

Pursuant to the provisions of the Higher Education Act (Official Gazette of the Republic of Slovenia No. 32/12 - official consolidated version, as amended) and Articles 74 and 135 of the Statutes of the University of Ljubljana (Official Gazette of the Republic of Slovenia No. 4/17, hereinafter referred to as the "Statutes") and the provisions of the Rules and Regulations for Doctoral Studies at the University of Ljubljana (adopted by the Senate of the University of Ljubljana on 30 March 2021, hereinafter referred to as the "Rules for Doctoral Studies at UL"), the Senate of the Faculty of Education of the University of Ljubljana, in its ninth ordinary session on 22 June 2022, adopted the following

## **R U L E S A N D R E G U L A T I O N S FOR DOCTORAL STUDIES AT THE FACULTY OF EDUCATION OF THE UNIVERSITY OF LJUBLJANA**

### 1 GENERAL PROVISIONS

#### Article 1

The Rules specify the organisation and implementation of the third cycle postgraduate studies (hereinafter referred to as doctoral studies) at the Faculty of Education of the University of Ljubljana (hereinafter referred to as the "UL PEF"), as well as the instructions related to the procedure for registration and approval of the doctoral dissertation proposal.

Terms used in the Rules that refer to persons written in the grammatical form of the masculine gender are used for both men and women.

#### Article 2

The duties of the administrator or coordinator of the doctoral study programme at UL PEF are set out in the Rules and Regulations Governing the Organisation and Operation of UL PEF.

#### Article 3

In conducting doctoral studies, UL PEF collaborates with other higher education institutions and research organisations wherever possible to broaden the research base of the studies, involve university teachers and/or researchers, and make rational use of domestic research equipment. For such collaboration, UL PEF and other higher education institutions or research organisations shall enter into a contract.

UL PEF shall involve doctoral candidates enrolled in research and art projects as much as possible.

#### Article 4

In carrying out doctoral studies, UL PEF participates as much as possible in international cooperation and cooperates with foreign universities and research institutions, especially within the framework of programmes supported by the European Commission or based on inter-university and intergovernmental agreements.

The international cooperation referred to in the preceding paragraph shall primarily serve to improve the quality and international comparability of studies and shall be carried out in particular to promote the mobility of students and university teachers.

## 2 ENROLMENT

### Article 5

The conditions for enrolment and the selection criteria for limited enrolment in a doctoral programme (hereinafter referred to as the "Study programme") are set out in the accredited study programme.

### Article 6

The UL PEF Senate shall approve the number of maximum entrants admissible for each academic year.

### Article 7

Study programme candidates shall apply in accordance with the call for enrolment published by the responsible Ministry and in accordance with the Rules and Regulations Governing the Call for Enrolment and the Enrolment Procedure in Higher Education.

### Article 8

UL PEF shall adopt a decision to limit enrolment in a study programme in accordance with the study programme. In this case, candidates shall take an elective examination. The Office of Postgraduate Studies shall publish the results of the elective examination, and candidates shall be informed thereof.

By the end of the application deadline, the candidate is required to choose a university teacher or research associate to act as a supervisor or co-supervisor and, by no later than at enrolment, to submit their agreement to act as supervisor or co-supervisor and a brief draft of the research work.

A candidate who has not submitted the supervision or co-supervision agreement at the time of enrolment shall be required to submit the referred agreement by the deadline set by the responsible authority at the latest.

### Article 9

The Programme Council of the Doctoral School (hereinafter referred to as the "Programme Council") shall conduct the selection procedure and make the relevant decisions.

### Article 10

A candidate may appeal against the Programme Council decision to the UL PEF Senate within the time limits and in accordance with the procedure laid down in the Statutes. The decision of the UL PEF Senate shall be final.

### Article 11

Enrolment in a study programme shall be in accordance with the Rules Governing the Call for Enrolment and the Enrolment Procedure in Higher Education.

### Article 12

The doctoral candidate chooses as many elective modules as available in the study programme's curriculum.

In agreement with his supervisor and possible co-supervisor, the doctoral candidate shall choose the elective modules via a survey in the Higher Education Information System (hereinafter referred to as the "VIS").

After the selection has been made, the doctoral candidate may, in agreement with the supervisor and the potential co-supervisor, apply to change the elective subject for a justified reason. The study



programme administrator shall decide on the application.

### 3 STUDIES

#### Article 13

The requirements for completion of the doctoral studies and the award of the academic title of Doctor of Science are the fulfilment of all the study programme requirements and the publication or acceptance for publication during the doctoral studies of at least one original scientific article with the first authorship in the subject area of the doctorate in a publication which, according to the UL habilitation criteria applicable in the individual scientific fields, is considered a significant work for the award of the university teacher title.

#### 3.1 Examination and assessment of knowledge

#### Article 14

The examination and assessment of knowledge shall be governed by the Statutes, the Study Regulations of the UL, and the Rules and Regulations for Doctoral Studies at the UL as well as by these Rules.

#### Article 15

The ongoing forms of examination and assessment shall be specified in the curricula.

