

On the basis of Article 33 of the Higher Education Act (OG of the RS, No. 32/2012-UPB7, 40/2012-ZUJF, 57/2012-ZPCP-2D, 109/2012, 52/2013), the Statute of the Alma Mater Europaea – European Centre, Maribor, the Act on the Establishment and Statute of the AMEU-ISH, the Senate of the Alma Mater Europaea – European Centre, Maribor, at its 62nd Meeting in Maribor on 17 March 2015 (amendments at the 117th Session of the Senate on 21. March 2019, the 120th Session of the Senate on 13. June 2019 and the 123th session on 12. September 2019 and the 154th session on 12. May 2022 and the 178th session on 17. April 2024 adopted the

RULES
ON THE IMPLEMENTATION OF DOCTORAL STUDIES
AT THE ALMA MATER EUROPAEA –
3rd Bologna level

Article 1

(1) The ALMA MATER EUROPAEA – European Centre, Maribor – AMEU-ECM and The ALMA MATER EUROPAEA - Institutum Studiorum Humanitatis – Postgraduate School of Humanities, Ljubljana – ISH (hereinafter collectively: “ALMA MATER”) organise education and training to obtain a doctorate of science in accordance with the regulations in the respective fields and in those scientific disciplines in which it carries out scientific and research activities in accordance with its statute.

(2) A doctoral dissertation is a written work which constitutes an independent and original contribution in the scientific field to which the topic of the dissertation belongs.

Article 2

(1) The education for obtaining a doctorate of science is organised in the form of lectures, seminars and mentoring and in other forms of organised studies, such as active participation in scientific conferences, doctoral seminars, etc.

(2) The doctoral study programme is implemented as part-time studies in accredited third-level programmes.

(3) The ALMA MATER can offer the studies independently or in cooperation with other faculties in Slovenia or abroad in accordance with NAKVIS rules.

(4) In the case of a Joint Doctoral Study Programme, the ALMA MATER and the other institutions involved shall adopt joint rules on the organisation of doctoral studies. The joint rules on the organisation of doctoral studies shall be interpreted in accordance with NAKVIS regulations and these Rules and shall also be applied independently if approved by the ALMA MATER Senate.

(5) In the case of a Joint Doctoral Programme, the ALMA MATER Senate authorises the Study Commission and the Dean or Head to jointly decide in the Joint Consultative

Body (Programme Council); they in turn shall authorise the coordinators of the fields of doctoral studies (i.e. the ISH sectoral coordinators and co-ordinators in the joint fields) for all activities necessary to conduct the joint doctoral programme. The Study Commission and the Dean or the Head shall report regularly to the Senate; the latter shall, if necessary, instruct the Doctoral Studies Commission and the Dean or Head, and take further action relating to such studies.

Article 3 (Joint Study Programme)

(1) Joint doctoral study programmes are implemented by the ALMA MATER together with one or more universities or faculties from the Republic of Slovenia or abroad in accordance with the applicable legislation and the NAKVIS criteria and rules.

(2) A student who completes all obligations under a joint study programme to obtain an education is given a diploma.

(3) A diploma is a public document.

(4) The content and form of the diploma and the diploma supplements shall be determined by the providers of the joint postgraduate study programme.

Article 4 (Curriculum)

(1) The implemented curriculum for the current academic year shall be adopted by the ALMA MATER Senate.

(2) The student has the right to be informed about the organisation and course of the study process. To this effect, the Dean or Head, in cooperation with the coordinators of the 3rd degree fields (hereinafter: 'fields of doctoral studies') and the Administrative Office, determines the date by which the curricula for all courses must be made available to students.

Article 5 (Curriculum, Annual Programme Implementation Plan)

(1) The course lecturers are obliged to draw up for each course they conduct an updated implementation plan in accordance with an accredited curriculum containing information on the content of the course, the method of performance, the method of obtaining credits, the method of assessment and the mandatory literature.

(2) The annual implementation plan of the study programme shall be adopted by the ALMA MATER Senate by 15 September at the latest for the following academic year.

(3) The coordinators of the fields of doctoral studies are obliged to coordinate the study process with each other.

Article 6
(credits)

(1) In the framework of the study programme, a student obtains credits for the completed study obligations in a particular course when they have completed every obligation prescribed by the curriculum.

(2) In one academic year, the student must collect 60 credits and/or complete all the prescribed obligations. In the fields of doctoral studies, the student must collect a total of 180 credits.

Article 7
(Forms of Pedagogical Work)

The forms of pedagogical work in the course are determined by curricula.

Article 8
(Management and Implementation of the Pedagogical Process)

The pedagogical process of the doctoral studies may be conducted and carried out only by competent higher education teachers who have an appropriate title in the field they are lecturing.

Article 9
(Participation in the Pedagogical Process)

(1) Retired teachers with the appropriate title may also participate in pedagogical and research work in accordance with the applicable NAKVIS regulations and criteria.

(2) This and the preceding Article shall apply *mutatis mutandis* to the participation of foreigners in the pedagogical process.

Article 10
(Schedule)

The schedule shall be published by the beginning of the academic year.

Article 11
(Organisation of the Studies)

When organising part-time doctoral studies, ALMA MATER shall take into account the circumstances affecting the conduct of the study process. Therefore, lectures for part-time doctoral students are generally held on weekdays in the afternoon or on Saturdays in the morning.

Article 12
(Study implementation costs)

Doctoral students are charged with the costs of implementing part-time doctoral studies in accordance with the applicable ALMA MATER price list.

