



**RULES AND REGULATIONS FOR STUDYING IN DOCTORAL PROGRAMMES
OF THE
GRADUATE SCHOOL OF THE UNIVERSITY OF NOVA GORICA**

November, 2022

To be sent to: Deans of the schools and the academy

Rector

Vice-rector for education

Student Office

Student Council

	Name or body	Date
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<i>Approved by</i>	The Governing Board	
<i>Adopted by</i>	Prof. Dr Boštjan Golob	

On the basis of the prior consent of the Senate, the Governing Board of the University of Nova Gorica, at its session on xx/xx/2022, adopted the following

**RULES AND REGULATIONS FOR STUDYING IN DOCTORAL PROGRAMMES
OF THE
Graduate School of the University of Nova Gorica**

1. PRELIMINARY PROVISIONS

These Rules govern the enrolment, advancement and studies in doctoral programmes of the Graduate School of the University of Nova Gorica (hereinafter the University).

If the expressions used in these Rules are written in the masculine grammatical form, they shall be deemed gender neutral and apply equally to men and women.

2. ENROLMENT

2.1. ENROLMENT IN THE FIRST YEAR

Enrolment in doctoral programmes shall be conducted on the basis of the annual call for enrolment by the deadline stipulated in the call for enrolment, no later than by 30 September. For justifiable reasons, which are subject to a decision of the Rector pursuant to the applicant's request, this may be extended to 30 October at the latest.

Enrolment requirements, the number of enrolment slots and selection criteria in the event of enrolment restrictions shall be laid down at the level of the study programme and approved by the Senate of the University of Nova Gorica (hereinafter the Senate).

International candidates whose first language is not English shall be fluent in English, both in terms of oral and written skills. Candidates may demonstrate their knowledge of English by certifying that the studies completed at a lower level were held in English, or by means of an examination certificate in English from previous studies. Candidates may also demonstrate their knowledge of English by means of one of the following supporting documents:

- Cambridge First Certificate in English (FCE, Grade A)
- Cambridge Certificate in Advanced English (CAE)
- Cambridge Proficiency in English (CPE)
- IELTS certificate (overall score: 7.0)
- TOEFL (paper-based test; total score: 600)
- TOEFL (Internet-based test; total score: 110)
- International Baccalaureate (English B higher level grade 5; or English B standard level: grade 6)
- European Baccalaureate (70% in English).

The lowest recommended level of proficiency in English is B2.

2.2. ENROLMENT IN THE NEXT YEAR OF STUDY

As a rule, regular enrolment in the next year of study shall last until 30 September and the Student Office shall publish the exact enrolment schedule.

In order to advance to the next year of study, the student must fulfil the study obligations as stipulated by individual study programmes.

2.3. RE-ENROLMENT IN THE SAME YEAR OF STUDY

Students may re-enrol in the same year of study if they meet the re-enrolment requirements as stipulated by individual study programmes.

Students may repeat a study year once during their studies or change the study programme or field once due to failure to fulfil the obligations under the previous study field or programme.

2.4. EXCEPTIONAL AND EXTRAORDINARY ADVANCEMENT

The Scientific Council of the study programme may authorise exceptional advancement to the next year if the student has failed to meet the conditions laid down in the study programme if it finds that there are justifiable reasons: maternity or prolonged illness or, in the case of international students, a delay in obtaining a residence permit, where the absence was not less than two months. Justifiable reasons must be provided by the student by means of authentic documents showing the period during which he/she was unable to perform his/her study obligations for justifiable reasons.

The Scientific Council of the study programme may exceptionally authorise extraordinary advancement to the next year for students who demonstrate outstanding study results and have completed their study obligations in a shorter period than that provided for by the study programme, thereby enabling them to complete their studies in the study programme within a shorter period than the duration of full-time studies.

A student who has repeated a year during his/her studies cannot be granted extraordinary advancement under the programme.

