

Based on provisions of the Higher Education Act (official consolidated text in Gazette RS no 119/2006), Act on Founding and Statute of ISH, the Institutum Studiorum Humanitatis senate, Faculty of post-graduate humanities studies Ljubljana, on 18 May 2012 adopted

THIRD level study programme R U L E S

I. GENERAL PROVISIONS

1. Article (Scope of editing)

Faculty of post-graduate humanities studies (ISH) Ljubljana organizes post-graduate education in accordance with provisions of the Higher Education Act, Act on Founding and Statute of ISH, and other legal acts. Post-graduate education is determined in these rules and Rules on studies in second level programmes.

2. Article (Definitions)

Post-graduate study determined in these rules is a third-level study implemented by ISH in publicly acknowledged study programmes (doctoral study programmes).

3. Article (Definition of old and new study programme)

Old study programme is a programme students applied to in their first year until study year 2008/09. New study programme is a programme students apply to in their first year at ISH from study year 2012/2013 onwards.

These rules apply for new study programmes. Rules on Master's and specialist study and Rules on doctoral study, adopted by the ISH senate in consolidated and amended text on 24 April 2012 shall apply for old study programmes until completion of study year 2015/16.

II. ORGANIZATION OF STUDIES

4. Article (Implementation of doctoral study)

Doctoral study is implemented as a part-time study in accredited third-level programmes.

ISH can implement the doctoral study independently or in cooperation with other faculties in Slovenia and abroad.

In case of joint doctoral study programme of ISH and other included institution, joint rules on doctoral study organization are adopted. Joint rules on organization of doctoral study are interpreted in accordance with these rules, but they are also used independently if confirmed by the ISH senate.

In case of joint doctoral programme, the ISH senate is authorizing the student affairs committee and the dean to co-decide in a joint consultation body (programme council) and through them coordinators from doctoral study fields (ISH joint fields' coordinators and co-coordinators) about all activities required for implementation of the joint doctoral programme. The study affairs committee and the dean regularly report to ISH senate about this and the latter gives instructions to the doctoral study committee and takes further decisions regarding such study if necessary.

5. Article (Joint study programmes)

ISH is implementing joint doctoral studies with one or more universities or faculties from Slovenia or abroad, in accordance with current legislation and standards.

Student, who performs all obligations from the joint study programme for acquiring education, receives a diploma.

The diploma is a public document.

Content and form of the diploma, and the attachments to the diploma are determined by facilitators of joint post-graduate study programme.

6. Article (Curriculum)

ISH senate adopts the curriculum for the current study year.

Students have the right to be informed about the organization and the course of the study process. For this purpose and in cooperation with coordinators of third level fields (hereinafter: doctoral study field) and study affairs office, the dean sets a date when curricula for all subjects must be available to students.

7. Article (Curriculum, annual programme implementation plan)

Subject carriers must prepare a curriculum for each subject they are implementing, and it must contain information on subject contents, manner of performing commitments, manner of acquiring credit points, assessment methods, and obligatory literature.

Annual implementation plan of the study programme is adopted by the student affairs committee before the application for the following study year.

Coordinators of doctoral study fields must mutually coordinate the implementation of teaching process.

8. Article

(Credit points)

The student acquires credit points for performed study obligations in individual subject within the study programme after they performed all obligations from the curriculum.

Students must acquire 60 credit points or perform all required obligations in one year. Students must acquire 180 credit points in a doctoral study.

9. Article
(Forms of pedagogic work)

Forms of pedagogic work in subjects are determined with curricula.

10. Article
(Management and implementation of pedagogical process)

Pedagogical study process of doctoral study may be implemented only by higher education teachers with appropriate title.

11. Article
(Cooperation in pedagogical process)

Retired teachers with an appropriate title may cooperate in pedagogical and research work in accordance with current regulations.

This and previous article are used sensibly for cooperation of foreigners in a pedagogical process.

12. Article
(Schedule)

The schedule must be published before applications.

13. Article
(Organization of studies)

ISH considers circumstances affecting the implementation of study process in organization of part-time doctoral study. That is why lectures for part-time doctoral students are usually implemented on in the afternoon on workdays.

14. Article
(Costs of study implementation)

Costs of implementation of part-time study is charged to doctoral students in accordance with current price list.

