

The Dean of the Faculty of Economics and Business of the University of Rijeka hereby, on July 19 2018, proclaims this consolidated text of the Regulations on Doctoral Program in Economics and Business at the Faculty of Economics and Business (hereinafter: the Regulations), incorporating the original text of the Regulations adopted on February 19, 2018 and its amendments adopted as of February 18 2019, May 13 2019, March 16 2020, July 13 2020, November 9 2020, December 14 2020, May 24 2021, March 21 2022, March 20 2023 and February 12 2024 The Regulations read as follows:

## **Regulations on Doctoral Program in Economics and Business at the Faculty of Economics and Business in Rijeka**

### **1 GENERAL PROVISIONS**

#### **Article 1**

- (1) These Regulations define the terms of the execution of doctoral program in economics and business (hereinafter: the doctoral program) and the process of acquiring the academic title Doktor znanosti (Dr.sc. /Ph.D.) at the Faculty of Economics and Business in Rijeka (hereinafter: the Faculty).
- (2) All terms used within in these Regulations which possess a gender specification, whether masculine or feminine, apply equally to both genders. (Translator's note: Nouns and phrases in the Croatian language, unlike in English, have gender markings and thus this provision is applicable to the Croatian version of these Regulations)

#### **Article 2**

The doctoral program is envisaged as a study program leading to the academic title *Doktor znanosti* (Dr.sc. /Ph.D.) pursuant to the Act on Scientific Activity and Higher Education (hereinafter: the Act), the Statute and the Regulations on Studies of the University of Rijeka, the Statute of the Faculty and these Regulations.

#### **Article 3**

- (1) The Faculty organizes and carries out the doctoral program in the area of social sciences, field of economics, and conducts the process for acquiring the academic title Doktor znanosti (Dr.sc. /Ph.D.) in the respective field.
- (2) The doctoral program lasts six (6) semesters. The duration of the program may be prolonged in accordance with the provisions stipulated by the Act in force and by the Regulations on Studies of the University of Rijeka.
- (3) Upon completion of the doctoral program, the doctoral candidate acquires a minimum of 180 ECTS and is awarded the academic title Doktor znanosti (Dr.sc./Ph.D.)
- (4) Prior to the public announcement of the call for enrolment, the Faculty conducts market research and establishes the enrolment quota in line with the needs of the economy and society and the Faculty's capacities.

### **2 ADMISSION REQUIREMENTS, CALL FOR ENROLLMENT AND ADMISSION**

#### **Article 4**

##### **Public call for enrolment**

- (1) Enrolment in the doctoral program is based on a public call on the Faculty website, which is published by the Faculty Council of the Faculty no later than May 1 of the current year.

- (2) The call for enrolment contains data on the terms of enrolment, number of vacancies, documents to be attached within the application, the amount of costs related to studies, the deadlines for application and enrolment as well as the ranking criteria. The call is also announced on the EURAXESS portal.
- (3) If the number of applicants meeting the enrollment criteria is sufficient, the Faculty Council shall make the final decision on the execution of the doctoral program for which the call for enrolment is announced.
- (4) The Faculty shall, on annual basis and within its capacities, grant a scholarship to the best ranked applicant enrolling full-time studies.

## **Article 5**

### **Admission requirements**

- (1) The doctoral program may be enrolled by:
  1. Persons who have completed university undergraduate and graduate studies or integrated undergraduate and graduate studies in the field of social sciences, humanities or other sciences (for the completion of which 300 ECTS are credited),
  2. Persons who have completed undergraduate university studies in the field of social sciences, humanities or other sciences, in accordance with the regulations in force before the Act came into force.
  3. Persons who have completed university specialist studies and obtained the academic title of specialist in economics or have completed an equivalent post-graduate studies in accordance with the regulations in force before the Act came into force (level 7.2 according to CQF)
  4. Persons who have completed a scientific master's degree in economics or business economics in accordance with the regulations in force before the Act came into force.
- (2) For persons who have not completed university undergraduate and graduate studies or integrated undergraduate and graduate studies in the area of social sciences, field of economics from paragraph 1 of this Article, the Committee for Postgraduate Studies and Doctorates shall order the passing of the differentiation exam on the proposal of the Committee for Recognition of Prior Learning.
- (3) The applicant shall possess business English language skills at a B2 level and provide written evidence of this (certificate). The Faculty reserves the right to additionally test the applicant's knowledge of the English language if the candidate does not possess an appropriate certification. The Faculty also reserves the right to submit the applicant to English language testing.
- (4) An applicant to the doctoral program shall have a GPA (grade point average) of at least 3.5 at all previous levels of university studies. An applicant with a lower GPA, shall submit at least one reference from a university professor acquainted with the academic achievements of the respective applicant and shall further elaborate on his/her own academic and professional competencies at an interview.
- (5) An applicant shall at enrollment submit a research proposal in the English language.

## **Article 6**

### **Application**

- (1) The applicant shall submit an application for enrolment into the doctoral program by the deadline stated in the public call for enrolment.
- (2) The applicant shall also submit a written statement on whether he or she intends to study full time or part time.
- (3) The application shall include all documents required and set by the public call for enrolment.
- (4) The Faculty's Committee for Postgraduate Studies and Doctorates shall determine whether the applicant meets the terms of enrollment to the doctoral program within 30 days of the application deadline.
- (5) The Committee for Postgraduate Studies and Doctorates ranks the applicants according to the following criteria [maximum 20 points]:
  - GPA achieved during graduate studies [weighted GPA – maximum 6 points];
  - Reference(s) from university professor(s) acquainted with the academic achievements of the respective applicant [1 point];
  - Statement signed by a scientist meeting the minimal eligibility criteria for supervisors (Article 13 of these Regulations) whereby the signee gives his/her consent to mentor the respective applicant (2 points);

- Scientific papers published in scientific journals cited in relevant databases according to criteria set by the National Scientific Council. The applicant shall be awarded 4 points for papers classified as *a1* and 1 point for papers classified as *a2* [maximum 6 points];
  - Awards for scientific and professional activities [1 point];
  - Interview with the Committee for Postgraduate Studies and Doctorates during which the applicant presents his/her doctoral research topic and expected scientific contribution, based on which, the Committee evaluates the eligibility of the candidate, the appropriateness and validity of the proposed topic and expected scientific contribution, possibility to ensure a suitable supervisor to mentor the doctoral dissertation and the applicant knowledge of business English [maximum 4 points]. This is the fundamental (eliminating) criterion within the selection process.
- (6) The Committee may choose to propose to the Faculty Council to reject an application even though the applicant has met other requirements prescribed by the doctoral program in the following cases:
- If the Committee negatively evaluates the expected scientific contribution of the research topic i.e. the doctoral dissertation,
  - If the Committee establishes that the Faculty cannot ensure a suitable supervisor for the respective field of scientific interest i.e. scientific field in which the applicant wants to pursue his/her research in,
  - If the Committee determines that the applicants' English language skills are insufficient,
  - If the Committee establishes that it is impossible to obtain the expected scientific contribution
- The Faculty Council's decision on the rejection of the application is final. The Student Registry for Postgraduate Studies shall inform the applicant in writing on the Committee's decisions and selection process results within eight (8) days.
- (7) An applicant that has not met the enrollment criteria may file a request to the Committee for Postgraduate Studies and Doctorates asking for an elaboration of the reasons for the rejection of his/her application within eight (8) days of the receipt of the decision on the results of the call for enrollment. The Committee shall provide such applicants with an explanation in writing and shall be given guidelines for overcoming the respective shortcomings in their applications.

## **Article 7**

### **Admission to the doctoral program**

- (1) A candidate admitted to the doctoral program having a fixed-term employment contract for an associate position of teaching assistant, studies full-time. A candidate whose funding is assured through a scientific research project or other sources of financing may study full-time if he/she is not employed by another employer.
- (2) Other candidates study part-time.
- (3) Candidates admitted to the doctoral program shall sign a Learning Agreement with the Faculty stipulating mutual rights and obligations.

## **Article 8**

### **Payment of tuition fees**

The amount of tuition to be paid by doctoral candidates is set by the Faculty Council. In cases when the doctoral program is offered as a joint doctoral program carried out by the Faculty and a partner institution(s), the amount of tuition to be paid by doctoral candidates is set by a mutual agreement between the institutions involved in the execution of the doctoral program.