Article 13
(Forms of Study Work)

(1) The forms of study work for each course depend on the type of course and the number of students registered. If fewer than 5 students are registered for the course, a different course implementation method may be decided on.

(2) The office hours for doctoral students are organised at least once a month in the afternoon.

Article 14

(1) These Rules specifies:

- the conditions for obtaining a doctorate of science;
- the procedure for registering the doctoral dissertation topic;
- the procedure for registering the doctoral dissertation proposal;
- the procedure for the confirmation of the doctoral dissertation;
- the procedure for submitting, evaluating and defending the doctoral dissertation;
- the procedure for revoking a doctorate of science.

1. CONDITIONS FOR OBTAINING A DOCTORATE OF SCIENCE

1.1. ENROLMENT

Article 15
(Conditions for Enrolment)

(1) The conditions for enrolment are determined in the accreditation of doctoral study programmes.

(2) Applicants who have pursued study programmes abroad should be evaluated on the basis of prior nostrification.

(3) The faculty may restrict enrolment if the number of applications significantly exceeds the number of spots offered. In the event of a restriction of enrolment, candidates will be selected according to the average score of their master's studies (or the average score of the last two years of study in the case of unified master's studies), not counting the score of the master's thesis, and according to the assessment of their master's thesis. Each of these two criteria has the same weight. In the event that their master's studies did not include a master's thesis, or the latter was not assessed, the average score of the master's studies shall be considered as the

only criterion. Students who have published scientific articles will also be prioritised. Graduates of university study programmes prior to the Bologna study programme will be selected according to the average score of the last two years of studies and the assessment of their thesis.

Article 16
(Enrolment According to the Transition Criteria)

(1) In accordance with Article 39 of the Higher Education Act and the Criteria for Transitions Between Study Programmes, it is possible to switch to a third-level study programme from study programmes of the same level. Applications for transitions shall be considered individually in accordance with faculty rules. The obligations already completed by the student that can be recognised as fulfilled in the new programme, and the examinations to be completed by the student in order to obtain a doctoral degree in the third-degree study programme in social gerontology, shall be established.

(2) In accordance with Article 16 Indent 3 of the Law Amending the Higher Education Act (OG of the RS 94/06), graduates of previous (old, i.e. before the Bologna system) study programmes for obtaining a master's degree or specialisation after completing a study programme for obtaining a university degree in a doctoral study programme in the third degree will be accredited for study obligations in the amount of 60 credits. On this basis, they are enrolled directly in the second year, and by the end of the first semester of this year they must submit a proposal of their doctoral dissertation.

Article 17
(Number of Enrolment Spots)

The number of enrolment spots before the invitation for applications is decided by the ALMA MATER Senate.

Article 18
(Enrolment Restriction)

The criteria to be taken into account in the event of restricted enrolment are defined in the accreditation of doctoral study programmes.

Article 19
(Appeal against Rejection of Application for Enrolment)

(1) An applicant who was not admitted to the doctoral studies may lodge a complaint within eight days of receipt of the notification. The appeal shall be decided on by the ALMA MATER Senate on the basis of the opinion of the Study Commission.

(2) The decision of the Senate is final.

Article 20
(Registration Period)

Enrolment for doctoral studies is carried out in accordance with the call for enrolment, as a general rule in September, and shall be completed by 15 October of the current year or by the date set by the ALMA MATER in the call for enrolment, on the basis of the guidelines set by NAKVIS and the Ministry of Higher Education.

Article 21
(Regular Advancement to the Following Study Year)

A student may advance to the following year of doctoral studies if, by the end of the academic year, they have completed all the obligations laid down in the study programme for enrolment in the following year.

Article 22
(Exceptional Advancement to the Following Study Year)

(1) A doctoral student may exceptionally advance to the following study year, even if they have not completed all the obligations laid down in the study programme for enrolment in the following year in the case of justifiable reasons, in accordance with the accredited programme.

(2) The enrolment referred to in the preceding paragraph shall be decided by the Study Commission or the Senate.

1.2. STUDY ORDER

Article 23
(Faster Progression)

Faster progression is governed by the Alma Mater Statute in accordance with the accredited program.

Article 24
(Repetition of a Study Year)

(1) A doctoral student who has not completed all the obligations laid down in the study programme may, during the part-time doctoral study, repeat the year or make use of an alumni gap year if they had not yet exercised the right to change the study programme or course due to a failure to fulfil obligations in the previous course or study programme.

(2) The costs associated with the repetition of the year are set out in the applicable price list approved by the ALMA MATER Board of Directors.

Article 25
(Suspension of Studies)

(1) The suspension of studies shall be counted from the date on which the individual has lost their student status.

(2) The studies shall not be considered to have been suspended by an individual who, in the period prior to the loss of student status, had passed all the examinations and other obligations determined by the study programme, but had not yet submitted their doctoral dissertation, if no more than two years have passed since the loss of their status.

Article 26
(Suspension of Studies for Less than Two Years)

If the student suspends their studies for less than two years, they can continue and complete them under the same study programme and coursework as set at the time of enrolment.

Article 27
(Continuation and Completion of Studies)

If more than two years have passed since the doctoral student has stopped studying, they must submit an application for continuing and completing the doctoral studies, which shall be reviewed by an Administrative Office assistant. If the study programme has not changed during the time of suspension of the studies, the continuation of the studies is decided on by the Study Commission. If the study programme has changed during the suspension of the studies, the Study Commission may designate differential examinations or other additional obligations to the student as a condition for continuing their studies.

