

University of *Ljubljana*
Faculty of *Computer and Information Science*



**RULES OF DOCTORAL STUDY PROGRAMME AT THE FACULTY OF COMPUTER AND
INFORMATION SCIENCE**

March 2016

At its meetings on 8 October 2013 and 8 March 2016, and pursuant to the Higher Education Act (Official Gazette of the Republic of Slovenia no. 67/1993, 13/1994, 39/1995 – dec. of the CC, 18/1998 - dec. of the CC, 35/1998 - dec. of the CC, 99/1999, 64/2001, 100/2003, 63/2004, 94/2006, 15/2008 - dec. of the CC, 64/2008, 59/2007 - ZŠtip, 86/2009, 34/2011 - ZUPJS, 78/2011, 62/2010 - dec. of the CC, 40/2011 - ZUPJS-A and 40/2012 - ZUJF) and the Statutes of the University of Ljubljana (Official Gazette of the Republic of Slovenia no. 8/2005, 118/2005, 72/2006, 76/2006 - rev., 59/2007, 81/2007, 82/2007 - rev., 5/2008, 42/2008, 62/2008, 3/2009, 14/2009, 38/2009, 48/2009, 55/2009, 3/2010, 47/2010, 18/2011, 26/2011, 89/2011, 26/2012, 38/2012, 56/12; hereinafter: the University Statutes) the Senate of the Faculty of Computer and Information Science adopted the following

RULES OF DOCTORAL STUDY PROGRAMME AT THE FACULTY OF COMPUTER AND INFORMATION SCIENCE

GENERAL PROVISIONS

Article 1

The Rules on the Bologna Doctoral Study Programme at the Faculty of Computer and Information Science define the procedure for obtaining the scientific title of "*doktor znanosti*" (PhD equivalent) at the University of Ljubljana (hereinafter: the University), Faculty of Computer and Information Science (hereinafter: the Faculty).

Article 2

The studies and research of doctoral students are guided and supervised by mentors and co-mentors, the Doctoral Thesis Committee and the Committee for Research and Doctoral Studies (hereinafter: the Research Committee), presided over by the Vice Dean for Research (hereinafter: the Vice Dean).

Article 3

On the basis of these Rules the Research Committee adopts the Guidelines for the Doctoral Study Programme at the Faculty of Computer and Information Science, presenting the detailed procedure for obtaining a doctoral degree.

MENTOR

Article 4

The mentor and co-mentor (if required) are selected by the doctoral student, whereupon they are formally proposed by the Research Committee and appointed by the Faculty Senate during the procedure for approval of the doctoral thesis. A co-mentor is appointed in the event of an interdisciplinary topic, or if the mentor is not a full-time or part-time employee of the University of Ljubljana. During their studies students can request to change the mentor and/or co-mentor by application to the Vice Dean.

Article 5

Mentors and/or co-mentors must be members of the faculty teaching staff or research associates. They must be actively involved in research and possess an adequate bibliography in the field of the doctoral thesis. The minimum requirements for demonstrating sufficient research activity for the mentor and co-mentor is 100 bibliography points in the last five years according to SICRIS information. These requirements are verified during the mentor and/or co-mentor appointment process.

Article 6

Mentors are usually members of Faculty staff; however, renowned researchers from other institutions active in the field of computer and information science are also eligible.

A mentor can supervise a maximum of five doctoral students enrolled in the doctoral study programme at the University and progressing regularly. This number does not include doctoral students who have completed all the requirements of the doctoral study programme except doctoral thesis defence, and for whom more than 4 years have passed since their enrolment in the initial year of doctoral studies. Co-mentorship is not included in this limitation.

DOCTORAL THESIS COMMITTEE

Article 7

Within 30 days of the doctoral student applying for the doctoral thesis topic, the Faculty Senate appoints a Doctoral Thesis Committee, which is responsible for supervising the candidate in the doctoral study programme, from the phase of determining the suitability of the topic to the assessment of the thesis and its defence. The members of the committee are proposed by the extended Research Committee.

The Doctoral Thesis Committee consists of three members, who are experts in the field of the doctoral thesis topic with a valid academic or scientific title and a doctoral degree, as well as with published scientific works in the field of the thesis, and who meet the requirements for mentors of doctoral students at the Faculty. At least two members must have a habilitation in the field of computer and information science. Members of the committee must have a record of high-quality scientific research results in the topic field of the candidate's doctoral thesis, which should be reflected in an adequate publishing record and original scientific articles (in SCI journals with an impact factor), monographs or patents. One member of the committee must be employed by the Faculty; another member must be employed by the University (but may also be at the Faculty), while the third member must come from another university or scientific research institution, preferably from abroad. The work of the committee is coordinated by the president, who is appointed from among its members by the Research Committee. Prior to approval of the Doctoral Thesis Committee by the Senate, Student Affairs must obtain the consent of the committee members confirming their participation in the committee.

