

On the basis of Article 33 and 35 of the Higher Education Act (Official Gazette of the Republic of Slovenia, no. 32/12 – official consolidated text, 40/12 – FBA, 57/12 – RTA-2D, 109/12, 85/14, 75/16, 61/17 – SSA and 65/17) and Article 16 of the Statute of the International School for Social and Business Studies (hereinafter, ISSBS) (Number: 16/2018 – Statute), the ISSBS Senate, on the 102th meeting held on 27. 2. 2019 passed the

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 producing and confirming a research plan,
- procedure for confirming a contribution at a scientific conference,
- procedure for confirming a scientific article,
- procedure for producing and confirming a doctoral dissertation disposition,
- procedure for producing, confirming and defending a doctoral dissertation,
- promotion to Doctor of Science.

Article 2

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

Article 3

The Head of the doctoral study programme (hereinafter, Head of programme), co-ordinates the implementation of the doctoral programme. The Dean proposes a candidate for the Head of programme to the ISSBS Senate (hereinafter, Senate) to decide upon the nomination.

The Senate nominates the Committee for Research and Doctorate Studies (hereinafter, CRDS). The formation of the committee and its powers are provided in the Statute.

A CRDS member also being either mentor or co-mentor of a doctoral student, will be temporarily excluded from matters regarding the student during CRDS procedures.

Article 4

The written obligations of the doctoral programme, including the research plan, the doctoral dissertation disposition (hereinafter, disposition) and the doctoral dissertation (hereinafter, dissertation) are usually written in the language in which the doctoral programme was published (Slovene or English). As a rule, presentations and speeches are also held in the same language, as well as the procedures of these Regulations. CRDS decides on a different proposal at the student's request.

Obligations, such as contribution to scientific conference and publication of a scientific article are in the language in which the conference is held or scientific articles are published in the journal.

II. Mentor and co-mentor

Article 5

Mentor is a higher education teacher with the title of Assistant Professor, Associate Professor or Full Professor who meets the following conditions:

- has been mentor or at least co-mentor on a completed doctoral dissertation, or mentor on at least one completed master's degree or at least three completed mentorships on the Bologna system second cycle.
- Demonstrates research activities in the field of dissertation:
 - o as a rule qualifies as leader of an applied or basic research project according to the Slovenian Research Agency (hereinafter, SRA) methodology,
 - o as a rule by leadership or membership in a project group of national or international research projects over the past 5 years,
 - o by articles and other publications that are not older than 5 years.

Article 6

Prior to the first entry into the study programme, the CRDS addresses a short conceptual design of the enrolment candidate's research work and provides a proposed mentor and a proposed co-mentor if necessary, in case the proposed topic of the candidate's research is interdisciplinary.

By the end of the enrolment deadline the candidate submits to the Faculty a written consent of the proposed mentor expressing his readiness to assume the role of proposed mentor.

The proposed mentor and the proposed co-mentor cooperate with the student and are later appointed as mentor or co-mentor by the Senate.

The mentor and the co-mentor are approved by the Senate upon the approval of the disposition.

Mentor or proposed mentor includes the student in his scientific research work.

III. Research plan

Article 7

The student's doctoral programme obligation is to design a research plan, under the leadership and direction of the proposed mentor. Structure, length and technical characteristics of the research plan are defined in Annex 1 of these Regulations (PDŠ_Pr-1 – Structure, length and technical characteristics of the research plan).

Article 8

The student presents the research plan at a doctoral seminar, as a rule during the first year of studies. Prior to submission and presentation of the research plan, the student obtains the consent of the proposed mentor to submit a research plan. The presentation is intended to provide opinions and suggestions on the research plan to be taken into account by the student in preparing the disposition in the second year of the doctoral programme.

Presentations of research plans are organised once a year for all students enrolled. All doctoral students, their proposed mentors and proposed co-mentors as well as the members of the CRDS are invited to presentations.

The student completes appropriate study obligation when he presents the research plan at the doctoral seminar and the holder of the research plan learning unit evaluates his research plan.

IV. Contribution at a scientific conference Article 9

The student's obligation in a doctoral programme is to write a contribution related to his research as the first or leading author and to present it at the international scientific conference. The contribution must be published in the reviewed journal of contributions.

The student completes the yearly academic obligation of the year in which the obligation is implemented, when the contribution is successfully presented at the doctoral seminar.

