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 on Doctoral Study at the University of Ljubljana dated 27 June 2017, at its session on 30 May 2018 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 at the University of Ljubljana (hereinafter: FA) in accordance with the publicly valid doctoral study programme 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 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 on Doctoral Study 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.

60 ECTS are earmarked for the organised sections of the doctoral study programme and 180 ECTS for research work, which includes research work for at least one original first-author academic paper, 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 thesis and all obligations related to the preparation, presentation and defence of the doctoral thesis, and the publication of at least one original academic paper.
The provisions in this article shall not be used for students on the three-year doctoral study programme, which lasts three years and comprises 180 ECTS.

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 enrols.

Article 6
(The trustee of the doctoral study programme)

The trustee of the doctoral study programme manages, coordinates and represents the doctoral study programme.

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 the supplementation and updating of the study programmes by making suggestions to the FA Senate. The field coordinator reports 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 at the UL (hereinafter: CDrS).

Article 8
(Field committee)

The field committee consists of the coordinators of the foundation subjects as determined by the head of the department. The field committee is led by the head of the department and the field coordinator. 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 APPLICATIONS AND IMPLEMENTATION OF ENROLMENT

Article 9
(Call for enrolment on doctoral studies)

A call for applications for enrolment on doctoral study 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 applications.

Students shall submit their application for enrolment in accordance with the provisions of the joint call for applications for enrolment on the doctoral study programme and the Rules on Calls for Enrolment in Higher Education.

Article 10
The vice-dean responsible for doctoral study, together with the Student 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, students must make an arrangement with a higher education teacher or an academic researcher on supervision/co-supervision, and at the latest by the expiry of the application deadline submit the teacher’s or researcher’s consent to taking on the supervision/co-supervision and a brief conceptual plan of the research work.

If a student does not propose a supervisor upon applying, the field coordinator shall choose one for her, following a consultation with the Field Committee.

Before the call for applications, the FA shall publish a list of the potential supervisors who fulfil the conditions for supervision. The list shall also be published on the UL Doctoral School website.

Article 12

(Admission requirements and selection criteria)

The admission requirements 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 on the doctoral study programme shall be received by all candidates by post or in another manner determined by the call for applications.

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

Article 14

(Appeal against a rejected application)

A candidate who has not been accepted for enrolment on 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 on doctoral study programmes shall be carried out in accordance with the Rules on 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 education agreement)

Upon enrolment in each year, the student and the FA shall sign an education agreement, in which they agree on the mutual rights and obligations arising from the doctoral studies.

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, in addition to the student and the supervisor, shall be signed by the field coordinator and 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 foundation and (external) elective subjects, doctoral seminars and research work, which are evaluated with credits. The supervisor determines the content and teachers leading Doctoral Seminar I and II, as well as the external elective subject.

The external elective subject can also be decided later, but at the latest by the time the student enrols in year 2 of her study.

Upon enrolment, students can also choose subjects 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, field coordinator and head of department, whereby the decision on this is taken by the CDrS.

Article 20
(Rrecognition 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, in agreement with the subject coordinator, when approving the student’s ISP, recognises their study obligations (both organised forms and individualised research work) to the value of at least 60 ECTS.

Article 21
(The right of students from other higher education institutions to a selection of subjects)

Students from other higher education institutions can also select subjects accredited with the doctoral study programme. The student must obtain the subject coordinator’s consent for being able to attend the prescribed forms of pedagogical work and carrying out the obligations prescribed by the doctoral study programme, as well as her supervisor’s consent.

The student submits the title of the chosen subject and the subject coordinator’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 of Doctor of Philosophy are that the student successfully completes all the study obligations specified by the programme, successfully defends the doctoral thesis and has, in accordance with the study programme or at the latest before the submission of the thesis, published or have had accepted for publication as the first author at least one original academic paper, based on the content of the doctoral thesis, 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.

In all publications related to research work within doctoral studies, 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 subject, a different implementation plan can be determined for this subject.

Article 24
(Conditions for coordinators and teachers of doctoral studies)

The pedagogical process on a doctoral study programme at the FA can be coordinated (coordinators) and carried out (teachers) only by higher education teachers with a suitable title (assistant professor, associate professor or full-time professor) and who are habilitated for an appropriate 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 afternoons. 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 departure abroad.

Article 30

*(Student status and extending the status)*

Student status is governed in accordance with the Higher Education Act and the Statue 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 justifiable reason.

