

# **University of Nova Gorica**

## **Graduate School**

### **Formal procedures for the submission, examination and defence of the dissertation**

#### **1) The approval of the dissertation topic and the appointment of the Committee for the evaluation of the dissertation**

- a) Doctoral students must submit the dissertation title proposal and the argumentation of the dissertation topic, motivation, assumptions and the proposed solution to the Graduate School Administrative Office before the end of the second year of study. The dissertation title proposal and the argumentation of the dissertation topic must be approved and undersigned also by the students' working supervisor.

In cases when the results of the dissertation include data under industrial property protection, or data under protection of a company, for reasons of competition advantage protection, the student must obtain the consensus of the company which determines the regulations of the use of these data. The company consensus must be submitted together with the argumentation of the dissertation topic.

In case the student and the working supervisor do not wish the results of the dissertation to be publicly available, they must submit a formal application for the dissertation publication limitation, stating the reasons for the thesis publication limitation and the corresponding data or contents within the dissertation which refer to these reasons. The application for the dissertation publication limitation must be submitted together with the argumentation of the dissertation topic.

If more than 5 years have passed since the date of the candidate's enrolment in the doctoral program, the candidate must submit the request for the study extension approval. The request is considered by the Scientific Board and by the director of the study programme, which will decide if the contents (subject matter) of the examinations passed and the corresponding ECTS are still relevant. In case that the contents do not correspond to the present (current) study programme, additional study engagement and the corresponding ECTS will be assigned to the candidate.

- b) The director of the study programme, with the approval of the Scientific Council of the programme, proposes the members of the Committee for the evaluation of the dissertation together with the appointment of one or two supervisors. Two supervisors are nominated when the topic of dissertation is interdisciplinary and one mentor cannot offer adequate expert support in all fields included in the dissertation topic. In case that the candidate has two supervisors, they are considered to be of the same rank, and undertake the same responsibilities for the student.

The supervisor of a doctoral student must be a university teacher, holding a title Assistant Professor, Associate Professor or Full Professor, or a researcher with a doctoral degree, with research experience in the field of the dissertation topic. Supervisors can also be external, not necessarily employed at UNG.

The supervisor must offer to the doctoral student adequate expert support and advice regarding the preparation of the dissertation from the point of view of the scientific content, scientific and technical terminology, and the proper layout of the dissertation.

- c) The Committee for the evaluation of the dissertation consists of three members: at least two of them must come from a foreign university, and one member from UNG or another Slovene university. All members must be habilitated university teachers holding an appropriate academic title and expertise in the field of the dissertation topic.
- d) The supervisor of the student cannot be a member of the Committee for the evaluation of the dissertation. In the role of the supervisors, they may attend the dissertation defence but they are not eligible to vote.
- e) The director of the study programme submits to the Senate of UNG the dissertation title proposal and the students' argumentation of the topic, motivation, assumptions and the proposed solution, together with the proposal of the members of the Committee for the evaluation of the dissertation and the proposal for appointment of the student supervisor(s). The proposal is undersigned by the director of the study programme and by the dean of the Graduate School.
- f) The Senate of UNG approves the dissertation title and topic, the members of the Committee for the evaluation of the dissertation and the supervisors.

**2) The dissertation formulation:**

- a) The language of the dissertation is English.
- b) The dissertation can be written in two languages, in the English and in Slovene languages, or the dissertation in English can include an extensive summary in Slovene.
- c) The layout and the elements of the thesis front page and the text of the copyright statement are prescribed. The front-page sample is provided by the Graduate School Administrative Office, and can also be obtained at the UNG Library.
- d) The dissertation is printed front/back; format A4 with following edge margins (inner margin 3.5 cm, upper and external margins 3 cm, and bottom margin 2 cm).
- e) Formal recommendation: font- size 12 pt., Times New Roman or similar; line spacing- one and half; text-align- justify; page number- centred; front page is not numbered.
- f) The dissertation cover is prescribed. Each candidate receives nine covers free of charge, any additional cover is charged. The bookbinding cover may be individually selected on condition that the cover font corresponds to the requirements of UNG.
- g) The dissertation must include the title and short abstract of the thesis and keywords in the English and Slovene languages. The entire English text of the dissertation must meet the English language standards for scientific publications in international scientific reviews in English. The text in Slovene included in the dissertation must meet the standards of the Standard Slovene language including adequate Slovene scientific and technical terminology.
- h) The supervisor confirms with a signature that the dissertation is adequately prepared from the point of view of the scientific content, scientific and technical terminology, and the proper layout of the dissertation.

**3) The dissertation submission:**

- a) The student is, upon a written approval of the supervisor, required to provide the final version of the dissertation in the electronic form (PDF) to the Graduate School Administrative Office.

