

Pursuant to Article 62 of the Act on Higher Education and Scientific Activity (OG 119/22), Article 123 of the University of Split Statute, Articles 14 and 15 of the University of Split Regulations on the procedure of registering, grading and defending a doctoral thesis or creating, performing and presenting a work of art, and Article 43 of the Statute of the Faculty of Electrical Engineering, Mechanical Engineering and Naval Architecture in Split, the Faculty Council of the University of Split Faculty of Electrical Engineering, Mechanical Engineering and Naval Architecture, at the Faculty Council 10th Regular Session held on 07 July 2023, adopted the following

## **REGULATIONS**

### **on doctoral studies at the University of Split**

### **Faculty of Electrical Engineering, Mechanical Engineering and Naval Architecture**

#### **1. GENERAL PROVISIONS**

##### **Article 1**

- (1) The Regulations govern the implementation of doctoral studies at the University of Split Faculty of Electrical Engineering, Mechanical Engineering and Naval Architecture and the procedures of acquiring corresponding academic degrees.
- (2) The terms used in these Regulations which denote gender are used neutrally and apply equally to both the male and female gender.

##### **Article 2**

- (1) University of Split, Faculty of Electrical Engineering, Mechanical Engineering and Naval Architecture (hereinafter: the Faculty) organises and implements doctoral study programmes providing the doctoral candidates with skills and knowledge for scientific work in the following fields: Naval Architecture (2.02), Electrical Engineering (2.03), Computing (2.09), Mechanical Engineering (2.11) and Basic Engineering Sciences (2.15).
- (2) Corresponding fields of study i.e., areas of specialisation may be specified at each doctoral study programme. Fields of science are defined in accordance with the Regulations on scientific and artistic areas, fields, and branches.
- (3) Doctoral study programme in interdisciplinary area of science may be established in cooperation with other faculties and institutions, in accordance with the Regulations on scientific and artistic areas, fields and branches.
- (4) The Faculty may organise a joint degree doctoral programme, in accordance with the provisions of the Act on Higher Education and Scientific Activity.

##### **Article 3**

Doctoral studies at the Faculty are organised as study programmes for acquiring academic degree of Doctor of Science in the area of engineering sciences. The studies are implemented as teaching courses and scientific-research activities delivered at the Faculty and regulated in accordance with the European Credit Transfer and Accumulation System (ECTS).

##### **Article 4**

The Faculty Council, as a permanent working body of the Faculty, appoints the Committee for doctoral studies for each implemented doctoral study programme (hereinafter: Committee).

## 2. ADMISSIONS

### Article 5

- (1) The Faculty conducts admission of candidates to the doctoral study programme according to the available teaching and physical capacities of the Faculty, based on the Decision on admissions and publication of Call for applications, prepared by the Faculty Council following a proposal of the Committee.
- (2) Call for applications must contain admission requirements, number of candidates admitted to the studies, information on the admissions procedure and the required application documents, duration of studies, costs of studies, list of fields of study with branches, if available, and the application deadline.
- (3) Call for applications is published annually at the Faculty web site.

#### 2.1. Admission requirements

### Article 6

- (1) Persons eligible for enrolment to the doctoral study programme are applicants who completed a corresponding graduate university study programme or integrated undergraduate and graduate university study programme or specialist university study programme, acquiring at least 300 ECTS credits at the completed levels of studies and with a weighted grade point average achieved at the undergraduate and graduate level (including the differential programmes) of at least 3.50, i.e. equivalent grade in other assessment systems, or applicants who are in the group of 20 % best students of their generation. Exceptionally, the Committee can approve admission of applicants with a weighted grade point average of less than 3.50 or applicants who are not in the group of 20 % best students of their generation, based on recommendations of two teachers appointed to scientific-teaching positions.
- (2) Persons eligible for enrolment to the doctoral study programme are applicants who completed a corresponding graduate university study programme (pre-Bologna), with a weighted grade point average achieved of at least 3.50, or applicants who are in the group of 20 % best students of their generation. Exceptionally, the Committee can approve admission of applicants with a weighted grade point average of less than 3.50 or applicants who are not in the group of 20 % best students of their generation, based on recommendations of two teachers appointed to scientific-teaching positions.
- (3) Corresponding graduate university study programme, integrated undergraduate and graduate university study programme, specialist university study programme and graduate university study programme (pre-Bologna) are defined in the study programme of doctoral studies.
- (4) Eligibility for admission to doctoral study for applicants who completed a corresponding study programme at a foreign university is determined by the Committee. For these applicants, the Committee may require that they take differential exams.
- (5) Exceptionally, admission may be granted to applicants who have completed graduate university study programme or integrated undergraduate and graduate university study programme or specialist university study programme or graduate university study programme (pre-Bologna) in other fields of science than those determined by the study programme, with a requirement of taking differential exams.
- (6) Guidelines for determining the differential exams and the Decision on differential exams are adopted by the Committee. The total workload for differential exams must not exceed 60 ECTS credits.

### Article 7

- (1) Eligible for enrolment to doctoral study are applicants who earned a degree of Master of Science in a corresponding field of science in the Republic of Croatia or an equivalent foreign degree in a corresponding field of science.

