

Faculty of Information Studies in Novo Mesto	RULES	Number: SA-1014
	DOCTORAL STUDIES	Page: 1/18

Pursuant to Article 33 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, 57/21 – Constitutional Court decision and 54/22 – ZUPŠ-1) and articles 32, 60, 69, 70, 85, 100 and 108 of the Statute of the Faculty of Information Studies in Novo mesto (Official Gazette of the Republic of Slovenia, No. 51/2021), the Senate of the Faculty of Information Studies in Novo mesto at its 54th (correspondence) session on 19 September 2022 adopted amendments and a new clean copy of the act entitled

RULES ON DOCTORAL STUDIES

This document is an unofficial translation of the Slovenian original. In case of ambiguity, the Slovenian version takes precedence.

Article 1

The Faculty of Information Studies in Novo mesto (hereinafter: the Faculty) carries out education for obtaining a doctoral degree in sciences in accredited fields in accordance with regulations.

Article 2

Education programme to acquire the academic title of doctor of science is organized in the form of direct pedagogical activities, seminars and mentorship.

Article 3

(1) These rules specify:

- enrolment conditions;
- course of doctoral studies;
- conditions to acquire the academic title of doctor of science;
- mentorship;
- application of topic of doctoral thesis;
- application of doctoral thesis proposal;
- process for approval of doctoral thesis proposal;
- preparation of doctoral thesis;
- submission and evaluation of doctoral thesis;
- procedure for defence of doctoral thesis;
- revoking the title of doctor of science;
- dropping out from doctoral studies; and
- joint doctoral study programmes.

(2) The term doctor of science in this text shall be used for both genders equally.

1. ENROLMENT CONDITIONS

Article 4

Version: 10	Valid from: 20. 9. 2022	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
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Faculty of Information Studies in Novo Mesto	RULES	Number: SA-1014
	DOCTORAL STUDIES	Page: 2/18

(1) The enrolment in the first year of doctoral study programme Information Society is available for a candidate who:

- completed a second-cycle study programme(Bologna system);
- completed a study programme educating for professions regulated by EU directives or another uniform master's study programme that is evaluated with 300 ECTS credits;
- completed a study programme leading to a university degree adopted before 11 June 2004; completed a study programme for acquiring specialisation and before that completed the previous higher education professional programme (pre-Bologna programme), where minimum five years of study had to be finished. Before entering the second year of the doctoral study programme, the candidate shall perform additional study obligations in a total of 30 to 45 credits from a second cycle study programme at FIS, as determined by the competent body of the FIS on the basis of the candidate's studies so far.

(2) According to the criteria for transfers, the second year of the third cycle study programme Information Society can be enrolled by a candidate who has completed:

- a study programme leading to a master's degree adopted before 11 June 2004, with 60 ECTS credits recognised at the time of enrolment,
- a university study programme adopted before 11 June 2004 and a study programme for specialisation with 60 ECTS credits recognised at the time of enrolment,

however, by the end of the first semester of the 2nd year, the student must submit their doctoral thesis proposal.

(3) Anyone who obtained equivalent qualifications abroad can also enrol in the doctoral study programme. The equivalence of previously acquired education abroad is established in the process of recognition of education for the purpose of continuing education.

(4) If the candidate acquires a previous education abroad, the following must be enclosed to the application for enrolment: original record of education, certified translation of the record of education to Slovenian language, proof of the content and duration of the education and the obligations performed, and other evidence or annexes laid down in the call for enrolment.

(5) The faculty may limit enrolment if the number of applications exceeds the number of places available. In case of limited enrolment, candidates will be selected based on the average grade of master's study exams (or the average grade of exams of the last two years of study in case of completed single master's study) and the grade of the master's thesis. The criteria have the following weight: average study grade 60% and master's thesis grade 40%. In the event that the master's study did not include a master's thesis or it was not graded, the only criterion is the average grade of master's study exams. In the case of applications from university pre-Bologna graduates, candidates will be selected based on the average grade of exams of the last two years of study (60%) and the grade of the diploma thesis (40%).

Article 5

(1) In accordance with the Higher Education Act and the Criteria for Transferring between Study Programmes, a transition to a third-cycle study programme is possible from study programmes of the same cycle. Applications for transitions shall be considered individually in accordance with the rules of the faculty. Obligations that the student already completed

Version: 10	Valid from: 20. 9. 2022	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
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Faculty of Information Studies in Novo Mesto	RULES	Number: SA-1014
	DOCTORAL STUDIES	Page: 3/18

are compared with the required obligations at FIS, both in terms of content and number of ECTS credits, and can be recognised as completed study obligations in the new programme. Additional obligations are prescribed to the student for missing content. The competent authority of FIS shall decide on this.

