Senate decide upon the matter.

The 5 member Committee for Doctorate Studies (CDS) is elected by the ISSBS Senate. The formation of the committee and their powers are provided in the Statute. The President of the CDS is generally the head of programme. A member of the CDS, who is also either a mentor or co-mentor of a doctoral student, will be temporarily excluded from matters regarding the student during CDS procedures.

The CDS ensures the quality of the doctoral study programme and participates in the suitability assessment of the doctoral dissertation disposition (hereinafter, disposition) and dissertation itself.

Article 4

The dissertation is the final work of the doctoral study programme. It is original scientific research work and represents a contribution to science.

The dissertation and disposition are generally written in Slovenian, and the defence is also generally carried out in Slovenian. If a student wants to write and/or defend their disposition and dissertation in English, they must submit a form within 6 months of their enrolment for producing their disposition and dissertation in English, and give grounded reasons.

The request is proposed by the CDS to the ISSBS Senate, who decides on this matter. The nationality of the student and their proposed mentor are taken into account. Once the dissertation and disposition have been approved to be written in English, all procedures from these regulations regarding the student and/or mentor, are carried out in English.

II. Mentor and co-mentor requirements

Article 5

A mentor is a higher education teacher with the title Assistant Professor, Associate Professor or Professor. They must fulfil the following requirements:

- in the last five years they have presented research activities from the field of the dissertation generally with leading or being a member of project groups on national or international research projects in the last 5 years,
- have already been a mentor on at least one master's science or of three master's on the Bologna system second cycle or co-mentor on a doctoral dissertation,
- they meet the requirements for leading applicative or basic research projects using SRA methodology.

If the student has chosen interdisciplinary fields of research, then the student, mentor or the CDS can propose a co-mentor. A co-mentor must meet two of the requirements from the Paragraph 1 of this Article.

Both the mentor and co-mentor are confirmed by the Senate together with the confirmation of the disposition.

Article 6

A student receives a mentor and co-mentor by themselves at enrolment in the study programme or within the first year of studies.

The mentor and co-mentor include the student in their scientific research work.

III. Disposition confirmation procedure

Article 7

The student submits their disposition, along with PDŠ_Form-1 (Submission of doctorate dissertation disposition) which is signed by themselves, their mentor and co-mentor, to the Student Office (hereinafter, Office).

The Office forwards the disposition to the head of programme.

Article 8

A disposition contains:

- student information,
- title of the dissertation in Slovenian and English,
- key words in Slovenian and English,
- description of the wider scientific field and research problem, which is challenged by the dissertation, reasoned research proposals and contribution to science,
- purpose and aims of the research (dissertation), definition of theses and/or hypotheses and/or research questions,
- description of chosen research methodology and predicted research methods with reasoning for their choice and definition of supposition of research (dissertation) and potential limitations,
- structure of dissertation in the form of table of contents,
- list of predicted literature to be used.

Generally, the length of the disposition, without the list of predicted literature, does not exceed 3,000 words.

An obligatory annex to the disposition is an invitation to a research seminar, where the student will present their disposition. The invitation, which must not be longer than one A4 sheet of paper, is written and formed by the student.

Article 9

The student is obligated to present their disposition at the research seminar.

The research seminar is an obligatory component within the frame of the doctoral study programme.

The presentation of the disposition is purposed for familiarising the public and giving feedback to the student – clarification of dilemmas, improvements and amendments to the disposition.

Article 10

The Office in co-operation with the head of programme, in addition to the student and their mentor and co-mentor, invite the Dean and members of the CDS, members of the Senate and students from the doctoral study programmes to the disposition presentation. The presentation of the disposition is published on the notice board and is public.

In addition to the mentor and co-mentor, there are at least two other higher education teachers and a member of the CDS present.

The minutes of the doctoral dissertation disposition presentation are completed by the mentor and co-mentor which they submit no later than 10 days after the presentation to the Office, who forwards them to the student.

Article 11

In accordance with the minutes of the disposition presentation, the student amends the disposition and submits it to the Office within 1 to 3 months after the presentation, as

provided by Article 7 and Paragraphs 1 and 2 of Article 8 of these regulations. The minutes of the disposition presentation are also enclosed with the disposition.