- (2) Admission may be granted to applicants who earned a degree of Master of Science in other fields of engineering sciences. For these applicants, the Committee may require that they take differential and/or additional exams.
- (3) Applicants with a postgraduate Master of Science degree are admitted to the 4th semester of the doctoral study programme, with a requirement of taking the PhD qualifying exam.
- (4) Applicants who passed all the exams at the postgraduate science degree programme, but did not defend their Master of Science thesis, and who have passed all the required exams, are admitted to the 3rd semester of the doctoral study programme, with a requirement of taking the PhD qualifying exam. For these applicants, the Committee may require that they take differential and/or additional exams.

#### **Article 8**

- (1) Number of candidates selected for admission to the doctoral study programme is based on the decision of the Faculty Council, in accordance with the available research, teaching and supervisory capacities of the Faculty.
- (2) Selection of candidates for admission to doctoral studies is based on admissions procedure, among applicants who fulfil the conditions referred to in Articles 6 and 7 of the Regulations, and according to criteria published in the Call for applications for admission of doctoral candidates. The Faculty Council issues a Decision on acquiring the right to admission to the doctoral study programme following the proposal of the Committee.
- (3) Applicants who have completed a postgraduate Master of Science degree may enrol to the doctoral study programme without participating in the admissions procedure and admission quotas are not applied to these applicants, in accordance with Article 7 of the Regulations.
- (4) Evaluation criteria for the selection of applicants include success during completed levels of studies, demonstrated interest in scientific research, published papers, recommendations by teachers and a potential supervisor, and a research proposal. Interview with the applicant is a mandatory part of the admissions procedure.
- (5) Names of selected candidates and their qualifications are published at the Faculty web site. Study agreements for doctoral study are concluded between the selected candidates and the Faculty.
- (6) The decision on implementing the doctoral studies for which the call for applications was published is issued by the Faculty Dean, if it is determined there is a sufficient number of applicants who fulfil the admission requirements.

## **2.2. Duration of studies**

#### **Article 9**

- (1) The duration of the doctoral study programme is three years and is equivalent to 180 ECTS credits.
- (2) Doctoral candidates are enrolled as full-time or part-time students, in accordance with the study programme.
- (3) Doctoral candidates must complete the studies within the time period equivalent to the double duration of the studies.

### **3. ORGANISATION OF THE STUDIES**

#### **3.1. Organisation and manner of implementation of studies**

##### **Article 10**

- (1) Doctoral studies are organised and implemented in accordance with the study programme and to the syllabus.
- (2) Teaching activities are organised by directors of studies, and if study programmes offer different fields of study and specialisations, teaching activities are organised by co-directors for a specific field of study or specialisation.
- (3) Study programmes are prepared in accordance with the Act on Higher Education and Scientific Activity (hereinafter: the Act) and other relevant regulations.

##### **Article 11**

- (1) The syllabus is developed in accordance with the study programme and adopted by the Faculty Council.
- (2) Teaching requirements plan during the studies is prepared by a doctoral candidate and a supervisor and proposed to the Committee, in accordance with the study programme.

##### **Article 12**

The main focus of the doctoral studies is scientific research. Compulsory activities within the scope of the doctoral study programme are teaching, research seminars, workshops and discussion groups aimed at developing research activities, critical thinking, acquiring methodology and other generic skills.

##### **Article 13**

- (1) The syllabus adopted by the Faculty Council specifies courses that will be taught in the current academic year.
- (2) The candidates enrol in 5 (five) courses, each course with workload corresponding to 5 (five) ECTS credits, in the first, second or third semester of studies. In the first and second semester candidates enrol at least one course per semester, and in the third semester the candidates enrol a maximum of one course.
- (3) In the first and second semester candidates enrol one research seminar and one seminar related to a course (candidate and supervisor determine which course to choose). The research seminar in the research area is focused on acquiring presentation skills and discussing research results. The seminar related to a course includes preparing one scientific paper or review article in the area of a selected course. Course teachers for selected courses confirm that the seminar programme was successfully completed.
- (4) In the third, fourth and fifth semester candidates enrol one research seminar or one transferable skills seminar. The candidates must enrol at least one transferable skills seminar during the course of studies.
- (5) Detailed contents of seminars are defined by the study programme and the syllabus.
- (6) Seminars are implemented by the Commission consisting of three (3) members of the teaching staff of the doctoral study, appointed by the Committee in each of the research areas. The Commission confirms that the seminar programme was successfully completed.

#### **Article 14**

- (1) In accordance with the available resources and previously determined conditions, attending courses at doctoral study programmes are open for all doctoral candidates of the University. Parts of research activities and courses at doctoral studies can be partially open for candidates from other universities, under previously determined conditions and in accordance with concluded agreements.
- (2) With the aim of achieving interdisciplinarity, doctoral candidates may enrol a part of courses and conduct a part of research at other constituents of the University or other institutions, as agreed with the supervisor and with approval of the Faculty Council.
- (3) During the studies, the Committee may require from the candidates to take additional courses necessary for acquiring basic knowledge necessary for attending and completing the studies.

#### **Article 15**

- (1) The syllabus is adopted for each academic year, in accordance with the provisions of the Act.
- (2) The syllabus is adopted by the Faculty Council based on the programme of studies and the proposal of the Committee.
- (3) The syllabus is published at the Faculty web site.

### **3.2. Duration of academic year**

#### **Article 16**

- (1) The study programme and the syllabus are implemented for each academic year.
- (2) The academic year starts on 1st of October of the current year, and ends on 30th of September of the following calendar year.
- (3) By way of derogation from paragraph 2 of this Article, if determined by the syllabus, courses may start before the beginning of the academic year, but not before 01 September.