If student wrote and published a contribution at a scientific conference before entering the ISSBS doctoral programme, he can apply for recognition in case the contribution was not published more than 5 years ago. The application is dealt with and decided upon by the commission responsible for the recognition of knowledge and skills. The CRDS should give its opinion on the contribution recognition before the hearing on the committee responsible for recognition of knowledge and skills. The student must present a contribution at a doctoral seminar.

V. Scientific article Article 10

The student's obligation, as part of the study programme obligations is to write, present and submit for publication, independently or in co-authorship (the first author), a scientific article related to his research.

The article must be accepted for publication in an international scientific journal that is classified into at least one of the international bibliographic databases that the SRA takes into account in the categorisation of scientific publications.

The student completes an appropriate academic obligation by successfully presenting the article at a doctoral seminar and by the article being accepted for publication in an international scientific journal as defined in the previous paragraph.

If student wrote and published a scientific article before entering the doctoral programme of the ISSBS, he can apply for acknowledgment of the scientific article in case the article was not published more than 5 years ago. The application is dealt with and decided upon by the commission responsible for the recognition of knowledge and skills. The CRDS shall give its opinion on the recognition of a scientific article before the hearing on the committee responsible for recognition of knowledge and skills. The student must present a scientific article at a doctoral seminar.

VI. Disposition

Article 11

The student prepares a disposition in cooperation with proposed mentor. Structure, length and technical characteristics of disposition are defined in Annex 2 of these Regulations (PDŠ_Pr-2 – Structure, length and technical characteristics of a doctoral dissertation disposition).

Article 12

The student submits the disposition in e-form together with the Form PDŠ_Obr-1 – Submission of doctoral dissertation disposition to the Student Office (hereinafter, Office).

Mentor submits the Form PDŠ_Obr-1a – Consent of mentor / co-mentor upon submission of doctoral dissertation disposition to the Office.

Article 13

The student presents the disposition at a doctoral seminar. Disposition presentation is aimed at supplementing and improving the disposition as well as at clarifying the dilemmas.

The Office organises the disposition presentation, as a rule once a year and for all students at the same time. The disposition presentation is published on the notice board and is public. In addition to the proposed mentor and the head of the programme, members of CRDS and doctoral students are also invited to the presentation.

The proposed mentor completes the Form PDŠ_Obr-2 – Minutes of doctoral dissertation disposition presentation and submits it to the Office no later than 10 days after the presentation, and the Office then forwards it to the student and to the Head of programme.

In case of supplementing the disposition, the student completes and submits the disposition in e-form to the Office within a period of up to three months together with a new Form PDŠ_Obr-1 – Submission of doctoral dissertation disposition. Mentor submits a new Form PDŠ_Obr-1a – Consent of mentor / co-mentor upon submission of doctoral dissertation disposition to the Office.

Article 14

CRDS reviews the disposition and forms a proposal by the Commission for disposition assessment (hereinafter, CDA). CDA consists of three higher education teachers or scientific associates. Mentor and co-mentor cannot be CDA members.

The CDA is appointed by the Senate on the proposal of the CRDS.

Article 15

The report on the disposition assessment is done individually by the CDA members and submitted to the Office within one month.

Report on the disposition assessment (Form PDŠ_Obr-3 – Report on the doctoral dissertation disposition assessment) contains an assessment of the suitability of the disposition components,

defined in Annex 2 of these Regulations (PDŠ_Pr-2 – Structure, length and technical characteristics of a doctoral dissertation disposition), and assessment of the suitability of mentor in terms of compliance with the dissertation content and his references.

Disposition assessment concludes with:

- a) approval,
- b) approval with suggestions for improvements to be taken into account by the student in the dissertation preparation,
- c) suggestions for improvements that the student should consider when re-submitting the disposition, or
- d) rejection of the disposition.

Article 16

The disposition assessment reports are addressed by the CRDS that adopts a proposal on the follow-up procedure (approval or rejection of the disposition).

In case c) from the last paragraph of the previous article, the CRDS determines the deadline for submitting the completed disposition to the student (up to 3 months). The student can apply for an extension of the deadline for submitting the completed disposition. The extension is decided by the Head of the programme (up to 3 months).

Student submits the amended disposition to the Office together with the report (PDŠ_Obr-4 – Report on the amendment of the doctoral dissertation disposition or of the doctoral dissertation), in which he states how the suggestions for amendment were taken into account. The report is also signed by the mentor.

