

On the basis of the Higher Education Act (Official Gazette of RS, No. 67/1993 with changes) and the Statute of the University of Ljubljana (Official Gazette of RS, No. 8/2005 with amendments), the Senate of the Faculty of Civil and Geodetic Engineering, University of Ljubljana, adopted at its 9<sup>th</sup> meeting on 31 March 2010 these Rules on third Cycle Doctoral Study Programme Built Environment, and at its 17<sup>th</sup> meeting on 26 Jan. 2011, at its 18<sup>th</sup> meeting on 2 March 2011, its 22<sup>nd</sup> meeting on 22 June 2011, at its 24<sup>th</sup> meeting on 26 Oct. 2011, at its 38<sup>th</sup> meeting on February 20, 2013 and at its 39<sup>th</sup> meeting on June 7, 2017, it adopted amendments and additions of these Rules. The Rules and the aforementioned amendments and additions were also adopted by the Senate of the Faculty of Natural Sciences and Engineering, University of Ljubljana, at its 16<sup>th</sup> regular meeting on 24 Feb. 2011 at its 24<sup>th</sup> meeting on 24 Nov. 2011, at its 38<sup>th</sup> meeting on February 20, 2013 and at its 39<sup>th</sup> meeting on May 25, 2017,.

In consequence, we hereby publish consolidated text, entering into force on June 6, 2017, as follows:

## **R U L E S**

### **ON THIRD CYCLE DOCTORAL STUDY PROGRAMME BUILT ENVIRONMENT:**

#### **Article 1**

These Rules lay down the detailed organisation and the implementation of the third cycle doctoral study programme Built Environment at the University of Ljubljana, Faculty of Civil and Geodetic Engineering (hereinafter: UL FGG) and the Faculty of Natural Sciences and Engineering (hereinafter: UL NTF) and regulate the conditions and the procedure for acquiring the title doctor of science (Dr.Sc.).

#### **Article 2**

Any terms used in male form in these Rules shall be considered as neutral and denote male and female persons alike.

### **1. Areas of doctoral study**

#### **Article 3**

The programme is implemented at the following scientific areas:

- Geodetic Engineering, Civil Engineering,
- Spatial Planning and Land Management, and
- Geology (UL NTF).

The programme leads to the scientific title of doctor of science (Dr.Sc.).

### **2. Enrolment to the doctoral study**

#### **Article 4**

The doctoral study programme Built Environment is available to graduates of:

- 2<sup>nd</sup> cycle study programmes of technical and natural sciences, and for the area of spatial planning and land management also of social sciences,
- study programmes leading to specialisation, following a higher education professional programme of technical and natural sciences (for the area of spatial planning and land management also social sciences); graduates from such programmes may also be required to finish additional individual bridging programme consisting of 10 to 60 ECTS,
- study programmes leading to the title master of science or to specialisation, following a study

- programme leading to the academic education from the areas of technical and natural sciences (for the area of spatial planning and land management also social sciences); candidates' prior completed obligations in the scope of 60 ECTS may be acknowledged,
- study programmes leading to the academic education from technical and natural sciences (for the area of spatial planning and land management also social sciences),
- other national and foreign universities according to the conditions as defined for the students citizens of the Republic of Slovenia and members of the European Union. The equivalence of the previously obtained education abroad is established in the procedure of acknowledgement of previous education for the purpose of further studies according to Article 121 of the University Statute.

### **Article 5**

The enrolment places based on the accredited application and proposal of the Study Board of the Doctoral Study is defined by the UL FGG or UL NTF Senate. Considering the number of available supervisors, the Study Board may propose restricted enrolment for individual scientific area.

In case of restricted enrolment, the following conditions shall be considered:

- average grade of study (15 %),
- grade of diploma or master thesis (5 %), and
- success in elective examination (80 %), consisting of written examination from the areas of natural and technical sciences. Candidates may supplement 40 % of the grade from written examination with a grade from previous scientific and expert work in the area of the study programme.

The main criteria for the scientific work are represented by publications such as:

- scientific monograph,
- independent scientific article in a monograph, and
- original scientific articles in journals with impact factor (JCR) or in journals indexed in data bases SCI Exp., SSCI or A&HCI

The main criteria for expert work are:

- expert monograph or review,
- independent scientific article in a monograph,
- published professional articles at conferences,
- professional articles and/or reviews of such article,
- editor of monograph or journal, and
- other forms of documented professional activity.

### **Article 6**

Candidates for the doctoral study shall send electronic application through web application eVŠ in accordance with the instructions defined with the Call for enrolment in third cycle doctoral study programmes of the University of Ljubljana for the current academic year.

