

In accordance with the Higher Education Act and the Statutes of the University of Ljubljana, at the 30th meeting on 25 May 1998, the Senate of the Biotechnical Faculty have adopted, and at the 38th meeting on 29 March 1999, on 2 July 2001, on 27 May 2002, on 26 May 2003, on 30 September 2004, on 4 April 2005, on 27 November 2006, on 2 October 2007, on 27 January 2014, on 31 March 2014, on 2 June 2014, on 6 July 2015, on 24 April 2017 and on 29 May 2017 amended the following

REGULATIONS **on procedures for conferment of the title of** **Doctor of Science at the Biotechnical Faculty**

Article 1

These regulations shall apply to procedures of application and approval of the theme and assessment and defense of a doctoral dissertation.

Registration of a Doctoral Dissertation

Article 2

A candidate wishing to obtain a doctorate of science at the Biotechnical Faculty shall submit an application for the doctoral dissertation to the Administration Office of Doctoral Studies at the Biotechnical Faculty (address: University of Ljubljana, Biotechnical Faculty, Jamnikarjeva 101, 1000 Ljubljana). An authorized employee shall establish whether the application is complete and confirm receipt of the application. In the event that the application is not complete, a student shall be asked to rectify it.

An application for approval of a doctoral dissertation (submitted in two copies) shall contain:

The application, in which the candidate:

- requests approval of the topic and title of the doctoral dissertation;
- states the title of the proposed doctoral dissertation (in Slovene and English);
- states the scientific field of their chosen doctoral study program that covers the topic of their doctoral dissertation;
- proposes a mentor/co-mentor who shall sign the request;

In the application, a student shall state their accurate personal data (address, date of birth) and the already conferred undergraduate and/or postgraduate academic title;

A curriculum vitae (a template can be viewed on the website of the faculty: www.bf.uni-lj.si or on www.bioznanosti.si), written in paragraphs that should include:

- personal data (date and place of birth, home and work address, telephone number, mobile phone number, e-mail address);
- previous employment positions

- the candidate's progress in the scientific field (education – the candidate shall also state the title of their bachelor/master thesis, the date of the thesis defense and the mentor; other professional education, memberships etc., in their home country and abroad etc.);

A bibliography, i.e., a list of the candidate's published scientific and other professional works or creations;

A disposition of the doctoral dissertation as defined in Article 3 of these Regulations;

A copy of the original diploma to certify completion of a university study program established prior to the Bologna reform, or the first and second cycle of the Bologna study program;

A copy of the original master diploma (if they have one);

A document attesting nostrification of the diploma or a document recognizing education acquired abroad (if their previous study was completed abroad);

A transcript of records – only students of the Interdisciplinary Doctoral Program in Environmental Protection and the Interdisciplinary Doctoral Program in Statistics;

should the doctoral dissertation involve animal testing, a **permit** for animal experimentation from **UVHVVR** (Administration of the Republic of Slovenia for Food Safety, Veterinary and Plant Protection) must be enclosed with the application. If clinical research will be conducted, the consent of the **National Medical Ethics Committee** of the Ministry of Health shall be enclosed (in the application).

If the candidate or a member of the commission for assessment of the topic or dissertation is a foreigner, the candidate may request that the dissertation be written in a foreign language.

Article 3

The disposition of the doctoral dissertation shall contain:

1. The title of the dissertation
2. The scientific field to which the proposed doctoral dissertation topic refers
3. A definition of the scientific issue
4. A presentation of previous research on the defined scientific issue
5. Aims or research hypotheses
6. Research methods
7. Expected results and the contribution of the dissertation to the advancement of science
8. The main sources

The length of the disposition may be from 3 to 5 numbered pages (without sources).

Procedure for the Approval of the Doctoral Dissertation Topic

Article 4

Through the Office of Doctoral Studies, the senate of the relevant department, the scientific board of the relevant scientific field, or the coordinator of the scientific field shall propose the names of the members of the commission for assessment of the theme and the title of a candidate's dissertation and the commission for evaluation and defense of the dissertation. After they have been discussed by the commission for doctoral study, the proposed members shall be confirmed by the senate of the faculty. The commission shall establish whether or not a candidate fulfills the requirements for conferment of a doctorate of science, and assess the proposed doctoral dissertation theme. A minimum of one examiner of the commission shall be from another member of the University of Ljubljana or from another research organization.

