Besedilo je neuradni prevod Pravilnika o doktorskem študiju na Univerzi v Mariboru št. 012/2018/1 (Uradno prečiščeno besedilo – UPB 2) in predstavlja zgolj informativni delovni pripomoček, glede katerega Univerza v Mariboru ne jamči odškodninsko ali kako drugače.
This is an unofficial translation of the Rules and Regulations on Doctoral Studies at the University of Maribor No. 012/2018/1 (Official consolidated text 2) and represents merely an informative tool, regarding which the University of Maribor is not liable for damages or otherwise.

Pursuant to Article 253 of the Statute of the University of Maribor (Official Gazette of the Republic of Slovenia, No. 100/2023 – official consolidated text 14, 31/2024, and 110/2024), the Senate of the University of Maribor, at its 23rd regular session of 24 June 2025, adopted the official consolidated text of the Rules and Regulations on Doctoral Studies at the University of Maribor, No. 012/2018/1, comprising:

- Rules and Regulations on Doctoral Studies at the University of Maribor, No. 012/2018/1 (UM Announcements No. XXXIX-9-2023 – official consolidated text 1) and
- The Amendments and Supplements to the Rules and Regulations on Doctoral Studies at the University of Maribor, No. 012/2018/1 (UM Announcements No. XLIII-5-2025).

RULES AND REGULATIONS ON DOCTORAL STUDIES AT THE UNIVERSITY OF MARIBOR
No. 012/2018/1

(Official consolidated text 2)

I. GENERAL PROVISIONS

Article 1

(1) The detailed provisions of these Rules and Regulations govern the preparation, organisation, implementation, criteria, and monitoring of the quality of third-cycle study programmes (hereinafter referred to as 'doctoral studies') at the University of Maribor (hereinafter referred to as 'the UM'), including the doctoral dissertation topic application and approval procedures, preparation, assessment, and defence of the doctoral dissertation, as well as the doctoral promotion ceremony.
(2) A member of the UM may, pursuant to these Rules and Regulations, additionally regulate the specificities of the procedure for organisation, implementation, and quality monitoring of doctoral studies.

Article 2

(1) All provisions of the Rules and Regulations referring to *supervisor* shall apply mutatis mutandis to *co-supervisor,* with the exception of the limitation on the total number of supervisions and the condition of employment or a contractual relationship with the UM.

Article 3

(1) Doctoral study programmes at the UM (hereinafter referred to as 'doctoral study programmes') are third-cycle study programmes after completion of which students obtain the academic title »doktor/-ica znanosti«.
(2) In these Rules and Regulations, the term *chair* refers to a member's organisational unit responsible for the content of a doctoral study programme (*chair*, *institute, department, laboratory, etc.*).

(3) In these Rules and Regulations, the term *doctoral student* refers to *a doctoral student from the enrolment in a doctoral study programme to a successful defence of a doctoral dissertation.*
(4) In these Rules and Regulations, the term *supervisor* applies to a *supervisor* and *co-supervisor*.
(5) The terms used in these Rules and Regulations in the male gender shall be considered neutral and shall refer to all genders.

Article 4

(1) In appointing supervisors, co-supervisors, external examiners, and other members of committees in the procedure of evaluating a doctoral topic and dissertation, a principle for the prevention of conflict of interest shall be considered in addition to other more specific criteria. An appointee is obliged to notify the appointing authority:

- if the doctoral student is his or her blood relative in a direct line or a collateral line up to the fourth degree;
- if he or she is married to the doctoral student, or lives or has lived with them in a non-marital cohabitation, or is married to doctoral student's relative in law up to the second degree, even if the marriage has ended, or if he or she lives or has lived with tem in a non-marital cohabitation;
- if he or she is a guardian, an adoptive parent, an adopted child, or a foster parent of the doctoral student; and
- if he or she is in any other way connected to the doctoral student, which could lead to the conflict of interest.

II. DOCTORAL STUDY PROGRAMMES

(fundamental principles)
Article 5

(1) Doctoral study programmes are based on the research capacity of certain research fields and meet the quality criteria required by the standards and guidelines for quality assurance in the European Higher Education and Research Area, by the Slovenian Quality Assurance Agency for Higher Education (hereinafter referred to as 'SQAA'), and by additional standards of excellence of the UM, provided for in these Rules and Regulations.
(2) The critical mass for the initial accreditation and for the delivery of a doctoral study programme is at least six (6) course coordinators and supervisors who fulfil the standards provided for in these Rules and Regulations and of which at least four (4) shall be in an employment relationship with the UM.

The primary purpose of doctoral studies is to educate doctoral students to become scholars with an in-depth understanding of theoretical and methodological concepts, a high degree of critical reflection, and the ability to independently develop new knowledge and solve the most complex of problems.

(types of doctoral study programmes)
Article 6

(1) Doctoral study programmes differ, in particular in terms of organisation, the level of interdisciplinarity, and the fulfilment of additional standards of excellence. They may be organised within one or more members of the university or in cooperation with Slovenian or foreign partner higher education institutions.

(2) Interfaculty doctoral study programmes are organised and implemented in the manner defined by these Rules and Regulations and by a cooperation agreement on the preparation and implementation of a doctoral study programme, concluded upon accreditation of the programme.
(3) Joint doctoral study programmes are organised in the manner defined by a cooperation agreement between partners involved in a study programme, concluded upon accreditation of the programme.

(UM Doctoral School and the Council of the UM Doctoral School)
Article 7

(1) The UM Doctoral School is a term encompassing all doctoral study programmes implemented by UM members according to the minimum standards of excellence laid down in these Rules and Regulations.
(2) The compliance of doctoral study programmes with the minimum standards of excellence defined by these Rules and Regulations shall be verified upon the first accreditation and every year before the call for enrolment in the next academic year is approved.
(3) The Doctoral School shall have the Council of the UM Doctoral School, which shall consitute a permanent commission of the UM Senate.
(4) The Council of the UM Doctoral School:
    - addresses third-cycle study programmes;
    - considers the call for enrolment in doctoral study programmes;
    - examines the relevance of doctoral study programmes prior to the publication of the call for enrolment;
    - examines topics of doctoral dissertations;
    - addresses changes and (self-)evaluation reports of the third-cycle study programmes;
    - examines and approves the content programme, the implementation of which is offered to all doctoral study programmes (e.g. contents in the field of transferable knowledge);
    - proposes activities for permanent maintenance and improvement of quality of doctoral studies at the university;
    - addresses other issues related to doctoral studies and sends suggestions and opinions to the UM Senate.

(*duration and structure of the curriculum of doctoral study programmes*)
Article 8

(1) Study programmes last three (3) or four (4) years. Regardless of duration, doctoral study programmes at the UM are designed and implemented in a way that enables integration and compliance with minimum quality standards.
(2) The structure of the curriculum of the doctoral study programmes at the UM contains the following mandatory elements:
    - courses are evaluated with a number of credits (ECTS) divided by 3, which enables selection between courses of doctoral study programmes at the UM;
    - the first year of study includes a course from the field of scientific-research methods, evaluated at 3 ECTS at the minimum;
    - the winter semester of one of the study years includes a course where doctoral students gain transferable knowledge (e.g. writing scientific papers, research ethics, negotiations, intellectual property, foreign scientific language, projects, communication, career development, and other transferable knowledge), evaluated at 3 ECTS at the minimum;

- individual research work (hereinafter referred to as 'IRW') is included in each semester from the first semester onwards;
- organised forms of study, including parts of individual courses implemented as such, comprise exactly 60 ECTS and are intended for the principal courses of the field, elective courses, acquiring transferable knowledge, and for compulsory presentations of the work of doctoral students in the framework of a doctoral study programme, doctoral topic and research work; and
- the curriculum includes at least 10% of elective content (18 or 24 ECTS).

(3) Examples of the structure of doctoral studies according to duration are presented in Annex 11 to these Rules and Regulations.

(coordinators of doctoral study courses)

Article 9

(1) A coordinator of a doctoral study course is a qualified higher education teacher (with the title of assistant professor, associate professor, or full professor) who:
- is employed by the UM or is in a contractual relationship with the UM, and
- is scientifically active, as evidenced by the appropriate scientific bibliography in the course's field of study in the last five years.

(2) Relevant references proving scientific activity are:
- scientific articles published in journals indexed in SSCI or SCIE with an impact factor (IF) greater than 0; or
- scientific monographs or chapters in scientific monographs published by a publisher included on the list of approved publishers adopted by the UM Senate upon the proposal of the Member's senates and based on the prior opinion of the Habilitation Commission of the UM Senate; or
- granted patents subject to substantive examination.

(3) In the assessment of references in the fields of social sciences and the humanities, the following specific criteria apply:
- with regard to scientific articles (as referred to in the first indent of the preceding paragraph of this Article), articles published in journals indexed in AHCI or Scopus with a Source Normalized Impact per Paper (SNIP) greater than 0 are also taken into account; in the field of social sciences, scientific articles published in journals included in the Scopus database (category d) are considered, while in the field of humanities, those included in the Scopus database (category h) are taken into account;
- with regard to scientific monographs (as referred to in the second indent of the preceding paragraph of this Article), scientific monographs published by domestic or foreign publishers are also considered, provided that the scientific monograph is classified under category 2A in the SICRIS database;
- independent scientific component parts or chapters in scientific monographs published by domestic or foreign publishers are also considered, provided they are classified under category 3A or 3B in the SICRIS database.

(4) A course coordinator shall demonstrate three publications of all publications issued in the last five years for which he is the first or leading author. The independent authorship of a scientific monograph replaces two scientific articles or two chapters in a scientific monograph. Foreign citizens shall demonstrate comparable scientific activity in a specific scientific field.

(5) Members may impose more stringent requirements with regard to publications of course coordinators, or they may substitute one publication with the coordination of research projects at the member and in the course's field of study.

(6) For a specific, narrow area of research, a member may propose different criteria to those specified in paragraphs 2 and 3, however, they shall be shown to be comparable to criteria at renowned international universities. The UM Senate shall decide upon an exception following the opinion of the Council of the UM Doctoral School.

(7) An individual higher education teacher is, as a rule, a coordinator of only one doctoral study programme course, in which he is narrowly specialised. If an individual higher education teacher is a coordinator of more than one course within the doctoral study programmes of the UM Doctoral School (maximum two courses), he shall demonstrate different references for each course, in the manner and under the requirements stipulated in paragraphs 1 to 3 of this Article.

(8) A coordinator of a course in the field of scientific-research work methodology or another course with comparable study outcomes as well as the "Transferable Knowledge" course is a higher education teacher with a relevant bibliography in the field of the doctoral study programme. Coordination of these courses does not constitute coordination as defined in paragraph 7.

(9) If there are legitimate reasons for which an individual coordinator does not meet the criteria for coordination established by this Article, the coordination of the course may be extended for the duration of these reasons in the manner that is regulated for the field of appointments to the title in Article 187a of the UM Statute. Legitimate reasons are absence from work due to parental leave, performing a function at the national or international level as part of employment outside of the University of Maribor, performing the function of rector, vice-rector, president of the Management Board, secretary general, dean or vice-dean of a UM member, or long-term health problems. The exception is the head of the doctoral study programme who cannot claim legitimate reasons for performing the above-mentioned functions. The coordinator has the right to extend the coordination if the reason for the extension existed during a valid coordination. The condition for the extension is a positive opinion by the senate of the member where the person is employed, or in the case of performing a function at a university, faculty, national or international level, the UM Senate.

(10) The appointment of other teachers within doctoral studies who are not coordinators is only possible if the coordinator fulfils the criteria according to this Article but is absent for a long period of time in a given academic year. In this case, the member's senate may, by way of exception, appoint a suitable course teacher who shall meet the same criteria as are required for the coordinator. For visiting top scientists and higher education teachers who are invited by higher education institutions for a certain period of time to participate in the implementation of individual smaller parts of the course, verification of the fulfilment of the criteria for the coordinator is not required.

(11) If an individual coordinator lacks only one reference during the review of references prior to the publication of the call for enrolment for the next academic year, and it is expected that they will obtain it by the beginning of the new academic year, the member's senate may, by way of exception, extend their coordination by one year. If, after the expiration of the year, the coordinator still does not meet the coordination criteria from this Article, the course is withdrawn from the study programme. Extension of the coordination based on this exception is possible for a maximum of 10% of the courses of an individual doctoral study programme. If the extension of the coordination based on the exception exceeds 10% of the courses, the member's senate, based on its predetermined criteria, determines which courses belong to the 10% quota of courses for which the coordination based on this exception will be extended. For students who have chosen a course that will be withdrawn for this reason, and who want a supervisor in the field of the course, the faculty shall provide another suitable supervisor, possibly from another institution or abroad.

(12) The head of the doctoral study programme is responsible to verify the scientific activity of coordinators within individual doctoral study programmes at the faculty's bodies every year prior to considering the call for enrolment for the next academic year. Additional verification of coordinators is done by the Council of the UM Doctoral School before or when considering the call for enrolment.

(13) If an individual coordinator no longer meets the criteria for coordination and has no legitimate reasons or does not fall under the exceptions for extending the coordination in accordance with this Article, the faculty proposes to replace the coordinator, or the course is temporarily withdrawn from the study programme or terminated. If, upon checking the references prior to the publication of the call for enrolment for the next academic year, it is determined that the coordinator still does not meet the criteria for coordination, the course shall be terminated without exception.

(14) In the event that despite the exceptions set forth in this Article, the faculty is, due to a large number of course withdrawals, no longer able to provide a critical mass of coordinators for the comprehensive and high-quality implementation of the study programme, which is determined by the second paragraph of Article 5 of these Regulations for the accreditation and implementation of the study programme, the study programme shall not be available for enrolment in the individual academic year or until the criteria are fulfilled.

(supervisors of doctoral students)
Article 10

(1) A supervisor (or a working supervisor until the approval of a doctoral dissertation topic) of doctoral studies may be an individual who holds a valid title of a higher education teacher (an assistant professor, associate professor, or full professor) or researcher (a research fellow, senior research fellow, or research counsellor) and:
- as determined for a coordinator of a doctoral study programme course in the previous Article, is scientifically active which is evidenced by the appropriate scientific bibliography in the scientific field of the doctoral dissertation topic in the last five years; if an exception applies to course coordinators of a specific scientific field, it may also apply to supervisors;
- may provide a doctoral student with research capacities or research infrastructure for research based on laboratory work;
- is employed by the UM or is in a contractual relationship with the UM; and
- is at the time not confirmed as a supervisor to five doctoral students.

(2) Members may impose more stringent requirements with regard to scientific publications of supervisors, or they may substitute one publication with the coordination of research projects at the member.

(3) In duly justified cases, a supervisor may also be a recognised researcher from another institution showing comparable scientific activity in the specific field. The same as determined in paragraph 1 of this Article also applies to distinguished professors and other retired higher education teachers.

(4) If a working supervisor already has five confirmed supervisions, a member justifies an additional supervision through a supervisor confirmation procedure, however, the additional supervision is only possible if the proposed supervisor proves exceptional scientific activity.

(5) A supervisor is appointed by the UM Senate upon the approval of the doctoral dissertation topic, when a working supervisor, as a rule, becomes a supervisor.