The application to the doctoral study shall comprise:

- completed application form,
- photocopy of personal ID,
- verified copy of a diploma or original provisional certificate from undergraduate or postgraduate study,

- certificate of average grade of exams at the undergraduate or postgraduate study;
- if a candidate finished the undergraduate or postgraduate study abroad, a decree allowing further study at the doctoral programme at the UL FGG shall be enclosed, or a certificate of nostrification of the diploma acquired abroad.

In addition to the documents from the above paragraph, the candidate may also enclose:

- curriculum vitae,
- bibliography (in case of published articles or other publications),
- other documents (such as GMAT or GRE test), documents evidencing candidate's awards and prizes.

#### **Article 7**

A candidate whose enrolment was not approved is entitled to appeal. The deadline to file appeal is 15 days from the date, when the candidate was informed about rejected enrolment. On the proposal of the Study Board, the UL FGG Dean and the UL NTF Dean shall decide on the candidate's appeal. The Dean's decision is final.

### **3. Scope of Study**

#### **Article 8**

Study obligations from the doctoral study programme comprise 60 credit points per year, i.e. 60 credit points according to the ECTS system, consisting of organised study forms and 120 credit points for the research work for the doctoral thesis.

The total scope of study obligations for three years amounts to 180 credit points according to ECTS.

### **4. Implementation and Monitoring of the Doctoral Study**

#### **Article 9**

The doctoral study programme Built Environment at the UL FGG and UL NTF is managed by the Head of the Study, and during his absence by his deputy. The deputy is defined each academic year separately, and shall be the coordinator of the scientific area with the largest number of enrolled doctoral students.

For the purpose of coordination of the educational process for the doctoral study Built Environment, the coordinators of individual study areas shall be defined: Civil Engineering, Geodetic Engineering, Spatial Planning and Land Management, and Geology.

#### **Article 10**

If the number of enrolled doctoral students for a course is 5 or more, the lectures for this course shall be offered in the total scope, as defined in the course syllabus.

If the number of enrolled doctoral students for a course is less than 5, the lectures for this course shall be implemented in smaller scope of hours, or individually in the form of consultations.

#### **Article 11**

For the implementation of the doctoral study Built Environment, UL FGG and UL NTF cooperate, within their

capacities, with other higher education institutions or research organisations, with the aim to expand the research basis of the study, include renowned teachers and/or researchers and ensure rational use of national research equipment. For this purpose, UL FGG and UL NTF conclude with other higher education institutions of research organisations a special contract.

Within their possibilities, UL FGG and UL NTF include doctoral students in research projects and programmes.

#### **Article 12**

Within the implementation of the doctoral study Built Environment, UL FGG and UL NTF participate in international cooperation and connect with other universities and research organisations, within their possibilities, especially in the framework of the programmes supported by the European Commission or based on inter-university and international agreements.

The main purpose of the international cooperation from the above paragraph is to raise the quality and international recognition and international comparison of the study, and it is implemented mainly by encouraging mobility of doctoral students and teachers.

#### **Article 13**

The amount of the tuition fee is adopted each yearly the University Governing Board on the proposal of the UL FGG Study Board, and is defined in the University Pricelist. The Head of the Doctoral Study Built Environment shall propose the calculation of the tuition fee to the UL FGG Governing Board, with the approval of the Study Board of the doctoral study. In a special agreement, UL FGG and UL NTF define the division of the funds for the implementation of the study.

### **5. Conditions for progression through the programme**

#### **Article 14**

For the progression from the first to the second year of the doctoral study, doctoral student must complete 45 ECTS of obligations within organised study forms of the 1<sup>st</sup> year.

For the progression to the third year, doctoral student must complete all study obligations of organised study forms from the 1<sup>st</sup> and 2<sup>nd</sup> years, publicly present the theme of the doctoral thesis and acquire agreement by the University Senate to the theme of the doctoral thesis.

Before the submission of the doctoral thesis, doctoral student must collect 60 ECTS from organised study forms and publish an article (or provide certificate of an article accepted for publication) from the theme of the doctoral thesis, in journals acknowledged by the UL FGG as adequate (journals indexed in SCI Exp., SSCI or A&HCI, and journals from the currently valid additional list of the UL FGG, as enclosed to these Rules). Doctoral student must be the first author of such article.

## **6. Continuation of interrupted study**

### **Article 15**

Doctoral students who interrupt their studies for more than 2 and not more than 5 years can re-enrol in the last unfinished year and complete the remaining obligations according to the original study programme.

Doctoral students who interrupted their studies for more than 5 years can re-enrol in the last unfinished year and complete the remaining obligations according to the study programme valid in the time of enrolment.

Decrees on continuation of study, including the conditions for finishing the study, are issued by the Study Board of the Doctoral Study.

Doctoral students who wish to continue studies after interruption shall enrol in the time of regular enrolment in the doctoral study.

