

The Board of the Faculty of Science, University of Zagreb pursuant to Article 63 paragraph 6 subparagraph 3 of the Science and Higher Education Act (Official Gazette no. 123/03, 104/04, 174/04 and 46/07), Article 45 paragraph 1 and Article 143 paragraph 3 of the Statute of the Faculty, on the proposal of the Faculty Collegium from 21 February 2012, at the session held on 23 February 2012 issued the following

## **ORDINANCE ON DOCTORAL STUDIES AT THE FACULTY OF SCIENCE, UNIVERSITY OF ZAGREB**

### **I. GENERAL PROVISIONS**

#### **Article 1**

- (1) This Ordinance on doctoral studies (hereinafter: Ordinance) determines the organization and implementation of doctoral studies (hereinafter: doctoral studies) at the Faculty of Science, University of Zagreb (hereinafter: Faculty) as well as the classes, doctoral research, enrollment requirements and course duration, mentorship, application process, assessment and defense of doctoral dissertations, rights and obligations of doctoral students (hereinafter: PhD student), and other matters related to the organization and implementation of doctoral studies.
- (2) The terms used in this Ordinance which have a gender marking, regardless of whether they are used in the masculine or feminine gender, encompass in the same way the masculine and feminine gender.

#### **Article 2**

- (1) The Faculty organizes and performs doctoral studies in the scientific field of natural sciences and interdisciplinary fields of science.
- (2) The Faculty organizes and performs doctoral studies through Faculty Departments. The specifics of each doctoral study may be detailed further by a specific act passed by the competent Department Board at the suggestion of the Doctoral Studies Board.

#### **Article 3**

- (1) Doctoral studies can take the following forms:
  1. Doctoral study whereby the holder is the Faculty of Science;
  2. Double doctoral programme (cotutelle), whereby the PhD student gets two diplomas, with obligatory dual mentoring;
  3. Joint study performed by other members of the University or other scientific institutions, whereby the holder of the study is the Faculty of Science;
  4. Joint study performed by a number of different universities, scientific institutions or their components whereby the holder of the study is the Faculty of Science.

### **II. DOCTORAL STUDY BOARD**

#### **Article 4**

The body responsible for the organization of doctoral studies at the faculty department level is the Doctoral Studies Board.

#### **Article 5**

- (1) The competent Department Board appoints the Doctoral Studies Board as its permanent operative body from the ranks of teachers elected to the scientific-educational titles and corresponding workplaces as associate and/or full professors, and from the ranks of teachers elected to the nominal academic titles of associates and/or full professors or corresponding scientific titles. In exceptional cases, the Department

Board may appoint a Doctoral Studies Board member from the ranks of assistant lecturer and from the ranks of teachers elected to the scientific-educational title of assistant lecturer, or from those with the corresponding scientific title. Members of the Doctoral Studies Board are appointed for a term of four years and may be re-elected.

- (2) The Doctoral Studies Board performs activities under its authority at meetings. The Doctoral Studies Board legitimately holds discussions and reaches decisions when there are more than half of the total number of members present at the session, and the decisions are reached with the majority vote of the attending members.
- (3) The Doctoral studies Board performs the following activities:
  1. Prepares materials for the meetings of the Department Board in the field of doctoral studies;
  2. Prepares study programme drafts for doctoral studies and forwards them via Department Boards to the Faculty Board for approval;
  3. Determines the draft of the implementation curriculum of doctoral studies and forwards it via the competent Department Board to the Faculty Board for approval;
  4. Systematically monitors the quality of teaching at the doctoral studies through student surveys and other appropriate means;
  5. Proposes the appointment of mentors to the Department Boards;
  6. Approves the topics of final doctoral dissertations at the suggestion of the mentors and proposes them to the Department Boards for approval;
  7. Proposes members of the expert committees to the Department Board;
  8. Considers and accepts the expert committees' reports for the doctoral studies;
  9. Performs other duties within their jurisdiction as well as other activities related to the organization and implementation of doctoral studies;
  10. Determines the proposals of Department Acts on the doctoral studies and proposes them to the Department Boards for approval;
  11. Determines the draft of the application procedure and requirements for the enrollment to doctoral studies and forwards them via the competent Departments to the Faculty Board of the Faculty of Science for approval;
  12. Cooperates with the postgraduate service in performing administrative and technical activities regarding the implementation of doctoral studies;
  13. Propose decisions on financial operations of the doctoral studies to the Department Boards and Department Heads.
  14. Performs other tasks related to the organization and implementation of doctoral studies;

### **III. CLASSES AND RESEARCH AT DOCTORAL STUDIES**

#### **Article 6**

- (1) The doctoral studies are performed through scientific research and classes.
- (2) Classes at the doctoral studies are carried out in the form of lectures, seminars, workshops and exercises.
- (3) For subjects in which five or more students are enrolled, classes must be carried out in the form of lectures, and for classes in which less than five students are enrolled, classes can be carried out in the form of consultations.