(2) In accordance with the 3rd indent of Article 16 of the Act Amending the Higher Education Act (Official Gazette of the Republic of Slovenia, No. 94/06), study obligations in the amount of 60 credits are recognised to graduates of previous (i.e. pre-Bologna) study programmes for obtaining a master's degree in science or specialization after completing the study programme for obtaining a university degree in a doctoral study programme of the third cycle. On this basis, they can enrol directly in the second year, but by the end of the first semester of the year, they must submit a proposal of their doctoral thesis.

(3) In accordance with the second indent of Article 16 of the same Act, graduates who have completed a previous study programme for obtaining specialisation, and prior to that, have completed a higher education professional programme, shall perform additional study obligations in a total of 30 to 45 credits from a second cycle study programme at FIS before entering the second year of the doctoral study programme, as determined by the competent body of the FIS on the basis of the candidate's studies so far.

2. COURSE OF DOCTORAL STUDIES

Article 6

(1) In the first year, the candidate selects a mentor (and any co-mentors, but not more than two) on the basis of the selected study topic. The candidate formally completes the selection of the mentor by submitting the form OBR-FIW-033 Application of the topic of a doctoral thesis. Mentor and potential co-mentors can accept or refuse mentorship (or co-mentorship).

(2) In order to advance from the first year to the second year, the student must reach at least 30 ECTS credits from the first year, have an approved doctoral thesis topic and submit the doctoral thesis proposal, which is evidenced by the signature of the mentor on the form OBR-FIŠ-034.

(3) Individual research work is demonstrated for each year by the signature of a mentor on form OBR-FIŠ-047 Assessment of individual work of doctoral student. Individual research work for each year is evaluated with an appropriate number of ECTS credits.

(4) The condition for advancement from the second to third year is that all obligations of the first year in the scope of 60 ECTS credits, including confirmed proposal, and individual research work of the second year in the scope of 60 ECTS credits.

(5) The Committee for Study and Students Affairs may allow the student to advance to a higher year, even if they have not met the required conditions, in the following circumstances: motherhood, extended illness, exceptional family or social circumstances, participation in top cultural, sport or professional events. In this case, the student must provide appropriate evidence.

Version: 10	Valid from: 20. 9. 2022	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
-------------	-------------------------	---	--------------------------------	---------------------------

Faculty of Information Studies in Novo Mesto	RULES	Number: SA-1014
	DOCTORAL STUDIES	Page: 4/18

(6) A student who does not meet the conditions for enrolment in a higher year can repeat a year or transfer to another study programme or field due to non-fulfilment of requirements the previous field or programme.

3. CONDITIONS TO ACQUIRE THE ACADEMIC TITLE OF DOCTOR OF SCIENCE

Article 7

(1) Conditions for the completion of the study are as follows:

- successful completion of all the prescribed study obligations;
- publication or acceptance for publication of a scientific article in which the candidate was the first or leading author in journals indexed in SSCI or SCI or SCOPUS with $IF > 0$ or AHCI, from the research field of the doctoral dissertation;
- preparation and successful defence of the doctoral dissertation.

4. MENTORSHIP

Article 8

(1) A higher education teacher who holds at least the title of assistant professor may be a candidate for mentor in a doctoral dissertation, while showing appropriate scientific achievements.

(2) During the last five years, the mentor candidate must collect at least 200 points for scientific publications for individual science according to the SICRIS classification or publish at least 2 articles in which he/she was the first or leading author during the same period, in journals indexed by SSCI, SCOPUS or SCI as $IF > 0$ or indexed by AHCI; of which at least one publication must be within the top three quarters of the list referred to in Article 18 of the Criteria for Election to the Titles of the FIS. These restrictions apply to a half extent for a mentor candidate who holds the title of academic or full professor.

(3) A candidate for a co-mentor must have at least the title of an assistant professor and, in the last five years, collect at least 100 points for scientific publications for individual science according to the SICRIS classification, or publish at least 1 article in which he/she was the first or leading author during the same period, in journals indexed by SSCI, SCOPUS or SCI as $IF > 0$ or indexed by AHCI; this publication must be within the top three quarters of the list referred to in Article 18 of the Criteria for Election to the Titles of the FIS. These restrictions do not apply to a co-mentor candidate who holds the title of academic or full professor.

(4) A mentor candidate must have previously completed mentoring of a candidate for a master's thesis or have experience in managing research and development projects.

(5) Mentors and possible co-mentors are usually members of the FIS Academic Assembly, but may also be external associates (from other faculties, including abroad). In the second case, the mentor and possible co-mentors commit to the professional guidance of the doctoral student with their signature on the application form Application of the topic of a doctoral thesis (OBR-FIŠ-033).

Version: 10	Valid from: 20. 9. 2022	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
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Faculty of Information Studies in Novo Mesto	RULES	Number: SA-1014
	DOCTORAL STUDIES	Page: 5/18

(6) In the event that a candidate for a mentor or a co-mentor is not recorded in the SICRIS database, they must submit a bibliographical printout of the scientific papers from the last 5 years with the classification of the publications, in order for the Scientific and Research Committee (KZRD) to verify the fulfilment of the conditions from the preceding paragraphs of this Article for (co)mentorship in the process of considering the application of the topic from Article 10 of these Rules.

