

Pursuant to the Higher Education Act (*Official Gazette of the Republic of Slovenia*, no. 67/1993 and amendments), the Statute of the University of Ljubljana (*Official Gazette of the Republic of Slovenia*, no. 4/2017 with supplements and amendments, hereinafter: the Statute of the UL), the Rules and Regulations on Doctoral Study at the University of Ljubljana (adopted at the 18th session of the University of Ljubljana Senate held on 28 May 2019), and the University of Ljubljana's Rules on Content Similarity Detection of the Electronic Form of the Written Final Work of Studies and on Provisions Regarding Temporary Inaccessibility of the Content of the Written Final Work of Studies adopted on 22 December 2015, at its 9th session on 18 June 2018, the Senate of the University of Ljubljana's School of Economics and Business adopted and at its sessions on 16 December 2019, 21 September 2020 supplemented and amended the following

## **RULES ON THE DOCTORAL PROGRAMME IN ECONOMICS AND BUSINESS**

### ***GENERAL PROVISIONS***

#### Article 1

These Rules define in detail the academic disciplines for which the University of Ljubljana's School of Economics and Business (hereinafter: the School) offers research and education for earning a doctorate in economics and business (hereinafter: the doctoral programme), the admission requirements, the criteria for selecting students, the selection procedure in case of limited enrolment, the conditions for advancing to the next year and completing the program, the conditions for registering the dissertation topic, the procedure for approving the dissertation topic, the procedure for assessing and defending the dissertation, and the procedure for revoking a doctorate.

#### Article 2 (Neutral grammatical form)

Any masculine expressions used in these Rules apply equally to both sexes.

#### Article 3

The terms used in these Rules have the following meanings:

- A doctoral student is a person in the process of obtaining a doctoral degree.
- The Doctoral Student Committee (hereinafter: the committee) is a working body appointed by the School Senate to monitor the doctoral student during the process of earning a doctorate.
- The doctoral programme administrator is the doctoral programme coordinator at the University of Ljubljana's School of Economics and Business.

#### Article 4

The School offers and organizes research-based activities and education for earning a doctorate. Students can choose between an economics track (with majors in economics, international economics, and money and finance) and a business track (with majors in management and organization, marketing, financial management, accounting, entrepreneurship, tourism, international business, information management, operational research, and business logistics).

The doctoral programme lasts four years and comprises both classroom instruction and independent research work.

## ***ADMISSION REQUIREMENTS***

### Article 5

Anyone that has completed the following is eligible to enrol in the doctoral programme:

- A Bologna master's (second-cycle) programme;
- A bachelor's programme adopted before 11 June 2004;
- A graduate certificate programme and a previous applied bachelor's programme, fulfilling the academic requirements set by the programme in the amount of 36 ECTS (hereinafter: credits);
- A master's programme or a graduate certificate programme and a previous bachelor's programme. Upon entering the programme, these students are awarded 60 credits in accordance with the law. The recognition of exams that the student passed in the previous programme is made on the basis of the conformity of the programme material (courses and other programme components) of the student's studies to date with the programme material of the doctoral programme in economics and business, in addition to the comparability of credits earned in individual courses. At the first instance, a request for recognition proposed by the doctoral programme administrator is handled by the Research and Doctoral Studies Committee (hereinafter: the RDSC), and at the second instance by the School Senate;
- A programme regulated by EU directives or any other fast-track master's programme equivalent to 300 credits;
- A programme at a university abroad in accordance with the prescribed requirements that apply to Slovenian students. Equivalence of a degree previously earned abroad is ascertained through the foreign education verification procedure in compliance with the Statute of the UL.

In selecting students, the following shall be taken into account:

- Academic performance (grade point average and thesis grade): 20%:
  - A Bologna master's (second-cycle) programme;
  - A bachelor's programme adopted before 11 June 2004;
  - A graduate certificate programme after a completed applied bachelor's programme;
  - A master's programme or a graduate certificate programme after completing a bachelor's programme;
  - A programme regulated by EU directives or any other fast-track master's programme equivalent to 300 credits.
- Oral exam performance: 80%.

Based on the number of advisors available, the RDSC defines the enrolment limits for individual majors.

### Article 6

An application for the doctoral programme shall include the following:

- A completed enrolment form;
- A certified copy of the student's transcript or diploma, or a certified copy of a graduation certificate at the undergraduate and master's levels;
- A confirmation of the student's grade point average at the undergraduate and master's levels;
- If students completed an undergraduate or master's programme abroad, they must simultaneously begin with the procedure for recognition of prior foreign education, and upon enrolment enclose a document of official recognition of education and qualifications acquired abroad, for the purposes of continuation of studies at the doctoral level. .

In addition to the documents listed in the previous paragraph, students shall enclose the following:

- A research plan (up to 1500 words);
- A motivation letter (up to 300 words);
- A CV;
- A publications list (if students have published articles or other works);
- Other documents (e.g., GMAT or GRE scores);
- Awards and recognitions won;
- Consent from a member of the teaching staff to serve as the student’s advisor. (By the admission deadline, the student shall make arrangements with a member of the teaching staff or a researcher for him to serve as the student’s advisor, and the student shall submit the advisor’s consent to assume this function upon enrolment at the latest. The advisor must meet the requirements specified under Article 15 of these Rules.)

Students must submit their applications with all enclosures by the end of the admission period.

Students shall pay their first-year tuition upon enrolment. They shall pay the tuition for the second and third years when they advance to the next year.

In addition to the documents listed in paragraphs one and two of this article, students with a master’s degree or graduate certificate shall enclose a certified statement of the academic requirements completed in the programme at the higher education institution they were enrolled in, and a certified copy of the syllabuses for the subjects and other activities in which they completed their academic requirements.

### ***SELECTION PROCEDURE***

#### Article 7

After the application deadline for prospective students under paragraph one of Article 5, the School holds an oral exam that takes place before a three-member committee appointed by the School Senate.

Students that have submitted complete applications and paid the costs of the oral exam are invited to take the exam within twenty working days after the application deadline.

#### Article 8

At the proposal of the RDSC, the School Senate appoints three-member committees to administer the oral exam. As a rule, a committee is comprised of two members of the teaching faculty from the unit covering the major chosen by the student; the third member is the doctoral programme administrator or the vice-dean for doctoral studies.

