

**INFORMATION FOR STUDENTS ON PROCEDURES THAT COMPRISE THE
DOCTORAL STUDY AND THAT EVERY STUDENT HAS TO COMPLETE IN ORDER TO
FINISH THE 3rd CYCLE DOCTORAL STUDY**

3rd cycle DOCTORAL STUDY PROGRAMME involves 5 procedures:

- 1. Registration of examinations**
- 2. Registration of a doctoral dissertation topic**
- 3. Presentation of the doctoral dissertation results**
- 4. Submission and assessment of the doctoral dissertation**
- 5. Defence of the doctoral dissertation**

(all the procedures along with their corresponding forms are published on the Faculty of Mechanical Engineering's web page (only available in Slovene language: https://www.fs.uni-lj.si/en/study/3rd-cycle-doctoral-study-programme/doctoral-programme-in-mechanical-engineering/program-information/#tab_9_2)

1. REGISTRATION OF EXAMINATIONS

The mentor, in cooperation with the candidate, shall file an **Application for registration of examinations** with the Committee for Doctoral Study at the Faculty of Mechanical Engineering (hereinafter: the FS) which meets once a month (except for July). The Application has to be signed also by the Head of the Laboratory. The Application as well as other **application forms are published on the website of the Faculty of Mechanical Engineering** (only available in Slovene language) / **Študijska dejavnost / III. stopnja / Obvestila in obrazci**

In the Application for registration of examinations the mentor has to provide in writing a short summary of the doctoral dissertation topic. The expertise of the mentor and the members of the committee has to cover the field of the dissertation topic.

In the doctoral study, lectures in individual subjects shall take be held if five or more students apply for each particular subject. **Due to a large number of possible subjects applied for, only consultations with subject lecturers or tutors shall normally be carried out.**

(The list of available subjects for the 3rd cycle study is published on the FS's web page: https://www.fs.uni-lj.si/en/educational_process/third_degree/doctoral_programme_in_mechanical_engineering/program_information/ / [Doctoral Study programme in Mechanical Engineering](#) - flyer

The candidate has to pass **four examinations and present two seminars**. All subjects in the programme are elective and evaluated with 10 ECTS credits each. The candidate may take only one examination with his/her mentor and with each lecturer of the study subject. Together with his/her mentor, the student shall choose two to four subjects out of all elective subjects offered; any subjects missing to reach the quota of four shall be realised by the student either through the student mobility (a maximum of two subjects) or by choosing a generic study content (a maximum of one subject). The list of generic subjects is published on the website of the University of Ljubljana (hereinafter: the UL). Mentors shall **beforehand verify the number of credit points for external subjects** and shall in case of insufficient number of credits complement them by adding one more external subject.

If a **subject outside the scope of the faculty** is chosen, the following has to be submitted in addition to the Application for registration of examinations:

- **the confirmed curriculum, and**
- **the price of the examination**

The curriculum has to contain:

- the name of the study programme;
- the name of the subject (**both Slovene and English names are required**);
- the content of the subject;
- the number of ECTS credits;
- the name of the subject tutor; and
- the literature.

The candidate shall report on his/her research work through two seminars, which shall be allocated 5 ECTS and shall be mandatory for all doctoral study students. The seminars are an organised form of study, which the student shall prepare under the guidance of his/her mentor, and the student shall present the results of his/her work in written form and in oral form publicly before the expert committee selected by the senate of the UL FS upon registration of the dissertation topic and examinations. The seminar shall be performed after it has been announced (**at least 8 days beforehand**) by the Student Office. The announcement shall be published on the Faculty of Mechanical Engineering's bulletin board and website.

At the defence of the seminar the student shall report on the results of his/her research work. The purpose of seminar in the second semester is for the student to establish an overview of the narrower scope of his/her research work.

