

Pursuant to the Statutes of the University of Ljubljana (Official Gazette of the RS no. 8/2005, amendments Official Gazette of the RS, nos. 118/2005, 72/2006 (76/2006 corr.), 59/2007 (82/2007 corr.), 81/2007, 5/2008, 42/2008, 62/2008, 14/2009, 38/2009, 48/2009, 55/2009, 3/2010, 47/2010), at its session on 9 March 2011 the Senate of the Faculty of architecture adopted the

## **REGULATIONS of the doctoral study programme in ARCHITECTURE**

### **I. GENERAL PROVISIONS**

#### Article 1 (scope of regulation)

These regulations define the rules and procedures of the doctoral study programme in ARCHITECTURE provided by the Faculty of architecture (hereinafter: FA) of the University of Ljubljana (hereinafter: UL) since the academic year 2009/2010. It is used in the sense of the Rules on the procedure for the acquisition of the title Doctor of science at the Faculty of architecture of the University of Ljubljana, to which the mentioned study programme refers.

#### Article 2 (organization and development of the study programme and quality control)

THE COMMISSION FOR DOCTORAL STUDIES OF FA, appointed by the senate of the FA, is responsible for the carrying out of the doctoral study programme in ARCHITECTURE.

THE PROGRAMME COMMITTEE OF THE DOCTORAL STUDY PROGRAMME IN ARCHITECTURE is responsible for the development of the doctoral study programme in ARCHITECTURE. Besides the members of the commission for doctoral studies, the council also includes external members: holders of subjects of the general and architectural module of the mentioned study programme.

The quality of all doctoral dissertations at FA is ensured by: the commission for doctoral studies of FA and UL, the senate of FA and UL; the quality of every individual dissertation is ensured by the candidates, mentors, co-mentors and the ASSESSMENT COMMISSION, which is appointed by the senate of FA upon a proposal by the commission for doctoral studies, and assesses the topic of the doctoral dissertation, the dissertation and the defence of the doctoral dissertation.

All parties of the doctoral study programme in ARCHITECTURE comprise the DOCTORAL SCHOOL OF ARCHITECTURE as a special organisational unit of FA. The head of the doctoral school is appointed by the FA senate upon the proposal by the dean of FA. The commission for doctoral studies of FA and the programme committee of the doctoral study programme of FA represent the executive bodies of the doctoral school of architecture.

When preparing important programme proposals for the FA senate, the commission for doctoral studies also invites to their sessions external members of the programme committee or it consults the most active providers of the programme in a certain academic year. The providers of the doctoral study programme meet when lecturing on THE PRESENTATION OF THE DOCTORAL STUDY PLAN, THE PRESENTATION OF THE TOPIC OF THE DOCTORAL DISSERTATION, THE PRESENTATION BEFORE THE DEFENCE AND THE DEFENCE

OF THE DOCTORAL DISSERTATION as members of the commission, as mentors or co-mentors or as invited reviewers.

Every member appointed to an individual commission can reject his/her participation in the commission by a written justification. He/She is released from duty when the FA senate accepts the resignation proposal.

### Article 3 (current applications and notification)

Applications addressed to the commission for doctoral studies must be submitted in printed form with original signature(s) and electronically to the FA student office, and a copy of the electronic version also to the president of the commission for doctoral studies. The commission for doctoral studies can make a decision for the chosen procedure and determine a different way of submitting applications. In case applications need to be supplemented, regarding the extent and significance of supplementation, the student office also informs the candidate whether supplementation by electronic mail is sufficient, or a printed version with original signature(s) is needed. All official documents in the procedures of doctoral studies in ARCHITECTURE must be submitted in the language determined by the statutes of UL.

The commission for doctoral studies meets at least once a month, except in August, to consider current applications. Timeline for submission of applications and regular sessions is prepared every year at enrolment. Deadlines for submitting applications are set by the commission in such a way that the students of the doctoral studies (hereinafter: candidates) are enabled regular advancement according to the study programme. If candidates fail to meet the deadlines, it means that they have no intention of regular advancement and are not ensured the possibility of regular advancement according to the FA procedures. Candidates cannot request extraordinary sessions of the commission for doctoral studies of FA or the FA senate due to part-time study or employment outside FA to achieve the fulfilment of requirements to advance to the next year.