(6) Co-supervision is possible if the topic is interdisciplinary, if someone is a supervisor for the first time, if the supervisor works for a different institution, and in other justified cases. Criteria applying to supervisors apply also to co-supervisors, with the exception of those in the third and fourth indents of paragraph 1. In the procedure for the approval of a doctoral dissertation topic, the supervisor gives a brief explanation of the expected contribution of both the supervisor and co-supervisor. If the interdisciplinarity of the work requires it, there may be more than one co-supervisor.
(7) The UM organises various forms of supervisor training and the transfer of good practice examples. It is recommended that anyone who wants to be a supervisor on doctoral studies attends such training at least once in five years.
(8) In circumstances when the supervisor's appointment period to the position of a higher education teacher or researcher expires, or the supervisor dies, is seriously ill, or absent for some other reason for a longer duration of time or permanently, and is no longer able to guide the doctoral student, a new supervisor is appointed following the same procedure as that of the original supervisor. If there is no suitable candidate for a new supervisor and/or the work is in its final stages, the doctoral student may finish the dissertation on his own with the consent of the member's senate.

(*heads of doctoral study programmes*)
Article 11

(1) Each doctoral study programme has a head. In the case of an inter-faculty or joint doctoral study programme, a coordinating board of the study programme is determined by an agreement. The board coordinates implementation and development of the doctoral study programme. The head of the coordinating board assumes the role of the head of the doctoral study programme.
(2) The head of a doctoral study programme is a higher education teacher with great academic authority and experiences as well as an internationally renowned researcher with experiences as a doctoral studies supervisor. The head of a doctoral study programme brings prominence and global recognition to the programme. A member may decide to appoint a vice-dean responsible for doctoral studies as the head of a doctoral study programme if he meets the requirements listed in the first and second sentence of this paragraph.
(3) The head of a doctoral study programme is responsible for the development of the doctoral study programme, settles substantive issues arising from the implementation of doctoral studies, coordinates certain procedures, and is responsible for the implementation of the annual self-evaluation of the doctoral study programme.
(4) The head of a doctoral study programme also assesses annual reports on ongoing monitoring of the progress of doctoral students. Any issues on the part of a student or supervisor detected by a report or otherwise and not solvable by the head are referred to a competent committee which may decide to refer the matter also to the member's senate.
(5) The duration of the term of office of the head of a doctoral study programme is four years.

III. ENROLMENT AND IMPLEMENTATION OF DOCTORAL STUDIES

(*enrolment*)
Article 12

(1) General requirements for enrolment in doctoral studies are determined by the Higher Education Act; additional requirements candidates for doctoral studies shall fulfil are determined by these Rules and Regulations and by the doctoral study programme the candidates wish to enrol in.

(2) Candidates for doctoral studies may apply to doctoral study programmes of the UM members. The application for enrolment shall be filed within time limits and in the manner determined by the annual call for enrolment.
(3) Prior to enrolment, a candidate for doctoral studies shall choose, as a rule, a working supervisor and narrow area of research, and prepare a framework programme of doctoral studies (Annex 14).
(4) If a doctoral candidate does not have an intended working supervisor upon enrolment, he shall be notified in writing. If the doctoral student insists on enrolling, the doctoral studies committee or the head of the doctoral study programme appoints one of the course coordinators as a working supervisor, with his consent, upon enrolment.
(5) Upon enrolment in doctoral studies, a doctoral student shall conclude an Agreement on Studies and Supervision Within a Third-Cycle Study Programme with the member implementing the doctoral study programme (or with members in the case of an inter-faculty study programme). The agreement shall specify the name of the working supervisor, content plan and time schedule of doctoral studies, as well as responsibilities and obligations of the signatories. By signing the agreement, the signatories shall commit to cooperate in the implementation of the doctoral study programme in accordance with the accredited study programme, and with the content plan and time schedule of doctoral studies. The draft agreement is listed in Annex 13.

(*rights and obligations of doctoral students*)
Article 13

(1) During doctoral studies, a doctoral student shall have the right to:
- participation in an organised educational process;
- counsel on choosing courses and outlining an individual doctoral study programme;
- regular consultations with the course coordinator, supervisor, and potential co-supervisor, including counsel on choosing literature, using appropriate scientific-research methods, defining the research problem, publishing research findings, etc.;
- regular feedback on the progress of studies and scientific-research work;
- choose courses from other UM doctoral study programmes, or from other domestic or foreign higher education institutions (as electives or mobility);
- assistance in contacting foreign institutions where he may fulfil part of his obligations;
- cooperate in scientific-research and expert work in accordance with the doctoral study programme;
- the use of infrastructure in accordance with the doctoral study programme;
- access relevant literature and sources;
- career counselling as part of the Career Centre of the UM;
- participate in transferable skills trainings organised by a UM member for its doctoral students or by the UM itself for all doctoral students at the University;
- a single justified change of supervisor, co-supervisor, or doctoral topic, except in cases falling within Article 10 (8) of these Rules and Regulations and other cases where an additional change is necessary due to force majeure;
- all relevant information relating to doctoral studies; and
- other rights arising from the legislation governing the position of students and student status.

(2) The obligations of a doctoral student shall include:
- to participate in outlining an individual doctoral study programme;
- to fulfil obligations arising from the accredited study programme regularly;

- to do scientific-research work independently and responsibly and in accordance with the principles of open science, the content plan of the doctoral dissertation, and the Code of Ethical Conduct of the University of Maribor;
- to acquire missing knowledge from a certain field on his own if it is required for the success of the research work;
- to follow the (co-)supervisor's instructions on the implementation of the doctoral study programme, scientific-research work, and doctoral dissertation;
- to keep the supervisor regularly informed about changes and problems that may influence the progress of studies and scientific-research work, content plan of the doctoral dissertation, research development, or planned time schedule;
- to prepare, in cooperation with the supervisor, scientific contributions for seminars, conferences, and congresses, and to actively participate in them;
- to keep documentation on the progress of scientific-research work and preparation of the doctoral dissertation;
- to send a written report on the fulfilled study obligations and scientific-research work and its progress to the head of the doctoral study programme at least once a year, and to present his research work at a session of the competent chair or within the Doctoral School (as a rule, as part of the IRW);
- to publish scientific works with research findings in the field of the doctoral dissertation as the first author during doctoral studies or, at the latest, prior to submitting the doctoral dissertation, as determined by these Rules and Regulations;
- to regularly monitor announcements about doctoral studies on the member's website, bulletin board, and student's University email address;
- to safeguard professional secrecy and intellectual property of the institution within which he conducts research;
- to uphold the protection of copyright, rules on citing sources, and other UM regulations in force, while conducting his scientific-research work and preparing the doctoral dissertation;
- to take into account the results of his own creativity and personal achievements in preparing the doctoral dissertation, otherwise, in accordance with the provisions of the UM Statute, the procedure for the revocation of the doctoral degree may be initiated after the defence of the doctoral dissertation, or after the doctoral promotion ceremony; and
- to settle all financial obligations of the enrolled academic year that have arisen from doctoral studies in a timely manner.

(*rights and obligations of supervisors*)
Article 14

(1) A supervisor occupies a crucial role in doctoral studies of an individual doctoral student, in planning a doctoral student's study programme, in advising and directing scientific-research work, in registering the topic of the doctoral dissertation, in preparing a doctoral dissertation, and in regularly evaluating doctoral student's progress.
(2) A supervisor shall have the right to:
    - require a change of supervision if at any time during doctoral studies a legitimate reason occurs, indicating that cooperation between him and the doctoral student is no longer possible;
    - suggest a co-supervisor if he considers it necessary for a successful completion of doctoral studies, or that it will contribute to the quality of the doctoral dissertation;

- propose to the member's senate a termination of supervision if a doctoral student fails to fulfil the obligations required by the study programme for two consecutive years and therefore fails to meet the requirements for enrolling in the next year of studies, or if a doctoral student makes a statement that he is temporarily suspending doctoral studies at his own will; and
- participate in training intended for supervisors of doctoral studies.

(3) By accepting supervision, a supervisor shall undertake:
- to counsel the doctoral student on choosing suitable courses and to participate in outlining a doctoral study programme;
- to take the time to supervise the doctoral student, including the time for regular consultations and counselling/guidance in the selection of literature, sources, and appropriate scientific-research methods, in defining the research problem, in scientific-research work, in preparing the doctoral dissertation topic, in publishing research findings, and in implementing other activities listed in the following indents;
- to include the doctoral student in scientific-research work;
- to monitor scientific-research work and the preparation of the doctoral dissertation through all stages of planned work;
- to objectively and critically assess the doctoral student's work on a regular basis, and to provide him with feedback and recommendations when deemed necessary;
- to guide the doctoral student in publishing research findings, and in presenting them at seminars, conferences, and congresses;
- to assist the doctoral student in contacting foreign institutions where he may fulfil part of his obligations;
- to participate in committees for the assessment of individual stages of doctoral studies, if planned; and
- to send a written report on the doctoral student's progress in fulfilling study obligations, scientific-research work, or preparing the doctoral dissertation to the head of the doctoral study programme at least once a year.

(4) If it is established at any time during the doctoral studies that the supervisor has not been fulfilling the defined obligations, the doctoral student, the head of the doctoral study programme, or the member's senate may propose a change of supervisor. The doctoral student shall be appointed another supervisor according to the procedure determined in Chapter IV of these Rules and Regulations. The supervisor who has been replaced due to omission of obligation shall be required to complete supervisor training before supervising another doctoral student. If it is determined that the supervisor has again failed to fulfil his supervising obligations, the higher education teacher shall be banned from supervising doctoral students at the UM.

(5) If at any time during doctoral studies a legitimate reason occurs indicating that cooperation between the supervisor and doctoral student is no longer possible, the student and supervisor shall have the right to require a change by informing the relevant student affairs office and head of the doctoral study programme in writing. With the consent of the existing supervisor, a new supervisor may be appointed for the existing topic of the doctoral dissertation, or the change of supervisor results in the change of doctoral dissertation topic.

(6) The co-supervisor may, in agreement with the supervisor, assume part of the obligations defined in paragraph 3.

(7) Rights and obligations of supervisors defined in paragraphs 2 and 3 as well as requirements for the replacement defined in paragraph 4 and 5 shall apply mutatis mutandis to co-supervisors.

(*obligations of institutions*)
Article 15

(1) By signing an agreement with a doctoral student, a member providing doctoral studies shall undertake:
- to organise and implement all courses in accordance with the accredited study programme, taking into account the education implementation plan;
- to conduct the examination and assessment of knowledge in accordance with curricula and the Rules on Examinations and Grading of the University of Maribor, and to enable the doctoral student fulfilling the requirements to make progress on the study programme;
- to inform the doctoral student in a timely and appropriate manner (by announcements on the website or bulletin board of the doctoral studies provider, or by other means) about all information relevant to doctoral studies;
- to provide the doctoral student with infrastructure and access to relevant sources and literature as well as laboratory and other equipment to fulfil study obligations and do scientific-research work according to the doctoral study programme;
- to enable the doctoral student to participate in scientific-research work;
- to ensure that the working supervisor, supervisor, and others involved in the implementation of the study programme implement the programme in a timely manner and according to regulations and academic standards of the UM; and
- to regularly monitor the quality of the doctoral study programme, and to provide improvements based on observations.

(*monitoring study progress of doctoral students*)
Article 16

(1) Doctoral studies shall be implemented in accordance with an accredited study programme.
(2) A doctoral student shall develop a research work programme at the latest by the end of the first year of doctoral studies.
(3) A doctoral student and his supervisor shall send a written report on the fulfilled study obligations as well as on scientific-research work and its progress to the head of the doctoral study programme each year at the latest by 15 September. The report shall include an opinion on whether the progress made to date allows the doctoral student to complete his studies within the envisaged time limit. A sample report is in Annex 12.
(4) The head of a doctoral study programme shall assess annual reports on ongoing monitoring of the progress of doctoral students at the latest by 25 September. Any issues on the part of a doctoral student or supervisor detected by a report or otherwise and not solvable by the head are forwarded to a competent committee.
(5) If a supervisor's annual report on the progress of a doctoral student's study obligations is negative, the supervisor shall first inform the doctoral student who has the right to write a separate report. The head of the doctoral study programme shall forward the reports of the supervisor and doctoral student to a competent committee of the member for further procedure, except when the doctoral student has submitted a written statement with the report stating that he is temporarily suspending doctoral studies at his own will. If the competent committee endorses the supervisor's negative report, it may be, together with missing ECTS credits, the reason that the doctoral student shall not progress to the next year of studies.

IV. DOCTORAL DISSERTATION TOPIC APPLICATION AND APPROVAL PROCEDURE

(*beginning of the doctoral dissertation topic approval procedure*)
Article 17

(1) In order to earn a doctoral degree, a doctoral student shall submit a doctoral dissertation topic application in accordance with the study programme and with the supervisor's agreement.
(2) In the doctoral study programme, a member may further specify when and by fulfilling which conditions the doctoral student may start the procedure for the approval of a doctoral dissertation topic.
(3) If the content and methods of the doctoral dissertation require it, the doctoral student shall obtain a consent of the relevant committee for conducting research in the course of doctoral dissertation preparation.

(*doctoral dissertation topic application*)
Article 18

(1) A doctoral student shall submit the doctoral dissertation topic application on a prescribed form (Annex 1) which forms an integral part of these Rules and Regulations.
(2) A doctoral student shall submit the doctoral dissertation topic application with attachments to the competent student affairs office in the required format and with the appropriate number of copies.
(3) A doctoral student shall submit the doctoral dissertation topic application, containing the proposal for the title of the doctoral dissertation topic and the proposal for and consent of the intended supervisor, with the following attachments:
    - a doctoral dissertation outline proposal, made in accordance with paragraphs 4 and 5;
    - a list of scientific and other works or achievements related to doctoral studies (a printout from the COBISS system or portfolio, if works are not entered in the COBISS system);
    - a supervisor's expert opinion on the proposed doctoral dissertation outline, including a supervisor's proposal for an external expert; if a co-supervisor is also proposed, the supervisor and co-supervisor provide a joint opinion;
    - if a co-supervisor is proposed, the justification of the supervisor's and co-supervisor's role in the doctoral student's work; and
    - the demonstration that the supervisor/co-supervisor fulfils the criteria determined in Article 10 of these Rules and Regulations.
(4) In addition to the proposed doctoral dissertation title, the doctoral dissertation outline proposal intended for the doctoral dissertation topic application covers the following points:

1. Problem definition.

    Problem definition includes brief, easy to comprehend introduction to the field of the scientific-research work, contemporary state of knowledge or research (e.g. state of the art) in the scientific-research field directly connected to the proposed topic (references to all relevant scientific-research literature are mandatory).

2. Doctoral dissertation thesis.
3. Doctoral dissertation objectives.
4. Proposed research methods.
5. Assumptions and limitations.
6. Proposed chapters and subchapters.

It shall be noted above or below the given structure which chapters (subchapters) are introducing new scientific-research findings of the student.

7. Basic literature.

The above-mentioned chapters of the outline proposal shall contain references to all sources mentioned here.

8. Topic originality analysis.

   8.1 Information on performed queries.

   8.2 Justification of topic originality and expected original scientific contributions.

9. Data Management Plan (DMP).

(5) The doctoral dissertation topic application shall also be in line with the following:

- The title of the doctoral dissertation shall accurately reflect the actual content of the work and shall be as brief as possible, without abbreviations, as well as terminologically and grammatically correct.
- Points 1, 2, 3, and 4 of the outline proposal shall in particular be written in a concise, brief, and succinct manner.
- The outline proposal shall answer the question whether the submitted topic and issues the student intends to address in the dissertation provide the student with sufficient opportunity to make an independent and original contribution to the development of the relevant scientific-research field at a global level.
- The outline proposal of the doctoral dissertation shall be linguistically and grammatically correct.
- The outline proposal of the dissertation shall not exceed 20 pages from chapter 1 to 4, with font size 11, single line spacing, and 2.5-cm margins for all pages, including possible charts and pictures.