Article 28
(Suspension that is Longer than 10 Years)

If the progress of the profession during the longer suspension of studies (10 years and over) has made the knowledge that was required for each examination before the suspension of studies inadequate, the student must re-enrol.

Article 29
(Forms of Study Work)

Forms of organised study work, which may be individual and/or group, must be in accordance with the accredited programme and appropriately evaluated by credits.

Article 30
(Forms of Knowledge Verification)

(1) Forms of knowledge verification are final examinations or various forms of regular examination. The latter may also be regarded as a final positive grade for the course.

(2) If the various forms of regular examination are considered to comprise the final grade for the course, the lecturer must provide for a way of performing the regular forms or provide for an alternative way of performing these forms to obtain a final grade for two years after the end of the academic year in which the course was conducted, even if the course is not implemented for various objective reasons (optional course not offered every subsequent year, study absence, absence due to parental leave...).

Article 31
(Performance of Study Obligations)

(1) The student who has enrolled in a course at the ALMA MATER is entitled to performing their study obligations.

(2) They may perform the obligations in the courses of the programme and study year they are enrolled into.

If the examination is an exclusive form or one of the means of knowledge verification, the student may take the examination for a particular course after the end of the lectures in that course, if they prove to have fulfilled the obligations laid down for that course with the study programme.

The obligations for a course determined by the study programme are a component of the annual curriculum. The method of assessment and the number of repetitions shall be determined by the lecturer in the weekly plan, whereby, in the case of a negative assessment of a particular obligation considered as a final assessment or part of it, it must be possible to correct the negative assessment at least once in the current academic year, which may also be carried out with another pre-anticipated obligation.

Article 32
(Assessment)

The examination and assessment of knowledge is governed by the Alma Mater Knowledge Verification and Assessment Policy.

Article 33
(Conditions for Promotion Within the Programme)

The conditions for promotion within the programme are laid down in the accreditation of each study programme.

Article 34
(Conditions for the Completion of Studies)

- (1) The conditions for completing the studies are determined by the study programme and comprise 180 ECTS. On the basis of successfully fulfilled obligations as laid down by the study programme, the student obtains the appropriate scientific title.
- (2) The key condition for completing studies is a published scientific paper and the preparation and successful defense of a doctoral thesis, in accordance with the provisions of these regulations.

(2) The student's obligations include:

- completing all the obligations of the study programme,
- public presentation of the results of research work on the doctoral dissertation to the Commission for the Defence of the Doctoral Dissertation (at the second doctoral seminar) and
- publication of one scientific article in an SCI, SSCI, SCOPUS or A&HCI journal. A student who publishes the required article as part of their study obligations cites the Alma Mater as their affiliation. A single article may be considered only for a single doctoral student. All publications in the field of the doctoral dissertation in the last 5 years from the date of the call of defence shall be taken into account, whereby:
 - original scientific articles 1.01 according to COBISS typology are counted;
 - the term 'foreign language' refers to any world language;
 - in publications in journals with an impact factor, any language counts as a foreign language;
 - the articles must be published (in the case of publications in journals with an impact factor, the editor-in-chief's certificate of publication of the article counts as equal);
 - articles where the doctoral student is the first or only author are counted.

(3) In the exceptional case where the original scientific contribution is demonstrably accepted for publication but not yet published, this scientific text must be submitted together with proof.

2. PROCEDURE FOR REGISTERING THE DOCTORAL DISSERTATION TOPIC

Article 35
(Research Areas of Interest of the Doctoral Student)

By the end of year 1, doctoral candidates who have enrolled in doctoral studies in the current year, must define their research fields on the **form D1 — Registration of the Research Field of Interest of the Doctoral Dissertation** and submit the form to the Commission for Scientific and Research Work (hereinafter: "CSRW"). Annexes such as a professional bibliography and a CV (in Europass form) must be attached to the D1 form. On the basis of the content in the submitted form, the CSRW advises the doctoral student to initiate communication with potential mentors. The submitted

form is a condition for the continuation of the process of registering the doctoral dissertation proposal.

Article 36
(Mentor)

(1) A higher education teacher with at least the title of assistant professor may be appointed as a mentor or co-mentor of a doctoral dissertation, whereby they must also possess appropriate scientific achievements and competences in the field. In the event that the mentor is not a member of the ALMA MATER Academic Assembly, the candidate shall be designated a co-mentor who must be a member of the ALMA MATER Academic Assembly.

(2) In addition to the basic criteria, the minimum condition for proving a mentor's research activity is that, in the case of basic research, their bibliography reaches 150 SICRIS points (Z1 + Z2) in the last five years. The mentor also meets the conditions if he has been a mentor to a doctoral student at a recognized foreign university in the last 10 years.

(3) The mentor is obliged to ensure the relevant scientific level of the dissertation via regular contact with the student. Before submitting a doctoral dissertation for evaluation, the mentor must give their written consent to its suitability.

(4) An individual may be a mentor to up to 3 doctoral candidates who have not yet defended their doctoral dissertation; if the individual is also mentor to doctoral students at other faculties, they can mentor up to 2 doctoral candidates.

(5) The total includes students who have a validly approved disposition by the Senate. If an individual student does not submit their dissertation for evaluation to the KZRD within 24 months from the approval of the disposition by the Senate, the student is no longer counted within the quota of five.

(6) If there are not enough mentors from the scientific field in a specific area, the Senate of Alma Mater may approve an individual mentor even if the respective higher education teacher is already mentoring five doctoral candidates.