In the exceptional case where a student succeeds in completing all his/her study obligations and research work early and submits his/her dissertation before the end of the third year, and the University Senate grants him/her a defence of the thesis no later than in September of that academic year, i.e. before the start of the next academic year, the student is not required to enrol in the fourth year of study and can defend his/her dissertation and thus complete his/her studies within three years. In such a case, he/she does not need to pay tuition fees for the fourth year.

2.5. PAYMENT OF ADMISSION AND TUITION FEES

Upon first enrolment in the year, the student shall pay the admission and tuition fees in accordance with the price list for educational services. In a 4-year programme, he/she must pay four admission and tuition fees, except in the case of extraordinary advancement or early completion of studies in three years.

Upon re-enrolment in the same year or prolongation of student status, the student shall pay the admission fee in accordance with the price list for educational services.

In the case of the student's withdrawal from studies no later than within two months after completion of enrolment, the University may retain 10% of the total tuition fees.

In the event of the student's withdrawal from studies after the expiry of the deadline stipulated in the preceding paragraph, the student shall not be entitled to reimbursement of the tuition fees.

In the event of withdrawal from studies, admission fees shall not be reimbursed.

3. STATUS

3.1. STUDENT STATUS

By enrolling in a year of study, the student shall obtain the status of a student and thus acquire the rights and obligations laid down by the applicable law governing higher education.

The student status shall be valid for the entire academic year lasting from 1 October to 30 September of the following year.

The conditions for the renewal of student status are laid down in the applicable law governing higher education and the Statutes of the University.

3.2. TERMINATION OF STUDENT STATUS

The student status shall be terminated:

- once the student completes the doctoral programme with a defence of the doctoral dissertation,
- if the student does not complete the doctoral programme within the deadline stipulated in the Statutes,
- if during the studies the student does not enrol in the next year of study and does not prolong the student status,
- if the student withdraws from his/her studies,
- if the student is expelled.

3.3. PERFORMANCE OF STUDY OBLIGATIONS AFTER THE TERMINATION OF STUDENT STATUS OR AMENDMENT TO THE PROGRAMME

If more than six years have passed since enrolment in the doctoral programme, a student wishing to complete doctoral studies must first submit an application for approval to continue and complete his/her studies. The application shall be considered by the Scientific Council, which shall then determine the conditions to be met by the student in order to complete his/her studies, in accordance with the applicable study programme. It shall be verified whether the content which the student has previously completed and for which he/she received ECTS credits still corresponds to a currently valid study programme.

If this content no longer complies with the valid study programme, the programme director shall consult with the Scientific Council and determine additional obligations to the student within an appropriate range of ECTS credits to be completed before the completion of the studies.

If the University Senate has approved the student's dissertation topic and title and appointed a dissertation review committee and the supervisor prior to the termination of the student status, the Scientific Council shall re-examine whether the dissertation topic is still relevant and whether the members of the committee and the supervisor can still perform their duties, failing which it is necessary to propose appropriate amendments to the University Senate.

3.4. COMPLETION OF STUDIES

The condition for the completion of studies and for being awarded a doctoral degree is the completion of all obligations stipulated by the study programme and the successful defence of the doctoral dissertation.

A student who completes all study obligations and successfully defends his/her doctoral dissertation shall be awarded the title of *doktor znanosti/doktorica znanosti* (for female holders) by the University.

The title of *doktor znanosti/doktorica znanosti* shall be conferred on the student at a ceremony at which the University Rector confers a doctorate on the student who has fulfilled the condition for obtaining a doctoral degree and awards him/her the corresponding documents, i.e. the doctoral diploma and the diploma supplement with all the relevant details of his/her studies.

3.5. POSSIBILITY OF WITHDRAWAL FROM STUDIES

Students who do not wish to continue their studies can withdraw from the studies.

If a student, after first enrolment in the first year of a doctoral programme, withdraws from the studies by 15 October in the academic year in which he/she enrolled, it shall be deemed that he/she did not enrol in that study programme.

4. STUDY ORDER

4.1. KNOWLEDGE ASSESSMENT

The types of knowledge assessment for individual courses shall be specified in the course syllabus and made publically available on the website of the study programme under the description of the course.