The decision regarding extending a student’s status for justifiable reasons (such as prolonged illness, exceptional family or social circumstances, parenthood or the status 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 proofs 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 become parents who 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 theme in the doctoral thesis.

In the case of a positive decision, the year in which the student may continue her education 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**

*(Evaluators)*

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

In the case of the foundation subjects with a number of coordinators and teachers, the knowledge can be assessed by:

- a committee, consisting of the coordinators and teachers of the foundation subject,
- the subject coordinator, or the subject-group coordinator unanimously selected from among themselves by the coordinators and teachers of the foundation subject.

The final grade is entered by the committee chair or the selected coordinator.
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 all the subjects 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 subject or seminar that they wish to take at least 5 days before the announced examination date or as agreed by the subject teacher.

Students may deregister from an examination at the latest by midday of 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.

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 proofs of the justifiable reasons. The application shall be decided upon by the CDrS.

The coordinator or the teacher 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 continue with the doctoral study programme.
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 of examination results and grades)*

The evaluator 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 evaluator 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 evaluator or chair of the examination committee to the ODrS at the latest on the 7th working day after the examination.

In the case of a combination of a written and an oral exam, the evaluator must within 7 working days notify the student about the written grade and arrange with each individual student the date 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 subject or seminar through other forms of on-going assessment, the evaluator must submit the grade to the ODrS within 7 working days after the completion of the subject implementation or after the day the student acquired her final grade.

Longer written works, such as seminar papers, must be graded by the evaluator at the latest 30 days after receipt and she must notify both the student and ODrS about the grade. Evaluators 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 on other study programmes, or at another higher education institution at home or abroad, can apply to have the examinations recognised. The student shall submit her application for the recognition of examinations together with appropriate proofs to the ODrS, the application must also include the opinion of her supervisor and the coordinator of the subject which the student is applying to have recognised, as well as a 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 on 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 Level I disciplinary committee.
The proposal for the initiation of a disciplinary procedure is submitted to the Dean or 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)*

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 graphical forms in citations, which unambiguously show that it is a citation,
- giving incorrect or misleading information about the source of the citation.

At the proposal by the subject coordinator 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 doctoral study)*

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

**V. SUPERVISION**

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

A supervisor or co-supervisor on doctoral studies shall be a higher education teacher with the title of assistant professor, associate professor or full professor or an academic researcher with the title of academic associate, senior academic associate or academic advisor and who has demonstrated research activity with an appropriate bibliography from the broader topic of the student’s doctoral thesis.
A supervisor or co-supervisor may also be a person with an adequate habilitation from another institution if she participates in a study programme or is employed at an institution (at home or abroad), with which the UL or a member of the UL has concluded a contract or a cooperation agreement.

In accordance with the decision by the Senate of the UL no. 031/2016-MS, 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 is placed in the index of important achievements with a quantitative grade of A ½ more than 0.

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 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 its members, but do not participate in knowledge assessment.

**Article 45**

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

A higher education teacher with a suitable title can be a supervisor to a maximum of six students, who are enrolled in the doctoral study programme and are regularly progressing through it. This number does not include students who have fulfilled all the obligations of the doctoral study programme except the defence of the doctoral thesis and the publication of an original academic paper, and when more than four years have passed since enrolment in year one of the doctoral study programme. This limitation does not apply to co-supervisors.

**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 definitively appointed when the theme of the doctoral thesis is approved by the Senate of the UL.

**Article 47**

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

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 proposal of the doctoral thesis and the doctoral thesis, 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 thesis, planning the research 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 at home and abroad);
- be available to the doctoral student for regular consultations by mutual agreement;
- participate in the presentation of the doctoral thesis proposal, the presentation of the results of the doctoral thesis and the defence of the doctoral thesis;
- 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 thesis or its presentation at academic events;
- set an example for ethical research work by their own actions;
- have a good relationship with the student and among themselves.

In addition to the CDrS and 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:
- regularly perform study obligations and research work;
- in accordance with the ISP, register the doctoral thesis theme, present publicly the thesis proposal and the results of the doctoral thesis, write the doctoral thesis, publish at least one original academic paper in accordance with Article 20 and publicly defend the doctoral thesis;
- constantly work with her supervisor and co-supervisor, consulting on the content, method and standards of her work on the doctoral thesis;
- regularly report to the supervisor and co-supervisor about the progress of her work;
- perform 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 thesis.