### **3 COORDINATION OF THE DOCTORAL PROGRAM**

#### **Article 9**

##### **Committee for Postgraduate Studies and Doctorates**

- (1) The Faculty Council, following up on the Dean's proposal, shall found a seven (7) member working Committee for Postgraduate Studies and Doctorates (hereinafter: the Committee) which shall be appointed for a three-year period i.e. for the duration of the active Dean's mandate. The members appointed to the Committee shall include:
  - The Faculty's Vice-dean for Science and Research
  - Five Faculty teachers elected into a scientific-teaching rank
  - PhD student representative
- (2) The Faculty Council, following up on the Dean's proposal, shall appoint one of the Committee members as the Coordinator of the Doctoral Program (hereinafter: the Program Coordinator).
- (3) Head of the Student Registry for Postgraduate Studies shall be present at all Committee sessions but shall not have right of vote.
- (4) The Committee shall bring decisions by majority of vote.
- (5) Minutes shall be kept during all Committee sessions.
- (6) In exceptional cases, the Committee may, based on the Program Coordinator's proposal, bring decisions on individual issues via electronic vote.

#### **Article 10**

##### **The Program Coordinator/Head of the Doctoral Program**

- (1) The Program Coordinator of the doctoral program shall directly manage the doctoral program and shall be aided by other Committee members. The Program Coordinator shall be responsible for:
  - The organization and execution of classes,
  - The realization of the doctoral program's financial plan
  - The approval of program expenditures in cooperation with the dean or vice-dean for science and research
- (2) The Program Coordinator shall, in cooperation with the dean and vice-dean for science and research, convene, propose the agenda and head Committee sessions.

#### **Article 11**

##### **Responsibilities of the Committee**

- (1) The Committee shall propose to the Faculty Council to vote on and bring decisions on the following:
  - Changes within the accredited doctoral program curricula
  - Changes in the holders and co-holders of doctoral program courses,
  - Supervisors and co-supervisors on doctoral dissertations,
  - Members of the boards for the defense of doctoral dissertation proposals, the presidents of the respective boards and the dates of doctoral dissertation proposal defenses if proposals meet the formal requirements,
  - Members of the Board for the preliminary quality control of the doctoral dissertation and President of the Board,
  
  - Members of the boards for the assessment of the doctoral dissertations and the presidents of the respective boards,
  - Members of the boards for the defenses of the doctoral dissertations and the presidents of the respective boards,
  - Other decisions related to relevant issues under its jurisdiction.
- (2) The Committee shall make decisions within forty-five (45) days upon the candidates' demand concerning the following:

- Acquisition of ECTS credits for his/her engagement in the execution of seminar classes or practicums at undergraduate and graduate studies and for his/her assistance in mentoring the final papers written by postgraduate specialist students and graduate students (master theses)
  - Acquisition of ECTS credits for his/her stay at universal abroad for a period of at least three (3) months or for engaging in corresponding research activities fostering internationalization of research or for active participation in workshops, scientific colloquia and successful presentation of research results at doctoral conferences,
  - Acquisition of ECTS credits for the publication of a scientific paper in internationally recognized scientific journals indexed in databases categorized as *a1* according to the criteria specified in the Regulations on the Requirements for the Appointment to the Scientific Titles of the National Science Council and according to the list proposed by the Committee and approved by the Faculty Council (hereinafter: internationally recognized journals),
  - Acquisition of ECTS credits for presenting paper at an international scientific conference,
  - The doctoral candidate may earn ECTS credits for a single paper only under one category
  - Recognition of ECTS credits obtained for passing examinations or for other activities within other doctoral programs offered by the University of Rijeka or other universities in Croatia or abroad that meet the criteria under Article 22, Paragraph (3) of these Regulations.
- (3) The Committee shall make decisions within forty-five (45) days upon the candidates' demand concerning the following:
- Eligibility of foreign university for acquiring ECTS credits as defined under Paragraph 2, Item 2 of this Article.
  - Eligibility of the internationally recognized journals for acquiring ECTS credits as defined under Paragraph 2, Item 3 of this Article,
  - Eligibility of the course and obtained ECTS credits for participating in teaching activities at the Faculty.
  - Eligibility of passed examinations and other activities within other doctoral programs offered by the University of Rijeka or other universities in Croatia or abroad.
- (4) The Committee shall, in case of a negative opinion on the proposal of the dissertation, provide reasons for its rejection.
- (5) The Committee shall be responsible for resolving any operational issues in the execution of the program.
- (6) The Committee shall decide on the requests of doctoral candidates.

## **Article 12**

### **Boards within the doctoral dissertation procedures**

- (1) The Faculty Council shall, based on the Committee's proposal, appoint the following boards:
- Board for the defense of the doctoral dissertation proposal,
  - Board for the preliminary quality control of the doctoral dissertation
  - Board for the assessment of the doctoral dissertation,
  - Board for the defense of the doctoral dissertation.
- (2) The board for the defense of the doctoral dissertation proposal shall consist of at least four (4) members as follows:
- at least three members holding scientific and scientific-teaching titles that are recognized experts in the field in which the candidate wishes to pursue his/her dissertation, among whom, at least one (1) member comes from a different university or scientific institution (possibly foreign) and among whom, at least one (1) member is an expert in quantitative methods.
  - a member of the Committee for Postgraduate Studies and Doctorates, appointed by the Faculty Council following up on the proposal set forth by the Committee for Postgraduate Studies and Doctorates
- The supervisor/co-supervisor shall not be a member of the board for the defense of the doctoral dissertation proposal nor the board for the assessment of the doctoral dissertation.
- (3) The board for the assessment of the doctoral dissertation shall consist of at least three (3) members holding a scientific and scientific-teaching title that are recognized experts in the respective field of the doctoral dissertation, among whom, and at least one (1) member comes from a different university or scientific institution (possibly foreign) and among whom, at least one (1) member is an expert in quantitative methods.

- (4) The members of the Board for the preliminary quality control of the doctoral dissertation, the Board for the assessment of the doctoral dissertation, as well as the members of the Board for the defense of the doctoral dissertation are, as a rule, members of the Board for the defense of the doctoral dissertation proposal (without representatives of the Committee for Postgraduate Studies and Doctorates).
- (5) Members of the Board for the defense of the doctoral dissertation proposal and members of the Board for the assessment of the doctoral dissertation must meet the requirements for supervising students in the doctoral program.

## **4 GENERAL DETERMINANTS**

### **Article 13 The Supervisor**

- (1) The Faculty Council shall, following up on the Committee's proposal and within ninety (90) days of enrollment, appoint an advisor or supervisor to the candidate, among the teaching staff appointed into scientific-teaching ranks, and who are (co)holders on courses offered within the doctoral program. The supervisor or co-supervisor shall have an appointment in Economics.
- (2) The supervisor/co-supervisor/course holder shall meet the Minimal eligibility criteria for mentoring students at postgraduate university studies at the University of Rijeka. These criteria have been complemented for social sciences and humanities to include the following:
  - Scientific activity of the supervisor/co-supervisor/course holder as an author in the preceding five (5) years:
    - Five (5) published scientific papers (among which, at least one in a journal indexed in the CC/SCI/AHSCI/SSCI/Scopus databases) or
    - Published book reviewed by at least one foreign reviewer and two published scientific papers, among which, at least one in a journal indexed in the CC/SCI/AHSCI/SSCI/Scopus databases, or
    - At least one scientific paper published in first or second quartile journals according to JCR / SCJ.
- (3) The doctoral candidate shall propose the supervisor/co-supervisor or advisor using the form designed for this purpose.
- (4) A supervisor and co-supervisor may also be appointed a person outside the teaching staff involved as co(holders) of courses within the doctoral program, if he or she meets the criteria under paragraph 1 and 2 of this Article.
- (5) The supervisor or co-supervisor shall assist the doctoral candidate in shaping their doctoral study program, in the selection of the doctoral paper subject, and shall refer the student to the appropriate literature and methodology (process) needed in his or her scientific research and shall assist him or her in writing the doctoral dissertation.
- (6) The supervisor has an obligation at least once a year report on the doctoral candidate's progress to the Faculty Council using the form designed for these purposes by the University of Rijeka.
- (7) The doctoral candidate shall also be appointed an independent counselor from the experts ranks in the field of his/her research to aid and to meet with the candidate on a needs basis.
- (8) An individual that is not employed by the Faculty and/or does not hold a PhD degree in social sciences, field of economics, may be appointed as a supervisor or co-supervisor to a doctoral candidate if he or she meets the eligibility criteria for supervisors and co-supervisors within the doctoral studies at his or her home institution/faculty. In the event that the respective institution/faculty does not have its own eligibility criteria for supervisors and co-supervisors within doctoral studies, the prerequisites set for supervisors and co-supervisors within the doctoral studies at this Faculty shall apply.
- (9) A doctoral candidate may be assigned a professional counselor if the respective person is recognized, among the scientific and professional community, as a top expert in the field of the dissertation.