A candidate shall receive written notification of the appointment of the commission.

Article 5

The commission defined in the previous article shall be composed of three examiners from a group of professors or scientific associates, normally from the field in which the candidate wishes their doctorate of science to be conferred. The first member named shall be the president, who shall coordinate the tasks of the members of the commission and prepare a joint report. A mentor and/or co-mentor may be a commission member only by way of exception, if a department/scientific board/coordinator presents valid arguments for this decision. In such cases, the mentor or co-mentor may not be selected as president of the commission. The commission should consist of four examiners when a mentor or co-mentor joins the commission.

If the study program requires the candidate to present their doctoral dissertation theme, the president of the commission or other responsible person shall set the presentation date after discussing it with both the candidate and members of the commission.

If the mentor and/or co-mentor is not a commission member, they shall be invited to the candidate's presentation of the doctoral dissertation, if one is required as part of the doctoral study program.

In normal circumstances, only one commission shall be named per doctoral process, following the candidate's work from theme confirmation to its defense.

If a named member of the commission considers that they will not be able to take part in the process, they may file a statement of resignation within 15 days of notification of membership.

Article 6

The commission defined in Article 4 shall be obliged to submit a report on the theme presentation (if the presentation is a required part of the study program) and its assessment of the theme and title of the dissertation to the Office of Doctoral Studies of the Biotechnical Faculty within two months of receipt of the decree. If the assessment is not submitted in time, the senate of the relevant department, collegiate body or coordinator of the research specialization shall recommend to the Dean of the Biotechnical Faculty that she or he release the president of the commission from the obligation and appoint another one.

If a candidate is required to correct the dissertation topic, the date of the assessment of topic suitability may be postponed for the length of time the candidate needs for the corrections. The commission shall decide the deadline for submission of the corrections. In agreement with the president of the commission, a candidate shall either present the disposition to the members of the commission again (if the presentation is required by the study program) or submit it for another assessment. If the candidate does not need to present the disposition again, and does not respect the deadline for submission of the corrected version of the disposition, the commission may issue a written report on the theme and title of the doctoral dissertation on the basis of the originally received version of the application.

The examiners of the commission may submit their opinions separately.

A report written by the commission should comprise the following parts:

- the title of the suggested theme and doctoral dissertation
- the first and last name of the candidate and their postgraduate title
- the date of appointment of the commission
- a statement of whether the candidate has successfully presented the dissertation theme to the commission or has a relevant article published (if required by the program)
- an assessment of the suitability of the theme and the title of the doctoral dissertation (as stated in the following Article 7)
- A conclusion in which it is clearly stated whether the disposition has been assessed positively/negatively/corrections are required and the reasons for such an assessment; the title of the dissertation shall be stated, as proposed by this commission; the scientific field of the dissertation shall be stated; a proposal for mentor or co-mentor shall be given. In the case of appointment of a co-mentor, the reasoning shall be given why the commission proposes her or his confirmation. If the commission requires in the report that the theme be supplemented, it must specify a deadline for submission of the corrected version of the disposition.

Article 7

When assessing the suitability of the topic and title as provided in paragraph 5 of Article 6, the commission shall evaluate whether:

- the research subject is defined appropriately,

- previous research enables the candidate sufficient possibilities of an independent and creative contribution to the relevant research specialization field,
- the hypotheses are appropriately set (stated),
- the envisaged research methods are suitable (stated),
- the proposed title and dissertation field are in agreement with the theme. The commission may suggest a change of the title, which shall be added in the conclusion.

Article 8

A mentor (co-mentor) for the composition of a doctoral dissertation may be a person holding the title of professor (full professor, associate professor or assistant professor) or scientific co-worker, with proven research activity and a suitable scientific bibliography from the field of study associated with the dissertation theme. The minimum requirement for the approval of the required research activity of the (co)-mentor of a candidate who was first enrolled in doctoral studies in the 2016/17 academic year or before and regularly progressed in the program, is to have achieved at least 100 points according to SICRISS for basic research or 40 points for applied research. They should also have evidence of successful implementation of research results in practice. If the research aims require laboratory work, a mentor must guarantee the availability of the research capacities or research infrastructure. For a mentor (co-mentor) of a candidate who is first enrolled in the 1st year in the 2017/18 academic year or later, the minimum condition for demonstrating research activity shall be to have achieved 150 points according to SICRISS in the last five years and to be ranked in the indicator of significant achievements with a quantitative assessment of A^{1/2} more than 0.