In terms of seminars obligations, the student **shall be required to attend presentations of seminars from other students** of the same study field and participation in discussions thereof. This provides the student with the opportunity to expand his/her study beyond the narrower scope of his/her doctoral dissertation, to get acquainted with the results of other students' research as well as interact with them. To this end, the candidate must **complete the attendance table** published on the website under the forms section (only in Slovene):

https://www.fs.uni-lj.si/en/study/3rd-cycle-doctoral-study-programme/doctoral-programme-in-mechanical-engineering/program-information/#tab_9_2 (find it under **Table to record seminar, doctoral dissertation topic presentation and defence presence**)

To enter an examination or give a seminar, the candidate shall fill in the »Notification of examination« published on the FS website. On the notification i.e. the registration form for the examination taken or the seminar given, the candidate's performance shall be evaluated with numerical grades from 6 to 10 (examination + tutorials). The registration form must be submitted to the Student Office in order to be entered in the student's e-grade book. **Instead of the classic registration form, the subject lecturer may also write the grade in the VIS (Student Information System) under Final grades.**

It is mandatory that the notification or the registration form for the examination **taken at another faculty** contains **the original signature and stamp of that faculty**. The candidate can either use their registration form or ours.

The Student Office may accept the registration forms for the doctoral study examinations taken or seminars given **only after the registration has been confirmed** by the Committee for Doctoral Study and the FS senate. The candidate, mentor / co-mentor and subject lecturers shall be informed in writing about the confirmation of the candidate's study obligations.

The conditions for advancing to a higher year are listed on the FS website: https://www.fs.uni-lj.si/en/study/3rd-cycle-doctoral-study-programme/doctoral-programme-in-mechanical-engineering/program-information/#tab_4_2 .

2. REGISTRATION OF A DOCTORAL DISSERTATION TOPIC

The candidate wishing to receive a doctorate in science at the Faculty of Mechanical Engineering must submit a registration of a doctoral dissertation topic to the Student Office at the latest in the 2nd year in the 4th semester (preferably at the beginning of the semester due to a lengthy procedure). An authorised employee of the Student Office shall determine whether the registration form is complete and shall acknowledge receipt thereof. If the registration is incomplete, the candidate shall be invited to remedy the identified deficiencies within the specified deadline, which should not exceed one year.

Upon registration of the topic, the candidate must submit:

1. The **Registration of a doctoral dissertation topic form** at the Faculty of Mechanical Engineering in which the candidate shall:
 - provide accurate personal information (address, date of birth) and the last attained undergraduate and/or postgraduate level academic title;
 - propose a mentor or a co-mentor;
 - state the name of the study program and the field in which he/she would like to prepare the doctoral dissertation
 - state the title of the proposed doctoral dissertation in Slovene and English; and
 - potentially submit a proposal for writing the dissertation in another language in accordance with the UL Statute (see also the paragraph starting with "The UL Senate may exceptionally... " below).

and the following attachments:

2. **Biography or Curriculum Vitae:**
the date of first enrollment in the doctoral study (mandatory), previous employments, the candidate's development in the scientific field (education, where the candidate may also give the title of diploma/master's thesis, the date of defence thereof, the basic scientific field and the name of the mentor; other professional education, memberships, etc. at home and / or abroad...)
3. **Bibliography**, i.e. a list of the candidate's published scientific and other professional works or creations (a printout from Cobiss is acceptable);
4. The **dissertation proposal**, which shall include:
 - a proposal of the title of the dissertation in Slovene and English;
 - the scientific field covered by the proposed doctoral dissertation topic;
 - a review of a narrower scientific field and a description of the content that the doctoral candidate will address;
 - a definition of the research problem which shall encompass:
 - ❖ a presentation of previous research in the topic area;
 - ❖ clearly presented hypotheses or research questions with a brief explanation;
 - ❖ the research concept and description of research methods;
 - ❖ the definition of expected results and the original contribution to science; and
 - ❖ a list of references from the topic area.

The dissertation proposal should comprise 3 to 5 pages (numbered), without references listed ([UL Senate decision – on the FS website](#)).

5. **A copy of the original of the document** that was relevant for enrollment in the 3rd cycle study;

6. **A copy of the decision** on recognition of the diploma (if the education was completed abroad);

7. **The consent of the mentor (and co-mentor) with their references** from the doctoral dissertation topic area

The UL Senate may exceptionally authorise the writing of the dissertation in English if the candidate is a foreigner, if the candidate's mentor or co-mentor are foreigners, or if a member of the committee is a foreigner. In the framework of the doctoral study of foreign languages and literature, the UL Senate may exceptionally authorise the writing of the dissertation in another foreign language. In the case of writing the dissertation in English or another foreign language, the introduction, conclusions and a comprehensive summary shall also be prepared in Slovenian. All the necessary documentation submitted for approval of the doctoral dissertation topic must also be written in Slovenian.

