

**PROCEDURE FOR DOCTORAL DISSERTATION TOPIC APPLICATION,
EVALUATION AND DEFENCE**

DOCTORAL DISSERTATION TOPIC APPLICATION

Two copies of the signed form (DR.SC.-01) are to be submitted to the Office for Postgraduate Studies in Biology, Rooseveltov trg 6. *(The DR.SC.-01 form **MUST** be filled in and submitted in the original paper form (two copies) and in electronic form, using the OBAD system. Applications submitted otherwise will not be processed.)*

If the dissertation is in English, two signed DR.SC.-01 forms in English are to be submitted, as well as electronic forms 01.02.and 03.

- OBAD- <http://doktorski.unizg.hr/obad>

One copy of the following documents is to be sent by e-mail to pdsbiol@biol.pmf.hr :

- **DR.SC. 1** (completed) - *using the OBAD system* - <http://doktorski.unizg.hr/obad>
- **DR. SC. 2** and **DR. SC. 3** (fill in the sections GENERAL INFORMATION, MENTOR and COMMITTEE MEMBERS)

The required documentation is to be submitted at the latest **TWO weeks** prior to the meeting of the Council of the Department of Biology (VBO). The forms and the meeting calendar can be found at the official Department web page http://www.biol.pmf.hr/biol/ured_za_doktorski_studij.

The mentor and members of the Committee must hold a research/scientific or a research/scientific and teaching position. *The mentor cannot be a Committee member and one of the Committee members must be a lecturer at the Department of Biology of the Faculty of Science. Only one Committee member can be employed in a clinic or a hospital.*

The Council of the Department of Biology appoints the Topic Evaluation Committee and notifies the candidate and the Committee members of its decision.

Within a month upon receiving the decision, **the candidate** organises Seminar II (dissertation topic defence). The defence is public. After having agreed on the date and time with the mentor and the Committee members, the candidate books a hall by calling the Office for Postgraduate Studies on 48 77 714. The Office for Postgraduate Studies must also be notified of the date and time **a week in advance** by an e-mail sent to pdsbiol@biol.pmf.hr.

Notification format

NAME AND SURNAME OF THE CANDIDATE (Postgraduate doctoral studies) will hold a **Seminar II**, entitled **The title of the seminar**, with the Committee members **Names of the Committee members** and the potential mentor **Name of the potential mentor** on **Date and time** in Hall **Venue**.

After the seminar, the candidate receives a **Certificate** confirming that the seminar was held, signed by the Committee members, and delivers it to the Office for Postgraduate Studies.

Upon receiving the necessary documentation and **within two months** after the seminar, the Committee evaluates the chosen topic and suggests a mentor. If the Committee has any remarks about the content or methods of the research, the candidate submits to the Office for Postgraduate Studies an amended topic application, listing the changes and revisions to be made. The Committee then compiles a report based on that application. The Committee chair submits the report, **the DR.SC.-02 form (in two original signed copies and in electronic form)**, to the Office for Postgraduate Studies in Biology at the latest **TWO weeks** prior to the next meeting of the VBO.

ATTENTION!

IF THE CANDIDATE'S REQUEST TO WRITE THE DISSERTATION IN ENGLISH HAS BEEN APPROVED, THE FORMS ARE FILLED IN BOTH CROATIAN AND ENGLISH IN TWO COPIES (DR. SC.-01, DR. SC. -02 AND DR. SC. -03)

APPROVAL OF THE DISSERTATION TOPIC

At the VBO meeting, the Committee reports on the dissertation topic. The VBO approves of the topic, appoints a mentor and forwards the case to the Senate for final approval. The **Senate decision on the approval of the dissertation topic** is given to the candidate and the mentor.

Upon receiving the approval, and if all the requirements have been met (all the exams from the first year passed, all the courses in the second year taken and attendance duly confirmed by the lecturer's signature, fees paid), the candidate can enrol in the third year of studies.

SUBMITTING THE DISSERTATION FOR EVALUATION

Before submitting the dissertation for evaluation, the candidate must pass all the exams, pay the tuition fees, have 140 ECTS credits and co-author an original scientific research paper, published or accepted by a journal in the SCI base.

The candidate submits the following documents to the Office for Postgraduate Studies in Biology, Rooseveltov trg 6, at the latest **TWO weeks** prior to the next meeting of the VBO:

- **one** unbound copy of the dissertation,
- **the form** entitled *Request for Starting the Procedure of Dissertation Evaluation and Defence* with suggested Dissertation Evaluation Committee members (signed by the mentor),
- **the form *Supervisor's Statement***, when submitting the dissertation for evaluation.

The members of the Doctoral Dissertation Evaluation and Defence Committee must hold a research/scientific or a research/scientific and teaching position of an associate or assistant professor or an equivalent position if they have earned it abroad. If the language of the dissertation is any other but Croatian, one of the members of the Dissertation Evaluation Committee or Dissertation Defence Committee must be a foreign scientist internationally relevant in the field addressed by the dissertation.

The mentor ***cannot be a member*** of the Dissertation Evaluation and Defence Committee and one of the Committee members must be a lecturer at the Department of Biology of the Faculty of Science.

The Council of the Department of Biology appoints the Doctoral Dissertation Evaluation Committee and submits the decision to the Faculty Council for approval, upon which the Faculty Council approves of the selected Doctoral Dissertation Evaluation Committee. **The Faculty Council approval** is given to all the Committee members and to the candidate.

EVALUATION OF THE DOCTORAL DISSERTATION

The candidate provides an unbound copy of the dissertation for each appointed Committee member to read.

Upon receiving the Faculty Council approval and the unbound copy of the dissertation, the Committee evaluates the dissertation and submits the Report on Dissertation Evaluation. **The Committee chair** files the written Report (**DR. SC. -10**), **in two signed original copies** to the Office for Postgraduate Studies in Biology at the latest **TWO weeks** prior to the next meeting of the VBO. **The candidate** delivers an unbound copy of the final version of the dissertation.

At the VBO meeting, the Committee reports on the dissertation and upon accepting the report, the VBO appoints members of the Dissertation Defence Committee.

DEFENCE OF THE DOCTORAL DISSERTATION

The candidate organises the dissertation defence. After the candidate and the Committee members (including the appointed substitute member) agree on the date and time, the candidate books a hall at the Faculty of Science by phoning the Office for Postgraduate Studies

on 48 77 714. **The candidate then sends a notification on the date, time and venue for the doctoral dissertation defence, their CV and the summary of the dissertation in electronic form by e-mail to the Office for Postgraduate Studies (pdsbiol@biol.pmf.hr) nine days prior to the defence.**

The candidate provides a hardbound copy of the dissertation to all the Dissertation Defence Committee members prior to the defence ceremony. Additionally, two hardbound copies and two electronic copies are to be delivered to the Office for Postgraduate Studies.