The commission for the doctoral studies of FA prepares for the senate of FA all materials relating to doctoral studies.

In accordance with the timeline from paragraph 2 of this article, the student office prepares all current applications of students and assessments of the members of commissions for sessions of the commission for doctoral studies.

The commission for doctoral studies and the student office are responsible for the promotion of the doctoral study programme (electronic publications and printings of the programme, carrying out the information week in compliance with the UL timeline), for current information about the programme (electronic publications) and for continuous notification of enrolled candidates and mentors and possible co-mentors about the application status (this can be done by electronic mail).

## **II. PREPARING THE CALL FOR APPLICATIONS**

### Article 4 (call for enrolment and number of places available)

The commission for doctoral studies of the Faculty of architecture together with the student office prepares the text of the call for enrolment in accordance with the instructions and the timeline of the University of Ljubljana. The dean of the

Faculty of architecture confirms the proposal of the number of places available.

### **III. RECOGNITION OF PRIOR EDUCATION**

#### Article 5 (recognition of prior education in Slovenia)

To examine the fulfilment of requirements for enrolment in the second year, charts of examples of recognizing the requirements of the previous study programmes at FA are enclosed to the regulations:

- completed masters study programme in architecture at the FA or specialisation study programme in architecture or specialisation study programme in urban planning at the FA;
- completed first year of the masters study programme in architecture at FA;
- fulfilled all requirements of doctoral studies at the FA, except for the doctoral dissertation, where the topic of the doctoral dissertation is no longer valid.

The enclosed charts can be used and be adapted also for the presentation of prior education recognition from other comparable study programmes.

#### Article 6 (recognition of requirements of prior education abroad)

A candidate who studied abroad prior to enrolment, must ask for recognition and evaluation of education prior to the faculty's enrolment procedure for the purpose of continuing further education. The procedure is led by an authorized person at the UL. The deadline for the submission of a complete application to the UL in case of anticipated application for enrolment in the next academic year is the end of May. The mentioned procedure is not necessary if the candidate has acquired recognition of equivalence of education, taking place for the purpose of employment in RS.

### **IV. CHOICE OF THE MENTOR**

#### Article 7 (requirements for mentoring and co-mentoring)

The candidate chooses a mentor before applying for enrolment, he/she can also choose a co-mentor for his/her individual research work.

The mentor or co-mentor in the preparation of the doctoral dissertation is a person fulfilling the requirements for mentoring of the UL. Besides the adequate title, the person shows research activity with corresponding scientific bibliography in the field of the topic of the doctoral dissertation. In case of 'laboratory research' (e.g. architectural practice as research laboratory), he/she also ensures the availability of research infrastructure.

The candidate chooses a mentor among the full-time members of the teaching staff or scientific workers of the FA, whereas the co-mentor can also be from another institution if he/she fulfils the requirements for mentoring of the University of Ljubljana. The co-mentor can be from abroad if his/her title is comparable to corresponding titles of the UL or if he/she fulfils the requirements for mentoring doctoral students at his/her institution.

A group of mentors (normally mentor and co-mentor) is formed in cases when the candidate needs special methodological help or help with special knowledge, thus mainly in cases of:

- interdisciplinary research,
  - research lasting one semester or more at another institution;
- and also in cases of:
- linking different habilitation fields at FA and/or
  - idea-content related and methodological aspect of the proposed topic - content and methodological mentor and/or
  - linking different research approaches – scientific and artistic.

A mentor can have at the same time five students of the doctoral study programme in ARCHITECTURE at the most.

The chosen mentor or co-mentor is definitively appointed in the procedure of confirmation of the TOPIC OF THE DOCTORAL DISSERTATION.

## **V. PREPARING A STUDY PLAN**

### Article 8

(forming a plan of doctoral studies from draft to the final version)

Prior to the enrolment application, the candidate together with a mentor (and a co-mentor if he/she chooses one) prepares a description of the expected individual research work and selects a syllabus of the study programme. For this purpose the candidate prepares the form A DRAFT OF THE DOCTORAL STUDY PLAN or the form A DOCTORAL STUDY PLAN.

The form A DRAFT OF THE DOCTORAL STUDY PLAN comprises the initial description of research ideas (what the candidate wishes to research with his/her mentor and why) and a proposal of the selection of subjects in the first year of studies. It is used exclusively when enrolling in the first year of studies.