(6) A doctoral student shall have the right to write the outline proposal in a foreign language if he is a foreigner, or if the supervisor or co-supervisor is a foreigner. The proposal for a topic title shall be submitted in Slovene and in a foreign language. The foreign language in which the outline proposal is written shall be subject to the same provision, determined in Article 28 (7) of these Rules and Regulations, as the foreign language in which the dissertation may be written.

(*verifying the fulfilment of requirements for the doctoral dissertation topic application*)

Article 19

(1) Upon receipt of a doctoral dissertation topic application, the competent student affairs office shall verify the fulfilment of application requirements and the number of supervisions the intended supervisor is responsible for at the time, taking into account the number of doctoral topics and supervisions confirmed by the UM Senate.

(2) If the proposed supervisor exceeds the total number of five allowed supervisions due to a new supervision, the competent student affairs office shall inform, in writing, the doctoral student, proposed supervisor, head of the doctoral study programme, and head of the competent chair. The competent chair shall provide justification for exceeding the allowed number of supervisions, or propose to the student another supervisor, thereby informing all the aforementioned about it.

(3) The student affairs office shall also verify whether the supervisor is employed by or in a contractual relationship with the UM. If it is established that he is not, the office shall inform the head of the doctoral study programme and the head of the competent chair and ask them to provide justification for the need for such a supervisor or to propose a new supervisor who shall meet the criterion of being employed by or in a contractual relationship with the UM.
(4) Within five working days from the receipt of the complete application, the competent student affairs office shall forward one copy of the application to the head of the doctoral study programme who shall then have five working days to verify the fulfilment of requirements regarding the scientific activity of the proposed supervisor/co-supervisor in the field of the applied doctoral dissertation. In doing so, the head may require additional evidence from the supervisor/co-supervisor about his scientific activity. If based on the evidence the proposed supervisor/co-supervisor shall not demonstrate required scientific activity, the head of the doctoral study programme shall inform the competent student affairs office, doctoral student, proposed supervisor/co-supervisor and head of the competent chair. The competent chair shall propose another supervisor/co-supervisor who shall meet the criterion of being scientifically active in the relevant field and inform the doctoral student as well as the head of the doctoral study programme.
(5) If the proposal for changing the supervisor/co-supervisor is made at the stage of verifying topic application requirements, the procedure shall continue if the student agrees with the proposed new supervisor/co-supervisor and when the proposed supervisor/co-supervisor gives the consent to the appointment and to the outline proposal of the doctoral dissertation.
(6) After the procedure for the verification of the scientific activity of the proposed supervisor/co-supervisor has been completed, the head of the doctoral study programme shall forward the doctoral dissertation topic application to the head of the competent chair or to the member's committee responsible for doctoral studies (hereinafter referred to as 'the competent committee) for expert consideration. The competence shall be defined in the member's own rules.

(*processing the doctoral dissertation topic application by the competent chair or committee*)

Article 20

(1) The head of the chair/competent committee shall place the doctoral dissertation topic application on the agenda of the first subsequent session of the chair/competent committee at which an expert opinion on the doctoral student's application shall be formed. The head of the chair/competent vice-dean invites the doctoral student and supervisor/co-supervisor to the session to present the topic and answer any questions members of the chair/competent committee may have. The session of the chair/competent committee shall be convened within 30 days following the receipt of a complete application. Time limits shall be suspended during Senate vacations at the UM. The chair/competent committee shall not rule on a doctoral dissertation topic application at a session by correspondence.
(2) The chair/competent committee may propose a change of the doctoral dissertation topic title, revision of the outline proposal content, another supervisor/co-supervisor, or the appointment of a co-supervisor.
(3) If the chair/competent committee has any comments on the outline proposal, it shall inform the supervisor and head of the doctoral study programme and request the doctoral student to revise the application within the set time limit.
(4) If the doctoral student does not revise the outline proposal or give justification for not complying with certain recommendations in the set time limit, the procedure shall be terminated, in accordance with the law governing administrative procedures, by a decision which shall be notified to the doctoral student and supervisor/co-supervisor.
(5) The chair/competent committee shall reconsider a timely amended application at the first subsequent session or, at the latest, within 30 days from the receipt of the revised application.

(6) After having delivered a favourable opinion on the proposed doctoral dissertation topic and supervisor/co-supervisor, the chair/competent committee shall appoint, at the supervisor's suggestion, at least one external expert from the field of the doctoral dissertation who shall meet the requirements listed in the next Article. The external expert shall deliver an expert opinion on the proposed doctoral dissertation topic. The chair/competent committee may, at its discretion, also appoint an additional expert who shall be scientifically active in the proposed doctoral dissertation's field of study, demonstrated by three relevant references in the last five years in accordance with Article 9 of these Rules and Regulations. If there is more than one expert appointed for the topic evaluation, they may give a joint opinion.

(7) The head of the doctoral study programme shall reverify the fulfilment of requirements for the proposed external expert and possible additional experts appointed by the chair/competent committee and, if they meet the requirements, invite them to deliver an expert opinion within a period of two months. Time limits shall be suspended during Senate vacations at the UM.

(8) If an external expert refuses to participate, the proposed supervisor shall be requested to submit a proposal for another external expert to the chair/competent committee. If the chair/competent committee has appointed an additional expert who also meets the requirements for the eternal expert, the appointment of another external expert shall not be necessary if agreed by the proposed supervisor. If the additional expert appointed by the chair/competent committee refuses to participate, the chair/competent committee shall decide whether to appoint another additional expert.

(*expert opinion on the doctoral dissertation topic*)

Article 21

(1) The expert opinion on the proposed doctoral dissertation topic shall consist of at least two separate expert opinions, namely:
- the expert opinion of the supervisor and possible co-supervisor; and
- the expert opinion of an external expert in the doctoral dissertation's field of study.

(2) Each of those mentioned in paragraph 1 shall provide an expert opinion (Annex 2) on whether the submitted topic and issues the doctoral student intends to address in the doctoral dissertation have enough potential for making an independent, topical, and original contribution to the relevant scientific discipline.

(3) An external expert to give an expert opinion on the doctoral dissertation topic shall meet the following requirements:
- he is a qualified higher education teacher or researcher (with the title of research fellow, senior research fellow, or research counsellor) from another institution;
- he is scientifically active in the proposed doctoral dissertation's field of study, evidenced by three relevant references in the last five years in accordance with Article 9 of these Rules and Regulations; and
- he has not co-authored any scientific work or publication of the doctoral student.

(4) In accordance with Article 28 of these Rules and Regulations, if an external expert is a foreigner, the head of the doctoral study programme shall request the doctoral student to translate the outline proposal of the proposed topic in the suitable foreign language, unless the expert makes a statement that he understands Slovene.

(5) The doctoral student shall, within the time limit set by the head of the doctoral study programme, take into account the recommendations from the expert opinions and duly revise or supplement the outline proposal, or provide a reasoned justification as to why certain recommendations cannot be accommodated. The outline proposal shall be addressed at the competent committee of the member's senate once none of the expert opinions require further revisions or supplements, including in cases where the recommendations contained in the expert opinions are substantively contradictory.

(6) The head of the doctoral study programme shall gather all expert opinions and forward them to the competent committee of the member's senate.

(*processing the doctoral dissertation topic application by the competent committee of the member's senate*)

Article 22

(1) The committee of the member's senate responsible for doctoral studies shall address a doctoral dissertation topic application and expert opinions on the proposed topic at its subsequent session or, at the latest, within 30 days from the receipt of the complete application.
(2) The committee shall give an opinion on:
    - the title of the proposed doctoral dissertation topic;
    - the acceptability and content of the proposed doctoral dissertation outline proposal; and
    - the proposed supervisor/co-supervisor.
(3) Regarding the application, the committee shall propose to the member's senate:
    - to approve the proposed doctoral dissertation topic, supervisor, and possible co-supervisors of the doctoral student; or
    - to require revisions to the title or content of the doctoral dissertation outline proposal, a change of supervisor, or the appointment of a co-supervisor (the committee shall substantiate the need for the required changes), or
    - to give a decision on the termination of the doctoral dissertation topic approval procedure (if the student has not revised the application within the set time limit, if all expert opinions are negative, or if the expert opinion of the competent committee is negative).

(*processing the doctoral dissertation topic application by the member's senate*)

Article 23

(1) Upon receipt of the doctoral dissertation topic application and opinion of the committee responsible for doctoral studies, the member's senate shall address the application at its first subsequent session which shall not be by correspondence.
(2) If the member's senate does not raise any objections on the acceptability of the proposed topic and supervisor/co-supervisor, the proposal shall be approved, and the application and senate's decision shall be forwarded to the UM Senate for a decision.
(3) If the member's senate considers that revisions to the content or a change of the proposed doctoral dissertation topic are necessary and confirms this by a decision, the decision shall be notified to the proposed supervisor and head of the doctoral study programme and the doctoral student shall be requested to revise the application within the set time limit. The deadline shall not be less than one month.
(4) After revisions to the content of the outline proposal have been made, the supervisor, external expert, and competent chair shall give the opinion on the proposed topic following the same procedure and within the same time limits. This shall not be necessary if the head of the doctoral study programme declares revisions editorial corrections.
(5) If the member's senate proposes a change of supervisor or an appointment of a co-supervisor, the decision shall be notified to the proposed supervisor, head of the doctoral study programme, and to the student, and the competent chair shall be requested to submit a new proposal. In accordance with these Rules and Regulations, the topic approval procedure shall be reverted to the previous stage.
(6) The member's senate shall adopt a decision on the termination of the doctoral dissertation topic approval procedure if:

- the doctoral student fails to revise the application within the set time limit; or
- all expert opinions are negative; or
- the opinion of the member's senate is negative.

(7) A negative opinion of the member's senate, adopted despite positive expert opinions, shall be duly substantiated.

(8) The decision on the termination of the procedure shall be issued by the member's dean. The decision shall be served on the doctoral student. The decision shall be notified to the proposed supervisor and head of the doctoral study programme.

(*processing the doctoral dissertation topic application by the Council of the UM Doctoral School*)

Article 24

(1) The Council of the UM Doctoral School (hereinafter referred to as 'the Council') shall consider the student's doctoral dissertation topic application together with expert opinions as well as the decision of the member's senate on the proposed doctoral dissertation topic and the proposed supervisor/co-supervisor. The Council shall not consider applications that are formally incomplete.

(2) At the Council meeting, the proposed supervisor/co-supervisor shall present the doctoral dissertation topic and answer questions posed by the Council members.

(3) The Council's opinion may be positive or negative, or the Council may require revisions from the doctoral student.

(4) If the Council considers revisions to the content or change of the title or supervisor/co-supervisor of the proposed doctoral dissertation topic are necessary, the application shall be returned to the member together with a Council's decision and proposals for revisions. Depending on the type and scope of recommendations made by the Council, the relevant committee of the member's senate shall decide to which stage the doctoral dissertation topic approval procedure shall be reverted.

(5) If the Council requests major revisions to the content of the proposed disposition, the supervisor, external expert, and competent chair shall again give the opinion on the proposed topic following the same procedure and within the same time limits. The revised application shall be readdressed also by the member's senate after the preliminary opinion of the member's competent committee. In the event of a change of the doctoral dissertation topic title, the consent of the doctoral student and supervisor together with the decision of the member's senate shall suffice.

(6) Upon receipt of the revised application, the Council shall give its opinion.

(7) The Council forwards its opinion together with materials to the UM Senate regardless of whether the opinion is positive or negative.

(*deciding on the proposed doctoral dissertation topic and supervisor/co-supervisor at the UM Senate*)

Article 25

(1) The UM Senate shall adopt a decision on the proposed doctoral dissertation topic and supervisor/co-supervisor within two months of the complete application being lodged at the UM. Time limits shall be suspended during Senate vacations at the UM.

(2) The UM Senate shall approve, reject, or return the proposal to the member or doctoral student for revision within the set deadline.

(3) If the UM Senate has accepted the decision on the necessary revisions to the content or change of the title of the proposed doctoral dissertation topic, the doctoral student shall be required to revise the application. In that case, the procedure shall return to the member which shall proceed as stated in Article 24 (4 and 5) of these Rules and Regulations.

(4) Upon receipt of the revised outline proposal, the UM Senate shall decide on it.

(5) The UM Rector shall issue the decision to the doctoral student, approving or rejecting the topic in accordance with the UM Senate's decision. The decision shall be notified to the competent professional service of the member. The professional service of the member shall inform the supervisor, any co-supervisors, and the head of the doctoral study programme of the decision. The decision on the approval of the topic and supervisor/co-supervisors shall also specify the deadline for the submission of the doctoral dissertation which shall be within four years from the approval at the UM Senate.
(6) If the revised outline proposal is not submitted to the UM Senate within one year from serving the request for revisions upon the doctoral student, the Rector shall issue a decision on the termination of the procedure. The decision shall be served on the doctoral student and notified to the proposed supervisor as well as to the head of the doctoral study programme.

(*subsequent change of the doctoral dissertation topic title*)
Article 26

(1) If both agree, the doctoral student or supervisor may propose a change of the approved doctoral dissertation topic title during the writing process, notifying the head of the doctoral study programme about the decision. If the content of the doctoral dissertation topic has not been significantly altered and the change of the title is approved by the competent chair or committee, the procedure of changing the title of the approved topic shall be completed before or at the time of approval by the UM Senate. Expert opinions shall not be mandatory, except if requested by the member's senate.

V. PREPARATION AND SUBMISSION OF A DOCTORAL DISSERTATION

(*doctoral dissertation content and form*)
Article 27

(1) On the basis of the confirmed doctoral dissertation topic, the doctoral student shall proceed with research work and shape the content of the doctoral dissertation, whereby the content may be partially changed in accordance with the instructions given by the supervisor if required by the nature of the research.
(2) If any substantial change of the approved disposition content has been made during work, the supervisor shall notify the head of the doctoral study programme who, at his own discretion, shall approve the continuation of the work or propose to terminate the initiated procedure and to introduce a new procedure by confirming a new doctoral dissertation topic.
(3) The doctoral dissertation shall be an independent and original contribution to the scientific discipline in which the doctoral student wishes to obtain a doctoral degree and shall be based on discussing a narrow scientific problem within one or more areas of research in which the doctoral student shall demonstrate in-depth knowledge and the ability of independent research work.
(4) The doctoral student shall submit the doctoral dissertation in a monograph form (traditional model) or, in exceptional cases, in the form of scientific works published in internationally recognised journals which represent a complete whole (Scandinavian model), approved by the UM Senate on the basis of adequate justification by the candidate and prior approval by the member's senate.
(5) If the doctoral dissertation is based on scientific works published in internationally recognised journals, it shall include, in addition to scientific works, an introduction as well as a long abstract and a conclusion, summarising findings from published works. The doctoral dissertation may also include scientific works accepted for publication. For all such works included in the dissertation, the doctoral student shall obtain the editor's consent for re-publication or determine if such consent is necessary.