The amended disposition is treated by CRDS that assesses on its own whether suggestions for improvements are being considered or should the CDA member, who had submitted a proposal for disposition improvements, verified that the proposal was taken into account.

Article 17

The CDRS proposes the decision of approval or rejection of the disposition as well as the approval of the proposed mentor and the proposed co-mentor to the Senate.

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

By confirming the disposition in the Senate, the student successfully completes the relevant academic obligation.

In case the disposition is rejected, the study obligation is negatively assessed. In this case the student can submit a new disposition proposal, also proposing a new mentor.

VII. Dissertation

Article 18

The dissertation is the final work in the doctoral programme, the original scientific-research work that represents a contribution to science. During the dissertation preparation the student is guided and directed by mentor.

Structure, length and technical characteristics of dissertation are defined in Annex 3 of these Regulations (PDŠ_Pr-3 – Structure, length and technical characteristics of a doctoral dissertation). In preparing the dissertation student takes into account the basic guidelines for forming written work at ISSBS (Annex SOP_ONOSB) and the basic guidelines for the use of scientific apparatus at ISSBS (Annex SOP_ONRZA). The student is responsible for the grammatical suitability of the dissertation.

The obligatory (final) annex to the dissertation is an expanded abstract. If the dissertation is in Slovene, the abstract is in English, but if the dissertation is in English, the abstract is in Slovene.

VIII. Submitting dissertation

Article 19

Student submits the dissertation to the Office no later than 3 years after disposition confirmation at the Senate.

Student submits the dissertation in e-form to the Office together with the Form PDŠ_Obr-5 – Submission of doctoral dissertation. Mentor submits the Form PDŠ_Obr-5a – Consent of the mentor / co-mentor upon submission of doctoral dissertation.

Student, who for legitimate reasons cannot submit the dissertation within the provided deadline can request for a submission deadline extension, which has to be done before the expiration of the deadline. The extension request is decided upon by the Senate on the proposal of the Head of the programme. If the Senate does not approve the extension, the student may submit a new disposition proposal with a new topic.

If student fails to submit the dissertation within the provided deadline and does not submit a request for a deadline extension, it is considered that he has withdrawn from the dissertation process. Doctoral student will be issued a decision to stop the procedure. In this case, the student can submit a new disposition proposal with a new theme.

Article 20

Student is obligated to present the dissertation at a doctoral seminar. The dissertation presentation is intended to inform the public and provide feedback to the student - to clarify dilemmas, supplement and improve the dissertation.

The Office organises the presentation of the dissertation. The presentation of the dissertation is published on the notice board and is public. Besides the student, mentor and co-mentor, members of the CDRS and students of the programme are invited to the presentation.

Mentor completes the Minutes of doctoral dissertation presentation (Form PDŠ_Obr-6) and submits it to the Office no later than 10 days after the presentation, and the Office then forwards it to the student and to the Head of programme.

If there is need of supplementing the dissertation, the student completes the dissertation and, as a rule, submits it within a period of up to three months together with a new Form PDŠ_Obr-5 – Submission of doctoral dissertation. Mentor submits a new Form PDŠ_Obr-5a – Consent of the mentor / co-mentor upon submission of doctoral dissertation.

Article 21

Student submits the dissertation to the Office in e-form and paperback copy (including completed and signed statement (PDŠ_Pr-4 – Statement)) and adds:

- confirmation of grammatical suitability of doctoral dissertation (Form PDŠ_Obr-7) in paper form and
- completed checklist for the technical assessment of 3rd cycle texts (Form PDŠ_Obr-8 - Technical assessment checklist of 3rd level texts) in e-form.

Article 22

The Office performs a technical review of the dissertation before it is examined by CRDS. After the first and potentially second technical review, the Office issues confirmation of the technical (un)suitability of the dissertation (on PDŠ_Form-7 - Technical assessment checklist of 3rd level texts) within 21 days from receiving the dissertation. For all further technical reviews, the Office issues confirmation of the technical (un)suitability within 30 days from the date the last work was submitted for technical review.

In case of inadequacies in the doctoral dissertation, the student has to correct these within the deadline of one month from the date written on PDŠ_Form-8 - Technical assessment checklist of 3rd level texts and repeat the procedure for confirmation of technical suitability. The procedure is repeated until the dissertation is technically suitable.

Upon the submission of the dissertation, the Office might check it for potential violations of author's rights (plagiarism), as defined in the Student Assessment Regulations, with the assistance of the computer programme for finding similarities in texts.