(7) A higher education teacher cannot simultaneously mentor more than 5 doctoral students. Exceptionally, number of mentored students can exceed 5 only if none of the other higher education teachers meets the prescribed conditions for mentoring.

Article 9

(1) in the event of disagreement between the mentor or potential co-mentor and the candidate, the candidate may request the replacement of a mentor or co-mentor. The request shall be addressed to the Scientific and Research Committee. The committee appoints a new mentor or co-mentor. If the candidate disagrees with a new mentor or co-mentor, they can appeal to the Faculty Senate. The Senate makes the final decision regarding the new mentor or co-mentor.

(2) A mentor or potential co-mentor may withdraw from (co)mentorship. He shall send the explanatory statement to the Scientific and Research Committee. The committee appoints a new mentor or co-mentor in agreement with the candidate. If the candidate disagrees with a new mentor or co-mentor, they can appeal to the Faculty Senate. The Senate makes the final decision regarding the new mentor or co-mentor. If there is a major change in the research orientation of the doctoral thesis due to the change of mentor, the new mentor has the right to request from the candidate to produce and confirm a new application of the topic and/or proposal of the doctoral thesis corresponding to the candidate's new research orientation.

5. APPLICATION OF TOPIC OF DOCTORAL THESIS

Article 10

(1) A candidate who wishes to obtain a PhD degree at the Faculty submits the application of topic of doctoral thesis to the KZRD on the form OBR-FIŠ-033 (Application of topic of doctoral thesis). With this application, the candidate proposes the selected mentor and two possible co-mentors.

(2) The application of topic of doctoral thesis must include:

- an indicative title of dissertation;
- a brief description of the topic (up to two pages);
- the proposed mentor and any co-mentors;

(3) The application of topic of doctoral thesis must be written in Slovenian or English (at the choice of the candidate).

Version: 10	Valid from: 20. 9. 2022	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
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Faculty of Information Studies in Novo Mesto	RULES	Number: SA-1014
	DOCTORAL STUDIES	Page: 6/18

(4) The candidate shall submit the signed application of the topic in physical or electronic form to the Student Office.

(5) The topic of doctoral thesis shall be addressed by the KZRD and a decision on approval or rejection of the topic shall be made. Upon approval of the topic of the doctoral thesis, the decision is also made on the suitability of the mentor and potential co-mentors. If the candidate does not propose a mentor, the Committee shall appoint one on the basis of the prior consent of the proposed mentor.

(6) In the event that the Scientific Research Committee rejects the topic and/or the proposed mentor and/or potential co-mentor, the candidate may appeal to the Faculty Senate. The latter makes the final decision on the topic and the mentor and possible co-mentor.

(7) The candidate may submit a new application of the topic. When a new topic is approved, the old topic is no longer valid. The possible confirmed doctoral thesis proposal is also no longer valid.

6. APPLICATION OF DOCTORAL THESIS PROPOSAL

Article 11

(1) After approval of the topic, the candidate submits the form OBR-FIŠ-034 (Doctoral thesis proposal) with the proposal of the doctoral thesis (hereinafter: proposal) as a mandatory attachment to the Faculty's Student office. The doctoral thesis proposal must be written in Slovenian or English (at the choice of the candidate).

(2) The dissertation proposal shall comprise the following:

- Description of the scientific context of the proposed research and its relevance based on the literature;
- Precise formulation of the problem based on the research questions and/or hypotheses;
- Description of the methodology and the research plan;
- List 3-5 milestones (in chronological order) that allow to track the progress of the doctoral research work;
- What exactly will be the dissertation's original contribution to the relevant scientific field?;
- Literature and other references (minimum of 50 entries) that the proposed research will build upon (to be cited in the above sections).

(3) The entire proposal consists of 8-15 pages, without the bibliography (spacing 1.5, font size 12, Times New Roman).

(4) Before the submission, the candidate presents his proposal within the course Disposition Seminar.

7. PROCESS FOR APPROVAL OF DOCTORAL THESIS PROPOSAL

Version: 10	Valid from: 20. 9. 2022	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
-------------	-------------------------	--	-----------------------------	------------------------

Faculty of Information Studies in Novo Mesto	RULES	Number: SA-1014
	DOCTORAL STUDIES	Page: 7/18

Article 12

(1) Within 30 days after the thesis proposal is submitted, the KZRD determines whether the proposal contains all the elements from Article 11 of these Rules. If it does not contain all the elements, the candidate is asked to supplement the proposal, otherwise it is forwarded to the Senate together with the proposal for the composition of the committee to assess the suitability of the proposal. As a rule, this committee remains the same for the evaluation of the Dissertation Seminar, for the evaluation of the doctoral thesis and for the defence of the doctoral thesis. The Senate appoints the committee at the first following meeting.