**VI. REGISTRATION OF THE DOCTORAL THESIS THEME**

**Article 50**

*(Registration of the doctoral thesis theme)*

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

The declaration of the theme of the doctoral thesis must include:
- application for the approval/declaration of the doctoral thesis theme, which must include the student’s personal information, information about the supervisor and co-supervisor and their consent to the declared theme, 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
thesis in Slovene and English, as well as a proposal for writing the thesis in another language in accordance with Article 51 of these Rules and Regulations and the Statute of the UL;

- appendices:
  - the student’s CV, with emphasis on her activities in the academic field;
  - the student’s bibliography (list of published academic, professional, project and other papers);
  - consent by the ethics commission in accordance with Article 52 if the student has marked this in her application;
  - a doctoral thesis proposal, defined in Article 53 of these Rules and Regulations.

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.

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

When registering, a student may request to be able to write her doctoral thesis in English if she is a foreigner or if either her supervisor or co-supervisor are foreign or if a member of the CMDS is a foreigner.

In the case of studying a foreign language and literature, students may request to be able to write their doctoral thesis 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 ethics committee)

If required by the content and methods of the doctoral thesis, in order to carry out the research needed for the creation of the doctoral thesis students must acquire the consent of an appropriate ethics committee.

Students shall submit the consent from the ethics committee to the ODrŠ, usually when the theme is declared.

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

The doctoral thesis proposal must be written and set out in accordance with the rules that apply to the structure of academic and academic papers at the appropriate FA department and comprise 3 to 5 printed pages in A4 format (without sources and table of contents).

The doctoral thesis proposal must include:
- the suggested title of the doctoral thesis (in Slovene and English, 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 theme of the doctoral thesis;
- overview of the narrower academic field and description of the content that the student will deal with;
- definition of the research problem, which includes:
  - overview of current research in the topic field,
  - clearly presented hypotheses and research questions 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 topic field.

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

**Article 54**

*(Incomplete declaration of the theme)*

If the declaration of the doctoral thesis theme 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 declaration within the given time period, the declaration 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 declaration of the doctoral thesis to the assessment and thesis defence.

The CMDS consists of at least three evaluators from the ranks of higher education teachers or academic researchers, who are experts in the wider field of the doctoral thesis and hold a valid teaching or academic title. At least one evaluator must be from another university or another research organisation, exceptionally from another UL member.

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 is increased correspondingly.

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 declaration of the theme of the doctoral thesis, 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 evaluators a chair who will coordinate the work of the members and prepare the joint assessment on the suitability of the theme.
The suitability of the CMDS is discussed by the CDrS; the latter also proposes the CMDS to be appointed by the FA Senate.

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.

Within 30 days of the declaration of the theme, the FA Senate, following a proposal by the CDrS, appoints the CMDS.

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

Article 57
(Presentation of the theme of the doctoral thesis)

The student presents the theme 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 thesis, research questions and hypotheses, planned methodology and sources and the implementation plan.

The CMDS shall draw up the minutes about the presentation, which shall include any comments and the deadline for the amendment of the declaration of the doctoral thesis theme 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 within which the student must submit corrections of and amendments to the proposal of the doctoral thesis.

Article 58
(Criteria for the assessment of the suitability of a doctoral thesis theme)

The criteria used for the assessment of the suitability of a doctoral thesis theme are:
- whether the submitted theme 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 thesis;
- whether a suitable academic method for the realisation of the doctoral thesis is envisaged;
- whether the title is appropriate for the content and the field of the doctoral thesis;
- whether the suitable basic literature for the field of the doctoral thesis is given.

Article 59
(Corrections to the doctoral thesis proposal)

Even during the assessment of a doctoral thesis 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 within the deadline, the CMDS must write an assessment of the suitability of the theme in accordance with Articles 60 and 61 of these Rules and Regulations. The deadline for the drawing up of the assessment of the suitability of the doctoral thesis theme shall
be extended for the time period the CMDS determined for the student to correct or amend the proposal.

**VII. APPROVAL OF THE DOCTORAL THESIS THEME**

**Article 60**

*(Assessment of the suitability of a doctoral thesis)*

At the latest within a month after the presentation of the doctoral thesis theme or after the submission of the amended thesis proposal, the CMDS prepares an assessment of the suitability of the doctoral thesis theme 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, 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 references from the wider field of the doctoral thesis theme (which is also submitted in electronic form) and the SICRIS number of the researcher, if she has one. If someone is unable to sign the joint assessment, the CMDS member who does not agree with the assessment must submit a separate assessment about the suitability of the declared doctoral thesis theme.