A mentor (co-mentor) may also be a foreign expert with a title comparable to the Slovene academic titles.

A mentor should be employed at the University of Ljubljana. If by way of exception a mentor comes from another institution (foreign or Slovene), a co-mentor from the UL shall also be appointed and a suitable explanation shall be submitted.

A co-mentor may also be appointed if a candidate needs special methodological help or help with specific expert knowledge, or if the experimental part of the dissertation is to be carried out in another higher education or research organization.

A mentor (co-mentor) may also be a person with suitable habilitation from another institution (foreign or Slovene), if they are engaged in a doctoral program also being implemented by the University of Ljubljana, or are employed by an institution (foreign or Slovene) that has signed a formal agreement or cooperation contract with the University of Ljubljana.

A mentor of a doctoral dissertation may have up to five candidates enrolled and regularly progressing within a doctoral study program. This number does not include candidates meeting all the requirements of concluding a doctoral program except the defense of the doctoral dissertation, if more than four years have passed since enrolment in the program. *This limitation shall not apply to a co-mentor.*

A mentor (co-mentor) shall be appointed by the senate of the faculty on the proposal of the commission for the assessment of the theme and title of the candidate's dissertation.

Article 9

The assessment report on the evaluation of suitability of a doctoral dissertation theme and title shall be discussed by the senate of the relevant department, collegiate body or coordinator of the research specialization at the first regular meeting.

In the case that the senate of the relevant department, collegiate body or coordinator of the research specialization makes a positive assessment of the fulfilment of the requirements for conferment of a doctorate of science and evaluation of suitability of the dissertation theme, it shall forward the appropriate conclusion to the Office of Doctoral Studies at the faculty and propose to the senate of the faculty (following discussion of the proposal at the commission for postgraduate study) approval of the assessment of the suitability of the theme, the title, mentor and/or co-mentor and the scientific field of the dissertation.

The senate of the faculty shall send the complete documentation, comprising the candidate's application for the doctoral dissertation, the commission's report and the senate's conclusion, to the Senate of the University of Ljubljana.

The dean of the faculty shall notify the candidate and their (co)mentor of the approval given by the Senate of the University of Ljubljana.

Article 10

The commission for the assessment of suitability of a doctoral dissertation theme and title may adopt a negative assessment if a minimum of half of the examiners have reached such a decision.

In the case that the senate of a relevant department, collegiate body or coordinator of the research specialization adopts a negative assessment on the conferment of a doctorate of science and the evaluation of suitability of a doctoral dissertation theme or does not agree with a positive one, they shall propose to the senate of the faculty (following discussion on the proposal at the commission for postgraduate study) confirmation of the negative assessment of the disposition of the proposed dissertation, or shall determine a deadline by which the candidate must change their proposed theme, supplement it or in some other way take the commission's comments into consideration.

If a candidate fails to correct the disposition in the given time, or corrects it but the members of the commission still evaluate it negatively, the theme shall be rejected.

A rejected disposition of a doctoral dissertation may not be proposed again.

If a candidate does not agree with the conclusion referred to in the previous paragraph, they may notify the Senate of the University of Ljubljana about the conclusion and state their opinion on it.

Composition of a Doctoral Dissertation

Article 11

A candidate must consult their mentor (co-mentor) on the content, methods and standards of work on the theme.

A candidate shall be obliged to notify their mentor (co-mentor) or relevant bodies (financier) about their progress and work annually or on demand.

A mentor or co-mentor shall be obliged to provide a candidate of the doctoral study program with guidelines and help in determining the content, methods and standards of work on the theme, planning of work, and to draw their attention to already known facts.

A mentor or co-mentor shall monitor a candidate's work and be available for consultations on the basis of mutual agreement.