#### Article 9

Selection criteria:

1. Academic performance (up to 20 points) in:
  - A Bologna master’s (second-cycle) programme;
  - A bachelor’s programme adopted before 11 June 2004;
  - A graduate certificate programme after completing an applied bachelor’s programme;
  - A master’s programme or a graduate certificate programme after completing a bachelor’s programme;
  - A programme regulated by EU directives or any other fast-track master’s programme equivalent to 300 credits;

and

2. Oral exam score: up to 80 points.

Academic performance is comprised of:

- Grade point average in the relevant programme: up to 10 points, counted as follows:
  - Grade point average under 8.00 (on a scale of 10): 0 points;
  - Grade point average over 8.00 (on a scale of 10) according to the formula  $10 + 5 \times (\text{average grade [on a scale of 10]} - 8)$ ;
- Thesis grade: up to 10 points.

At the oral exam, the committee evaluates the following:

- The student's academic work to date: up to 20 points;
  - Undergraduate grade point average (if this was not already taken into account under point 1);
    - Grade point average (of exams passed) below 8.00 (on a scale of 10): 0 points;
    - Grade point average (of exams passed) over 8.00 (on a scale of 10) according to the formula  $3 \times (\text{average grade [on a scale of 10]} - 8)$ ;
  - Relevant background knowledge;
    - Economics and business knowledge: up to 8 points;
    - Methodological knowledge: up to 8 points;
- Scholarly research potential: up to 20 points;
  - Understanding of scholarly research, demonstrated with a draft research proposal (Research area compatibility with research conducted at the School): up to 10 points;
  - Qualitative assessment of the candidate's potential for the doctoral studies: up to 10 points;
- The student's motivation: up to 10 points;
  - The student's motivation, as demonstrated in the letter of motivation and at the interview: up to 5 points;
  - Independent financial support corresponding to at least 50% employment (junior researcher from the business world, international scholarship, etc.): 5 points;
- The student's research to date (published articles and other publications): up to 15 points;
  - Published research article: up to 10 points;
  - Discussion article: up to 3 points;
- Other criteria (e.g., GMAT or GRE scores, awards, recognitions, etc.): up to 15 points.

## Article 10

The three-member committee defines the subjects in which students that have earned a graduate certificate after completing an applied bachelor's programme must collect an additional 36 credits in the Bologna master's (second-cycle) programme.

## ENROLMENT

### Article 11

The selected students or those for whom transfer is approved sign a learning agreement and a Statement of Commitment to Respect the University of Ljubljana's Code of Ethics, and pay the tuition. Students covered under Article 10 pay for individual exams, which they must pass in order to collect the sufficient number of credits, in addition to the tuition, in line with the applicable fee schedule of the University of Ljubljana (UL).

In agreement with the advisor, students define their list of subjects, which is also signed by the doctoral programme administrator in addition to the advisor and the doctoral student. To modify their list of subjects, doctoral students must obtain consent from the advisor and the doctoral programme administrator. The final decision is made by the RDSC.

## ***ACADEMIC REQUIREMENTS***

### Article 12

The academic requirements of the doctoral programme in economics and business comprise 60 credits per year – that is, 60 credits of classroom instruction (16 credits in theoretical foundations subjects, 18 credits in methodological foundations subjects, 8 credits in elective subjects, 6 credits in the presentation of the draft dissertation proposal, 6 credits in the presentation of the progress made on the dissertation and 6 credits in individual forms of study – that is, active participation in scholarly conferences, research workshops, doctoral seminars, and research seminars), and 180 credits for writing and defending the dissertation. The academic requirements for all four years total 240 credits.

Organized academic requirements of the Doctoral programme in economics and business for doctoral students enrolled in the academic year of 2019/2020 are comprised of 60 credits (that is, 12 credits in theoretical foundations subjects, at least 18 credits in methodological foundations subjects, at least 18 credits in major seminars and at least 12 credits in individual forms of study – that is, active participation in scholarly conferences, research workshops, doctoral seminars, and research seminars).

Draft course timetables are published by the Doctoral Programme Unit by the beginning of the academic year.

Exams and other forms of examination available as part of the doctoral programme are not necessarily tied to the exam periods announced. The doctoral student and the administrator of the exam or any other form of examination may set the date of examination by mutual agreement without acquiring consent from the relevant body.

A doctoral student may take examinations from subject units of higher years following approval by the doctoral programme administrator.

Doctoral students that fail an exam may retake it once. It may be taken a third time before a committee composed of at least three members of the academic staff teaching in the doctoral programme, with one member holding a faculty rank in the subject area covered by the exam. Doctoral students that fail the exam when retaking it for the last possible time, as specified by the University of Ljubljana's Statute, cannot continue the doctoral programme.

Doctoral students may complete part of the programme abroad at a school or institution they agree on with the advisor, and have their academic achievements (the academic requirements completed, exams, and ECTS credits) recognized in the programme they are enrolled in. Students select the relevant subject or seminar in agreement with their advisors, and the doctoral programme administrator approves the subject selected and assigns the number of ECTS credits to it.

In addition to these Rules, the provisions of the University of Ljubljana's Programme Rules shall apply as appropriate to the doctoral programme.

## ***CONDITIONS FOR ADVANCING TO THE NEXT YEAR***

## Article 13

The requirement to advance from the first to second year is the approved presentation of doctoral dissertation proposal draft, which is also the condition to attain credits designated for individual work on dissertation and successful completion of organized forms of study, planned for the first year. The requirement to advance from second to third year is a statement from the School Senate confirming the committee's approval of the dissertation topic's suitability and successful completion of organized forms of study, planned for the second year. To advance into the fourth year, the doctoral candidate has to collect a total of 180 credits in organized forms of study – classroom instruction (i.e., pass all of the exams in theoretical foundations subjects, methodological foundations subjects and elective subjects, active participation in at least one scholarly conferences, research workshops, doctoral seminars, and research seminars and the demonstration of progress made on the dissertation) and independent research work on dissertation. Independent research work on the dissertation is demonstrated by the University of Ljubljana Senate's approval of the dissertation topic.