Based on the candidate's Registration of a doctoral dissertation topic, the Committee for Doctoral Study and the senate of the FS shall within 30 days from registration of the doctoral dissertation topic appoint a committee which shall monitor the doctoral candidate from the time of registration of the doctoral dissertation topic until its assessment and defence.

The committee shall comprise at least three assessors selected from higher education teachers or academic workers who are experts in the broader field covered by the doctoral dissertation topic, with a valid teaching or academic title. At least one assessor shall be from another university or another research organisation, and exceptionally from another member faculty of the UL. If the mentor and co-mentor serve as members of the committee, the number of members shall be increased accordingly.

Mentors and co-mentor may be members of the committee, but shall not participate in the assessment process.

[The schedule of meetings of the FS bodies](https://www.fs.uni-lj.si/o-fakulteti/ostalo/letni-koledar-in-logotip/) is published on the website <https://www.fs.uni-lj.si/o-fakulteti/ostalo/letni-koledar-in-logotip/>.

A candidate who shall have a higher education teacher from abroad appointed to the committee, shall have to prepare for this teacher the same documentation that he/she has submitted in the Slovenian language, in English.

The mentor who has proposed a higher education teacher from another domestic or foreign university for the selection of exams for his/her candidate or for the committee, shall first have to become acquainted with such teacher's bibliography and academic title, and shall submit his/her proposal to the Committee for Doctoral Study.

A higher education teacher from other foreign and domestic university who was appointed a member of the committee shall be required to have three articles in the specific scientific field published in international peer-reviewed journals in the last five years.

When the committee has also been confirmed at the FS senate, the Student Office shall send to the members of the committee the candidate's Registration of the doctoral dissertation topic, together with the decision on their appointment to the committee, for review and evaluation.

The student shall present the proposal of the doctoral dissertation topic to the committee

within one month from the appointment of the committee. The student shall duly substantiate the proposal of the topic using the elements of suitability (for being chosen for a dissertation) and shall formulate a scientific hypothesis for it. The candidate shall by himself/herself agree with the committee on the date and time of the presentation. He/she shall submit the information (candidate's name, date, time, premises) to the Student Office which shall publish a presentation of the topic on the bulletin board of the Faculty of Mechanical Engineering and on its website.

The committee shall draw up and sign a report on the presentation which may include any comments and a deadline for the supplementation of the proposed doctoral dissertation topic. The candidate shall submit the amended version of the proposed topic also to the Student Office.

The entire procedure shall be concluded when the committee submits a written assessment on the suitability of the topic, which the committee has to submit within one month after the presentation or submission of the supplemented proposal.

IMPORTANT: If a doctoral study should involve children, patients, the disabled, or if experiments on animals are being conducted, etc., [the consent of ethics groups](#) shall also be submitted **together with an assessment of the suitability of the dissertation topic.**

The assessment of the suitability of the doctoral dissertation topic shall be considered by the competent authority of the member faculty (at the FS this is the Committee for Doctoral Study) within two months at the latest, who shall propose to the member faculty's senate to:

- confirm the committee's positive assessment of the suitability of the topic; or
- set a deadline for the doctoral candidate to amend or supplement the proposed topic, or otherwise take into account the committee's comments; or
- reject the proposed topic in the event of a negative assessment.

After the deadline set by the senate of the member faculty for the amendment or supplementation of the proposed doctoral dissertation topic by the doctoral candidate expires, the committee shall review the amended/supplemented proposed topic, and submit a new written assessment regarding the suitability of the topic at the next meeting of the senate. Even if the doctoral candidate fails to submit an amended proposed topic by the aforementioned deadline, the committee shall submit an assessment of the proposed doctoral dissertation topic.

If the senate of the member faculty approves a negative assessment of the committee, it shall reject the proposed topic and the procedure shall be concluded. The doctoral candidate may not resubmit a topic that received a negative assessment.