## **7. Supervisors and elective courses**

### **Article 16**

Within the doctoral study, two types of supervisors are foreseen:

- supervisor for the studies (hereinafter study supervisor),
- supervisor for the elaboration of the doctoral thesis (hereinafter supervisor).

Study supervisor can be university teacher (assistant professor, associate professor or full professor) or research faculty member (research assistant, senior research assistant and research advisor), who is holder or co-holder of at least one course at the doctoral study of Built Environment and is employed at the UL. Doctoral students select their study mentor in the time of enrolment to the doctoral study or at the latest by the end of the first semester of the first year of study. The study supervisor signs a statement to agree with the supervision of the doctoral student.

#### **The basic criteria for supervisor are:**

Supervisor shall be a university teacher employed at the UL (assistant professor, associate professor or full professor) or according to the criteria for the election to academic titles a university teacher with adequate habilitation (research assistant, senior research assistant and research advisor), with evidence of research activity and adequate scientific bibliography from the area of the theme of the doctoral thesis. As adequate scientific bibliography at least 5 publications in the last 10 years in journals indexed in SCI Exp. and SSCI or A&HCI bases is required.

In addition to the basic criteria, the minimum requirement evidencing a supervisor's and a co-supervisor's research activity is 100 points according to SICRIS for basic research with bibliography in the last five years, or 40 points for applied research, with evidence of successful transfer of results from projects into practice. Supervisors of doctoral students with first enrolment in the doctoral study Built Environment in the academic year 2017/2018 must, beside the basic criteria, collect in the last five years at least 150 Z points according to SICRIS and A1/2 >0.

If, exceptionally, supervisor comes from another institution (national or international), the appointment to supervisor by the UL requires adequate justification.

Each supervisor can supervise up to five doctoral students. This includes all doctoral students enrolled in any doctoral study programme at the University of Ljubljana who show regular progress. This number does not include doctoral students who have completed all obligations from the doctoral studies except the defence of the doctoral thesis and who enrolled in the first year of the doctoral study programme more than four years ago. Upon receipt of applications, the Office of Student Affairs must check if a supervisor has already been assigned five doctoral students, and if so, inform the doctoral student and the supervisor accordingly.

Co-supervisor for the elaboration of doctoral thesis is appointed only if the theme of the thesis is interdisciplinary or if a doctoral student performs part of the research related to the thesis in another university or institute. The proposal for the appointment of a co-supervisor shall state the reasons for such appointment with adequate justification.

The criteria for co-supervisor are the same as for supervisor, except that co-supervisor is not limited to 5 doctoral students.

#### **Article 17**

Study supervisor is obliged to:

- advise doctoral student on the selection of elective courses, direct student into adequate research work,
- instruct doctoral student to prepare the application for the approval of the doctoral thesis and to prepare
- for the public presentation of the theme,
- advise doctoral student on the selection of supervisor and possible co-supervisor for the elaboration of the doctoral thesis.

Supervisor and co-supervisor are obliged to:

- offer doctoral student instructions and assistance in defining the contents, principles and standards of work on the doctoral theme,
- provide availability of research capacities or research infrastructure for any research related to laboratory work,
- monitor doctoral student's work or be available to doctoral student for consultations according to mutual agreement,
- make doctoral student aware of any deficiencies or inadequate standards of his work,
- review, correct or advise how to correct deficiencies in the draft of the doctoral thesis manuscript.

Doctoral student is obliged to:

- report on the progress of work to study supervisor, supervisor or co-supervisor,
- consult with supervisor or co-supervisor on the contents, methods and standards of work on
- the doctoral theme, planning of work,
- seek advice from supervisor or co-supervisor on possible publication of partial results from the doctoral thesis or their presentation at scientific or professional events.

If doctoral student does not fulfil his study or research obligations, study supervisor or supervisor may withdraw from supervision. A written application for such withdrawal with statement of justified reasons is discussed by the Study Board, which then proposes a new supervisor to the UL FGG or UL FNT Senate.

Doctoral student is entitled to change study supervisor to the end of the first year of study. Such change, which requires consent by the new study supervisor, shall be reported to the previous study supervisor and the Study Board of the Doctoral Study. With the start of the third semester, the change of study supervisor or supervisor for the elaboration of the doctoral thesis shall be dealt with by the Study Board of the Doctoral Study, based on doctoral student's application, and the Study Board may propose a new supervisor to the UL FGG or UL NTF Senate.

During the doctoral study, study supervisor and supervisor may only be changed once.

### **Article 18**

In addition to mandatory courses doctoral student also selects elective courses with the total number of credit points defined by the study programme of Built Environment in individual scientific areas, whereas at least one course consisting of 5 ECTS or more shall be selected outside the doctoral study programme Built Environment. Doctoral students select elective courses in agreement with their supervisors, with respect to the area of research work, however not more than two courses shall be of the same course coordinators.