#### Article 16

Doctoral candidates shall register at VIS by selecting a subject and examination period and following the instructions for proper registration for the examination. All proper applications will be listed in the "Application List". Incomplete applications will not be included in the "Application List".

#### Article 17

A doctoral student may deregister from the examination in VIS in accordance with the provisions of the Study Regulations. The deregistered subject will no longer be listed in the "Application List", meaning that the deregistration is complete.

If a doctoral candidate has not taken part in an examination for a valid reason within the meaning of the Study Regulations of the UL, the *Doctoral Studies Committee* (hereinafter referred to as the "Committee") shall decide on the appropriateness of the evidence.

#### Article 18

A doctoral candidate may take examinations in subjects of higher years with the permission of the Committee.

#### Article 19

For the third examination resit, the study programme administrator shall appoint an Examination Board of at least three members.

At the request of the doctoral candidate, the study programme administrator may also approve the second examination resit before the Examination Board.

## 3.2 Progression to a higher year of studies

### Article 20

To be enrolled in a higher year, a doctoral candidate must have fulfilled all the study requirements set out in the study programme.

Exceptionally, a doctoral candidate who has yet to fulfill all study requirements but has earned at least 40 ECTS credits from the doctoral study requirements of the current academic year and can demonstrate justified reasons may also be enrolled in the second year.

Exceptionally, a doctoral candidate who has not fulfilled all study requirements but has acquired at least 40 ECTS credits from the doctoral study requirements of the second academic year and who has successfully submitted a doctoral dissertation proposal to the Doctoral Studies Supervision Committee (hereinafter referred to as the "DSSC") and can demonstrate justified reasons may also be enrolled in the third year.

Exceptionally, a doctoral candidate who has not fulfilled all study requirements and has acquired at least 40 ECTS credits from the doctoral study requirements of the third year and whose doctoral dissertation proposal has been accepted by the UL PEF Senate and can demonstrate justified reasons may also be enrolled in the fourth year.

The circumstances and evidence provided by the doctoral candidate to prove his legitimate reasons are:

- Parenthood (child's birth certificate);
- Long-term illness or injury of the doctoral candidate (original medical certificate, which must show the duration of the illness or treatment of the injury - with exact dates 'from ... to', stating the day, month and year; evidence from specialist doctors);
- Extreme family and social circumstances (decisions of the competent authority);
- Granting of the status of a person with special needs (decision of the responsible authority of the UL PEF granting this status);
- Active participation in high-level professional, cultural and sporting events (decision of the responsible authority of the UL PEF granting the relevant status, etc.);
- Active participation in University committees (appointment decision, Student Council opinion and other evidence of the doctoral candidate's active participation in Faculty and/or University committees, etc.);
- Study period abroad within the framework of the exchange programmes (decision of the responsible authority of the Faculty recognising the fulfilled obligations of the study abroad to the extent of at least 20 ECTS credits).

The doctoral candidate must demonstrate a connection that the justifiable reason had a direct impact on the fulfilment of the study requirements. The assessment of whether a legitimate reason exists is at the discretion of the Committee and is not bound by dissenting expert opinions.

The doctoral candidate must apply for admission to the higher study year with the missing ECTS credits at VIS within the deadline set by the Committee. When submitting the application, the doctoral candidate shall also upload a document to VIS containing the relevant attachments - supporting documents. If the doctoral candidate does not attach supporting documents to the application, the Committee will consider the application without these supporting documents.

## 3.3 Extension of student status

### Article 21

Extension of student status is possible in accordance with the Statutes. The Committee shall decide on the extension of student status. The doctoral candidate shall apply for the extension of student status within the deadline set by the Committee at VIS. When applying, the doctoral candidate shall also upload a document with the relevant attachments - supporting documents - to VIS. If the supporting documents



are not attached to the application, the Committee will consider the application without them.

The Dean will decide on the application for an extension of student status based on parenthood.

With regard to the circumstances and supporting documents submitted by the doctoral candidate to prove his justified reasons for extending the student status, the provision of the third paragraph of the previous article shall apply *mutatis mutandis*.

### 3.4 Transfer between programmes

#### Article 22

A doctoral candidate shall apply for transfer between doctoral programmes in accordance with the Statutes.

## 4 SUPERVISION AND DOCTORAL DISSERTATION PROPOSAL

### 4.1 Supervision

#### Article 23

Each doctoral candidate is required to conclude a supervision or co-supervision agreement in accordance with the provisions of the Rules and Regulations for Doctoral Studies at the University of Ljubljana and these Rules.

The doctoral candidate and the appointed supervisor or co-supervisor may, for valid reasons, propose in writing that the supervisor or co-supervisor be replaced. The proposal shall be decided by the UL PEF Senate on the proposal of the Committee.

#### Article 24

The conditions to be fulfilled by the supervisor or co-supervisor are set out in the Rules and Regulations for Doctoral Studies at the University of Ljubljana.

The supervisor or co-supervisor shall fulfil the conditions for supervision or co-supervision, which will be reviewed by the Committee at subsequent stages of the process until the doctoral dissertation proposal is approved by the UL:

- At the application for approval of the doctoral dissertation proposal,
- At nomination by the UL PEF Senate;
- At the approval of the doctoral dissertation proposal by the UL Senate or the UL Doctoral Studies Committee appointed by the Senate.