15. Article
(Forms of study work)

Forms of study work in individual subjects depend on subject type and number of applied students. If individual post-graduate subject has less than five applied students, other form of subject implementation may be set in accordance with Articles 6 and 7 of these rules.

Office hours for doctoral students are organized at least once a month in the afternoon period.

III. APPLICATION

16. Article (Application conditions)

Conditions for application are determined in accreditation of ISH doctoral programmes.

17. Article (Number of places)

The ISH senate decides on the number of places before the public invitation for application.

18. Article (Application limitation)

Standards considered in case of application limitation are determined in the accreditation of ISH doctoral study programmes.

19. Article (Appeal against application rejection)

Candidates who were not accepted to doctoral study may file a complaint within eight days from receiving the notice. ISH senate decides about the complaint because of the student affairs committee.

The decision of the senate is final.

20. Article (Application period)

Applications to doctoral study are usually performed in September and end before 15 October of current year or before the date set with a call by ISH.

21. Article (Regular application to higher year)

Students may apply to the higher year of doctoral study if they completed all obligations set with the study programme for entering the higher year before the end of the study year.

22. Article (Exceptional application to higher year)

Doctoral students may exceptionally apply to higher year even when they do not complete all obligations for applying to next year from the study programme with reasonable grounds, such as: parenthood, longer illness, extraordinary family and social circumstances, special needs status, active participation in expert, cultural and sports events, active cooperation in faculty bodies.

Student affairs committee decides on applications from previous paragraph.

23. Article (Commitments before presentation of doctoral dissertation)

Before presenting doctoral dissertation, the student should:

- complete obligations of the study programme,
- publicly present results of research work from the dissertation to the committee for presentation of doctoral dissertation (at second doctoral seminar), and
- write an original scientific article with first authorship which must be published or exceptionally accepted for publication and can be proven and is, according to ISH habilitation standards, acknowledged as internationally acclaimed:
 - o publication of scientific article in a I or II group, or
 - o reviewed scientific monograph.

In exceptional cases when scientific article was proven to be accepted for publishing, but not yet published, such proof must be submitted with the text.

When first authorship is not possible (i.e. in international collaborative research or due to other reasons which may be justifiable), the mentor must confirm in writing that the original scientific article was not published as a mandatory article for the doctoral study of another doctoral candidate.

IV. STUDY REGULATIONS

24. Article (Faster advancement)

Students with title Master of Science and students with exceptional study results during the studies are provided with faster advancement if this is possible according to the study process.

Such decision is adopted by the faculty senate because of candidate request and explained opinion of the student affairs committee. The coordinator of the field prepares the draft.

The type of faster advancement is also determined with the decision.

25. Article (Repeating a year)

Doctoral students who have not completed all obligations set in the study programme may repeat the year during part-time doctoral study once.

ISH management board decides on expenses related to repeating the year.

26. Article
(Termination of the study)

Termination starts with the day when the person lost the student status.

Student who completed all exams and other obligations from the study programme, but has not submitted doctoral dissertation is not considered to terminate the study if less than two years have passed from losing the status.

27. Article
(Termination of the study for less than two years)

If student terminates the study for less than two years, they can continue and complete it according to the same study programme and curriculum as applicable at application.

28. Article
(Continuing and completing the study)

If more than two years passed since doctoral student terminated the study, they must file an application for continuing and completing doctoral study. Expert co-worker of study office reviews this application. If study programme did not change during termination, the study affairs committee decides about the continuation. If study programme changed during termination, the student affairs committee may set differential exams for the student or other additional obligations as the condition for continuing the study.

Article 28.a
(Termination, longer than 10 years)

If knowledge required in individual exams before termination of the study is unsuitable due to the progress in the field during longer termination of the study (10 years and more), the student affairs committee may decide that, besides setting differential obligations, the student must again pass individual exams or other obligations they already completed before terminating the study.

29. Article
(Forms of study work)

Forms of organised study work, which may be individual and/or in groups, must be in accordance with the accredited programme and suitably assessed by credit points.

30. Article
(Forms of knowledge assessment)

Forms of knowledge assessment include exam or different forms of continuous knowledge assessment. The latter may also be used as the final positive assessment at a subject.