Within the prescribed electives, doctoral students may also choose other courses of third cycle programmes from other universities and higher education institutions in Slovenia or from abroad based on bilateral or multilateral agreements. External elective courses must be accredited courses of doctoral study programmes. Doctoral student selecting external elective course shall enclose a stamped study plan of such course, consisting of the faculty name, the course coordinator, the course contents, literature and the number of credits. Courses from the study programme Built Environment can be selected as elective courses also by doctoral students from other programmes and faculties.

Student shall propose the list of elective courses at the time of enrolment to the doctoral study, or at the latest by the end of the 1<sup>st</sup> semester of the 1<sup>st</sup> year of doctoral study. The selection shall be made with the help of the student's study supervisor. Study Board of the Doctoral Study confirms the list of the selected courses.

During the studies, doctoral student may change an elective course only once; however, a course shall not be changed when it is already in progress. Doctoral student submits the application for the change of elective courses to the Office of Student Affairs. The application is discussed at the Study Board of the Doctoral Study.

## **8. Procedure for the acquisition of the theme of doctoral thesis**

### **Article 19**

For the acquisition of the title doctor of science, doctoral student is required to pass all obligations defined by the study programme and successfully defend the doctoral thesis.

### **Article 20**

The procedure for the acquisition of the title doctor of science starts with the application for the theme of the doctoral thesis, which includes:

- application for the approval of the theme with the proposed title of the doctoral thesis
- curriculum vitae with doctoral student's bibliography,
- title page of the proposal of the theme of doctoral dissertation in Slovenian and English,
- proposal of the theme of doctoral dissertation with disposition,
- verified copy of the graduation document.

### **Article 21**

Proposal of the theme of doctoral thesis consists of 3 to maximum 5 pages (without literature), or the total of up to 7 pages, including:

- proposal of the area of doctoral thesis, i.e. programme of doctoral study,
- title of the thesis (in the Slovenian and English languages), which shall indicate the contents of
- the theme of the thesis in the shortest possible form, if possible in a single sentence,
- review of the narrow scientific area and description of the contents to be studied,
- justification of relevance of the proposed theme of the doctoral thesis, presentation of hypotheses,
- description of the foreseen methodology to be used for the elaboration of the thesis,
- clear definition of the expected original contributions to the development of the scientific area,
- structure of the doctoral thesis in the form of an indicative index,
- selection of basic literature to reflect the doctoral student's knowledge of the current state-of-the-art at the selected area.

If a doctoral student wishes to write his doctoral thesis in a foreign language, the application shall be accompanied by an application to write the text of the thesis in a foreign language. As foreign language, the English language shall be considered. Doctoral student shall be allowed to write the doctoral thesis in a foreign language under the following conditions: if the doctoral student is foreigner, if the doctoral student's supervisor, co-supervisor or reporter for the evaluation of the doctoral thesis is a foreign professor.



If the Study Board of the Doctoral Study establishes that doctoral student meets all the conditions to write the thesis in a foreign language, the proposal for writing the doctoral thesis in a foreign language shall be submitted to the UL FGG or UL NTF Senate, The UL FGG or UL NTF Senate resolution is then submitted to the University Commission for Doctoral Study.

#### **Article 22**

Doctoral student submits the theme of the doctoral thesis with enclosures to the UL FGG Office of Student Affairs for verification of completeness.

If the application is not prepared according to Article 20 of these Rules, the Office of Student Affairs invites the doctoral student to complete it within five workdays. If doctoral student does not complete the application in this time, the procedure shall be stopped.

To discuss the application at the Doctoral Study Board session, the application shall be complete and submitted to the Office of Student Affairs at least one week before the session convention.

#### **Article 23**

The UL FGG or UL NTF Senate appoint at the first meeting after the submission of formally complete application for the approval of the theme of the doctoral thesis, based on the proposal of the Doctoral Study Committee for the Doctoral Study, a commission consisting of three or more members for the evaluation of the theme of the doctoral thesis and define a chairperson of the commission from one of the members. The chairperson of the commission coordinates the work of the commission and writes a report on the adequacy of the theme of the doctoral thesis. The report shall also be signed by all other commission members. Each commission member is entitled to separate written opinion.

The commission for the evaluation of the theme of the doctoral thesis evaluates the adequacy of the theme of the doctoral thesis at the latest in 2 months (excluding the time from 1 Aug. to 31 Aug.).

If one of the commission members is a foreign national, the report shall be written in Slovenian and a foreign language. The translation into English language shall be provided by the doctoral student.

If a commission member cannot participate in the evaluation of the adequacy of the theme for justified reasons, he/she shall notify the UL FGG or UL NTF Dean thereon in writing within 7 days after receiving the appointment letter.