The course teacher must inform students of the knowledge and competencies that they will have to acquire as part of the course and the conditions that the students must satisfy in order to successfully pass the exam for the course.

The lecturers and assistants must be available for regular communication with students during the implementation of the course, i.e. at face-to-face contact hours or via electronic media.

4.2. EXAMS

Exams are a regular form of knowledge assessment in courses. Exams assess the knowledge of the materials stipulated for individual courses by course syllabi.

The types of knowledge assessment for individual courses shall be specified in the course syllabus and made publically available on the website of the study programme under the description of the course.

4.2.1. Condition for registering for an exam

Students may register for an exam for a course at the end of lectures for that course, provided that they have fulfilled all other obligations laid down for that course by the study programme. Registration for exams shall be exclusively electronic via the university's IT system.

Students shall register for exams themselves by entering their password, thus guaranteeing the authenticity of the registration and the entered data. They must register at least three business days prior to the exam. One registration shall be valid for one examination date, regardless of whether it is a written exam, an oral exam or an exam consisting of a written and an oral part.

The time and place of the written exam and the schedule of candidates for the oral exam shall be published at least two days prior to the exam in the university's IT system.

4.2.2. Mode of taking of exams

The types of knowledge assessment for individual courses shall be specified in the course syllabus and made publically available on the website of the study programme under the description of the course.

Students' seminar papers and exam sheets shall be kept for at least one year after the fulfilled study obligation.

Students may decide to re-take an exam in order to improve their grade. The valid grade shall be the grade received in the last taking of the exam.

4.2.3. De-registering for an exam

The final deadline for de-registering for an exam shall be three business days before the exam date. If a student fails to de-register for an exam and does not attend the exam, it shall be deemed that he/she did not pass the exam and the examiner shall enter a negative grade.

4.2.4. Assessment of exams

Success at exams is assessed with the following grades: excellent (10), very good (9 and 8), good (7), sufficient (6) and insufficient (1 to 5). A student shall successfully pass the exam if he/she receives a grade ranging from sufficient (6) to excellent (10).

A successfully completed seminar or research work shall be recorded as completed. The doctoral dissertation and the defence of the doctoral dissertation shall be assessed with a uniform descriptive grade of either pass or fail.

4.3. EXAMINATION DATES

Exams and other forms of knowledge assessment in doctoral studies shall be taken on dates which are not necessarily linked to the examination periods prescribed by the University's academic calendar, but which must be carried out in such a way as to allow the student to enrol in the next year by 30 September.

For each course, the programme coordinator must offer students three examination dates per academic year and inform them of the examination dates. When a course is implemented in a sequence that does not last for the full semester, the first examination date shall usually be organised shortly after the completion of the course.

4.4. APPEAL AGAINST THE RECEIVED GRADE

A student who believes that he/she has been assessed unfairly in the exam may, within 24 hours or on the first business day following the end of the oral exam, or three days after the publication of the results of the written exam, lodge an appeal against the received grade to the Dean of the Graduate School (hereinafter the School). Within 24 hours or on the first business day after receiving the appeal, the Dean shall appoint a three-member committee, which cannot be chaired by the examiner against whose assessment the candidate has appealed.

If an appeal is lodged against a grade received in an oral exam, the committee shall re-examine and assess the candidate within a further 24 hours or on the first business day thereafter.

If an appeal is lodged against a grade received in a written exam, the committee shall re-examine and assess the candidate's written test within a further 24 hours or the first business day thereafter.

When the exam is both written and oral, the candidate may also appeal separately against the assessment of the written or oral part of the exam.

The committee's assessment is not subject to an appeal.

4.5. RETAKING AN EXAM

A student who has failed an exam may retake it. The retaking of an exam due to a successful appeal against the received grade shall not be deemed the retaking of an exam.

Every student has the right to take the exam for a specific course twice free of charge. Every subsequent taking of the exam shall be subject to payment in accordance with the applicable price list.

The number of exam dates on which the student has already taken an exam from the same course shall be considered, regardless of the student's status, potential repeating of the year and the mode of taking the exam.