If the conditions are not fulfilled, the Committee shall reject the proposal by decision, and the doctoral candidate shall submit a new proposal.

#### Articles 25

The duties of the supervisor, the co-supervisor and the doctoral candidate are set out in more detail in the Rules and Regulations for Doctoral Studies at the University of Ljubljana.

#### Article 26

In addition to the Committee, the Programme Council and the UL PEF Senate, the study programme administrator and the Head of the UL Doctoral School may also assist in resolving disagreements between the doctoral candidate and the supervisor or co-supervisor.

## 4.2 Registration of the doctoral dissertation proposal at the UL PEF

### Article 27

The doctoral candidate shall choose the topic of the doctoral dissertation proposal in accordance with his registered study programme and in consultation with the supervisor and any co-supervisor.

### Article 28

After the doctoral candidate has agreed on the doctoral dissertation proposal with the supervisor and the potential co-supervisor, the doctoral candidate shall submit the *Application with Doctoral Dissertation Proposal* (hereinafter referred to as the "Application") at VIS, stating the working title and the intended supervisor and potential co-supervisor.

### Article 29

The application of the doctoral dissertation proposal shall contain the following:

- a) Doctoral dissertation proposal (5 to 7 pages of text and a list of the main references and sources); pages must be numbered), usually in .doc format, which shall contain:
  - Title of the dissertation in Slovenian and English or another foreign language in the case of the study of a foreign language and literature;
  - Keywords;
  - Research field of the doctoral dissertation;
  - Research description including:
    - Theoretical background (a brief overview of the specific research field and a presentation of the research done to date in the field of the dissertation),
    - Definition of the research problem or the purpose of the research,
    - Clearly presented hypotheses or research questions or objectives,
    - Research concept and a description of the research methods (sample, description of the data collection process, method for adhering to ethical standards in educational research, data processing),
    - Definition of the expected results and the original contribution to science,
    - List of relevant literature in the field of the doctoral dissertation;
  - Draft of the research data management plan in accordance with Article 50 of these Rules (with the exception of those enrolled before 2021/22, when they progressed regularly);
- b) CV and bibliography of the doctoral candidate (list of the main scientific, professional, project and other publications and works);
- c) Approval of the UL PEF Ethics Committee (the approval in accordance with Article 51 of these Rules shall be obtained by the UL PEF Postgraduate Studies Office) or another Ethics Committee if the nature of the doctoral dissertation proposal so requires.

### Article 30

The doctoral candidate is responsible for the linguistic correctness of the doctoral dissertation proposal. He shall ensure that the doctoral dissertation proposal is proofread and shall enclose a certificate from the proofreader when submitting the doctoral dissertation proposal.

### Article 31

When applying to VIS, a doctoral candidate may also submit an application to write his doctoral dissertation in English in accordance with Article 44(3) of the Rules and Regulations for Doctoral Studies at the UL. In this application, the doctoral candidate shall state the reasons for writing in a foreign



language.

In this case, he shall submit, in addition to the doctoral dissertation proposal and CV in Slovenian, the doctoral dissertation proposal and CV in English.

The doctoral dissertation proposal and CV may only be written in English if the doctoral candidate is a foreign national.

#### Article 32

Within five working days, the supervisor lists his references in VIS (3-5 scientific references in the field of the doctoral dissertation proposal) and confirms the supervision.

The supervisor is not obliged to accept the supervision. If the supervisor rejects the supervision, the proposal will be deleted from VIS.

#### Article 33

The supervisor may propose a co-supervisor, giving reasons for his proposal. The co-supervisor shall not be obliged to accept co-supervision. In this case, the supervisor may propose a new supervisor.

Within five working days, the co-supervisor shall provide his references (3-5 scientific references in the field of the doctoral dissertation proposal) in the VIS and confirm the co-supervision.

#### Article 34

The supervisor and potential co-supervisor shall review the doctoral dissertation proposal within ten working days of its receipt. If they have no objections, they approve it. The supervisor and the potential co-supervisor may also reject the dissertation proposal.

If they have objections, they will request a supplement and/or correction to the doctoral dissertation proposal (hereinafter referred to as the "Supplement"). The supervisor shall upload a dissertation proposal to VIS containing the co-supervisor's agreed amendments. They may only request a change to the dissertation proposal once.

#### Article 35

The doctoral candidate shall upload the amended doctoral dissertation proposal to VIS within fifteen working days of receiving the request to complete the dissertation proposal. If the doctoral candidate does not do so within the required period, the dissertation proposal will be deleted from VIS, and the doctoral candidate must submit a new application.

#### Article 36

The supervisor and potential co-supervisor shall review the completed dissertation proposal within ten working days of receiving the completed dissertation proposal. After the review, they shall approve or reject the dissertation proposal. A rejected dissertation proposal shall be deleted from VIS.

The supervisor may propose the members of the *Doctoral Student Supervisory Committee* (hereinafter referred to as "DSSC"). The supervisor's proposal is not binding for the Committee and the UL PEF Senate.

