

Faculty of Information Studies in Novo Mesto	<b>RULES</b>	Number: SA-1014
	<b>DOCTORAL STUDIES</b>	Page: 1/17

On the basis of the 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 87<sup>th</sup> session on 17<sup>th</sup> October 2023 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 any inconsistencies, the Slovenian version takes precedence.

### Article 1

The Faculty of Information Studies in Novo mesto (hereinafter: the Faculty) carries out the educational programme to obtain a doctoral degree in sciences in accredited fields in accordance with the regulations.

### Article 2

The educational 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 the topic of a doctoral thesis;
- application of a doctoral thesis proposal;
- process for the approval of a doctoral thesis proposal;
- preparation of a doctoral thesis;
- submission and evaluation of a doctoral thesis;
- procedure for the defence of a 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: 11	Valid from: 18 <sup>th</sup> October 2023	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
-------------	---	--	-----------------------------	------------------------

Faculty of Information Studies in Novo Mesto	<b>RULES</b>	Number: SA-1014
	<b>DOCTORAL STUDIES</b>	Page: 2/17

(1) The enrolment in the first year of a doctoral study programme Information Sciences 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<sup>th</sup> June 2004; completed a study programme to acquire specialisation and before that completed a previous higher education professional programme (pre-Bologna programme), where a minimum of 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 Sciences can be enrolled by a candidate who has completed:

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

however, by the end of the first semester of the 2<sup>nd</sup> year, the student must submit his 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 a candidate acquires a previous education abroad, the following must be enclosed to the application for enrolment: the original record of education, a certified translation of the record of education into the Slovenian language, the proof of the contents and duration of the education as well as the obligations performed, and other evidence or annexes defined in the call for enrolment.

(5) The faculty may limit the enrolment if the number of applications exceeds the number of places available. In case of a limited enrolment, candidates will be selected based on the average grade of their master's study exams (or the average grade of exams of the last two years of the study in case of a completed single master's study) and the grade of the master's thesis. The criteria have the following significance: the average study grade presents 60% and the master's thesis grade presents 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

Version: 11	Valid from: 18 <sup>th</sup> October 2023	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
-------------	--	---	--------------------------------	---------------------------

Faculty of Information Studies in Novo Mesto	<b>RULES</b>	Number: SA-1014
	<b>DOCTORAL STUDIES</b>	Page: 3/17

in accordance with the rules of the faculty. Obligations that a student has already completed 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 a student for a missing content. The competent authority of FIS shall decide on this.

(2) In accordance with the 3<sup>rd</sup> 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 second 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 a candidate selects a mentor (and any co-mentors, but not more than two) on the basis of the selected doctoral thesis 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, a 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 (1<sup>st</sup>, 2<sup>nd</sup> 3<sup>rd</sup>) by the signature of a mentor on form OBR-FIŠ-047 Assessment of individual work of a 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 the third year is that all obligations of the first year in the scope of 60 ECTS credits are completed, including a confirmed proposal and individual research work of the second year in the scope of 50 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, sports or professional events. In this case, the student must provide appropriate evidence.

Version: 11	Valid from: 18 <sup>th</sup> October 2023	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
-------------	--	---	--------------------------------	---------------------------

Faculty of Information Studies in Novo Mesto	<b>RULES</b>	Number: SA-1014
	<b>DOCTORAL STUDIES</b>	Page: 4/17

(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.

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

#### Article 7

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

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

(2) During the last five years, a mentor candidate must collect at least 200 points for scientific publications for an individual science according to the SICRIS classification or publish at least 2 articles in which he/she was the first or the 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 an individual science according to the SICRIS classification, or publish at least 1 article in which he/she was the first or the 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 a previously completed mentorship to 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, a mentor and possible co-mentors commit to a professional guidance of a doctoral student with their signature on the application form Application of the topic of a doctoral thesis (OBR-FIŠ-033).

Version: 11	Valid from: 18 <sup>th</sup> October 2023	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
-------------	--	---	--------------------------------	---------------------------

Faculty of Information Studies in Novo Mesto	<b>RULES</b>	Number: SA-1014
	<b>DOCTORAL STUDIES</b>	Page: 5/17

(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 Work Committee- SRWC (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, the number of mentored students can exceed 5 only if none of the other higher education teachers meets the prescribed conditions for mentorship.

