

The draft doctoral dissertation and the procedure leading up to the public defence of the dissertation

When the supervisor, potential co-supervisor and doctoral candidate are of the opinion that research work is in its final stage, and when it is possible to submit a draft of the conclusions in accordance with the set objectives or hypotheses or research questions, the doctoral candidate shall submit a draft of the doctoral dissertation to the committee members, and shall present the results of their research work, with an emphasis on the main findings and contribution to science. This can be as early as the end of your 3rd or 4th year (or an additional year if you are enrolled), it can be later, but of course before the deadline for your PhD dissertation topic. The deadline for submitting the final version of your doctoral dissertation is stated in the decision on the approved disposition that you received when your disposition was approved by the University Senate.

If any of the members of the Doctoral Studies Committee who will evaluate your doctoral dissertation has co-authored an article(s) in the content of your dissertation, his/her contribution will be assessed and he/she may be replaced.

In order to present the results of your research (i.e. a draft of your dissertation), it is not necessary that you already have an accepted scientific article on the topic of your PhD thesis.

If your PhD thesis consists of articles, you can insert the articles that have already been published in the report, and summarise the rest of the work that is not covered by articles or has not yet been published in the text. Draft the dissertation in the way that makes the most sense to you. It is important to include all the main components (hypotheses, methods, results, conclusions, etc.).

In the draft of your PhD thesis, you should briefly summarise the goals/hypotheses/research questions and methods of your work, and the main part of the report should be the results of your research and draft conclusions, highlighting the main findings, novelties and contribution to science. This is an opportunity to get substantive comments from the committee and a chance to make any further corrections or direction for the research.

For the formatting of the text and the citation of sources, you can already follow the instructions for the preparation of the PhD dissertation as we have them at the Biotechnical faculty to make it easier for you to write the final version of the dissertation later on. The instructions are published on the Biotechnical faculty website: [About the faculty / Libraries / Services / Review of written graduation and postgraduation thesis \(uni-lj.si\)](#)

The procedure that follows is as follows:

1. The coordinator of the scientific field verifies and confirms the members of your dissertation evaluation and defence committee (which will normally remain the same as it was for the dissertation evaluation, or be changed if necessary). If the coordinator of the scientific field decides that a particular member of the commission, who was appointed at the beginning of your doctoral process, is no longer able to participate in the subsequent steps of the process, he/she will make a proposal for his/her replacement. The Biotechnical faculty Senate verifies and approves a new members of your commission.
2. The members of your committee are notified by the Doctoral Studies Office that they have been appointed to your committee to continue the process, and you send the members a draft of your dissertation. You agree with the committee members a date for the presentation of the draft dissertation.

3. The committee will write a record of the presentation. The committee may suggest corrections and additions to your experimental work if it considers that the content is not of the required quality or does not comply with the approved disposition.
4. You then incorporate the corrections and additions from the presentation into your PhD thesis, which you prepare according to the instructions for writing postgraduate dissertations at the Biotechnical faculty.
5. Submit the final version of your dissertation to the Biotechnical faculty library for review (the schedule of which library is responsible for which scientific field is published on the Biotechnical faculty libraries page: [About the faculty / Libraries / Services / Review of written graduation and postgraduation thesis \(uni-lj.si\)](#))
6. Once you have received the library's approval, you send the e-version of your dissertation to the BF Doctoral Studies Office and attach a Statement of Suitability from your (co-)supervisor (the statement is located among the forms on the Biosciences page: <http://www.bioznanosti.si/en/for-students2/forms>) and proof that you have at least one relevant article accepted for publication or published.
6. From the Doctoral Studies Office, we will send the members of your committee the instructions for the preparation of the evaluation, and you will send them the e-version of the thesis.
7. You coordinate with the members on any proposed changes to your dissertation.
8. The members of the committee then each submit their own evaluation of the dissertation, within two months. Once the evaluations have been approved by the Faculty Senate, you and the members agree on a date for the public defence of your dissertation.