- b) The Administrative Office provides the Committee of the evaluation of the dissertation with the dissertation received from the candidate. Each member of the Committee submits the written evaluation of the dissertation in one month' time.
- c) The Committee's evaluations are revised by the programme director and by the Scientific Board. If the Committee members point out any errors or suggest further corrections or improvements, the director of the study programme submits a written report to the student and to his supervisors about the necessary dissertation improvements.

The student, upon a written approval of the supervisor, submits the final revised version of the dissertation in the electronic form (PDF) to the Graduate School Administration Office. The Administrative Office provides the evaluation Committee with the revised dissertation received from the candidate. The members of the evaluation Committee, who have suggested further improvements of the dissertation, submit in fifteen days a written report indicating the observations for revisions and the appropriateness of the revised dissertation for defence. The Administrative Office informs the student, supervisor and the programme director about the final reports of the evaluation Committee. The final Committee's evaluations are revised by the programme director and by the Scientific Board.

- d) After having ascertained positive evaluations of all the members of the Committee, the director of the programme and the Scientific Board submit to the Senate of UNG the application for the approval of the dissertation defence. The dean of the Graduate School signs the application. The Committee for the evaluation of the dissertation reports are attached to the application form.
- e) The Committee's evaluations may be negative. The evaluation is negative also in cases when the member of the evaluation Committee, who has suggested further improvements of the thesis work, indicates in his/her written report that the observations for the correction and the appropriateness of the dissertation were not properly taken into account. The dissertation is assessed as negative and the procedure is closed if two of three evaluations are negative. In the case of a single negative evaluation, the director of the study programme proposes and the Senate of UNG appoints the fourth independent member the evaluation Committee. If the evaluation of the fourth member is positive, the procedure continues as in case of the three positive evaluations. In case the evaluation of the fourth member is negative the dissertation is assessed as negative and the procedure is closed.
- f) If the evaluations of all the Committee's members are positive, the supervisor signs the student's application to obtain permission to bind his dissertation; the student submits his application to the School's Administrative Office. Consequently, the final binding of the dissertation may be done.
- g) The student submits the dissertation in an electronic form to the Repository of the University of Nova Gorica, as defined in the Regulations concerning the preparation and submission of electronic bachelors, masters and doctoral theses. The submitted dissertation is automatically submitted also to the database ProQuest Dissertations & Theses via OAI-PMH server of the University of Nova Gorica,
- h) The covers for binding the dissertation are standardized and formatted in advance. Each student receives nine copies of the covers free of charge from the University of Nova Gorica when the student submits the application, signed by the mentor, and stating that the dissertation is ready for submission. Along with the application for the permission to bind the dissertation, the student must submit a proof issued by the Students Office that the student has passed all examinations and other study obligations, a proof issued by the University of Nova Gorica Library stating that all debts have been settled, and a Declaration

of authorship, declaration concerning the identity of electronic and print editions of the dissertation and about the publication.

- i) The student submits nine bound copies of the dissertation to the Graduate School Administrative Office. The Office submits bound copies of the dissertation to all the members of the evaluation Committee.

**4) The thesis defence:**

- a) The Senate of UNG examines the applications for the dissertation defence and approves the pertinent statement.
- b) After a positive statement of the Senate of UNG, the dissertation defence is announced and accomplished.
- c) The candidate's dissertation defence is public and attended by the members of the commission for the evaluation of the dissertation and the supervisor(s). The director of the programme chairs the defence. The candidate presents his work in 45 minutes. The questions of the Committee, the supervisor(s) and the public follow. Afterwards, the members of the Committee hold a private session in order to evaluate the dissertation defence. The dissertation defence is concluded after the inscription in the PhD book of the University of Nova Gorica.
- d) After the successful dissertation defence, the student concludes the doctoral study and thus passes the ultimate condition for obtaining the PhD title. The Rector of the University of Nova Gorica confers the PhD title upon the student at the solemn promotion of PhDs ceremony.

*The formal procedures for the submission, examination and defence of the dissertation were confirmed by the Senate of the University of Nova Gorica on May 16, 2007. The supplement (2a) was confirmed by the Senate of the University of Nova Gorica on May 21, 2008.*

*The changes and supplements (2a, 2b, 3e, 3f in 3g) were confirmed by the Senate of the University of Nova Gorica on September 15, 2010. These changes and supplements are valid for all proposals of the dissertation topic submitted to the Senate of UNG after September 15, 2010.*

*The changes to points 3d, 3e, 3f and 3g of this document were confirmed by the Senate of the University of Nova Gorica on May 16, 2013.*

*The revisions of this document were confirmed by the Senate of the University of Nova Gorica on September 21, 2016.*

*The revisions of this document to points 1c, 2c and 3h were confirmed by the Senate of the University of Nova Gorica on 13.3. 2019, and by the Governing board of UNG on 3.4. 2019.*

*The revisions of this document to points 2f, 3g in 3i were confirmed by the Senate of the University of Nova Gorica on 11. 3. 2020, and by the Governing board of UNG on 23.3. 2020.*