#### Article 37

The Chair of the Committee and the Office of Postgraduate Studies will verify that the doctoral candidate has submitted a formally complete application in accordance with these Rules.

If the application is incomplete, the Committee shall invite the doctoral candidate to complete the application setting a time limit for completion, which shall not be less than three working days. If the doctoral candidate fails to complete the application within the time limit set, the Committee shall dismiss

the application by decision.

#### Article 38

Upon receipt of the completed application, the Chair of the Committee to review the doctoral dissertation proposal shall appoint two rapporteurs from among the members of the Committee. The Office of Postgraduate Studies shall enter their names in VIS.

#### Article 39

The rapporteur shall complete the *Report of the Rapporteur of the Doctoral Studies Committee* form (hereinafter referred to as the "Report") at VIS. The Chair of the Committee shall set the deadline for submitting the report.

#### Article 40

The rapporteur shall initially review of the dissertation proposal, taking into account the provisions of Article 29 of these Rules.

The rapporteur shall complete the report in full, whether or not the dissertation proposal is suitable.

#### Article 41

The Committee shall consider the dissertation proposal and the rapporteurs' reports on the initial review of the dissertation proposal. If the dissertation proposal is insufficient, the Committee shall request the doctoral candidate to complete it and shall set a deadline for completion, which shall not be less than three working days and not more than six months. The doctoral candidate shall complete the dissertation proposal, considering the *obligatory supplements*; *optional supplements* are recommended but not obligatory. The doctoral candidate shall receive the decision of the Committee.

#### Article 42

The doctoral candidate shall upload the amended dissertation proposal to the VIS after prior consultation with the supervisor and the potential co-supervisor.

#### Article 43

The Committee may only request the amendment of the dissertation proposal twice. If the doctoral candidate fails to complete the dissertation proposal within the deadline or the dissertation proposal is not complete after the second amendment, the Committee shall dismiss the application with a decision.

#### Article 44

The deadlines for the work of the Committee shall not apply in July and August.

### 4.3 Appointment of the Doctoral Student Supervisory Committee and assessment of the doctoral dissertation proposal

#### Article 45

After reviewing the complete dissertation proposal, the Committee shall propose the appointment of the Doctoral Student Supervisory Committee to the UL PEF Senate. The DSSC shall be composed of at least three reviewers. The Chair of the DSSC shall coordinate the work of the members.

The DSSC shall be composed of at least three reviewers from among the university teachers or among the research associates with a valid teaching or research title who can demonstrate research activity with a relevant scientific bibliography in the broader area to which the doctoral dissertation



proposal relates. At least one of the reviewers shall be from another university or another research institution, in exceptional cases, from another UL member. The UL PEF must justify the exception.

The functioning of the DSSC is specified in the Rules and Regulations for Doctoral Studies at the UL.

The decision on the appointment of the DSSC shall be communicated to the doctoral candidate, the members of the DSSC, the supervisor and the potential co-supervisor by the Office for Postgraduate Studies via the VIS.

#### Article 46

The doctoral candidate shall present the doctoral dissertation proposal to the DSSC and the research audience, usually within one month of the appointment of the DSSC. The Chair of the DSSC shall coordinate with the members of the DSSC and the doctoral candidate the date for the dissertation proposal presentation and notify the Office for Postgraduate Studies.

The presentation shall be recorded in the *Doctoral Dissertation Proposal Presentation Record* (hereinafter referred to as "Record"), which all the members of the DSSC shall sign. The record shall be forwarded to the doctoral candidate, the supervisor, and any co-supervisor via VIS.

At the presentation, the doctoral candidate shall briefly present his dissertation proposal (15-20 minutes), and the members of the DSSC will be invited to ask questions.

#### Article 47

Based on the review of the doctoral dissertation proposal received and its presentation, the DSSC shall decide whether the presentation of the doctoral dissertation proposal was successful or whether the doctoral candidate must amend it.

If the doctoral candidate is requested to amend the dissertation proposal, the DSSC will include comments in the record and set a deadline for completing the dissertation proposal, which may not be less than three working days and not more than six months.

The doctoral candidate shall upload the completed dissertation proposal to VIS after prior consultation with the supervisor and, if applicable, co-supervisor.

If the doctoral candidate does not amend the dissertation proposal within the set deadline, the DSSC will assess the initially received dissertation proposal.

#### Article 48

No later than one month after the presentation of the dissertation proposal or the submission of an amended proposal, the DSSC shall submit an assessment of the dissertation proposal (hereinafter referred to as the "DSSC assessment") to the Chair of the Committee.

The DSSC assessment must contain all the elements laid down in Article 40 of the Rules and Regulations for Doctoral Studies at the University of Ljubljana.

The DSSC assessment shall reflect the expert opinion of the DSSC on the doctoral dissertation proposal. The DSSC shall clearly state that the dissertation proposal is suitable, that the proposed research methods are appropriate and substantively justified, and that the intended results promise an original contribution to science in the specific field of research. The DSSC assessment must be substantive and include justifications for the claims made.

The DSSC assessment is generally done jointly, but individual members of the DSSC may express dissenting opinions. All assessors shall sign the DSSC assessment.

The deadlines for submitting the DSSC assessment shall not apply in July and August.