The form A DOCTORAL STUDY PLAN comprises an elaborate description of research together with a more detailed description of the treated subject, as well as research approach, methodology and possible innovative contributions to science in the field of architecture. It also comprises the entire range of subjects for the first and second year of studies. It is used:

- to prepare a detailed study plan at the end of the General module of the study programme in the first year of studies,
- in case of recognition of requirements from previous studies: to present a manner of recognising these requirements in the doctoral study programme in ARCHITECTURE in case of enrolment in the second or third year.

The forms from paragraphs 2 and 3 of this article are enclosed to the regulations.

## **VI. APPLICATION AND ENROLMENT IN THE PROGRAMME**

### Article 9

(content and manner of submission of the application for enrolment)

The candidate that wishes to acquire the title doctor of science at FA has to submit by 1 September of the calendar year in which he/she wishes to enrol in the programme (or in compliance with the UL timeline) an application for enrolment in the doctoral study programme in ARCHITECTURE at the student office of FA (address: University of Ljubljana, Faculty of Architecture, Zoisova 12, 1000 Ljubljana). The application must be submitted in the printed form and electronically through the website of postgraduate studies at FA.

The application for enrolment has to include the following attachments:

- copies of diplomas of all completed levels of higher education, university

- education, Bologna masters, specialisation studies or masters of science; in case of specialisation after a completed higher professional programme also evidence of completed requirements from indent 4 of enrolment requirements;
- a copy of the diploma supplement or a certificate of examinations passed together with the study grade average (together with any additional examinations) and grade of higher education, university, specialisation or masters diploma;
  - a completed form A DRAFT OF THE DOCTORAL STUDY PLAN (for enrolment in the first year) or A DOCTORAL STUDY PLAN (if the application includes evidence of meeting the requirement for promotion to the second or third year) with original signatures of the candidate and mentor (and co-mentor if the candidate chooses one);
  - biography and bibliography of more significant scientific, artistic or professional works;
  - any recommendations of renowned researchers (in case of selection examination);
  - any evidence of research work (in case of selection examination);
  - evidence that the proposed mentor (and co-mentor in case of co-mentoring) meets the requirements for mentoring the doctoral dissertation in accordance with the UL rules;
  - if the employer is the payer of the studies, a statement on this is required;
  - a decision on meeting the requirements for continuation of studies – if the candidate studied abroad prior to enrolment – according to the UL procedure.

The student office establishes whether the application is complete. In case of incomplete application, the student office sends a reminder to the candidate by electronic mail to the address given in the application, allowing the candidate ten working days to correct all established shortcomings. In further procedure only complete applications are considered.

The commission for doctoral studies establishes whether candidates meet the requirements for enrolment on the programme.

#### Article 10 (selection examination)

The commission for doctoral studies checks whether there are more applicants meeting the enrolment requirements than there are places available, and in such case it asks the FA senate for confirmation of decision on enrolment limitation and organises a selection examination.

#### Article 11 (presentation of the doctoral study plan before enrolment)

The commission for doctoral studies invites applicants and their mentors and co-mentors, and also invited reviewers, to the oral presentation of the DRAFT OF THE DOCTORAL STUDY PLAN or, in case of application for enrolment on the second or third year, the DOCTORAL STUDY PLAN.

Based on the reviews at the presentation, the commission for doctoral studies determines any supplementations that need to be prepared until enrolment, and guidelines for the formation of the DOCTORAL STUDY PLAN within the General module in the first year. In case of applications for enrolment in the second or third year, the commission forwards the STUDY PLAN for confirmation to the FA

senate or determines the guidelines and deadline for submission of a clean copy of the DOCTORAL STUDY PLAN.

#### Article 12

(meeting the requirements for enrolment and requirements for mentoring)

The commission for doctoral studies establishes whether the candidate meets the requirements for enrolment in the selected year of studies, whether the mentor or group of mentors is suitable for the initial plan of doctoral studies and whether the mentor and possible co-mentor meet the applicable requirements for mentoring at UL.

Candidates for mentors who do not meet the mentoring requirements in compliance with the UL rules can participate in the candidate's work as consultants until they submit evidence in accordance with the requirements of UL.

The commission for doctoral studies can reject an application of a candidate who did not acquire consent of any mentor at FA to his/her study plan.