Doctoral students enrolled in the academic year 2019/2020 must collect 60 credits of requirements in classroom instruction and independent research work on the dissertation. The independent research work is demonstrated by a public presentation of the draft dissertation proposal that has been awarded a passing grade to advance from the first to second year.

To advance to the third year, students are required to collect at least 120 credits in classroom instruction and independent research work on the dissertation demonstrated by a statement from the School Senate confirming the committee's approval of the dissertation topic's suitability.

To advance to the fourth year, students must collect a total of 180 credits in classroom instruction (i.e., pass all of the exams in core subjects, methodological foundations subjects and major seminars) and independent research work on the dissertation demonstrated by the University of Ljubljana Senate's approval of the dissertation topic.

To complete the programme and earn a doctoral degree, students must complete all of the programme's academic requirements and successfully defend the dissertation, collecting a total of 240 credits. Before submitting their dissertation for evaluation, students must publish an article (or submit a statement confirming that their article has been accepted for publication) on the dissertation topic in publications that the School deems suitable.

By way of exception, the RDSC may allow advancement to students that have justifiable reasons for this and set a deadline for them to fulfil all of the requirements.

Doctoral candidates who did not or will not advance regularly and who meet the conditions for the continuation or completion of studies shall complete their studies under a currently valid doctoral study programme.

### ***THE ADVISOR***

## Article 14

After enrolling in the doctoral programme, at the proposal of the unit covering the student's research area and the doctoral programme administrator, the RDSC examines the proposal for the student's advisor and any co-advisor (hereinafter: the advisory team) in agreement with the student and the potential advisor and co-advisor. When appointing a co-advisor, the student must provide

a short justification of the need to involve a co-advisor and a list of references of the potential co-advisor. A co-advisor is appointed in addition to the advisor if the student registers an interdisciplinary dissertation topic.

The advisor and co-advisor proposal is examined by the RDSC; the advisor and co-advisor are appointed by the School Senate and definitively approved through a dissertation topic approval issued by the University of Ljubljana Senate. A co-advisor must be appointed when the advisor is not an employee of the University of Ljubljana.

#### Article 15

Advisors and co-advisors in doctoral studies shall be university teachers with the title of assistant professor, associate professor or full professor, or academic worker with the title of scientific associate, senior scientific associate or academic counsellor, and shall demonstrate their research work, with the requisite bibliography, from the broader field covered by the doctoral dissertation. The minimum condition for the demonstration of research work shall be set out in a resolution adopted by the Senate of the UL, which shall be published on the website of the UL Doctoral School.

Advisors and co-advisors may also be persons with the appropriate habilitation of another institute (domestic or foreign) and who have references from the broader field covered by the topic of a doctoral dissertation, and who work in a study programme or are employed by an institute with whom the UL or a member faculty of the UL has concluded an agreement or entered into a cooperation agreement. Advisors and/or co-advisors, whose employment is different from University of Ljubljana, must comply with the conditions stated in the Rules for Academic and Professional Qualifications (RAPQ) - classified under the "scholarly academic" category.

At least one member of the advisory team must be employed at the University of Ljubljana. Each member of the teaching faculty can be an advisor to as many as six active doctoral students, according to the Rules and Regulations on Doctoral Study at the University of Ljubljana. This excludes the doctoral students who submitted their dissertation for evaluation. Also, this rule does not apply to co-advisor.

#### Article 16

Doctoral students are required to report to their advisory team in regular meetings about their progress in the doctoral programme. They must consider the team's comments and instructions or explain any deviations from them. They must reply to the team's questions and comments in a constructive manner and within a reasonable time. Students have the right and duty to meet regularly with the advisory team based on mutual agreement.

The advisory team must monitor students, advise them in selecting subjects, scholarly conferences, seminars, and so on, and include them in research work at the School Research Centre (RCEF). The advisory team defines the frequency and manner of communication at their first meeting. At least five meetings are recommended per year and they should be initiated by the student. The advisory team must reply to students' questions in a constructive manner and within a reasonable time.

#### Article 17

The doctoral student and advisory team can agree, in case of disagreement regarding the topic, the manner of work, communication, or anything else, to cease their further cooperation. In that case, the student continues with a new advisory team. The student submits a request for changing the

advisory team to the committee responsible for doctoral studies. The request must contain enclosures with written consent by everyone involved – that is, the old and new advisory team.

If the student or the advisory team disagree on the fulfilment of mutual obligations specified in the previous article of these Rules, the other party informs the doctoral programme administrator of the disagreement and non-fulfilment of obligations and the administrator then takes the necessary measures to resolve the conflict. If the student and the advisory team fail to reach an agreement, the affected party submits a request for dissolving or changing the advisory team to the RDSC, which examines the request and proposes a solution, and to the School Senate, which adopts the final decision. The minutes of meetings, interviews with everyone involved, and any other material are taken into account in making a decision.

If the advisory team fails to fulfil its obligations, the School Senate, at the proposal of the relevant unit and the RDSC, appoints a substitute advisory team.

If a student fails to meet his academic and research requirements within the set deadline, the doctoral programme administrator may propose to the RDSC, in agreement with the student's advisory team, that the student be excluded from further subjects and research.

## ***RESEARCH ETHICS***

### Article 18

Doctoral students shall adhere to the provisions of the Statute of the UL, the Rules of the University of Ljubljana's School of Economics and Business, the Slovenian Copyright and Related Rights Act, the European Code of Conduct for Research Integrity, and the University of Ljubljana's Code of Ethics. Any violations defined in these statutory and implementing acts form the basis for disciplinary procedure.

## ***REGISTERING THE DISSERTATION TOPIC***

### Article 19

Students must register their dissertation topics in a timely manner and in the form defined under Article 21 of these Rules.

The students' registration application must contain:

- The dissertation proposal;
- A request for assessment and approval of the dissertation topic;
- A publications list;
- A CV;
- A record of the draft dissertation proposal presentation;
- A written statement from the advisor and any co-advisor confirming that in their opinion the dissertation proposal is appropriate for assessment, a list of three to five references from the wider subject area of the dissertation topic for each one of them, and their SICRIS codes if available.