4.6. RECOGNITION OF ECTS CREDITS FOR STUDY CONTENT THAT THE STUDENT TOOK PRIOR TO ENROLMENT IN THE DOCTORAL PROGRAMME

4.6.1 Recognition of knowledge that students acquired in other accredited doctoral programmes at other higher education institutions on the basis of the ECTS credits system

The recognition of knowledge that students acquired in other accredited doctoral programmes at other higher education institutions pursuant to the ECTS credit system is run in accordance with the Criteria for Transferring between Study Programmes and Criteria for Credit Assignment to Study Programmes According to ECTS adopted by NAKVIS (SQAA).

In recognition procedures, the recommendations on the use of the ECTS published by the EU (ECTS Users' Guide, Brussels, 6 February 2009, available online) are sensibly applied as stipulated in the Methodology for Monitoring and Assuring Quality of Pedagogical and Research Work at the University of Nova Gorica.

The recognition procedure shall be implemented as follows:

- The student shall submit the request for the recognition of knowledge acquired in other programmes to the Scientific Council of the doctoral programme.
- The Scientific Council, or a specialised committee made up of higher education teachers in the programme appointed for that purpose by the programme director, shall verify the applicability and relevance of the acquired competencies and learning outcomes and whether these, in terms of content and complexity, fully or partially correspond to the general or subject-specific competencies stipulated by an individual study programme.
- On the basis of these findings, the Scientific Council shall make a proposal to the University Senate for the recognition of the acquired knowledge assessed under the ECTS as a completed study obligation in its own study programme. In doing so, it shall also determine which content is still to be completed by the student in the programme or which content he/she does not have to complete in the own study programme as it is duly replaced by the recognised knowledge acquired elsewhere.

- The University Senate shall decide on the recognition of competencies and ECTS credits on the basis of a proposal from the Scientific Council and in agreement with the Dean of the School.

4.6.2 Recognition of knowledge, competencies, qualifications or skills acquired through non-formal education or in summer schools or other programmes that do not have learning units assessed with ECTS credits

The Scientific Council of the programme or a specialised committee made up of higher education teachers in the programme appointed for that purpose shall verify, on the basis of supporting evidence, whether the acquired knowledge and competencies correspond, in terms of content and complexity, to the general or subject-specific competencies stipulated by the study programme and assess these skills under the ECTS and propose to the University Senate that this knowledge be recognised as a completed study obligation in the programme.

The University Senate shall decide on the recognition of competencies and ECTS credits on the basis of a proposal from the Scientific Council and the programme director and in agreement with the Dean of the School.

4.7. Procedures for the approval of taking of exams and recognition of credits for obligations completed outside the scope of the enrolled doctoral programme

A student enrolled in any doctoral programme at the School may, during the course of his/her studies, take an optional part of organised forms of study obligations outside the study programme.

Students may take elective courses in other study programmes at the School up to a total of 30 ECTS credits.

Within the scope of this elective option (up to 30 ECTS credits), the student may also choose courses of other accredited doctoral programmes at other universities in Slovenia or abroad, however up to 24 ECTS credits, which is 40% of the 60 ECTS credits stipulated for organised forms of study. Of these 24 ECTS credits, the student may also acquire knowledge in summer schools or other programmes as part of elective content that does not have ECTS assessed units, but not more than 10 ECTS credits, which is the amount of free electives provided for by the law for organised forms of study,

4.7.1 Taking exams in other study programmes at the School

Students may take electives in other doctoral programmes of the School in agreement with the supervisor and the Scientific Council of the programme, or, if the supervisor has not yet been selected, in agreement with the programme director.

The selection of exams outside the programme shall be approved in writing by the supervisor and the Scientific Council, or only by the programme director if the supervisor has not yet been selected. The written consent to the selection of elective courses by the Scientific Council or the programme director (and the supervisor, if already selected) is kept in the student's personal file in the student office.