### **3.3. Rights and obligations of doctoral candidates**

#### **Article 17**

- (1) Doctoral candidates are required to attend classes on regular basis and participate in all planned types of instruction.
- (2) Regular attendance of classes is confirmed by the course teacher, and attendance of seminars is confirmed by the Commission.
- (3) Doctoral candidates are required to inform their supervisor of the work progress, once a year and in writing.
- (4) Doctoral candidates have the right to change the supervisor and/or topic, following a written application and observations submitted by the current and the new supervisor (when changing supervisor, the candidate must fill in the application for enrolment to doctoral studies).

#### **Article 18**

Doctoral candidates acquire the right to enrol to the next year of studies if all the requirements determined in the programme of studies and the syllabus are fulfilled, in accordance with the Regulations and other administrative provisions.

### Article 19

Change the field of study of doctoral candidates to another field of study, if applicable, is approved by the Committee, based on a candidate's reasoned request, accompanied by a positive opinion of the co-director for the intended field of study. In that case, candidates are required to enrol and take supplemental exams from previous semesters for the intended field of study, if necessary.

### 3.4. Exams

#### Article 20

- (1) Candidates' knowledge is assessed and graded during the academic year, and the final grade is determined following an exam.
- (2) Exams can be written and/or oral, and can be conducted as discussion of prepared paper. Each exam can be taken four times. Exam periods are determined by the syllabus.
- (3) Candidates' success at an exam is awarded with the following grades: excellent (5), very good (4), good (3), satisfactory (2) and failure (1).

### 3.5. Doctoral candidate status

#### Article 21

- (1) Doctoral candidate status is acquired on enrolment to doctoral study programme. Doctoral candidate status is confirmed by student transcript or other documents with the contents and form stipulated by the University.
- (2) Candidates enrolled in a doctoral study programme have the status of full-time or part-time students, and in this sense, all the general provisions of the Faculty Statute that apply to full-time students of undergraduate and graduate studies also apply to doctoral candidate.

#### Article 22

Doctoral candidates enrolled to doctoral studies can have the following status:

- teaching assistants for which costs of studies are covered through the state system of science and higher education;
- beneficiaries of Croatian or international grants;
- candidates for which costs of studies are covered by legal entities/ employers;
- candidates who cover the costs of studies themselves.

### 3.6. Costs of studies

#### Article 23

- (1) Costs of studies are paid in advance, in full amount, or at the time of enrolment for each semester.
- (2) If a candidate drops out of studies during the academic year, neither candidates nor legal entities which covered the costs of studies have the right to the refund of the amount paid for costs of studies.

### 3.7. Delivery of courses

#### Article 24

- (1) Courses at doctoral study programmes of the Faculty are taught by teachers appointed to scientific-teaching positions.
- (2) Professor emeritus may also participate in the delivery of courses at doctoral study programmes.

- (3) Courses can be partially or fully delivered by teachers appointed to nominal positions, if they fulfil the conditions for appointment to scientific-teaching positions.
- (4) Renowned foreign visiting professors may participate in the delivery of courses, partially or in full, based on the decision of the Faculty Council.

### 3.8. Committees for doctoral studies

#### Article 25

- (1) Successful implementation of the doctoral studies study programme, in accordance with the provisions of Article 4 of the Regulations, is monitored and coordinated by the Committee. The Committee prescribes the forms required for administrative implementation of doctoral studies. Committees are formed for each delivered doctoral study. The Committee consists of at least five members, including all co-directors for specific fields of study or specialisations, if applicable for the study programme.
- (2) The Committees are accountable to the Faculty Council. Members of the Committees, president and deputy president of the Committee and co-directors for specific fields of study or specialisations are appointed by the Faculty Council for the term of two years, following a proposal of the Dean of the Faculty.
- (3) Until the time of submission of doctoral thesis, administrative affairs for the Committees and the doctoral studies are handled by the Faculty Student Services Office, and in further procedure administrative affairs are handled by the legal department.

### 3.9. Supervision

#### Article 26

- (1) Following the enrolment of doctoral candidates, , at the proposal of the Committee, the Faculty Council appoints a supervisor for every doctoral candidate. Supervisors provides advice to the doctoral candidates during the course of studies and act as doctoral thesis supervisors.
- (2) Conditions for appointment of supervisors:
  1. member of the teaching staff of the Faculty doctoral study programme
  2. active researcher, relevant in the international scientific community (based on papers indexed in WoSCC (Web of Science Core Collection) - SCIE (Science Citation Index Expanded) databases during the last 5 (five) years and the results of previous supervision) for the subject of doctoral research.
- (3) Teachers who fulfil the conditions for supervisors may act as supervisors to maximum three candidates per generation, and Faculty emeritus professors who fulfil the conditions for supervisors may act as supervisors to one candidate per generation.
- (4) At the end of each academic year, supervisors submit to the Committee written reports on work performance of doctoral candidates. In case of unsatisfactory work performance of a doctoral candidate, evaluated in annual evaluation procedures conducted by the Committee, the Faculty Council may decide on exclusion from studies, following the proposal of the Committee.
- (5) Supervisors from outside institutions who are not employees of the Faculty must sign cooperation and liability agreements concluded with the head of the institution delivering the programme.
- (6) Supervisors appointed before retirement are permitted to act as supervisors until graduation, if they are appointed to nominal positions and fulfil the conditions for appointment to scientific-teaching positions and with approval of the Faculty Council.
- (7) In order to ensure the quality of the doctoral thesis, dual supervision is permitted, if necessary (e.g., interdisciplinary research, research conducted in several institutions). In that case each supervisor assumes responsibility for a pre-defined part of the research and the procedure of producing a doctoral thesis.
- (8) In case of dual supervision, at least one supervisor must be employed at the Faculty. If a supervisor is not employed at the Faculty and is not part of the teaching staff at the doctoral studies, they must fulfil

the conditions from paragraph 2, section 2 of this Article, as well as one of the following conditions: employed at a scientific-teaching position, teacher appointed to a nominal position and fulfilling the conditions for appointment to a scientific-teaching position, visiting professor, employed as a researcher or researcher appointed to a nominal position.