A mentor or co-mentor may ask a candidate to provide occasional oral or written reports on the progress and outcomes of the work related to the theme.

A mentor or co-mentor shall be obliged to inform a candidate of possible flaws or inadequate standard of their work.

A mentor shall be obliged to report on a candidate's progress to relevant bodies (the dean of the Biotechnical Faculty, financier etc.) on demand.

A mentor or co-mentor shall be obliged to review and advise on rectification of deficiencies of the proposed doctoral dissertation.

A candidate must consult their mentor and co-mentor on possible publication of partial results of the doctoral theme or presentation of findings at scientific or professional meetings.

Material copyrights that may result from the work on the doctoral dissertation shall be divided between the mentor, co-mentor and the candidate by mutual agreement.

Disagreements between a candidate and a mentor (co-mentor) relating to the doctoral process shall be resolved by the commission for postgraduate study of the faculty.

Article 12

A candidate for conferment of a doctorate of science shall submit a final version of the dissertation to the Office of Doctoral Studies (in a secure spiral binding, without

hard covers) in 1 copy in four years' time at most after the dissertation theme has been approved by the Senate of the University of Ljubljana. They shall enclose a written statement certifying authorship of the dissertation (the statement may be included in the submitted dissertation) and a written declaration from their mentor (or co-mentor) confirming the dissertation to be ready for evaluation and is not plagiarism. A candidate must append to the final version of the dissertation evidence of a publication (or publication approval) of at least one scientific article from the field of their doctoral dissertation in a journal with an SCI, SSCI or AHCI index and impact factor (according to ISI). The required quotation index (SCI, SSCI or AHCI) is included in the terms and conditions of each study program. A candidate is required to be the first author of the article.

The form of the doctoral dissertation must be in accordance with documentation standards that are defined and checked by the INDOK service of the relevant department. A candidate must also enclose with the submitted dissertation a written certificate issued by an authorized employee of the INDOC service, confirming conformance of the dissertation with the documentation standards.

The INDOK of the relevant department of the faculty section shall check with software for checking the similarity of content (Turnitin), the similarity of content with other works. INDOK shall inform the mentor and co-mentor (if appointed) by e-mail of the results of this check. If the work is appropriate, the (co)mentor shall sign a declaration (Annex 1) that the doctoral work is appropriate for assessment. If the work is not appropriate, the (co)mentor and the candidate shall mutually agree to correct the mistakes, which shall also be notified to INDOK. At the request of the candidate and/or (co)mentor, INDOK may check the work again with software for checking the similarity of content. When the doctoral work is appropriate, the (co)mentor shall sign the declaration that the work is appropriate for evaluation. The (co)mentor's declaration shall be submitted by the candidate to the office simultaneously with submission of the spirally bound dissertation.

If the mentor and co-mentor have stated in the declaration that in the procedure of ascertaining similarity of content, too great a similarity of content of the dissertation with other works was found, the senate of the member shall decide on the doctoral dissertation of the candidate on the basis of the doctoral dissertation, the mentor's and co-mentor's opinion and reports on similar contents. The senate shall determine whether the proceedings shall continue or the similarity is too great, and therefore the work shall be rejected and a disciplinary procedure against the candidate shall be instituted. The senate shall discharge the doctoral commission and the Office of Doctoral Studies shall not send the the doctoral work to the members of the doctoral commission for evaluation. There shall be no appeal against the senate's ruling.

In accordance with the Rules on the verification of the similarity of content of the electronic form of the written final part of the study and the conditions for temporary inaccessibility of the content of the written final part of the study, the content of the printed and electronic forms of the written final part of the study may exceptionally be inaccessible for a specific period.

The mentor and the candidate shall submit the request for approval of temporary inaccessibility of the content of the written final part of the study together with the submission of the spiral version of the dissertation, to the Office of Doctoral Studies of the BF. The request shall state the reasons for temporary inaccessibility of the

content and propose the length of the period of temporary inaccessibility and attach appropriate supporting documents. The Dean or authorized person or the senate of the faculty may grant the request and issue a decision on the temporary inaccessibility of the contents of the written final part of the study, or reject the request.

The Office of Doctoral Studies of the Biotechnical Faculty shall stamp and enter a submission date on the first page of the submitted copy or copies.