## **Article 14**

### **The Doctoral candidate**

- (1) The doctoral candidate has an obligation at least once a year report to the Faculty Council on his or her activities using the form designed for these purposes by the University of Rijeka.  
A doctoral candidate loses his/her student status if he/she does not submit a report on his/her work.
- (2) The doctoral candidate shall have the right to change his or her doctoral dissertation supervisor/advisor and/or the topic of the doctoral dissertation by submitting a written request and a written statement from the active supervisor using the form designed for such purposes by the University of Rijeka.
- (3) In the event that the change of the supervisor is not mutually agreed upon by the doctoral candidate and the respective supervisor, the doctoral candidate shall turn to his/her independent counselor (Article 13, paragraph 7) for mediation in this issue. If required, the coordinator of the doctoral program, the vice-dean for science and research, the Committee and/or the dean may be included in the mediation process.
- (4) In writing his/her seminar and preliminary papers, papers to be presented at international conferences, papers to be published in journals and the doctoral dissertation itself as well as all other materials within his / her doctoral study, the doctoral candidate shall take account of the fact that any use of other people's works and / or research results without crediting the author, as well as passing off and presenting other people's work as their own or insufficient clarity in differentiating one's work from another is considered plagiarism. The doctoral candidate shall, therefore, guarantee the authenticity of his/her published works, accuracy and integrity in presenting and providing information or quoting other people's (as well as one's own) works whose parts are used in new works. In order to ensure academic integrity, the Faculty makes use of the antiplagiarism software *Turnitin*. These issues are further regulated by the Code of Ethics of the University of Rijeka.

## **Article 15**

### **Language**

The doctoral program is carried in whole, out partly, in Croatian, English or in another world language.

## **Article 16**

### **Structure**

- (1) The doctoral program comprises a minimum of 180 ECTS credits.
- (2) The doctoral program comprises research-based activities leading to the writing and defense of the doctoral dissertation through organized classroom instruction and individual work.
- (3) Upon completing his or her research, and after writing and defending the doctoral dissertation, the doctoral candidate is awarded 90 ECTS credits as follows:
  - Development and defense of the doctoral dissertation proposal (15 ECTS credits),
  - Development and defense of the doctoral dissertation (75 ECTS credits)
- (4) Class instruction shall be carried out in accordance with the accredited curricula. By meeting the classroom instruction requirements, the doctoral candidate earns a maximum of 30 ECTS credits.
- (5) The doctoral candidate shall earn a minimum of 20, and a maximum of 30 ECTS credits for his/her stay at university or scientific institution abroad for a period of at least three (3) months or for engaging in corresponding study/research activities fostering internationalization of research. This requirement is obligatory.
- (6) A doctoral candidate studying full-time is obliged to stay at university or scientific institution abroad for a period of at least three (3) months (20 ECTS credits). He or she may also acquire additional credits based on activities defined under this article, paragraph 8, maximally up to a total of 30 ECTS altogether. A doctoral candidate studying part-time shall meet the criteria under paragraph 5 of this Article by opting for one of the offered possibilities i.e. by combining the first options (20 ECTS credits) and additional activities under this article, paragraph 8, maximally up to a total of 30 ECTS altogether.
- (7) A doctoral candidate who, due to his/her stay at foreign university or scientific institution or due to his/her participation in international scientific or scientific-professional projects, does not take part in the

workshops and colloquia needs to, regardless of that, submit a draft of the doctoral dissertation proposal by the end of the first year.

(8) The study/scientific-research activities fostering internationalization of research mentioned in paragraph 5 of this Article may include:

- Participation in an international scientific project or scientific-professional project (an internationally funded project or a project led by foreign scientists and including mostly foreign researchers) with a resulting scientific paper published in a journal indexed in SSCI, SCI or CC (Social and Behavioral Sciences) databases. The doctoral candidate may earn 20 ECTS credits for a single paper only under one category.

- Participation in two (2) scientific workshops held by foreign lecturers at the Faculty, two (2) scientific colloquia and one (1) doctoral conference - 15 ECTS credits – obligatory in the event that the doctoral candidate does not meet the first indent regarding the doctoral candidate's stay at another domestic or foreign university or scientific institution.

- Participation in methodological summer schools, workshops etc. organized within university networks / programs such as EDAMBA, CESEENet, CEEPUS or Erasmus, or by a university ranked among the top 500 world universities and other similar scientific institutions as well as in similar activities organized by the Faculty itself - 5 ECTS points,

- Enrollment and successful completion of a course through the CESEENet, Erasmus, CEEPUS or a similar network. The candidate may be awarded additional credits for such an activity in addition to the already obtained ECTS credits for passing elective course (to be recognized within the 30 ECTS credits for completing core and elective courses) in the amount of already obtained credits.

- Other similar activities fostering internationalization of research - the number of ECTS to be awarded for such an activity is determined on individual basis by the Committee.

(9) Other activities for which ECTS credits may be awarded include:

- Engagement in the execution of seminar classes or practicums at undergraduate and graduate studies offered by the Faculty and assistance in mentoring the final papers written by Faculty's postgraduate specialist students and graduate students (master theses) - a maximum of 10 ECTS which correspond to a maximum of thirty (30) teaching hours of seminars/practicums (1 ECTS credit for 3 hours of classwork). The doctoral candidate can acquire ECTS credits under this category as follows:

- 1 ECTS credit for every three hours of seminar/practicum classwork

- 2 ECTS credits for providing assistance in mentoring master theses

- 4 ECTS credits for providing assistance in mentoring the final papers at postgraduate specialist studies offered by the Faculty

- As these teaching activities are a part of the regular work activities conducted by doctoral candidates studying full time, this provision only applies to doctoral candidates studying part-time.

Writing and publication of scientific papers on topics pertaining to social sciences in recognized scientific journals according to criteria set by the National Scientific Council, i.e. founded on the criteria specified in the Regulations on the Requirements for the Appointment to the Scientific Titles of the National Science Council. A paper classified as first category paper (a1) according to these criteria conveys 20 ECTS points. These include papers published in scientific journals present in databases: WoSCC (solely SSCI and SCI), CC and Scopus. The number of credits is multiplied (40 ECTS points) if the respective paper is published in journals belonging to the first and second quartile (Q1 and Q2). The classification of scientific journals into quartiles (Q1, Q2, Q3, Q4) is done according to the JCR (Journal Citation Report) or the SJR (SCImago Journal Rank Indicator) for the year the paper was submitted for publication or the year of publication, depending on what is more convenient for the candidate, and for the Subject Category most convenient for the candidate. A paper published in journals cited in the ESCI databases conveys ten (10) ECTS credits. Doctoral candidates writing a monograph are obliged to publish at least one scientific paper.

- Presentation of a scientific paper at an international scientific conference

The doctoral candidate is obliged to present at least one paper at a conference. A doctoral candidate can obtain ECTS credits in this manner for a maximum 10 ECTS.

For the scientific paper to be relevant, the total number of co-authors of the scientific paper must not exceed five.

(10) The doctoral candidate may earn ECTS credits for a single paper only under one category.



- (11) Within all the activities described under Article 16, the doctoral candidate shall state his/her affiliation to the Faculty by quoting its full name: Sveučilište u Rijeci, Ekonomski fakultet in the Croatian language, i.e. University of Rijeka, Faculty of Economics and Business in the English language. In delivering presentations, the doctoral candidate shall use the official presentation form available on the Faculty's website.

## **5 OBLIGATIONS DURING STUDIES**

### **Article 17**

#### **First year of studies**

- (1) During the first year of studies, the doctoral candidate shall attend and pass three (3) courses, among which two (2) core courses and one (1) course of his/her choice addressing issues to be dealt with within his/her doctoral dissertation. In case the candidate's thesis is in the area covered by a core course, the candidate shall take an additional elective course during his/her course of studies.
- (2) At the end of the first year, the candidate shall complete and submit the first draft of the doctoral dissertation proposal. As a rule, the first draft is taken as the application paper for the 1st Scientific Colloquium (within the framework of workshops, scientific colloquia and doctoral conferences).
- (3) A doctoral candidate required to pass the differential exams defined under Article 5, paragraph 2 of these Regulations, shall pass them prior to the submission of the doctoral dissertation proposal.

### **Article 18**

#### **Second year of studies**

- (1) During the second year of studies, the doctoral candidate shall attend and pass one (1) core course within the doctoral program (track) he/she has enrolled, one (1) elective course between the two courses offered within his/her track and one (1) elective course. By passing all three courses, the student earns 12 ECTS credits in total. If any of these courses have already been selected and taken by the candidate as an elective course during his/her first year of studies, the doctoral candidate shall enroll another course of his / her own choice within the doctoral program. The doctoral candidate may choose to take both courses of the two offered elective courses within his/her track and choose not to take the additional elective course. The doctoral candidate may, if he/she so wishes, obtain in this manner additional ECTS credits (above the official 30), but these ECTS credits cannot be exchanged for ECTS credits to be obtained through other (mandatory or optional) activities. The doctoral candidate may also choose to take, as an elective, a course within another postgraduate university study program (doctoral study program) offered at the University of Rijeka, as well as a doctoral course in the fields of economics and business economics offered in Croatia or abroad pursuant to Article 22, paragraph 3, item 3. Within the mentioned doctoral study programs in economics and business economics in Croatia and abroad, the doctoral candidate may choose to take a same / similar course to that offered at the Faculty and have the obtained credits recognized for one of the core courses, i.e. elective courses chosen between the two offered courses. The respective course has to be approved by the Committee.
- (2) The doctoral candidate shall publicly defend his or her doctoral dissertation proposal in front of the board for the defense of the doctoral dissertation proposal prior to enrolling the third year of studies. By defending the doctoral dissertation proposal, the doctoral candidate shall earn 15 ECTS credits.