#### Article 9

(1) in the event of a disagreement between a mentor or potential co-mentor and a candidate, the candidate may request the replacement of the mentor or co-mentor. The request shall be addressed to the Scientific and Research Work Committee. The committee appoints a new mentor or co-mentor. If the candidate disagrees with a new mentor or co-mentor, he 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 an explanatory statement to the Scientific and Research Work Committee. The committee appoints a new mentor or co-mentor in agreement with a 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 the 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 THE TOPIC OF A DOCTORAL THESIS

#### Article 10

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

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

Version: 11	Valid from: 18 <sup>th</sup> October 2023	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
-------------	--	---	--------------------------------	---------------------------

Faculty of Information Studies in Novo Mesto	<b>RULES</b>	Number: SA-1014
	<b>DOCTORAL STUDIES</b>	Page: 6/17

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

(5) The topic of a doctoral thesis shall be addressed to by the SRWC (KZRD) and a decision on the 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 and Research Work 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 previous confirmed doctoral thesis proposal is also no longer valid.

## 6. APPLICATION OF A DOCTORAL THESIS PROPOSAL

### Article 11

(1) After the 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 Students' Affairs 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:

- a description of the scientific context of the proposed research and its relevance based on the scientific literature;
- a precise formulation of the problem based on the research questions and/or hypotheses;
- a description of the methodology and the research plan;
- a list of 3 to 5 milestones (in a chronological order) that allow to track the progress of the doctoral research work;
- an argument of what exactly the dissertation's original contribution to the relevant scientific field will be;
- literature/ bibliography and other references (a 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 Introduction to scientific research work.

## 7. PROCESS FOR THE APPROVAL OF A DOCTORAL THESIS PROPOSAL

Version: 11	Valid from: 18 <sup>th</sup> October 2023	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
-------------	--	---	--------------------------------	---------------------------

Faculty of Information Studies in Novo Mesto	<b>RULES</b>	Number: SA-1014
	<b>DOCTORAL STUDIES</b>	Page: 7/17

## Article 12

(1) Within 30 days after the thesis proposal is submitted, the SRWC (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 will be 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 doctoral thesis and for the defence of the doctoral thesis. The Senate appoints the committee at their first following meeting.

(2) Each member of the committee must confirm the membership in the committee within 7 days of his 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 Work 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 the members confirm their membership). If the proposed member does not respond within 7 days, the Students' Affairs Office informs the SRWC (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 SRWC (KZRD), appoint another composition of the committee for the evaluation or the defence of the doctoral thesis.

## Article 13

(1) The committee for the evaluation of a doctoral thesis proposal consists of at least two members. All the members must meet the conditions for the 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 the outside of the academic assembly of the faculty. If the mentor and co-mentors are from the outside of 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 the evaluation of a 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's Affairs 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 Students' Affairs Office and explains how he/she has 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

Version: 11	Valid from: 18 <sup>th</sup> October 2023	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
-------------	--	---	--------------------------------	---------------------------

Faculty of Information Studies in Novo Mesto	<b>RULES</b>	Number: SA-1014
	<b>DOCTORAL STUDIES</b>	Page: 8/17

committee member submitting the first iteration of their proposals within 30 days from the confirmation of the 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 Students' Affairs Office informs the SRWC (KZRD) of a possible non-compliance with the mentioned deadlines who then takes action.

(4) The procedure for improving the proposal 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 Students' Affairs Office. The report must be submitted within a maximum of 90 days from the confirmation of the membership in the committee.

#### Article 14

(1) Each committee member makes an evaluation of the proposal 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 appropriate 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 recommendation to the Senate by selecting one of the following options:

- the proposal is accepted as is,
- the proposal will be reconsidered after a minor revision,
- the proposal will be reconsidered after a major revision,
- the proposal is rejected.

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 the 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 the 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 the evaluation of the doctoral thesis proposal starts from the beginning. If necessary, the candidate also prepares a new application of the topic.