(6) The doctoral dissertation proposal shall also include the doctoral student's Statement of Authorship and Identity Between Printed and Electronic Form of the Doctoral Dissertation (Annex 4, in which the part on identity between printed and electronic form of the doctoral dissertation shall be removed or crossed out), evidence that doctoral dissertation findings have been published, if the data is not yet accessible to the public, and the supervisor's/co-supervisor's Statement on the Eligibility of the Doctoral Dissertation and Publications of Doctoral Dissertation Findings (Annex 6).
(7) The form of the doctoral dissertation is specified and determined in Annex 5 of these Rules and Regulations.

(*language use in writing and defending the doctoral dissertation*)
Article 28

(1) The doctoral student shall write the doctoral dissertation in Slovene, adding an abstract in a foreign language. The language of the defence shall be Slovene, except in cases falling within the following paragraphs of this Article.
(2) A doctoral dissertation written in a foreign language shall be prepared by using a language in conformity with the scientific field as well as the provisions of these Rules and Regulations.
(3) A doctoral dissertation written in a foreign language shall include:
   - the title of the doctoral dissertation in Slovene and in a foreign language; and
   - an extended abstract in Slovene, comprising at least 5% of the whole work (it shall comprise contents of all chapters with the exception of the list of literature and other sources and appendices).
(4) The doctoral student shall have the right to write and defend the doctoral dissertation in a foreign language if he studies in a foreign language study programme or if the doctoral dissertation is written within a study programme which is wholly or partially implemented in a foreign language.
(5) The doctoral student may write and defend the doctoral dissertation in a foreign language also in the following cases, decided upon by the member's senate on the basis of the student's written and substantiated request as well as the supervisor's and possible co-supervisor's consent:
   - if the supervisor/co-supervisor or a member of the committee for the defence of the doctoral dissertation is a foreigner or if Slovene is not his mother tongue;
   - if he is a foreigner studying at the UM; and
   - in other substantiated cases decided upon by the member's senate.
(6) If the candidate was granted to write the doctoral dissertation in a foreign language, the UM Senate shall approve the doctoral dissertation title in Slovene and in a foreign language, as a rule, at the same time as approving the doctoral dissertation topic and supervisor/co-supervisor, or it may be done at a later date.
(7) Foreign languages in which the doctoral student may write the doctoral dissertation are all of the official languages of the European Union. The choice of foreign languages in which the doctoral student may write the doctoral dissertation may be limited by the member for an individual study programme or for a group of study programmes.
(8) Regardless of paragraph 7, the doctoral dissertation within a foreign language study programme may also be written, in accordance with the said study programme, in a foreign language which is not the official language of the European Union.
(9) If the defence of the doctoral dissertation is conducted in a foreign language, this shall be taken into account when appointing members of the committee for the defence of the doctoral dissertation. If the defence of the doctoral dissertation is to be conducted in a foreign language, the language of the defence shall be stated in the decision on the appointment of the committee for the defence of the doctoral dissertation and in the minutes of the doctoral dissertation defence.

(*checking the similarity between the doctoral dissertation content and other works*)
Article 29

(1) Before the defence, every final work written at the UM shall be checked by similarity verification software, representing an integral part of the procedure for the submission of final works in an electronic form to the Digital Library of the University of Maribor (hereinafter referred to as 'the DKUM').
(2) The doctoral student shall submit the doctoral dissertation in its electronic form together with appendices to the DKUM system which shall then create a similarity report.
(3) If the supervisor/co-supervisor requests the student to revise the doctoral dissertation, the student shall resubmit the revised doctoral dissertation to the DKUM system. The software shall recheck the similarity of the content with other works and create a new similarity report.
(4) After having checked the similarity between the final version of the doctoral dissertation and other works and agreeing with the content and form, the supervisor/co-supervisor shall inform the doctoral student to print the Statement on the Eligibility of the Doctoral Dissertation and Publications of Doctoral Dissertation Findings (Annex 6), which shall be then signed by the supervisor (and possible co-supervisor).

(*submission requirements and the submission of the doctoral dissertation*)
Article 30

(1) Within no more than 4 years from the date on which the doctoral dissertation topic was approved by the UM Senate, the doctoral student shall submit the final version of the doctoral dissertation together with the similarity report and a signed Statement on the Eligibility of the Doctoral Dissertation and Publications of Doctoral Dissertation Findings (Annex 6) to the competent student affairs office. The doctoral student shall submit the doctoral dissertation in the appropriate form and in the prescribed number of copies.
(2) Until the Statement in Annex 6 is signed by the supervisor, the submission of the doctoral dissertation shall not be possible, and the procedure shall not continue.
(3) Prior to the submission of the doctoral dissertation, the doctoral student must have at least one published work based on their doctoral research, in which he or she is the first author. The doctoral student's findings must be published in a foreign language (except in the case of national disciplines) in a publication issued in a country of the European Union or the OECD, or in a publication that includes abstracts in a foreign language of a European Union or OECD country. The supervisor and/or co-supervisor may not participate in such publication as a member of the editorial or other boards. Relevant publications shall include scientific articles published in journals indexed in SSCI or SCIE with an impact factor (IF) greater than 0, and patents subject to substantive examination. In the fields of social sciences and humanities, publications referred to in Article 9 (3) of these Rules and Regulations shall also be considered relevant.
(4) A certificate issued by a journal referred to in the preceding paragraph of this Article, confirming the acceptance of the article for publication or its placement on the list of articles awaiting publication with an assigned DOI, shall also be deemed acceptable.
(5) For a specific, narrow area of research, a member may propose different criteria for demonstrating relevance of scientific publications, however, these criteria shall be shown to be comparable to criteria at renowned international universities. The UM Senate shall decide upon such an exception following the opinion of the Council of the UM Doctoral School.

(6) A competent student affairs office shall inform the head of the doctoral study programme about the submission of the doctoral dissertation within five working days. The head of the doctoral study programme shall verify the fulfilment of formal requirements for the defence of the doctoral dissertation based on the information on the student's doctoral studies, provided by the student affairs office from official records, and on the information on the student's publications of doctoral dissertation findings, being publicly available or submitted by the student.
(7) The doctoral student who does not submit the doctoral dissertation until the deadline set in the decision on topic approval for justifiable reasons may address to the member's senate a request for an extension of the deadline before the said deadline expires. The member's senate may grant the doctoral student's request and extend the deadline once, for a maximum of one year, unless the student was granted extension or the suspension of student status due to maternity leave or illness, which lasted for at least three months continuously, during the validity of the topic. In that case, the submission deadline may be further extended for the duration of the suspension. The extended topic validity period shall be stated in the decision on the extension of the doctoral dissertation topic validity.
(8) If the doctoral student fails to submit the doctoral dissertation within the deadline set in the decision on topic approval and does not request an extension of the deadline before it expires, he shall be considered as having withdrawn from the applied topic. The member shall issue a decision on the termination of the procedure for the doctoral student, and the same topic may be approved for another student. A student who wishes to continue with the preparation of the doctoral dissertation must submit a new application for the approval of the doctoral dissertation topic.

VI. PRELIMINARY EXAMINATION OF THE DOCTORAL DISSERTATION

(*purpose of the preliminary examination of the doctoral dissertation*)
Article 31

(1) The purpose of the preliminary examination of the doctoral dissertation is for the member's senate to verify and ensure that the proposed doctoral dissertation meets the required formal and scientific criteria before the defence is approved. At this stage, examiners have the possibility to significantly influence the quality of the doctoral dissertation by proposing revisions, or they may also propose not to approve the defence.
(2) The head of the doctoral study programme shall forward the required number of received copies of the doctoral dissertation to the head of the competent chair or the competent vice-dean. At the first available session of the chair or competent committee, the student shall present the completed doctoral dissertation to the members of the chair or competent committee. At this session, the chair or competent committee shall propose the members of the committee for the preliminary examination of the doctoral dissertation, which must include at least three members. The members of the committee for the preliminary examination of the doctoral dissertation must meet the requirements set out in Article 10 of these Rules and Regulations, whereby it shall suffice that they are scientifically active in the same scientific field. Among them, at least two members must not be the supervisor or co-supervisor of the doctoral dissertation, and at least one member must be an external examiner who meets the criteria specified in Article 32. The supervisor and co-supervisors may be proposed as members of the committee for the preliminary examination of the doctoral dissertation but may not constitute the majority. If the committee has more than three members, an appropriate number of additional external examiners must be appointed, who shall represent at least one third of the committee members.
(3) Eligibility of external examiners shall be verified by the head of the doctoral study programme.

(committee for the preliminary examination of the doctoral dissertation)
Article 32

(1) Based on the proposal of the competent chair or competent committee and opinion of the competent member's committee responsible for doctoral studies, the member's senate shall appoint the committee for the preliminary examination of the doctoral dissertation (Annex 7). At least two of the appointed members shall not be the supervisor and co-supervisor of the doctoral dissertation and at least one shall be an external examiner. If the committee is comprised of more than three members, an adequately higher number of external examiners, representing at least one third of the committee members, shall be ensured. In addition to complying with the principle for the prevention of conflict of interest stated in Article 4 of these Rules and Regulations, an external examiner shall also meet the following criteria:
    - he is a qualified higher education teacher or researcher (with the title of research fellow, senior research fellow, or research counsellor) from another institution;
    - he is scientifically active in the proposed doctoral dissertation's field of study, as evidenced by three relevant references in the last five years in accordance with Article 9 of these Rules and Regulations; and
    - he has not co-authored any scientific work or publication of the doctoral student.
(2) The supervisor and co-supervisors may be proposed to the committee for the preliminary examination of the doctoral dissertation and they shall submit, as a rule, a joint report.
(3) If the doctoral dissertation topic cuts across various scientific disciplines, examiners shall be appointed in a manner to ensure interdisciplinary approach.

(*duties of doctoral dissertation examiners*)
Article 33

(1) Within five working days following the session of the member's senate at which the committee for the preliminary examination of the doctoral dissertation was appointed, the head of the doctoral study programme shall invite the appointed examiners to, within no more than 30 days from receipt of the invitation, conduct—either jointly or individually—an interview with the doctoral student, in person or remotely, based on their examination of the doctoral dissertation. During the interview, the examiners may request the student to make any necessary revisions to the dissertation. These shall be submitted to the head of the doctoral study programme in the form of an interim report, which may be submitted jointly.
(2) The head of the doctoral study programme shall set a deadline by which the doctoral student shall revise the doctoral dissertation. The deadline shall not be less than two months.
(3) The doctoral student is obliged to comply with requirements from the interim report within the set deadline and adequately revise the doctoral dissertation or give a justification for not complying with certain requirements. The revised version of the doctoral dissertation shall be sent for a re-examination to all examiners. The doctoral student may submit a single request to the head of the study programme for an extension of the deadline for revisions, if circumstances have arisen that would prevent the student from submitting the revisions within the original deadline. If the student fails to submit the revisions even within the extended deadline, the member shall issue a decision on the termination of the procedure.

(4) Within 30 days of receiving the revised doctoral dissertation, or within three months from the appointment of the examiners if no revisions were requested, the examiners shall each submit a separate, independent written opinion on the doctoral dissertation, including a proposal either to approve the defence (defence is proposed) or to reject it (defence is not proposed). The written opinions of the doctoral dissertation examiners shall be forwarded to the student within 5 working days, and the student shall have the right to respond within 30 days, including a reasoned justification as to why certain comments cannot be taken into account. The student's response shall be forwarded to the examiners, who shall, within 15 days, issue separate written opinions on the relevance of the doctoral dissertation, with a proposal either to approve or to reject the defence. The examiners decisions are final, and the student does not have the right to respond. If an individual examiner fails to submit a final written opinion within the prescribed deadline, the chair or competent committee shall propose a replacement examiner.
(5) In their written opinions, the examiners shall also examine the fulfilment of defence requirements regarding the relevance of publications of doctoral dissertation findings. If the supervisor and co-supervisors are the examiners of the doctoral dissertation at this stage, they submit a joint report.

(deciding on the doctoral dissertation and defence)
Article 34

(1) After having received all final opinions from the examiners, the head of the doctoral study programme or head of the Doctoral School shall forward the proposed doctoral dissertation together with reports to the dean who shall place it on the agenda of the first subsequent session of the member's senate or require a preliminary opinion from the competent committee of the member's senate, if specified in the member's rules.
(2) If opinions of all examiners in the procedure for the preliminary examination of the doctoral dissertation are positive, the member's senate shall not be authorised to reject the doctoral dissertation unless there are reasonable grounds to believe that the doctoral dissertation is not the result of the doctoral student's own creativity and personal achievements.
(3) The confirmation of the preliminary examination of the doctoral dissertation means that all requirements for the approval of the defence have been fulfilled.
(4) The member's senate shall also consider negative reports. If one or a minority of the opinions are negative, the member's senate shall assess them. If the member's senate confirms the negative opinions, it shall set a deadline for the student to address the requirements raised therein, or it shall appoint an additional external examiner. If the student fails to address the requirements or does not provide a reasoned justification as to why certain requirements cannot be taken into account, the member's dean shall, after the expiry of the deadline and following renewed consideration by the senate, issue a decision rejecting the doctoral dissertation. If the majority of the opinions are negative and are confirmed by the member's senate, the member's dean shall, on the basis of the decision by the member's senate, issue a decision on the termination of the procedure.
(5) If the doctoral dissertation is rejected, the doctoral student shall not be allowed to submit it again in order to be granted the academic title "doctor/-ica znanosti".

VII. DEFENCE OF THE DOCTORAL DISSERTATION

(*appointing the committee for the defence of the doctoral dissertation*)
Article 35

(1) If the doctoral dissertation is confirmed by the member's senate, the committee for the defence of the doctoral dissertation shall be appointed at the same session, the following criteria being taken into account:

- A member of the committee for the defence of the doctoral dissertation shall be an individual who holds a valid title of a higher education teacher or researcher in the scientific field of the proposed doctoral dissertation.
- At least one member of the committee shall not be employed by the UM or in a contractual relationship with the UM. In addition to complying with the principle for the prevention of conflict of interest stated in Article 4 of these Rules and Regulations, the external member of the committee shall also not be a co-author of any scientific work or publication of the doctoral student in the last five years.
- Experts to give an expert opinion on the doctoral dissertation may be members of the committee for the defence of the doctoral dissertation.
- If the supervisor or co-supervisors are members of the committee for the defence of the doctoral dissertation, they shall represent less than half of committee members.
- One of the committee members is the chair. The supervisor/co-supervisor shall not be the chair of the committee.

(2) The appointed members of the committee shall be forwarded the Decision on the Appointment of the Committee for the Defence of the Doctoral Dissertation (Annex 8), a copy of the doctoral dissertation, and defence guidelines by the competent student affairs office. The decision on the appointment of the defence committee shall also be forwarded, for information purposes, to the doctoral student, head of the doctoral study programme, and supervisor/co-supervisor, if he is not a member of the defence committee.

(3) If an appointed member refuses to participate in the committee for the doctoral dissertation defence, he shall inform the member's dean in writing within five working days from the receipt of the decision, and the dean shall propose another member of the committee at the first subsequent session of the member's senate, consulting the competent chair if necessary.

(4) The doctoral student has the right to contest the composition of the committee within five working days from the receipt of the decision. His contestation has to be justified. After having examined the situation, the member's dean shall act as stated in paragraph 3, if necessary.