The Faculty Senate may, on the proposal of the Research Committee or on another initiative, extend the committee by appointing additional or alternate current members.

Mentors (and/or co-mentors) are not members of the committee; their duty is to guide and supervise the candidate's research, attend the candidate's defence before the committee and participate in the presentation of research results (during the Research I and II and Seminar V courses).

APPROVAL OF THE DOCTORAL THESIS TOPIC

Article 8

Within two months of its appointment, the Doctoral Thesis Committee must assess the suitability of the doctoral thesis topic and submit a "Report on the suitability of the doctoral thesis topic". The report must be structured in accordance with the designated template. Upon assessment of suitability each member of the committee fills in the Expert Opinion, which is enclosed with the report.

Doctoral students shall give a public presentation of the proposed doctoral thesis topic within two months of the appointment of the Doctoral Thesis Committee. The time of presentation is coordinated by Student Affairs with the assistance of the president of the committee.

If an external member of the Doctoral Thesis Committee cannot attend the presentation (participation via videoconference is also possible), he/she can be substituted by a member of the Research Committee.

Members of the Doctoral Thesis Committee can deliver their comments to the candidate, request amendments in the written proposal of the thesis topic and request the repetition of the public presentation.

Where a committee member is non-Slovenian, the committee must prepare the report in both English and Slovenian. In this case the application must also contain the thesis topic in both Slovenian and English.

Article 9

The report of the Doctoral Thesis Committee is examined by the Research Committee. The Research Committee can request the Doctoral Thesis Committee to amend and/or revise the report. A positive report of the Doctoral Thesis Committee together with the mentor proposal is submitted to the first subsequent meeting of the Faculty Senate. The Faculty Senate examines the doctoral thesis topic and appoints the mentor and co-mentor (if required).

In the event of a negative report, or reservations from the Doctoral Thesis Committee, the Research Committee can decide that the candidate must amend the topic, supplement the application, or take into account other comments of the Doctoral Thesis Committee within one month. On the basis of these proposals the candidate can re-submit the topic, which is processed in the same way as a new topic.

Article 10

Upon examination of the doctoral thesis topic by the Faculty Senate, the report of the Doctoral Thesis Committee is submitted for examination to the University Senate, which grants final approval of the topic upon prior examination by the Doctoral Studies Committee at the University of Ljubljana.

PREPARATION OF THE DOCTORAL THESIS

Article 11

The deadline for the preparation of the doctoral thesis is four years after approval of the topic. Candidates who cannot submit their doctoral thesis within the specified time due to justifiable reasons can request an extension of the deadline, but for not more than a year. If the candidate fails to submit the doctoral thesis in due time and does not request an extended deadline, the candidate is considered to have withdrawn the topic for which they applied.

The doctoral thesis is written in Slovenian or English. The doctoral thesis can be written in English if the candidate, mentor, co-mentor or a member of the Doctoral Thesis Committee is non-Slovenian. Prior to writing the doctoral thesis in English, candidates must acquire prior written consent from the Faculty and University Senates.

The doctoral thesis can be based on at least three of the candidate's works – articles in the field of computer and information science and on the topic of the doctoral thesis – which have already been published or accepted for publication in Journals cited in the SCI database and ranked in the top half of the scale in at least one professional discipline according to their impact factor (IF). Authors must obtain consent from publishers to which they have first exclusively transferred material copyrights to articles, for the inclusion of such articles in printed and electronic forms of the thesis.

Such consent must enable the UL to perform free, non-exclusive storage of the thesis without limit in space and time in electronic form, and the reproduction and making available of the thesis to the public on the internet via the UL Repository. The candidate must be the only first author of at least three included works. In order to prepare the doctoral thesis on the basis of articles, the student must submit a request to the Faculty Senate. The Faculty Senate examines the request and issues approval on the basis of a prior assessment of the Research Committee.

ASSESSMENT OF THE DOCTORAL THESIS

Article 12

Students shall submit the printed form of their thesis at Student Affairs, and the electronic form in the study information system.

A thesis submitted electronically will be checked, in terms of similarity of content to other works, using the plagiarism software linked to the study information system. Upon submitting their thesis, students consent to the use of the electronic form of the thesis to check for plagiarism.

In accordance with the Rules on checking for plagiarism of the electronic form of the written final study assignment and the conditions for temporary inaccessibility of the content of the written final study assignment, the content of the printed and electronic form of the doctoral thesis may in exceptions be inaccessible for a certain period of time.