The assessment must be written in Slovene. If one of the CMDS members is a foreign citizen, the report must also be written in English or another language the foreign CMDS member understands, or a statement by the foreign member that she 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 suitability of the doctoral thesis theme)*

The topical nature of the theme and the envisaged contribution towards academic research must be evident from the written assessment of the suitability of the doctoral thesis theme.

The assessment shall comprise:
- the title of the proposed doctoral thesis theme in Slovene and English;
- assessment of the suitability of the proposed title of the theme and field of the thesis with the planned content; if necessary, it also includes a proposal for a change to the title;
- assessment of the proposed doctoral thesis theme and its academic relevance;
- assessment of the suitability of the hypotheses and research questions;
- assessment of the suitability of the planned research methods and whether they can be implemented;
- assessment as to whether the literature given in the proposal for approval of the theme appropriately supports the proposed research that the student intends to carry out towards the thesis;
- decision in which is stated and substantiated 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 thesis theme is conceived in such a way that an independent and original contribution to the academic 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;

- date and signatures of the CMDS members;

- consent to the acceptance of supervision or co-supervision.

**Article 62**

*(Discussion on and approval of the assessment of a doctoral thesis theme)*

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

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

- adopt and approve the positive assessment by the CMDS of the suitability of the doctoral thesis theme. When the FA Senate approves the positive assessment by the CMDS, the ODrS sends the declaration of the theme, together with documentation (student’s application, CV, bibliography, proposal with the main sources, CMDS assessment, Senate decision and any other attachments) to be discussed and approved by the Committee for Doctoral Studies of the University of Ljubljana and the Senate of the UL. The Committee for Doctoral Studies of the UL may demand from the FA that within a specified deadline the student supplements or amends the declaration of her doctoral thesis theme, or that the FA within a specified deadline and in agreement with the student proposes a different supervisor or co-supervisor and that the CMDS in accordance with this supplements or changes the assessment of the suitability of the doctoral thesis theme;

- determines an additional deadline within which the student must change or supplement the theme 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, within the deadline set by the FA Senate, submit amendments to the ODrS or write a suitably altered declaration of the doctoral thesis theme. The CMDS checks the amended proposal and submits a new written assessment of the suitability of the theme within one month of receiving the amendments. This assessment is once more discussed by the FA Senate. If the student does not submit the amended proposal of the theme within the given deadline, the CMDS must in spite of this give an assessment of the doctoral thesis theme;

- rejects the proposal of the doctoral thesis theme in the event of a negative assessment. If the FA Senate accepts the negative assessment by the CMDS, it rejects the proposal of the doctoral thesis theme. With this, the procedure is complete and the student cannot submit the same theme again.

Within two months at the latest, the Senate of the UL decides on the proposed theme and informs the FA regarding its approval/rejection, while the FA informs the student, supervisor and co-supervisor and the members of the CMDS.

The approval of the Senate of the UL of the suitability of the doctoral thesis theme for students on the four-year doctoral studies programme shall be valid for two years after the loss of the status of student.
In addition to the fulfilled obligations of the organised forms of study, the approval of the doctoral thesis theme by the UL is a condition for enrolling in year 3 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 thesis)

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 thesis 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.

Minutes are taken of the presentation, in which the written questions of the CMDS members and the decision on the success/failure of the presentation are given or attached. In the case of necessary amendments to the draft doctoral thesis, the CMDS sets a deadline for submitting the amendments, which may not be longer than a year. 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.

The chair of the CMDS submits the minutes of the presentation to the ODrS.

The presentation of the results of research work that was unsuccessful can only be repeated once.

**VIII. SUBMITTING A DOCTORAL THESIS**

**Article 64**

(Originality of a doctoral thesis)

A doctoral thesis must be an independent and original contribution to the academic discipline in which a student wishes to acquire a Doctor of Philosophy degree.

**Article 65**

(Language of a doctoral thesis)

As a rule, doctoral theses 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), they may exceptionally be written in English. If the student is studying a foreign language and literature, doctoral theses may be written in another foreign language.