The Office informs the head of programme of the submission of the disposition.

The disposition is addressed by the CDS.

Article 12

CDS propose the election of the Committee for Doctoral Assessment (CDA) to the Senate, to assess the disposition.

The CDA is made up of three higher education teachers or scientific staff. Generally, one member of the committee is from another higher education institution. The mentor and co-mentor are not members of the CDA.

The Office notifies the student, mentor, co-mentor and members of the CDA about the resolution of the Senate (election of the CDA). If a member of the committee is not prepared to participate in the CDA, they have 5 working days from receipt of the resolution to inform the Dean of the faculty in writing. The head of the study programme, in consultation with the other members of the CDA, propose a replacement member. The proposal is decided upon by the Senate.

Article 13

The members of the CDA have one month to individually produce a report on the disposition and submit it to the Office.

The report on the disposition assessment (PDŠ_Form-3), in addition to the formal components (information on the student, mentor and title of dissertation), containing the suitability assessment of the following components:

- dissertation title in terms of compliance with the dissertation content,
- mentor (and potential co-mentor) in terms of the dissertation content and their references,
- proposed theme in terms of possibility for scientific consideration and contribution to science,
- thesis and/or hypothesis and/or research questions in terms of clear definition in addition to selection and justification of methodology and research methods, definition of research(dissertation) suppositions and potential limitations,
- literature in terms of suitability.

The report on the disposition assessment is concluded with:

- proposals for improvements to the dissertation which the student makes before the dissertation is confirmed at the Senate meeting,
- proposals for improvements to research which the student makes whilst doing the dissertation,
- reasoned approval or rejection of the disposition.

Article 14

The CDA report of the disposition assessment is addressed by the CDS.

The CDA, in the case of proposed improvements to the disposition from the first indent of the final Paragraph in Article 13, decides a deadline for the student to submit their amended disposition (generally within 3 months).

The student has only one opportunity to request an extended deadline for submitting the amended disposition. The extension request is decided upon by the head of programme (generally within 3 months). The student submits the amended disposition in accordance with Article 7 and Paragraphs 1 and 2 of Article 8 of these regulations.

The CDS, on the basis of the reports from the members of the CDA on the disposition assessment, adopt the proposal on further proceedings (approval or rejection of the disposition).

Article 15

The CDS proposes to the Senate the decision of approval or rejection of the disposition.

The Senate confirms or rejects the disposition as well as the mentor and co-mentor.

The Office, mentor and co-mentor are notified of the Senate resolution (confirmation or rejection of the disposition).

In the case that the disposition is rejected, the student can submit a new disposition proposal with a new theme and new mentors or co-mentors.

IV. Producing the dissertation

Article 16

The dissertation is the final research work of a doctoral study programme and is the independent work of a student. During the research and dissertation preparation, the student is guided by the mentor and co-mentor.

The structure, length, technical characteristics of a doctoral dissertation and scientific apparatus are defined in the annexes of these regulations (PDŠ_Annex-1, SOP_BGFPW and SOP_BGUSA).

The student is responsible for the style and grammatical integrity of the dissertation.

An obligatory (final) annex to the dissertation is an expanded abstract of around 3,000 words. If the dissertation is written in Slovenian, then the abstract must be in English. If the dissertation is written in English then the abstract must be in Slovenian.

Article 17

Violations during the process of producing dissertations and their sanctions are defined in ISSBS regulations, which govern the disciplinary responsibilities of students.

V. Submitting dissertation

Article 18

A student submits a dissertation in e-form (PDF) to the Office no later than 3 years after disposition confirmation.

The dissertation is submitted along with PDŠ_Form – 4, which includes the signed declarations of the mentor and co-mentor, that the dissertation meets the requirements of the study programme and these regulations.

They also obligatorily submit an invitation to the research seminar, where the student will present their dissertation. The invitation, which must not be longer than one A4 sheet of paper, is written and formed by the student.

A student, who for legitimate reasons cannot submit their dissertation within the provided deadline can request an extension deadline for submission. The extension request is decided upon by the Senate (generally up to 1 year).