Article 13

Within three months of submission of the unbound copies of the doctoral thesis by the candidate, each member of the Doctoral Thesis Committee submits a written assessment, comprising:

- The title: "Assessment of doctoral thesis", name and surname of the candidate, thesis title;
- Outline of the thesis structure and assessment of the content for specific sections, technical coherence of the thesis, applied methodology, stylistic and grammatical consistency, and the literature;
- An analysis of the thesis in which each committee member primarily assesses the originality and significance of the proposed contributions the compliance of the contributions with the field of proposed doctoral thesis topic; committee members compose a bulleted list of the original scientific contributions;
- A conclusion, in which each committee member submits a final grade for the doctoral thesis (pass or fail grade) and a short argumentation;
- Members of the committee for assessment of the doctoral thesis must verify in their assessment that the candidate published an article or articles in an international journal indexed by the SCI, and assess which original scientific contributions of the doctoral thesis are referenced in the article(s).

The assessment is usually written in Slovenian. However, if a member of the committee for assessment of the doctoral thesis is non-Slovenian; his/her assessment can be written in English.

The Research Committee reviews the assessments of the doctoral thesis and submits them to the Faculty Senate.

Article 14

On the basis of submitted assessments the Faculty Senate approves the thesis, rejects it, or returns the doctoral thesis to the candidate for amendment or supplementation, with a suitable deadline. The candidate can revise the doctoral thesis only once. The Doctoral Thesis Committee re-examines the thesis and submits new assessments to the Faculty Senate. If the candidate fails to revise the thesis, the thesis is rejected.

Upon approval of the doctoral thesis by the Faculty Senate, Student Affairs invites the president of the Doctoral Thesis Committee to write a summary of all committee members' assessments and submit it to Student Affairs at least one week before the defence of the thesis.

DEFENCE OF THE DOCTORAL THESIS

Article 15

Upon approval of the doctoral thesis by the Faculty Senate, the Faculty Senate can appoint additional members to the Doctoral Thesis Committee.

Article 16

The candidate delivers a public defence of the doctoral thesis before the Doctoral Thesis Committee and the Dean or Vice Dean. The candidate's mentor and co-mentor (if appointed) also attend the defence. The defence procedure is conducted by the Dean or the Vice Dean. The defence is usually carried out in Slovenian; however, if the candidate is non-Slovenian, or there is a non-Slovenian in the committee, the defence is carried out in English.

The defence begins with a presentation of the candidate (his/her biography) and presentation of the procedure for obtaining the doctoral title, followed by a summary of the doctoral thesis assessments. The candidate then has 20 to 30 minutes to present his/her doctoral thesis. Upon presentation of the doctoral thesis the members of the committee, the Dean or Vice Dean, and the public can put questions to the candidate.

After the defence the Doctoral Thesis Committee meets with the Dean or the Vice Dean to decide on the success of the doctoral thesis defence. The written report contains the candidate's name, the thesis title, date of defence and a list of questions asked. After this meeting the president of the committee declares the committee decision to the candidate and others in attendance.

In the case of an exceptional thesis the Dean can award special merit to the candidate. The number of such theses is lower than 10% of all theses ("summa cum laude").

Article 17

Upon successful defence of the doctoral thesis, Student Affairs prepares materials for the promotion of the PhD and submits the minutes of the defence to the Doctoral Study Office of the University.

Article 18

The Faculty Student Affairs office maintains a list of awarded doctoral degrees, while the Faculty library keeps a copy of each doctoral thesis.

PROMOTION TO THE DOCTORAL DEGREE

Article 19

Promotion of a new PhD graduate is a public event performed by the University rector or vice rector.

REVOCAION OF DOCTORAL DEGREE

Article 20

The procedure for the revocation of a doctoral degree is laid down in the University Statutes.

TRANSITIONAL AND FINAL PROVISIONS

Article 21

The acquisition of doctoral degrees in the pre-Bologna doctoral programmes remains regulated by the Rules on the Acquisition of the Doctoral Degree at the Faculty (pre-reform).

Article 22

The provisions herein are interpreted by the Faculty Senate, which is also the competent body for any amendments to the said provisions.

The Rules on the post-reform doctoral study programme at the Faculty enter into force on the date of their publication on the Faculty website.

President of the Faculty Senate:
Prof. Nikolaj Zimic, PhD, Dean

Disclaimer

All effort has been made to ensure the accuracy of this translation, which is based on the Slovenian original. Translations of this kind may nevertheless be subject to a certain degree of linguistic discord; in case of doubt or misunderstanding, the Slovenian text, being the official version, shall thus prevail.