(7) A mentor cannot be anyone who is related to or has a kinship with or lives with the student or who is associated with the student in any other way that could lead to a conflict of interest.

(8) The mentor must have conducted at least one prior mentorship of a doctoral student or three mentorships of master's or specialist theses and have experience in the management of research and development projects. As demonstrated achievements for the mentor, co-mentoring to master's and doctoral students is taken into account as partial fulfillment of an individual condition (e.g. the condition of

mentoring at a doctoral degree can be fulfilled by two co-mentorings at a doctoral degree).

(7) Based on the special justification of the supervisor, the SRC can determine the above conditions for mentoring and co-mentoring in a different form, depending on the specifics of the academic discipline, but the achievements of the mentors must still demonstrate scientific research excellence.

3. REGISTRATION OF DOCTORAL DISSERTATION PROPOSAL

Article 37

(Registration of the Dissertation Proposal)

(1) A doctoral candidate shall declare the dissertation proposal on a special form **O1 - Registration of the Final Thesis Proposal, together with the dissertation proposal** (hereinafter: 'proposal') **as a mandatory annex**. Part of the registration of the topic is also the **consent of the mentor** and the co-mentor.

(2) A doctoral student begins the procedure for confirming the doctoral dissertation proposal once they have attained 60 ECTS.

(3) The proposal, which is expected to comprise 30,000 signs with spaces (excluding the bibliography and table of contents) in the A4 format, shall contain:

1. The working title of the doctoral dissertation,
2. Identification of the research problem and theoretical starting points (justification of the selected research with relevant literature),
3. An assessment of previous studies in the field
4. The purpose and objectives of the doctoral dissertation with a research model,
5. The research methods envisaged to achieve the objectives of the doctoral dissertation (research concept – including research questions, research sample, methods and techniques),
6. The hypotheses envisaged, their testing and verification,
7. The assumptions and limitations in addressing the research problem,
8. A description of the intended contribution of the dissertation to science,
9. The anticipated results of the doctoral dissertation,
10. The anticipated table of contents of the dissertation,
11. A list of the envisaged literature and sources,
12. Keywords.

Article 38

(Description of the Structure of the Dissertation Proposal)

The doctoral dissertation proposal shall be composed as follows:

Article 39

(Approval from the Ethical Commission)

Student must obtain ethical approval for the research before confirmation of the doctoral dissertation or, in any case, before the commencement of the research if the research exceeds minimal risk. The certificate of obtained approval must be submitted to the Commission for Scientific and Research Work and is a prerequisite for confirmation of the doctoral dissertation disposition. Ethical approval is obtained from the Ethical Commission of the Alma Mater or a commission at the national level if required by the rules.

Research areas where Ethical Commission approval is mandatory include fields in medicine and healthcare.

a) Working title of the doctoral dissertation

The doctoral dissertation is the result of the student's independent research work. The proposed titles/topics of the doctoral dissertation can be selected by students from the various themes of doctoral theses on offer or can be proposed by the students themselves in agreement with the mentor. The topic/title should refer to the scientific field for which the student is being trained. The title of the topic should reflect the content of the doctoral dissertation. The title must be new, up-to-date and useful and must simply and clearly reflect the essence of the work. The title must not be too long or too short. It must contain the keywords of the topics under consideration.

b) Identification of the problem of research and theoretical starting points

Under this item of the proposal, the student identifies the field to be addressed and from which the problem arises. The definition of the problem should be precise and clear. It may also include a clarification of the dimension of the problem and the importance of solving it. The appropriately defined problem and the subject of the research are the basis for the student to set up working hypotheses (research questions).

c) Assessment of previous surveys in the field under investigation

Under this item of the proposal, the student examines and investigates a number of bibliographical units in the subject field to find that the registered topic represents a novelty in the field in question and that it offers the opportunity for a creative contribution to the development of the profession.

d) Purpose and objectives of the doctoral dissertation with the research model

The purpose of the doctoral dissertation basically arises from the problem raised and is to find a solution to the basic hypothesis (research question). The student must answer the research question as to why they are analysing this topic.

The objectives of the doctoral dissertation state what the student needs to do to achieve the purpose of the research. There may be several objectives; the student can also set more sub-goals. It is recommended that the student ask themselves research questions, to which they will try to provide reasoned answers during the research, formulating and a written presentation of the results of the research.

e) Research methods envisaged to achieve the objectives of the doctoral dissertation (research concept- including research questions, research sample, methods and techniques)

In the doctoral dissertation proposal, the student must also indicate the methods for achieving the objectives of the doctoral dissertation. With the help of the anticipated methods, the student will try to solve the problem and the subject of the research and prove the working hypothesis (research question). The student most often uses one major scientific research method, and in addition to this can use a number of others that are considered as ancillary methods.

f) Predicted hypotheses and their testing and verification

At this point, the student defines the research hypotheses that will be tested and verified in the dissertation. They describe in detail the manners and methods of testing them. They also define the criteria for their verification.

g) Limitations in addressing the research problem

As a rule, in the methodology part of the doctoral dissertation, the doctoral student also indicates the limitations in addressing the research problem. As limitations, the student may also cite problems due to limited access to data, business or state secrets, lack of professional literature, unwillingness of the people responsible to cooperate, etc.

h) Description of the intended contribution of the dissertation to science

In this item, the student shall define in a precise and unambiguous way the expected contribution of the research. On this basis, the professional contribution of the student, their competence and suitability for confirmation of the doctoral dissertation proposal shall be assessed.

i) The anticipated results of the doctoral dissertation

In this item, the student shall indicate the most important results they expect to achieve by executing the research.

j) Predicted Table of Contents of the dissertation

In this item, the student composes a table of contents of the dissertation with chapters and sub-chapters of the content breakdown.

k) List of envisaged literature and sources

In this item of the proposal, the student lists the relevant literature and sources. The doctoral dissertation proposal must contain at least 80 units of literature and sources, of which at least 1/4 of the units must be foreign literature and sources.