(time and place of a doctoral dissertation defence)
Article 36

(1) After the committee for the defence of the doctoral dissertation has been appointed, the head of the doctoral study programme shall propose to the dean the day, hour, and place of the doctoral dissertation defence which have previously been agreed upon by the doctoral student and members of the committee. In the case of justified reasons, as assessed by the head of the doctoral study programme, the defence may also be conducted remotely or in a hybrid format.

(2) The defence of the doctoral dissertation shall take place, as a rule, within one month or, at the latest, within two months from the day the doctoral dissertation defence was approved by the member's senate based on the positive examination of the dissertation. Time limits shall be suspended during Senate vacations at the UM.

(*public announcement of the doctoral dissertation and defence*)
Article 37

(1) At least five working days before the doctoral dissertation defence is to take place, the member shall publicly announce (at least at its website and at the UM website) the name and surname of the student, doctoral dissertation topic, as well as place and time of the defence, adding the information on where the dissertation shall be available for viewing before the defence. If the defence is not conducted in Slovene, the language of the defence shall also be stated.

(2) The dissertation shall be available for public viewing through one copy from the day of public announcement specified in paragraph 1 to the defence.

(*doctoral dissertation defence procedure*)
Article 38

(1) The doctoral dissertation shall be defended before an appointed committee for the defence of the doctoral dissertation. The defence is a working meeting between a doctoral student and members of the defence committee. It is desirable for the head of the doctoral study programme to be present even if he is not a member of the defence committee.
(2) Members of the defence committee and the head of the doctoral study programme shall meet before the defence is to take place. The defence shall be conducted by the head of the study programme or chair of the committee who shall nominate a member of the committee or an assistant of the UM member to write the minutes of the defence, and who shall inform members of the committee about the defence procedure as well as invite them to express any doubts or reservations they may have about the doctoral dissertation. If reservations constituting a reason for the revocation of the doctoral dissertation according to the UM Statute are expressed, the committee shall terminate the defence and inform the member's dean. The member's senate shall, at its first subsequent session, adopt a decision on the refusal of the doctoral dissertation or on the required revisions of the doctoral dissertation. The time limit for such revisions shall also be determined. In this case, the revised doctoral dissertation shall be processed as described in Article 34 of these Rules and Regulations.
(3) If the above-mentioned reservations are non-existent, the chair of the defence shall commence with the defence at a set time. Firstly, he shall present data on the doctoral student, his previous scientific-research work, and the fulfilment of the doctoral dissertation defence requirements. Secondly, he shall present the decision on the approval of the doctoral dissertation and decision on the appointment of the defence committee. He shall then invite the doctoral student to orally present the subject of the dissertation, scientific methods he used, and scientific results of the dissertation that are novel to the field.
(4) The language of the defence shall be Slovene, except in cases where the defence was previously authorised in a foreign language in accordance with these Rules and Regulations.
(5) The doctoral student's presentation shall last no more than 45 minutes.
(6) After the conclusion of the doctoral student's presentation of the doctoral dissertation, the chair of the defence shall invite members of the committee to pose questions, make observations, and request clarifications regarding the content of the doctoral dissertation. As a rule, the supervisor and co-supervisors who are members of the defence committee shall not pose questions. The doctoral student shall answer the set questions and defend his scientific findings and results.
(7) If, during the defence of the dissertation, the committee realises that it should be verified whether the doctoral dissertation is the student's own original work, the defence may be suspended for a maximum of two months. After this deadline, the final decision shall be made.
(8) As a rule, the total duration of the doctoral dissertation defence shall not be more than 120 minutes.
(9) After the doctoral student has answered all questions, the head of the defence shall conclude the doctoral dissertation defence and invite members of the committee to a closed deliberation to decide on the success of the student's work. The defence shall be assessed as "passed" or "not passed".
(10) The defence shall be successful if it is determined as passed by more than half of the committee members.
(11) The chair of the defence shall declare the committee's decision, conclude the defence, serve the doctoral student a certificate on the successful completion of the defence (Annex 10), and inform the student about further procedure.

(12) The defence of the doctoral dissertation shall be recorded in minutes (Annex 9), including all questions of the committee members. The minutes shall be signed by the defence chair, if he is not a committee member, all members of the committee, and the minute taker.
(13) There shall be only one opportunity to defend the doctoral dissertation.
(14) On the same day, after the defence has taken place, the chair of the defence shall forward the minutes of the doctoral dissertation defence with all corresponding documentation to the competent student affairs office.
(15) If the defence is unsuccessful, the member's dean shall issue a decision on the termination of the procedure within five working days after the defence and the doctoral student shall be served the decision in an appropriate manner.
(16) All rights gained by being promoted to the academic title of "doktor/-ica znanosti" shall come into force on the day of successful defence of the doctoral dissertation.

(*doctoral student's withdrawal from the defence*)
Article 39

(1) If the doctoral student fails to attend the doctoral dissertation defence, it shall be considered that he has withdrawn from the defence, unless having justifiable reasons. It shall also be recorded in the minutes, signed by all members of the committee.
(2) The chair of the defence committee shall inform the dean in writing about the situation. If the doctoral student's reasons for not attending the defence are justifiable, he shall be given another opportunity to defend the doctoral dissertation, otherwise, the defence committee's decision on the doctoral student's withdrawal shall be confirmed and a decision on the termination of the procedure shall be issued. If the doctoral student is absent due to serious illness, the decision on the new defence deadline shall be postponed and the UM, keeping records on doctoral students and the topic approval dates, shall be informed.

(*unplanned absence or distance of a defence committee member*)
Article 40

(1) A new member of the defence committee shall be appointed if the set doctoral dissertation defence cannot be conducted due to the unplanned absence of a committee member and the member cannot participate from a distance, or if it is considered more suitable.
(2) If it is not possible to appoint a new defence committee member before the set defence due to a short deadline, the defence may be conducted, in exceptional cases and in agreement with the doctoral student, in such a way that the absent member of the committee shall prepare questions and send them to the committee chair who shall pose them at the defence. In this case, the questions shall be attached to the minutes of the doctoral dissertation defence. If it is not possible to conduct the defence even in the described manners, if the doctoral student does not agree with a proposed manner, or if two or more members of the committee are absent, the defence of the doctoral dissertation shall be postponed.

(doctoral dissertation submission procedure)
Article 41

(1) Within 14 days after a successful defence, the doctoral candidate is obliged to submit to the competent student affairs office the prescribed number of doctoral dissertation copies, as determined by the internal rules of the relevant UM member, as well as an electronic copy of the doctoral dissertation for publishing in the DKUM and ProQuest Dissertations & Theses database.
(2) The details on submission to the DKUM are specified in *Navodila o pripravi in oddaji elektronske oblike zaključnih del ter pogojih za začasno nedostopnost vsebine zaključnega dela* (Guidelines for Preparing and Submitting the Electronic Form of Final Works and Granting the Content of Final Works Temporarily Unavailable) as well as in *Navodila o preverjanju podobnosti vsebine elektronske oblike zaključnega dela z drugimi deli* (Guidelines on Checking Content Similarity of Final Works). Submission to the ProQuest Dissertations & Theses database is made automatically by harvesting doctoral dissertations via the DKUM's OAI-PMH server.
(3) At the same time, the doctoral candidate shall also submit the Statement of Authorship and Identity Between Printed and Electronic Form of the Doctoral Dissertation (Annex 4), declaring that the doctoral dissertation is the result of his own scientific-research work, the printed form is identical to the electronic one, and that he grants the University of Maribor a gratuitous, non-exclusive, and worldwide right of unlimited duration to store the copyrighted work in printed and electronic forms, reproduce it, and give public access to it on the World Wide Web through the DKUM. The Statement shall be printed and signed by the doctoral candidate. In the case of other published written works created by the student as part of his study obligations prior to the signing of the statement, the student shall transfer the above-mentioned copyright rights in the defined extent in accordance with the publisher's rules.
(4) The Statement of Authorship and Identity Between Printed and Electronic Form of the Doctoral Dissertation shall be bound with both the printed and electronic copies of the doctoral dissertation.
(5) Upon the submission of the printed form of the doctoral dissertation, the competent student affairs office shall verify whether the Statement of Authorship and Identity Between Printed and Electronic Form of the Doctoral Dissertation is bound to the doctoral dissertation and whether the dissertation has been duly submitted in an electronic form to the DKUM. The student shall have the possibility to submit the final version of the doctoral dissertation within 14 days after the defence, if required to make amendments during the defence. Before completing the studies, the student affairs office shall enable the doctoral student to participate in the study satisfaction survey.
(6) The UM shall have the right to make the doctoral dissertation publicly available and allow its general use under the conditions of the Creative Commons CC BY-NC-ND license (Attribution-NonCommercial-ShareAlike-NoDerivatives). The author of the doctoral dissertation may decide to apply a more permissive form of licence, which shall be decided upon signing the Statement of Authorship and Identity Between Printed and Electronic Form of the Doctoral Dissertation (Annex 4).
(7) Conditions for publishing a doctoral dissertation in the ProQuest Dissertations & Theses database are equivalent to those of the DKUM.

(*temporary unavailability of the doctoral dissertation*)
Article 41a

(1) Public availability of the doctoral dissertation may be deferred only temporarily and due to the following reasons:
   - to ensure competitive advantage,
   - to protect results for the enforcement of intellectual property rights,

- to ensure safety of persons and nature, and
- to protect classified information.

(2) The supervisor and doctoral candidate shall make a written request for the temporary unavailability of the doctoral dissertation to the member's dean before the submission of printed and electronic forms of the work. The request shall include a statement of reasons for temporary unavailability of the doctoral dissertation and a proposal for its duration, and it shall be accompanied by supporting evidence.

(3) The member's dean may grant the request and issue a decision on temporary unavailability of the doctoral dissertation, determining the duration of the temporary unavailability that shall not exceed 3 years from the date of the defence. If the request is not granted, the member's dean shall issue a rejection decision. The dean's decision shall be final. The decision on granting or rejecting the request shall be served to the student, supervisor, and to the competent student affairs office, and it shall be attached to the electronic and printed copies of the doctoral dissertation.

(4) While the doctoral dissertation is temporarily unavailable in its electronic form, the DKUM shall make visible to the public only bibliographic data about the dissertation. In the similarity verification software, the doctoral dissertation shall be marked as "a private source".

(5) The temporary unavailability of printed and electronic forms of the doctoral dissertation shall be ensured by the library of the UM member and by the UKM as a repository of legal deposit copies of publications after the receipt of a printed copy of the doctoral dissertation. The temporary unavailability of the electronic form of the doctoral dissertation shall be ensured through the DKUM. The doctoral dissertation shall be unavailable by the date specified in the decision of the member's dean.

(*industrial property rights and other intellectual creations*)
Article 42

(1) In relation to industrial property rights and the rights deriving therefrom, and in relation to other intellectual creations, relevant rules of the University of Maribor governing this area are applicable.

(*intellectual creations of the student*)
Article 43

(1) With the exception of the doctoral dissertation and other written works specified in Article 41 of these Rules and Regulations, rights on patentable inventions, design rights, trademark rights, rights on other intellectual creations including software (hereinafter referred to as 'intellectual property'), and copyrighted works exclusively and indefinitely belong to the student.

(2) Regardless of paragraph 1, the UM has the right to take over complete or limited control of intellectual property if the said property has been created:

a) under the agreement signed between the University of Maribor, or its member, and the student for the implementation of scientific-research work; or

b) by using considerable UM funding.

(3) The student who created the invention, as defined in the Rules on Industrial Property Rights Management at the University of Maribor, either under the agreement signed between the University of Maribor, or its member, and the doctoral student for the implementation of scientific-research work or by using considerable UM funding, shall notify the UM about the invention without delay. In accordance with the Rules on Industrial Property Rights Management at the University of Maribor, the UM shall have the right to take over complete or limited control of the invention. The UM's acquisition of other intellectual property shall be settled through an agreement between the student and the UM.

(4) The decision on the acquisition of the invention shall be adopted by the UM Rector in accordance with the Rules on Industrial Property Rights Management at the University of Maribor.

(5) The Rules on Industrial Property Rights Management at the University of Maribor shall apply mutatis mutandis to the UM's obligation to apply for a patent for the acquired invention, to the obligation of the student, UM, and other persons who have been informed about the innovation through the invention acquisition procedure to safeguard the invention in secrecy, to the student's right of being appropriately rewarded when the UM starts commercially exploit the acquired invention, and to other issues relating to the acquired invention not governed by these Rules and Regulations.

(6) It shall be considered that the intellectual property has been created by using considerable UM funding if the UM, or its member, enables the student to use the UM funding to a larger extent than it is at the student's disposal for the fulfilment of study obligations, including the supervisor's work which exceeds his obligations under these Rules and Regulations. The UM, or its member, and the student shall conclude a separate agreement on the allocation of such funding.

(7) If the student is employed by the UM, this Article shall not apply.

VIII. DOCTORAL PROMOTION CEREMONY

(*fulfilling the promotion requirements and submitting the proposal to the Rector*)
Article 44

(1) A member's dean shall propose to the UM Rector to promote a doctoral candidate, at the latest, within two weeks after the receipt of bound copies of a doctoral dissertation and after the decision that the doctoral candidate's defence has been successful and that he meets the criteria for promotion at the UM. The responsibility to verify the fulfilment of promotion criteria rests with the member's dean.

(*promotion procedure*)
Article 45

(1) The doctoral promotion ceremony is a public and solemn event. It shall be performed by the UM Rector according to the University's protocol and being attended by doctoral candidates, member's deans, supervisors, co-supervisors, and invited guests. In the case of justified reasons, the doctoral diploma may, upon the proposal of the member's dean, be awarded to the doctoral candidate in absentia.

(2) After the doctoral candidate's work, subject of the dissertation, scientific results of the dissertation, and success of the defence have been presented, the Rector shall declare that all requirements for the conferral of the doctoral degree have been fulfilled, the doctoral candidate shall be promoted to the title of "doktor/-ica znanosti" and presented with the diploma. The presentation may be partially or completely made by using Information Communication Technology.
(3) Newly promoted "doktorji znanosti" shall then make a joint pledge.

(*keeping a public record of awarded doctorates*)
Article 46

(1) The UM keeps a public record of awarded doctoral degrees in the form of a book. The book contains a list of names and surnames of doctors, their birth data, the title of the doctoral dissertation, scientific-research field, or scientific discipline within which the doctorate was obtained, the UM member at which the procedure for obtaining the doctorate took place, members of the defence committee, and the date of defence. The doctoral candidate, their supervisor, the dean of the member in charge of the procedure, and the Rector shall, as a rule, sign the book upon promotion.
(2) More specific data on graduates from all levels of study are an integral part of the UM information system.

IX. MONITORING AND QUALITY ASSURANCE OF DOCTORAL STUDIES

(*responsibility and accountability*)
Article 47

(1) The UM follows European and national standards and quality assurance guidelines by regularly monitoring, assessing, and revising doctoral study programmes. This is achieved through regular programme self-evaluations, internal programme evaluations, sample and other external evaluations carried out by the SQAA, and partly through the annual process of confirming the call for application at the UM Senate.
(2) The responsibility to ensure the quality of doctoral study programmes rests with the Rector, member's deans, heads of doctoral study programmes, Council of the UM Doctoral School, senates, and committees responsible for doctoral studies.
(3) The responsibility to monitor the progress of individual doctoral students rests with their supervisors and co-supervisors, heads of doctoral study programmes, competent committees, and members' senates.
(4) The responsibility to monitor the quality of supervisors' work rests with heads of doctoral study programmes and members' deans.