4.7.2 Taking exams outside the University

When selecting courses to be taken by the student outside the University, it should be considered that:

- the content of the chosen courses must be relevant to the student's field of doctoral study,
- the student cannot acquire similar content in the context of the doctoral programmes of the School,
- the selection of courses must be agreed in writing in advance by the student's supervisor and the Scientific Council of the programme and if the supervisor has not yet been selected by the programme director, the student must obtain the written approval of the Scientific Council of the doctoral programme in which he/she is enrolled in order to take exams outside the University,
- if the taking of the exam outside the University has to be paid for, the University may cover the payment of the exam fees up to the amount of the proportionate share of the tuition fees at the University, according to the number of ECTS credits. The payment of the exam by the University must be approved in advance by the Scientific Council of the programme in which the student is enrolled. If the student fails to pass the exam, he/she shall bear the costs of the exam.

In the case of student exchanges through ERASMUS, the content or courses that the student shall take during the exchange and their worth in ECTS credits are specified in advance in a tripartite agreement signed by both Universities and the student going on the exchange. This knowledge will be recognised as completed study obligations in the programme.

4.7.3 Taking of other forms of training outside the University and their recognition and credit assessment

Other forms of training outside the University, at summer schools or in other programmes that do not have ECTS assessed units are carried out according to the following procedure:

- Upon completion of such training, the student shall apply to the Scientific Council of the programme for the recognition of the acquired knowledge and competencies and for the assessment of this content with ECTS credits. The application must be accompanied by written evidence of the content of such training and a certificate of successful completion of such training. If the training has not included a knowledge assessment, the student must also submit a written report on the training (seminar paper, article, etc.), on the basis of which the Scientific Council of the programme can assess whether the student has acquired the foreseen knowledge and competencies.

- The Scientific Council of the programme or a specialised committee made up of higher education teachers in the programme appointed for that purpose by the programme director shall verify, on the basis of supporting evidence, whether the acquired knowledge and competencies correspond, in terms of content and complexity, to the general or subject-specific competencies stipulated by the study programme and assess these skills under the ECTS and propose to the University Senate that this knowledge be recognised as a completed study obligation in the programme.
- The University Senate shall decide on the recognition of competencies and ECTS credits on the basis of a proposal from the Scientific Council and the programme director and in agreement with the Dean of the School.

4.8. FORMAL PROCEDURES FOR SUBMITTING AND DEFENDING THE DISSERTATION

4.8.1 Approval of the dissertation title and topic and appointment of the dissertation review committee and supervisor

The candidate must submit a proposal for the dissertation title and topic with a justification to the school's administration office no later than by the end of the second year. From the beginning of the studies until the formal appointment of a supervisor by the University Senate, the student is advised and assisted by a working supervisor. The proposal of the dissertation title and topic shall also be signed by the candidate's working supervisor.

If the thesis relates to results or data which have the character of industrial property and which are the property of a company, the student must obtain the consent of the company when publishing such data, which shall also determine, on a case-by-case basis, the manner and conditions for the use of such industrial property. This consent must be obtained before the dissertation title and topic are approved.

If the student and the working supervisor do not wish the work to be published, they must submit a written request, stating their reasons, and submit it together with the application for approval of the dissertation title and topic.

The programme director, with the agreement of the Scientific Council of the programme, shall propose a committee to review the dissertation and, at the same time, make a proposal for the appointment of one or two supervisors. Two supervisors shall be proposed if the dissertation topic is interdisciplinary in content and one supervisor alone cannot provide adequate expert support for all the areas covered by the topic. In the case of a candidate having two supervisors, both supervisors shall hold an equal position and have the same responsibilities towards the student.

Doctoral students may be supervised by a higher education teacher appointed to title (assistant professor, associate professor or full professor) or a researcher with a doctorate who is active in research and professionally in the field covered by the dissertation topic. The student may also choose a supervisor who is not an employee of the University.

The supervisor must provide the student with appropriate professional guidance and advice in the preparation of the dissertation, both in terms of content and layout, and in terms of professional language.

The dissertation review committee shall be composed of three members, at least two of whom must be from a foreign university and one of whom must, as a rule, be from the University or another Slovenian university. All members must be higher education teachers appointed to the appropriate title and experts in the field of the dissertation topic and must not be advisors or collaborators in the student's research work or otherwise connected with the student and his/her research.