(2) Each member of the committee must confirm the membership in the committee within 7 days of appointment. A member of the committee who does not agree with the appointment may request a replacement. The justification is sent in writing to the Scientific and Research Committee, which nominates another member. The Senate appoints a new member at the next meeting. The deadlines for evaluation and approval of the proposal begin to run only when the committee is finally appointed (all members confirm their membership). If the proposed member does not respond within 7 days, the Student Office informs the KZRD to take action (re-invite or replace the proposed member).

(3) In the event that there are legitimate reasons for doing so, the Senate may, on a proposal from the KZRD, appoint another composition of the committee for the evaluation of the Dissertation Seminar or for the evaluation of the doctoral thesis or for the defence of the doctoral thesis.

Article 13

(1) The committee for evaluation of doctoral thesis proposal consists of at least two members. All members must meet the conditions for doctoral thesis mentorship specified by these Rules and must be experts in the scientific field of the proposal. The mentor and possible co-mentors are not members of the committee. At least one member of the committee is usually from outside the academic assembly of the faculty. If the mentor and co-mentors are outside the faculty's academic assembly, at least one committee member must be from the faculty's academic assembly. Each member of the committee examines and evaluates the proposal separately.

(2) Within 14 days of the appointment, the committee for evaluation of doctoral thesis proposal may invite the candidate to present his/her proposal. A mentor and possible co-mentor may be present at the seminar.

(3) Each member of the committee shall separately submit their possible suggestions, comments and requests for improving the proposal. The comments are sent to the Student Office, which forwards them to the candidate, mentor and possible co-mentors. The candidate, in agreement with the mentor and any co-mentors, decides how to improve the proposal based on the suggestions received. The candidate then forwards the updated proposal to the Student Office and explains how he/she responded to the committee's proposals, but does so only after receiving proposals from all committee members. This process can be repeated several times if an individual committee member is not satisfied with the updated proposal or has additional suggestions. The entire improvement process described above should not take more than 90 days, with each committee member

Version: 10	Valid from: 20. 9. 2022	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
-------------	-------------------------	---	--------------------------------	---------------------------

Faculty of Information Studies in Novo Mesto	RULES	Number: SA-1014
	DOCTORAL STUDIES	Page: 8/18

submitting the first iteration of their proposals within 30 days from the confirmation of membership in the committee. The candidate must respond to the first iteration of proposals within the next 30 days. This period begins to run only when the candidate has received proposals from all committee members. The Student Office informs KZRD of possible non-compliance with the mentioned deadlines, and KZRD takes action.

(4) The procedure for improving the disposition is completed when none of the committee members has any further suggestions for improvement or requests for corrections. After that, each committee member separately prepares a report on the appropriateness of the proposal and submits it to the Student Office. The report must be submitted within a maximum of 90 days from the confirmation of membership in the committee.

Article 14

(1) Each committee member makes an evaluation in an individual written report by answering the following questions:

- Is the proposed research scientifically relevant and promising to make an original contribution to the pertaining scientific field?
- Is the proposed methodology, including the formulation of key questions and/or hypotheses, suitable for this research?
- Is the candidate citing all the relevant literature?

Based on these comments, the evaluator makes his/her proposal recommendation to the Senate by selecting one of the following options:

- A. accept as is,
- B. reconsider after a minor revision,
- C. reconsider after a major revision,
- D. reject based on above argumentation.

The committee member submits the report on form OBR-FIŠ-035 in Slovenian or English.

Article 15

(1) The report provided by the committee for the assessment of suitability of the doctoral thesis proposal shall be considered by the Senate.

(2) If the Senate provides a positive assessment or conditionally positive assessment of the proposal, it shall notify the candidate and mentor/co-mentor on the matter with its issued decision. This shall enable the candidate to continue their doctoral studies in the research direction as determined by the confirmed proposal.

(3) If the Senate adopts a negative assessment, it shall notify the candidate and mentor/co-mentor on the matter with its issued decision. In this case, the candidate shall prepare and submit a new doctoral thesis proposal. The process of assessment of the doctoral thesis proposal starts from the beginning. If necessary, the candidate also prepares a new application of the topic.

Version: 10	Valid from: 20. 9. 2022	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
-------------	-------------------------	---	--------------------------------	---------------------------

Faculty of Information Studies in Novo Mesto	RULES	Number: SA-1014
	DOCTORAL STUDIES	Page: 9/18

8. PREPARATION OF DOCTORAL THESIS

Article 16

(1) The doctoral thesis must be an independent and original contribution to the scientific discipline from which the candidate wishes to obtain the title of Doctor of Science.

(2) Doctoral research can be an integral part of group research work (for example, within the framework of a research project), whereby the candidate's scientific contribution must be clearly visible.