If various forms of continuous knowledge assessment is considered as final grade at a subject, the subject carrier must provide a manner of implementing continuous forms or predict an additional

manned of performing these forms for acquiring a final grade two years after the conclusion of the study year in which the subject was implemented, even in case when the subject is not included in the study process for various objective reasons (optional subject not used every year, study absence, maternity absence etc.).

31. Article (Performing study obligations)

Students applied to a subject at ISH have the right to perform study obligations. They may perform obligations in subjects of the entered programme and year.

If the exam is the only form or one of the manners of knowledge assessment, the student may take the exam in individual subject after completed lectures from this subject if they prove to complete the obligations from the study programme for this subject.

Obligations for the subject from the study programme are an integral component of annual curriculum. Assessment type and number of repetitions is set by the carrier in weekly schedule, where it applies that in case of negative grade of individual obligation which is considered as final grade or its part, at least one possibility of correcting the grade in the current study year must be enables, but it can also be included in another previously set obligation.

32. Article (Assessment)

Exams and other forms of knowledge assessment are assessed in accordance with subject or seminar curriculum. Final grade is written in grades: did not pass, passed, and passed with excellence.

Exam and other forms of knowledge assessment are assessed by individual assessors, several assessors or by exam committee during a committee exam.

With basic subjects with more subject carriers, assessors are: one of the subject carriers and the doctoral study coordinator, or contextually competent representative from the field set by the coordinator.

33. Article (Publication, storage, and insight in oral or written exam)

The assessor or president of the exam committee submits exam grade in oral assessment to each student immediately after the exam, and submits exam results to student affairs office.

In case of written and oral exams, the assessor must inform the written grade to the student within eight days, and the student individually agrees for the date of the oral exam.

Positive grade is entered in the exam record and in academic index, and the negative grade is entered only in the exam record.

Assessor must keep written products that were assessed 60 days from the exam date or until another written product is submitted and present them to students at their request.

If the assessor does not respect all the above stated deadlines, they are severely violating the work discipline, unless they have reasonable ground for this.

If students may complete obligations at the subject with other forms of continuous knowledge assessment, subject carrier must publish the grades by entering at the office and deliver them signed to the student office.

If the subject carrier does not respect the above provision, they are severely violating the work discipline, unless they have reasonable ground for this.

34. Article (Personal data protection)

Regulations on personal data protection must be followed when submitting or publishing exam results.

35. Article (Exam periods)

Exam periods are set for all subjects and seminars where exam or other final obligations in the subject are predicted in the curriculum.

Regular exam periods are determined in annual curricula, where at least three exam periods in a study year are predicted for each subject.

Doctoral student at ISH may attend an exam or other final obligation at subject or seminar at extraordinary exam period on a day mutually set date by the assessor(s) or exam committee and the candidate.

At least 14 days must pass between an unsuccessful attempt and its repetition.

36. Article (Performing obligations which make the final grade)

If the student does not complete obligations, which make the final grade, they can attend the subject only in the next study year where they must visit the carrier at the beginning of the year, but no later than 31 October, to receive information about the manner of completing these obligations.

Student has the possibility to complete their obligations in this manner within two years after entering the subject. After two years from entering the subject, they can no longer continue the study at the entered programme. A decision is issued to the student. Considering other provisions of these rules and ISH statute, the student may continue the study at ISH only if:

- they apply again to the same year the subject is part of and the student unsuccessfully completed two years after entering the subject, where they have the right to apply again only once, or
- transfers from one to another study programme.

The count of completing obligations starts again in both cases.

37. Article
(Acknowledgement of exams completed at another faculty)

ISH doctoral student who completed certain exams during their study at another faculty may request for their acknowledgement where they must submit all suitable evidence on the programme and the grade.

Subject carrier decides about the acknowledgement.

38. Article
(Criteria for completion of the study)

Criteria for completing the study are specified with the study programme. Based on successfully completed obligations set in the study programme, the student acquires the appropriate scientific title. The key condition for completing the study is preparation and presentation of doctoral thesis.

39. Article
(Mentors and co-mentors of doctoral dissertation)

Mentors and co-mentors are usually habilitated higher education teachers and lecturers from ISH.

Persons with suitable habilitation of another institution may also be a mentor if they work in a study programme or are employed at an institution (home or foreign) with an appropriate agreement or cooperation contract with ISH. An acclaimed researcher from other institutions may also be a mentor. In such case, ISH names a co-mentor.