The doctoral candidate may request the writing of his dissertation in English. The dissertation proposal and the dissertation itself may be written in English if the student is not a Slovenian citizen or if the advisor, co-advisor, or a planned member of the committee is not a Slovenian citizen. In the latter case, students that are Slovenian citizens must submit the dissertation proposal in Slovenian and English.



Students must write the title of the dissertation topic in Slovenian and English. The titles must be grammatically and stylistically correct in both languages and must convey the same meaning.

#### Article 20

The dissertation proposal (a maximum of three to five pages; 900 to 1,500 words or 6,000 to 10,000 characters) must contain the following:

- A proposed title in Slovenian and English;
- The dissertation’s research area;
- An overview of the narrower research area and a description of the subject matter to be addressed by the student;
- A definition of the research issue, comprising:
  - A presentation of research conducted in this area to date;
  - Clearly presented hypotheses or research questions with a brief explanation;
  - A description of the research design and research methods;
  - A presentation of anticipated results and the dissertation’s original contribution to the field of knowledge.

The dissertation proposal must also contain information on the structure of the dissertation (a table of contents) and a bibliography of relevant literature (of reasonable length) that will be used for the dissertation. Any appendices to the dissertation should also be within reasonable limits and include a list of references required to understand the subject area and issues discussed.

#### Article 21

If the application is incomplete (its content is specified under Article 19), the RDSC requests that the student complete it by a reasonable deadline that must not be longer than one year. If students fail to complete it within that deadline, the application is rejected through a decision.

### ***THE PROCEDURE FOR APPROVING THE DISSERTATION TOPIC***

#### Article 22

At the proposal of the unit covering the research area the dissertation topic refers to, the RDSC sends a proposal for appointing a committee that monitors students from the time they register their dissertation topics until they defend their dissertations. The School Senate appoints the committee at its first session after the submission of the dissertation topic registration. (This does not include the time from the end of the summer exam period to the beginning of the autumn exam period).

The committee is composed of three members of the teaching staff or research staff holding a doctorate in the field or discipline in which the student wishes to receive a doctorate. At least one member must be from a different university or research organization, exceptionally from a different member institution of the University of Ljubljana. Committee members, whose employment is different from University of Ljubljana must, for the entire duration of the procedure, from the time the proposal for their appointment is examined by the relevant unit to the time they are appointed by the School Senate, comply with the conditions in RAPQ for being classified under the “scholarly academic” category. The advisory team is not a member of the committee.

One of the committee members is appointed as its chair. The chair coordinates the work of all of the committee members. The Doctoral Programme Unit issues a decision on appointing the

committee, of which it notifies the committee members, the student, and the advisory team in writing.

#### Article 23

If a member of the committee withdraws from the position, the RDSC proposes a new member to the School Senate, which appoints the new member.

#### Article 24

As a rule, students must present their work to the committee members within 30 days of their appointment, focusing on the dissertation concept, the hypotheses or research questions, and the envisaged methodology. The time from the end of the summer exam period to the beginning of the autumn exam period is not included in this timeframe.

Students present their dissertation proposal at a public seminar that is attended by the student, the advisory team, and the committee members. The part of the seminar during which the committee members present their comments on the dissertation proposal is usually closed to the public.

Students briefly present their dissertation proposals, for which they may use various audio-visual tools.

After the presentation, the members of the committee give comments and ask questions, which can be provided to students in writing, or students can write down the questions themselves. The questions must be formed in a manner allowing the students to answer them within a reasonable amount of time. If adequate and necessary, the advisory team may be included in the discussion, but it may not take part in assessing the dissertation proposal.

After the presentation, the committee presents the key content-related comments to the student. The comments are summarized in the minutes of the presentation, which the committee delivers to the Doctoral Programme Unit together with a preliminary report. The committee's decision can be:

- a. The committee has no comments on the proposal;
- b. The committee has minor comments (it deems that the student can address the comments within fifteen days);
- c. The committee has major comments that hinder making a final report (it deems that the student needs more than thirty days to address the comments);
- d. The committee establishes that the content of the proposal is inappropriate and rejects the proposal.

In the case of a decision with minor comments (b), the student must consider the given comments in the shortest time possible and submit an improved version of the dissertation proposal to the committee members and the Doctoral Programme Unit. In the case of a decision with major comments (c), the committee sets the deadline for making modifications, which as a rule cannot be shorter than one month or longer than six months. The student also produces and submits to the Doctoral Programme Unit an amended proposal together with a separate document explaining how the individual comments of the committee members have been addressed in the modified version of the dissertation proposal along with a written statement of consent regarding the amended dissertation proposal from advisor and/or co-advisor. The committee decides whether it is necessary to repeat the presentation. If so, the date of the repeated presentation is scheduled after the deadline for modifications expires or after the receipt of the modified proposal. If the decision under (c) is made again at the second presentation, as a rule the members of the committee deliver a negative opinion. In the case of the decision described under point (d) above, the members of the

committee reject the proposal submitted. In this case, the student must register a new dissertation topic. Students can do this only once. The minutes of the presentation, the committee's final report, written comments, and the potential deadline for modifications are submitted to the RDSC and the School Senate, which also confirms the deadline for modifications.

The committee members may attend the presentations in person or through electronic media such as Skype or a videoconference system, or by phone. If a committee member cannot attend the presentation, he must submit his opinion and any comments in writing before the presentation. The minutes of the presentation, together with a preliminary final report, are signed by all three members of the committee. Members attending the presentation via electronic media can confirm this through e-mail.

#### Article 25

The committee must submit its final written report within one month of the presentation or receipt of the modified dissertation proposal (not including the time from the end of the summer exam period to the beginning of the autumn exam period). The two members of the committee, excluding the chair, write their opinions, focusing on the assessment of the research contribution, and the suitability of the literature and planned methodology, and send it to the chair. The chair summarizes their opinions and his own opinion in a joint final report. The topic suitability report is written in the same language as the one to be used for the dissertation.

The written report on topic suitability, which is prepared by the chair based on his own opinion and the opinions of the other two members, is signed by all three committee members.