Article 17

(1) As a rule, the candidate submits the completed doctoral thesis by the end of the third year. Only in this case, the mentor can confirm the form on the successful completion of Individual research work in the scope of 45 ETCS credits (from the third year); otherwise, the mentor confirms it after the submission of the thesis.

(2) A candidate who does not submit the doctoral thesis within this deadline may apply for an extension of the deadline by one year. The application, which is also signed by the mentor, shall be accompanied by a report on the progress on doctorate in the last year. The Faculty Senate decides on the application. The candidate can submit the aforementioned application a maximum of six times.

(3) If the candidate does not submit the doctoral thesis even after the expiration of all the deadlines from the previous paragraph, the candidate must repeat the thesis proposal submission procedure. The process of assessment of the doctoral thesis proposal starts from the beginning. If necessary, the candidate also prepares a new application of the topic.

Article 18

(1) The candidate prepares the doctoral thesis in cooperation with the mentor and possible co-mentors, and the mentor shall play the leading role. The mentor and any co-mentors must have excellent knowledge in the field relevant to research within the framework of the doctoral thesis.

(2) In regular contact with the candidate, the mentor shall take care of the appropriate scientific level of the thesis and the scientific topicality of the research issue. The student has the right to regular contact with the mentor regarding the doctoral thesis, at least twice a month during the periods when pedagogical work is carried out.

(3) Duties of the mentor are as follows:

- directing the candidate's research work: from the preparation of the topic and proposal of the doctoral thesis, monitoring its approval or possible supplementation, preparation of scientific publications, to the submission of the doctoral thesis, and the final defence of the doctoral thesis;

Version: 10	Valid from: 20. 9. 2022	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
-------------	-------------------------	---	--------------------------------	---------------------------

Faculty of Information Studies in Novo Mesto	RULES	Number: SA-1014
	DOCTORAL STUDIES	Page: 10/18

- ensuring compliance with regulations and agreements related to the candidate's research work, especially regarding the protection of confidential data and intellectual property;
- ensuring coordination of cooperation with potential co-mentors.

(4) In particular, the mentor and any co-mentors shall take care of:

- guiding the candidate according to the nature of the research, academic standards, research planning, selection of research methods and techniques, and ethical issues;
- guiding the candidate to acquire additional knowledge in the field of doctoral thesis;
- encouraging the candidate to complete the planned tasks within the prescribed deadlines;
- encouraging the candidate to prepare scientific articles and the doctoral thesis within the prescribed period;
- encouraging the candidate to cooperate scientifically with domestic and foreign colleagues;
- continuously informing the candidate orally and, if necessary, in writing, of any unsatisfactory achievements, pointing out urgently needed improvements, setting deadlines for their achievement.

(5) Duties of the doctoral candidate are as follows:

- fulfilment of study obligations in accordance with the doctoral study programme;
- completing research tasks in accordance with the mentor's instructions for the purpose of preparing and completing the doctoral thesis;
- regular reporting to the mentor on the progress of the research work and on any problems or doubts.

(6) The thesis is written in English or Slovenian language. If it is written in English language, the title must also be in the Slovenian language and have an additional expanded summary in the Slovenian language, which must include at least 10 pages, before the Literature and Resources chapter.

(7) As a rule, the thesis consists of an index, summary (in Slovenian and English language), introduction, main text, conclusion, list of literature and sources, subject and name index, possible extended summary and other annexes. For more detailed instructions regarding the technical appearance of the doctoral thesis, see the Technical Instructions for Writing Professional and Scientific Works at FIS.

9. SUBMISSION AND EVALUATION OF DOCTORAL THESIS

Article 19

(1) The candidate submits the doctoral thesis to the Student Office in electronic form. At the same time, he/she submits the completed form Submission of doctoral thesis for evaluation (OBR-FIŠ-077) with all necessary signatures. By signing this form, the mentor and any co-

Version: 10	Valid from: 20. 9. 2022	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
-------------	-------------------------	---	--------------------------------	---------------------------

Faculty of Information Studies in Novo Mesto	RULES	Number: SA-1014
	DOCTORAL STUDIES	Page: 11/18

mentors agree to the submission of the thesis. Before submission, the candidate must also ensure that the thesis is stylistically and grammatically correct. Prior submitting of the dissertation for proofreading ensures this. The proofreader confirms the proofreading of the thesis on the same form (OBR-FIŠ-077) and encloses proof of appropriate education in the field of thesis language. If the thesis is in English language and therefore has an extended summary in Slovenian language, it must also be proofread.

(2) The candidate may submit the doctoral thesis for evaluation even without the consent of the mentor and/or possible co-mentors, but the mentor and/or co-mentors need to explain in writing why they disagree with the submission. This explanation from the mentor and/or co-mentors must be addressed to the Senate.

