

Pursuant to Articles 33 and 35 of the Higher Education Act (Official Gazette of the Republic of Slovenia, No. 32/12 - official consolidated text, 40/12 - ZUJF, 57/12 - ZPCP-2D, 109/12,, 85/14,, 75/16,, 61/17 - ZUPŠ, 65/17, 175/20 - ZIUOPDVE) and 57/21 - dec. CC) and Article 16 of the Statute of the International School for Social and Business Studies (hereinafter ISSBS) (Number: 13/2021 - Statute), the Senate of the ISSBS on its 131th meeting on 22. 9. 2021 adopted

Regulations for Doctoral Studies

I. General provisions

Article 1

These regulations shall 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

As part of the doctoral study programme (hereinafter doctoral programme), the ISSBS shall organise 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 the programme) shall coordinate the implementation of the doctoral programme. The Dean proposes a candidate for the Head of the programme to the ISSBS Senate (hereinafter Senate) to decide upon the nomination.

The Senate shall appoint the Commission for Research and Doctoral Studies (hereinafter CRDS). The composition of CRDS and its competencies are provided in the Statute.

A CRDS member also being either mentor or co-mentor of a doctoral student, shall be 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 announced (Slovene or English). As a rule, presentations and defenses are also held in the same language, as well as the procedures from these Regulations. CRDS decides on a different proposal at the request of the student.

Obligations, such as a contribution to a 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

A mentor shall be a higher education teacher with the title of Assistant Professor, Associate Professor or Full Professor who meets the following conditions:

- has been a mentor or at least co-mentor on a completed doctoral dissertation, or a mentor on at least one completed master's degree or at least three completed mentorships on the Bologna system second cycle;
- demonstrates research activity in the field of dissertation:
 - o as a rule qualifies as leader of an applied or basic research project according to the 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 and
 - o by articles and other publications not older than 5 years;
- has been determined by the Nakvis Criteria for Accreditation and External Evaluation of Higher Education Institutions and Study Programmes.

Recommended maximum number of doctoral students per mentor is determined by the Nakvis Criteria for Accreditation and External Evaluation of Higher Education Institutions and Study Programmes.

Active (co) mentoring is considered to be (co) mentoring to students for whom no more than two years have passed since their last enrolment in the year.

New (co) mentoring for an individual higher education teacher is considered when the Senate appoints them as a (co) mentor.

When determining the maximum number of doctoral students per mentor, co-mentoring is counted as 0.5 mentoring.

Article 6

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

The faculty shall obtain a written consent of the proposed (co) mentor expressing their readiness to assume the role of the proposed (co) mentor.

The proposed mentor and the proposed co-mentor cooperate with the student and are, by rule, 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, following a preliminary check of the conditions for mentoring by the CRDS.

The mentor or the proposed mentor include the student in their scientific research work.

III. Research plan

Article 7

The student's doctoral programme obligation is to design a research plan, under the leadership and guidance 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 research plan).

Article 8

The student shall present 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. (PDŠ_Obr-1b – Consent of mentor / co-mentor upon submission of research plan). The presentation is intended to provide opinions and suggestions on the research plan, which the student should take into account when preparing the disposition within the second year of the doctoral programme.

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

The student shall complete Research Work 2 - research plan when the research plan is presented at the doctoral seminar and the holder of the study unit Research work 2 - research plan evaluates their research plan.

IV. Contribution at a scientific conference

Article 9

It is the obligation of the student in a doctoral programme to write a full contribution related to their research as the first or leading author and to present it at an international scientific conference. The full contribution has to be published in a peer-reviewed proceedings.

The student completes Research Work 1 - contribution at an international scientific conference when the full contribution is published in a peer-reviewed proceedings.

If student wrote and published a contribution at a scientific conference before entering the ISSBS doctoral programme, they could apply for recognition in case the contribution was not published more than 5 years prior to first enrolment to the programme. The application shall be considered 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 commission responsible for recognition of knowledge and skills.

V. Scientific article

Article 10

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

The student shall complete the relevant study obligation Research work 4 - scientific article by having the article approved for publication in an international scientific journal.

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

If student wrote and published a scientific article before entering the doctoral programme of the ISSBS, they could apply for acknowledgment of the scientific article in case the article was not published more than 5 years prior to first enrolment to the programme. The application shall be considered and decided upon by the commission responsible for the recognition of knowledge and skills. The CRDS shall give its opinion on the contribution recognition before the hearing on the commission responsible for recognition of knowledge and skills. The student has to present a scientific article at a doctoral seminar.