A copy of confirmation of technical suitability assessments is e-mailed by the Office to the student, mentor and co-mentor.

Within 15 days after having received the confirmation of technical suitability of the dissertation, the student must submit four paperback, spiral-bound copies and an e-version (PDF) of the dissertation to the Office.

Article 23

CRDS examines the dissertation and forms a proposal for the Committee for Assessment of Dissertation (CAD).

CAD consists of three higher education teachers or scientific associates from the study area of the dissertation. At least one member must be from another higher education institution and two

members are as a rule the same as at the disposition assessment. Mentor and co-mentor cannot be CAD members.

The Senate nominates the CAD upon the CRDS proposal.

The Office informs the student, mentor and CAD members 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 (Form PDŠ_Obr-9_Report on the doctoral dissertation assessment) contains the suitability assessment of the dissertation defined in Annex 3 of these Regulations (PDŠ_Pr-3 – Structure, length and technical characteristics of a doctoral dissertation).

Reports on the disposition assessment are concluded with:

- a) approval,
- b) approval with proposals for amendment of the doctoral dissertation which must be considered before the defence of the doctoral dissertation,
- c) approval with proposals for amendment of the doctoral dissertation which the student considers and includes in the final version of the dissertation (hard copy) after the defence of the doctoral dissertation or
- d) rejection of the doctoral dissertation.

In case of approval of the dissertation, the report should also be accompanied by questions for defence.

Article 25

The CAD members' report on the dissertation assessment is addressed by the CRDS that adopts the proposal on further proceedings (approval of dissertation defence, amendments to the dissertation or rejection of the dissertation). The CRDS, in case of proposed improvements determines a deadline for the student to submit the amended dissertation. The extension request is decided upon by the Head of programme.

The student submits the amended dissertation to the Office together with the report (PDŠ_Obr-4 – Report on the amendment of the doctoral dissertation disposition or of the doctoral dissertation), in which he describes how the suggestions for improvements were taken into account. This report is also signed by a mentor.

A CDA member, who submitted a proposal for dissertation amendment that should be considered by the student when re-submitting the dissertation, verifies whether suggestions were taken into account.

The amended dissertation is reviewed by the CRDS.

The CRDS proposes to the Senate the decision to call for a dissertation defence or for rejection of the dissertation.

The Senate adopts the decision to call for a dissertation defence or for rejection of the dissertation. If the defence is confirmed, the Senate confirms or amends the composition of the CAD, that performs the dissertation defence, and decides upon a president of the CAD from amongst its members.

In case the dissertation is rejected, the student can submit a new disposition proposal with a new theme.

IX. Dissertation defence

Article 26

Student can approach the defence of a dissertation when he completes all other doctoral programme obligations.

A dissertation defence is public. Notification of this is published at least two weeks before the actual defence takes place on the notice board and ISSBS website. The student registers for a defence via Novis no later than 3 days before the scheduled dissertation defence. Members of the CDRS, students of the programme and the Dean of the Faculty are invited to the defence. Dissertation defences take place at ISSBS or other suitable location. If the requirements are suitably met, defence can also take place on-line.

Article 27

The dissertation defence is led by the President of the CAD and as a rule follows this order:

- the President of the CAD introduces the student and the title of the dissertation,
- the student presents the dissertation within 30 minutes,
- the President of the CAD summarizes CAD members reports,
- members of the CAD ask the student questions in written form,
- the student has a right to 30 minutes of preparation of answers to the questions posed,
- once this time has passed, the student answers the questions generally within up to 45 minutes; the student can be asked additional questions by the people present,
- this is followed by a CAD closed meeting where a decision on the assessment of the defence is taken,
- the decision on the assessment of the defence is read by the CAD president to the student and others present.

The CAD takes a decision on the grade of the defence ("completed", "completed with amendments" or "not completed"). A record on the defence is kept by the CAD president and the questions of members of the CAD are attached.

Article 28

If the CAD assesses the dissertation defence as successful, but with dissertation amendments, a deadline for addressing these inadequacies is determined. The student can request an extended deadline for submitting an amended dissertation. The extension request is decided upon by the Head of programme.

The student submits the amended dissertation to the Office together with the report (PDŠ_Obr-4 – Report on the amendment of the doctoral dissertation disposition or of the doctoral dissertation), in which he describes how the suggestions for improvements were taken into account. This report is also signed by mentor.