#### Article 49

After the DSSC assessment, the Office for Postgraduate Studies will send the English title of the dissertation proposal to the proofreader for review. The supervisor and potential co-supervisor shall

approve the proofread English title. The Office for Postgraduate Studies shall enter the English title of the dissertation proposal in the VIS.

#### Article 50

Upon receipt of the proofread English title of the dissertation proposal, the Office for Postgraduate Studies shall submit the dissertation proposal to the UL PEF Ethics Committee. When the dissertation proposal has been finalised during the ethical review process, the professional staff member of the UL PEF Ethics Committee shall upload the decision and the dissertation proposal to the VIS.

#### Article 51

The Committee shall check whether the assessment contains all the required elements. If the assessment does not contain all the required elements, the Committee shall ask the DSSC to complete the assessment.

#### Article 52

The Committee shall review the DSSC assessment within two months at the latest and propose to the UL PEF Senate to

- Accept the dissertation proposal;
- Set a deadline for the doctoral candidate to amend or supplement the dissertation proposal;
- Reject the dissertation proposal.

#### Article 53

The UL PEF Senate shall review the DSSC assessment. In the event of disagreement between the DSSC members, the UL PEF Senate may appoint another DSSC member to provide for an additional assessment.

The UL PEF Senate is not bound by the DSSC assessment in its decision on the dissertation proposal. If the decision of the UL PEF Senate does not follow the DSSC assessment(s), the UL PEF Senate must justify its decision.

#### Article 54

The UL PEF Senate shall adopt the dissertation proposal and its assessment and appoint a supervisor and a possible co-supervisor.

#### Article 55

The UL PEF Senate may set a deadline for the doctoral candidate to amend or supplement the dissertation proposal.

If the doctoral candidate does not amend the dissertation proposal within the set deadline, the UL PEF Senate shall, as a rule, accept or reject the incomplete dissertation proposal at its first subsequent meeting. If it accepts the incomplete dissertation proposal, it shall simultaneously appoint a supervisor and a possible co-supervisor.

If the doctoral candidate amends the dissertation proposal after prior consultation with the supervisor and possible co-supervisor within the set deadline, he shall upload the completed dissertation proposal to VIS. The DSSC shall review the completed dissertation proposal and submit a new assessment of the dissertation proposal, as a rule, at the first subsequent Committee session.

#### Article 56

The Committee shall consider the new assessments of the DSSC on the merits and shall propose to the UL PEF Senate within two months at the latest, to:

- Accept the disposition proposal or



- Reject the disposition proposal.

The procedure is terminated if the UL PEF Senate rejects the disposition proposal. A doctoral candidate may not resubmit a rejected disposition proposal.

#### 4.4 Approval of the doctoral dissertation proposal at the UL

##### Article 57

Once the UL PEF Senate has approved the dissertation, it shall appoint a supervisor and a potential co-supervisor. In accordance with the Rules and Regulations for Doctoral Studies at the UL and the instructions of the UL, the Office for Postgraduate Studies shall send the *Doctoral Dissertation Approval Application* to the UL Senate for approval.

##### Article 58

The Office for Postgraduate Studies shall inform the doctoral candidate, the supervisor and the potential co-supervisor of the decision of the UL Senate or the UL Doctoral Studies Committee via the VIS.

### 5 DOCTORAL DISSERTATION

#### 5.1 Presentation of the research results and the draft of the final doctoral dissertation

##### Article 59

When, in the assessment of the supervisor, the potential co-supervisor and the doctoral candidate, the research is in its final stages, and a draft of the conclusions can be submitted in line with the objectives, hypotheses or research questions, the doctoral candidate shall upload a final dissertation draft to VIS.

The final dissertation draft and the form *Record of the Research Work Presentation and the Final Dissertation Draft* (hereinafter referred to as the "Record of the Research Work Presentation") shall be forwarded to the DSSC by the Office for Postgraduate Studies.

##### Article 60

The doctoral candidate shall present the results of his research work to the DSSC and the research audience, generally within one month of submitting the final doctoral dissertation draft. The Chair of the DSSC agrees with the members of the DSSC and with the doctoral candidate on the date for the presentation of the final doctoral dissertation draft and communicates it to the Office for Postgraduate Studies.

A record of the presentation of the research work shall be taken and signed by all DSSC members. The record of the research work presentation is forwarded to the doctoral candidate, the supervisor and the potential co-supervisor via VIS.

At the presentation, the doctoral candidate shall present the final doctoral dissertation draft in accordance with Article 43 of the Rules and Regulations for Doctoral Studies at the UL. The DSSC members may pose questions to the doctoral candidate and make comments. The questions and comments are included in the record.

##### Article 61

Based on a review of the received final doctoral dissertation draft and the research work presentation, the DSSC shall decide whether the presentation was successful and whether the doctoral candidate must amend the final doctoral dissertation draft.

## Article 62

If the doctoral candidate has to amend the final doctoral dissertation draft, the DSSC shall include comments in the record and set a deadline for the amendment of the final doctoral dissertation draft; this deadline shall not be less than three working days and not more than two years from the date of enrolment in the final year of the study programme or the additional year (in the case of a four-year study programme) or four years from the date of approval of the doctoral dissertation topic by the UL Senate (in the case of a three-year study programme with regular progression).