If the student fails to submit their dissertation within the provided deadline and does not submit a request for an extension deadline, it is considered that they have withdrawn from the dissertation process. The Senate issues a resolution regarding this matter. In this case, the student can submit a new disposition proposal with a new theme and new mentors or co-mentors.

Article 19

The student is obligated to present their dissertation at a research seminar and is purposed for its improvements.

Article 20

The Office in co-operation with the head of programme, in addition to the student and their mentor and co-mentor, invite the Dean and members of the CDS, members of the Senate and students from the doctoral study programmes to the dissertation presentation. The presentation of the dissertation is published on the notice board and is public.

In addition to the mentor and co-mentor, there are at least two other higher education teachers and member of the CDS present.

The minutes of the doctoral dissertation presentation is completed by the mentor and co-mentor and submitted by them no later than 10 days after the presentation to the Office, who forwards them to the student.

Article 21

The student, in accordance with the minutes of the dissertation presentation, supplements the dissertation within 1 to 3 months and, in accordance with paragraph 2 of Article 18 of these regulations, submits one paperback copy and e-form (PDF) to the Office. In addition to the dissertation and mentor declarations, the student also submits:

- minutes of the doctoral dissertation presentation from the research seminar (PDŠ_Form-5 – Minutes of Doctoral Dissertation Presentation) in paper form,
- confirmation of grammatical suitability of the doctoral dissertation (PDŠ_Form-6) in paper form and

- completed checklist for the technical assessment of 3rd cycle texts (PDŠ_Form-7 - Checklist for the technical assessment) in e-form.

The Office informs the head of programme of the submission of the disposition.

The disposition is addressed by the CDS.

Article 22

The Office does a technical review of the dissertation. After the first and potentially second technical review, the Office issues confirmation of the technical (un)suitability of the dissertation (on PDŠ_Form-7 - Checklist for the technical assessment of 3rd cycle texts) within 14 days of receiving the dissertation. The Library decides the UDC. For all further technical reviews, the Office issues confirmation of the technical (un)suitability of the dissertation within 30 days from the most recently received work for technical review.

In the case of inadequacies or irregularities in the doctoral dissertation, the student only has to correct these within 14 days from the date written on PDŠ_Form-7 - Checklist for the technical assessment of 3rd cycle texts and repeat the procedure for technical suitability. The procedure is repeated until the dissertation is technically suitable.

The first and second technical review are free of charge, the third and any further checks are charged in accordance with the valid price list.

A copy of the confirmation of the technical suitability assessment is sent by the Office in e-form to inform the student, mentor and co-mentor.

With the assistance of the computer programme for finding similar texts, the dissertation is able to be checked on submission for potential violations of author's rights (plagiarism), as defined in the Student Assessment Regulations.

Having received the confirmation of technical suitability of the dissertation, the student must submit 4 paperback copies bound with spirals and an e-version (PDF) of the dissertation to the Office.

Article 23

CDS propose the election of the Committee for Assessment of Dissertation (CAD) to the Senate. The form of the CAD is generally the same as the CDA and is made up of three higher education teachers or scientific staff from the area of the dissertation. Generally, one member of the committee must be from another higher education institution.

The Office informs the student, mentor, co-mentor and members of the CAD on the resolution of the Senate (election of the CAD).

Article 24

The members of the CAD have two months to individually produce a report on the dissertation assessment and submit it to the Office.

The report on the dissertation assessment (PDŠ_Form-8), in addition to the formal components (information on the student, mentor and title of dissertation), containing the suitability assessment of the following components:

- analysis and assessment of dissertation structure,
- assessment of originality of the dissertation,
- assessment of the achievement of the research purposes and aim of research,
- assessment of the suitability of research methods and compliance with thesis/hypothesis/research question in the disposition,
- assessment of the scientific contribution of the dissertation,
- assessment of suitability of the literature used.

The report on the disposition assessment is concluded with:

- proposals for improvements to the dissertation which must be made before being invited to defend the dissertation,
- proposals for improvements to the dissertation which the student makes and includes in the final version of the dissertation (hardback copy),
- reasons for approving the defence of the dissertation or potential rejection of the dissertation.