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

The decision on writing a doctoral thesis 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 thesis for assessment with the written consent of the supervisor and co-supervisor. Students may also submit their doctoral thesis for assessment without a 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 handing in the doctoral thesis – four-year doctoral studies)*

Students on the four-year doctoral study programme must hand in their completed doctoral thesis at the latest within a year of completing the last semester of the doctoral 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 hand in their doctoral thesis only when they have completed all the other obligations determined in the doctoral study programme.

If a student does not hand in her doctoral thesis within the deadline specified in the first paragraph of this Article, within two years of her losing her status, if she has not handed in her thesis during this time, she must submit an application for continuing or completing her studies after an interruption in accordance with Article 32 of these Rules and Regulations.

**Article 68**

*(Deadline for handing in the doctoral thesis – three-year doctoral studies)*

Students on the three-year doctoral study programme must hand in their doctoral thesis at the latest within four years from the day when the Senate of the UL approved the doctoral thesis theme.

Students on the three-year doctoral study programme who cannot hand it their doctoral thesis by the deadline specified in the previous paragraph may submit an application to the ODrS for an extension of the deadline for handing in their doctoral thesis or an extension of the validity of the theme, 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.

The deadline for handing in the doctoral thesis or for the validity of a theme can exceptionally be extended for students on the three-year doctoral study programme for a maximum of one year, if suitable justifiable (health and/or social) reasons have been given or if this is of crucial importance for research and development in the field.

If a student on the three-year doctoral study programme wishes to extend for the second time the deadline for handing in her doctoral thesis or extending the validity of the theme for another year for other justifiable (health and/or social) reasons, she must attach to the application she submits to the ODrS documents offering evidence for the justifiable reasons.

If a student on the three-year doctoral study programme wishes to extend for the second time the deadline for handing in her doctoral thesis and she refers to the exceptional importance of her
doctoral thesis, she must at the latest within four months prior to the expiry of the validity of her doctoral thesis theme ask her supervisor to begin the procedure of another extension of the validity of the theme because of the exceptional importance of the thesis for research and the development in the field. The supervisor assesses whether the application is justified. If the supervisor agrees with the application, the supervisor and the student agree on the form of a draft version of the thesis (printed or electronic), which the supervisor then submits together with the justification for the application and her written expert opinion to be assessed by other members of the CMDS.

On the basis of her supervisor’s consent, the students must at the latest 2 months prior to the expiry of the validity of the theme, submit an application to the ODrS, together with the following attachments:
- an in-depth justification of the application, stating the range and description of the academic significance of the work already carried out on the doctoral thesis;
- a bibliographical record of the published academic paper (COBISS) or a photocopy of the published paper or giving the URL of the electronic publication of the academic paper, or a confirmation by the editorial office about having approved a research paper for publication;
- a written expert justification of the exceptional importance of the doctoral thesis and its topical academic nature (the justification is drawn up by the supervisor and co-signed by the CMDS members on the basis of the draft version of the thesis).

If a student on the three-year doctoral study programme does not hand in her thesis within 4 years from the day when the Senate of the UL approved the doctoral thesis theme or in accordance with the decision on the extension of the validity of the theme, she can no longer complete the doctoral study programme.

Students on the three-year doctoral study programme must complete their studies at the latest by the end of the academic year 2025/2026.

Article 69

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

Prior to the first submission of the doctoral thesis 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 thesis, in accordance with the instructions published on the FA website. Prior to its defence, every doctoral thesis 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 thesis 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 thesis to the FA student information system, the supervisor and co-supervisor, if there is one, check the sections of the doctoral thesis 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 thesis 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.
The supervisor and co-supervisor can approve the thesis if the similar content is correctly cited and the required proportion of the thesis is the result of the student’s independent work or request that the student corrects the thesis appropriately.

If the supervisor and co-supervisor request that the student corrects the doctoral thesis, the student must resubmit her thesis again to the FA student information system. After the submission of the corrected version of the doctoral thesis, 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 thesis is the result of the student’s independent work; the doctoral thesis is then submitted for further treatment. If the doctoral thesis is not suitably corrected, the supervisor and co-supervisor give the thesis a fail grade, while the ODrS passes on the analysis together with the doctoral thesis and the opinions of the supervisor and co-supervisor to the FA Senate, which passes a decision about the thesis.