Version: 11	Valid from: 18 <sup>th</sup> October 2023	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
-------------	--	---	--------------------------------	---------------------------

Faculty of Information Studies in Novo Mesto	<b>RULES</b>	Number: SA-1014
	<b>DOCTORAL STUDIES</b>	Page: 9/17

## 8. PREPARATION OF A 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 a 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 3; 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 the 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 the evaluation 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, where the mentor shall play the leading role. The mentor and any co-mentors must have excellent knowledge in the field relevant to the research within the framework of the doctoral thesis.

(2) In regular contacts 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 contacts 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 the proposal of the doctoral thesis, monitoring its approval or possible

Version: 11	Valid from: 18 <sup>th</sup> October 2023	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
-------------	--	---	--------------------------------	---------------------------

Faculty of Information Studies in Novo Mesto	<b>RULES</b>	Number: SA-1014
	<b>DOCTORAL STUDIES</b>	Page: 10/17

supplementation, the preparation of scientific publications, to the submission of the doctoral thesis, and the final defence of the doctoral thesis;

- 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 the 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;
- regularly 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 the English or Slovenian language. If it is written in the 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, an abstract (in the Slovenian and English language), the introduction, the main text, the conclusion, a list of literature and sources, a subject and name index, a possible extended abstract 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 THE DOCTORAL THESIS

### Article 19

Version: 11	Valid from: 18 <sup>th</sup> October 2023	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
-------------	--	---	--------------------------------	---------------------------

Faculty of Information Studies in Novo Mesto	<b>RULES</b>	Number: SA-1014
	<b>DOCTORAL STUDIES</b>	Page: 11/17

(1) The candidate submits the doctoral thesis to the Students Affairs Office in an electronic form. At the same time, he/she submits the completed form Submission of the doctoral thesis for an evaluation (OBR-FIŠ-077) with all necessary signatures. By signing this form, the mentor and any co-mentors agree to the submission of the thesis. Before submission, the candidate must also ensure that the thesis is stylistically and grammatically correct. Prior to submitting the dissertation, he/she ensures the proofreading of the thesis. The proof-reader confirms the proofreading of the thesis on the same form (OBR-FIŠ-077) and encloses the proof of the appropriate education in the field of the thesis language. If the thesis is in the English language and therefore has an extended abstract in the Slovenian language, this must also be proofread.

(2) The candidate may submit the doctoral thesis for the 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 the SRWC (KZRD). The SRWC (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 SRWC (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 SRWC (KZRD) regarding the thesis evaluation committee is also recorded on the form Submission of the doctoral thesis for the evaluation (OBR-FIŠ-077).

(2) When the thesis evaluation committee is appointed, the presentation of the thesis is held within the course Dissertation Seminar 2, 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 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 Students' Affairs 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 Students' Affairs Office and explains how he/she has 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.

Version: 11	Valid from: 18 <sup>th</sup> October 2023	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
-------------	--	---	--------------------------------	---------------------------

Faculty of Information Studies in Novo Mesto	<b>RULES</b>	Number: SA-1014
	<b>DOCTORAL STUDIES</b>	Page: 12/17

(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 the thesis. However, members of the committee must respond to the update of the thesis sent within a maximum of 30 days of its receipt (after each submission). The Students' Affairs Office informs the SRWC (KZRD) of a possible non-compliance with the mentioned deadlines who then takes action.

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

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

- A. the thesis is accepted as is,
- B. the thesis will be reconsidered after a minor revision,
- C. the thesis will be reconsidered after a major revision,
- D. the thesis is rejected.

#### Article 22

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

(2) If the SRWC (KZRD) concludes that the thesis is appropriate, the Students' Affairs Office informs the candidate to submit the thesis for a technical review, together with the completed form Final review and submission of the doctoral thesis (OBR-FIŠ-037). If the SRWC (KZRD) determines that the thesis is not appropriate, the Students' Affairs 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 they have decided to reject it. In this case, the Senate also explains what options the candidate has regarding continuing the doctoral studies at FIS.