Article 25

The CAD report of the dissertation assessment is addressed by the CDS. The CDS, on the basis of the reports from the members of the CAD on the dissertation assessment, adopts the proposal on further proceedings (amendments to the dissertation, approval of dissertation defence or rejection of the dissertation).

The CDS, in the case of proposed improvements from the first indent of the final Paragraph in Article 24, decides a deadline for the student to submit their amended dissertation (generally within 3 months). The student has only one opportunity to request an extended deadline for submitting the amended dissertation. The extension request is decided upon by the head of programme (generally within 3 months). The student submits the amended dissertation to the Office in accordance with Article 21 of these regulations. The CDS adopts the proposal on further proceedings (amendments to the dissertation, approval of dissertation defence or rejection of the dissertation).

The CDS, on the basis of the report of the members of the CAD, proposes to the Senate the decision to call for a dissertation defence or rejection of the dissertation.

The Senate adopts the decision to call for a dissertation defence and confirms or, if needed, amend the composition of the CAD, who leads the dissertation defence, and decide upon a president of the CAD from amongst its members.

In the case that the disposition is rejected, the student can submit a new disposition proposal with a new theme and new mentors or co-mentors.

Article 26

The Office notifies the mentor and co-mentor of the Senate resolution (amendments to the dissertation, confirmatio of public defence of the dissertation and members of the CAD, rejection of the dissertation).

VI. Dissertation defence

Article 27

A dissertation defence is public. The place, date and time of the defence is decided by the Dean. Notification of this is published at least two weeks before the actual defence takes place on the notice board and ISSBS website. A student registers for a defence via Novis no later than 3 days before the scheduled dissertation defence.

Dissertation defences take place at ISSBS or other suitable locations. If the requirements are suitably met, defence can also take place on-line.

Article 28

The dissertation defence is led by the President of the CAD and generally follows this order:

- the President of the CAD introduces the student and title of the dissertation,
- the student presents the dissertation within 30 minutes,
- the President of the CAD presents the total grade for the dissertation, and if needed the other members of the CAD supplement it,
- the members of the CAD ask the student questions; all questions are posed at once, generally in written form,
- the student has a right to 30 minutes of preparation of answers to the posed questions,
- once this time has passed, the student answers the questions generally within up to 45 minutes; the student can be asked additional questions during this time which they answer at the time,
- this is followed by a CAD meeting passes a resolution of the success of the dissertation defence and of potential amendments and corrections,
- this resolution of success of the defence is read by the President of the CAD to the student and the others present at the defence.

The President of the CAD records the minutes of the defence, which are signed by all members of the CAD. The questions posed by the CAD are attached to the minutes.

Article 29

If the CAD assesses the dissertation as successful, but with amendments and corrections, they decide a deadline for addressing these inadequacies (generally up to 3 months). The student has only one opportunity to request an extended deadline. The extension request is decided upon by the head of programme (generally within 3 months).

The student submits the amended dissertation to the Office. The President of the CAD, on the basis of the amended dissertation, determines whether the amendments and corrections are suitable, and makes note of it in the minutes.

If the amendments and corrections are not suitable, or the student did not submit within the defined deadline, the President of the CAD can propose a failed dissertation defence grade to the Senate of the faculty. The Senate can confirm this proposal and mark the dissertation as unsuccessful. In this case, the dissertation cannot be defended again. If the Senate does not confirm the proposal of the CAD, it can decide for the defence to be repeated in two months and for a new CAD to be named.

In the case that the dissertation is marked as unsuccessful, the student can submit a new disposition proposal with a new theme and new mentors or co-mentors.

Article 30

Having successfully defended their dissertation the student , the student submits an e-version (PDF) and two hardback copies of the dissertation to the Office in addition to completed and signed statement of identification of the printed and electronic version of the diploma work/final project work/Master's/Doctoral work and publication of personal data (PDŠ_Annex-4 - statement of identification of the printed and electronic version of the diploma work/final project work/Master's/Doctoral work and publication of personal data). ISSBS issues a temporary confirmation to the student, showing that they have completed their doctoral studies.