### 5.2 Form and content of the doctoral dissertation

## Article 63

The doctoral dissertation must be written in A4 format. As a rule, the doctoral dissertation shall contain between 500,000 and 1,000,000 characters (excluding spaces) in Times New Roman, Garamond or Arial font, with a font size of 12 and a line spacing of 1.15.

The title page of the doctoral dissertation shall contain the words "University of Ljubljana" in capital letters at the top centre, the words "Faculty of Education" underneath, and the title of the study programme and the field of study underneath. The name and surname of the doctoral candidate shall appear in the middle of the page, followed by the dissertation title and the words "Doctoral Dissertation". The place (e.g. Ljubljana) and the year are given in the middle of the text below.

The first inside page of the dissertation is identical to the title page, except that on the first inside page, under the dissertation title in Slovenian, there is also the dissertation title in English. Under the heading "Doctoral dissertation", the supervisor's ("Supervisor: name and surname") and any co-supervisor's ("Co-supervisor: name and surname") names and surnames are written in the middle of the page. These names are accompanied by the full habilitation title and the scientific title.

## Article 64

The doctoral candidate is responsible for the linguistic correctness of the dissertation. The doctoral candidate must have the dissertation proofread and attach the proofreader's certificate when submitting the doctoral dissertation.

## Article 65

The doctoral dissertation shall contain the following:

- Title in Slovenian and English;
- Abstract in Slovenian and English (maximum 300 words);
- Table of contents and, if applicable, other indexes;
- Overview of the field/problem;
- Purpose of the research
- Hypotheses, research questions or objectives;
- Description of the research methodology;
- Results;
- Discussion;
- Conclusions;
- List of references and sources;
- Final version of the research data management plan and any other appendices;
- Comprehensive abstract using the appropriate scientific terminology in Slovenian if the dissertation was written in a foreign language.



### 5.3 Doctoral dissertation submission deadline

#### Article 66

A doctoral candidate shall submit his doctoral dissertation no later than two years after enrolment in the final year of the study programme or the additional year.

#### Article 67

In justified cases (e.g. parenthood, prolonged illness of the doctoral candidate, extraordinary family and social circumstances, status as a student with special needs), the Committee may, at the doctoral candidate's request, extend the deadline for submission of the doctoral dissertation referred to in the previous article by a maximum of one year. The doctoral candidate must submit his request before the expiry of the deadline referred to in the previous article.

The circumstances and the evidence that the doctoral candidate must provide to prove his legitimate reasons are the following:

- Parenthood (birth certificate of the child);
- Prolonged illness or injury of the doctoral candidate (original medical certificate, which must indicate the duration of the illness or treatment of the injury - with exact dates "from ... to", stating the day, month and year; evidence from specialist doctors);
- Extraordinary family and social circumstances (decisions of the competent authority);
- Recognised status as a person with special needs (decision/decreed of the responsible authority of the UL PEF granting this status);

The doctoral candidate must demonstrate a connection that the justified reason has had a direct impact on the fulfilment of his study obligations. The Committee has the discretion to assess whether a justifiable reason has been demonstrated in each case and is not bound by dissenting expert opinions.

The doctoral candidate must submit the application to VIS. If he does not attach the supporting documents, the Committee will consider the application without them.

#### Article 68

If a doctoral candidate fails to submit his doctoral dissertation within the time limit laid down in Article 69 of these Rules, he may submit a request to continue and complete his studies. Based on the doctoral candidate's request and the opinions of the supervisor and any co-supervisor (the opinions shall include, in particular, a report on the timeliness of the doctoral dissertation proposal or the doctoral dissertation and the candidate's responsiveness), the UL PEF Senate shall decide on the proposal of the Committee. In the event of approval, the UL PEF Senate shall determine the obligations the doctoral candidate must fulfil to continue and complete his studies, including the deadline for registering the doctoral dissertation proposal, which may not exceed two years.

The doctoral candidate shall register the doctoral dissertation proposal within the deadline set by the UL PEF Senate and submit the completed doctoral dissertation within two years of the approval of the doctoral dissertation proposal by the UL PEF Senate at the latest.

If the doctoral candidate does not register the doctoral dissertation proposal within the deadline set by the UL PEF Senate, if the UL Senate does not approve the doctoral dissertation proposal, or if the doctoral candidate does not submit the completed doctoral dissertation within the specified deadline, the doctoral candidate cannot complete the doctoral studies in the same field of study.

If the doctoral candidate has interrupted his studies for more than two years and his dissertation proposal has not been approved by the UL Senate, the possibility of continuing or completing his studies shall be examined in accordance with the provisions of the UL Statutes. The Committee shall decide on the application.

A doctoral candidate who has received permission to continue or complete his studies after an

interruption must complete his studies in accordance with the currently valid study programme.

#### 5.4 Method of submission of the doctoral dissertation

##### Article 69

The doctoral candidate shall send his doctoral dissertation to the e-mail address [referat@pef.uni-lj.si](mailto:referat@pef.uni-lj.si), usually in .doc format, which must contain a signed declaration before the abstract in accordance with Article 133 of the UL Statutes. The declaration shall be printed out by the candidate from the VIS, converted into electronic form and entered in the dissertation in electronic form.