X. TRANSITIONAL AND FINAL PROVISIONS

1. Transitional Provisions

Article 48

(1) The doctoral study programmes the members wish to include in the UM Doctoral School shall meet all the requirements specified in these Rules and Regulations other than the requirement for the head of a doctoral study programme stated under the second indent of Article 11 if and as long as the member has no possibility to meet it.
(2) Structures of third-cycle study programme curriculums shall be harmonised in accordance with Article 8 of these Rules and Regulations by the time the call for application for the academic year 2019/20 is announced.

(3) In or after the academic year 2022/23, only doctoral study programmes meeting the minimum standards determined by these Rules and Regulations shall be opened for application.
(4) Until and including the academic year 2021/22, doctoral study programmes not meeting the minimum standards determined by these Rules and Regulations shall also be opened for application if they fall short of the following provisions:
    - the provision on the critical mass in Article 5 (2), and
    - provisions for course coordinators at doctoral studies in Article 9;

    nonetheless, these study programmes shall meet the requirements for doctoral study programmes existing before the entry into force of these Rules and Regulations.
(5) The publication of scientific-research findings as a condition for the submission of a doctoral dissertation in Article 30 (3 and 5) shall enter into force on 1 October 2021. Candidates defending a doctoral dissertation after 1 January 2020 and before 1 October 2021 and not meeting this requirement shall fulfil it before the doctoral promotion ceremony.
(6) Candidates defending a doctoral dissertation before 31 December 2019 shall meet the requirements existing before the entry into force of these Rules and Regulations to be promoted.
(7) Proceedings for the approval of a doctoral dissertation topic and proceedings for the preliminary examination of a doctoral dissertation and its defence beginning before the entry into force of these Rules and Regulations shall be carried out in accordance with the requirements existing before the entry into force of these Rules and Regulations.

2. Final Provisions

(*entry into force of these Rules and Regulations*)
Article 49

(1) These Rules and Regulations shall enter into force on the fifteenth day after their publication in the UM Announcements.
(2) With the entry into force of these Rules and Regulations, the Rules on Ph.D. Thesis Preparation and Defence at the University of Maribor, No. A 7/2008 – 41 AG, with amendments and Rules on Thesis Preparation in a Foreign Language Under All Cycles at the University of Maribor, No. 012/2015/3, shall expire.

3. Final Provisions of the Amendments of the Rules and Regulations on Doctoral Studies at the University of Maribor, No. 012/2018/1 (UM Announcements No. XXXVII-4-2019)

Article 10
(*entry into force of the Amendments of the Rules and Regulations on Doctoral Studies at the University of Maribor, No. 012/2018/1*)

(1) These Amendments of the Rules and Regulations on Doctoral Studies at the University of Maribor, No. 012/2018/1 shall enter into force on the next day after their publication in the UM Announcements.
(2) These Amendments do not apply to students who are up to the date of entry into force of these amendments already successfully defended the doctoral dissertation.

4. Final Provisions of the Amendments of the Rules and Regulations on Doctoral Studies at the University of Maribor, No. 012/2018/1 (UM Announcements No. XXXIX-8-2021)

Article 8

(1) Articles 1, 4, 5, and 6 of these Amendments of the Rules and Regulations on Doctoral Studies at the University of Maribor, No. 012/2018/1 shall enter into force on the next day after their publication in the UM Announcements.
(2) Articles 2, 3, and 7 of these Amendments shall enter into force on October 1 2021.

5. Final Provisions of the Amendments of the Rules and Regulations on Doctoral Studies at the University of Maribor, No. 012/2018/1 (UM Announcements No. XLI-16-2023

Article 15

(1) These Amendments of the Rules and Regulations on Doctoral Studies at the University of Maribor, No. 012/2018/1 shall enter into force on the next day after their publication in the UM Announcements.
(2) Provision of Article 5 of these Amendments of the Rules and Regulations on Doctoral Studies at the University of Maribor, No. 012/2018/1 shall become applicable in the procedures for the preparation of the call for enrolment in doctoral study programmes for the 2024/2025 academic year, except for the provision of the new thirteenth paragraph of Article 9 of the Rules and Regulations on Doctoral Studies at the University of Maribor, No.: 012/2018/1 in the part that stipulates the mandatory termination of the course if, upon checking the coordinators' references for the next academic year, it is determined that the coordinator still does not meet the criteria for coordination. The aforementioned provision shall become applicable in the procedures for the preparation of the call for enrolment in doctoral study programmes for the 2025/2026 academic year.

6. Transitional and Final Provisions of the Amendments of the Rules and Regulations on Doctoral Studies at the University of Maribor, No. 012/2018/1 (UM Announcements No. XLIII-5-2025)

Article 32

These Amendments of the Rules and Regulations on Doctoral Studies at the University of Maribor, No. 012/2018/1 shall enter into force on the next day after their publication in the UM Announcements.

The provisions of Articles 3 and 4 of these Amendments of the Rules and Regulations on Doctoral Studies at the University of Maribor, No. 012/2018/1 shall become applicable in the procedures for the preparation of the call for enrolment in doctoral study programmes for the 2026/2027 academic year, except for course coordinators and supervisors whose references were approved for the call for enrolment in doctoral study programmes for the 2025/2026 academic year. For these individuals, existing projects shall be taken into account no later than for the call for enrolment in doctoral study programmes for the 2029/2030 academic year.

The provisions of Article 6 of these Amendments of the Rules and Regulations on Doctoral Studies at the University of Maribor, No. 012/2018/1 shall enter into force on 1 January 2026.

XI. ANNEXES:

Annex 1: Doctoral Dissertation Topic Application and the Consent of the Proposed Supervisor and Co-Supervisor of Doctoral Studies
Annex 2: Expert Opinion on the Doctoral Dissertation Topic
Annex 3: *(deleted)*
Annex 4: Statement of Authorship and Identity Between Printed and Electronic Form of the Doctoral Dissertation
Annex 5: Form of the Doctoral Dissertation
Annex 6: Supervisor's Statement on the Eligibility of the Doctoral Dissertation and Publications of Doctoral Dissertation Findings
Annex 7: Decision on the Appointment of the Committee for the Preliminary Examination of the Doctoral Dissertation
Annex 8: Decision on the Appointment of the Committee for the Defence of the Doctoral Dissertation
Annex 9: Minutes of the Doctoral Dissertation Defence
Annex 10: Doctoral Degree Certificate
Annex 11: Recommended Structure of Third-Cycle Study Programmes at the University of Maribor
Annex 12: Annual Report of the Doctoral Student and (Prospective) Supervisor on the Progress of Doctoral Studies
Annex 13: A Draft Agreement on Studies and Supervision Within a Third-Cycle Study Programme at the University of Maribor
Annex 14: The Framework Programme for Doctoral Studies

Rector of the University of Maribor:
prof. dr. Zdravko Kačič

ANNEX 1: DOCTORAL DISSERTATION TOPIC APPLICATION AND THE CONSENT OF THE PROPOSED SUPERVISOR AND CO-SUPERVISOR OF DOCTORAL STUDIES

UNIVERSITY OF MARIBOR

_____

(name of the UM member)

Name and surname: _____ The highest obtained professional or academic
Student ID No.: _____ _____ title: _____

Permanent residential address: _____
Temporary residential address: _____

DOCTORAL DISSERTATION TOPIC APPLICATION

I, _____, the undersigned, enrolled in the doctoral studies _____, hereby request that my doctoral dissertation topic be approved.
Proposed title of the topic: _____
_____
Proposed supervisor: _____.
Proposed co-supervisor: _____.

Place: _____ Signature of the doctoral student:
Date: _____ _____

CONSENT OF THE PROPOSED SUPERVISOR OF DOCTORAL STUDIES

I, _____, the undersigned, appointed to the title of _____ in the field of _____ and employed by _____ hereby

1. accept the supervision of the doctoral student, _____.
2. agree with the doctoral dissertation topic.
3. declare that:
    - the doctoral student is not my blood relative in a direct line or a collateral line up to the fourth degree;
    - I am not married to the doctoral student or his or her relative in law up to the second degree, even if the marriage has ended;
    - I do not live or have not lived with the doctoral student in a non-marital cohabitation;
    - I am not a guardian, an adoptive parent, an adopted child, or a foster parent of the doctoral student; and
    - I am not in any other way connected to the doctoral student, which could lead to the conflict of interest.

Place: _____
Date: _____

Signature of the supervisor:

_____

CONSENT OF THE PROPOSED CO-SUPERVISOR OF DOCTORAL STUDIES

I, _____, the undersigned, promoted to the title of _____ in the field of _____ and employed by _____ hereby

4. accept the co-supervision of the doctoral student, _____.
5. agree with the doctoral dissertation topic.
6. declare that:
    - the doctoral student is not my blood relative in a direct line or a collateral line up to the fourth degree;
    - I am not married to the doctoral student or his or her relative in law up to the second degree, even if the marriage has ended;
    - I do not live or have not lived with the doctoral student in a non-marital cohabitation;
    - I am not a guardian, an adoptive parent, an adopted child, or a foster parent of the doctoral student; and
    - I am not in any other way connected to the doctoral student, which could lead to the conflict of interest.

Place: _____
Date: _____

Signature of the co-supervisor:

_____

Mandatory attachments:

1. Expert Opinion of the Supervisor and Potential Co-Supervisor on the Doctoral Dissertation Topic;
2. Demonstration of the Fulfilment of the Supervision Criteria in Accordance with Article 10 of the Rules and Regulations on Doctoral Studies at the University of Maribor;
3. Demonstration of the Fulfilment of the Co-Supervision Criteria in Accordance with Article 10 of the Rules and Regulations on Doctoral Studies at the University of Maribor;
4. In the case of co-supervision: Demonstration of the Supervisor's and Co-Supervisor's Role in Research Work of the Doctoral Student; and
5. Data Management Plan (DMP).

ANNEX 2: EXPERT OPINION ON THE DOCTORAL DISSERTATION TOPIC

EXPERT OPINION ON THE DOCTORAL DISSERTATION TOPIC

(title of the topic)

Doctoral student: name and surname

Proposed supervisor: academic title, name and surname, field and duration of appointment

Proposed co-supervisor: academic title, name and surname, field and duration of appointment

	(tick a box)
Opinion of the supervisor and potential co-supervisor	ϒ
Opinion of an external expert or expert appointed by the chair/relevant committee	ϒ

Expert opinion should include the following points:

1. Opinion on the topic proposal.
   1.1. Opinion on the proposed topic title.
   1.2. Opinion on the objectives, thesis, and expected unique scientific contribution of the proposed doctoral dissertation.
   1.3. Opinion on stated assumptions and limitations.
   1.4. Opinion on intended research methods.
2. Opinion on originality and topicality of the topic.
3. Proposal concerning the topic (it contains an assessment of whether the student will be able to make an independent, topical, and original contribution to the scientific discipline by exploring the topic).
4. Proposal for an external expert *(only at the supervisor's suggestion; the proposal also contains the demonstration of relevant scientific-research activity of the proposed expert in the last 5 years*)
5. Date and signature of the expert(-s) who prepared the opinion.

ANNEX 3: (deleted)

ANNEX 4: STATEMENT OF AUTHORSHIP AND IDENTITY BETWEEN PRINTED AND ELECTRONIC FORM OF THE DOCTORAL DISSERTATION

UNIVERSITY OF MARIBOR

_____

STATEMENT OF AUTHORSHIP AND IDENTITY BETWEEN PRINTED AND ELECTRONIC FORM OF THE DOCTORAL DISSERTATION

Name and surname of the student: _____

Study programme: _____

Title of the doctoral dissertation: _____
_____

Supervisor: _____

Co-supervisor: _____

I, _____, the undersigned student, hereby

- declare that the doctoral dissertation is the result of my scientific-research work;
- declare that I have obtained all necessary consents for the use of data and copyrighted works, which I have also clearly and duly acknowledged in the doctoral dissertation;
- grant the University of Maribor a gratuitous, non-exclusive, and worldwide right of unlimited duration to store the copyrighted work in printed and electronic form, reproduce it, and give public access to it on the World Wide Web through the DKUM as well as other information databases and providers; declare that I understand that work deposited/published in the DKUM will be accessible to wide public under the conditions of the Creative Commons BY-NC-D license, which includes online automated indexing as well as processing of texts for the needs of text and data mining, and for extracting knowledge from data; users are allowed to reproduce without altering, distribute, rent, and communicate the copyrighted work to the public as long as the author is properly acknowledged and the work is not used commercially;
- give my consent for publishing my personal data, stated in the final work and in this statement, and the doctoral dissertation;
- declare that the printed form of the final work is identical to the electronic form of the final work submitted for publishing in the DKUM;
- declare that I am informed about ProQuest's conditions for submitting and publishing the doctoral dissertation in the ProQuest Dissertations & Theses Global database (http://contentz.mkt5049.com/lp/43888/382619/PQDTauthoragreement.pdf).

I am applying the more permissive Creative Commons _____ (name the type) licence.

Place and date: _____ Signature of the student: _____

ANNEX 5: FORM OF THE DOCTORAL DISSERTATION

Format: A4

a) Front cover page:
- at the top:
University of Maribor
Name of the Member
- in the middle:
Doctoral Dissertation
Title of the Doctoral Dissertation
- at left bottom:
month, year
- at right bottom:
name and surname of the author of the doctoral dissertation.

b) Title page:
- at the top:
University of Maribor
Name of the Member
- in the middle:
Doctoral Dissertation
Title of the Doctoral Dissertation
- at left bottom:
month, year
- at right bottom:
name and surname of the author of the doctoral dissertation
supervisor: title, name and surname
Universal Decimal Classification (UDC).

c) Next page: abstract in Slovene; an English translation of the title and abstract.
č) Next page: table of contents.
d) Next page: doctoral dissertation content in accordance with the approved outline proposal.
e) Next page: possible appendices.
f) Next page: working CV of the student.
g) Next page: Statement of Authorship and Identity Between Printed and Electronic Form of the Doctoral Dissertation (Annex 4).
h) Back cover page: inscription: DOCTORAL DISSERTATION and NAME and SURNAME of the student.

ANNEX 6: SUPERVISOR'S STATEMENT ON THE ELIGIBILITY OF THE DOCTORAL DISSERTATION AND PUBLICATIONS OF DOCTORAL DISSERTATION FINDINGS

UNIVERSITY OF MARIBOR

_____

SUPERVISOR'S STATEMENT ON THE ELIGIBILITY OF THE DOCTORAL DISSERTATION AND PUBLICATIONS OF DOCTORAL DISSERTATION FINDINGS

I, _____, the undersigned, the supervisor of the doctoral student,

hereby declare that the doctoral dissertation entitled _____

_____

and written by doctoral student _____

is in accordance with the approved topic, Rules and Regulations on Doctoral Studies at the University of Maribor, and my instructions, and constitutes an original contribution to the development of the scientific discipline.

The student is the author of the following publications, thus meeting the required criteria for the defence of the doctoral dissertation:

The title of the publication	Typology	Authorship	Language

I have examined and reviewed the similarity report.

Place and date: Signature of the supervisor:

_____ _____

Attachments:

- Similarity report.