V. APPLICATION OF DOCTORAL DISSERTATION SUBJECT

40. Article
(Subject application)

Doctoral student who wishes to acquire a doctorate of science at the faculty submits doctoral dissertation theme to the ISH.

Doctoral dissertation subject must include:

1. Application in which the candidate:

- requests for the doctoral dissertation subject application to be accepted;
- proposes a field (study programme) for acquiring the doctoral title from;

- proposes a mentor with or without co-mentor of doctoral dissertation;
- proposes 3-5 references of the mentor and potential co-mentor from the field of the doctoral dissertation subject in the past 5 years;
- may apply for writing in English language.

2. Candidate's resume with the emphasis on their operation in scientific field (expert resume);
3. List of published scientific and other expert work (bibliography);
4. Doctoral thesis disposition in the form defined in Article 48 of these rules;
5. Implementation plan which matches the doctoral dissertation disposition and which realistically defines the time line of research and writing of doctoral dissertation.

All required documentation for accepting the doctoral dissertation theme subject must be written in Slovenian language. If reasonable grounds are provided (student, mentor or committee member is foreign, publication in book form at a foreign publishing company is assured etc.), the doctoral dissertation disposition may be written in Slovenian and in English language.

Candidate submits the application in printed form and the doctoral dissertation disposition in electronic form to the study office.

41. Article (Doctoral dissertation disposition)

Doctoral dissertation disposition must include:

- title in Slovenian and in English language;
- scientific relevance of studied problems based on study-relevant literature;
- research issue or hypothesis which is derived from the study problem or from its basis;
- description and foundation of research methodology, research methods and dissertation structure;
- response to question which is the original contribution of the dissertation to the development of scientific discipline;
- short dissertation structure (in the form of table of contents);
- list of basic sources on which the dissertation will be based and on which the disposition is already based.

Disposition must be written and arranged in accordance with Instructions for editing scientific and expert texts at ISH and must contain 10 to 15 pages (without literature and dissertation structure in the form of table of contents).

After successful subject presentation at the doctoral seminar, the doctoral candidate prepares a summary of disposition on 3 to 5 pages (without literature). All members of committee for suitability of doctoral dissertation subject must confirm the abstract.

VI. PROCEDURE FOR CONFIRMATION OF DOCTORAL DISSERTATION SUBJECT

42. Article (Verification of application suitability)

Before processing it at ISH senate, the proposed mentor and potential co-mentor and programme coordinator must agree with the applied subject of the dissertation.

During treatment of the application, the senate determines if the application if the candidate is complete. They must particularly assess if doctoral dissertation disposition contains all elements from Article 41 of these rules.

If application of doctoral dissertation subject is suitable, the senate names the committee for assessing suitability of proposed dissertation subject.

If application of doctoral dissertation subject is not suitable, the senate returns the application to the candidate for corrections or amendments, or they propose that the application of doctoral dissertation subject is rejected.

The candidate may submit the corrected or amended disposition only once. If the senate assesses that the disposition is not appropriate, they reject the proposed doctoral thesis subject.

After rejection, the candidate may propose a new subject only once. At least 3 months must pass between application rejection and a new application.

If subject application meets all demands, the ISH senate names the committee for assessing scientific suitability of the proposed doctoral thesis subject.

The committee for assessing suitability of doctoral dissertation subject named by the ISH senate monitors the work of the candidate with the same members (typically) until the presentation of the doctorate.

43. Article

(Committee for assessing suitability of dissertation subject)

The committee for assessing suitability of dissertation subject consists of three or, in the case of co-mentors, four members of higher education teachers or scientific workers from the field (of study programme) where the candidate wants to obtain scientific doctorate. Committee members must meet the conditions that apply to mentors and co-mentors and are defined in Article 39 of these rules. At least one doctoral committee member must be external (from another faculty or research unit if possible). The senate appoints one of the committee members as the reporter. Their assignment is to coordinate the work of the committee and to write the final report. The committee may submit potential proposals for the improvement of the disposition during its assessment or after completed first seminar, but they can do it only once when they set a deadline for amendments.

The committee for assessing suitability of dissertation subject must prepare a report within two months from their appointment.