When registering a doctoral dissertation topic, in particular when selecting a topic, defining the working theses (structure) and reasoning of the topic, the student should be aware:

- that the doctoral dissertation is an independent scientific work which must contribute to a particular profession or science;
- that basic and applicable research is based on a number of scientific methods and that the student must master the methodology and technology of research and the production of scientific works;
- that the appropriate registration of the topic may be prepared by a student who possesses a solid general and specific knowledge of the subject under consideration, who is qualified in research work and who has at least partially

examined the current literature on the subject under consideration, who has a great desire and motivation to complete the initiated research started.

l) Keywords

In this item, the student defines up to 10 keywords relating to the content of the dissertation or research area.

Article 39

(Technical Examination of the Proposal)

(1) Before submitting the registration of the doctoral dissertation proposal in writing, the student must submit the proposal in electronic form to the ALMA MATER Administrative Office. After approval by the Administrative Office of the technical suitability of the proposal, the doctoral student shall forward 3 printed versions of the proposal for consideration to the CSRW.

(2) Upon receipt of the application, the Administrative office verifies the number of current mentorships to doctoral candidates for the role of the potential mentor listed on the registration form, whereby a doctoral dissertation approved by the ALMA MATER counts as mentorship. An individual can mentor up to 3 doctoral candidates who have not yet defended their dissertation at a time. In the event that the proposed mentor would exceed this number with another mentorship, the Administrative Office shall inform the candidate and the mentor in writing.

(3) The Administrative Office is obliged to verify that the student qualifies for the registration of the doctoral dissertation proposal and that the submitted proposal contains all the required components. If the examination finds deficiencies, the Administrative Office shall inform the student. The student completes or corrects the proposal according to the instructions and submits it to the Administrative Office in three printed copies, together with the signed form O1 – Registration of the Final Thesis Proposal.

Article 40

(Management of the Application for Registering the Doctoral Dissertation Proposal)

(1) The Administrative Office sets the application for the doctoral dissertation proposal on the agenda of the first subsequent CSRW meeting, at which **the CSRW formulates an opinion on the proposal.**

(2) The CSRW may request evidence of the scientific activity of the proposed mentor, propose a change of the title of the doctoral dissertation or the content of the work, or propose another mentor or co-mentor in case of an interdisciplinary nature of the dissertation. When the CSRW comments on the proposal or the appointment of a mentor, it shall inform the proposed mentor thereof and invite the candidate to **correct or complete** the application within a specified time limit.

(3) If the candidate does not correct or complete the application within the given time limit, a **decision** shall be issued to the applicant **to suspend the proceedings**.

(4) If the opinion of the CSRW is positive, the CSRW shall **propose a Commission to assess the doctoral dissertation proposal and mentor** and shall **forward both proposals to the Senate**. The coordination between the CSRW and the candidate shall be coordinated and carried out by the Administrative Office.

(5) The latter shall also forward to the CSRW a potential **negative opinion with justification**.

(6) The CSRW shall again decide on the corrected or completed proposal, submitted in a timely manner, at the first subsequent meeting.

Article 41
(Presentation of the Proposal)

The doctoral student is required to publicly present their doctoral dissertation proposal before the members of the Commission for the Assessment of the Doctoral Dissertation.

4. THE PROCEDURE FOR CONFIRMING THE DOCTORAL DISSERTATION PROPOSAL

Article 42
(Commission for the Assessment of the Doctoral Dissertation Proposal)

(1) The Commission for the Assessment of the Doctoral Dissertation Proposal shall be composed of the President and two members, with a maximum of one member being the mentor or co-mentor. They are appointed from the ranks of higher education teachers or scientific staff in the field in which the doctoral student wishes to obtain a doctorate of science. At least one member shall be a person who is not a member of the ALMA MATER Academic Assembly, while the President of the Commission is, as a rule, a member of the ALMA MATER Academic Assembly. The President of the Commission acts as rapporteur; their task is to coordinate the work of the Commission and to write the final report.

(2) The Commission for the Assessment of the Doctoral Dissertation Proposal shall determine whether the candidate qualifies for a doctoral degree and shall assess the appropriateness of the dissertation proposal (it shall assess whether the submitted proposal and the issues that the candidate intends to address in the doctoral dissertation provide sufficient scope for an independent and original contribution to the relevant scientific discipline).

(3) During the assessment of the proposal, the Commission may submit to the doctoral student any proposals for its improvement in writing, but it may, as a rule, do so only once, and the doctoral student must reply within one month and submit a revised

proposal to the Administrative Office. Even if the doctoral student does not respond to the proposals, the Commission must write a report.

(4) The Commission is required to prepare its assessment and opinion as a general rule within one month and no later than two months from its appointment and to submit it to the Senate, which shall address it at its first subsequent meeting.

Article 43

(Commission Report on the Assessment of the Proposal)

(1) In order to assess the doctoral dissertation proposal, the Commission shall assess in a written report all elements thereof, according to the prescribed items in Article 38 of these Rules, and shall in particular assess:

- whether the content of the proposal complies with the approved topic and the dissertation is reasonably expected to be an independent and original contribution to the relevant scientific field;
- whether the proposal clearly defines the key theses and questions that the doctoral student intends to examine in the dissertation;
- whether an appropriate method of preparing the dissertation is envisaged;
- whether the stated title and field of the dissertation correspond to the intended content;
- whether the basic literature in the field of doctoral research is listed.