The following documents must be submitted simultaneously with the doctoral dissertation:

- a) Published original scientific article or an original scientific article accepted for publication with proof of acceptance of the original scientific article for publication (except in the case of a three-year doctoral programme and in the case of a regular doctorate of a doctoral candidate, where publication of the original scientific article is a prerequisite for admission to the dissertation defence);
- b) Statement by the supervisor about the publication of the original scientific article;
- c) Curriculum vitae of the doctoral candidate with details of his research activities;
- d) Bibliography (a list of the most important scientific, specialist, project-related and other publications and works; if possible, also an extract from Sicris);
- e) Certificate from the proofreader;
- f) Statement from the University of Ljubljana about using and processing of the doctoral candidate's personal data.

#### 5.5. Assessment of doctoral dissertation and suitability of the original research article

##### Article 70

The documents referred to in the preceding article shall be collected by the Office for Postgraduate Studies and forwarded by e-mail to the members of the DSSC for assessment. If an individual member of the DSSC wishes to review the doctoral dissertation in printed form, the Office for Postgraduate Studies will obtain a spiral-bound copy from the doctoral candidate and forward it to the DSSC member.

##### Article 71

The DSSC members shall assess the doctoral dissertation and the suitability of the original scientific article published or accepted for publication. Individual DSSC members shall submit the doctoral dissertation assessment and the opinion about the suitability of the original scientific article to the Committee within two months at the latest. In the opinion about the suitability of the original scientific article, the DSSC members shall also check the indication of the UL affiliation.

The DSSC does not issue an opinion about the suitability of the original scientific article in the doctoral dissertation assessment regarding three-year study programmes, as candidates are required to submit the original scientific article before defending their doctoral dissertation. In these cases, the Committee shall examine the suitability of the original scientific article, whereas the supervisor shall give his opinion on the substantive relevance of the original scientific article to the doctoral dissertation.

In this case, the deadlines for submitting the assessment and the opinions of the DSSC do not apply in July and August.

##### Article 72

The assessment of a doctoral dissertation shall comprise the following:

- Title of the doctoral dissertation;



- Name and surname of the doctoral candidate;
- Name of the study programme and field;
- Date of appointment of the DSSC members;
- Date of receipt of a submitted doctoral dissertation;
- Analysis of the doctoral dissertation, containing:
  - Presentation of the structure of the dissertation;
  - Analysis and assessment of the methods used;
  - Assessment of the validity of the confirmation or rejection of the set hypotheses or research questions or objectives;
- Possible specifics of the dissertation;
- Assessment of the stylistic and linguistic level of the dissertation;
- Detailed assessment of the originality of the contribution to science;
- Decision in which the member of the DSSC shall propose to the UL PEF Senate the approval, supplementation or rejection of the dissertation;
- Date of assessment;
- Signature of the member of the DSSC that assessed the doctoral dissertation.

The opinion about the suitability of the original scientific article must be substantially justified.

#### Article 73

The Committee shall examine the assessments and opinions within two months at the latest and propose to the UL PEF Senate to:

- Accept the doctoral dissertation (if the Committee has no objections and/or requests for supplementation or corrections);
- Set a deadline for the doctoral candidate to complete and/or revise his doctoral dissertation and/or to submit a suitable original scientific article;
- Reject the doctoral dissertation.

#### Article 74

The UL PEF Senate shall review the assessments and opinions of the DSSC. In the event of dissenting opinions among the DSSC members, the UL PEF Senate may appoint an additional DSSC member to draw up an additional assessment.

#### Article 75

The UL PEF Senate may set a deadline for the doctoral candidate to supplement and/or revise his/her doctoral dissertation and/or to submit a suitable original scientific article. The doctoral candidate may request an extension of the deadline before its expiry. The request shall be decided on by the UL PEF Senate, which may extend the deadline for supplementation and/or revision of the doctoral dissertation no more than once.

If the doctoral candidate does not supplement and/or revise the dissertation within the deadline, the UL PEF Senate shall reject the doctoral dissertation. If the doctoral candidate does not submit a suitable original scientific article within the set deadline, the UL PEF Senate will not schedule the defence, even if it has accepted the doctoral dissertation. A doctoral candidate cannot use a rejected doctoral dissertation at any other doctoral study programme at UL PEF.

If the doctoral dissertation is rejected or if the doctoral candidate does not submit a suitable original scientific article within the set deadline, the procedure for obtaining the doctorate of science shall be terminated. In this case, the doctoral candidate may not continue his studies in the same subject area.

#### Article 76

If the doctoral candidate supplements and/or revises the doctoral dissertation and/or submits a suitable original scientific article within the set deadline, the DSSC members will re-assess or issue an opinion on the submitted revised doctoral dissertation and/or the new original scientific article. The new assessments and opinions of the DSSC will be re-examined by the Committee, which will propose the acceptance or rejection of the doctoral dissertation to the UL PEF Senate.