#### **Article 24**

Within a month after submitting the application for the approval of adequacy of the theme of doctoral thesis, doctoral student shall publicly present and defend the theme in front of the commission for the evaluation of the theme of the doctoral thesis.

The coordinator of the scientific area of the doctoral student presenting the theme is in charge of the implementation of the procedure. At the presentation, the presence of the commission members is required (at least two members, in case of co-supervision three members). Invited are also teachers at

the doctoral study and doctoral students.

At the presentation, the doctoral student presents a research plan within 15 minutes. Multimedia representation may also be used. After the presentation, the members of the commission for the adequacy of the theme ask the doctoral student questions or give their opinions and comments. Then, the audience may ask questions. The coordinator of the doctoral student's scientific area leads the presentation, or another person authorised for this purpose by the coordinator. For the presentation, a protocol is recorded.

Doctoral students are required to participate at three presentations of the themes of doctoral dissertation (own and two more) by the end for the 2<sup>nd</sup> year of study.

Members of the commission have one week to prepare a report on the presentation of the theme, proposing any completions of the theme. Based on the report, the supervisor informs the doctoral student about further guidelines to correct the disposition of the doctoral dissertation. The doctoral student has 14 days to correct the theme and re-submit it to the Office of Student Affairs. The Office of Student Affairs re-submits the theme to the commission members.

For the evaluation of adequacy of the theme, the commission shall consider the following criteria:

- does the explanation clearly define the issues to be dealt with by the doctoral student within the thesis,
- can the proposed theme constitute a subject of scientific discussion and does it offer the doctoral student the possibility for original contribution in a narrow scientific area,
- are the proposed research methods adequate,
- does the proposal for the approval of the theme list adequate literature.

Already during the evaluation procedure of the disposition, the commission may propose corrections to improve the disposition, however not more than once. Doctoral student submits the corrected disposition to the commission within a month after the receipt of such proposal.

In the report, the commission is required to:

- define the narrow area of the proposed theme,
- define, whether the title of the theme of the doctoral thesis agrees to the proposed contents, or propose a change of the title,
- evaluate the doctoral student's public presentation of the theme in front of the commission,
- propose a supervisor and a possible co-supervisor,
- prepare a conclusion, which unambiguously states if the theme has been evaluated positively or not.

## **Article 25**

Report of the commission for the evaluation of adequacy of the theme of doctoral thesis is discussed by the UL FGG or UL NTF Senate at the first next meeting. Before the discussion at the UL FGG or UL NTF Senate, the commission's report is discussed at the Study Board for the Doctoral Study.

If the UL FGG or UL NTF Senate evaluates the theme of the doctoral thesis positively, the Office of Student Affairs submits the theme, including all other materials and necessary evidence, to the

University Commission for the Doctoral Studies.

Based on the report of the commission for the evaluation of adequacy of the theme of the doctoral thesis the UL FGG or UL NTF Senate may ask the doctoral student to change or complete the theme within a defined deadline. In this case, the commission submits to the UL FGG or UL NTF Senate a new report on the adequacy of the theme of the doctoral thesis, which is then discussed at the UL FGG or UL NTF Senate at the first next meeting.

If the UL FGG or UL NTF Senate adopts negative grade of the commission for the evaluation of the theme of the doctoral thesis, the procedure is stopped.

#### **Article 26**

The University Commission for Doctoral Studies, by authority of the University Senate, may confirm the thesis and appoint a supervisor and, when necessary, a co-supervisor, or may not confirm the theme. Doctoral student must not correct the title of the doctoral dissertation approved by the University Commission for Doctoral Studies (not even in case of small grammatical corrections). If a change of the title appears to be necessary within the elaboration of the doctoral thesis, the doctoral student submits an application to the Study Board of the Doctoral Study, providing adequate reasoning for the change of the title of doctoral dissertation. The Study Board then proposes to the UL FGG or UL NTF Senate the change of the title; upon approval, the proposal is submitted to the University Commission for Doctoral Studies.

#### **Article 27**

At the latest within four years from the day the theme of the doctoral thesis is adopted by the University Senate by authorisation of the University Senate, doctoral student is required to submit to the UL FGG Office of Student Affairs a PDF version of the doctoral thesis. The thesis shall be accompanied by a supervisor's written statement that it is appropriate for the defence.

If a doctoral student cannot submit the doctoral thesis within the deadline from the first paragraph of this article, he may, in agreement with the supervisor, apply at the UL FGG or UL NTF Senate for the extension of the deadline by one year. The UL FGG or UL NTF Senate may exceptionally extend the deadline for the elaboration of the dissertation by one year, if estimated that this is of extreme importance for the research and development of the profession or in case of justifiable health and/or social reasons.