### **IV. ENROLLMENT REQUIREMENTS AND DURATION OF STUDY**

#### **Article 7**

- (1) Enrollment to doctoral studies is conducted via a public application procedure initiated on the basis of a decision by the Faculty Board at least one month before the beginning of classes and it is published on the website of the Faculty and in the daily newspapers.
- (2) The public application procedure contains information on the enrollment requirements, number of available places, documents, deadlines for registration, selection and enrollment criteria and other information.
- (3) The number of vacancies (enrollment quotas) is determined by the availability of research capacities, number of teachers and mentors.
- (4) The decision on the tuition fee is made by the Faculty Board.
- (5) An applicant who completed the appropriate graduate programme in accordance with the public application procedure can enroll in a doctoral study.
- (6) The applicants who did not complete the appropriate graduate programme may enroll into doctoral studies in accordance with the public application procedure requirements and under the conditions established by the competent Department Board at the suggestion of the Doctoral Studies Board.
- (7) Applicants who have successfully completed the Master study and have published or are in the process of publishing at least one scientific article in a journal with international reviews may enroll in a doctoral study in accordance with the public application procedure requirements and under the conditions established by the competent Department Board at the suggestion of the Doctoral Studies Board.

### **Article 8**

- (1) At enrollment, every PhD student declares in writing whether he will attend the study as a full-time or part-time student.
- (2) Full-time study refers to PhD students who devote their full time to the fulfillment of obligations required by the doctoral studies.
- (3) A part-time PhD student must submit a statement proving that their working hours enable them to fulfill their student obligations in accordance with the study curriculum.
- (4) A full-time doctoral study typically lasts for three years, but for justified reasons decided upon by the Doctoral Studies Board, it may be extended to a maximum of five years.
- (5) A part-time doctoral study typically lasts for five years, but for justified reasons decided upon by the Doctoral Studies Board, it may be extended to a maximum of seven years.
- (6) The study durations referred to in paragraphs 4 and 5 of this Article do not include gap years or periods.
- (7) At enrollment in doctoral studies, the Doctoral Studies Board assigns a study advisor to the PhD student to assist them during the study, to monitor their progress during the study or until a mentor is appointed.
- (8) Throughout the study, the PhD student enrolls into subjects, i.e. lectures, seminars, exercises, other forms of class and research work in the minimum amount of 180 ECTS credits.
- (9) The method of acquiring ECTS credits and the number of subjects enrolled in by the PhD student is defined by the curriculum of individual studies.
- (10) Classes in certain subjects may be held every other year, but only if the number of students enrolling in the subject is insufficient to organize classes (Article 6 paragraph 3).
- (11) The student must regulate their status every academic year, whether it is a re-enrollment into the same year or the next year of study.

### **Article 9**

- (1) The student has the right to suspend his obligations in the following cases:
  1. During pregnancy
  2. For student-mothers and student-fathers up to when the child reaches 1 year of age;
  3. In case of prolonged illness
  4. In other justified cases (e.g. staying abroad for specialization).

- (2) The student acquires the right to suspend obligations on the basis of a specific decision of the Doctoral studies Board. The suspension of obligations is granted to the student on the basis of a written request and legitimate documentation.

#### **Article 10**

- (1) The status of a full-time student of doctoral studies is terminated if:
1. The student completes the study;
  2. The student withdraws from the study;
  3. The student does not enroll in the following academic year;
  4. The student is excluded from the study on the basis of a disciplinary decision of the competent body.

#### **Article 11**

- (1) The student pays tuition fees for the doctoral studies in accordance with the public announcement requirements referred to in Article 7 of this Ordinance.
- (2) More detailed provisions on tuition fees are determined by the Contract on the rights and obligations for doctoral studies signed by the student and the Faculty at enrollment into the first semester of the study.