44. Article

(Presentation of work on doctoral dissertation)

The candidate must present their work to the appointed members of the committee for assessing suitability of dissertation subject:

- first time before assessment of scientific suitability of the subject (within Doctoral seminar I): thesis concept, research issues and hypotheses, estimated methodology, sources and implementation plan;
- second time before presentation (within the second doctoral seminar in third study year): main conclusions, used sources, work methods with substantiation, and contribution to study field.

The candidate presents subject application and results of doctoral dissertation at a public doctoral seminar where other doctoral candidates, doctoral students and pedagogical and scientific workers of the faculty are also invited.

At the request of the committee for suitability of doctoral dissertation subject or committee for doctoral dissertation assessment, the doctoral seminar may be repeated. This is written in the doctoral seminar record.

45. Article

(Report of the committee for assessing suitability of dissertation subject)

The committee for assessing suitability of subject assesses in written report if:

- the proposed subject may be the subject of scientific treatment and if the proposed subject is set in a manner where an independent and original contribution to scientific area may be expected;
- disposition clearly defines key theories and issues that the candidate intends to study in their dissertation;
- suitable method for preparing the dissertation was predicted;
- the stated title and field of dissertation meet the predicted contents;
- the basic literature from the field to be researched in the student is present;
- the submitted thesis is appropriately distinct from candidate's final works in previous education levels;
- the implementation plan is real and will enable the candidate to complete the dissertation within the given time.

Written report of the committee must be written in Slovenian language or in language authorized by ISH senate for application. The report must include:

- the title of the proposed dissertation with "assessment of suitability of proposed doctoral dissertation subject" added;
- display of disposition and exposition of its scientific relevance;
- statement and assessment of thesis of proposed dissertation;
- decision which includes the assessment with explanation and the field (or study programme) in which the doctorate will be acquired;
- clearly evident opinion of committee members that the proposed subject is an original contribution to science;
- date and signatures of committee members (note "reporter" must be added to the reporter);
- proposal of mentor and potential co-mentor; only full professors, associate professors, and assistant professors may participate;

- summary with final grade on one side.

46. Article

(Assessment of suitability of the proposed subject)

The ISH senate discusses the report of the committee for assessing suitability of dissertation subject. If the senate:

1. Accepts positive grade and names the mentor and potential co-mentor. The senate of the faculty may exceptionally propose that doctorate candidate may write the dissertation in English language only if the candidate is foreign or is mentor, co-mentor, or committee member for assessing suitability of doctoral dissertation is a foreign professor. In each case, the introduction, conclusion, and abstract with the extent of 10 per cent of the entire text must be prepared in Slovenian language.

The study office familiarizes the student with approval of positive grade and appointing a mentor and potential co-mentor;

2. accepts negative grade of the proposed theme, they must present the candidate with notes and suggestions of the committee for assessing suitability of the subject. The candidate must submit amendments and changes or write a suitable modified subject application within one-month period. The reporter prepares a written assessment of corrections that is added to the report of the committee for assessing suitability of dissertation subject in consent with other members of the committee. The senate discusses the assessment again. If the candidate does not consider notes, the senate rejects the proposed subject or once more confirms the negative assessment.

VII. SUBMISSION, ASSESSMENT AND PRESENTATION OF DOCTORAL DISSERTATION

47. Article

(Confirmation of doctoral dissertation subject and its submission deadline)

For acquiring a doctoral degree, the candidate must submit a doctoral dissertation within four years from the day when ISH senate received the subject of the dissertation.

Candidate who cannot submit the dissertation within this period for justifiable reasons may apply for extension of the deadline. The senate of the faculty decides about the request because of the opinion of the mentor. The deadline for submitting the dissertation may be extended once and for one year at most.

If the candidate does not submit the doctoral dissertation within the deadline from paragraph of this article and does not request for extension before the expiration of the deadline, it is considered that they withdrew from the applied subject.

48. Article

(Consent of the mentor and potential co-mentor before submission of dissertation to assessment)

Mentor and potential co-mentor must take care of suitable scientific level of the dissertation with regular contacts. Before submission of the dissertation for assessment, the mentor and potential co-

mentor provide a written consent. The candidate may submit the dissertation for assessment without previous consent of the mentor and potential co-mentor, but the mentor and co-mentor must explain in writing why they do not agree with the submission.