Before the application for the extension of the deadline is discussed at the UL FGG or UL NTF Senate, it shall be discussed by the Study Board of the Doctoral Study.

If the doctoral student does not submit the doctoral thesis within the deadline from the first paragraph of this article and does not apply for its extension before the deadline expiration, it shall be considered that the student has withdrawn from the theme and the theme is free. After expiration of the theme of the doctoral dissertation, the doctoral student can no longer finish this doctoral study.

#### **Article 28**

It is the obligation of doctoral student to present the thesis publicly before the defence, within the

doctoral study seminar Built Environment. The doctoral student may present the thesis already before submitting the doctoral dissertation to the Office of Student Affairs, however not later than within one month after the appointment of the reporters for the evaluation of the doctoral dissertation.

Doctoral student has 20 minutes for the presentation. The presentation is led by the coordinator of the scientific area of the doctoral student.

The Office of Student Affairs notifies all doctoral students and teachers at the doctoral study through e-mail about the date of the presentation and organises the publication of the presentation on the UL FGG or UL NTF web pages. Doctoral students are required to be present at 15 doctoral seminars Build Environment in the whole doctoral study period. The participation at not more than 3 seminars can be supplemented by active participation at international conferences. Active participation at international conference is approved when doctoral student is author or co-author of a paper or poster at a conference, or when he makes an oral presentation of an article or provides explanation of a poster.

## **9. Doctoral thesis**

### **Article 29**

Doctoral thesis is a written assignment, which shall represent an independent result of student's research work, consisting of student's original contribution to the adequate scientific area.

Doctoral thesis must be written and edited according to the Instructions for the design and citing of sources in final works of the UL FGG studies.

When doctoral student prepares a doctoral thesis, he submits it to review to his supervisor. The supervisor marks on a form if he agrees to the submission to review. At his own discretion, he may give a written explanation of his decision in 14 days. The procedure of review and appointment of reporters continues regardless of the supervisor's opinion.

Doctoral student submits the thesis to the UL FGG Library, where the content similarities are checked and technical review is made. In case of major non-conformity of the doctoral thesis, the Library may decline the thesis without detailed explanation of specific non-conformities. In case of minor non-conformities, the Library notifies the doctoral student with a request to correct the thesis and re-submit it to technical inspection. When the UL FGG Library sees the doctoral thesis as adequate, the UDC class is defined and the doctoral student submits the dissertation to the Office of Student Affairs.

When submitting the doctoral thesis to evaluation, doctoral student encloses also a certificate that an article on the theme of the thesis has been accepted for publication (according to Article 14 of these Rules).

### **Article 30**

The doctoral thesis may be drawn up in the form of a monograph or consecutive articles.

Author of a final work at the third cycle study consisting of articles must acquire from the publishers, possessing the exclusive material copyright from the articles, an agreement to include the articles in the

written form of the dissertation. The agreements shall allow the University of Ljubljana the free of charge, non-exclusive, spatially and timely unlimited safekeeping of the thesis in electronic form, as well as reproduction and disposing of the thesis to the public through the digital repository available on the Internet.

A thesis in the form of consecutive articles shall contain at least three original articles published or accepted to publication in international journals indexed in SCI, Exp. or SSCI. The articles must be published in journals classified in the upper three quarters considering the impact factors in SCI Exp or the upper half of journals in SSCI.

In case of already published articles, only those published up to five years before the submission of the doctoral thesis shall be taken into account. Doctoral student must be the first author of the articles. The articles must include all contents announced in the proposal of the theme of doctoral thesis. In this case, the thesis text is supplemented with an introductory connecting text and conclusions in the Slovenian language, as well as the original articles. It is also possible to prepare additions to individual articles, if the articles do not include all the results.

#### **Article 31**

The doctoral thesis must be written in Slovenian. The linguistic adequacy of the thesis is doctoral student's responsibility.

On the proposal of the UL FGG or UL NTF Senate, considering the conditions from Article 21 of these Rules, the University Senate may approve the thesis to be written in a foreign language.

If a thesis is written in a foreign language, an extended abstract of at least 1/10 of the size of the whole thesis must be provided in the Slovenian language.

### **10. Evaluation of doctoral thesis**

#### **Article 32**

On the proposal of the Study Board of the Doctoral Study the UL FGG or UL NTF (Senate appoints three or more reporters for the evaluation of the doctoral thesis, selected from among university teachers or scientific associates nominated according to the criteria for the election into the titles of university teachers, from the scientific area of the student's proposed doctoral thesis. As a rule, the reporters shall be the same as the commission for the evaluation of the theme of the doctoral thesis, except if there are justifiable reasons, for example retiring or death of a member. At least one reporter shall be from another University member (not UL FGG or UL NTF) or from another Slovenian university or from abroad.

Supervisor and co-supervisor cannot be reporters.