If part of the dissertation is of a confidential nature (patent, confidential documentation of a specific company etc.), a candidate must apply for its protection when submitting the dissertation. The request shall be reviewed individually. The part of the dissertation must be publishable, since only on that basis can a candidate write a suitable article, which is a requirement for defense of the dissertation (the article may not be replaced by a patent).

After the members of the commission for evaluation and defense of the dissertation have been nominated by the senate of the faculty, a candidate may submit spirally bound dissertation copies (or e-version) to the members of the senate or bring them to the office to be distributed later.

Article 13

An applicant who cannot submit a doctoral dissertation within the time limit referred to in the first paragraph of Article 12, may, in agreement with the mentor, apply for an extension of the time limit. This shall be decided by the senate of the faculty, which may extend the deadline for preparing a doctoral dissertation for a year. Exceptionally, a candidate may request that a given deadline for the dissertation composition be extended, but for one year at most. The request, in which the candidate must state their reasons for an extension, shall be discussed by the candidate's mentor and the senate of the relevant department, collegiate body and coordinator of the research specialization at the first regular meeting. The reasons for the extension of the deadline may be protracted disease, maternity etc. The opinion on extension of the deadline or its rejection shall be sent to the senate of the faculty, which shall decide on the request at the first regular meeting, following prior consultation with the commission for postgraduate study.

The senate of the faculty may exceptionally extend the deadline for submitting the dissertation for a maximum of one year if it considers that this is of exceptional importance for the research and the development of the profession or if appropriate justifications on health and/or social grounds are given for this.

If a candidate does not make a request for their doctoral status to be prolonged prior to the expiry of the four-year study period, the candidate shall be considered to have withdrawn from the registered theme and the theme shall be available again. After the expiry of validity of the theme of a doctoral dissertation the candidate may not complete this doctoral study.

Exceptionally, a candidate and their appointed mentor (or co-mentor) may request, by mutual agreement, a change of mentor. Such a change shall be possible within a period of two years following the appointment of the first mentor.

A change of mentor shall also be possible when the mentor leaves for another employment position etc. The procedure for the appointment of a second mentor shall be initiated by the candidate, the senate of the relevant department, collegiate body or coordinator of the research specialization.

The procedure for the appointment of the second mentor shall be the same as for the first one.

Article 14

A doctoral dissertation shall be written in the Slovenian language. On the proposal of the senate of the faculty, the Senate of the University of Ljubljana may, exceptionally, allow a dissertation to be written in the English language. This exception may apply if the candidate is a foreigner or their mentor or co-mentor are foreign professors. In such a case, an extensive summary (at least 8 pages) must be prepared in Slovene. The summary must include a suitable Slovene specialized vocabulary from the field of the dissertation.

A doctoral dissertation must contain:

- key documentation
- an index of contents, figures, tables and annexes
- abbreviations and symbols
- acknowledgments
- annexes

and the following chapters:

- introduction, with a presentation of the problems, aims and hypotheses/scientific questions
- review of publications
- materials/subject of research and methods
- results
- discussion (or joint chapter: results and discussion – in agreement with the mentor)
- conclusions
- abstract (if a dissertation written in English has been approved, an abstract at least 8 pages long in Slovene must be prepared)
- sources.

More detailed instructions on preparation of the structure of a monographic doctoral dissertation are published on the website of the Biotechnical Faculty, under the Library tab.

Article 15

A doctoral dissertation may be composed of a candidate's articles in the field of the dissertation topic that have been accepted for publication (evidence - an editor's letter certifying that the work has been accepted for publication) or have already been published.

Works incorporated into a doctoral dissertation must have been accepted for publication or have been published in SCI, SSCI or AHCI indexed journals as original scientific articles, listed under the 1.01 category in the COBISS data base and having an impact factor (according to ISI). The required citation index (SCI, SSCI or AHCI) shall be specified in the conditions of study for each program separately. At least two articles must be published in journals ranked in the first three quarters within the field of study. A candidate may include articles that have not yet been published or have been sent for publication if this is necessary for a sense of completeness of the work.

In co-authorship, a candidate must be cited as first author of a minimum of two works. Only one of the authors may refer to a single article for the purpose of meeting the requirements for defense of a dissertation theme, with the consent of the co-authors.