Consent of the mentor and potential co-mentor or their explanation must be addressed to ISH senate.

48. Article (Doctoral dissertation form)

The dissertation is usually written in Slovenian or in a foreign language with ISH senate consent. If it is not written in Slovenian, it must include a summary in Slovenian language containing 10 per cent of total text. This summary must be attached to the text of the dissertation.

Summaries in Slovenian and in English language must be included in the dissertation, each consisting of 2 to 4 pages and at least 5 keywords in both languages. The faculty has the right to publish this summary publicly.

Doctoral dissertation must be written in A4 format in black cover or similar material. One page must contain approximately 1,800 characters with spaces. Front page of the dissertation must contain the text INSTITUTUM STUDIORUM HUMANITATIS in capital letters, with 'Faculty of post-graduate humanities studies, Ljubljana' below, first and last name of the candidate in the middle, and the title of the dissertation below, including text 'doctoral dissertation' below, followed by 'Ljubljana, year' at the bottom in the middle.

First, inside page is identical to the first page, but the name of the mentor and potential co-mentor is included under the name of the candidate with centre alignment, and with full scientific or research title that belong in front of the name. Internal page must be written with black letters on white paper without images, logos, photographs etc.

After the first and inside page in doctoral dissertation, the structure is as follows:

- acknowledgement which is not a required component; the student adds it only if they want,
- authorship statement for doctoral dissertation,
- summaries in Slovenian and in English language with single spacing between the lines, each consisting of 2 to 4 pages and at least 5 keywords in both languages,
- table of contents,
- introduction,
- main text,
- conclusion,
- list of literature,
- index and alphabetical index,
- potential attachments, and
- potential summary according to paragraph one of this article.

Header and footer are not used in doctoral dissertation.

Dissertation should have at least 160 pages and should not exceed 350 pages without attachments and summary from fifth paragraph from this article. The dissertation may exceptionally contain more or less pages with justification of the mentor.

Dissertation must be written and arranged in accordance with Instructions for editing scientific and expert texts at ISH. The candidate is responsible for linguistic correctness of the dissertation, and the committee for assessing dissertation may reject it if it is not prepared in accordance with instructions from this article.

49. Article

(Content and form of doctoral dissertation because of original scientific articles)

Doctoral dissertation may consist of original scientific articles of the candidate that were accepted for publication (with a certificate - letter of the publisher that the article was accepted for publication) or were already published.

Original scientific articles must be contextually linked and be the result of work on the accepted doctoral dissertation subject.

At least three original scientific articles must be included in the dissertation that must be accepted for publication or published in magazines with influence factor (publications indexed in SCIE, SSCI or AHCI databases). In case of co-authorship, the number of articles must be proportionally higher.

The candidate must be the only author of at least one article. For articles where the candidate is co-author, the mentor must explicitly assure that they are not included in doctoral dissertations of other candidates.

Beside articles, the candidate must additionally write an introduction and conclusion of dissertation in total extent of 100 to 120 pages and in them present the theoretical and methodological design of their research and their key findings. Articles must be included in the language in which they were published or accepted for publication.

For accepted but not published articles, the candidate must state in writing that the version in the dissertation is identical to the version to be published.

Consent of the publisher must be acquired for published and accepted articles for the right to use them in preparation of the dissertation.

50. Article

(Contribution of doctoral dissertation to scientific discipline)

Doctoral dissertation must be an independent and original contribution to scientific discipline from which the candidate wishes to acquire the doctorate.

The dissertation may be an integral component of a joint work where an independent contribution of the candidate must be clearly visible.

51. Article
(Assessment procedure for the submitted doctoral dissertation)

First, the candidate submits three (or four in case of co-mentor) non-bound copies of the dissertation to the study office. The study office verifies if the candidate meets all requirements that must be filled before submitting the dissertation in assessment in accordance with the accredited programme of doctoral study.

Summary of the content of the dissertation in electronic form must show:

- main results of research work,
- research methodology,
- Original contribution to the development of suitable scientific field.

The summary must have 5 to 8 pages. Before submission, the candidate must acquire a written consent of the mentor and potential co-mentor.