Article 20

(1) The submitted doctoral thesis is considered by KZRD. KZRD approves the thesis evaluation committee, which is generally the same as the thesis proposal evaluation committee, as follows from Article 13. However, if the committee is changed (or partially changed), the KZRD proposes a new committee to the Senate, but must comply with the provisions regarding the composition of the committee from Articles 12 and 13. The new Commission shall be established in accordance with the same procedure as referred to in Articles 12 and 13. The decision of the KZRD regarding the thesis evaluation committee is also recorded on the form Submission of doctoral thesis for evaluation (OBR-FIŠ-077).

(2) When the thesis evaluation committee is appointed, the Dissertation Seminar is held, but no later than 30 days after the appointment. The purpose of this seminar is to inform the thesis evaluation committee in as much detail as possible about the details of the research work carried out and the results achieved and how they are presented in the thesis. The members of the committee thus get the opportunity to prepare their proposals for improvements. Committee members fill out and sign the form OBR-FIŠ-061, with which they report on the completion of the Dissertation Seminar. A mentor and possible co-mentor may be present at the seminar.

(3) Each member of the committee shall separately submit their possible suggestions, comments and requests for improving the thesis. The comments are sent to the Student Office, which forwards them to the candidate, mentor and possible co-mentors. The candidate, in agreement with the mentor and any co-mentors, decides how to improve the thesis based on the suggestions received. The candidate then forwards the updated thesis to the Student Office and explains how he/she responded to the committee's proposals, but does so only after receiving proposals from all committee members. As in Article 13, this procedure may be repeated several times if an individual member of the committee is not satisfied with the updated thesis, for example, if the updates do not correspond to the proposals.

(4) The procedure described above does not have a specific time limit for the candidate, with the exception of the time limits already laid down in Article 17 concerning the submission of thesis. However, members of the committee must respond to the update of the thesis sent within a maximum of 30 days of receipt (after each submission). The Student Office informs KZRD of possible non-compliance with the mentioned deadlines, and KZRD takes action.

Version: 10	Valid from: 20. 9. 2022	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
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Faculty of Information Studies in Novo Mesto	RULES	Number: SA-1014
	DOCTORAL STUDIES	Page: 12/18

Article 21

(1) The thesis improvement process is completed when none of the members of the thesis evaluation committee has any additional comments or suggestions. Then, each member of the committee gives a separate evaluation of the thesis on the form OBR-FIŠ-036 (Evaluation of Doctoral Thesis) and forwards it to the Student Office. As a rule, the evaluation is written in the same language as the thesis (in Slovenian or English).

(2) The report on the evaluation of the doctoral thesis must include the answers to the following questions:

- Does this dissertation make an original and relevant contribution to the respective scientific field?
- Is this scientific contribution grounded in an appropriate methodology?
- Are all conclusions and approaches explained clearly enough to make this doctoral research verifiable and replicable?
- To what extent is the dissertation aligned with the approved dissertation proposal (initial plan for this research)?
- Is the dissertation written clearly enough and on a satisfactory level of readability?

Based on these comments, the evaluator makes his recommendation regarding the dissertation to the Senate by choosing one of the following options:

- A. accept as is,
- B. reconsider after a minor revision,
- C. reconsider after a major revision,
- D. reject based on above argumentation.

Article 22

(1) Thesis evaluations are handled by KZRD, which records its findings in the form Submission of doctoral thesis for evaluation (OBR-FIŠ-077), which is forwarded to the Student Office. In this form, the KZRD also records the fulfilment of the provisions of Article 7.

(2) If KZRD concludes that the thesis is appropriate, the Student Office informs the candidate to submit the thesis for technical review, together with the completed form Final Review and submission of doctoral thesis (OBR-FIŠ-037). If the KZRD determines that the thesis is not appropriate, the Student Office forwards the completed form OBR-FIŠ-077 and the evaluators' reports to the Senate for consideration. The Senate rejects the thesis with an explanation of why it decided to reject it. In this case, the Senate also explains what options the candidate has regarding continuing the doctoral studies at FIS.

(3) The candidate submits the thesis to the Student Office for technical review together with the completed and signed form Final review and submission of doctoral thesis (OBR-FIŠ-037). At the same time, the Student Office checks whether the candidate has completed all the study obligations of the doctoral programme and whether the grades are identical in the on-line academic transcript and in the archive. The findings are recorded in the form OBR-FIŠ-037. The review of the thesis is carried out by a person authorized for this purpose, taking into account the Technical Instructions for Writing Professional and Scientific Works at the Faculty of Information Studies in Novo Mesto (SA-FIŠ-1010), and the findings are recorded in

Version: 10	Valid from: 20. 9. 2022	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
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Faculty of Information Studies in Novo Mesto	RULES	Number: SA-1014
	DOCTORAL STUDIES	Page: 13/18

the form (OBR-FIŠ-037). The candidate must take into account and correct the design and technical deficiencies identified during the review.