If articles have been accepted but not yet published, a candidate must submit written confirmation stating that the final version of their doctoral dissertation is identical to that which has been accepted for publication.

To be allowed to use manuscripts of already published articles for the preparation of a doctoral dissertation, a candidate shall be obliged to ask the editor for permission. The publisher should also be asked for the right to use the article in the electronic version of the dissertation. Publishers must also permit the University of Ljubljana to have the non-buyable, non-exclusive, spatially and temporally unlimited right to store the authorial work in electronic form, as well as its reproduction and the right to enable public access to the publication on the internet through the repository of the University of Ljubljana.

The publishers' written approval shall be inserted in the dissertation in the Annexes chapter.

If the publisher does not grant the University non-exclusively the three material copyrights, the candidate shall agree with the publisher on the temporary inaccessibility of the content (embargo) for 12 months and asks for temporary inaccessibility of the contents of the work in accordance with the UL Regulation on checking the similarity and temporary inaccessibility of content. If the embargo is longer (e.g., 24 months), the mentor and the candidate shall apply for an extension of the period of temporary inaccessibility for a new 12 months before the expiry of the first 12 months.

If the content of scientific publications does not cover the disposition entirely, a candidate must include the missing part described in the disposition as additional text in the dissertation (e.g., as an additional chapter).

The format of a doctoral dissertation must be in accordance with the requirements for the composition of a doctoral dissertation of the Biotechnical Faculty.

A doctoral dissertation composed of a candidate's articles must contain:

- key documentation
- a table of contents
- an index of scientific publications (if the dissertation consists of them), index of pictures, index of tables, index of annexes
- abbreviations and symbols
- acknowledgments
- annexes.

and the following chapters:

- presentation of the problem and hypotheses/scientific questions
- scientific publications (if the dissertation consists of them)
- discussion and conclusions
- summary (in Slovene – at least 8 pages and in English, if English has been approved as the written language of the dissertation)
- sources.
- acknowledgments
- annexes

More detailed instructions on writing a traditional doctoral dissertation and on the structure of a dissertation based on a candidate's work in the field of the dissertation theme can be found on the website of the Biotechnical Faculty, under the Libraries tab.

Assessment of the Doctoral Dissertation

Article 16

As soon as a doctoral dissertation has been submitted, the senate of the relevant department, collegiate body or coordinator of the research specialization shall send to the senate of the faculty a recommendation for the appointment of three examiners for assessment of the dissertation, insofar as they have not been appointed at the beginning of the procedure (Article 4 of these Regulations). The examiners for the assessment of a dissertation may be simultaneously appointed members of the commission for the dissertation defense. The first named member shall be the president of the defense commission, who shall at the same time coordinate the procedure of public dissertation presentation preceding the defense, if this step is required by the study program.

A mentor and/or co-mentor may be a commission member only exceptionally, if the department, collegiate body or coordinator of the field of study presents relevant arguments in support of their membership. A mentor or co-mentor may not preside over the commission.

A minimum of one member of the commission must be from another member of the University of Ljubljana or from another university.

If a mentor or co-mentor are also examiners, a fourth examiner must be appointed.

The appointed examiners must be higher education professors and research workers holding a doctorate of science, usually from the field of study applying to the candidate's selected dissertation topic.

If a study program requires a candidate to present their dissertation prior to the appointed public defense, the president of the commission or another authorized person must determine the presentation date in agreement with the candidate and the commission members.

If the candidate's mentor or co-mentor are not members of the commission for the assessment of the dissertation, they shall be invited to the presentation of the dissertation preceding its public defense (if a presentation is required by the program).

Article 17

An examiner for the assessment of the dissertation shall be obliged to examine the dissertation and submit their opinion to the senate of the faculty within a period of three months after they have been appointed and have received an unbound copy of the dissertation. The assessment should be written in the Slovene language, although foreign members shall also be entitled to write it in English.

If an examiner does not submit their assessment within the given time, the senate of the relevant department or coordinator of the field of study shall recommend their release from the obligation and shall appoint another examiner.

If an examiner deems themselves unable to cooperate in the process, they may submit a resignation within 15 days after being notified of their membership of the commission.