(2) The written report of the members of the Commission on the form **D2 — Assessment of the Suitability of the Doctoral Dissertation Proposal** should, as a general rule, be written in Slovenian or in the language in which the CSRW authorised the application. Each member shall complete their report. The President shall then draw up a joint report.

(3) The report shall contain:

- the title of the proposed doctoral dissertation, along with the phrase “assessment of the suitability of the doctoral dissertation proposal”;
- an assessment of the content structured according to the required elements referred to in Article 38 of these Rules;
- a summary with the final assessment.

Article 44

(Senate Report on the Proposal)

(1) The Report of the Commission for the Assessment of the Doctoral Dissertation Proposal shall be considered by the CSRW and approved by the Senate.

(2) If the Senate adopts a **positive assessment of the proposal**, the doctoral student and the Commission for the Assessment of the Doctoral Dissertation Proposal shall be notified thereof with a decision confirming the content of the doctoral dissertation.

(3) If the Senate adopts a negative assessment of the dissertation proposal, it shall issue a decision and inform the doctoral student of the comments and suggestions of the Commission for the Assessment of the Suitability of the Proposal. The doctoral student must submit supplementations and corrections within 3 months or write an appropriately revised proposal. The rapporteur shall, within a period not exceeding one month, prepare a written assessment of the revisions, which shall represent an addition to the report of the Commission for the Assessment of the Dissertation Proposal. That assessment shall be reconsidered by the Senate. If the doctoral student does not take the comments into account, the Senate shall reject the proposal by decision and/or re-confirm the negative assessment.

Article 45

(Changing the Mentor, Resigning from Mentorship or from the Topic of the Doctoral Dissertation)

(1) In the event of disagreements between the mentor or potential co-mentor and the doctoral student, the student can ask for another mentor or co-mentor **Form O9 - Application to Change Mentors**. The student shall address the application to the Commission for Scientific and Research Work, which shall obtain a written opinion from the current mentor before making a decision. The Commission for Scientific and Research Work appoints a new mentor or co-mentor. If the doctoral student disagrees with the chosen new mentor or co-mentor, they can appeal to the ALMA MATER Senate, which makes a final decision on the new mentor or co-mentor.

(2) A mentor or potential co-mentor may resign from the mentorship using the **O12 form - Application for Resignation from Mentorship of the Final Thesis**. They shall send the explanation to the Commission for Scientific and Research Work, which appoints a new mentor or co-mentor. If the doctoral student disagrees with the new mentor or co-mentor, they can appeal to the Faculty Senate, which makes a final decision on the new mentor or a co-mentor.

(3) If, during the writing of the doctoral dissertation, the student finds that they are unable to finish it or they wish to change the topic, they may apply for a withdrawal from the approved work (Form **O10 - Application to Change the Topic of the Final Thesis**). A reasoned request for withdrawal is considered by the mentor and the CSRW within 30 days – if the Commission approves the withdrawal from the already approved doctoral dissertation proposal, the student may register a new doctoral dissertation proposal. In this case, the entire application process shall be repeated. A student may only ask for withdrawal from the approved doctoral dissertation proposal once.

5. SUBMISSION, EVALUATION AND DEFENCE OF THE DOCTORAL DISSERTATION

Article 46

(Content Design of the Doctoral Dissertation and Language)

(1) On the basis of the doctoral dissertation proposal confirmed by the Senate, the candidate shall formulate the content according to the mentor's instructions, whereby the working proposal (in accordance with the instructions of the mentor) may also be partially amended if the nature of the research so requires.

(2) The candidate prepares their doctoral dissertation in Slovenian, with an abstract in the appropriate foreign language, as a rule English.

(3) The candidate may prepare a doctoral dissertation in a foreign language with an abstract in the Slovenian language in cases where this is approved by the ALMA MATER Senate.

Article 47

(Obligations of the Mentor)

The mentor is obliged to ensure the appropriate scientific level of the dissertation in regular contact with the doctoral student.

Article 48

(Form of the Dissertation)

(1) As a rule, the dissertation is written in Slovenian, but with the consent of the Senate it may also be written in a foreign language. If it is not written in Slovenian, it must have as an integral part an introduction, conclusion, and comprehensive summary in the Slovenian language, within the range of 10% of the total text.

(2) The dissertation in Slovenian should also be accompanied by an abstract and keywords in English in the range of 1 to 2 pages. The ALMA MATER reserves the right to make the abstract public. The doctoral dissertation must be printed in the A4 format and bound in black bookcloth or similar material.

(3) The cover of the dissertation must include "Alma Mater Europaea - European Centre, Maribor", or "ALMA MATER EUROPAEA - Institutum Studiorum Humanitatis – Postgraduate School of Humanities, Ljubljana" in the upper middle; the title of the doctoral dissertation in the middle; the name and surname of the author below on the right; and "Maribor, year" at the bottom in the middle. All text must be printed in capital letters.

(4) On the spine of the cover from below to above, the name and surname of the author and the title of the doctoral dissertation are to be printed in capital letters.