If, in exceptional case, a reporter cannot participate in the evaluation of the doctoral thesis, such reporter shall notify within seven workdays after receiving a decree on the appointment the UL FGG or UL NTF Dean. When the UL FGG or UL NTF Senate appoint the reporters for the evaluation of the

doctoral thesis, the Office of Student Affairs sends them appointment letters and the electronic version of the doctoral thesis.

Within three months from the day of receipt of the appointment letter (excluding the period from 1 to 31 August) each reporter shall submit a written report on the evaluation of the thesis in a sealed envelope and in electronic form to the UL FGG Office of Student Affairs.

On the proposal of the reporters, doctoral student may correct or complete the doctoral thesis within one month, however only once. Reporters re-evaluate the thesis in 2 months and resubmit the evaluation.

If the doctoral student does not correct the doctoral thesis within one month, the reporters shall propose to the UL FGG or UL NTF Senate to stop the procedure leading to doctorate.

### **Article 33**

The report on the evaluation of the doctoral thesis shall contain evaluation of research or professional work done by the student, adequacy of the used methods, as well as originality and independent character of the doctoral student's contribution.

The report on the evaluation of the doctoral thesis shall include:

- Information about prior procedure (appointment of reporters for the evaluation of the doctoral thesis), p
- presentation of the thesis structure, contents of individual chapters, used methodology, scientific and methodological excellence of the work, style and linguistic excellence of the thesis and the presented literature,
- statement that the doctoral thesis agrees with the approved theme of the doctoral thesis,
- Analysis of the thesis contents, where the reporter evaluates the originality of the student's contribution,
- a detailed evaluation of the originality of the contribution to the scientific area.
- statement that the submitted articles agrees with the theme of the doctoral thesis.

If the reporter's final evaluation is positive, it shall contain unambiguous statement that the thesis represents an original contribution to science, and a proposal to the UL FGG or UL NTF Senate to accept the thesis evaluation and allow the doctoral student to defend it.

### **Article 34**

Based on the submitted reports, the UL FGG or UL NTF Senate accepts, declines or returns the doctoral thesis to the doctoral student to change or complete it within a defined time limit. The doctoral student can complete or correct the returned thesis only once.

If the UL FGG or UL NTF Senate members are in doubt whether the doctoral thesis represents an individual and original contribution to the scientific area of the theme of the doctoral thesis, the UL FGG or UL NTF Senate shall appoint an additional reporter for the evaluation of the doctoral thesis and define an appropriate time limit for the report.

Reporters for the evaluation of the doctoral thesis prepare a new review of the completed or corrected thesis and draw up new reports. If the doctoral student does not correct the thesis in the defined time limit, the UL FGG or UL NTF Senate shall decline it.

The doctoral student is not allowed to re-submit a declined doctoral thesis.

## **11. Defence of doctoral thesis**

### **Article 35**

If the evaluation of the doctoral thesis is positive and the UL FGG or UL NTF Senate has accepted it, the Senate defines a commission for the defence of the doctoral thesis, consisted of reporters for the evaluation of the doctoral thesis and the UL FGG or UL NTF Dean as its chairperson. The commission for the defence can also include the supervisor and the possible co-supervisor. In the event of the Dean's absence or when the UL FGG or UL NTF Dean is the doctoral student's supervisor or co-supervisor, the commission shall be chaired by one of the UL FGG or UL NTF vice-deans.

It is the responsibility of the commission chairperson to oversee that the procedure for the defence of the doctoral thesis is correct and that it is conducted as solemn occasion. The chairperson shall also make sure that minutes of the defence are kept, which shall also reflect the questions set to the doctoral student and the resolution on the success of the defence. The minutes shall be signed by the members of the commission for the defence of the doctoral thesis; alongside the signatures, also their roles in the commission shall be stated.

### **Article 36**

Date and time of the defence shall be defined by the commission chairperson in agreement with the commission members and the doctoral student. Date, time and place of the defence of the doctoral thesis shall be publicly announced at the UL FGG or UL NTF web page at least 8 days before the public defence.

When the Office of Student Affairs informs the doctoral student that he may defend the thesis, the doctoral student prepares the title page of the doctoral thesis. At the same time, he submits the final version of the thesis through electronic system for students in PDF.A form. When supervisor is notified on the analysis of the content details, he marks the decisions according to the Rules on checking the details of contents and provisional unavailability of the contents.

Doctoral student shall submit adequate number of bound copies of the thesis (supervisor, co-supervisor, commission members) to the Office of Student Affairs at least eight days before the defence. For the UL FGG Library four printed copies must be provided, and for the doctoral students of Geology six printed copies.

The UL FGG Library keeps at least one copy of each doctoral thesis originating from UL FGG in bound and electronic form. The copies of doctoral theses kept by the UL FGG or UL NTF Library may not be alienated.