At the first meeting after submitting the non-bound dissertation, the senate names the committee for its assessment consisting of at least three higher education or scientific workers with suitable habilitation. At least one of the committee members must (usually) be employed outside the faculty, and the chair of the committee must be employed at the faculty.

In accordance with Article 44 of these rules, a public doctoral seminar must be organised where the candidate presents their conclusions to members of expert committee for assessing doctoral dissertation and to other participants of the seminar.

Members of the committee for assessing doctoral dissertation must review the submitted dissertation within three months from their appointment and submit written reports on assessment to ISH senate. This period may be extended for the time set for potential corrections by the committee members at the second doctoral seminar.

Based on submitted reports, the senate accepts, rejects or returns the dissertation to be changed or amended, and they appoint a suitable deadline.

The committee reviews the amended and corrected dissertation and submits new reports. If the candidate does not modify the dissertation in given time, the dissertation is rejected. Candidates cannot submit the rejected dissertation again.

52. Article
(Doctoral dissertation assessment report)

Report on doctoral dissertation assessment must include:

- Title in the form “Doctoral dissertation assessment (first and last name of the candidate with title ‘.....’);
- dissertation structure analysis and used methods or methodology;

- assessment of scientific relevance and doctoral level of suitable difficulty of submitted dissertation;
- assessment of originality of dissertation thesis, validity of its proving and conformity of the thesis with the disposition of doctoral dissertation;
- assessment of stylistic and linguistic level of dissertation, and
- final assessment and finding whether presentation of dissertation is possible. Each member of the committee must prepare a separate report.

The report is usually written in Slovene language and in another language if the dissertation is written in foreign language.

53. Article (Setting the presentation)

If the senate accepts the doctoral dissertation because of proposed positive reports, the request from the candidate to submit seven (or eight with a co-mentor) bound copies of dissertation and an electronic version of the dissertation. Author of the dissertation must bind a signed authorship statement to all copies of the dissertation.

At the same time, the ISH senate appoints a committee for presentation that usually consists of dissertation assessment committee. The dean of the faculty sets the time and place of dissertation presentation in agreement with the candidate and the presentation committee.

The faculty will publish Place and date.

Presentation is usually set within two months from the day when ISH senate accepted the dissertation.

54. Article (Public presentation procedure)

Dissertation presentation is usually performed in Slovene language and in another language if the dissertation is written in foreign language.

The presentation starts with presentation of candidate's resume, title and field of dissertation, and procedure of accepting the dissertation. During the procedure, the candidate and the chair of the committee are standing.

The chair of the committee then informs the candidate with presentation procedure and invites reporters to submit their reports on the dissertation.

The candidate has the right to present their dissertation in 30 minutes and can use different audio-visual aids. They can react to potential comments written in reports of members of dissertation assessment committee.

After the presentation of the candidate, committee members have the right to ask questions, and then others present at the presentation with the approval of the chair. Questions should be set in a manner for the candidate to be able to respond within one and a half hour.

The candidate has the right to a 45-minute break to prepare the defence.

Afterwards, the committee for presentation of dissertation meets separately and decides whether the candidate has successfully presented the dissertation. They present the decision in writing, including who presented the dissertation, title, their decision and a short explanation, date and time of presentation, and signatures of committee members with their roles in the committee. The chair reads this decision to the candidate and to those present. Everyone is standing during this procedure.

The chair of the committee prepares a record about the presentation with questions for the candidate and a decision on successful presentation.

55. Article
(Unsuccessful presentation)

Presentation of dissertation that the committee assessed as unsuccessful cannot be repeated.

56. Article
(Publication of doctorate before presentation and after)

For potential partial or full publication of doctoral dissertation, the author must state that the publication is based on dissertation presented (year of presentation) at ISH - Faculty of post-graduate humanities study, Ljubljana.

If part of the dissertation or the entire dissertation is published before the presentation of the doctorate, the author must state that this is an article from doctoral dissertation of a post-graduate student of ISH - Faculty of post-graduate humanities study, Ljubljana

VIII. REVOCATION OF THE TITLE

57. Article
(Possibility of revocation of doctorate)

Doctorate may be revoked if it is determined that doctoral dissertation is not the result of candidate's own creativity and own achievements. Revocation procedure may be initiated by anyone, and is managed by ISH senate.