VI. Disposition

Article 11

The student shall prepare the disposition in cooperation with the 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 disposition).

Article 12

The student shall submit 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 to the Office.

Article 13

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

The Office shall organise the disposition presentation, as a rule once a year and for all students at the same time. 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 shall complete the Form PDŠ_Obr-2 – Minutes of doctoral dissertation disposition presentation and submit it to the Office no later than 10 days after the presentation. 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 and with a report (PDŠ_Obr-4a – Report on the amendment of doctoral dissertation disposition), in which they record how suggestions for improvement were implemented. This report is also signed by the mentor. The

mentor submits a new form PDŠ_Obr-1a – Consent of mentor / co-mentor upon submission of doctoral dissertation to the Office.

Article 14

CRDS shall review the disposition and form a proposal by the Commission for disposition assessment (hereinafter CDA). CDA consists of three higher education teachers or research associates. Mentor and co-mentor cannot be CDA members.

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

Article 15

CDA members shall prepare individual reports on the assessment of disposition within one month and submit them to the Office

Report on the disposition assessment (Form PDŠ_Obr-3 – Report on 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 disposition) and assessment of the suitability of mentor in terms of compliance with the dissertation content and his references.

The disposition assessment report 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 sets a deadline for the student to submit an amended disposition (up to 3 months). The student may request an extension of the deadline for submitting the completed disposition, before the deadline. 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-4a – Report on the amendment of doctoral dissertation disposition) in which they state how the suggestions for amendment were taken into account. This report is also signed by the mentor.

The amended disposition is reviewed by CRDS, which either assesses whether the proposed improvements have been taken into account, or forwards the amended disposition to the member of the CDS, who proposed the improvements, for review.

Article 17

The CDRS shall propose 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 study obligation.

If the disposition is rejected, the study obligation will be assessed negatively. In this case, the student may submit a new proposal of disposition, also proposing a new mentor.

VII. Dissertation

Article 18

The dissertation is the final work in a doctoral programme, the original scientific-research work that represents a contribution to science. In preparing the dissertation, the student is guided and directed by the 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 dissertation). When preparing the dissertation, the student takes into account the basic guidelines for forming written work at the ISSBS (Annex SOP_ONOSB) and the basic guidelines for the use of the scientific apparatus at the ISSBS (Annex SOP_ONRZA). The student is responsible for the grammatical integrity of the dissertation.

The obligatory (last) annex to the dissertation is an expanded abstract. If the dissertation is written in Slovene, the abstract will be in English, and if the dissertation is in English, the abstract will be in Slovene.

VIII. Submitting the dissertation

Article 19

The student shall submit the dissertation to the Office no later than three years after the confirmation of the disposition by the Senate.

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

A student being unable to submit a dissertation within the prescribed time limit for justified reasons may request an extension, before the deadline. The extension is decided 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 the student does not submit the dissertation on time and does not request an extension of the submission deadline, it will be considered that he has withdrawn from the dissertation process. A decision to suspend the procedure is issued to the doctoral student. In this case, the student can submit a new disposition proposal with a new topic.

Article 20

It is the student's obligation to present the dissertation at the doctoral seminar. The presentation of the dissertation 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. Relevant information is published on the bulletin board and the presentation is public. In addition to the student, mentor and co-mentor, members of CRDS and doctoral students are also invited to the presentation.

The mentor completes the Minutes of doctoral dissertation disposition 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.

In case of supplementing the dissertation, the student completes the dissertation and submits the supplemented dissertation to the Office, by rule within three months, together with the new form PDŠ_Obr-5 - Submission of doctoral dissertation and with a report (PDŠ_Obr-4b - Report on the amendment of doctoral dissertation), in which they record how suggestions for improvement were implemented. The mentor submits a new form PDŠ_Obr-5a – Consent of the mentor / co-mentor upon submission of doctoral dissertation.

Article 21

The student submits the dissertation to the Office in e-form and attaches:

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

Article 22

The Office shall perform a technical review of the dissertation before it is reviewed by CRDS. After the first and potentially second technical review, the Office issues a certificate of the technical (un) suitability of the dissertation (on the form PDŠ_Obr-8 - Technical assessment checklist at the 3rd level) within 21 days upon receiving the dissertation. At each further technical review, the Office issues a certificate of technical (un) suitability within 30 days from the date of the last submission for technical review.