Protection of copyrights is laid down in the law. UL FGG or UL NTF reserve the right to use the doctoral thesis for educational and research purposes within the faculty. The contents of the doctoral thesis may exceptionally and provisionally be unavailable (the shortest possible time, however not more than one

year after finished studies) for the following reasons:

- protection of business secrets,
- protection of results to implement the intellectual property rights,
- protection of safety of people and nature,
- protection of confidential information.

Supervisor and doctoral student shall address the application for provisional unavailability of the contents of the doctoral thesis to the UL FGG or UL NTF Dean.

The doctoral student defends the thesis before the commission for the defence of the doctoral thesis. The defence shall be conducted by the commission chairperson and it shall be presented in the Slovenian language, except when the defence in a foreign language has been allowed according to the provisions of the University Statute. In such cases, translation into the Slovenian language shall be provided, if so required by the present audience.

The defence starts with the presentation of the doctoral student's biography, the procedure related to the thesis completed thus far, and student's published works. Then follow analysis and concluding evaluation of the work presented by a reporter. The student has then 45 minutes to present his thesis, with the possibility to use audio-visual and other tools.

After the presentation of the doctoral thesis, the commission members put questions to the doctoral student. Following the questions by the commission members, and the student's responses, the commission chairperson invites the audience present to put questions to the doctoral student.

The doctoral student is entitled to 20 minute break to prepare the answers.

With the doctoral student's responses to the questions, the public part of the defence of the doctoral thesis is finished.

### **Article 37**

After the public part of the defence, the commission meets at a separate location to decide about the success of the defence of the doctoral thesis. The commission adopts the resolution about the success of the defence with the majority of votes. If the result of the vote is undecided, the commission chairperson's vote is decisive.

Once the resolution about the defence of the doctoral thesis has been adopted, the commission returns to the room where the defence took place, and the chairperson announces to the doctoral student and the present audience the commission's resolution. With successful defence of the thesis, the doctoral student is awarded the scientific title Doctor of Science. The doctoral student receives a temporary certificate of completed doctoral study, which supplements the diploma until promotion at the University of Ljubljana.

In the event of negative resolution, the commission must submit a written report to the UL FGG or UL NTF Senate, stating the reasons for unsuccessful defence. Each commission member may submit separate reports. The UL FGG (or UL NTF) Senate discusses the joint report of the commission for the defence or separate reports of commission members at the first next regular meeting, where also the



commission chairperson and the doctoral student are invited to participate. The UL FGG (or UL NTF) Senate evaluates and decides, whether there exist sound reasons for the annulment of the resolution of negative defence of the doctoral thesis, whether the commission resolution is unfounded, or if the defence shall be repeated within two months. The procedure for the second defence of the doctoral thesis is the same as for the first one.

The doctoral student may inform the University Senate about negative resolution of the UL FGG or UL NTF Senate and about his standpoint related to it.

#### **Article 38**

Solemn public promotion for doctors of science is carried out on the proposal of the UL FGG Dean by the rector of University of Ljubljana.

#### **Article 39**

The diploma for the title doctor of science is issued by the University of Ljubljana, Faculty of Civil and Geodetic Engineering or Faculty of Natural Sciences and Engineering. The diploma states the first name and the family name of the doctoral student, as well as his date and place of birth. The diploma for the title doctor of science also contains the title of the thesis, the definition of the scientific area, supervisor and possible co-supervisor, names of the commission for the defence of the thesis, the date of defence and the date of promotion.

The document is signed by the UL Rector and the UL FGG or UL NTF Dean. The diploma document bears the stamp of the University of Ljubljana.

### **12. Revocation of doctoral degree**

#### **Article 40**

According to the University Statute a doctoral degree may be revoked, shall it is established that the thesis is not the result of the candidate's own creativity and own achievements.

The procedure for the revocation of a doctoral degree is laid down in the provisions of the University Statute.

### **13. Transitional and final provisions**

#### **Article 41**

The last paragraph of Article 29 of these Rules applies to the doctoral students who enrol to the doctoral study for the first time in the academic year 2017/2018.

These Rules shall be considered adopted when they are confirmed by the UL FGG and the UL NTF

Senates, and they enter into force on the eight day after being adopted by the UL FGG and the UL NTF Senates. These Rules are published at the web pages of the UL FGG and the UL NTF.

#### **Article 42**

In the event of any contradictory interpretations of these Rules, the interpretation of the Study Board of the Doctoral Study shall prevail.

Any changes and completions of these Rules shall be adopted by the UL FGG and the UL NTF Senates.

Dean of the UL NTF:  
Prof. Dr. Petra Eva Forte Tavčar

Dean of the UL FGG:  
Prof. Dr. Matjaž Mikoš