The candidate that was not accepted into the doctoral study programme can submit a complaint to the commission for doctoral studies within 15 days of the receipt of notification. The complaint is reviewed by the FA senate based on the opinion of the doctoral studies commission.

#### Article 13

(preparation of the study contract and enrolment)

Before enrolment both/all parties (member and candidate, possibly also co-funder) reach an agreement on:

- study programme: the DRAFT OF DOCTORAL STUDY PLAN in the first semester of the first year or the DOCTORAL STUDY PLAN, both harmonized with any comments by the commission for doctoral studies, in all subsequent semesters, become the component part of the study contract;
- obligations of the parties in the contract (including the provisions regarding the protection of copyright and other intellectual and material rights of individuals and institutions and provisions managing these rights);
- the amount of the tuition fee and deadlines for tuition payment
- any other conditions (e.g. concerning co-funding, studying abroad, the need for additional insurance due to field work etc.)

Students must have compulsory health insurance.

At enrolment, upon the request of the student office the candidate submits for inspection the original documents which were enclosed to the application as copies and proves his/her identity.

Until the forms DRAFT OF THE DOCTORAL STUDY PLAN or DOCTORAL STUDY PLAN are harmonised with any remarks of the commission for doctoral studies, it is considered that the component part of the study contract is the form together with the decision on remarks of the commission for doctoral studies.

## **VII. PRESENTATION AND CONFIRMATION OF THE DOCTORAL STUDY PLAN**

Article 14  
(presentation of the doctoral study plan)

Students of the first year of the doctoral study programme in ARCHITECTURE submit a printed version of the DOCTORAL STUDY PLAN confirmed by themselves and their mentors (and co-mentor if they chose one) by the second working day in January of the academic year they are enrolled in. This is the beginning of the written part of the PRESENTATION OF THE DOCTORAL STUDY PLAN.

The commission for doctoral studies invites students of the first year, their mentors and co-mentors, and also the invited reviewers, to the oral PRESENTATION OF THE DOCTORAL STUDY PLAN. The presentation is carried out in January at the conclusion of the subject of the general module of the doctoral study programme.

Article 15  
(confirmation of the doctoral study plan)

The commission for doctoral studies prepares comments for the preparation of a clean copy of the DOCTORAL STUDY PLAN, based on critical remarks at the oral presentation, and sets the deadline for submitting a clean copy. The commission for doctoral studies examines the clean copy and confirms it by forwarding it to the FA senate for confirmation. If the candidate in the opinion of the commission for the doctoral studies does not consider all or some comments, the commission returns the study plan to the candidate for another review in the specified deadline and once again examines the clean copy. The confirmation of the DOCTORAL STUDY PLAN at the FA senate presents the completion of the PRESENTATION OF THE DOCTORAL STUDY PLAN.

In case the candidate is enrolled in the second year with the recognition of requirements of previous studies, the plan for the masters (specialist) studies confirmed at the FA senate together with the oral presentation or completed masters studies is considered when examining the fulfilment of requirements for transition from the first to the second year at enrolment. The commission for doctoral studies determines whether oral presentation of the DOCTORAL STUDY PLAN before enrolling in the second year is necessary for each individual case. Upon the examination of the printed version and also upon oral presentation of the DOCTORAL STUDY PLAN it specifies any necessary supplementation until enrolment. By considering the comments until enrolment, the DOCTORAL STUDY PLAN becomes a component part of the study contract. If any additional supplementations are necessary after enrolment, the commission also sets the deadline for a clean copy submission.

Article 16  
(change of the doctoral study plan)

In case of the change of subject, the candidate must justify the application and acquire consent of subject holders that will change and the mentor (or group of mentors). The change is reviewed by the commission for doctoral studies and forwards it to the FA senate for confirmation, it rejects it or suggests an alternative solution and sets the deadline for modification of the proposal.

In case of the change of mentor (co-mentor), the candidate must justify the application and must, in case of a group of mentors, acquire consent of other mentors. The change is examined by the commission for doctoral studies and forwards it to the FA senate for confirmation, it rejects it or suggests an alternative solution and sets the deadline for

modification of the proposal.