When the senate of the member faculty approves a positive assessment of the suitability of a doctoral dissertation topic, the member faculty shall send the proposed topic (the doctoral candidate's application, curriculum vitae, bibliography, proposal with main sources cited, the assessment of the committee, the decision of the member faculty's senate and any other enclosures) to the Senate of the UL for approval.

Following the decision of the Committee for Doctoral Study of the University of Ljubljana, that has given its consent to the proposed topic, the Faculty of Mechanical Engineering shall issue a decision to the candidate on the approval of the topic. The original of the decision shall be received by the candidate, and a copy shall be received by the mentor (and co-mentor, if appointed). The candidate shall bind a copy of the decision to the

completed doctoral dissertation work and shall keep the original or bind it to his/her copy of the dissertation upon final binding in hardcover.

With the approval of the dissertation topic by the Senate of the University of Ljubljana, the candidate shall have 5 ECTS credits entered into his/her e-grade book for a completed study requirement »Topic of the doctoral dissertation«, which shall be included in the quota of obligations from organised forms of study that a student must obtain in order to advance to the 3rd year.

The conditions for advancing to a higher year are listed on the FS website: https://www.fs.uni-lj.si/en/study/3rd-cycle-doctoral-study-programme/doctoral-programme-in-mechanical-engineering/program-information/#tab_4_2.

The doctoral candidate may, until the submission of his/her doctoral dissertation for evaluation, register a doctoral dissertation topic from the same field of doctoral study program for a maximum of two times. The doctoral candidate may again submit either a new topic or an updated topic that he/she has already registered the first time.

3. PRESENTATION OF THE DOCTORAL DISSERTATION RESULTS

During the final phase of research work and when it is already possible to draw conclusions in accordance with established hypotheses and research questions, the doctoral candidate shall submit a draft of the doctoral dissertation (i.e. the final version of the doctoral dissertation, made according to the instructions for preparation of the doctoral dissertation, published on the FS's website – see Chapter 4 below) to the members of the committee, mentor and co-mentor, and present the results of his/her research work with an emphasis on the main findings and contribution to science.

If corrections to the draft doctoral dissertation are required, the committee shall set a deadline by which the doctoral candidate shall resubmit his/her draft (note: **the period of validity of the doctoral dissertation topic has to be taken into consideration**).

As a rule, presentations shall be public.

If the presentation was deemed unsuccessful it may only be repeated once (1x).

4. SUBMITTING AND ASSESSING THE DOCTORAL DISSERTATION

A doctoral candidate enrolled in a three-year doctoral study programme shall submit their doctoral dissertation to the member faculty in electronic and written form, together with the consent of the mentor and co-mentor, within four years following confirmation of their topic by the Senate of the UL. A doctoral candidate unable to submit their doctoral dissertation within four years from the day their doctoral dissertation topic was confirmed may, with the consent of their mentor, request an extension prior to the expiration of the aforementioned deadline. The decision in this regard shall be made by the senate of the member faculty, which may extend the deadline for the preparation of the doctoral dissertation for one year.

The candidate may submit the doctoral dissertation work in a spiral bound book provided he/she has completed all the obligations of the study program (all examinations, seminars, all research papers, submitted table of attendance at seminars or presentations of doctoral topics of other students, and two original scientific articles on the contents of the doctoral thesis, published or accepted for publication) in accordance with the [Rules on doctoral studies at the of UL FS](#), except for the defence of the doctoral dissertation.

The dissertation shall be written **in accordance with the Guidelines for composing doctoral dissertation** published on the [FS website](#). The candidate may submit the doctoral dissertation to the Student Office upon the [permission](#) of the mentor/co-mentor.

After the submitted doctoral thesis has been confirmed at the FS senate, the candidate shall submit as many copies (in a spiral bound) of the dissertation as the number of members appointed to the committee.