### **Article 19**

#### **ECTS grading system**

The doctoral candidates shall be graded at their examinations based on the overall achieved percentage of acquired learning outcomes expressed as follows:

<b>Acquired learning outcomes in %</b>	<b>Numerical grade</b>	<b>ECTS grade</b>
90-100%	Excellent (5)	A

75-89%	Very good (4)	B
60-74%	Good (3)	C
50-59%	Sufficient (2)	D
0.0-49%	Insufficient (1)	F

## **Article 20**

### **Other obligations during studies**

- (1) The doctoral candidate may engage in the execution of teaching activities at undergraduate, graduate and postgraduate specialist studies offered by the Faculty, pursuant to Article 16 of these Regulations.
- (2) The doctoral candidate must publish at least one scientific paper in an internationally recognized scientific journal.
- (3) The doctoral candidate must stay at university or scientific institution abroad for a period of at least three (3) months or engage in a corresponding study/research activity fostering internationalization of research.
- (4) The doctoral candidate must present at least one paper at an international scientific conference.

## **Article 21**

### **Execution of teaching activities – part-time doctoral candidates**

- (1) The doctoral candidate paying his or her own tuition may be engaged in the execution of seminar classes and practicums at undergraduate, graduate or postgraduate specialist studies at the Faculty if appointed as external associates by the Faculty Council.
- (2) External associates may be engaged in the execution of seminar classes and practicums at undergraduate and graduate studies up to four (4) forty-five-minute class hours per week.
- (3) The doctoral candidate, as a rule, shall be engaged in the teaching activities on courses held by his or her supervisor/co-supervisor/advisor. The doctoral candidate may also be engaged in the teaching activities on other courses at the Faculty if agreed by the supervisor/co-supervisor/advisor.
- (4) The doctoral candidate shall, on request, obtain the Certificate confirming that he or she has engaged in teaching activities at undergraduate, graduate and postgraduate specialist studies from the vice-dean for undergraduate/graduate/postgraduate studies respectively. The Certificate shall state the overview of the course(s) and the number of classes the doctoral candidate was engaged in.
- (5) The Committee shall within forty-five (45) days, based on the provided Certificate confirming the doctoral candidate's engagement in the execution of teaching activities, pass its decision on recognizing the fulfillment of this requirement.
- (6) The Coordinator shall within fifteen (15) days enter the fulfillment of this requirement into the Student's Matriculation Book (Indeks). The date of fulfillment is that of the respective Committee's session.

## **Article 22**

### **Doctoral candidate's stay at university abroad**

- (1) The eligibility universities abroad the doctoral candidate chooses for his or her stay shall be determined by the Committee prior to the doctoral candidate's departure.
- (2) The Committee shall make its decision within forty-five (45) days upon the candidate's written request. The request shall contain the following elements:
  - General data on the doctoral candidate
  - The name of the respective university
  - An outline of activities the candidate shall perform during his or her stay at another university in order to gain ECTS credits
  - Information on the university needed to establish and confirm its quality and ranking.
- (3) The Committee shall find the respective university as eligible if it meets one the following criteria:
  - It is among the top 500 universities in Europe according to the previous year's Ranking web of world universities, Academic Ranking of World University
  - It is among the top 500 universities in the world according to the previous year's ranking;

- It is a member of a multilateral agreement i.e. network in which the Faculty is a member, such as EDAMBA, ERASMUS, CEEPUS or CEESENET;
- It holds one of the following accreditations: EQUIS, EPAS, AACSB, TedQual, EDAMBA, CEEMAN;
- It has signed an agreement of cooperation with the Faculty of Economics and Business.

### **Article 23**

#### **Scientific papers published in internationally recognized journals**

- (1) A scientific paper published in an internationally recognized scientific journal is a paper published in an international scientific journal pursuant to Article 16 of these Regulations.
- (2) The Faculty Council shall, at Committee's proposal, decide whether other scientific journals meet the criteria of eligibility based on which the doctoral candidate may acquire ECTS credits for publishing his or her scientific paper.
- (3) The scientific paper may be written in co-authorship. The maximum number of authors shall not exceed three (3).

### **Article 24**

#### **Scientific papers published at international scientific conferences**

- (1) A relevant international scientific conference is a conference indexed in databases categorized as *al* according to the criteria specified in the Regulations on the Requirements for the Appointment to the Scientific Titles - 10 ECTS credits or that in which the at least 70% of the editorial board is made up of eminent scientists from abroad – 5 ECTS credits

### **Article 25**

#### **Eligibility of journals and international scientific conferences**

- (1) The doctoral candidate may seek approval from the Committee on the eligibility of the scientific journal or the international scientific conference prior to submitting his or her paper or prior to participating in the international scientific conference.
- (2) The Committee shall bring its decisions on the eligibility of the journal or conference in question within forty-five (45) days of the request stating whether the journal/conference meets the requirements defined under Article 11, paragraph 2, item 3 and 4 and Article 26 of these Regulations.
- (3) The Student Registry for Postgraduate Studies shall inform the doctoral candidate on the Committee's decision within eight (8) days of the respective decision.

### **Article 26**

#### **Recognition of scientific papers published in internationally recognized journals as part of student obligations**

- (1) The doctoral candidate shall provide the Committee with proof of publication including:
  - A request containing general data on the scientific journal, including data on its indexing/citation in relevant databases;
  - An original copy of the journal or the Internet link where the scientific paper is published;
  - The Committee's decision of the journal's eligibility.
- (2) The Committee shall within forty-five (45) days of the request bring its decision to recognize the publication of the scientific paper as part of student obligations for which the doctoral candidate shall be awarded ECTS credits pursuant to Article 16 of these Regulations.
- (3) The Coordinator shall within fifteen (15) days enter the fulfillment of this requirement into the Student's Matriculation Book (Indeks). The date of fulfillment is that of the respective Committee's session.

### **Article 27**

#### **Recognition of active participation in international scientific conferences as part of student obligations**

- (1) The doctoral candidate shall provide the Committee with proof of publication including:

- A request containing general data on the scientific conference, including data on its indexing/citation in relevant databases;
  - A copy of the book of abstracts;
  - A certificate of attendance from the organizer confirming that the respective paper has been presented at the conference
  - The Committee's decision of the scientific conference's eligibility.
- (2) The Committee shall within forty-five (45) days of the request bring its decision to recognize the doctoral candidate's participation at the conference as part of student obligations for which the doctoral candidate shall be awarded ECTS pursuant to Article 16 of these Regulations.
  - (3) The Coordinator shall within fifteen (15) days enter the fulfillment of this requirement into the Student's Matriculation Book (Indeks). The date of fulfillment is that of the respective Committee's session.

## **6 RECOGNITION OF ECTS CREDITS**

### **Article 28**

#### **Recognition of credits obtained at a postgraduate scientific master studies**

- (1) The doctoral candidate that has completed a postgraduate master scientific study (M.Sc.) shall be awarded, by recognition, eighty (80) ECTS credits.
- (2) The decision on recognizing the ECTS credits shall be brought by the Committee for Recognition of Prior Learning based on the doctoral candidate's written request and the documents confirming the achieved academic degree.

### **Article 29**

#### **Recognition of credits obtained at a postgraduate specialist study (Bologna), postgraduate vocational study (pre-Bologna) or a university specialist study**

- (1) A doctoral candidate that has completed a postgraduate specialist study program (Bologna), postgraduate vocational study program (pre-Bologna) or a university specialist study program shall be awarded, by recognition sixty (60) ECTS credits.
- (2) The decision on recognizing the ECTS credits shall be brought by the Committee for Recognition of Prior Learning based on the doctoral candidate's written request and the documents confirming the achieved academic degree.

### **Article 30**

#### **Recognition of credits obtained at (another) doctoral study program (Bologna)**

A doctoral candidate that has completed an equivalent activity within another doctoral study program (Bologna) may be awarded, by recognition, ECTS credits for the mentioned activity pursuant to these Regulations and Committee's for Recognition of Prior Learning decision.