The Office of Doctoral Studies shall send the collected separate reports on assessment of the dissertation to the senate of the relevant department, collegiate body or coordinator of the research specialization for consultation.

The senate of the relevant department, collegiate body or coordinator of the research specialization shall determine whether the reports on the assessment of the dissertation are positive or negative. The assessment is negative when more than half of the members have submitted a negative assessment. If the numbers of positive and negative assessments are equal, the commission of doctoral studies, the senate of the relevant department, collegiate body or coordinator of the research specialization shall recommend the appointment of an additional examiner for assessment of the dissertation. If the additional examiner submits a negative opinion, the assessment of the dissertation shall be considered negative.

After an additional report on the assessment of the dissertation has been received, the commission of doctoral studies, the senate of the relevant department, collegiate body or coordinator of the research specialization shall proceed with a new consultation regarding all the reports.

Article 18

The assessment of a doctoral dissertation shall consist of:

1. The title of the proposed doctoral dissertation
2. The name and the surname of the candidate
3. The date of appointment of the examiners
4. The date of submission of the proposed paper
5. The suitability of the published article:

5.1 If a candidate is enrolled in a Bologna study program, they should include a scientific article of which they are the first author. The referred journal should have an index in accordance with the requirements of the study program and have an impact factor (ISI) (Article 12 of these Regulations)

5.2 If a candidate's doctoral dissertation consists of articles, they should follow the specifications under Article 15 of these Regulations and the requirements of the study program regarding indexation of the journal and their impact factor (ISI).

6. An analysis and assessment of the submitted work, which shall contain:
 - a brief content of the dissertation
 - a short analysis and assessment of the applied methods (suitability of methods, originality, repetitiveness)
 - an assessment of approval or rejection of the hypotheses described in the accepted disposition of the doctoral dissertation
 - an assessment of the originality of the conclusions and the value of the new findings
 - possible special features of the dissertation
 - an analysis and assessment of the format and wording of the dissertation (style, language, technical presentation etc.)
7. The conclusion of the examiner (the dissertation has been rejected, should be amended, has been approved or the procedure is continuing), the date of the report and the examiner's signature.

If the president of the senate of the relevant department, collegiate body or coordinator of the research specialization determines that the report is ambiguous, the examiner shall be sent a written request to amend the report immediately.

Article 19

Based on the reports on the assessment by the examiners and examination of the submitted doctoral dissertation, the senate of the relevant department, collegiate body or coordinator of the research specialization shall propose to the senate of the faculty approval of the doctoral dissertation, its rejection or return to the candidate to be amended or supplemented, and shall specify a suitable amount of time.

After consulting the commission of doctoral studies, the senate of the faculty shall propose approval of the doctoral dissertation, its rejection, or its return to the candidate who must amend or supplement it by the date determined by the senate.

The examiners for the assessment of the dissertation shall re-examine the amended and supplemented dissertation and prepare new reports on the dissertation as specified in Article 18.

If a candidate fails to correct the dissertation within the given time, the dissertation shall be rejected.

A rejected doctoral dissertation may not be re-submitted by a candidate, meaning that the theme of the doctoral dissertation shall be available to others.

Public Presentation of the Doctoral Dissertation

Article 20

If a doctoral dissertation has been assessed positively, the senate of the relevant department, collegiate body or coordinator of the research specialization shall propose the appointment of a commission for defense, insofar as it was not appointed previously as provided in the first paragraph of Article 16.

The commission for defense shall usually consist of three examiners. The first named shall be president of the commission. A mentor or co-mentor may not be president of the commission. If a mentor or co-mentor is a member of the commission (in rare cases in which the department, collegiate body or coordinator of the research specialization present valid arguments for their membership), the commission shall consist of four members.

Prior to the public defense, the candidate must enter the electronic form of the doctoral dissertation in PDF format into the study information system (SIS). At the same time, the candidate shall print, complete and sign a declaration on: the identity of the printed and electronic forms of the written final work of the study, consent to use the electronic form of the written final part of the study to check the similarity of content, and other consents (Annex 2 of this Regulation). The formal process and checking of the similarity of the work shall be in accordance with the Rules on checking the similarity of content of the electronic form of a written final work of study and the conditions for temporary inaccessibility of the content of the written final work of a study.