The supervisor may not be a member of the dissertation review committee. He/she shall be present at the dissertation defence in his/her official capacity, but without the right to vote.

The programme director, in agreement with the Scientific Council of the programme, and the Dean of the School shall address to the University Senate the proposal for the title of the dissertation, the proposal of the dissertation review committee and the proposal for the supervisors. The proposal shall be signed by the programme director and the Dean of the School. The proposal shall be accompanied by the student's justification of the topic, which shall also be signed by the proposed supervisor (or both supervisors if two supervisors are proposed), confirming that he/she agrees with the proposed topic.

The dissertation title and topic, the dissertation review committee and the supervisors shall be approved by the University Senate.

4.8.2 Layout of the dissertation

The dissertation shall be prepared in English.

The dissertation may be written in two languages, English and Slovenian, or the dissertation in English may be accompanied by a more extensive summary in Slovenian.

The layout and the elements of the title page of the dissertation and the text of the copyright statement are prescribed. The template is available in the school's administration office and at the UNG Library.

The dissertation shall be printed double-sided on A4 paper with margins (inner margin 3.5 cm, upper and outer margins 3 cm, lower margin 2 cm).

Recommendation for layout: font size 12 pt., Times New Roman or similar. The lines should be spaced one and a half lines apart. The text should be justified (justified left and right margins). Pages should be numbered at the bottom centre of the page. The title page is not numbered.

The covers for the binding of the dissertation are prescribed. Nine covers shall be provided to the candidate free of charge and more for a fee. The binding shall be done by a book binder of the candidate's choice. It is important that the lettering on the cover corresponds to the requirements of the University.

The dissertation must include a title, a short abstract and keywords in English and Slovenian and a copyright statement. The full text of the dissertation must be linguistically appropriate. This applies both to the English text, which must comply with the linguistic standards for scientific publications in international scientific journals in English, and to the Slovenian text included in the dissertation, which must comply with the linguistic rules for Standard Slovenian using the appropriate Slovenian scientific or professional terminology.

The supervisor shall confirm with his/her signature that the dissertation is adequately prepared in terms of scientific content, layout and (professional) language and that he/she approves the student's submission of the dissertation.

4.8. Dissertation submission procedure

The student, upon receiving the written consent of the supervisor, shall first submit the final version of the dissertation in electronic format (pdf format) to the school's administration office.

The administration office shall forward the dissertation to the dissertation review committee. Each member of the committee shall give a written opinion on the dissertation within one month.

The evaluations of the members of the committee shall be reviewed by the director and the Scientific Council of the study programme. If the members of the committee have identified deficiencies in the dissertation in terms of content or language, or recommend revisions and amendments to the dissertation, the programme director shall inform the student and the supervisor in writing that the student must amend and revise the dissertation accordingly. The final revised version of the dissertation shall be submitted by the student, with the written consent of the supervisor, in electronic format to the school's administration office. The administration office shall forward the revised and amended dissertation to the dissertation review committee. Each member of the committee who recommended in his/her evaluation that the deficiencies in the dissertation be corrected shall report in writing within fifteen days whether his/her comments have been duly taken into account and whether the final version of the dissertation is suitable for defence. The school's administration office shall inform the student, the supervisor and the programme director of the final opinions of the members of the committee. The opinions of the members of the committee shall be reviewed by the director and the Scientific Council of the study programme.

If the director and the Scientific Council of the study programme establish that all the opinions are favourable, the programme director shall propose to the University Senate that the defence of the dissertation be approved. The proposal shall also be signed by the Dean of the School. The proposal shall be accompanied by all the opinions of the members of the dissertation review committee.

The opinions of the members of the committee may also be negative. A second opinion in which the reviewer concludes that the comments made in the first conditionally positive opinion have not been adequately taken into account shall also be considered negative. If two of the three opinions are negative, the dissertation shall be assessed as negative and the procedure closed. In the case of one negative opinion, the University Senate shall, at the proposal of the Scientific

Council and the programme director, appoint a fourth independent reviewer and member of the committee to provide an additional opinion. If the opinion of the independent reviewer is positive, the procedure shall continue as in the case of three positive opinions. In the case of a negative opinion of the independent reviewer, the dissertation shall be assessed as negative and the procedure closed.