## **7 DOCTORAL DISSERTATION**

### **Article 31**

#### **Doctoral dissertation**

- (1) The doctoral dissertation shall be a result of an original and individual scientific research which, judging by the methodology of the undertaken research, and the level of contribution to the relevant scientific domain, in an adequate fashion determines the capabilities of the candidate to perform individual scientific research. It may be written in the Croatian or the English language. The doctoral dissertation may also be written in another world language upon prior approval by the Committee.
- (2) The possible forms of the doctoral dissertation are:
  - A monograph (traditional form)- later displayed in detail within these Regulations

- A collection of published scientific papers accompanied by a critical survey chapter, consisting of an introduction, discussion, conclusion and a comprehensive survey of relevant literature (so-called Scandinavian model). This form of dissertation is allowed only within the context of the research conducted in the doctoral study, and the scientific papers included must be published upon enrolment in the doctoral study - later displayed in detail in Article 48 of these Regulations.

### **Article 32**

#### **Submission of the doctoral dissertation proposal**

- (1) The final version of the doctoral dissertation proposal shall be submitted using the form designed for this purpose by the University of Rijeka.
- (2) The doctoral candidate shall submit the doctoral dissertation proposal to the Student Registry for Postgraduate Studies.
- (3) In the case of the application of the Scandinavian form of dissertation, the doctoral candidate may, after enrollment in the doctoral program and before applying for the topic, publish a maximum of one scientific paper, which may possibly become an integral part of the doctoral dissertation approved by the Board for the defense of the doctoral dissertation proposal. In this case, the doctoral candidate must submit a published scientific paper to the Board along with the topic application.

### **Article 33**

#### **Defense of the doctoral dissertation proposal**

- (1) The Faculty Council shall, following up on the Committee's proposal, appoint the Board for the defense of the doctoral dissertation proposal composed of at least four (4) members among whom, at least one is a recognized expert in quantitative economics.
- (2) The defense of the doctoral dissertation proposal shall be led by the President of the Board for the defense of the doctoral dissertation proposal.
- (3) The defense of the doctoral dissertation proposal shall be public and is conducted as follows:
  - The President of the Board for the defense of the doctoral dissertation proposal shall open the defense procedure and shall present the doctoral candidate's achievements;
  - The doctoral candidate shall then, in thirty minutes, give a presentation on the fundamental elements of his or her proposal using available audio-visual aids;
  - The members of the Board for the defense of the doctoral dissertation proposal shall then pose their questions to the candidate in writing;
  - The President of the Board for the defense of the doctoral dissertation proposal may then in agreement with the doctoral candidate set a ten to twenty-minute break to allow the candidate to prepare his or her answers;
  - The doctoral candidate shall, upon the break, answer the posed questions;
  - The members of the Board for the defense of the doctoral dissertation proposal may also choose to give suggestions for further research;
  - The President of the Board for the defense of the doctoral dissertation proposal concludes the defense procedure and the Board for the defense of the doctoral dissertation proposal withdraws to confer on the grade of the respective proposal;
  - The President of the Board for the defense of the doctoral dissertation proposal publicly announces the Board's decision regarding the evaluation of the doctoral dissertation proposal.

(4) During the defense of the doctoral dissertation proposal, the doctoral candidate may be assessed as follows:

- a) the Board has no objections to the proposal (**grade: satisfactory**)
- b) The Board has minor objections which the doctoral candidate can, in the opinion of the Board, resolve within 15 days (**assessment: minor revision of the proposal**)

In the case of a minor revision, the doctoral candidate must send the corrected proposal as soon as possible (up to 15 days after the date of the topic proposal defense) to the Student Registry for Postgraduate Studies, which will forward it to the members of the Board for the defense of the doctoral dissertation proposal. The Board for the defense of the doctoral dissertation proposal shall, within 7 days of receiving the revised

proposal, confirm in writing whether a minor revision to the proposal is acceptable and prepare a final Report on the evaluation of the proposal that includes any questions asked of the doctoral candidate at the dissertation proposal defense and other elements of the report referred to in this Article. If the Board decides that the minor revision is unsatisfactory, the proposal will be returned for evaluation, i.e. a major revision of the proposal will be required (c)

c) The Board has serious objections that make it impossible to prepare the report (**grade: major revision of the proposal/re-evaluation**)

In the event of the need for further revision, the Board for the defense of the doctoral dissertation proposal shall set the deadline within which the doctoral candidate must make the corrections. The deadline may not be shorter than one month and not longer than six months from the date of the proposal defense. The Board for the defense of the doctoral dissertation proposal compiles the final Dissertation proposal defense report with all individual comments and questions from the members of the Board for the defense of the doctoral dissertation proposal and sends it to the Committee for PGS, i.e. the Faculty Council. After making changes and finalising the proposal, the doctoral candidate sends a new version of the proposal and detailed responses (in a separate document) to the comments of the Board for the defense of the doctoral dissertation proposal. The Board for the defense of the doctoral dissertation proposal decides whether a new presentation of the proposal is required or whether it accepts the new version unconditionally.

d) The Board determines that the content of the proposal is unsatisfactory and rejects the proposal (**grade: unsatisfactory**).

If the proposal is rejected, the Board is obliged to submit a report within 30 days from the date of the defense of the proposal, in which it explains in detail the reasons for the rejection of the proposal.

(5) The Dissertation proposal defense report contains the following elements:

- the proposed title of the doctoral dissertation in the Croatian and English language
- assessment of the appropriateness of the proposed title and research area of the doctoral dissertation with regard to the content of the proposal and suggestions for possible changes to the title
- assessment of the relevance of the doctoral dissertation with regard to the existing body of knowledge in the proposed field of research
- assessment of the appropriateness of the literature used with regard to the field of research
- evaluation of the suitability of hypotheses, research questions and research objectives
- a review of the appropriateness of the proposed research methodology and its feasibility
- the opinion of the Board members on whether the present research proposal enables the creation of an original scientific contribution to the existing body of knowledge in the field of research, the opinion on the suitability of the supervisors and co-supervisors.

(6) The President of the Board for the defense of the doctoral dissertation proposal shall within thirty (30) days of the defense of the doctoral dissertation proposal prepare a written report on the defense of the doctoral dissertation proposal using the form designed for this purpose by the University of Rijeka and submit it to the Faculty Council for vote.

(7) The report on the defense of the doctoral dissertation proposal shall be signed in *manu propria* or electronically by the members of the Board for the defense of the doctoral dissertation proposal.

(8) The final decision on the acceptance of the doctoral dissertation proposal shall be brought by the Faculty Council based on the report prepared by the members of the Board for the defense of the doctoral dissertation proposal using the form designed for this purpose by the University of Rijeka. The Faculty Council shall bring the final decision within sixty (60) days of the submission of the report on the defense of the doctoral dissertation proposal.

(9) If the Board for the defense of the doctoral dissertation proposal shall negatively evaluate the doctoral dissertation proposal once it has been modified or supplemented by the doctoral candidate, the Faculty Council shall bring the decision to terminate the procedure for obtaining the doctoral degree and shall inform the doctoral candidate on its decision.

(10) The Student Registry for Postgraduate Studies shall inform the applicant in writing on the final acceptance of the doctoral dissertation proposal within fifteen (15) days.

(11) The program Coordinator shall within fifteen (15) days enter the fulfillment of this requirement awarding 15 ECTS credits into the Student's Matriculation Book (Indeks). The date of fulfillment is that of the respective Faculty Council's session.

#### **Article 34**

##### **Preliminary control of the quality of the doctoral dissertation**

- (1) A preliminary control of the quality of the doctoral dissertation is a written presentation of the research findings in the recommended volume of 1-3 aa, which the doctoral candidate submits on the Faculty form to the Student Registry for Postgraduate Studies and defends before the Board for the preliminary quality control of the doctoral dissertation.
- (2) Once the Faculty Council has made the decision to accept the doctoral dissertation proposal, the doctoral candidate shall submit to the Committee a written presentation of research results in accordance with the remarks and suggestions made by the Committee and the Board for the defense of the doctoral dissertation proposal. The research results shall also, in its first part, include detailed responses to all the remarks and suggestions made by the Committee and the Board for the defense of the doctoral dissertation proposal.
- (3) The estimated time for the presentation of the research results is 30 to 45 minutes. The doctoral candidate briefly describes the research area, presents hypotheses, research questions, and research objectives. The major part of the presentation is devoted to the empirical results of the research. After the presentation, the members of the Board for the preliminary quality control of the doctoral dissertation ask the doctoral candidate questions. The members of the Board for the preliminary quality control of the doctoral dissertation shall prepare a report containing the issues raised during the presentation of the research results, as well as a report on the research results of the doctoral dissertation, following the realization of the elements referred to in Article 33, paragraph 5, with particular attention to the scientific contribution of the results of the dissertation. The Board may propose:
  - a) acceptance of the results in full,
  - b) conditional acceptance of the results with minor objections, which the doctoral candidate must consider within 30 days, and submit them to the Board for the preliminary quality control of the doctoral dissertation for review.