ANNEX 7: DECISION ON THE APPOINTMENT OF THE COMMITTEE FOR THE PRELIMINARY EXAMINATION OF THE DOCTORAL DISSERTATION

UNIVERSITY OF MARIBOR

_____
(name of the UM member)

Number: _____
Place and date: _____

On the basis of Article 156 of the Statute of the University of Maribor (Official Gazette of the Republic of Slovenia, No. 100/2023 – UPB 14, 31/2024, and 110/2024), Article 32 of the Rules and Regulations on Doctoral Studies at the University of Maribor, and the Decision of the Senate of the _____(the member)_____ of the University of Maribor of _____(date)_____, the Dean of the _____(the member)_____ issues the following

DECISION ON THE APPOINTMENT OF THE COMMITTEE FOR THE PRELIMINARY EXAMINATION OF THE DOCTORAL DISSERTATION

entitled _____

and submitted by doctoral student _____.

The following members are appointed to the committee for the preliminary examination of the doctoral dissertation:

(1) _____, member,
(2) _____, member, and
(3) _____, member.
(add lines if necessary)

Explanation

In accordance with Article 32 of the Rules and Regulations on Doctoral Studies at the University of Maribor, the Senate of the _____(name of the member)_____, at the ___(number of the session)_____ session of _____(date of the session)_____, adopted the decision to appoint as members of the committee for the preliminary examination of the doctoral dissertation those stated in the operative part of this decision.

Within a maximum of 30 days from the receipt of the request for examination, the members of the committee for the preliminary examination of the doctoral dissertation shall examine the doctoral dissertation and, jointly or separately, conduct an interview with the student in which they may require the student to revise the doctoral dissertation. The required revisions shall be sent in the form of **an interim report, which may be joint**, to the head of the doctoral study programme, _____.

The head of the doctoral study programme shall set a deadline by which the doctoral student shall revise the doctoral dissertation. The deadline shall not be less than two months.

The doctoral student is obliged to comply with requirements from the interim report within the set deadline and adequately revise the doctoral dissertation, or give a justification for not complying with certain requirements. The revised version of the doctoral dissertation shall be sent for a re-examination to all examiners.

Within 30 days from the receipt of the revised doctoral dissertation or within 3 months from the appointment of the examiners, if they did not require revisions of the doctoral dissertation, **the examiners shall make their separate and independent final written reports on the doctoral dissertation** with a proposal for the approval (the defence is proposed) or rejection (the defence is not proposed).

In their written reports, the examiners shall also **examine the fulfilment of defence requirements** regarding the relevance of publications of doctoral dissertation findings. If the supervisor and co-supervisors are the examiners of the doctoral dissertation, they may submit a joint report at this stage.

An examiner is obliged to notify the Dean:

- if the doctoral student is his or her blood relative in a direct line or a collateral line up to the fourth degree;
- if he or she is married to the doctoral student or their relative in law up to the second degree, even if the marriage has ended;
- if he or she lives or has lived with the doctoral student in a non-marital cohabitation;
- if he or she is a guardian, an adoptive parent, or a foster parent of the doctoral student; and
- if he or she is in any other way connected to the doctoral student, which could lead to the conflict of interest.

Legal caution:
An appeal may be lodged against this decision with the senate of the UM member within five working days of receipt of the decision.

Dean:

_____

To be served on:

- members of the committee,
- student, and
- archive.

ANNEX 8: DECISION ON THE APPOINTMENT OF THE COMMITTEE FOR THE DEFENCE OF THE DOCTORAL DISSERTATION

UNIVERSITY OF MARIBOR

_____
(name of the UM member)

Number: _____
Place and date: _____

On the basis of Article 156 of the Statute of the University of Maribor (Official Gazette of the Republic of Slovenia, No. 100/2023 – UPB 14, 31/2024, and 110/2024), Article 35 of the Rules and Regulations on Doctoral Studies at the University of Maribor, and the Decision of the Senate of the _____(the member)_____ of the University of Maribor of _____(date)_____, the Dean of the _____(the member)_____ issues the following

DECISION ON THE APPOINTMENT OF THE COMMITTEE FOR THE DEFENCE OF THE DOCTORAL DISSERTATION

entitled _____ and

submitted by doctoral student _____.

The following members are appointed to the committee for the defence of the doctoral dissertation:

(4) _____, Chair,
(5) _____, member, and
(6) _____, member.
(add lines if necessary)

Explanation:

In accordance with Article 35 of the Rules and Regulations on Doctoral Studies at the University of Maribor, the Senate of the _____(name of the member)_____, at the ___(number of the session)_____ session of _____(date of the session)_____, adopted the decision to appoint as members of the committee for the defence of the doctoral dissertation those stated in the operative part of this decision.

Place, date, and time of the defence shall be notified later (they may be specified, if they are known).

An appointed member of the committee is obliged to notify the Dean:

- if the doctoral student is his or her blood relative in a direct line or a collateral line up to the fourth degree;
- if he or she is married to the doctoral student or their relative in law up to the second degree, even if the marriage has ended;
- if he or she lives or has lived with the doctoral student in a non-marital cohabitation;
- if he or she is a guardian, an adoptive parent, or a foster parent of the doctoral student; and
- if he or she is in any other way connected to the doctoral student, which could lead to the conflict of interest.

Legal caution:
An appeal may be lodged against this decision with the senate of the UM member within five working days of receipt of the decision.

Dean:

_____

To be served on:

- members of the committee,
- student, and
- archive.

ANNEX 9: MINUTES OF THE DOCTORAL DISSERTATION DEFENCE

UNIVERSITY OF MARIBOR

_____

(name of the UM member)

MINUTES OF THE DOCTORAL DISSERTATION DEFENCE

Student _____ prepared and defended the doctoral dissertation entitled _____.

The defence was held on _____, at _____, in _____.

Present:

- Student: _____,
- Head of the Doctoral Study Programme: _____,
- Members of the Defence Committee:

1) _____, Chair,
2) _____, member,
3) _____, member,
4) _____, member,
5) _____, member,
6) _____, member.

- Others Present:

Assessment (circle as appropriate): passed / not passed.

(Description of the defence proceedings. All questions of committee members and others present shall be recorded in the minutes, adding the name and surname of questioners.)

After the student has answered all questions, the Chair of the committee concludes public defence of the doctoral dissertation.

The committee then considers the success of the defence in closed deliberation.

After closed deliberation (and if the committee assesses that the defence was successful), the Chair of the committee declares:

At the defence, »Academic title, name and surname of the student, professional title«, has, by presenting the dissertation as well as by answering the questions, proved that [he/she] has mastered the topic of the doctoral dissertation, formed [his/her] own opinion on the issue during studies, and addressed the questions and problems by using appropriate scientific methods.

Therefore, the committee for the defence of the doctoral dissertation has adopted the following decision:

academic title, name and surname, professional title, born on _____ in _____, publicly and successfully defended the doctoral dissertation entitled **_____ _____** on _____ and is therefore awarded the academic title of **«DOKTOR/DOKTORICA ZNANOSTI« in the field of _____.**«

Recorded by:

_____

Chair of the Committee:

1. _____

Other Members of the Committee:

2._____, member,

3. _____, member,

4. _____, member,

5._____, member,

6. _____, member.

Head of the doctoral study programme: _____

Place and date: _____

ANNEX 10: DOCTORAL DEGREE CERTIFICATE

UNIVERSITY OF MARIBOR

_____

(name of the UM member)

Number: _____

Place and date: _____

On the basis of Article 156 of the Statute of the University of Maribor (Official Gazette of the Republic of Slovenia, No. 100/2023 – UPB 14, 31/2024, and 110/2024) and Article 38 of the Rules and Regulations on Doctoral Studies at the University of Maribor, I issue the following

DOCTORAL DEGREE CERTIFICATE

The _____ of the University of Maribor confirms
(name of the member)

that Mr/Ms _____ (professional or academic title), born on _____
(name and surname) (date of birth)

in_____, has satisfied all requirements under the 3rd-cycle study programme in ___
(place of birth)

_____, _____ study option, on
(name of the programme) (name of the study option)

_____, and successfully defended the doctoral dissertation entitled
(date)
_____ on _____.

The University of Maribor therefore awards the academic title of »doktor/-ica znanosti« in the field of _____.

This certificate is issued as the diploma has not yet been awarded and shall remain valid until its official award. In accordance with Article 28 (21) of the Administrative Fees Act (Official Gazette of the Republic of Slovenia, No. 106/10 – official consolidated text, 14/15 - ZUUJFO, 84/15 - ZZelP-J, 32/16, 30/18 - ZKZaš, 189/20 – ZFRO), this certificate is exempt from fee.

Dean:

_____

ANNEX 11: RECOMMENDED STRUCTURE OF THIRD-CYCLE STUDY PROGRAMMES AT THE UNIVERSITY OF MARIBOR

A. THE THREE-YEAR STRUCTURE OF A THIRD-CYCLE STUDY PROGRAMME AT THE UM

The curriculum set out below represents a possible structure containing the following mandatory elements:

- courses are evaluated with a number of credits (ECTS) divided by 3 (6 ECTS are mostly preferable);
- the first year of study includes a course from the field of scientific-research methods, evaluated at 3 ECTS at the minimum;
- the winter semester of one of the study years includes the "Transferable Knowledge" course (e.g. scientific papers, research ethics, negotiations, intellectual property, foreign scientific language, projects, communication, career development, and other transferable knowledge), evaluated at 3 ECTS at the minimum;
- IRW is included in each semester from the first semester onwards;
- organised forms of study, including parts of individual courses implemented as such, comprise exactly 60 ECTS, (the amount of organised work in the form of ECTS is in these cases written in **[ ]**;
- elective content comprises 18 ECTS at the minimum.

1ST YEAR:

1ST semester			**2ND semester**		
Course	**Type**	**ECTS**	**Course**	**Type**	**ECTS**
Scientific-research methods	**M**	**3**	**Course 3**	**E/M**	**6**
Course 1	**E/M**	**6**	**Individual Research Work 1 (by a seminar)**	**M**	**24 [3]**
Course 2	**E/M**	**6**			
Individual Research Work	**M**	**15**			
	TOTAL	**30**		**TOTAL**	**30**
Organised forms of studies		15	Organised forms of studies		9
Individual research work		15	Individual research work		21
Total – organised forms of studies 24 ECTS					
Total – individual research work 36 ECTS					

2ND YEAR:

1ST semester			**2ND semester**		
Course	**Type**	**ECTS**	**Course**	**Type**	**ECTS**
Transferable Knowledge 1*	**E, T**	**3**	**Individual Research Work 3 (by a seminar)**	**M**	**30 [3]**
Individual Research Work 2 (by registering the topic of the doctoral dissertation)	**M**	**27 [12]**			
	TOTAL	**30**		**TOTAL**	**30**
Organised forms of studies		15	Organised forms of studies		3
Individual research work		15	Individual research work		27
Total – organised forms of studies 18 ECTS					
Total – individual research work 42 ECTS					

* In the sample, the amount of transferable knowledge exceeds the minimum since it is included in two academic years; programmes with only one "Transferable Knowledge" course, must offer another course or IRW to ensure the missing 3 ECTS credits of the organised forms of studies.

3rd YEAR:

1st semester			**2nd semester**		
Course	**Type**	**ECTS**	**Course**	**Type**	**ECTS**
Transferable Knowledge 2	**E, T**	**3**	**The preparation and defence of the doctoral dissertation****	**M**	**30 [15]**
Individual Research Work 4	**M**	**27**			
	TOTAL	**30**		**TOTAL**	**30**
Organised forms of studies		3	Organised forms of studies		15
Individual research work		27	Individual research work		15
Total – organised forms of studies 18 ECTS					
Total – individual research work 42 ECTS					

Abstract:

Total – organised forms of studies: 60 ECTS
Total – individual research work: 120 ECTS
Total – elective content: min. 18 ECTS
TOTAL – THE STUDY PROGRAMME: 180 ECTS

Key: M - mandatory; E/M – an elective or mandatory course offered by the member or another HEI (determined by the Member); T – transferable knowledge, * attendance at the workshops of the member, UM, or another HEI, ECTS [ECTS for organised forms of studies] – the total number of credits for the course, of which [] are for the organised forms of studies, and **It includes IRW, thus there is no need for a separate IRW course in that semester.

B. THE FOUR-YEAR STRUCTURE OF A THIRD-CYCLE STUDY PROGRAMME AT THE UM

The curriculum set out below represents a possible structure containing the following mandatory elements:

- courses are evaluated with a number of credits (ECTS) divided by 3 (6 ECTS are mostly preferable);
- the first year of study includes a course from the field of scientific-research methods, evaluated at 3 ECTS at the minimum;
- the winter semester of one of the study years includes the "Transferable Knowledge" course (e.g. scientific papers, research ethics, negotiations, intellectual property, foreign scientific language, projects, communication, career development, and other transferable knowledge), evaluated at 3 ECTS at the minimum;
- IRW is included in each semester from the first semester onwards;
- organised forms of study, including parts of individual courses implemented as such, comprise exactly 60 ECTS, (the amount of organised work in the form of ECTS is in these cases written in **[ ]**;
- elective content comprises 24 ECTS at the minimum.

1ST YEAR:

1ST semester			**2ND semester**		
Course	**Type**	**ECTS**	**Course**	**Type**	**ECTS**
Scientific-research methods	**M**	**3**	**Course 3**	**E/M**	**6**
Course 1	**E/M**	**6**	**Individual Research Work 1 (by a seminar)**	**M**	**24 [3]**
Course 2	**E/M**	**6**			
Individual Research Work	**M**	**15**			
	TOTAL	**30**		**TOTAL**	**30**
Organised forms of studies		15	Organised forms of studies		9
Individual research work		15	Individual research work		21
Total – organised forms of studies 24 ECTS					
Total – individual research work 36 ECTS					

2ND YEAR:

1ST semester			2ND semester		
Course	**Type**	**ECTS**	**Course**	**Type**	**ECTS**
Transferable Knowledge 1*	**E, T**	**3**	**Individual Research Work 3 (by a seminar)**	**M**	**30 [3]**
Individual Research Work 2	**M**	**27**			
	TOTAL	**30**		**TOTAL**	**30**
Organised forms of studies		3	Organised forms of studies		3
Individual research work		27	Individual research work		27
Total – organised forms of studies 6 ECTS					
Total – individual research work 54 ECTS					

* In the sample, the amount of transferable knowledge exceeds the minimum since it is included in two academic years; programmes with only one "Transferable Knowledge" course, must offer another course to ensure the missing 3 ECTS credits.

3RD YEAR:

1ST semester			2ND semester		
Course	**Type**	**ECTS**	**Course**	**Type**	**ECTS**
Individual Research Work 4 (by registering the topic of the doctoral dissertation)	**M**	**27 [6]**	**Individual Research Work 5 (by a seminar)**	**M**	**30 [3]**
Transferable Knowledge 2	**E, T**	**3**			
	TOTAL	**30**		**TOTAL**	**30**
Organised forms of studies		9	Organised forms of studies		3
Individual research work		21	Individual research work		27
Total – organised forms of studies 12 ECTS					
Total – individual research work 48 ECTS					

4TH YEAR:

1ST semester			2ND semester		
Course	**Type**	**ECTS**	**Course**	**Type**	**ECTS**
Individual Research Work 6 (by a seminar)	**M**	**30 [3]**	**The preparation and defence of the doctoral dissertation****	**M**	**30 [15]**
	TOTAL	**30**		**TOTAL**	**30**
Organised forms of studies		3	Organised forms of studies		15
Individual research work		27	Individual research work		15
Total – organised forms of studies 18 ECTS					
Total – individual research work 42 ECTS					

Abstract:

Total – organised forms of studies: 60 ECTS
Total – individual research work: 180 ECTS
Total – elective content: min. 24 ECTS
TOTAL – THE STUDY PROGRAMME: 240 ECTS

Key: M - mandatory; E/M – an elective or mandatory course offered by the member or another HEI (determined by the Member); T – transferable knowledge, * attendance at the workshops of the member, UM, or another HEI, ECTS [ECTS for organised forms of studies] – the total number of credits for the course, of which [] are for the organised forms of studies, and **It includes IRW, thus there is no need for a separate IRW course in that semester.