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 thesis in which plagiarism was detected from the software corpus after the corrected version of the doctoral thesis has been submitted (if the content similarity detection software does not automatically delete older versions), or the record of the doctoral thesis 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 the doctoral theses in which a possibility of content similarity has been ascertained subsequently, whereby the citation standards valid at the time when the doctoral thesis 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 thesis)

When the similarity detection of content in accordance with the previous Article has been completed and the supervisor and co-supervisor confirm that appropriate citation is used in the doctoral thesis and the required proportion of the written final work is the result of the student’s independent work, the student may submit the doctoral thesis in printed form.

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

The student must attach to the doctoral thesis the supervisor’s and co-supervisor’s consent.
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 academic paper. If the original academic paper has not yet been published, the student shall submit to the ODrS a proof of the editorial office that her original academic paper has been accepted for publication.

If the FA Senate approves the doctoral thesis, the student must, prior to the defence of the doctoral thesis, 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 doctoral thesis)

A doctoral thesis shall contain:
- title in Slovene and English or another language in the case of studying a foreign language and literature;
- abstract in Slovene and English (maximum 300 words) and at least five key words in both languages, which is published in the repository;
- table of contents (content, pictorial material, tables, abbreviations);
- list of articles that were published from the doctoral thesis content, including the Declaration of Publishing Rights where appropriate;
- introduction with the summary of the thesis from the doctoral thesis proposal;
- overview of the field;
- purpose and hypotheses or research questions;
- research methodology;
- results;
- discussion;
- conclusions;
- introduction, conclusion and extensive summary in Slovene if the thesis 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:
  - confirms that the thesis is the result of her independent work;
  - confirms that the written form of the doctoral thesis 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 thesis and that she has clearly marked them;
  - confirms that in the production of the doctoral thesis in accordance with ethical standards and where necessary, she has acquired consent from the ethical committee for her research;
  - consents to the use of the electronic form of her doctoral thesis for content similarity detection with other works using content similarity software connected with the student information system of the university member;
  - consents to the UL 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 thesis 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 thesis;

- confirms that she allows the publication of her personal data given in her written doctoral thesis and statement of authorship, as well as the publication of the thesis;

- confirms that she allows the use of her birthdate in the COBISS record;

- any other appendices.

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

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

The doctoral thesis must be written and edited in accordance with the rules for editing academic and 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 thesis if it is not created in accordance with the instructions in this Article.

Article 72

(Doctoral thesis on the basis of published academic papers)

A doctoral thesis may consist of original academic papers by the student which have been accepted for publication (with a proof – the editor’s letter that the paper has been accepted for publication) or have already been published. The original academic papers must be substantively connected (complementary) and the result of the work on the approved doctoral thesis theme.

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

A traditional thesis can be replaced with four academic publications, whereby this does not include the academic paper that 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 thesis. 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 hitherto unpublished papers must by published by the time the thesis is handed in.

The following count as formally appropriate academic publications in accordance with the general research criteria and habilitation criteria of the UL: original academic paper, academic collections of papers, part of academic collection of papers. With all types of publications, the student must be the only author, the leading or first author (if the authors are listed alphabetically, the co-authors shall submit a written statement about the leading author).
According to the established system in the habilitation criteria, an academic collection of papers replaces two academic papers or two parts of an academic collection of papers / 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 proofs about the work being cited by the international academic public.

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

The CMDS shall judge the academic suitability 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 thesis (in accordance with the articles in chapter IX of these Rules and Regulations). When submitting the proposal, the student must present at least two academic publications, 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 thesis theme, which it then passes on to be approved by the UL.

A thesis on the basis of published academic works must include:
- introduction 1 author’s sheet in length, in which the research problem, theoretical starting point, goals, methodology and original academic 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 the doctoral thesis, 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 consents for the articles or papers being included in the printed and electronic form of the thesis.

Article 73
(Confidential nature of the doctoral thesis)

If a part of the content of the doctoral thesis is of confidential nature (a patent, confidential documentation of a specific company, etc.), prior to submitting her doctoral thesis, 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 thesis be temporarily inaccessible. The student’s and supervisor's request shall be dealt with individually. A part of the thesis 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 thesis.

IX. ASSESSMENT AND DEFENCE OF THE DOCTORAL THESIS

Article 74
(Assessment of the doctoral thesis and opinion on the suitability of the original academic paper)
At the latest within two months of receiving the thesis, 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 thesis is submitted to the ODrS.