#### **4. PHD QUALIFYING EXAM**

##### **Article 27**

PhD qualifying exam is registered in the first year of the study programme. Passing a PhD qualifying exam is a requirement for initiating the procedure for submitting a doctoral thesis proposal.

##### **Article 28**

- (1) Doctoral candidates register for PhD qualifying exam at the Student Services Office of the Faculty, using a special form.
- (2) Application is submitted together contained a review article with an overview of current development status of their scientific research area, i.e. area of planned doctoral thesis.
- (3) Paper is submitted in the format of a scientific article or as format-free submission, in accordance with the Guidelines for preparing papers for PhD qualifying exam.
- (4) Papers can be written and PhD qualifying exams can be taken in Croatian or in English. If the paper is written in English, extended summary must be prepared in Croatian, in accordance with the Guidelines for preparing papers for PhD qualifying exam.

##### **Article 29**

- (1) The Committee appoints a Commission for PhD qualifying exam, consisting of 3 (three) or 5 (five) members engaged in scientific activity in the area of doctoral thesis of a doctoral candidate.
- (2) Members of the Commission for PhD qualifying exam may be persons referred to in Article 24 of the Regulations, persons appointed to scientific positions and researchers appointed to nominal positions.
- (3) Candidate's supervisor is one of the members of the Commission for PhD qualifying exam; however, supervisors cannot be appointed as presidents of the Commission.
- (4) The president of the Commission for PhD qualifying exam must be a teacher at the Faculty doctoral studies and employed at the Faculty, holding a scientific-teaching position of associate professor or a higher position.

##### **Article 30**

- (1) PhD qualifying exam is organised and administered by the Commission for PhD qualifying exam.
- (2) Candidate's supervisor informs the Student Services Office on location and date of the exam at least 7 days before the exam date.
- (3) Within the timeframe referred to in paragraph 2 of this Article, the Student Services Office publishes the exam schedule for each candidate at the Faculty web site. The Student Services Office is required to publish the review article referred to in Article 28 at the Faculty web site until that date.

##### **Article 31**

- (1) PhD qualifying exam is public and is taken as an oral exam.
- (2) At the PhD qualifying exam, candidates present prepared papers referred to in Article 28 of the Regulations. The Commission for PhD qualifying exam verifies the ability of doctoral candidates to solve



problems in the selected field of study by testing fundamental and specialised knowledge and assesses the candidates' ability to prepare the doctoral thesis.

- (3) Records of the PhD qualifying exam contain individual scores given by Commission members. The PhD qualifying exam grade is a rounded average grade calculated from votes of the Commission members. A candidate cannot be passed if more than one vote of "fail" is reported.
- (4) Records of the PhD qualifying exam need to be submitted to the Student Services Office not later than 15 (fifteen) days after the exam was held.
- (5) PhD qualifying exam can be taken two times.

## **5. DOCTORAL THESIS PROPOSAL**

### **5.1. Submitting doctoral thesis proposal**

#### **Article 32**

- (1) The procedure for submitting doctoral thesis proposal is initiated by a doctoral candidate together with their supervisor, not later than the fifth semester of studies. Doctoral candidates initiate the procedure of submitting doctoral thesis proposal using a special form submitted to the Student Services Office of the Faculty.
- (2) Conditions for submitting the doctoral thesis proposal:
  - completed examination requirements
  - completed seminar requirements enrolled in the previous academic years
  - completed PhD qualifying exam
  - authorship and presentation of at least one full scientific paper published in proceedings of an international academic conference in the area of doctoral thesis.
- (3) Doctoral thesis proposal is written using a special form, following the Guidelines for preparing papers at doctoral studies.
- (4) The institution covering the costs of studies for the candidate has the right to participate in choosing the subject of doctoral thesis.
- (5) With the doctoral thesis proposal, candidates submit evidence on fulfilling the conditions for submitting the doctoral thesis proposal referred to in paragraph 2 of this Article, including the following:
  - short CV with a description of professional and research activities,
  - statement signed by the candidate stating that they did not initiate the procedure for acquiring a PhD degree in any other institution,
  - list and copies of published papers,
  - list of supervisor's papers in the area of doctoral thesis proposal
  - supervisor's confirmation that papers are in the research area of doctoral thesis,
  - certificates of participation in scientific-research projects.
- (6) Fulfilment of conditions for initiating the procedure of accepting the doctoral thesis proposal is verified by the Committee.

#### **Article 33**

- (1) The Committee considers the doctoral thesis proposal and recommends to the Faculty Council to appoint a Commission for accepting the doctoral thesis proposal.
- (2) The Commission for accepting the doctoral thesis proposal consists of 3 (three) or 5 (five) members, active in research in the area of the doctoral thesis of the candidate. Members of the Commission for accepting the doctoral thesis proposal may be persons referred to in Article 24 of the Regulations and persons appointed to scientific positions, nominal scientific positions and experts holding a PhD and having published scientific papers.

- (3) At least 3 (three) members of the Commission for accepting the doctoral thesis proposal must be employed at scientific-research positions in the area and field of the doctoral thesis proposal submitted by the candidate.
- (4) At least one member of the Commission must not be an employee at any of the constituents of the University of Split or teacher at doctoral studies of the Faculty.
- (5) Candidate's supervisor is one of the members of the Commission, however a supervisor cannot be appointed as president of the Commission.
- (6) President of the Commission for accepting the doctoral thesis proposal must be a member of the teaching staff at doctoral studies of the Faculty and employed at the Faculty, holding a position of assistant professor or higher position, preferably in the research field of doctoral thesis.
- (7) President of the Commission coordinates the activities of the Commission.

## 5.2. Public discussion

### Article 34

- (1) Public discussion is conducted with the candidate who fulfils the conditions for initiating the procedure of accepting the doctoral thesis proposal, with the aim of more detailed assessment of feasibility of achieving the expected research contribution.
- (2) President of the Commission for accepting the doctoral thesis proposal informs the legal department on location and date of public discussion, at least seven days before the discussion is scheduled. The legal department publishes the time and date of public discussion, at least seven days prior to the set date, including the proposed title of the doctoral thesis, forwarding the information to the candidate and members of the Commission for accepting the doctoral thesis proposal.

### Article 35

- (1) Public discussion is conducted by the Commission for accepting the doctoral thesis proposal.
- (2) The Commission for accepting the doctoral thesis proposal submits to the Faculty Council a report with recommendation for accepting or rejecting the doctoral thesis proposal, within the time period from 30 (thirty) to 60 (sixty) days starting from the date of delivering the decision on appointment of the Commission. The Commission for accepting the doctoral thesis proposal must submit the report to the Committee before the session of the Faculty Council.
- (3) Records of conducted public discussion, based on which the doctoral thesis proposal is recommended for acceptance, consists of the following:
  - proposal for the title of doctoral thesis in Croatian and English,
  - area, field, and branch of the doctoral thesis proposal
  - list of expected original research contributions,
  - conclusions reached in public discussion,
  - proposal for keeping the current supervisor or proposal for appointment of a new supervisor.
- (4) The Department Council of the Faculty department at which the doctoral research is conducted submits to the Committee an opinion on the doctoral thesis proposal. The Committee submits a proposal to the Faculty Council on accepting or rejecting of the doctoral thesis proposal based on the complete documentation.
- (5) Decision on accepting or rejecting of the doctoral thesis is adopted by the Faculty Council.
- (6) Supervisors are obligated to attend the sessions of the Department, the Committee, and the Faculty Council during the discussion on accepting or rejecting the doctoral thesis proposal.
- (7) President of the Commission for accepting the doctoral thesis proposal, or exceptionally, a member of the Commission for accepting the doctoral thesis proposal, is obligated to attend the session of the Department at which the doctoral research is conducted and the session of the Faculty Council during the discussion on accepting or rejecting the doctoral thesis proposal.

## Article 36

Following the reasoned proposal submitted by the Commission for accepting the doctoral thesis proposal and the Committee, in the procedure of accepting the doctoral thesis proposal the Faculty Council confirms the appointment of the selected candidate's supervisor and/or appoints a new supervisor.

## 6. COMPLETION OF STUDIES

### Article 37

Doctoral studies are completed after fulfilling all obligations in accordance with the study programme and the syllabus and after completing and public defence (PhD viva) of the doctoral thesis.

#### 6.1. Definition of doctoral thesis

### Article 38

- (1) Doctoral thesis represents an individual investigation of a certain topic or addressed issue. The purpose of doctoral thesis is to confirm that the doctoral candidate mastered the contemporary research methodology and is able to conduct independent scientific and research activities.
- (2) Doctoral thesis must contain original research contribution to a specific field of science.
- (3) Doctoral thesis is a public research work subjected to public scholarly evaluation.

#### 6.2. Form of doctoral thesis

### Article 39

Forms of doctoral thesis:

1. Academic monograph.
2. Collection of published scientific papers with a critical overview chapter, consisting of introduction, discussion, conclusion, and a detailed literature review. Critical overview chapter positions the results of doctoral thesis into context of existing scientific knowledge. This form of thesis is possible only within the frame of research work at the doctoral study programme, and scientific papers must be published after enrolment to the doctoral study. Collected scientific papers proposed as doctoral thesis must form a complete unit of at least three papers published in journals indexed in WoSCC (Web of Science Core Collection) - SCIE (Science Citation Index Expanded). Each paper may qualify only one candidate. The candidate must be the first author of all three papers proposed for thesis. At least two papers should be published in a journal classified as the first or second quartile (Q1 or Q2) according to the JCR (Journal Citation Reports), identified at the moment of publication or submission of the paper to the review process, in the categories corresponding to the area of doctoral thesis. Collected papers must have original research contribution, compared to individual papers. Assessment of acceptability of individual journals is the task of the Committee. This form of doctoral thesis, including the published papers, is subject to the identical procedure of evaluation and assessment as the doctoral thesis in the form of an academic monograph.

### Article 40

- (1) The doctoral thesis may be written in Croatian or in English.

- (2) Title, abstract and keywords of the doctoral thesis must be written in Croatian and in English. Abstract must allow for understanding of the objective of thesis, research methods, results, and conclusions.
- (3) Draft template and format of the doctoral thesis are defined in the Instructions on draft template and format of the doctoral thesis.

### **6.3. Producing and submitting doctoral thesis**

#### **Article 41**

- (1) Before submitting their doctoral theses for assessment, candidates must have at least one internationally peer-reviewed paper related to the topic of the doctoral research, as the first author, published in a journal indexed in WoSCC (Web of Science Core Collection) - SCIE (Science Citation Index Expanded) with impact factor according to the JCR (Journal Citation Reports), identified at the moment of publication or submission of the paper to the review process, in the categories corresponding to the area of doctoral thesis.
- (2) Assessment of acceptability of individual journals is the task of the Committee.

#### **Article 42**

- (1) The candidates submit their doctoral theses, accompanied with the supervisor's written approval for initiating the procedure of assessment of the doctoral thesis and opinion on conducted research and achieved original research contribution, to the Faculty central records office. If a supervisor declines to submit an approval, within the time period of 15 (fifteen) days from the date of receipt of the notification on obligation to submit an opinion, a supervisor must submit a written explanation of underlying reasons. In both cases, supervisor's explanation is submitted to members of the Commission for assessment of the doctoral thesis, and is considered in the assessment procedure.
- (2) Before submitting a thesis for the assessment procedure, it is verified if the candidate fulfilled all the obligations established by the study programme.
- (3) Doctoral thesis is submitted in a digital format, and in a printed format if requested by a member of the Commission.

### **6.4. Assessment of doctoral thesis**

#### **Article 43**

- (1) The Committee proposes to the Faculty Council appointment of the Commission for assessment of the doctoral thesis, and forwards the submitted thesis to the members of the Commission.
- (2) The Commission for assessment of the doctoral thesis consists of 3 (three) or 5 (five) members active in the research field of the candidate's doctoral thesis. Candidate's supervisor cannot be a member of the Commission for assessment of the doctoral thesis.
- (3) Members of the Commission for assessment of the doctoral thesis may be persons referred to in Article 24 of the Regulations and persons appointed to scientific positions, nominal scientific positions and experts holding a PhD and having published scientific papers. It is encouraged to appoint members of the international academic community as members of the Commission for assessment of the doctoral thesis.
- (4) At least 3 (three) members of the Commission for assessment of the doctoral thesis must be employed at scientific-research positions in the area and field of the candidate's doctoral thesis.
- (5) At least one member of the Commission must not be an employee at any of the constituents of the University of Split or teacher at doctoral studies of the Faculty.
- (6) President of the Commission coordinates the activities of the Commission.

- (7) President of the Commission for assessment of the doctoral thesis must be a member of the teaching staff at doctoral studies of the Faculty, employed at the Faculty and holding a position of associate professor or higher position, preferably in the research field of the doctoral thesis.
- (8) Members of the Commission for assessment of the doctoral thesis and all those with access to the doctoral thesis are required to handle the data and findings from the thesis as confidential until the thesis is published, with the aim of protecting the research contribution of doctoral thesis and intellectual property.

#### Article 44

- (1) The Commission for assessment of the doctoral thesis submits a report to the Faculty Council within the time period of 30 (thirty) to 60 (sixty) days from the date of the decision on appointment of the members of the Commission.
- (2) The Commission must submit its assessment and proposal to the Committee before the session of the Faculty Council. Reasoning is a mandatory part of the report.
- (3) The Department Council of the Faculty department at which the doctoral research is conducted provides an opinion on the assessment of the doctoral thesis, submitting this opinion to the Committee, which submits a proposal to the Faculty Council on the assessment of the doctoral thesis based on complete documentation.
- (4) The text of the doctoral thesis is published at the Faculty web site, for public review, after the session of the Committee at which positive assessment of the doctoral thesis is accepted, except in the case provided for in Article 47 of the Regulations.
- (5) At the first following session, the Faculty Council adopts a decision on assessment of the thesis and appoints the Commission for defending the doctoral thesis.
- (6) Supervisors are obligated to attend the sessions of the Department at which the doctoral research was conducted and the Faculty Council during the discussion on assessment of the doctoral thesis.
- (7) President of the Commission for assessment of the doctoral thesis, or exceptionally, a member of the Commission for assessment of the doctoral thesis is obligated to attend the sessions of the Department at which the doctoral research was conducted and the Faculty Council during the discussion on assessment of the doctoral thesis.
- (8) If a member of the Commission is foreign (and does not speak Croatian), English translation of the assessment must be submitted, signed by all members of the Commission for assessment. Foreign member of the Commission does not sign the Croatian version of the assessment.
- (9) During the procedure of assessment of the doctoral thesis, members of the Commission for assessment may propose minor amendment to the thesis which can contribute to positive assessment. President of the Commission instructs the doctoral candidate to include potential recommended minor amendments to the thesis and verifies the implementation, followed by reports prepared by each individual member of the Commission. Recommended length of each individual report is one to two pages of text. The president of the Commission prepares a joint report on assessment of the doctoral thesis signed by all members of the Commission, submitting the report to the Faculty Council. Individual reports are annexed to the joint report. The Commission decides on the assessment of the doctoral thesis by majority of votes. New version of the doctoral thesis consolidated with the instructions of the members of the Commission is submitted for review to the Faculty Council.
- (10) Report of the Commission for assessment of the doctoral thesis contains the following: area and field of the doctoral thesis, overview of the contents of the doctoral thesis, opinion, and assessment of the doctoral thesis with reference to applied methods, scientific contents of the doctoral thesis and proposal of the Commission for assessment of the doctoral thesis.
- (11) The Commission for assessment of the doctoral thesis can put forward the following proposals in its report:
  1. to accept the doctoral thesis and conduct a thesis defence

2. to return the doctoral thesis to the candidate for amendments or corrections
3. to reject the doctoral thesis.

- (12) Decision of the Faculty Council on rejecting the doctoral thesis must be reasoned.
- (13) If the Faculty Council accepts the report of the Commission for accepting the doctoral thesis which states that there are deficiencies in the doctoral thesis which can be corrected, the candidate will be invited to correct the deficiencies according to the instructions and remarks of the Commission for assessment of the doctoral thesis.
- (14) In the case referred to in paragraph 13 of this Article, the candidate is obligated to make amendments to the doctoral thesis within the time period of 90 (ninety) days from the date of receipt of the conclusion of the Faculty Council. If a candidate fails to make corrections to the doctoral thesis according to the instructions and remarks of the Commission within the time period of 90 (ninety) days from the date of receipt of the conclusion of the Faculty Council, without any reasonable explanation, it shall be considered that the doctoral thesis is rejected.
- (15) If the Faculty Council concludes that the report of the Commission for assessment of the doctoral thesis does not provide a sound basis for adopting a decision on the assessment of the doctoral thesis, the Faculty Council will issue a decision on appointing new members of the Commission or appointing a new Commission for assessment of the doctoral thesis, which in this case must not include any of the previous members of the Commission.
- (16) Commission for assessment of the doctoral thesis with additional members, or the newly formed Commission referred to in paragraph 15 of this Article will reconsider the doctoral thesis and submit a report to the Faculty Council.
- (17) If the report of the Commission for assessment of the doctoral thesis gives a negative assessment, and the Faculty Council does not adopt a decision on appointing new members of the Commission or appointing a new Commission for assessment of the doctoral thesis, the Faculty Council will issue a decision on rejecting the doctoral thesis and inform the candidate of the decision. Reasoned decision on suspension of the procedure for acquiring the doctorate degree is submitted to the candidate within the time period of 8 (eight) days from the date of adopting the decision.
- (18) In the case referred to in paragraph 17 of this Article, the candidate is not permitted to reinstitute the procedure of acquiring a doctorate degree with the same topic at the University of Split.

## 6.5. Defence of doctoral thesis

### Article 45

- (1) Candidates may apply for defence of doctoral thesis after the Faculty Council accepts the positive assessment of the Commission for assessment of the doctoral thesis.
- (2) The Faculty is obligated to provide public access to the doctoral thesis by publishing the thesis on the Faculty web site at least 30 (thirty) days before the date of defence of doctoral thesis.
- (3) Defence of doctoral thesis written in English can be conducted in Croatian or in English.
- (4) The Faculty Council, following a proposal of the Committee, appoints the Commission for defending the doctoral thesis.
- (5) The Commission for defending the doctoral thesis consists of 3 (three) or 5 (five) members and two replacement members, active in the research field of the candidate's doctoral thesis. Supervisor cannot be a member of the Commission for defending the doctoral thesis.
- (6) Members of the Commission for defending the doctoral thesis may be persons referred to in Article 24 of the Regulations and persons appointed to scientific positions, nominal scientific positions and experts holding a PhD and having published scientific papers. It is encouraged to appoint members of the international academic community as members of the Commission for defending the doctoral thesis.
- (7) At least 3 (three) members of the Commission for defending the doctoral thesis must be employed at scientific-research positions in the area and field of the candidate's doctoral thesis.

- (8) At least one member of the Commission must not be an employee at any of the constituents of the University of Split or teacher at doctoral studies of the Faculty.
- (9) President of the Commission coordinates the activities of the Commission.
- (10) President of the Commission for defending the doctoral thesis must be a member of the teaching staff at doctoral studies of the Faculty, employed at the Faculty and holding a position of associate professor or higher position, preferably in the research field of the doctoral thesis.
- (11) The Commission for defending the doctoral thesis can be of the same composition as the Commission for assessment of the doctoral thesis.
- (12) Supervisor participates in the procedure of defending the doctoral thesis, though not in the procedure of assessment.
- (13) During the defence procedure, records are kept and signed by all members of the Commission and the administrator. The records contain a decision of the Commission for defending the doctoral thesis.
- (14) Defence of doctoral thesis is public.
- (15) Doctoral candidates may undertake doctoral thesis defence before the Commission for defending the doctoral thesis not later than 60 (sixty) days from the date of publishing of notice on doctoral thesis defence. The president of the Commission for defending the doctoral thesis, in agreement with the supervisor, proposes the date and the location of defence of the doctoral thesis with assessment accepted at the Faculty Council. The Dean of the Faculty determines the date and the location of defence of the doctoral thesis, not later than 90 (ninety) days from the date of acceptance of the positive assessment of the doctoral thesis. The notice on doctoral thesis defence is published on the Faculty web site at least 7 (seven) days before the date of defence.
- (16) Official records on defence of doctoral thesis are filed at the Faculty.
- (17) Doctoral thesis is defended only once.

#### Article 46

- (1) The Commission for defending the doctoral thesis carries out an assessment after the defence. Assessment of the defence may be one of the following:
  - thesis was defended, based on the unanimous decision of the Commission,
  - thesis was defended, based on the majority of votes of the Commission,
  - thesis was not defended.
- (2) Candidates who failed to defend their doctoral thesis have the right to resubmit the application for initiating the procedure for acquiring a doctorate degree with a different topic, within the time period of 90 (ninety) days from the date of adopting the decision of the Commission for defending the doctoral thesis.
- (3) Doctoral thesis which was not defended within the time period of 10 (ten) years from the date of accepting the doctoral thesis proposal must undergo the renewed procedure for accepting the doctoral thesis proposal.

#### Article 47

- (1) If the research results from the doctoral thesis contain innovation which is subject to protection of intellectual property, candidate and supervisor must inform the Committee of this fact. In that case, the candidate may request, with approval of the supervisor and before the submission of thesis for assessment, that the doctoral thesis is treated as confidential. In that case, public defence of the thesis may be postponed up to one year from the date of submitting the doctoral thesis for assessment, with approval from the candidate and based on the decision of the Faculty Council.
- (2) If the doctoral study research is conducted for commercial purposes or in cooperation with a commercial research centre or in cooperation/for the purposes of a government institution in the defence and security sector, the Faculty Council may stipulate that all participants in the doctoral thesis assessment



and defence procedure must treat the data from the doctoral thesis as confidential and postpone the publication of the doctoral thesis for the purposes of protecting intellectual property for the period of up to 5 (five) years, or until the publication of data in the procedure of registration of intellectual property rights. The doctoral thesis as such will be available for review only in the Faculty library, as non-circulating material.

- (3) Members of the Commission for assessment and members of the Commission for defending the doctoral thesis under the obligation of confidential treatment of data and for which publication has been postponed, must sign confidentiality statements related to data contained in the thesis. Confidentiality statements are signed by other participants who have access to the text of the doctoral thesis in the procedure of assessment and defence.

#### **Article 48**

- (1) Defended doctoral thesis must be submitted in five bound copies within the time period of 20 (twenty) days after the defence of thesis, which is a requirement for obtaining a degree certificate. Thesis should be submitted in a form stipulated by the Instructions on draft template and format of the doctoral thesis.
- (2) Defended doctoral thesis must also be submitted in an electronic format. Together with the bound copies, electronic version of the thesis is submitted, with sections organised in files:
  - title, abstract and keywords in Croatian and English
  - candidate's CV
  - full text of the thesis with annexes (complete contents of printed copy) in PDF format.
- (3) Candidate's supervisor is responsible for submission of copies in a stipulated manner.
- (4) The Faculty shall publish the doctoral thesis not later than thirty (30) days from the date of the defence in the national repository, or higher education institutional repository.

#### **Article 49**

- (1) Following the completion of doctoral studies and defence of doctoral thesis, candidate is awarded a degree of Doctor of Science in the area of engineering sciences (abbreviation: PhD Eng).
- (2) Following the completion of studies, a degree certificate and a diploma supplement are issued.

### **6.7. Doctoral candidate mobility**

#### **Article 50**

- (1) During doctoral studies, candidates are encouraged to spend one part of the studies in a suitable research centre in Croatia or abroad.
- (2) The Committee decides on recognition of ECTS credits acquired through various activities in Croatia and abroad.

### **6.8. Graduation ceremony**

#### **Article 51**

Graduation ceremony for doctors of science is a public and festive event at which doctoral degree certificates are presented to the graduates. Graduation ceremony for doctors of science is conducted by the Rector of the University.

### **6.9. Revoking a degree of doctor of science**

#### **Article 52**



- (1) Academic degree of doctor of science is revoked if it was established that the degree had been acquired contrary to stipulated requirements for acquiring a degree, by severe breach of the study regulations or based on plagiarised or falsified doctoral thesis.
- (2) Initiating and conducting the procedure of revoking a degree of doctor of science is conducted in accordance with the provisions of general regulations of the Faculty.

#### **6.10. Quality assurance of doctoral studies**

##### **Article 53**

- (1) The Faculty Council is required to keep detailed records on research activities and other study obligations of each candidate, including the plan of obligations (doctoral candidate portfolio).
- (2) The Faculty Council is required to monitor the workload and performance of supervisor, and to keep records for each supervisor on number of enrolled candidates and number of candidates who defended their doctoral theses.
- (3) The assessment criteria include the following: research productivity of teachers and candidates, teaching, relevance and quality of doctoral theses, statistical indicators of duration of studies, statistical indicators of annual number of new PhD graduates with reference to the number of candidates and established inter-institutional cooperation.

#### **7. TRANSITIONAL AND FINAL PROVISIONS**

##### **Article 54**

- (1) Doctoral candidates admitted to the doctoral study programme before these Regulations came into force may acquire the degree of doctor of science under the study programme and conditions that were in force at the time of admission to the first year of study.
- (2) The procedure of acquiring a degree of doctor of science will be conducted in accordance with these Regulations.

##### **Article 55**

- (1) The Regulations shall come into effect eight days after they are published on the Faculty web site, and shall be applied starting from the beginning of the academic year 2023/2024.
- (2) With the date of application of these Regulations, the following shall expire: Regulations on postgraduate studies at the University of Split Faculty of Electrical Engineering, Mechanical Engineering and Naval Architecture which came into force on 03 June 2012, Class: 003-05/12-02/0004, Ref.no.: 2181/206-01-12-0001 and the Decision on the procedure of submitting the doctoral thesis proposal, assessment and defence of doctoral thesis of 22 October 2018, Class: 003-05/18-03/0001, Ref.no.: 2181/206-01/1-18-0020.

##### **Article 56**

Provisions of the Regulations are interpreted by the Faculty Council.

Interim Dean  
Full Professor Branimir Lela, PhD

CLASS: 643-01/23-05/002

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