The candidate and mentor and co-mentor (if appointed) shall receive notification of the result of checking. When the (co)mentor finally approves the work (no later than 14 days), the candidate shall submit printed copies of the dissertation to the office. If the (co)mentor requires correction of the work, the candidate must submit an updated version within a 21-day period, which shall enter the re-examination procedure.

If no excessive similarity of content is found in the procedure for determining similar content, the candidate shall be allowed a defense.

Prior to their defense of the dissertation, a candidate shall be obliged to submit seven (if the commission consists of three members) or eight (if the commission consists of four members) copies of the bound doctoral dissertation to the Office of Doctoral Studies of the Biotechnical Faculty, and to pay all prescribed fees for the doctoral study program. In addition to the bound copies of the dissertation, a candidate must also submit written confirmation of the documentational suitability of the submitted work, provided by an authorized INDOK employee, and the dissertation in electronic form.

The date for defense of the dissertation shall be determined by the dean of the faculty on the proposal of the commission for defense of the dissertation and in agreement with the candidate.

The period between the submission of the dissertation to the Senate of the Biotechnical Faculty and its defense should not exceed one month.

Article 21

The defense of a doctoral dissertation shall be open to the public, and shall be stated in a public notice at least 8 days prior to the defense.

The defense shall be recorded according to the formulation prepared by the Office of Doctoral Studies of the Biotechnical Faculty, which shall deliver it to the president of the commission for defense. The defense session shall be led by the president of the commission for defense.

The mentor and co-mentor shall be invited to the defense if they are not members of the commission for defense.

The president of the commission shall introduce the candidate (a few biographic and bibliographic facts), the title and field of the dissertation and the course of the doctoral procedure to date. Both the candidate and the president shall be standing. The president shall then invite the candidate to present their dissertation.

The candidate shall present their doctoral dissertation in 30 to 45 minutes.

After the presentation, the members of the commission may ask written questions. The president of the commission shall also invite other participants to ask questions. Questions should be formulated in a way that allows the candidate to answer them in 45 minutes.

The candidate shall have the right to a 20-minute break for the preparation of the defense.

After a possible break, the candidate shall answer the questions and defend their thesis (45 minutes at most).

After the defense, the president of the commission shall invite the members of the commission to a consultation, which may last up to 30 minutes. Individual members shall state their opinion on the success or failure of the defense of the dissertation. The commission shall reach a decision by majority vote on whether the candidate has defended their dissertation successfully. In the case of a tied vote, the president's vote shall be deciding. The president of the commission shall make a record of the defense, which shall then be signed by all the members of the commission. Written questions asked by individual members of the commission shall be attached.

After the session, the president of the commission shall read the conclusion of the commission to the candidate and public. All the participants present shall be standing.

If the commission for defense concludes that the defense has not been successful, it must submit a written report to the senate of the faculty stating the reason for the unsuccessful defense. The members of the commission may submit separate reports. At its first regular meeting, to which the president of the commission for defense and the candidate shall be invited, the senate of the faculty shall discuss the joint report of the commission for defense or separate reports by individual members. The senate of the faculty shall evaluate them and shall conclude (1) that the conclusion of the commission on an unsuccessful defense is confirmed and the defense shall be repeated in 2 months' time; (2) that the conclusion of the commission is annulled (is inappropriate) and the defense shall be re-evaluated as successful. The procedure for a renewed defense of a doctoral dissertation shall be the same as the first one and may only happen once.

A candidate may notify the Senate of the University about a negative conclusion and state their opinion on it.

Promotion

Article 22

The Office of Doctoral Studies of the Biotechnical Faculty shall send all the documentation to the Senate of the University of Ljubljana immediately after the defense of the dissertation. It shall prepare invitations to the promotion, which shall be carried out by the Chancellor of the University of Ljubljana, the doctoral diploma, annexes to the diploma and a presentation of a candidate.

The mentor shall prepare a report of the doctoral dissertation for the promotion, not exceeding one half of an A4 page (font: Arial, size 12).

Final Provisions

Article 23

These Regulations shall enter into effect when adopted by the senate of the faculty.