Together with submitting the doctoral dissertation, the candidate shall also submit two articles or papers:

- containing his/her own research content;
- containing content from his/her doctoral dissertation;
- classified in the Cobiss under the the »Original Scientific Article (1.01)« category;
- published or accepted for publication in internationally recognised journals with a SCI index in the JCR database;
- at least one of the two papers has to be published in a magazine from the top half of the field magazines and at most one in the Journal Mechanical Engineering;
- having six or fewer authors;
- with the candidate being the lead author in at least one of the papers;
- made and published or accepted for publication during the candidate's study at the doctoral study programme at the UL FS (from enrollment to submission of the doctoral dissertation), and
- the specific paper having multiple authors can only be applied by one doctoral candidate.

If it is not possible for a doctoral candidate to serve as lead author (for example, in international research projects or for other justified reasons), the mentor shall issue a statement confirming that the original scientific publication has not been used as a mandatory contribution in the doctoral study of any other doctoral candidate.

On the basis of the decision of the FS senate, the Student Office shall prepare a decision on appointing members to the committee for evaluation of the doctoral dissertation. The original of decision shall be received by the candidate, while a copy together with the doctoral dissertation shall be submitted to the members of the committee.

The candidate and the mentor shall coordinate on how to approach the committee's members to find in the dissertation requires supplementing or amending.

Each committee member shall submit his/her report within 2 months. Mentors and co-mentor may be members of the committee, but shall not participate in the assessment process.

When all the assessors or the rapporteurs have given a positive assessment or report, the candidate shall be asked to submit a clean copy of the doctoral dissertation (i.e., with all comments or supplements requested by the assessors being taken into account) in order that the dissertation work (still in a spiral bound) + all the reports of the assessors, are submitted to the meeting room to be available for public viewing for 14 days.

Together with submitting the doctoral dissertation to the Student Office for public viewing, the candidate shall submit to the Student Information System VIS the electronic form of the dissertation which is the same as the printed version, where the **procedure of checking of content for plagiarism** shall be carried out. Based on the analysis of

checking of content for plagiarism, the mentor shall decide within ten (10) working days whether the doctoral dissertation is appropriate for defence.

If the mentor judges that the student has improperly marked similar parts of the text and that the proportion of similar content is too high, he/she shall demand corrections of the content, which the student shall eliminate within ten (10) working days at the most. The Rules governing the checking of the content of the electronic form of the written final study assignment for plagiarism and the conditions for the temporary inaccessibility of the content of the written final study assignment, as well as the *Rules for submitting electronic forms of the written final study assignment and of the content for plagiarism at the UL* shall be applied mutatis mutandis. The proportion of similarity in the content of the final study assignment is determined by the decision of the FS senate.

If a committee meeting is called during the public viewing, the reports shall nevertheless be considered. At the same meeting, together with the adoption of the reports, a committee for defence shall also be appointed. This shall usually be the same committee that was appointed to evaluate the doctoral work, with the addition of the faculty dean or the deputy dean in case the former is already a member of that committee. As the work shall still be open to public comment, the decision shall be accepted conditionally. The conditional decision shall also be sent for confirmation to the FS senate, where the decision may already be become final (if a public viewing period has already expired between one meeting and the other and no comments have been voiced in the meeting room) or still remain conditional. In the event that there are no comments at the time of the public viewing, the decision may then be realised, otherwise the procedure shall be stopped and the matter returned to the Committee for Doctoral Study for consideration of submitted comments.

The Committee for Doctoral Study shall consider the comments and decide whether the comments are justified or not. If the comments are justified, the candidate shall be given a period within which to rectify the irregularities. When the candidate has amended the doctoral dissertation, the submitter of the comment shall issue a statement to the Committee for Doctoral Study that the work has been corrected in accordance with the comment and that the process may continue.

If the comment is not deemed substantiated by Committee for Doctoral Study, the procedure shall continue. The committee for the defence shall be confirmed and the candidate may enter the defense procedure.

If the doctoral candidate has not submitted his/her doctoral dissertation within the time limit referred to in the first paragraph of Chapter 4, he/she may submit a request for continuation or completion of the doctoral study at the member's Student Office. On the basis of the request of the doctoral candidate and the opinion of the mentor and the possible co-mentor, the competent authority of the member faculty shall decide on the eligibility for continuation or completion of the study. In the event of a positive decision to pursue or complete the doctoral study, the competent authority of the member faculty shall issue a decision specifying the obligations that the doctoral student must complete for the continuation or completion of the study, including the deadline for registering the topic of the doctoral dissertation, which may not exceed two years, and also the deadline for completion of studies.