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

If upon the first submission of her doctoral thesis to the ODrS, the student has submitted a proof from the editorial office that the original academic paper has been accepted for publication, she must – after the publication of the paper – submit to the ODrS a confirmation of the actually published original academic paper, which is a condition for completion.

**Article 75**

*(Components of the evaluation of the doctoral thesis)*

The assessment of the doctoral thesis shall include the following:
- title of doctoral thesis "Evaluation of the doctoral thesis (student’s name and surname) with the title ‘.........................’";
- name of the study programme and field;
- list of CMDS members and the date of their appointment;
- date of receipt of the submitted doctoral thesis;
- analysis of the thesis in which CMDS member assesses the originality of the student’s contribution in the following points: short presentation of the structure of the thesis, brief analysis and evaluation of the methods applied, evaluation of the confirmation or rejection of the set hypotheses or research questions, evaluation of the originality of the conclusions and the value of new findings, any special features of the thesis, evaluation of the stylistic and linguistic level of the thesis;
- detailed evaluation of the originality of the contribution to academic research;
- summary of the advantages and any possible shortcomings of the doctoral thesis – in their decisions the CMDS members propose that the Senate approves, supplements or rejects the thesis;
- final evaluation and conclusion whether the defence of the doctoral thesis is possible;
- date of the report;
- signature by the CMDS member.

Each evaluator must write her own evaluation, which must be written in Slovene. The evaluation may be in a foreign language only if the evaluator is foreign. In this case, the supervisor shall arrange a suitable translation. A foreign committee member may write a shortened evaluation of the doctoral thesis which includes an evaluation and justification as to whether the doctoral thesis reaches the necessary level of originality.
Article 76
(Approval/rejection of the doctoral thesis)

On the basis of the submitted separate evaluations by the CMDS members, the FA Senate approves or rejects the thesis or calls upon the student to supplement or amend it with regard to the given comments within a specific deadline.

When the student submits the amended thesis, the CMDS members assess it once more and the FA Senate discusses it again and either approves or rejects it.

If the student fails to suitably amend or supplement her doctoral thesis, the FA Senate rejects the thesis. This concludes the procedure and the student cannot resubmit a rejected doctoral thesis.

Article 77
(Final submission of the doctoral thesis)

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

Article 78
(Receipt from the library)

Prior to the defence of the doctoral thesis, the student must obtain a receipt from the department library that she has returned all the material and paid all her obligations 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 thesis)

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

The date of the defence of the doctoral thesis shall be decided by the chair of the CMDS in agreement with the other members and the student. The chair informs the administration office about the date of the defence of the doctoral thesis and the administration office in turn informs the ODrS.

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 thesis)

The defence of a doctoral thesis 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 thesis. Particularly in the case of data of confidential nature, the supervisor, co-supervisor and student may propose that the defence is not public.
As a rule, the defence takes place in Slovene. It can also take place in another language, if the thesis has been written in another language.

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

The defence of a doctoral thesis 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 thesis, and the procedure to date of approving the doctoral thesis. The chair also informs the student about the defence procedure and gives the final report on the doctoral thesis. The final report is a summary of the evaluations by all the CMDS members, drawn up by the CMDS chair.

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

After the presentation of the doctoral thesis, the CMDS members ask the student questions and after them, with the consent by the chair, also other people present at the defence. 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 thesis)

The CMDS chair shall write minutes of the defence of a doctoral thesis, which shall contain the student’s name and surname, the title of the doctoral thesis, 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.

Article 82
(Successfully completed defence and temporary certificate of the completion of study)

With the successfully completed defence of her doctoral thesis, the doctoral students obtains the academic title of Doctor of Philosophy 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 promotion, where the student obtains a certificate for her Doctorate of Philosophy.

Article 83
(Unsuccessful defence)

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

Article 84
(Promotion of Doctors of Philosophy)
After the successful defence of the doctoral thesis, the FA sends the required documentation to the Doctoral Service Department of the UL for the promotion. The documentation shall contain the following:

- the form Application for the Promotion of Doctors of Philosophy, which includes the information about the UL member and the doctoral study programme, information about the student, the title of the doctoral thesis in Slovene and English (and another foreign language if study of a foreign language or literature is involved), about the supervisor and co-supervisor, the date of the consent to the doctoral thesis theme, the date of the defence of the doctoral thesis and a proof with the date of the publication of the original academic paper or original academic papers;

- the minutes of the defence.