For minor objections, the Board shall, within 7 days of the presentation of the results, communicate the minor objections in writing to the doctoral candidate, and the doctoral candidate shall submit a corrected proposal as soon as possible (up to 30 days after the presentation of the results) to the members of the Board for the evaluation of the results of the doctoral dissertation, whereupon the President of the Board shall confirm in writing whether the refinement is satisfactory and issue a final report. If the revision is not satisfactory, the results are returned to be presented again (c).
  - c) In the case of serious objections, i.e. the need for a major revision (c), the Board for the evaluation of the results of the doctoral dissertation shall set the deadline within which the doctoral candidate must make corrections. The deadline may not be shorter than 30 days and not longer than 6 months from the date of presentation of the research results (or after the rejection of the minor revision/proposal b of this paragraph). The Board shall prepare a report and send it to the Committee for PGS. After the corrections of the research results, the doctoral candidate sends a revised version and answers to the questions of the Board for the preliminary quality control of the doctoral dissertation (a separate document). The Board for the preliminary quality control of the doctoral dissertation then decides whether it is necessary to present the research results publicly again. If the Board for the evaluation of the results of the doctoral dissertation still has significant objections after the revised version of the doctoral dissertation research results, the Board issues a negative opinion and the Faculty Council decides to suspend the procedure for obtaining a Doctor of Science degree and informs the doctoral candidate accordingly.
- (4) Once the Faculty Council brings the decision to accept the written presentation of research results, the doctoral candidate may submit the request for the assessment of the doctoral dissertation.

## **Article 35**

### **Procedure for submitting the doctoral dissertation for assessment**

- (1) The doctoral candidate shall have the right to submit the completed doctoral dissertation once the following requirements are met:
  - The candidate shall have acquired a minimum of ninety (90) ECTS credits for fulfilling the requirements related to core and elective courses and other activities
  - The candidate shall have successfully defended the doctoral dissertation proposal (15 ECTS credits)
  - The candidate shall have obtained a positive opinion from the Faculty Council on his/her presentation of research results
  - The candidate shall have completed the doctoral dissertation.
- (2) The doctoral candidate shall in case when ECTS credits have been recognized by the Committee for Recognition of Prior Learning pursuant to Art. 28, 29 and 30 of these Regulations also submit the Committee's decisions on the recognition of the respective ECTS credits.
- (3) The doctoral candidate shall submit to the Faculty Council a written request for the assessment of the doctoral dissertation. The request shall be submitted to the Student Registry for Postgraduate Studies and Doctorates no later than ten (10) days prior to the Committee's session.
- (4) The doctoral candidate shall also submit the following:
  - Four (4) bound copies of the doctoral dissertation, a written consent by the supervisor and co-supervisor declaring that the respective candidate's work meets the necessary criteria for doctoral dissertations;
  - Student's Matriculation Book (Indeks);
  - A short summary of the doctoral dissertation (300-500 words) and five (5) key words;
  - An extended summary in the English language if the dissertation is in the Croatian language and vice-versa. The extended summary shall not be shorter than 5,000 words and shall include the research goals, procedures, results and conclusions and shall be accompanied with tables, graphs and list of references.
  - The title, summary and key words translated into English or Croatian i.e. the one contrary to that of the dissertation
  - An electronic version of the doctoral dissertation in .pdf format (single file) on a medium for storing data (CD, DVD, USB/memory stick and the like). The medium shall on its cover contain the doctoral candidate's name and surname, personal identification number (OIB) and the title of the doctoral dissertation.
  - The report on the originality of the doctoral dissertation (Turnitin program) signed by the supervisor with the Turnitin program's printout containing the structure of overlaps.
  - Doctoral candidate's curriculum vitae/resume on a standardized form in two copies

## **Article 36**

### **The evaluation of the doctoral dissertation**

- (1) The doctoral dissertation shall be evaluated by the Board for the assessment of the doctoral dissertation. Each member of the Board for the assessment of the doctoral dissertation shall individually submit his/her report/scientific review of the doctoral dissertation, which jointly make a consolidated report/scientific review of the doctoral dissertation.
- (2) The Board for the assessment of the doctoral dissertation shall by majority of vote bring the decision on the evaluation of the doctoral dissertation. The Board for the assessment of the doctoral dissertation shall submit to the Faculty Council its final report on the evaluation/scientific review of the doctoral dissertation within three months upon receiving the doctoral dissertation. The report/scientific review shall be submitted using the form designed for these purposes by the University of Rijeka and the Faculty. The minimum amount of time that shall pass between the official appointment of the Board for the assessment of the doctoral dissertation and its submission of the report/ scientific of review shall be eight (8) working days.
- (3) The report/scientific review completed by the Board for the assessment of the doctoral dissertation shall, contain a conclusion explicitly stating the original scientific contribution of the doctoral dissertation. An abridged report/scientific review and an elaboration on the scientific contribution of the doctoral dissertation shall be presented at the Faculty Council's session. The members of the Faculty Council shall



receive in writing the report/ scientific review of the doctoral dissertation prior to the respective session as an addendum to the invitation for the respective session.

- (4) If the Faculty Council shall find that the report/scientific review prepared by the Board for the assessment of the doctoral dissertation does not provide sufficient basis for bringing forth the decision regarding the evaluation of the doctoral dissertation, the Faculty Council may choose to appoint new members to the existing Board for the assessment of the doctoral dissertation and ask them to submit separate reports / scientific reviews or may choose to appoint a completely new Board for the assessment of the doctoral dissertation to examine and assess the doctoral dissertation once again and submit its report/scientific review of the respective doctoral dissertation.
- (5) The Faculty Council may, based on the proposal put forth by the Board for the assessment of the doctoral dissertation, require the doctoral candidate to amend his/her doctoral dissertation. If the Board for the assessment of the doctoral dissertation negatively evaluates the doctoral dissertation, once it has been modified and supplemented by the doctoral candidate, the Faculty Council may bring the decision to terminate the procedure for obtaining the doctoral degree and inform the doctoral candidate on its decision.
- (6) If the Faculty Council shall accept the positive evaluation of the doctoral dissertation at its session, it may, as a rule, at the same session, appoint the Board for the defense of the doctoral dissertation. The members of the Board for the defense of the doctoral dissertation may be the same as those appointed to the Board for the assessment of the doctoral dissertation.

### **Article 37**

#### **Defense of the doctoral dissertation**

- (1) The doctoral candidate shall pass all the exams and meet all the requirements prescribed by the doctoral program prior to defending the doctoral dissertation.
- (2) The doctoral dissertation shall be accessible to the general public at least ten (10) days before the day of the defense.
- (3) The public defense of the doctoral dissertation shall be held no later than two (2) months of the acceptance of the positive evaluation of the doctoral dissertation by the Faculty Council.
- (4) The Board for the defense of the doctoral dissertation shall establish the time and the venue of the defense of the doctoral dissertation by taking into account the supervisor's and candidate's suggestions.
- (5) The name and the surname of the doctoral candidate, the time and the venue of the defense, the members of the Board for the defense of the doctoral dissertation shall be publicized on the Faculty's bulletin board and official web pages no later than eight (8) days prior to the defined date of the defense.
- (6) If the doctoral candidate does not come to the defense and does not provide reasonable ground for his/her absence, the Dean shall, following on the proposal put forth by the Board for the defense of the doctoral dissertation, terminate the procedure for obtaining the doctoral degree and inform the doctoral candidate on the respective decision.
- (7) The doctoral dissertation shall be defended only once.
- (8) If the research results of the doctoral dissertation shall include an innovation suitable for protection by intellectual property rights, the doctoral candidate and the supervisor may notify the Technology Transfer Office at the University of Rijeka regarding this. In such cases, the doctoral candidate may, with the supervisor's approval and prior to submitting the doctoral dissertation for assessment request that the submitted doctoral dissertation be treated confidentially until the time of the public defense pursuant to the Regulations on Studies and the Statute of the University of Rijeka.
- (9) The Technology Transfer Office shall engage in the legal protection and commercialization of research results pursuant to the University of Rijeka's Regulation on Intellectual Property Management at the University of Rijeka. In this case, the public defense may be postponed, with the consent of the doctoral candidate, up to the maximum of one (1) year upon the submission of the doctoral dissertation for assessment. The request for postponement of the public defense is submitted on the form designed for such a purpose by the University of Rijeka. The request shall be accompanied with a respective certificate issued by the Technology Transfer Office.