In case of inadequacies in the doctoral dissertation, the student has to correct these no later than one month from the date written on the form PDŠ_Obr-8 - Technical assessment checklist at the 3rd level and repeat the technical suitability assessment procedure. The procedure is repeated until the dissertation is technically suitable.

With the computer program used for determining the similarity of the text, the Office checks for possible copyright infringements (plagiarism), defined in the Rules on the assessment of knowledge and the appropriateness of the use of scientific apparatus, when submitting the dissertation for technical review.

A copy of confirmation of technical suitability assessments and the report of the detector of similar contents are e-mailed to the student, mentor and co-mentor by the Office.

The student shall submit the dissertation in e-form (PDF) to the Office within 15 days following the confirmation of technical suitability of the dissertation.

The first and second technical review are free of charge, and the third and further reviews are charged according to the valid ISSBS price list.

Having received the confirmed certificate on the assessment of the technical suitability of the doctoral dissertation, the mentor submits the mentor's report on the doctoral dissertation (form PDŠ_Obr-5b - Mentor's report on doctoral dissertation) to the Office within 15 days. On the report, the mentor indicates whether the overlap of the doctoral dissertation with other texts, according to the Detector of similar content, is appropriate for defense or not, and writes a justification.

Article 23

The CRDS shall examine the dissertation and form a proposal for the Commission for Assessment of Dissertation (CAD).

The CAD consists of three higher education teachers or research associates, of which at least two are members from the field of dissertation and at least one member from the ISSBS. As a rule, the two CAD members are the ones that had previously assessed the disposition. Mentor and co-mentor cannot be CAD members.

The Senate shall appoint the CAD upon the CRDS proposal.

The Office shall inform the student, mentor, and CAD members about the decision of the Senate (appointment of CAD).

Article 24

The CAD members shall prepare individual reports on the assessment of the dissertation within one month and submit them to the Office

The report on the dissertation assessment (Form PDŠ_Obr-9_Report on doctoral dissertation assessment) contains an assessment of the suitability of the dissertation components defined in Annex 3 to these Regulations (PDŠ_Pr-3 - Structure, length and technical characteristics of dissertation).

Reports on the dissertation assessment are concluded with:

- a) approval,
- b) approval with proposals for amendment of the dissertation which have to be considered before the defense 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 defense of the doctoral dissertation or
- d) rejection of the dissertation.

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 defense, 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 student may request an extension of the deadline for submitting the completed dissertation, before the deadline. The extension is decided upon by the Head of the programme.

The student shall submit the amended dissertation to the Office together with the report (PDŠ_Obr-4b – Report on the amendment of doctoral dissertation) in which they state how the suggestions for amendment were implemented. This report is also signed by the mentor.

Upon resubmission of the dissertation, the CDA president shall verify whether the suggestions were taken into account.

The amended dissertation is reviewed by the CRDS.

The CRDS shall propose to the Senate either to approve the defense of the dissertation or to reject the dissertation.

The Senate shall approve the defense of the dissertation or reject the dissertation. In case of approval of the defense, it confirms or supplements the composition of the CAD, which leads the defense of the dissertation, and appoints its president from among the CAD members.

In case the dissertation is rejected, the student may submit a new disposition proposal with a new topic.

IX. Dissertation defense

Article 26

The student may approach the defense of the dissertation after having completed all other obligations of the doctoral programme.

The defense of the dissertation is public. A notification is published at least 14 days before the defense on the notice board and on the the ISSBS website. The student registers for the defense via Novis no later than 3 days before the scheduled defense of the dissertation. Members of the CDRS, students of the programme and the Dean of the Faculty are invited to the defense.

Defenses take place at the ISSBS or other suitable location, and also on-line, provided that appropriate conditions are provided.

Article 27

The defense of the dissertation shall be led by the president of CAD and as a rule follows this order:

- the mentor presents the student and the title of the dissertation, and their cooperation in the creation of the dissertation,
- the student presents the dissertation within 30 minutes,
- the President of the CAD summarises the CAD members reports,
- members of the CAD present the student questions in written form,
- the student has the right to 30 minutes of preparation of answers to the questions asked,
- after the expiration of the time available for preparing the answers, the student answers the questions, as a rule, within a maximum of 45 minutes; the student can be asked additional questions by anyone present,
- this is followed by a CAD closed meeting where a decision on the assessment of the defense is made,
- the decision on the assessment of the defense is read by the CAD president to the student and others present.