The written report on topic suitability contains the following:

- The title of the proposed dissertation in Slovenian and English;
- A suitability assessment of the proposed title and the dissertation area with the planned content, and, if necessary, also a suggestion on how to change the title;
- Assessment of the proposed dissertation topic and presentation of its scholarly relevance;
- A suitability assessment of the hypotheses or research questions;
- A suitability assessment of the planned research methods and their feasibility;
- Assessment of whether the literature presented in the dissertation proposal suitably supports the research that the student plans to perform as part of the dissertation;
- A decision that includes and substantiates the assessment and the area in which the doctorate will be earned;
- A clear opinion of the committee members whether the dissertation has been planned so that it may be expected to yield an independent and original research contribution;
- A suitability assessment of the advisor and possible co-advisor;
- The date and signatures of the committee members.

#### Article 26

When the RDSC receives the topic suitability report from the committee, it proposes that the School Senate approve the topic.

If the RDSC receives a negative report from the committee, it proposes the following to the School Senate:

- To accept the negative report; or
- To set a deadline for the student to modify or expand the proposed topic, or otherwise take into consideration the committee's comments.

In the case described under the second indent of the previous paragraph, the student must submit a modified or expanded dissertation topic within the set deadline. Failing this, the committee is still required to deliver a report on dissertation topic suitability.

The student may submit a modified or expanded dissertation topic only once. If the committee finds the modified or expanded dissertation topic inadequate for further consideration, it issues a negative report and proposes that the School Senate reject the dissertation topic.

If the School Senate accepts the committee's negative report, it rejects the proposed topic and terminates the procedure. Doctoral students may not resubmit the topic after it had received a negative assessment.

A doctoral candidate may register the topic of their doctoral dissertation a maximum of twice in the same field of the doctoral study programme prior to submitting their doctoral dissertation for assessment.

#### Article 27

The School Senate forwards the proposal for an approved dissertation topic together with the appertaining documentation to the University of Ljubljana's Doctoral Programme Committee, which proposes a final opinion to the University of Ljubljana Senate.

The UL's Committee for Doctoral Study may request that a member faculty set a deadline by which the doctoral candidate shall supplement or amend the doctoral dissertation topic. The RDSC sets the deadline as to when the doctoral candidate submits to the Doctoral Programme Unit a supplemented or amended topic of the doctoral dissertation, together with a written statement of consent from advisor and/or co-advisor.

After receiving approval from the University of Ljubljana Senate, the Doctoral Programme Unit notifies the student, the advisory team, and the committee members of the decision by e-mail.

### ***PRODUCING THE DISSERTATION***

#### Article 28

As a rule, students must present the progress made on their dissertation to the general public once a year.

They make their presentation at the doctoral conference, which takes place as part of the annual Economic and Business Review Conference. This applies to students whose papers have been accepted for presentation at the conference.

Other students present their research progress at the doctoral conference for advanced students. For this presentation, every student is appointed a discussant among the doctoral students of the same or next year in the same or similar major, and a discussant among the teaching staff. As a rule, the students' advisory teams are also present at this conference. All of the doctoral students, except those whose papers have been accepted for presentation in the regular programme of the annual Economic and Business Review Conference, must attend this doctoral conference. After the presentation, all of the attendees are invited to submit their comments in written or oral form. Each student must write down the oral comments and arrange these together with any written comments presented.

Students can also present their progress before a closed group consisting of the advisory team and the members of the committee. Students must organize the presentation by themselves. It may be held via electronic media, such as telephone, teleconference, Skype, and so on. If a committee member cannot attend the presentation, he must submit his opinion and any comments on the progress made in writing before the presentation.

Before submitting their dissertation for evaluation, students must prove the results of their work on the dissertation by authorship or co-authorship of an article that has been accepted for publication in a journal that the School recognizes as suitable for awarding a member of the teaching staff the title of assistant professor, associate professor, or full professor. The relevant practice used at the School of Economics and Business applies for deciding whether a doctoral student is a co-author, and the student must contribute the major part of the article. In this case, the student's advisor must issue a statement confirming that the student has contributed a significant share. The article must address the dissertation subject area and be logically incorporated into the dissertation text.

With all publications connected with research work on the dissertation, affiliation with the University of Ljubljana must be indicated. This also applies to cases in which the student, advisor, and co-advisor are employed by a different institution or organization.

#### Article 29

Doctoral students shall submit their doctoral dissertation within two years following enrolment in the final year of the study programme or following enrolment in an additional year, providing at least eight bound copies of the dissertation to the School. Students must bring one bound copy of the dissertation with them on the day of the defence. Each copy must include a signed statement on the student's authorship of the dissertation. The dissertation may be written in the form of a single volume or a series of articles. In case of justifiable reasons (e.g. motherhood, fatherhood or a documented extended (at least six months) sick leave) that arose in the period between the last enrolment in the programme and the deadline for submission of the dissertation, the RDSC may exceptionally extend the doctoral candidate's deadline for submission of their dissertation for one year.

A dissertation designed as a collection of at least three published articles or articles accepted for publication is an integration of closely and logically connected research papers from a specific field, to which an introduction and abstract are added. All of the articles making up the dissertation must be published or accepted for publication in a journal that the School recognizes as suitable for awarding a member of the teaching staff the title of assistant professor, associate professor, or full professor before submitting the dissertation for evaluation.

Authors of dissertations composed of articles must acquire all of the necessary permissions for including the articles in the print and electronic forms of the dissertations from publishers to which they have previously transferred the exclusive material copyright for these articles. The permissions must allow the University of Ljubljana to store the work in electronic form free of charge, non-exclusively, and with no spatial and time restrictions, to reproduce it, and to make the dissertation available to the public on the internet through the Repository of the University of Ljubljana.

A dissertation in the form of a single volume is an extensive, comprehensive, and detailed treatment of a defined research issue. Before submitting a dissertation in the form of a single volume for evaluation, students must publish at least one article on the topic discussed in the dissertation that has been published or accepted for publication in a journal that the School recognizes as suitable for awarding a member of the teaching faculty the title of assistant professor, associate professor, or full professor.