If all the opinions are positive, the supervisor shall sign a request for approval to bind the dissertation, which the student shall submit to the school's administration office.

The student shall upload the dissertation electronically to the University's repository and to the ProQuest Dissertations & Theses database. The entry into the University's repository is governed by the Instructions for the Preparation and Submission of Electronic Bachelor's, Master's and Doctoral Theses, and the submission to the ProQuest Dissertations & Theses database is carried out automatically by means of the automatic doctoral thesis capture process via the University's OAI-PMH server.

The covers for the binding of the dissertation are uniform and predefined. Each student shall receive nine free copies of the covers from the University upon submission of a signed declaration from the supervisor that the dissertation is suitable for submission. The request for approval to bind the dissertation must be accompanied by a certificate of completion of exam requirements, a certificate of payment of fees to the University Library, the Declaration of authorship, the Declaration on the conformity of the electronic and printed versions of the dissertation and the Declaration on the publication of personal data.

The student shall submit nine bound copies of the dissertation to the schools' administration office. The administration office shall forward a bound copy of the dissertation to the committee.

4.8.4 Defence of the dissertation:

A prerequisite for the defence of the dissertation shall be completed study obligations as stipulated by the study programme (except the dissertation defence). Furthermore, during his/her studies, the student must submit to the programme director one scientific article from the field of his/her research that he/she carried out in the context of the doctoral programme. The student must be the first or the lead author of the article. The article must have been published or accepted for publication in an international scientific journal with an impact factor. In the case of articles from the fields of humanities and social sciences, an article published or accepted for publication in one of the international scientific journals considered in the bibliographical conditions for the appointment of higher education teachers to pedagogical titles in the fields of humanities and social sciences at the University of Nova Gorica may also be considered as relevant.

The University Senate shall consider the proposal for the defence of the dissertation and adopt the appropriate decision.

On the basis of a positive decision of the University Senate, the defence shall be called and conducted.

The student shall defend his/her dissertation in public in front of the committee.

The defence shall be presided over by the programme director.

The defence shall take place in the form of a 45-minute public presentation of the student's work. This shall be followed by questions from the committee, the supervisor and the audience. The committee shall then withdraw and give an evaluation of the defence, and the questions posed to the student at the dissertation defence shall be entered in the book of doctoral defences. The entry in the University's book of doctoral defences constitutes the completion of the defence.

The successful defence of the dissertation completes the student's doctoral studies and thus fulfils the final condition for obtaining the doctoral degree (*doktor znanosti*).

5. TRANSITIONAL AND FINAL PROVISIONS

All matters not directly regulated by these Rules shall be directly covered by the rules of individual study programmes, the rules of the University and the law governing higher education.

These Rules shall apply as of the day they are adopted by the governing board of the University and shall be applicable from the 2022/2023 academic year onwards.

As of the day of adoption of these Rules, the following rules of the Graduate School of the University of Nova Gorica, which had previously laid down the content specified by these Rules, shall cease to be valid:

- Formal procedures for submitting and defending the dissertation (adopted by the UNG Senate at its 94th session of 11 March 2020 and by the governing board at its 60th session of 23 March 2020)
- Condition for defending the dissertation (article) (adopted by the UNG Senate on 20 January 2016)
- Condition for fluency in English for international students (adopted by the UNG Senate on 13 October 2014)
- Procedures for the approval of taking of exams and recognition of ECTS credits for obligations completed outside the scope of the enrolled doctoral programme in the context of other programmes of the Graduate School or doctoral programmes outside the University of Nova Gorica (adopted by the UNG Senate on 7 November 2012)
- Amendment of conditions regarding exam grades for defending the dissertation in doctoral programmes of the Graduate School (adopted by the UNG Senate on 7 November 2012)

Rector

Prof. Dr Boštjan Golob