(5) The inner cover of the dissertation must have “ALMA MATER EUROPAEA — European Centre, Maribor” or “ALMA MATER EUROPAEA - Institutum Studiorum Humanitatis – Postgraduate School of Humanities, Ljubljana”, written in the upper middle of the page; the name and surname of the candidate in the middle of the page; below it, the title of the doctoral dissertation, with “doctoral dissertation” written below, then under the latter the mentor and potential co-mentor; and below in the middle “Maribor, year” or “Ljubljana, year”.

(6) The scope and form of the doctoral dissertation should be consistent with the **Instructions for the Production and Editing of Scientific and Professional Texts at the Alma Mater**.

(7) The dissertation consists of the following: table of contents, abstract, introduction, main text, conclusion, list of quoted literature, index, appendices and potential summary according to Paragraph 1 of this Article, contribution to science. In the introduction, the thesis from the doctoral dissertation proposal must be clearly summarised.

(8) The linguistic correctness of the dissertation is the responsibility of the candidate and the Commission for the Assessment of the Doctoral Dissertation may reject the dissertation if it is not prepared in accordance with the instructions in this Article, as verified by the ALMA MATER expert services (**O5 – Technical Examination and Examination of Plagiarism**).

Article 49 (Dissertation Report)

(1) The doctoral student first submits three (or four, in case of a co-mentor) unbound copies of the dissertation and one in electronic form to the Administrative Office of the Faculty.

(2) At its first meeting following the submission of the unbound dissertation, the CSRW appoints by decision a **Commission for the Assessment of the Doctoral Dissertation**, which shall also be approved by the Senate. The composition of the Commission is defined in accordance with Article 42 of these Rules. Members shall, as a general rule, be the same as the members of the Commission for the Assessment of the Doctoral Dissertation Proposal.

(3) The members of the Commission for the Assessment of the Doctoral Dissertation are obliged to review the dissertation within two months of their appointment and to submit written reports on the assessment of the dissertation, which are then forwarded to the CSRW.

(4) On the basis of the Joint-Assembled Report of the President of the Commission for the Assessment of the Doctoral Dissertation, the CSRW shall consider the application and propose to the Senate that the doctoral dissertation be adopted, rejected, or

returned to the doctoral candidate for revision or supplementation for which the Senate shall set a deadline.

(5) The supplemented and amended doctoral dissertation shall be reviewed by the Commission, which will submit new reports on it. If the doctoral dissertation is not revised within the set time limit, the dissertation shall be rejected by the Senate. A rejected dissertation cannot be resubmitted.

Article 50 (Assessment of the Dissertation)

(1) The assessment report of the doctoral dissertation shall include:

- a title in the form of "Assessment of the Doctoral Dissertation by (name and surname of the doctoral student) Titled";
- an analysis of the fulfilment of the requirements according to the elements set out in Article 8 of these Rules;
- the final assessment and determination whether a defence of the dissertation is possible.

(2) If the Senate approves the doctoral dissertation, it shall, by decision on the appointment of the Commission for the Assessment of the Doctoral Dissertation, designate the latter, which, as a rule, is composed of the members of the Commission for the Assessment of the Doctoral Dissertation Proposal.

(3) The doctoral student may defend the dissertation once they have fulfilled all the conditions laid down by the accreditation of the study programme and once they have fulfilled the condition of publication of a scientific work in accordance with Article 34, which is determined by decision by the CSRW on the basis of the doctoral student's application.

(4) The President of the ALMA MATER, in agreement with the doctoral student and the Commission for the Defence of the Doctoral Dissertation, shall determine the time and place of the defence of the dissertation. The date of the defence of the doctoral dissertation shall be published on the school's website.

(5) Once the date of defence has been made public, a copy of the doctoral dissertation shall be made available at the library or the secretariat of the ALMA MATER at least 7 days prior to the defence.

Article 51 (Defence of the Dissertation)

(1) The defence of the doctoral dissertation is generally held in Slovenian; it can be held in another language if the dissertation is written in a foreign language.

(2) The candidate shall apply for the defence by submitting to the Administrative Office the completed form **O4 — Application for the Defence of the Final Thesis**, with the following attachments:

- 4 hard bindings (or 5 in case of co-mentoring)
- 2 soft bindings
- completed and signed statement by the mentor on the suitability of the final dissertation
- certificate of technical examination and examination of plagiarism
- electronic copy of the final dissertation (in .doc and .pdf format on a CD/DVD)
- a short CV to be read at the defence
- certificate of publication of the original scientific work

(3) The defence begins with the presentation of the doctoral student's CV, the title and field of the dissertation and the up-to-date process of accepting the dissertation. During this, all participants shall be standing. The doctoral student has the right to present their doctoral dissertation in 30 minutes, using various audio-visual aids. The members of the Commission for the Defence shall then present their reports on the dissertation and after that the members of the Commission have the right to ask questions, as do other attendees of the defence, with the approval of the President (on the basis of written questions submitted in advance). The questions are to be asked in such a way that the doctoral student can answer them within a maximum of one hour.

(4) After presenting the dissertation and receiving questions from the Commission, the doctoral student is generally entitled to a 45-minute break to prepare the answers. In preparing the answers, doctoral candidates can use books and study materials.

(5) Following the defence and discussion, the Commission for the Defence of the Doctoral Dissertation shall meet separately and adopt a decision by a majority of votes on whether the doctoral dissertation has been successfully defended.

(6) The President of the Commission for the Defence of the Doctoral Dissertation shall write **minutes of the defence of the doctoral dissertation**. Written questions for the doctoral candidate are annexed to the minutes. An integral part of the defence minutes is also the **decision on the success of the defence**.