VII. Publication of contribution at scientific conferences or scientific articles

Article 31

The student is obliged, as part of their study programme obligations, to present a contribution as the first author at an international scientific conference, connected with their dissertation. The contribution must be published in a double-blind reviewed collection of contributions. The contribution is prepared and presented during their studies, generally after the theme has been confirmed.

A student also presents their contribution at a research seminar. If a student has already presented their contribution at a conference organised or co-organised by ISSBS, then generally the student does not need to present it at a research seminar.

Article 32

A student is obliged, as part of their study programme obligations, to submit a scientific article into publication as the first or lead author. The content must be connected with their dissertation.

The article must be accepted by an international science journal, which is ranked in at least one international bibliographic database which the SRA consider when categorising scientific publications.

The article is presented at a research seminar.

The application for potential acknowledgement of scientific articles is addressed at the meeting of the CDS. The acknowledgement of non-acknowledgement is passed by a resolution of the head of programme, or in the case that CDS passes the resolution of article acknowledgement. This is entered in Novis along with the confirmed suitable grade.

VIII. Promotion

Article 33

The ISSBS Dean carries out the promotion for doctors of science. The promotion for the doctor of science is public and formal, and generally held on the Dean's day, organised as a highlight to the graduation ceremony.

Article 34

The diploma of Doctor of Science carries the name ISSBS. The diploma is marked with the name and surname of the doctoral student and their date and place of birth. It also contains the title of the dissertation, mentor, co-mentor and date of defence. The diploma is dated on the day of promotion. It is signed by the Dean of ISSBS and is imprinted with the seal of OSSBS. The documents are in Slovenian.

ISSBS will encourage doctoral students to publish their dissertation in book form.

IX. Final Provisions

Article 35

The authorship of the dissertation in addition to rights and duties which arise from this, the provisions of the Copyright and Related Rights Act (Official Gazette RS, no. 21/1995, 9/2001, 30/2001, 58/2001, 85/2001) are used.

Article 36

Forms and annexes used in the process of preparing the work are accessible on Novis and the ISSBS webpage.

Article 37

The provisions of these regulations are interpreted by the Senate of the faculty. Amendments and supplements made to these regulations are passed by the Senate of the faculty.

Article 38

These regulations come into effect on the day they are accepted by the Senate at their meeting and are published on on Novis and the ISSBS webpage.

On the day these regulation come into effect, the Regulations of Doctoral Studies, number: 15/2014 – PDŠ, dated, 30. 9. 2014 are terminated. On the day these regulations come into effect, any procedures in progress will be governed and completed by the regulations under which they started the procedure Regulations of Doctoral Studies, number: 15/2014 – PDŠ, dated, 30. 9. 2014.

Doc. dr. Srečko Natek
ISSBS Dean

Celje, 30. 9. 2015
Number: 26/2015-PDŠ

Forms and annexes:

- PDŠ_Form-1 – [Submission of doctoral dissertation](#)
- PDŠ_Form-2 – [Minutes of doctoral dissertation disposition presentation](#)
- PDŠ_Form-3 – [Report on the doctoral dissertation disposition assessment](#)
- PDŠ_Form-4 – [Submission of dissertation with mentor declaration](#)
- PDŠ_Form-5 – [Minutes of doctoral dissertation presentation](#)
- PDŠ_Form-6 – [Confirmation of grammatical suitability of doctoral dissertation](#)
- PDŠ_Form-7 – [Checklist for the technical assessment of 3rd cycle](#)
- PDŠ_Form-8 – [Report on the doctoral dissertation assessment](#)
- PDŠ_Annex-1 – [Structure, length, technical characteristics of a doctoral dissertation](#)
- PDŠ_Annex-2 – [Authorship statement for doctoral dissertation](#)
- PDŠ_Annex-3 – [Evaluation matrix for research projects](#)
- PDŠ_Annex-4 – [Statement of identification of the printed and electronic version of the diploma work/final project work/Master's/Doctoral work and publication of personal data.](#)
- SOP_TP – [Sample title page](#)
- SOP_C – [Sample cover](#)
- SOP_BGFPW – [Basic guidelines for forming professional work at ISSBS](#)
- SOP_BGUSA – [Basic guidelines for using scientific apparatus at ISSBS](#)