Version: 11	Valid from: 18 <sup>th</sup> October 2023	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
-------------	--	---	--------------------------------	---------------------------

Faculty of Information Studies in Novo Mesto	<b>RULES</b>	Number: SA-1014
	<b>DOCTORAL STUDIES</b>	Page: 13/17

(3) The candidate submits the thesis to the Students' Affairs Office for a technical review together with the completed and signed form Final review and submission of the doctoral thesis (OBR-FIŠ-037). At the same time, the Students' Affairs 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 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 the appropriate evidence. In any case, the faculty has the right to make the summary of the thesis public.

(5) After the technical review and the receipt of a clean copy of the thesis, the Students' Affairs 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 the 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 Students' Affairs Office. The candidate also submits an identical version in an electronic form. In addition, he also submits his CV in an 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 part of the cover. 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 possible co-mentors with academic titles are written together with their level of education. 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.

Version: 11	Valid from: 18 <sup>th</sup> October 2023	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
-------------	--	---	--------------------------------	---------------------------

Faculty of Information Studies in Novo Mesto	<b>RULES</b>	Number: SA-1014
	<b>DOCTORAL STUDIES</b>	Page: 14/17

## 10. DOCTORAL THESIS DEFENCE

### Article 24

(1) When the Students' Affairs 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

- (1) The defence of the doctoral thesis takes place in the Slovenian or English language.
- (2) The 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 the successful defence, a formal promotion to the title of doctor of science from the field corresponding to the study course (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 informacijskih znanosti / in Information science" and the name of the completed study course with the following 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.

Version: 11	Valid from: 18 <sup>th</sup> October 2023	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
-------------	--	---	--------------------------------	---------------------------

Faculty of Information Studies in Novo Mesto	<b>RULES</b>	Number: SA-1014
	<b>DOCTORAL STUDIES</b>	Page: 15/17

## 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 the (former) student independently agree on their further consideration.

## 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 the NAKVIS decision on the accreditation of the doctoral study program Information sciences becomes final. The amendments do not apply to students enrolled in the study program Information Society. These students are allowed to finish their doctoral programme according to the Rules valid on 1<sup>st</sup> October 2023.

(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: 11	Valid from: 18 <sup>th</sup> October 2023	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
-------------	--	---	--------------------------------	---------------------------

Faculty of Information Studies in Novo Mesto	<b>RULES</b>	Number: SA-1014
	<b>DOCTORAL STUDIES</b>	Page: 16/17

### **Annex: Protocol for the defence of a doctoral thesis**

1. (everyone is standing) 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 is standing) The mentor briefly presents the doctoral candidate's CV, the process of the 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. Then the candidate 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, upon his/ her own judgement, 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 (the audience) can also ask questions, only if asking the questions, preparing the answers and responding to the defence committee has taken less than 90 minutes. The people asking a 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

Version: 11	Valid from: 18 <sup>th</sup> October 2023	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
-------------	--	---	--------------------------------	---------------------------

Faculty of Information Studies in Novo Mesto	<b>RULES</b>	Number: SA-1014
	<b>DOCTORAL STUDIES</b>	Page: 17/17

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 have been asked. The members of the defence committee sign the minutes.
10. (everyone is standing) The mentor invites the doctoral candidate and the audience back to the premises of the 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 thesis proposal
- OBR-FIŠ-036: Assessment of the doctoral thesis
- OBR-FIŠ-037: Final review and submission of the doctoral thesis
- OBR-FIŠ-038: Doctoral defence
- OBR-FIŠ-047: Doctoral student's individual research work assessment
- OBR-FIŠ-061: Dissertation seminar
- OBR-FIŠ-077: Submission of the doctoral thesis for an assessment
- SA-FIŠ-1010: Technical Instructions for Writing Professional and Scientific Works at the Faculty of Information Studies in Novo Mesto

Version	Date of issue	Description of amendments
08	24 <sup>th</sup> November 2020	Clean copy.
09	10 <sup>th</sup> June 2022	Clean copy.
10	19 <sup>th</sup> September 2022	Clean copy.

Version: 11	Valid from: 18 <sup>th</sup> October 2023	Prepared by: K. Rojko, B. Lužar, Z. Levnajić	Reviewed by: Dean's college	Adopted by: FIS Senate
-------------	---	--	-----------------------------	------------------------