Article 52 (Failed Defence)

A defence of the dissertation that was deemed unsuccessful by the Commission cannot be repeated.

Article 53

In the case of partial or full publication of the doctoral dissertation, the author must indicate that the publication is based on the dissertation defended (year of defence) at the ALMA MATER. If part or all of the text of the dissertation was published before

the defence of the doctoral dissertation, the author must indicate that it is a contribution from the doctoral dissertation at the ALMA MATER.

6. REVOKING OF THE DOCTORATE

Article 54

(1) A Doctorate of Science may be revoked if it is established that the doctoral dissertation is not the result of the author's own creativity and achievements. The revoking procedure may be initiated by anyone and is conducted by the Senate in accordance with the ALMA MATER Disciplinary Liability Policy.

(2) The decision on revoking shall be published in the Official Gazette of the Republic of Slovenia and the validity of the diploma of the doctorate of science issued shall be revoked.

7. RECORDS OF DOCTORAL DISSERTATIONS

Article 55

(1) The student shall submit to the Administrative Office three final, bound copies of the doctoral dissertation, along with the dissertation in electronic form (.pdf document) within 14 days of the defence, in so far as any amendments have been prescribed by the Commission at the defence. Three copies of the dissertation are forwarded by the Administrative Office to the relevant libraries. The candidate themselves arranges for a copy for the mentor.

(2) The school issues a temporary doctoral certificate to the student in the form of a **Certificate of Defence of the Doctoral Dissertation at the 3rd Level of Study** after the student has submitted to the Administrative Office three final hard-bound copies of the doctoral dissertation. The certificate shall be signed by the President of the ALMA MATER.

(3) The ALMA MATER keeps a database of its doctoral candidates as a record of the diploma certificates on doctoral dissertations (book of successful doctoral candidates).

(4) The database shall contain:

1. name and surname of the doctor,
2. date of birth of the doctor,
3. topic title,
4. date of defence of the doctoral dissertation,
5. overall assessment of the doctoral dissertation and the average examination grades
6. completed study programme,
7. professional title awarded,
8. enrolment number.

(5) The Administrative Office shall keep a record of each graduate of the doctoral studies, which shall include all documentation on the course and completion of the doctoral studies.

8. GENERAL RIGHT OF APPEAL

Article 56

(1) Doctoral candidates have a general right to appeal against decisions of the ALMA MATER bodies which concern them.

(2) Unless otherwise provided for in these Rules, the student may lodge an appeal within 8 days of the date of notification of the decision.

(3) The complaint of the student referred to in the preceding Paragraph shall be decided on by the ALMA MATER Senate on the basis of the opinion of the Study Commission.

(4) The Senate's decision is final.

9. TRANSITIONAL PROVISIONS

Article 57

(1) Regarding the authorship and co-authorship of the doctoral dissertation and the rights and obligations arising therewith, the following provisions apply: the Copyright and Related Rights Act, OG of the RS, No. 9/2001, 30/2001, 85/2001 SKI.US: U-I-149/98-36, 43/2004, 58/2004 Odl.US: U-I-200/02-12, 94/2004-UPB1, 17/2006, 44/2006-UPB2, 139/2006, 16/2007-UPB3, 68/2008, UL 85/2010.

(2) The forms and attachments to be used in the process of preparing the doctoral dissertation/thesis can be found at the ALMA MATER Administrative Office and are also published on VIS.

(3) The provisions of these Rules shall be interpreted by the ALMA MATER Senate. Amendments to these Rules shall be adopted by the ALMA MATER Senate.

Article 58

These rules apply to new study programmes at the ISH, i.e. programmes in which ISH students have been enrolled since the academic year 2012/2013. For old study programmes, until the end of the academic year 2015/2016, the Rules on Master's and Specialist Studies and the Rules on Doctoral Studies adopted by the ISH Senate in the consolidated and supplemented text on 24 April 2012 apply.

Article 59

These rules are supplemented by the Guidelines for the Production and Editing of Scientific and Professional Texts at the 3rd Bologna Level, which specify the methodological and formatting rules for writing a doctoral dissertation.

Article 60

In the case of procedural differences enforced by these Rules in comparison to the procedural rules in the study programmes of the AMEU-ISH, the ISH rules shall apply to ISH students for one year after the date of implementation of these Rules.

Article 61

These Rules enter into force the following day after their adoption by the Senate. The Rules shall be published on the ALMA MATER website.

The stated conditions of Article 34 apply in their entirety to the generation of students who enrolled in the academic year 2022/23. For students who enrolled before this date, the second paragraph of Article 34 applies to a two-year transitional period from the date of approval of the revised rules by the Senate.

Maribor, 12 May 2022

The president
Alma Mater Europaea – European centre, Maribor
Prof. Dr Ludvik Toplak

Implementation documents:

- Form D1: Registration of the Research Field of Interest of the Doctoral Dissertation
- Form D2: Assessment of the Suitability of the Doctoral Dissertation Proposal
- Form O1: Registration of the Final Thesis Proposal
- Form O2: Revalidation of the Final Thesis Proposal
- Form O3: Registration of the Final Thesis
- Form O4: Application for the Defence of the Final Thesis
- Form O5: Technical Examination and Examination of Plagiarism
- Form O6: Proofreading Certificate
- Form O7: Declaration of Authorship
- Form O8: Application for the Consent of the Research Institute
- Form O9: Application to Change Mentors
- Form O10: Application to Change the Title of the Final Thesis
- Form O11: Certificate of Publication of an Original Scientific Article
- Form O12: Resignation from Mentoring