Upon submitting the bound copies of the dissertation, students also submit an electronic version in .pdf format and in the original form (MS Word or appendices in other formats). In addition, the students sign a statement confirming the authenticity of the print and electronic versions, and conveying their agreement with the publication and availability of their dissertations on the websites of the Central Economics Library and the publication of bibliographic information with the abstract in international dissertation databases. The School reserves the right to use the dissertation (texts and published results) for teaching within the School programmes. In accordance with Article 133 of the Statute of the UL, students are required to transfer to the University of Ljubljana uncompensated and non-exclusive rights with no time or spatial restrictions to store the text in electronic form, to reproduce it, and to allow internet access to the text through the Repository of the University of Ljubljana.

### Article 30

In accordance with the Rules on Content Similarity Detection of the Electronic Form of the Written Final Work of Studies and on Provisions Regarding Temporary Inaccessibility of the Content of the Written Final Work of Studies, the content of the print and electronic forms of the dissertation may be temporarily inaccessible. The content of the dissertation may be temporarily inaccessible for the following reasons:

- Protection of trade secrets;
- Protection of findings due to exercising intellectual property rights;
- Ensuring the safety of people and nature;
- Protection of classified data.

The content of the dissertation should have limited access only for the shortest possible time and for no more than one year from the day of completing the academic programme. If at the end of this period there are still legitimate reasons for access to the dissertation's content to remain limited, at the advisor's and doctoral student's proposal the period of limited access can be extended by up to one year.

The advisor and the student send the request for approving temporary limited access to the dissertation to the dean before submitting the print and the electronic forms of the dissertation. They should provide the reasons for the temporary limited access to the content, suggest the length of temporary limited access, and enclose relevant evidence. The dean may grant the request and issue a decision on temporary limited access to the dissertation, or reject it. The dean's decision is final. The decision on temporary limited access to the dissertation content is delivered to the student, the advisor, and the Doctoral Programme Unit, and enclosed with the printed copies of the dissertation. If the dean rejects the request, the decision is delivered to the student, the advisor, and the Doctoral Programme Unit.

### Article 31

If students fail to submit the dissertation within the deadline set in Article 29, they may submit a request for continuation or completion of the programme. Based on the doctoral candidate's request and the opinions of the advisor and potential co-advisor, the RDSC shall make a decision regarding justification of the continuation or completion of studies. In the event of a positive decision regarding the continuation or completion of doctoral studies, the RDSC shall issue a decision in which it shall define the obligations that the doctoral candidate must fulfil to continue or complete their studies, including the deadline for the registration of a doctoral dissertation topic, which shall not exceed two years, as well as the deadline for the completion of studies. The student covers the

costs of the second registration of a doctoral dissertation topic according to the School's applicable fee schedule.

A doctoral candidate shall register their topic by the deadline set by the RDSC, and issue their final doctoral dissertation within two years following confirmation of their doctoral dissertation topic by the Senate of the UL. If a candidate does not re-register their doctoral dissertation topic, the Senate of the UL does not confirm their doctoral dissertation topic or they do not issue their final doctoral dissertation by the deadline set by the RDSC after their topic has been confirmed by the Senate of the UL, the candidate may not complete this particular doctoral study.

If a doctoral candidate has a break in studies exceeding two years and their doctoral dissertation topic has not yet been confirmed by the Senate of the UL, the possibility of continuing or completing those studies shall be assessed in accordance with the provisions of the Statute of the UL.

A doctoral candidate whose request to continue or complete studies has been approved shall complete their studies according to the currently valid study programme.

## Article 32

As a rule, the dissertation is written in Slovenian. Students may request that the dissertation be written in English if they are not a Slovenian citizen, or if their advisor, co-advisor, or committee member is not a Slovenian citizen. In this case, a dissertation written in English may only be submitted together with a detailed (at least ten pages long) summary in Slovenian, which must contain suitable Slovenian terminology from the field studied. The summary must be bound together with the main text of the dissertation, but as a separate supplement to the dissertation. The School has the right to publish this summary.

The dissertation must be printed on A4 paper and bound in black canvas. *Univerza v Ljubljani* (University of Ljubljana) must be printed in the middle at the top of the cover, followed by *Ekonomska fakulteta* (School of Economics and Business) underneath. The student's full name must be printed in the middle of the cover, the title of the dissertation must be added below, and *Doktorska disertacija* (doctoral dissertation) below the title. *Ljubljana* and the year must be printed in the middle at the bottom of the cover. The first inside page is identical to the cover. The student may include acknowledgements to individuals or organizations that contributed to the realization of the dissertation on a separate page. The student may express special thanks to scholarship providers or others that financed his research.

The dissertation must contain a table of contents, an introduction, a main body, a conclusion, a list of references mentioned in the dissertation, and a Slovenian and English summary. The introduction must clearly summarize the topic of the dissertation. The dissertation must be designed in line with the School of Economics and Business' Instructions for Writing Final Theses applicable at the time of submitting the final version of the dissertation. The student is responsible for the stylistic and grammatical accuracy of the dissertation. The length of the dissertation allows the inclusion of all necessary elements without unnecessary repetition and unconnected content. The committee may reject the dissertation due to deficiencies mentioned in this article.

If the dissertation is designed as a collection of at least three content-related articles, it must contain an extensive introduction and conclusion that connect the articles into a logical whole. With each article, and especially with those already published, the author can also indicate any co-authors. With published articles, the information on the publication is added in footnotes. With articles that

have already been published, the content of the article presented in the dissertation may deviate from the content of the published article.

### ***CONTENT SIMILARITY DETECTION OF THE ELECTRONIC FORM OF THE WRITTEN FINAL WORK OF STUDIES***

#### Article 33

The dissertation proposal and the electronic version of the dissertation are checked for plagiarism or similar content against other works using plagiarism detection software, which is connected to the School's student information system. When submitting their dissertations, students sign special consent allowing use of the electronic version of the dissertation to detect plagiarism.

The plagiarism detection procedure is defined by the Rules on Content Similarity Detection of the Electronic Form of the Written Final Work of Studies and on Provisions Regarding Temporary Inaccessibility of the Content of the Written Final Work of Studies.

### ***EVALUATING THE DISSERTATION***

#### Article 34

Doctoral students submit their dissertations to the Doctoral Programme Unit in print and electronic form.

Students can submit their dissertations for evaluation based on written consent from the advisor and co-advisor. They can also do so without previous consent from the advisor and/or co-advisor, but in that case the advisor and/or co-advisor must send a written statement to the School Senate explaining why they disagree with the work submitted.