On the basis of the application for promotion, in agreement with the Rector, the Doctoral Service Department shall determine the date of the ceremony, draw up the list of the promotion of the Doctors of Philosophy and inform the FA about this. The ODrS informs the student, the Dean, supervisor and co-supervisor about the date of the promotion.

A Certificate of the Doctorate of Philosophy 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 Doctoral Service Department of the UL. An embossed stamp is stamped on the diploma.

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 thesis, the Rector carries out the promotion ceremony of the Doctor of Philosophy. 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 promotions at the UL.

On the basis of the data the Doctoral Service Department 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 promotion ceremony for the new Doctors of Philosophy and hands them their doctoral documents.

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 Doctors of Philosophy, which is signed after the promotion by the newly promoted Doctor of Philosophy and the supervisor, the Rector and the FA Dean.

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

**X. WITHDRAWAL OF A DOCTORATE OF PHILOSOPHY**

**Article 85**

*(Reasons for a withdrawal of the academic title of Doctor of Philosophy)*

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 thesis), 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 thesis is not the result of the student’s own work, creativity and achievements.

Article 86

(Procedure for the withdrawal of the academic title of Doctor of Philosophy)

The Senate of the UL shall decide on the withdrawal of the academic title of Doctor of Philosophy.

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

A written proposal for issuing a decision on the withdrawal of a Doctorate of Philosophy, 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 material, to the Senate of the UL, which will decide on the withdrawal of the doctorate.

The proposal described in the first paragraph of this Article can also be submitted if a student who has successfully defended her doctoral thesis has not been promoted, but there is reasonable suspicion that the thesis is not the result of the student’s own creativity. If such a proposal has been submitted, the UL Rector shall postpone the promotion of the student. The promotion can be put off until the end of the procedure for ascertaining the originality of the doctoral thesis, 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 of the Doctorate of Philosophy 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 shall be 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 enter into use for the enrolment on the doctoral study programme in the academic year 2019/2020 and thereafter.
The provisions of these Rules and Regulations – except when determined otherwise by an individual Article of these Rules and Regulations – shall also be used for all the students enrolled on the three-year doctoral study programme, who will submit their doctoral thesis themes after 14 October 2017, whereby they must complete their three-year doctoral study by the end of the academic year 2025/2026.

For students enrolled on the three-year doctoral study programme who have submitted their doctoral thesis theme before 14 October 2017, the procedures shall be conducted in accordance with the Rules and Regulations on the Organisation and Implementation of the Interdisciplinary Doctoral Study Humanities and Social Studies dated 20 September 2017, whereby they must complete their three-year doctoral study at the latest by the end of the academic year 2025/2026.

Dean of the Faculty of Arts:

Prof. Dr. Roman Kuhar

List of appendices:

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

University of Ljubljana
Faculty of Arts

Student’s name and surname

Title of doctoral thesis

Doctoral thesis

Ljubljana, year
APPENDIX 2: Title page of doctoral thesis

University of Ljubljana
Faculty of Arts

Student’s name and surname

Title of doctoral thesis

Doctoral thesis

Supervisor: title, name, surname
Study programme: Humanities and Social Studies
(Co-supervisor: title, name, surname) Field: field

Ljubljana, year
APPENDIX 3: Title on spine of doctoral thesis

At least 5 cm empty  Name and SURNAME: First part of doctoral thesis title  At least 5 cm empty
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. 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 consents for including the articles in the printed and electronic form of my thesis. The consents given to the UL facilitate gratuitous, 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. allow the use of my birthdate in the entry in COBISS.

Place: ________________________
Date: _________________________

Student’s signature: 
APPENDIX 5:
Recommendations for writing titles of doctoral thesis (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 thesis

- expresses the theme precisely, succinctly and terminologically appropriately
- the recommended length is a maximum of ten words
- is grammatically correct
- does not contain abbreviations
- is not in the form of a sentence or question
- avoiding metaphorical titles or citations is recommended
- does not contain inverted commas or special markings
- is not written in capitals
- if a subtitle is necessary, it should be separated from the title with a colon and should start with a capital
- the subtitle should not repeat expressions used in the title.
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 thesis. The supervisor and members of the Committee for Monitoring the Doctoral Student guarantee with their signatures the trustworthiness of the translation.

2. The English translation of the thesis must be semantically equivalent to the Slovene title.

3. The instructions for writing thesis 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 at, when they are not the first or last word in the title or subtitle.