The President of the CAD determines whether the amendments are suitable, and together with the other CAD members proposes the grade to the Senate.

If the amendments of the dissertation are not suitable, or the student did not submit them within the defined deadline, the President of the CAD proposes the »fail« grade to the CRDS. The CRDS can confirm this proposal and thus mark the dissertation as not completed. If the CRDS does not confirm the proposal of the CAD, the suitability of the CAD President's proposal is verified at the Senate.

Article 29

The defence of the doctoral dissertation assessed by the CRDS as failed cannot be repeated and the appeal is not possible.

In this case, the student can submit a new disposition proposal with a new theme.

Article 30

Having successfully defended the dissertation, the student submits an e-version (PDF) and 3 hardback copies of the dissertation to the Office. In all printed copies, a statement must be completed and signed on its own (PDŠ_Pr-4 – Statement).

ISSBS issues the student a provisional certificate of successful completion of the studies within 7 days of submission of the final doctoral dissertation. At the same time, with the issue of a provisional certificate of successful completion, student can use the acquired scientific title.

Article 31

The Office keeps all documentation related to the submission, creation and defence of the doctoral dissertation in the student's personal folder.

The Office submits one copy of the doctoral dissertation to the ISSBS library, two copies to the National University Library, and the PDF file is uploaded to the Repository of colleges and higher education institutions.

The Library arranges the entry of a doctoral dissertation into the Cobiss national bibliographic system.

X. Promotion to Doctor of Science

Article 32

The Dean performs the promotion for doctors of science. The promotion is public and solemn.

XI. Final Provisions

Article 33

For 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 of the Republic of Slovenia, no. 16/07 – official consolidated text, 68/08, 110/13, 56/15 and 63/16 – CMCRR) are used.

Article 34

The violations in the process of the preparation of the dissertation and related sanctions are defined in the ISSBS Rules that regulate students' disciplinary responsibility.

Article 35

Forms and annexes used in the process of preparing the work are available on the ISSBS website.

Article 36

Provisions of these Regulations are interpreted by the Senate.

Amendments and supplements made to these Regulations are passed by the Senate.

Article 37

These Regulations come into effect on the day they are accepted at the Senate meeting and are published on the ISSBS webpage.

On the day these Regulation come into effect, the Regulations of Doctoral Studies, number: 15/2014 - PDŠ from the 28. 6. 2017 are terminated. On the day of the entry into force of the Regulations, the procedures in progress on the day of the application of this Regulations or having begun before the entry into force of this procedure shall be terminated and continued in accordance with the provisions of the new Regulations.

Asst Prof Dr Srečko Natek
ISSBS Dean

Celje, 27. 2. 2019
Number: 7/2019-PDŠ

Forms and annexes:

- PDŠ_Obr-1 – [Submission of doctoral dissertation disposition](#)
- PDŠ_Obr-1a – [Consent of mentor / co-mentor upon submission of doctoral dissertation disposition](#)
- PDŠ_Obr-2 – [Minutes of doctoral dissertation disposition presentation](#)
- PDŠ_Obr-3 – [Report on the doctoral dissertation disposition assessment](#)
- PDŠ_Obr-4 – [Report on the amendment of the doctoral dissertation disposition or of the doctoral dissertation](#)

- PDŠ_Obr-5 – [Submission of doctoral dissertation](#)
- PDŠ_Obr-5a – [Consent of the mentor / co-mentor upon submission of doctoral dissertation](#)
- PDŠ_Obr-6 – [Minutes of doctoral dissertation presentation](#)
- PDŠ_Obr-7 – [Confirmation of grammatical suitability of doctoral dissertation](#)
- PDŠ_Obr-8 – [Technical assessment checklist of 3rd level texts](#)
- PDŠ_Obr-9 – [Report on the doctoral dissertation assessment](#)
- PDŠ_Pr-1 – [Structure, length and technical characteristics of the research plan](#)
- PDŠ_Pr-2 – [Structure, length and technical characteristics of a doctoral dissertation disposition](#)
- PDŠ_Pr-3 – [Structure, length and technical characteristics of a doctoral dissertation](#)
- PDŠ_Pr-4 – [Statement](#)
- SOP_NS – [Sample title page](#)
- SOP_P – [Sample cover](#)
- SOP_ONOSB – [Basic guidelines for forming written work at ISSBS](#)
- SOP_ONRZA – [Basic guidelines for using scientific apparatus at ISSBS](#)