#### Article 35

Doctoral students must present their dissertations within one month of submitting the dissertation for evaluation, focusing on the key findings and its contribution to the field of knowledge. The time from the end of the summer exam period to the beginning of the autumn exam period is not included in this deadline.

Students present their dissertations at a public seminar, which is attended by the student, the advisor teams, and the committee members. The part of the seminar during which the committee members present their comments on the dissertation submitted for evaluation is usually closed to the public.

Students briefly present their dissertation, for which they may use various audio-visual tools.

After the presentation, the members of the committee give comments and ask questions, which they provide to the student in writing. Each member of the committee asks two or three questions. The questions must be formed in a manner allowing the student to answer them within a reasonable amount of time. If adequate and necessary, the advisory team may be included in the discussion, but it may not take part in evaluating the dissertation.

After the presentation, the committee conveys the key content-related comments to the student. The comments are summarized in the minutes of the presentation, which the committee submits to



the Doctoral Programme Unit together with a preliminary report and written questions. The committee's decision can be as follows:

- a. The dissertation is accepted without comments;
- b. The committee has minor comments (it deems that the student can address the comments within thirty days);
- c. The committee has major comments that hinder making the final report (it deems that the student needs more than thirty days to address the comments).

In the case of a decision with minor comments under (b), the student must consider the comments given and submit an improved version of the dissertation to the Doctoral Programme Unit within thirty days. In the case of the decision with major comments under (c), the committee suggests the deadline for making modifications, which cannot be shorter than thirty days and longer than one year. In addition to modifications, the student also produces a separate document explaining how the individual comments of the committee members have been addressed in the modified version of the dissertation. The student submits the modified version of the dissertation to the Doctoral Programme Unit. The committee also decides whether it is necessary to repeat the presentation. If so, the date of the repeated presentation is scheduled after the receipt of the modified dissertation. If the decision under (c) is made again at the second presentation, the members of the committee deliver a negative opinion. The minutes of the presentation, the committee's final report, written comments, and the potential deadline for modifications are submitted to the RDSC and the School Senate, which also confirms the deadline for modifications.

The committee members may attend the presentation in person or through electronic media such as Skype or a videoconference system, or by phone. If a committee member cannot attend the presentation, he must submit his opinion and any comments in writing before the presentation.

#### Article 36

Members of the committee must submit their final evaluation reports within one month from the last presentation or after the receipt of the modified dissertation. Each member must review the dissertation within this deadline and submit his report to the Doctoral Programme Unit (not including the time from the end of the summer exam period to the beginning of the autumn exam period).

If a member of the committee fails to adhere to the deadlines and does not respond to the warning that the deadline for submitting a dissertation evaluation is about to expire, or if he withdraws from the committee for legitimate reasons (e.g., further training abroad, maternity leave), at the proposal of the RDSC the School Senate appoints a new member and notifies the student, the advisory team, and the committee members of its decision.

#### Article 37

The report on the evaluation of the dissertation must include the following:

- The dissertation title;
- The student's full name;
- The academic programme and field of study;
- The members of the committee and their appointment date;
- The date of receiving the dissertation submitted;
- A dissertation analysis, in which members of the committee evaluate the originality of the student's contribution in the following form:
  - A brief presentation of the dissertation structure;
  - A brief analysis and evaluation of the methods used;

- An assessment of confirmed or rejected hypotheses or research questions;
- An assessment of the originality of conclusions and the value of new findings;
- Any special features of the dissertation;
- An assessment of the dissertation’s conformity with the School’s technical criteria;
- A detailed assessment of the dissertation’s contribution to the field of knowledge;
- A definition of the content suitability and logical inclusion of an article from the fifth paragraph of Article 28 of these Rules;
- A final assessment and a statement on whether the dissertation defence may take place;
- The date of the report;
- The signature of the committee member.

#### Article 38

Members of the committee shall submit their separate assessments of a doctoral dissertation to the School’s senate, which on the basis of those assessments shall approve or reject the dissertation, or call on the doctoral candidate to supplement or correct their dissertation by a specific deadline, taking into account potential comments.

If the RDSC receives two negative reports from the committee members, it proposes that the School Senate:

- Accept the negative assessment and reject the dissertation; or
- Set a deadline for the student to modify or supplement the proposed dissertation. The deadline must not be longer than one year.

The committee members review the modified or improved dissertation once again and submit new reports on it to the RDSC, which submits it to the School Senate for new consideration through an appropriate proposal.

If the student fails to modify the dissertation within the set deadline, the dissertation is rejected.

If one report is negative, the RDSC proposes that the School Senate appoint an additional committee member that submits his opinion within one month. If this report is also negative, the procedure under paragraphs one and two of this article is applied.

#### Article 39

The student cannot submit a rejected dissertation a second time.

### ***PUBLIC DEFENCE OF THE DISSERTATION***

#### Article 40

As a rule, students defend their dissertations within one month after the dissertation is accepted by the School Senate.

The defence takes place before the committee and is led by the committee chair. The advisory team also attends the defence.

The defence date is set by the Doctoral Programme Unit in agreement with the committee, the student, the advisor, and any co-advisor.

The defence is open to the public. A notification announcing the defence is posted on the School website seven days before the defence.

Minutes are kept during the defence. They are signed by all of the committee members and include all of the questions that the committee addressed to the student during the defence.

#### Article 41

The committee chair opens the defence by presenting the student (his biographical information and publications), the title and area of the dissertation, and the manner in which the dissertation was prepared. The student and the committee chair stand for this presentation. The chair then turns the floor over to the student.

The student briefly presents the dissertation, for which he may use various audio-visual tools.

After the student has presented the dissertation, the advisory team presents its opinion on the dissertation, emphasizing its contribution to the field of knowledge, and the committee members briefly provide their comments. The committee chair starts the discussion and invites the committee members to ask questions. If the chair so approves, the advisory team and other attendees may also ask questions, which are provided to the student in writing. The student briefly answers the questions.