## **Article 38**

### **The protocol for the defense of the doctoral dissertation**

- (1) The protocol for the defense of the doctoral dissertation shall be regulated by the form designed for such purposes by the University of Rijeka.
- (2) The President of the Board for the defense of the doctoral dissertation shall open the defense procedure, present in general the doctoral candidate, the results of his/her studies and scientific work and shall read the abridged report on the evaluation of the doctoral dissertation.
- (3) Following the report presented by the President of the Board for the defense of the doctoral dissertation, the doctoral candidate shall orally present the contents of his/her doctoral dissertation and provide for an explanation of his/her findings within the doctoral dissertation. The doctoral candidate's presentation shall last from thirty (30) to sixty (60) minutes, during which, the doctoral candidate may have use of all available technical devices.
- (4) Following the doctoral candidate's presentation, the members of the Board for the defense of the doctoral dissertation shall, in writing or orally, pose questions to the doctoral candidate.
- (5) The President of the Board for the defense of the doctoral dissertation may, upon questions, in agreement with the doctoral candidate determine to have a fifteen (15) to twenty (20) minute break. The doctoral candidate may use the break to prepare answers to the Board's questions.
- (6) The members of the Board for the defense of the doctoral dissertation may choose to give their comments and ask for clarifications related to their questions, the defense and the dissertation itself during the doctoral candidate's responses to the questions set forth prior to the break.
- (7) The doctoral candidate shall attempt to answer and clarify all questions set forth by the members of the Board for the defense of the doctoral dissertation as well as questions posed by others present at the defense.
- (8) When the Board for the defense of the doctoral dissertation concludes that the subject matter of the defense has been sufficiently discussed, the President of the Board shall declare that the defense of the doctoral dissertation has been concluded and that the Board shall retire for deliberation and vote on whether the candidate has successfully defended the doctoral dissertation.
- (9) Minutes shall be kept during the defense of the doctoral dissertation using the form designed for this purpose by the University of Rijeka. The person in charge of keeping minutes shall be appointed by the Faculty Council.
- (10) The defense of the doctoral dissertation shall be public.

## **Article 39**

### **The results of the doctoral dissertation defense**

- (1) Following the President's conclusion of the doctoral dissertation defense, the Board for the defense of the doctoral dissertation brings forth its decision on the doctoral dissertation defense. The decision regarding the evaluation of the doctoral dissertation defense may be as follows:
  - The doctoral candidate has defended the doctoral dissertation by unanimous decision of the Board for the defense of the doctoral dissertation,
  - The doctoral candidate has defended the doctoral dissertation by majority of vote of the Board for the defense of the doctoral dissertation,
  - The doctoral candidate has not defended the doctoral dissertation.
- (2) The President of the Board for the defense of the doctoral dissertation shall then publicly announce the respective decision. The doctoral candidate shall be awarded seventy-five (75) ECTS credits for completing and successfully defending the doctoral dissertation.

## **Article 40**

### **Bound copies of the doctoral dissertation**

- (1) After successfully defending the doctoral dissertation, the doctoral candidate shall submit the doctoral dissertation in line with the requirements set by the University of Rijeka and the Faculty. The doctoral candidate shall complete and insert into his/her doctoral dissertation a sheet containing the name of the author of the doctoral dissertation and the names of the members of the boards for the assessment and the defense of the doctoral dissertation as follows (I Author, II Dissertation title, III members of the Board for

the assessment of the doctoral dissertation and members of the Board for the defense of the doctoral dissertation), signed by the members of the respective boards and the date of the public defense.

- (2) The doctoral candidate shall submit three (3) bound copies to the Student Registry for Postgraduate Studies within ten (10) days of the public defense. The respective copies shall be sent to the National and University Library in Zagreb, the University of Rijeka Library and the Faculty Library. The doctoral candidate shall also submit a certificate of proofreading for the extended summary of the doctoral dissertation.
- (3) The electronic version of the doctoral dissertation in the format and on a medium prescribed by the Senate of the University of Rijeka shall be submitted to corresponding university libraries in the Republic of Croatia, unless this is impossible due to reasonable grounds.
- (4) In order to effectively meet the aforementioned obligation, the Senate of the University of Rijeka has adopted the Guidelines on the format and medium of electronic publications that are to be submitted for deposit into the University of Rijeka Repository.

## **8 TECHNICAL REQUIREMENTS REGARDING THE DOCTORAL DISSERTATION**

### **Article 41**

- (1) The technical requirements shall be regulated by the Guidelines for completing and equipping doctoral dissertations governing the structure, technical processing and scope of doctoral dissertations at the University of Rijeka and the Faculty.
- (2) An extended summary in the English language, if the dissertation is in the Croatian language or an extended summary in the Croatian language, if the dissertation is in the English language shall be added at the end of the doctoral dissertation. The extended summary shall not be shorter than 5,000 words including the tables, graphs and list of references and shall contain research goals, procedures, results and conclusions.
- (3) The doctoral dissertation shall contain 150-250 pages (the Appendix may have a maximum of 150 additional pages)

## **9 WITHDRAWAL OF A DOCTORATE**

### **Article 42**

#### **Procedures for the withdrawal of a doctorate**

- (1) The academic title *Doktor znanosti (doctorate)* shall be withdrawn if it shall be determined that it has not been acquired pursuant to the regulations governing the manner in which a doctorate is granted or due to severe violation of regulations governing the doctoral program or if it shall be determined that the doctoral dissertation is a result of plagiarism or forgery or a result of doctoral candidate's criminal activity. The withdrawal of the academic title results in the withdrawal of all other titles acquired based on the respective doctoral title.
- (2) The procedures for the withdrawal of the doctorate shall be initiated by the Faculty Council at the proposal put forth by the Committee for Postgraduate Studies and Doctorates or based on a well-argued proposal by relevant stakeholders.
- (3) Shall the procedure for the withdrawal of the doctorate be initiated, the person against whom the proceedings are undertaken and the person that has submitted the proposal shall be informed about this procedure.
- (4) The Faculty Council shall submit the request for the withdrawal of the respective doctorate to the Senate of the University of Rijeka.
- (5) Further procedure for the withdrawal of the doctorate and annulment of the awarded doctoral diploma shall be conducted by the Senate of the University of Rijeka pursuant to the Regulations on Studies.

## **10 DOCTORAL CANDIDATE'S STATUS**

### **Article 43**

#### **Duration of the doctoral candidate's status**

- (1) The doctoral candidate enrolled full-time shall lose his/her doctoral candidate's status at the doctoral program if he or she does not complete the doctoral program within six years of his/her enrollment.
- (2) The doctoral candidate enrolled part-time shall lose his/her doctoral candidate's status at the doctoral program if he or she does not complete the doctoral program within six years of his/her enrollment.
- (3) The doctoral candidate shall lose his/her doctoral candidate's status at the doctoral program if the Faculty Council accepts and confirms the supervisor's negative report on the respective doctoral candidate's progress pursuant to the Act. Prior to the acceptance of the negative report, the respective doctoral candidate shall be given the right to present his /her arguments on the issues addressed in the supervisor's report.
- (4) The doctoral candidate shall lose his/her doctoral candidate's status at the doctoral program if the Faculty Council brings forth the decision to terminate the procedure for acquiring the doctorate pursuant to Article 33, paragraph 9 and Article 34, paragraph 53 and Article 36, paragraph 5 of these Regulations.
- (5) The doctoral candidate shall lose his/her doctoral candidate's status at the doctoral program if he or she breaches the Code of Ethics of the University of Rijeka or breaches obligations within the employment contract (dismissal due to doctoral candidate's misconduct).
- (6) The candidate's rights and obligations are suspended during pregnancy, until the child is one year old, during incapacity for work for more than three months, and in other justified cases prescribed by law or the general act of the higher education institution.

## **11 QUALITY ASSURANCE AND PERFORMANCE EFFICIENCY OF THE DOCTORAL PROGRAM**

### **Article 44**

The evaluation of the quality and efficiency of the doctoral program shall be conducted based on the following:

- 1) Student opinion-poll
- 2) Documentation and analysis of student and supervisor/co-supervisor opinion
- 3) Analysis of the doctoral program's flexibility
- 4) Monitoring doctoral candidates' progress and achievements
- 5) Analysis of material and human resources engaged in the execution of the doctoral program
- 6) Planned measures for eliminating identified shortcomings and further development and improvement of the program
- 7) Monitoring the quality of organizational and administrative support and planned measures for their improvement.

## **12 FINANCING AND SCHOLARSHIPS**

### **Article 45**

- (1) The doctoral candidates conduct their scientific research and work on their dissertations within scientific projects through which allow for co-financing of their scientific research activities. In accordance with the possibilities and needs, the Faculty will periodically announce new calls for applying scientific-research projects involving doctoral candidates.
- (2) In accordance with its possibilities and in line with the financial plan of the doctoral program, the Faculty may grant additional financial support to doctoral candidates for the publication of scientific papers, participation in international scientific conferences or workshops/courses at renowned universities abroad. In this case, the Faculty will announce an internal call containing the criteria according to which the planned funds shall be allocated. All doctoral candidates shall be notified on this

opportunity. Moreover, the Faculty may grant annual co-financing, depending on its possibilities, for activities not covered by the call.