#### Article 77

If the UL PEF Senate approves the dissertation, the Office for Postgraduate Studies shall inform the doctoral candidate, the supervisor, the potential co-supervisor and the DSSC members of the assessment.

The Office for Postgraduate Studies shall enable the electronic submission of the doctoral dissertation in the VIS to check the similarity of the content of the doctoral dissertation in electronic form with other works.

#### Article 78

The doctoral candidate shall then upload the following to VIS:

- Doctoral dissertation in electronic form in .pdf/A format;
- Any request for permission to make the doctoral dissertation content temporarily unavailable.

#### Article 79

The Office for Postgraduate Studies shall initiate the procedure for checking the similarity of the doctoral dissertation content in electronic format with other works. The result of the similarity check shall be communicated to the supervisor and the co-supervisor via VIS.

#### Article 80

Within ten working days of receipt of the email, the supervisor and co-supervisor shall review the parts of the content of the doctoral dissertation identified by the software as identical or similar.

#### Article 81

The supervisor and co-supervisor may approve the dissertation if similar content is correctly cited and the dissertation results from the doctoral candidate's independent work, or ask the doctoral candidate to revise the dissertation accordingly.

The supervisor shall inform the doctoral candidate of the decision in the VIS. If the requirements for initiating the disciplinary procedure are met, the supervisor and the co-supervisor shall refer the matter to the disciplinary authority or to the person responsible for initiating the procedure.

#### Article 82

If the supervisor and co-supervisor have requested the doctoral candidate to revise his doctoral dissertation, the doctoral candidate shall resubmit the revised dissertation to VIS within ten working days. The software is used to recheck and analyse the similarity of the content to the works in the corpus.

#### Article 83

The supervisor and co-supervisor shall approve the dissertation within the next ten working days, provided similar content is appropriately cited, and the dissertation results from the doctoral candidate's independent work.



If the doctoral dissertation is not appropriately revised, the supervisor and co-supervisor shall assess the dissertation negatively and initiate the disciplinary procedure.

## 5.6 PhD viva

### Article 84

After the UL PEF Senate has approved the doctoral dissertation, the doctoral candidate generally defends the doctoral dissertation publicly within one month.

### Article 85

The public defence of the doctoral dissertation shall be conducted in accordance with the UL PEF protocol and the Rules and Regulations for Doctoral Studies at the UL

The public will be informed in accordance with the Rules and Regulations for Doctoral Studies at the UL

### Article 86

In the case of confidential data, the supervisor, co-supervisor and doctoral candidate may request, at the time of submission of the doctoral dissertation, that the public be excluded from the presentation of confidential data. The Dean shall decide on this request.

### Article 87

In accordance with the Rules and Regulations for Doctoral Studies at the UL, the public defence of the dissertation shall be recorded in the *Record on the Doctoral Dissertation Public Defence*.

After the successful public defence, the doctoral candidate shall submit the final version of the doctoral dissertation in the electronic form to VIS.

### Article 88

The Office for Postgraduate Studies shall provide for the promotion of Doctors of Science in accordance with the Rules and Regulations for Doctoral Studies at the UL.

## 6. TRANSITIONAL AND FINAL PROVISIONS

### Article 89

Doctoral candidates enrolled in three-year doctoral study programmes whose duration of study has been changed to four years shall complete their studies in these study programmes under regular progression with the four-year doctoral dissertation topic validity from its approval by the UL Senate. The scientific articles of these candidates must be accepted for publication in accordance with the accredited three-year study programme.

If they cannot submit their doctoral dissertations within four years from the date on which the UL Senate approved the dissertation topic, they may apply for an extension before the expiry of this period in consultation with their supervisor and co-supervisor. This decision is made by the UL PEF Senate, which can extend the doctoral dissertation deadline by a maximum of one year. UL PEF shall inform the UL Doctoral Studies Office thereof.

If a doctoral candidate does not submit his doctoral dissertation within the deadline referred to in the first or second paragraph of this article, the possibility of continuing or completing his studies may be assessed in accordance with the procedures laid down in Articles 70 and 71 of these Rules.

## Article 90

Until the procedure for submitting the doctoral dissertation proposal and/or dissertation has been set up in the Higher Education Information System VIS, all documents relating to these procedures shall be submitted to the Office for Postgraduate Studies.

## Article 91

If these Rules do not regulate a specific area, the provisions of the Rules and Regulations for Doctoral Studies at the University of Ljubljana shall apply.

If the Rules and Regulations for Doctoral Studies at the University of Ljubljana are amended, or new Rules and Regulations for Doctoral Studies at the University of Ljubljana are adopted, the provisions of the amended or new Rules and Regulations for Doctoral Studies at the University of Ljubljana shall apply until these Rules are brought into line with the amended or new Rules and Regulations for Doctoral Studies at the University of Ljubljana.

## Article 92

These Rules shall enter into force after their adoption by the UL PEF Senate and shall apply from 1 October 2022.

The Rules and Regulations for the Third Cycle of Postgraduate Studies (Doctoral Studies) (UL PEF Senate, 26.3.2015) shall cease to exist on the date these Rules come into force.



Prof Dr Janez Vogrinc  
Dean