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

Article 28

If the CAD assesses the dissertation defense as completed, but with amendments required, a deadline for addressing these inadequacies and submitting an amended dissertation is determined. The student may request an extension of the deadline for submitting the completed dissertation, before the deadline. The extension is decided upon by the Head of the programme.

The student shall submit the amended dissertation to the Office together with the report (PDŠ_Obr-4b – Report on the amendment of doctoral dissertation) in which he states how the suggestions for amendment were implemented. This report is also signed by the mentor.

The President of the CAD shall determine whether the amendments have been taken into account and, together with the other CAD members, propose the grade to the Senate.

If the amendments to the dissertation are not suitable, or the student has not submitted them within the specified deadline, the President of the CAD shall propose the »failed« 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 President of the CAD, the suitability of the proposal is verified by the Senate.

Article 29

The defense of the doctoral dissertation, which was assessed by CAD and / or CRDS and / or the Senate as "failed", cannot be repeated and no appeal is possible.

In this case, the student may submit a new disposition proposal with a new topic.

Article 30

Having successfully defended the dissertation, the student submits an e-version (PDF) and 3 hardback copies of the dissertation to the Office. All printed copies have to contain a handwritten statement (PDS_Pr-4 - Statement).

The ISSBS shall issue a student a provisional certificate of successful completion of studies within 7 days following the successfully completed defense or, in case of required amendments of the dissertation, within 7 days following the decision of the Senate. After having been issued a temporary certificate of successful completion of studies, the student may use the acquired scientific title.

Article 31

The Office shall keep all documentation related to the application, preparation and defense of the doctoral dissertation in the student's personal file.

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

The library shall arrange the entry of the doctoral dissertation in the national bibliographic system Cobiss.

X. Promotion to Doctor of Science

Article 32

The Dean shall promote the Doctor of Science. The promotion is public and solemn.

XI. Final provisions

Article 33

For the authorship of the dissertation, in addition to related rights and duties, 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, 63/16 – ZKUASP and 59/19) are in force.

Article 34

Violations in the process of creating a dissertation and their sanctioning are defined in the Rules of the ISSBS, which regulate the disciplinary responsibility of students.

Article 35

The forms and annexes used in the dissertation preparation process are available on the ISSBS website.

Article 36

The provisions of these Regulations shall be interpreted by the Senate.

Amendments and supplements made to these Regulations shall be adopted by the Senate.

Article 37

The Regulations shall enter into force on the day of their adoption at the Senate session and shall be published on the ISSBS website.

The Regulations on doctoral studies, number: 7/2019 - PDŠ from 27 February 2019 shall cease to be valid on the day these Regulations enter into force. On the day the Regulations enter into force, the procedures in progress on the day of the entry into force of these Regulations or which had begun before the entry into force of these Regulations shall be stopped and continued in accordance with the provisions of the new Regulations.

Asst. Prof. Dr. Srečko Natek
Dean of the ISSBS

Celje, 22. 9. 2021

Number: 25/2021-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-1b - [Consent of mentor / co-mentor upon submission of research plan](#)
- PDŠ_Obr-2 - [Minutes of doctoral dissertation disposition presentation](#)
- PDŠ_Obr-3 - [Report on doctoral dissertation disposition assessment](#)
- PDŠ_Obr-4a - [Report on the amendment of doctoral dissertation disposition](#)
- PDŠ_Obr-4b - [Report on the amendment of 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-5b - [Mentor's report on doctoral dissertation](#)
- PDŠ_Obr-6 - [Minutes of doctoral dissertation disposition presentation](#)
- PDŠ_Obr-7 - [Confirmation of grammatical suitability of doctoral dissertation](#)
- PDŠ_Obr-8 - [Technical assessment checklist at the 3rd level](#)
- PDŠ_Obr-9 - [Report on doctoral dissertation assessment](#)
- PDŠ_Pr-1 - [Structure, length and technical characteristics of research plan](#)
- PDŠ_Pr-2 - [Structure, length and technical characteristics of disposition](#)
- PDŠ_Pr-3 - [Structure, length and technical characteristics of 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 use of scientific apparatus at ISSBS](#)