## 13 OTHER PROVISIONS

### Article 46

#### **Acquiring a doctorate without attending classes and passing examinations**

- (1) A doctoral candidate may be exempt from the obligation to attend classes and pass examination if he/she meets the following criteria:
- he/she has published at least three scientific papers, in which he/she is the first author or one of the three authors in scientific journals, belonging to the highest qualitative category in accordance with the current Rulebook on the Conditions for the Selection to Scientific Job Positions of the National Council for Science, Higher Education and Technological Development (i.e. category A or a1), which are thematically related to the doctoral study program
  - he/she has spent at least one semester at a foreign university or scientific institution referred to in Article 22, paragraph 3, and
  - he/she has actively participated in at least two international scientific conferences in accordance with Article 24.
- (2) A doctoral candidate may be fully or partially exempt from the obligation to attend classes and pass examinations if he/she has completed postgraduate specialist studies, has obtained a Master of Science or a doctorate, as decided by the Board taking into account the circumstances of the individual case.

### Article 47

#### The Scandinavian model/form of the doctoral dissertation

- (1)** The Scandinavian model of a doctoral dissertation is a series of scientific papers with a clear introduction, an elaboration of the dissertation, a conclusion and literature. It contains at least three scientific papers (of which, two must be published and for the third paper, a certificate from the editors of the journal that the paper has been accepted for publication may be attached), where the doctoral candidate is the sole author or one of the authors, with co-author(s) who may be a supervisor (and/or co-supervisor). If there is a justifiable need for the paper, there may be additional co-authors, and the total number of co-authors on each paper must not exceed five. All scientific papers must be classified in the highest qualitative category in accordance with the current Rulebook on the Conditions for the Selection to Scientific Job Positions of the National Council for Science, Higher Education and Technological Development (i.e. Category A or a1) and have a clear affiliation with the Faculty of Economics and Business of the University of Rijeka, and at least two papers must be published in journals indexed in the CC or SSCI database, of which at least one must be in a journal with an impact factor higher than the average echo factor of journals in the field of doctoral research. The papers must not be published in journals of the publisher or co-publisher of the holder of the doctoral degree and the home institution at which he/she is employed. A maximum of one paper may be published in journals in the Republic of Croatia. A maximum of two papers may be published in the same journal, whereby none of the co-authors may belong to the editorial board of the journal.
- (2) The forms designed for these purposes by the University of Rijeka and the Faculty, shall be used in administrative procedures related to the Scandinavian model. The forms shall be modified to meet the specificities of this model.
- (3) A doctoral candidate who fails to publish the aforementioned papers may, for this reason or for some other reasons, decide to abandon the Scandinavian model and move to the traditional form of the dissertation (monograph).
- (4) A doctoral candidate planning to obtain his/her degree according to the Scandinavian model, should also, at the end of the first year, submit a draft doctoral dissertation proposal either within the procedures related to workshops or colloquia, or outside these procedures.

#### **Article 48**

##### **Doctoral dissertation with delayed publication**

- (1) If the research conducted within the doctoral study shall be conducted for the needs of the economy or is conducted in cooperation with research centers, the Faculty Council may exclude the public from the doctoral dissertation defense and delay its publication in order to protect intellectual property up to a period of three years or until the patent application shall be made available to the public.
- (2) The doctoral dissertation with delayed publication shall be defended in front of a Board consisting of at least three members. The members of the respective board shall sign a statement of confidentiality.

#### **Article 49**

##### **Conferral of the academic title *doktor znanosti* (Dr.sc. /Ph.D.)**

A doctoral candidate who completes his or her doctoral studies is awarded the academic degree of Doctor of Science with indication of the scientific field (Ph.D. with indication of the scientific field).

#### **Article 50**

##### **Honorary doctoral degree**

Conferral and withdrawal of honorary doctoral degrees are governed by the Regulations on Awards and Recognition of the University of Rijeka.

#### **Article 51**

##### ***Doctor Europaeus***

- (1) The procedure of the doctoral dissertation defense and evaluation can exceptionally be conducted in accordance with the standards for obtaining the informal European PhD title (Doctor Europaeus)
- (2) The requirements for obtaining the European PhD are the following:
  - at least two thirds of the Doctoral Dissertation Evaluation Committee members shall come from higher education institutions of the EU member states other than the Republic of Croatia;
  - at least one third of the Doctoral Dissertation Defense Committee members shall come from higher education institutions of the EU member states other than the Republic of Croatia;
  - the doctoral dissertation defense shall be presented in the English language or another official language of the EU other than Croatian; exceptions can be granted in case of Croatian Philology studies, in which case the defense can be presented in the Croatian language
  - the doctoral dissertation shall have partly resulted from the candidate's stay in a EU member state other than the Republic of Croatia in the duration of at least three months;

The student who has defended his/her doctoral dissertation having met all of the aforesaid requirements can be issued a Certificate of Conferral of the Informal Title of the European PhD (Doctor Europaeus) by the course holder.

#### **Article 52**

##### **The doctoral diploma**

- (1) In line with the proposal put forth by the Board for the defense of the doctoral dissertation. The Faculty issues a diploma and a diploma supplement in the Croatian and English language, in the form of a signed and certified printout and in digital form. The doctoral diploma is presented to the doctoral candidate by the Rector at a promotion ceremony.

### **Article 53**

#### **Certificate on acquired ECTS credits**

- (1) At the request of the doctoral candidate that has interrupted his/her doctoral studies at any stage of the doctoral program, the Faculty shall issue a certificate containing the list of all the commitments the doctoral candidate has fulfilled so far as well as the number of acquired ECTS credits.
- (2) The doctoral candidate who has acquired a doctoral degree, in addition to the diploma, shall be issued a document containing the list of all fulfilled commitments and the number of ECTS credits acquired.

### **Article 54**

#### **Sanctions**

- (1) The doctoral candidate whose doctoral dissertation proposal or doctoral dissertation shall be evaluated negatively for the second time after it has been modified and supplemented by the doctoral candidate, shall not be able to re-enroll the doctoral program at the Faculty nor shall he or she be able to require reimbursement of the paid tuition.
- (2) The supervisor/co-supervisor of a doctoral candidate whose doctoral dissertation proposal or doctoral dissertation has been negatively evaluated twice shall not be appointed as a supervisor/co-supervisor to doctoral candidates at the Faculty for a period of five (5) years.

## **14 TRANSITIONAL AND FINAL PROVISIONS**

### **Article 55**

The following forms for monitoring doctoral studies are an integral part of these Regulations:

- Request for the approval of supervisor and topic
- Minimal criteria for supervisors and co-supervisors at postgraduate studies
- Submission of the doctoral dissertation proposal
- The protocol and minutes of the doctoral dissertation proposal defense
- Evaluation of the doctoral dissertation proposal
- Decision on the approval of the doctoral dissertation proposal
- Doctoral candidate's annual progress report
- Supervisor's/ advisor's annual report
- Request for the change of the doctoral dissertation topic and/or supervisor;
- Request for the change of the doctoral dissertation topic and/or advisor;
- The workflow for appointment/change of supervisors / co-supervisors or advisors
- Presentation of research results
- Request for the delay of the public defense
- The report on the evaluation of the doctoral dissertation
- The protocol and minutes of the doctoral dissertation defense

### **Article 56**

#### **Defined deadlines**

The deadlines defined under these Regulations shall not include the periods from July 15 to September 1 nor from December 20 to January 7.

### **Article 57**

#### **Entering into force**

- (1) With the date of enforcement of these Regulations, the Regulations on Postgraduate Studies (Doctoral Program) in Economics and Business at the Faculty of Economics in Rijeka as of July 16 2013 as well as

their Amendments as of March 3 2014, October 3 2016 and February 20 2017 (hereinafter: the Old Regulations) cease to be effective.

- (2) The Old Regulations shall remain effective for doctoral candidates enrolled into the postgraduate university studies (doctoral program) in Economics and Business Economics at the Faculty of Economics and Business in Rijeka prior to the enforcement of these Regulations.
- (3) The doctoral candidates that have not completed and submitted their doctoral dissertation proposal prior to the enforcement of these Regulations shall have the right to continue their studies pursuant to the Old Regulations for a period of one (1) year upon the enforcement of these Regulations. The respective doctoral candidates shall, unless they complete and submit their doctoral dissertation proposal prior to the expiration of this one-year period, continue their studies pursuant to these Regulations.
- (4) The eligibility criteria for supervisors and co-supervisors at postgraduate studies shall come into effect as of December 17 2018. Till that date, the original criteria determined by the University of Rijeka for supervisors and co-supervisors shall be applicable.
- (5) These Regulations shall come into effect on the eight day of their publication on the bulletin board and the web pages of the Faculty.

DEAN

Prof. Saša Drezgić, Ph.D.

These Regulations were announced on the Faculty's bulletin board and official web pages of the Faculty of Economics and Business on February 15, 2024 and come into force on February 23, 2024.

Secretary

Tatjana Pavičić, mag. iur.