The change of subject or mentor can also be proposed or requested and justified by the mentor (co-mentor), the commission for doctoral studies, the FA senate or the doctoral commission of the UL. In any case, the candidate acquires consent of the people involved, except for the lecturer of the subject the realization of which is, due to objective reasons, not realistic in a certain academic year, and the proposal for the change is submitted and justified by the commission for the doctoral studies at FA.

In case of discontinuation of studies which lasts longer than two years, the candidate again submits an updated DOCTORAL STUDY PLAN. In case of a discontinuation in the first year, the deadline for submitting such an application is by the second working day in January at the latest, and in case of a discontinuation in the second year by the end of November.

## **VIII. PRESENTATION AND CONFIRMATION OF THE TOPIC OF DOCTORAL DISSERTATION**

### Article 17

(registration of the doctoral dissertation topic)

The registration of the proposal of the TOPIC OF DOCTORAL DISSERTATION is a written document which includes:

- the proposal of the topic title and a disposition of the doctoral dissertation with a list of relevant literature
- the candidate's biographical information
- a list of scientific and other works and creations of the candidate and
- current references of the mentor (and in the case of co-mentor also his/her references) as evidence of the fulfilment of the requirements of UL for mentoring
- in case of proposing a co-mentor: the candidate's and mentor's justification of reasons for co-mentoring.

The disposition of the TOPIC OF DOCTORAL DISSERTATION has to include:

- the proposal of the title in the Slovene and English language
- scientific field (sub-fields or interdisciplinarity) which the proposed topic of the doctoral dissertation relates to;
- justified scientific relevance of the research question, based on the study of relevant literature
- research question(s), thesis (theses) or hypothesis(hypotheses) derived from the determination of the problem or justified by it
- a description and justification of the approach and research methodology
- description of anticipated/foreseeable results
- the answer to the question of what the independent and original contribution of the candidate to science in the field of architecture will be, with justification on the basis of existing research results
- a short draft of the dissertation structure (table of contents draft)
- a list of essential resources or literature on which the disposition is based
- the signatures of the candidate, mentor and possible co-mentor.

### Article 18

(presentation of the topic of doctoral dissertation)

Students of the second year of the                    doctoral study programme in ARCHITECTURE submit a printed version of the disposition of the TOPIC OF DOCTORAL DISSERTATION by the end of November of the academic year they are enrolled in. This is the beginning of the written part of the PRESENTATION OF THE DOCTORAL DISSERTATION TOPIC.

The commission for doctoral studies invites students of the second year, their mentors and co-mentors, and also the invited reviewers to the oral presentation of the topic of the PRESENTATION OF THE DOCTORAL DISSERTATION TOPIC. The oral presentation is carried out in December.

The commission for doctoral studies establishes with the help of critical remarks at the oral presentation whether the disposition of the topic is appropriate for content assessment and invites the candidate to submit the application from paragraph 1 of article 17 of these regulations by the specified deadline. After receiving the mentioned documents, the commission for doctoral studies establishes whether the registration of the doctoral dissertation topic is complete.

#### Article 19 (appointing the assessment commission)

In the process of assessing the topic the FA senate appoints a single commission for assessment at the proposal of the commission for doctoral studies, and the assessment commission from here on follows the candidate up to the defence of the doctoral dissertation. The commission for the assessment of the topic, the dissertation and the defence comprises at least three experts from the field of the topic of the doctoral dissertation with a valid teaching title or scientific title, who hold a doctorate or are authors of scientific works in the field of the dissertation. At least one member comes from a different member of the UL or a different university in Slovenia or abroad. As a rule, the mentor or co-mentor cannot be a member of the commission for the assessment of the topic or the assessment of dissertation, however, the defence commission can be expanded by including the mentor or co-mentor as an additional member.

The commission for doctoral studies forwards the topic registration and the proposal for appointing a mentor (and co-mentor) and the assessment commission to the FA senate for confirmation. If necessary, it sets a deadline for submitting a supplemented disposition and again examines a clean copy. The FA senate appoints the assessment commission within 30 days of the application.

#### Article 20 (confirmation of the topic of the doctoral dissertation)

The commission for the assessment of the topic establishes within two months of the receipt of the material whether the candidate meets the requirements for acquiring the title doctor of science and evaluates the adequacy of the proposed topic, and submits the overall assessment to the commission for doctoral studies, which then forwards it to the FA senate. The first named is the president, who coordinated the work of the commission members and, if necessary, also communication with the mentor (and co-mentor) and the candidate.