#### Article 42

Following the defence, the committee meets separately and decides whether the student has successfully defended the dissertation (passed, passed with honours, or failed). The decision is given in writing and includes the student's name, the title of the dissertation, the committee's decision, the date and time of the defence, and the signatures of the committee members. The committee chair then reads the decision to the student and those present at the defence. All present stand for the reading of the decision.

#### Article 43

After having successfully defended his dissertation, the student earns a doctoral degree and all of the rights pertaining to that degree.

The student receives a temporary certificate confirming that he has earned a doctorate, which substitutes for the doctoral diploma until conferral of the doctorate.

#### Article 44

The members of the committee may attend the defence in person or via electronic media such as Skype, a videoconference system, and so on, or by phone. As a rule, no more than one member may attend the defence via electronic media. The student and the committee chair must attend it in person.

To avoid technical problems, the members of the committee attending the defence via electronic media must submit a short written version of their report in advance, together with questions that are read by the committee chair.

#### Article 45

A dissertation defence that has been assessed as unsuccessful by the committee cannot be repeated. No appeal is possible.

## ***CONFERRAL OF THE DOCTORATE***

### Article 46

At the proposal of the School, the chancellor of the University of Ljubljana confers the doctorate on the student. The conferral is a formal public ceremony. Its procedure is specified through a special protocol that is defined by the chancellor and prepared in accordance with the tradition of conferring titles at the University of Ljubljana.

### Article 47

The doctoral diploma is prepared in accordance with the University of Ljubljana's Rules on Diplomas and Certificates.

## ***REVOKING A DOCTORATE***

### Article 48

A doctorate may be revoked if it is determined that the dissertation is not the result of the student's own creativity and own achievement.

The procedure of revoking an academic title shall be conducted in accordance with the provisions of the Statute of the UL.

## ***TUITION***

### Article 49

The amount of tuition is defined in the applicable fee schedule of the University of Ljubljana.

## ***TRANSITIONAL AND FINAL PROVISIONS***

### Article 50

The provisions of the Rules on the Doctoral Programme in Economics and Business are interpreted by the School Senate.

The Rules on the Doctoral Programme in Economics and Business adopted on 16 June 2008, including amendments and additions up to 29 May 2017, shall apply to students that registered their dissertation topics before 14 October 2017, with the exception of the provisions stated in Article 33 regarding the Dissertation Evaluation Committee.

In case of doctoral students complying with the provision in former paragraph, the RDSC proposes that the School Senate appoint at least three reporters for evaluating the doctoral dissertation. As a rule, they are members of the Topic Approval Committee. The School Senate appoints them, from among the teaching faculty and research staff members that have a doctorate in the area or discipline in which the student wishes to receive a doctorate. Members of the Committee, whose employment is different from University of Ljubljana, must comply with the conditions stated in the RAPQ – classified under the “scholarly academic” category. At least one reporter is a member of the teaching faculty or a research staff member from an outside School, university, or institute. The student's advisory team does not serve as dissertation evaluation reporter.

Doctoral students enrolled in three-year doctoral programmes, shall complete their three-year programmes, if they have advanced regularly through the program; their dissertation topic is valid for four years from the date it was approved by the University of Ljubljana Senate. Students that fail to submit their dissertations to the School within four years may request an extension of the deadline. The application must include a plan for completing the dissertation within the requested time that the student worked out with his advisory team. The application is addressed by the RDSC and the School Senate, which can extend the deadline by a maximum of one year.

Students who were or are enrolled in three-year doctoral programs and have not or will not advance regularly through the program and meet the conditions for continuing or completing these programs shall complete their studies according to the currently applicable doctoral program.

If the RDSC grants the students' request to continue or complete their programs, the students shall complete their studies according to the currently applicable academic program and in accordance with Article 31 of these Rules.

### ***CONDITIONS FOR ADVANCING TO THE NEXT YEAR FOR STUDENTS ENROLLED IN THREE-YEAR DOCTORAL PROGRAMMES***

Doctoral student, enrolled in a three-year programme in the 2018/2019 academic year, must complete 60 credits of requirements from organized subjects and individual work on dissertation demonstrated by public presentation of draft dissertation proposal that has been approved by his committee to progress from the first to second year. To advance to the third year, students that are enrolled in a three-year doctoral programme during the 2018/2019 academic year must collect a total of 120 credits in classroom instruction and independent work on the dissertation demonstrated by registering the dissertation topic in the form and with all of the enclosures as defined in these Rules (the condition for registering the dissertation topic is presenting the dissertation proposal before the unit covering the relevant research area) and by presenting the dissertation proposal to the appointed members of the committee as defined in these Rules. Before submitting their dissertations for evaluation, students must collect 60 credits in organized instruction – that is, 12 credits in core subjects, at least 18 credits in the methodological foundations subjects, at least 18 credits in major seminars, and at least 12 credits in individual forms of study (or submit a statement confirming that an article has been accepted for a relevant conference) – and publish an article (or submit a statement confirming that the article has been accepted for publication) on the dissertation topic in publications that the School deems suitable.

To advance from the second to the third year, the students that enrolled in a three-year doctoral programme during the 2016/17 and 2017/18 academic years must collect a total of 120 credits in organized instruction and independent work on the dissertation demonstrated by a positively assessed presentation of the progress made on the dissertation and by registering the dissertation topic in the form and with all of the enclosures as defined in these Rules. Before defending their dissertation, they must collect 60 credits in organized instruction (12 credits in core subjects, at least 18 credits in methodological foundations subjects, at least 18 credits in major seminars, and at least 12 credits in individual forms of study) and publish an article (or submit a statement confirming that an article has been accepted for publication) on the dissertation topic in publications that the School deems suitable.

Before defending their dissertation, the doctoral students that enrolled in the programme before the 2017/2018 academic year must collect 60 credits in classroom instruction that are in accordance

with the accredited academic programme and publish an article (or submit a statement confirming that an article has been accepted for publication) on the dissertation topic in publications that the School deems suitable.

By way of exception, the RDSC may allow advancement to students that have justifiable substantiated reasons for this and set a deadline by which they must fulfil all of their requirements.

These Rules enter into force when they are approved by the School Senate and shall apply from the day they are posted on the School's website.

Ljubljana, 21 September 2020

Prof. dr. Metka Tekavčič  
Chairman of the SEB LU Senate