The doctoral student shall submit the dissertation topic within the deadline set by the member faculty and shall submit the completed doctoral dissertation to the UL Senate no later than two years after the confirmation of the doctoral thesis topic. If the candidate fails to re-register a doctoral dissertation topic within the time limit set by the member

faculty, or if the UL Senate does not confirm the doctoral dissertation topic, or if the candidate does not submit a completed doctoral dissertation in the case the topic has been confirmed by the UL Senate, he/she shall not be able complete the doctoral study.

In case the doctoral candidate has interrupted the studies for over two years and has not yet had a confirmed doctoral thesis at the UL Senate, the possibility to continue or complete the studies shall be evaluated in accordance with the provisions of the UL Statute.

5. DEFENSE OF THE DOCTORAL DISSERTATION

When the decision of the FS senate on the appointment of the committee for the defence has been realised, the candidate may bind the doctoral dissertation in hardcover. The candidate shall again check that the work has been made in accordance with the Guidelines for composing doctoral dissertation published on the FS website.

The candidate shall submit to the Student Office as many copies of the dissertation as the number of the appointed members in the committee for the defense by the decision of the FS Senate, + 2 copies for the NUK (the National and University Library).

All copies the dissertation, bound in hardcover, and the announcement of the defence of the doctoral dissertation shall be submitted to the Student Office at least 8 days before the defence, in order for the date of the defence to be officially announced in due time. The defence shall be published on the FS website (internet and intranet), the FS bulletin board and on the UL website (the calendar of events).

It is mandatory that the date of the defence is agreed with all members of the committee for the defence and the chairman of the committee for the defence (the dean or vice dean). The date shall be coordinated by the mentor or the candidate, or the mentor's secretariat, according to their preference. The agreed date of the defence together with the confirmed reservation of the Leskovar room and the Dean's Room shall be communicated to the Student Office in order for the defence to be officially published. The defence shall be published on the website of the FS and UL (the calendar of events), the FS bulletin board, and an email shall be to all FS teaching staff.

Based on the decision of the FS senate, the Student Office shall prepare a decision on the appointment of the committee for the defence. A copy of the decision, together with the doctoral thesis, shall be sent to the members of this committee, while the original of the decision shall be sent to the candidate, and 1 copy for the Student Office archives.

The day before the defence, a »black file« shall prepared for the Dean with all the required documents for the defence of the doctorate. In the event that, due to extraordinary obligations, the Dean shall be unable to chair the defence, he/she may authorise one of the vice deans (usually the vice dean responsible for the 3rd cycle education) to chair the defence. In such case, the Dean's Secretariat (Dean's Office) shall issue an official authorisation to the vice dean. The Student Office shall also receive a copy of the authorisation as this is an integral part of the minutes of the doctoral thesis defence.

On the day of the defence, the candidate shall report to the Student Office about half an hour before the defence, in order to receive the final information on the defence and to fill in certain forms.

The defence shall take place according to the Protocol for the defence of final study assignment, published on the FS website: <https://www.fs.uni-lj.si/en/study/3rd-cycle-doctoral->

After the defence, the candidate shall return the Student Office to return the completed forms.

After a successful defence, the Student Office shall fill in the UL form »Applications for the promotion of doctors of science« and shall send it, together with the required enclosures, to the UL's Office of Doctoral Studies to enlist the candidate to the list for promotion of doctors of science.

Obligations to be completed by the student in order to complete the study:

- **all exams passed;**
- **a seminar completed;**
- **the dissertation topic confirmed by the UL;**
- **two articles published or accepted for publication** (in accordance with the rules on articles);
- **a completed table of 5 attendances at other students' presentations or dissertation defences;**
- **a positive assessment of the submitted doctoral dissertation;**
- **a successful presentation of the results of the research work;**
- **no comments on the doctoral dissertation given or after the commented issues rectified given on a 14-day public viewing in the meeting room;**
- **the checking of content for plagiarism passed; and**
- **successful defence of the doctoral dissertation.**

Additional information:

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