58. Article
(Procedure of doctorate revocation)

Written proposal for issuing a decision on doctorate revocation with explanation is sent to ISH senate who determine at least three higher education teachers (committee) to provide opinion regarding the grounds for the proposal within 30 days.

Proposal from first paragraph from this article may also be issued if the candidate who successfully presented doctoral dissertation has not yet been promoted, but there is a reasonable ground to believe that the dissertation is not the result of candidate's own creativity. If such proposal is issued, the dean postpones the promotion of the candidate. Promotion of the candidate may be postponed

until the end of the procedure in which the originality of dissertation is being determined, but not longer than three months from filing the proposal.

Decision on revocation is published in the Official Gazette of the Republic of Slovenia and validity of issued diploma on the doctorate is revoked.

IX. RIGHTS AND DUTIES OF DOCTORAL STUDENTS

59. Article (Scope of editing)

Doctoral student is a person who applies to a higher education institution based on a public invitation and is included in accredited doctoral study programme.

This part of the rules concretises only the rights and duties of doctoral students that are not clear because of current legislation, ISH statute, Rules on organization and operation of ISH, and other provisions from these rules.

60. Article (Status certificates)

With the doctoral student status, the doctoral students attain all rights provided by current legislation and regulations. Students may acquire suitable certificates at the study office for using these rights.

61. Article (Procedure for complaints against the grade)

Doctoral students who believe that they were wrongfully graded at an exam or any other form of assessing the study obligations within a subject or seminar have the right to appeal.

Doctoral student may file an appeal against the exam result on the first workday after the oral exam or no later than 10 days after publication of written exam or obligation result at the dean's office or to a person authorized by the dean for this purpose.

The dean or the authorized person appoints a committee with three members on the first workday after receiving a complaint. It consists of higher education teachers with suitable habilitation and cannot be led by the person who gave the grade that is the subject of complaint.

If a complaint is submitted for an oral exam grade, the committee asks and assesses the post-graduate student on the first workday after their appointment.

If the filed complaint concerns the grade from a written exam or obligations, the committee reviews and assesses again the exam or written product of the student the first workday after their appointment.

When the exam is written and oral, post-graduate student may appeal only against the grade of the written or oral part of the exam. Provisions of previous two paragraphs are used in sensible manner in such case.

If student appeals against assessment of other study obligations at a subject, they can do so within 10 days from publication of the grade at the dean or the person authorized for this purpose by the dean. A three-member committee is appointed according to the previously stated procedure. They review and re-assess all contributions or proof on performed obligations at the subject, assessed by the subject carrier in accordance with the curriculum, on the first workday after their appointment.

Appeal against the grade of the committee is not possible in any case.

62. Article
(Appeal against non-approval of application for entry)

The candidate who was not accepted for entry have the right to appeal.

Deadline for appeal is 8 days from the day the candidate was notified about the rejection.

The faculty senate decides about the complaint because of the student affairs committee.

The decision of the senate is final.

63. Article
(Status termination)

Doctoral student status is terminated if:

- they successfully present the doctorate,
- they sign out,
- was expelled,
- does not submit the dissertation within 12 months from the conclusion of the last semester.

64. Article
(Right of parent students for extension of status)

Doctoral students-mothers who give birth during their studies have the right to extension of student status for one year for each live born children.

Doctoral students may pause their status in case of fatherhood up to one year for each live born child if they submit a documented request.

65. Article
(Status suspension)

Status of doctoral students is also suspended in case of sick absence that is longer than one year. Length of status suspension may be equal to suitably documented duration of reasons for its approval.

66. Article
(General right do appeal against a decision)

Doctoral student has the right to appeal against a decision of ISH authorities to which it applies.

If not otherwise specified in these rules, the student may file a complaint from the first paragraph of this article within eight days from the day they received the decision.

67. Article
(Procedure with a complaint against the grade)

ISH senate decides about the complaint of the student from previous paragraph because of the student affairs committee.

The decision of the senate is final.

X. TRANSITIONAL AND FINAL PROVISIONS

68. Article
(Interpretation of the rules)

Interpretation of these rules is in competence of ISH senate who requests an opinion of the study affairs committee before such decisions.

69. Article
(Entry into force of the rules)

These rules enter into force on the day when adopted by ISH senate, and are used from 1 October 2012 onwards.