ANNEX 12: ANNUAL REPORT OF THE DOCTORAL STUDENT AND (WORKING) SUPERVISOR ON THE PROGRESS OF DOCTORAL STUDIES

UNIVERSITY OF MARIBOR

_____

(name of the UM member)

Student: _____
Date of birth: _____
Student ID No.: _____
Supervisor: _____

ANNUAL REPORT OF THE DOCTORAL STUDENT AND (WORKING) SUPERVISOR ON THE PROGRESS OF DOCTORAL STUDIES

The student and supervisor may submit separate annual reports.

A brief report (max. one page) should include:

1. The implementation of the doctoral student's research work programme.
2. The fulfilment of study obligations set by the doctoral studies curriculum.
3. Research programmes or projects undertaken by the doctoral student.
4. Other obligations fulfilled by the doctoral student within doctoral studies (e.g. publications, patents, attendance at conferences, transferable skills trainings, study exchanges, etc.).
5. Problems affecting study or scientific-research progress.

Place and date: _____

Signature of the doctoral student: _____

Signature of the (working) supervisor: _____

ANNEX 13: A DRAFT AGREEMENT ON STUDIES AND SUPERVISION WITHIN A THIRD-CYCLE STUDY PROGRAMME AT THE UNIVERSITY OF MARIBOR

On the basis of the Higher Education Act (Official Gazette of the Republic of Slovenia, No. 32/12 – official consolidated text with amendments), the Statute of the University of Maribor (Official Gazette of the Republic of Slovenia, No. 100/2023 – official consolidated text 14, 31/2024, and 110/2024), the Rules and Regulations on Doctoral Studies at the University of Maribor, No. 012/2018/1 (UM Announcements, No. XXXIX-9-2021 – official consolidated text 1 with amendments), the Rules on Examinations and Grading of the University of Maribor, No. A4/2009-41AG (UM Announcements, No. XXXIX-9-2021 – official consolidated text 1), the Rules on Tuition Fees and Contributions in Higher Education (Official Gazette of the Republic of Slovenia, No. 157/2022 and 2/2024), and the Instructions on Contributions and Cost Evaluation at the University of Maribor No. 012/N 2/2023/412 SF – official consolidated text 1 of 1 February 2024

University of Maribor,

_____

(name and address of the member), represented by Dean _____,

(hereinafter referred to as 'doctoral studies provider'),

and

doctoral student _____

(name and surname of the student)

_____

(address, country)

(hereinafter referred to as 'doctoral student, or jointly as 'the Parties'),

hereby conclude the following

AGREEMENT No.: _____

on Studies and Supervision Within the Third-Cycle Study Programme _____ _____ (title of the study programme) at the _____ (name of the faculty) of the University of Maribor.

Article 1
(Subject of the Agreement)

In accordance with terms and provisions set forth in this Agreement on Studies and Supervision Within a Third-Cycle Study Programme, the doctoral student and the _____ (name of the faculty) of the University of Maribor undertake to cooperate in the implementation of a doctoral study programme in accordance with the accredited study programme, and with the content plan and time schedule of doctoral studies. The Agreement also defines the payment of costs related to doctoral studies in the _____ /_____ academic year.

Article 2

(Data on the Study Programme)

The Parties agree that the doctoral student shall study according to the third-cycle study programme _____ (title of the study programme) at the _____ (name of the faculty) of the University of Maribor (doctoral studies provider).

In accordance with the accredited third-cycle study programme, doctoral studies last for three/four years and are accredited with **180/240** ECTS credits. The student completes his studies when all study obligations defined by the study programme, including successful preparation and defence of the doctoral dissertation, are fulfilled. Upon finishing his studies, the doctoral candidate gains the academic title of "*doktor(-ica) znanosti*", which he may start using after successful defence of the doctoral dissertation.

Article 3
(Student's Doctoral Study Programme)

The Parties agree on the following doctoral study programme for the doctoral student:

1. The area of research and framework programme of the doctoral student's research work:

*Concerning young researchers, referencing a programme submitted to the ARRS suffices (the programme submitted to the ARIS shall be attached to the Agreement).

2. Intended doctoral study programme courses:

The course title and corresponding ECTS credits	The title of the third-cycle study programme within which the course is implemented (*regarding elective courses from within other study programmes*)	The name of the higher education institution if it differs from the member in which the doctoral student is enrolled for doctoral studies

3. Research programmes, projects, teams, etc. in which the doctoral student will be involved (as part of doctoral studies):

4. Other obligations in addition to those from the curriculum and the preparation of the doctoral dissertation which (if) the doctoral student is obliged to fulfil (them) prior to the defence of the doctoral dissertation (e.g. articles, compulsory study exchanges, etc.):

Article 4
(Rights and Obligations of the Doctoral Student)

Within the doctoral studies, the doctoral student undertakes:

1. to fulfil obligations arising from the accredited study programme regularly;
2. to do scientific-research work independently and responsibly and in accordance with the content plan of the doctoral dissertation, and to keep the supervisor regularly informed about his progress;
3. to follow the supervisor's or co-supervisor's instructions on the scientific-research work and preparation of the doctoral dissertation;
4. to keep the supervisor regularly informed about changes that may influence the content plan of the doctoral dissertation, the progress of research, or the planned time schedule;
5. to keep the supervisor regularly informed about possible problems that may influence the progress of his studies or scientific-research work;
6. to prepare, in cooperation with the supervisor, scientific contributions for seminars, conferences, and congresses, and to actively participate in them;
7. to keep documentation on the progress of scientific-research work and preparation of the doctoral dissertation (traceability assistance in the event of a supervisor change, etc.);
8. to send a written report on his scientific-research work and progress to the head of the doctoral study programme at least once a year, and to publicly present his research work (as a rule, as part of the individual research work - IRW);
9. to publish _____ (*insert criteria for the number and level of publications to be issued prior to submitting the dissertation, depending on the requirements of the member or study programme; if there are no additional requirements, refer to the criteria in the relevant Article of the Rules and Regulations on Doctoral Studies at the University of Maribor)* _____ with research findings in the field of the doctoral dissertation during doctoral studies;
10. to safeguard professional secrecy and intellectual property of the institution within which he conducts research;
11. to observe legal regulations of the University of Maribor while conducting his scientific-research work and preparing his doctoral dissertation;
12. to uphold the protection of copyright and rules on citing sources;
13. to take into account the results of his own creativity and personal achievements in preparing the doctoral dissertation, otherwise, in accordance with the provisions of the Statute of the University of Maribor, the procedure for the revocation of the doctoral degree may be initiated after the defence of the doctoral dissertation, or after the doctoral promotion ceremony; and
14. to settle all financial obligations of the enrolled academic year that have arisen from doctoral studies in a timely manner.

During doctoral studies, the doctoral student shall have the right to:

1. counsel on choosing courses and outlining the doctoral study programme;
2. counsel on choosing literature, using appropriate scientific-research methods, and defining the research problem;
3. regular feedback on the progress of studies and scientific-research work;
4. choose courses from other UM doctoral study programmes, or from other domestic or foreign higher education institutions (as electives or mobility);
5. assistance in contacting foreign institutions where he may fulfil part of his obligations;
6. cooperate in scientific-research and expert work in accordance with the doctoral study programme;

7. the use of infrastructure in accordance with the doctoral study programme;
8. access relevant literature and sources;
9. a single justified change of supervisor, co-supervisor, or doctoral topic, except in cases falling within Article 10 (8) of the Rules and Regulations on Doctoral Studies at the University of Maribor and other cases where an additional change is necessary due to force majeure; and
10. receive other assistance regarding the implementation of the doctoral studies from the studies provider.

Article 5
(Obligations of the Doctoral Studies Provider)

The doctoral studies provider undertakes:

- to organise and implement all courses in accordance with the accredited study programme, taking into account the education implementation plan;
- to conduct the examination and assessment of knowledge in accordance with curricula and the Rules on Examinations and Grading of the University of Maribor, and to enable the doctoral student to make progress on the study programme;
- to inform the doctoral student in a timely and appropriate manner (by announcements on the website or bulletin board of the doctoral studies provider, or by other means) about all information relevant to doctoral studies;
- to provide doctoral students with infrastructure and access to relevant sources and literature as well as laboratory and other equipment to fulfil study obligations and do scientific-research work;
- to enable the doctoral student to participate in scientific-research work;
- to ensure that the working supervisor, supervisor, and others involved in the implementation of the study programme implement the programme in a timely manner and according to regulations and academic standards of the University of Maribor; and
- to regularly monitor the quality of the doctoral study programme, and to provide improvements based on observations.

The doctoral studies provider shall ensure (in the scope of supervision) the doctoral student:

1. the monitoring of scientific-research work and preparation of the doctoral dissertation in all stages of planned work;
2. the objective and critical monitoring of his work progress as well as regular feedback and recommendations;
3. the monitoring of the timeframe of the planned scientific-research work and doctoral dissertation;
4. guidance in preparing scientific articles, acquiring soft skills, and participating in seminars, conferences, and congresses.

Article 6
(Costs Related to the Implementation of Doctoral Studies)

The Parties agree that the doctoral student shall be educated in a third-cycle study programme for which a tuition fee is charged in accordance with the Rules and Regulations on Doctoral Studies at the University of Maribor and Rules on Tuition and Fees at the University of Maribor.

The doctoral student shall pay the tuition fee to the studies provider for each academic year separately, and up to the amount set by the price list of the University of Maribor, which is annually approved by the Management Board of the University of Maribor.

In the _____/_____ academic year, the tuition fee for the implementation of the first year of the third-cycle study programme shall be _____ EUR.

The tuition fee and the manner of payment for the following years of study are determined by means of an annex to this Agreement upon enrolment in the following year.

The doctoral student shall pay the tuition fee for the first year of the third-cycle study programme on the basis of an invoice in the following manner: _____ (determined by the studies provider).

In case of default on payment of the tuition fee or one of the individual instalments, if the doctoral student opted for payment in instalments, the doctoral student is obliged to pay statutory interest for late payment from the due date to the date of actual payment.

Upon enrolment in the third-cycle study programme, the doctoral student shall also pay the enrolment fee, determined by the price list of the University of Maribor and not part of the tuition fee.

If the student decides to conduct experimental research work in a manner in which material costs exceed the standards determined by the study programme and cannot be financed from the tuition fee of the individual study programme, costs arising from this part of the individual research work and the manner of payment are determined in a separate annex to this Agreement.

Article 7
(Insurance)

The doctoral student undertakes to arrange adequate insurance for the period of research work in the course of a third-cycle study programme, as required by the regulations governing compulsory health insurance in the Republic of Slovenia.

Contributions for compulsory health insurance are not included within the tuition fee.

Article 8

(Doctoral Dissertation and Other Written Work)

The doctoral student undertakes to uphold the protection of copyright and rules on citing sources while conducting his scientific-research work and preparing the doctoral dissertation.

The doctoral student recognises that he must take into account the results of his own creativity and personal achievements in preparing the doctoral dissertation, otherwise, in accordance with the provisions of the Statute of the UM, the procedure for the revocation of the doctoral degree may be initiated after the defence of the doctoral dissertation, or after the doctoral promotion ceremony.

Upon completion and prior to the defence of the doctoral dissertation, the doctoral student shall sign a written statement, granting the University of Maribor a gratuitous, non-exclusive, and worldwide right of unlimited duration to store the copyrighted work in electronic form, reproduce it, and give public access to it on the World Wide Web. In the case of other published written works created by the student as part of his study obligations prior to the signing of the statement, the student shall transfer the above-mentioned copyright rights in the defined extent in accordance with the publisher's rules.

Article 9

(Industrial Property Rights and Other Intellectual Creations)

Concerning industrial property and related rights as well as other intellectual creations, the Rules and Regulations on Doctoral Studies at the University of Maribor and other relevant regulations of the University of Maribor regulating this area are applicable.

Article 10
(Withdrawal)

The Parties agree that the withdrawal from the third-cycle study programme is only possible based on the written statement made by the doctoral student.

The doctoral student is obliged to pay a part of the tuition fee in the event of withdrawal from the third-cycle study programme as follows:

– 50% of the tuition fee, if he withdraws after 31 October, but at the latest until 31 January of the enrolled academic year, and
– 100% of the tuition fee, if he withdraws after 1 February of the enrolled academic year.

Article 11
(Mutual Information)

The doctoral student shall inform the relevant student affairs office of the doctoral studies provider in writing about any change which may affect the exercise of the responsibilities specified in this Agreement (address of residence, address of service, a change in status, etc.) within 8 days from the day of the occurrence.

Article 12
(Amendments and Supplements)

No amendment or modification of this Agreement shall be deemed effective unless made in writing in the form of an annex to the Agreement. The annex shall be taken by consensus of the two Parties and in the same manner as this Agreement.

Article 13
(Dispute Settlement)

Disputes shall be settled by mutual agreement between the Parties. Disputes not settled in agreement shall be resolved by the competent court in Mariboru.

Article 14

(Duration of the Agreement)

This Agreement shall enter into force after being signed by both Parties.

The Agreement is concluded for the duration of doctoral studies or for the duration of doctoral student's status. After this deadline, obligations that the doctoral student has yet to fulfil and the manner in which to complete doctoral studies are determined in an annex to the Agreement.

Article 15
(Final Provision)

This Agreement is drawn up in two (2) original copies, each Party receiving one (1) duly signed copy.

Place:	Place:
Date:	Date:
Signature:	**Signature and stamp:**
_____	_____
(signature of the doctoral student)	(signature of the responsible person of the doctoral studies provider)

ANNEX 14: THE FRAMEWORK PROGRAMME FOR DOCTORAL STUDIES

(The framework programme is agreed prior to enrolment in a doctoral study programme and is used for the conclusion of a study and supervision agreement for third-cycle study programmes of the University of Maribor.)

1. **Information on the doctoral candidate**

Name and surname: _____
Intended doctoral study programme: _____
Faculty: _____

2. **Information on the proposed working supervisor**

Name and surname: _____

Appointed title: _____ Field of appointment: _____

3. **Conceptual design of the doctoral dissertation**

☐ I am enrolled in the Young Researchers Programme, and I am attaching the work programme.

☐ I am submitting the doctoral study programme (max. half a page), planned in agreement with the proposed working supervisor:

1. **Proposed field of research and brief presentation of the research problem:**
2. **Proposed objectives and expected outcomes of the research work:**
3. **Expected original scientific contributions:**
4. **Planned elective courses** (at least for the first year of doctoral study)**:**
5. **Planned involvement in a research group, project, programme, laboratory, etc.:**

4. **Statement of the intended working supervisor**

I, the undersigned, hereby state that:

- I accept the doctoral student's nomination of me as [his/her] working supervisor, and
- I meet the criteria for the supervision of doctoral students in accordance with the Article 10 of the Rules and Regulations on Doctoral Studies of the University of Maribor.

Name and surname of the doctoral candidate:	Name and surname of the proposed working supervisor:
Signature:	Signature: