

SUMMARY OF PROCEDURES ACCORDING TO THE RULES ON THE PREPARATION AND DEFENCE OF THE DOCTORAL DISSERTATION ON UNIVERSITY OF PRIMORSKA (UP)

The rules are available here:

<https://www.famnit.upr.si/en/resources/files/education/doctoral-dissertation/ruleson-the-preparaton-dehfencedoctoral-dissertation-2021.docx.p>

REGISTRATION OF THE DOCTORAL DISSERTATION TOPIC

1. The student may register the topic of the dissertation when he/she fulfills the conditions for the registration that are determined by the doctoral study programme (please check the presentation of the study programme on the website UP FAMNIT: <https://www.famnit.upr.si/en/education/doctoral>).
2. The elements of the application are determined in the article 9 of the rules.
3. The conditions for the mentor and co-mentor are determined in the articles 18 and 19 of the rules.
4. The student submits the application to the e-mail address of Student Services (referat@famnit.upr.si).

CONFIRMATION OF THE DOCTORAL DISSERTATION TOPIC AND MENTOR/CO-MENTOR

5. Student Services checks if the application is formally adequate and the conditions for the mentor/co-mentor.
6. Student Services sends the application to the chair of the department that checks the application and proposes the members of the commission for the assessment of the appropriateness of the topic (the composition of the commission is defined in the article 12 of the rules).
7. Student Services sends the application and the proposed commission to the Senate UP FAMNIT.
8. Student Services sends the application to the commission after the Senate UP FAMNIT appoints the members of the commission. The commission must prepare a joint report within 45 days (the elements of the report are defined in the article 15 of the rules).
9. Student must publicly present his/her topic after submitting the registration and before the confirmation of the topic at the Senate UP FAMNIT. Student or mentor submits the date of the presentation to the Student Services at least 7 days before. Student Services publishes the date in accordance with the article 14 of the rules.
10. Student Services sends the report of the commission to the chair of the department.
11. Student Services sends the report for the confirmation to the Committee for the Scientific and Research Work UP FAMNIT and IAM (KZRD UP FAMNIT and IAM).
12. Student Services sends the report for the confirmation to the Senate UP FAMNIT.
13. Student Services sends the application and the decision of the Senate UP FAMNIT to the Rector's Office, for submitting the application to the Committee for the Scientific and Research Work UP and the Senate UP.
14. Student Services informs the student and mentor/co-mentor after the final confirmation of the topic by the Senate UP.

PREPARATION AND SUBMISSION OF THE DOCTORAL DISSERTATION

15. Student prepares the doctoral dissertation in accordance to the article 23 of the rules (if the student prepares the dissertation based on scientific publications also the article 24 must be taken into account).
16. The dissertation must be submitted by the student no later than 3 years from the date of the approval by the Senate UP (article 26 of the rules).

17. The student submits the doctoral dissertation to the e-mail address of Student Services (referat@famnit.upr.si). The required attachments are defined in the article 27 of the rules.
18. The dissertation must be reviewed for technical adequacy by the Student Services. Student Services also check if the student passed all other obligations of the study programme.

ASSESSMENT OF THE DOCTORAL DISSERTATION

19. Student Services sends the doctoral dissertation to the chair of the department that proposes the members of the commission for the assessment of the dissertation (the composition of the commission is defined in the article 12 of the rules).
20. Student Services sends the doctoral dissertation and the proposed commission to the Senate UP FAMNIT.
21. After the Senate UP FAMNIT appoints the members of the commission, Student Services sends them the doctoral dissertation. The commission must prepare separate reports within 45 days (the elements of the report are defined in the article 30 of the rules), the chair of the commission must then prepare a joint report within 15 days.
22. Student Services sends the report of the commission to the chair of the department.
23. Student Services sends the report for the assessment of the dissertation to the Committee for the Scientific and Research Work UP FAMNIT and IAM (KZRD UP FAMNIT and IAM).
24. Student Services sends the report for the assessment of the dissertation to the Senate UP FAMNIT.
25. After the final approval of the dissertation by the Senate UP FAMNIT, Student Services informs the student and mentor/co-mentor.

DEFENCE OF THE DOCTORAL DISSERTATION

26. Student Services invites the student to submit a prescribed number of hard-bound copies of the dissertation.
27. The student and mentor define the date of the defence with the members of the commission for the assessment of the dissertation. They inform the Student Services about the date at least 10 days before the defence.
28. Student Services informs the dean UP FAMNIT who issues a decision on the defence.
29. Student Services publicly announces the date of the defence in accordance with article 35 of the rules and gives 1 hard-bound copy of the dissertation to the library UP FAMNIT, to be available for public access at least 7 days before the defence.
30. The course of the dissertation defence is defined in the article 37 of the defence.
31. The president of the commission brings the record of the defence to Student Services who then prepares the certificate of study completion for the student.
32. Student Services publishes the doctoral dissertation on the website UP FAMNIT.

PROMOTION

33. The Rector UP proclaims the doctors of science at a formal promotion organized by the University of Primorska, at least twice a year (in March and October). Dates of the promotion are defined in the study calendar of the UP for each academic year.
34. Student receives an invitation to the promotion by the university rectorate.