### **V. MENTORING AND MENTOR OBLIGATIONS**

#### **Article 12**

- (1) The mentor for the doctoral studies is appointed by the Department Board at the suggestion of the Doctoral Studies Board.
- (2) A person elected to at least the scientific-educational title of assistant lecturer or the scientific-educational title of scientific associate, or an equivalent rank if it is a mentor who acquired his academic title abroad, can be appointed as mentor.
- (3) The mentor must be scientifically active and relevant in the scientific community and have published scientific articles related to the topic of the doctoral research in the last five years.
- (4) The Doctoral Studies Board decides on the number of PhD students an individual person can simultaneously mentor based on the international scientific recognition of the mentor.
- (5) In exceptional cases, a professor emeritus can be appointed as mentor.
- (6) A teacher of the Faculty can be a mentor at the doctoral studies for which the Faculty of Science is not a holder with permission from the Dean of the Faculty.
- (7) The mentor who took on mentoring before retirement may mentor the student to the end with the consent of the Doctoral Studies Board.
- (8) If an interdisciplinary research or a research involving several institutions is held, the competent Department Board, at the suggestion of the Doctoral Studies Board, makes a decision on dual mentorship.
- (9) A mentor is obliged to guide the PhD student during the writing of their doctoral dissertation, monitor the quality of the student's work, encourage the publication of his works and enable participation in scientific projects.
- (10) The mentor is obliged to submit a report on the work of the PhD student once per year to the Doctoral Studies Board in the form issued by the University of Zagreb.
- (11) The annual report on the work of the PhD student, before the appointment of a mentor, is submitted by the student advisor.
- (12) A mentor who is not an employee of the University or the institution performing the study must sign a cooperation agreement which details the undertaking of obligations from this Article with the Head of the institution holding the study.

## **VI. PHD STUDENT'S OBLIGATIONS AND RIGHTS**

### **Article 13**

- (1) A PhD student must submit a report on his work to the Doctoral Studies Board once a year, using the form issued by the University of Zagreb.
- (2) The Doctoral Studies Board's assessment of the report must be positive for the research to continue.
- (3) A PhD student has the right to change the mentor or the research topic once with a written request and explanation and the statement from the former mentor, using the form issued by the University of Zagreb.
- (4) A PhD student must publish or be in the process of publishing at least one peer reviewed scientific article which is thematically related to the doctoral research (in which he is the only or one of the main authors). Each research, except with specific explanation, can qualify for only one PhD student.

## **VII. DOCTORAL DISSERTATION**

### **Article 14**

- (1) A doctoral dissertation can be written in Croatian or any other language. If the doctoral dissertation is written in another language, consent from the Department Board is required.
- (2) If a doctoral dissertation is written in another language, the PhD student must write a summary of the dissertation in the Croatian language. The text of the summary must be 20% of the total amount of the text of the dissertation.
- (3) The title, abstract and key words of the dissertation must, along with the original language, be written in Croatian and English. The abstract should provide an understanding of the objectives, research methods, results and conclusions.
- (4) The graphic layout of the doctoral dissertation is prescribed by the University.

## **VIII. APPLICATION PROCEDURE, ASSESSMENT AND DEFENSE OF THE DOCTORAL DISSERTATION TOPIC**

### **Article 15**

- (1) The PhD student initiates the process of selecting a mentor, then the process of approving the topic of the doctoral dissertation after having fulfilled the obligations prescribed by the study programme. The process of approving the topic of the doctoral dissertation and the selection of a mentor is initiated using forms issued by the University of Zagreb no later than the end of the second year.
- (2) The Department Board, at the suggestion of the Doctoral Studies Board, appoints a Committee of three to five members to evaluate the topic of the doctoral dissertation whereby at least one member is not an employee of the Faculty. The mentor may not be a member of the Committee.
- (3) If the proposed mentor is not a teacher at the Faculty, the Department Board appoints a supervisor among the teachers of the Faculty to report on the process.
- (4) A PhD student is obliged to hold a public defense of the topic before the Committee, other PhD students and other interested parties, within one month from the appointment of the Committee referred to in paragraph 2 of this Article.
- (5) If the public defense of the topic of the doctoral thesis is not held within one month, the deadline can be extended for justified reasons only, as decided by the Doctoral Studies Board. The Committee submits a report on the public defense of the topic to the Doctoral Studies Board no later than two months from the public defense.

- (6) The Department Board, at the suggestion of the Doctoral Studies Board and on the basis of the report of the Committee, reaches a decision on the topic assessment and appoints a mentor. The decision is forwarded to the field Board and the University Senate for further proceedings.
- (7) All scientific research on humans or animals must be in accordance with the regulations and must be approved by the competent ethical committee of the University as well as the institution where the research is conducted. For research conducted in protected areas, on protected species or on species from the so called red list, a permit from the State Institute for Nature Protection is required.

## **IX. THE PROCESS OF ASSESMENT AND DEFENSE OF A DOCTORAL THESIS**

### **Article 16**

- (1) Before initiating the assessment procedure of the doctoral thesis, it must be determined whether the PhD student carried out all the obligations required by the study programme.
- (2) For the assessment of the doctoral dissertation, the PhD student submits a printed (unbound) version and electronic version of the dissertation. The printed version of the doctoral dissertation is bound after the assessment and before the defense.
- (3) At the proposal of the Doctoral Studies Board, the competent Department Board appoints a Committee for the assessment of the doctoral dissertation, and the decision of the Department Board is confirmed by the Faculty Board.
- (4) The Committee consists of three or five members whereby at least one member is not employed by the Faculty.
- (5) The members of the Committee for the assessment and defense of the doctoral dissertation must be elected to at least the scientific-educational title of assistant professor or scientific associate, or an equivalent rank if the member was elected to the academic title abroad.
- (6) The mentor may be a member of the Committee but they cannot be the president of the Assessment Committee or the Defense Committee.
- (7) If the dissertation is written in another language, one of the members of the Assessment Committee or the Defense Committee must be a foreign scientist with international recognition from the field of the dissertation.
- (8) The Committee for the assessment of the doctoral thesis shall submit a written report with an assessment of the doctoral dissertation to the Doctoral Studies Board for confirmation within two months from the appointment.
- (9) The Committee for the assessment of the doctoral dissertation can propose the following:
  1. Approval of the doctoral dissertation with an explicit statement on the achieved original scientific contribution, or
  2. Modification of the doctoral dissertation and final assessment with the time period in which the PhD student must submit the updated dissertation for assessment, or
  3. Rejection of the doctoral dissertation, after which the PhD student loses the right to acquire a doctoral degree in this study.

The report of the Committee is confirmed by the Doctoral Studies Board.

## **X. THE PROCEDURE FOR THE DEFENSE OF THE DOCTORAL THESIS**

### **Article 17**

- (1) A PhD student defends the doctoral dissertation no later than two months after the positive assessment decision and the appointment of the Committee for the assessment.

- (2) The defense of the doctoral thesis is public, and the call for the public defense must be announced on the Faculty and Department webpages and notice boards at least eight days before the defense.
- (3) The defense takes place at the premises of the Faculty in the language in which the dissertation is written. In case of a dual doctorate, the defense may take place at another university. The defense procedure is determined by a protocol.
- (4) The Committee for the defense of the doctoral dissertation makes an assessment after the defense. The assessment of the defense can be: *defended* or *not defended*. The assessment is made by a majority vote of the members of the Committee for the defense of the doctoral dissertation.
- (5) A record is kept on the defense procedure in the Croatian language, and if the defense was held in another language, the report is drawn up in that language as well.

## **XI. PUBLICATION OF AND STORING THE DOCTORAL DISSERTATION**

### **Article 18**

- (1) Doctoral dissertations are stored in written form in the National University Library, the Library of the Department and the University archives.
- (2) Doctoral dissertations are published in full on the website of the University.

## **XII. GRADUATION CEREMONY**

### **Article 19**

- (1) A PhD student acquires the rights of a doctor of science provided by labor rights on the day of a successful defense of the doctoral dissertation, and acquires the full rights of the academic title and the diploma by swearing an oath at the graduation ceremony and by registering in the book of doctors of science.
- (2) A PhD student must fill in a form issued by the University for the graduation ceremony for doctors of science.
- (3) The doctoral diploma is awarded by the Rector of the University at a graduation ceremony which the PhD student must attend in person or authorize a representative with a PhD degree.

## **XIII. TRANSITIONAL AND FINAL PROVISIONS**

### **Article 20**

With the day of entering into force of this Ordinance, the Decision on regulations for postgraduate scientific studies (master and doctoral) on the Faculty of Science, Number: 01N-104/1-97 from 21 February 1997 ceases to be valid.

### **Article 21**

This Ordinance shall enter into force on the eight day from its announcement on the notice board and website of the Faculty.

CLASS: 003-05/09-01/1  
FILE NO.: 251-58-204-12-48  
Zagreb, 01 March 2012

DEAN OF THE FACULTY  
/signature illegible/  
Amir Hamzić, PhD  
/official round seal of the Faculty: REPUBLIC OF CROATIA, UNIVERSITY OF ZAGREB,

This Ordinance was published at the notice board and website of the Faculty on 01 March 2012 and entered into force on 9 March 2012.

MAIN SECRETARY OF THE FACULTY

/signature illegible/

Dijana Košak, LL.M.

/official round seal of the Faculty: REPUBLIC OF CROATIA, UNIVERSITY OF ZAGREB,  
FACULTY OF SCIENCE, ZAGREB, Horvatovac 102a/