(4) If there are any possible reservations regarding the public availability of the thesis, the candidate shall submit a written request for restricting access to the thesis along with submitting appropriate evidence. In any case, the faculty has the right to make the summary of the thesis public.

(5) After the technical review and receipt of a clean copy of the thesis, the Student Office submits the completed forms OBR-FIŠ-077 with the evaluators' reports and OBR-FIŠ-037 for consideration to the Senate. The Senate gives the final approval of the thesis and at the same time approves the defence committee and decides on a possible request for restricting access. Upon confirmation, the version of the thesis becomes final.

Article 23

(1) Upon the final submission (for the archive), the doctoral thesis must be printed in A4 format and bound with black covers or similar. After the approval of the thesis by the Senate, the candidate submits three copies of the bound thesis to the Student Office. The candidate also submits an identical version in electronic form. In addition, he also submits his CV in electronic form.

(2) The cover of the thesis must contain the following text: Faculty of Information Studies in Novo Mesto must be written in the upper middle part, doctoral thesis in the middle, and the name and surname of the author in the lower right. All text must be in capital letters.

(3) On the back of the cover, the author's first and last name and DOCTORAL THESIS are written in capital letters from bottom to top.

(4) The title page of the thesis contains the same text and is placed as stated for the cover, with the title of the thesis added under the text DOCTORAL THESIS. Under the title of the thesis, the name and surname of the mentor and any co-mentors with academic titles are written. The lower left corner contains the text NOVO MESTO, month and year of issue.

(5) The inside title page must contain a signed declaration of authorship and indicate any reservations regarding the public availability of the thesis.

10. DOCTORAL THESIS DEFENCE

Article 24

(1) When the Student Office receives the bound copies of the thesis, it arranges for the date of the defence to be coordinated. The defence is public, the faculty publishes information about the defence. The defence of the doctoral thesis must be convened no later than 60 days after the approval of the doctoral thesis by the Senate.

Article 25

Version: 10	Valid from: 20. 9. 2022	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
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Faculty of Information Studies in Novo Mesto	RULES	Number: SA-1014
	DOCTORAL STUDIES	Page: 14/18

- (1) The defence of doctoral thesis takes place in Slovenian or English language.
- (2) Description of the procedure, i.e. the doctoral thesis defence protocol is attached to these Rules.
- (3) After successfully completing the defence, the candidate receives a doctoral thesis certificate, which is valid until the promotion is completed. With the successful defence of the doctoral thesis, the doctoral student acquires the scientific title of doctor of science and all the rights that derive from this title. No later than 1 year after a successful defence, a formal promotion to the title of doctor of science from the field of information society (doktor/doktorica znanosti s področja informacijske družbe) shall be carried out.
- (4) Professional and scientific titles are not translated in accordance with paragraph 3 of Article 3 of the Professional and Academic Titles Act (Official Gazette of the Republic of Slovenia, no. 61/06, 87/11 – ZVPI and 55/17), which is why in the English version of the Doctoral Thesis Certificate and in the Diploma Supplement, the title is stated as "doktor znanosti* s področja informacijske družbe / in Information society" with added note "**The title "doktor znanosti" is in Slovene and is composed of two words: the first word means "Doctor" and the second word means "of Science". However, according to the explanation of the Ministry of Education, Science and Sport, the Slovenian legislation does not permit the name of the academic degree to be translated into a foreign language."

11. REVOKING THE TITLE OF DOCTOR OF SCIENCE

Article 26

- (1) Anyone may at any time submit a proposal to the Senate to revoke a doctorate. The proposal must be precisely and comprehensively substantiated with expert arguments. The procedure is conducted by the Senate in accordance with the Rules on Disciplinary Responsibility of Students of the Faculty of Information Studies in Novo Mesto.
- (2) The senate appoints a committee with at least three university teachers, none of whom may be in any way connected to the studied doctorate (including members of the thesis/proposal evaluation committee). The commission issues an opinion on the merits of the proposal within 60 days. On the basis of this opinion, the Senate approves or rejects the proposal for revoking the title.

12. DROPPING OUT FROM DOCTORAL STUDIES

Article 27

A student can drop out from doctoral studies. In the event that previous cooperation has already brought scientifically relevant achievements, the mentor and (former) student independently agree on their further consideration.

Version: 10	Valid from: 20. 9. 2022	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
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Faculty of Information Studies in Novo Mesto	RULES	Number: SA-1014
	DOCTORAL STUDIES	Page: 15/18

13. JOINT DOCTORAL STUDY PROGRAMMES

Article 28

On the basis of an appropriate agreement with another academic institution that conducts nationally accredited doctoral studies, the candidate may be recognized as having completed study obligations. These obligations may include the submission of forms (application of the topic and proposal of the doctoral thesis), subjects or passed exams, seminars, research work, scientific publications and defence of the doctorate. The recognition of obligations must be clearly defined in the agreement approved by the Senate.

14. TRANSITIONAL AND FINAL PROVISIONS

Article 29

- (1) The amendments to these Rules shall enter into force on the day following its adoption by the Senate.
- (2) These Rules are published in the Higher Education Information System and on the Faculty's website.
- (3) The provisions of these Rules shall be interpreted by the Senate.

Dean and President of the FIS Senate
prof. dr. Matej Makarovič

Version: 10	Valid from: 20. 9. 2022	Prepared by: K. Rojko, B. Lužar, Z. Levnajič	Reviewed by: Dean's college	Adopted by: FIS Senate
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Faculty of Information Studies in Novo Mesto	RULES	Number: SA-1014
	DOCTORAL STUDIES	Page: 16/18

Annex: Protocol for defence of doctoral thesis

1. (everyone stands) The mentor introduces himself/herself, the doctoral candidate, the study programme in which the candidate is enrolled, the title of the thesis, any co-mentors and the members of the thesis evaluation committee.
2. (everyone stands) The mentor briefly presents the doctoral candidate's CV and the process of approval of the thesis and briefly presents the process of the doctoral thesis defence.
3. The mentor invites the doctoral candidate to present the thesis and asks the attendees to sit down. As a rule, the doctoral candidate stands during the presentation.
4. The doctoral candidate has a maximum of 45 minutes to present the doctoral thesis. The candidate can use a computer and other necessary aids.
5. After the presentation, the mentor thanks the doctoral candidate and presents a summary of the mentor's report on the doctoral thesis. The mentor then invites potential co-mentors and members of the thesis evaluation committee to present their reports on the doctoral thesis.
6. This is followed by questions from the defence committee, which consists of the mentor, possible co-mentors and members of the thesis evaluation committee. Each member of the defence committee raises their questions (usually up to three) by clearly explaining them orally. The doctoral candidate can write down the questions and ask for clarification of the questions. The doctoral candidate thus receives all questions from all committee members at the same time. The candidate then has up to 45 minutes to prepare for the answers separately from all those present. Once ready, the candidate has the next 45 minutes available to present the answers. While responding, the defence committee may ask the candidate for further brief explanations. The doctoral candidate has the right, at their own discretion, to answer certain questions promptly (or as soon as the question is posed). As a rule, these are the questions for which the doctoral candidate considers that no preparation time is needed for an answer. In any case, the total time for asking questions, preparing answers and responding is a maximum of 90 minutes.
7. When the candidate has finished answering, the rest of the attendees (audience) can also ask questions, only if the asking of the questions, the preparation of the

Version: 10	Valid from: 20. 9. 2022	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
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Faculty of Information Studies in Novo Mesto	RULES	Number: SA-1014
	DOCTORAL STUDIES	Page: 17/18

answers and the answering to the defence committee took less than 90 minutes. The people asking the question introduce themselves before asking the question.

8. After completing all the questions, the mentor determines that the substantive part of the defence has been completed. The mentor then asks the doctoral candidate and the audience to leave the premises of the defence in order for the defence committee to evaluate the defence and formulate a final decision on the completed defence.
9. The defence committee adopts a decision on whether the doctoral candidate has successfully defended the doctoral thesis by a majority of votes. In the event of a tie, the votes of the members of the thesis evaluation committee are decisive. The decision is given in writing in the thesis defence minutes (OBR-FIŠ-038). The minutes record information about the candidate and the defence, as well as the questions that were asked. The members of the defence committee sign the minutes.
10. (everyone stands) The mentor invites the doctoral candidate and the audience back to the premises of defence and invites everyone present to stand up. The mentor reads the defence decision. In the event of a successful defence, the mentor will hand over the doctoral thesis certificate to the doctoral candidate.

Implementation documents:

- OBR-FIŠ-033: Doctoral subject approval form
- OBR-FIŠ-034: Doctoral dissertation proposal
- OBR-FIŠ-035: Assessment of the doctoral dissertation proposal
- OBR-FIŠ-036: Assessment of the doctoral dissertation
- OBR-FIŠ-037: Final review and submission of the doctoral dissertation
- OBR-FIŠ-038: Doctoral defense
- OBR-FIŠ-047: Doctoral student's individual research work assessment
- OBR-FIŠ-061: Dissertation seminar
- OBR-FIŠ-077: Submission of the doctoral dissertation for assessment
- SA-FIŠ-1010: Technical Instructions for Writing Professional and Scientific Works at the Faculty of Information Studies in Novo Mesto

Version: 10	Valid from: 20. 9. 2022	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
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Faculty of Information Studies in Novo Mesto	RULES	Number: SA-1014
	DOCTORAL STUDIES	Page: 18/18

Version	Date of issue	Description of amendments
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Version: 10	Valid from: 20. 9. 2022	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
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