During the assessment, the president of the assessment commission can orally or in writing (or by electronic mail) forward the candidate any suggestions for improvement of

the disposition and sets a deadline for changes and supplements in such a way that the deadline for assessment preparation does not change. The president informs the commission for doctoral studies at FA about such a decision (orally, in writing, or by electronic mail). In that case the candidate submits the new proposal in printing and electronically to the student office at FA, and at the same time one electronic version also to the president of the assessment commission. If the candidate fails to submit a clean copy confirmed by the mentor and co-mentor by the set deadline, the assessment will not include any corrections. If the commission for assessment feels that the extent of the necessary corrections exceeds the time allowed for the assessment procedure, it prepares a written proposal of changes and supplementations of the doctoral dissertation topic and suggests a deadline for submission.

The commission can prepare the assessment with the help of a questionnaire enclosed to these regulations or it uses the electronic review system of FA. As a rule, the assessment includes the opinion that the doctoral dissertation is planned in such a way that we reasonably expect it to make independent and original contribution in the scientific field the topic of the dissertation relates to. In case of co-mentoring, it is necessary to justify the reasons for co-mentoring (interdisciplinarity etc.). If the commission members do not reach an agreement, a member of the commission can also express his/her opinion separately.

In case of positive assessment, the commission for doctoral studies proposes to the FA senate the assessment for confirmation and the procedure continues at the level of the UL. If the assessment commission suggests modifications and supplementations and sets a submission deadline, the commission for the doctoral studies asks the FA senate to confirm the new deadline for submission of the disposition of the doctoral dissertation topic.

The assessment commission (in this case in the role of the commission for establishing the fulfilment of requirements for acquisition of the title doctor of science and assessing the adequacy of the doctoral dissertation topic) can also accept negative assessment if this is the decision of the majority of the commission members. In case of negative assessment, the candidate can prepare a new, significantly supplemented or changed application. Negative assessment as well is forwarded by the commission for doctoral studies to the FA senate for confirmation.

FA forwards the commission for doctoral studies or the UL senate:

- the form of UL,
- the candidate's application for topic approval
- the candidate's biography and bibliography
- the assessment of the commission including justification of the topic's originality, and in case of co-mentoring also the justification for co-mentoring,
- the mentor's (and co-mentor's) references from the field of the doctoral dissertation topic
- the decision(s) of the FA senate.

The topic and mentor (and co-mentor) is finally confirmed by the UL. On the confirmation of the dissertation topic at the University senate, the student office notifies the candidate, the members of the assessment commission and the commission for doctoral studies. The topic is valid for four years.

#### Article 21

(extending the deadline for preparing the doctoral dissertation)

The candidate can exceptionally requests extension of the deadline for preparing

the dissertation, but the extension cannot be longer than a year. The mentor also gives his/her opinion about the request, in which the candidate needs to state the reasons for extension. The reasons for extension can be a long illness, motherhood, military service, new scientific findings significant for the preparation of the dissertation, and other justifiable reasons.

If the candidate does not acquire the title doctor of science before the end of the 4-year period or does not ask for extension of the topic validity, it is considered that he/she has resigned from the registered topic.

#### Article 22 (confirmation of reviewed publication)

A component part of the PRESENTATION OF THE TOPIC OF DOCTORAL DISSERTATION in the second year of the doctoral study programme in ARCHITECTURE is also publication of a reviewed article in an internationally important magazine or a scientific chapter in a monograph (habilitation criteria of UL and FA are taken into account). The publication needs to comply with the topic of the doctoral dissertation.

The candidate prepares a publication considered within the PRESENTATION OF THE DOCTORAL DISSERTATION TOPIC, as a rule together with the mentor (and also co-mentor if the candidate chose one), where the candidate is the first author, and the mentor the leading author (written as the last one on the list of authors). The first author prepares the first publication draft, the mentor (and co-mentor) correct it. Co-authors can also be other researchers in the research group or groups where the candidate works, so that intellectual property of the results of the research work is consistently respected. In this case the leading author can also be the leader of the research project or programme, in which the individual research work of the candidate primarily belongs, the subsequent order of co-authors is a matter of the role in the research group and with the preparation of the publication. Authorship (co-authorship) of a scientific research publication is entitled in the case when an author (co-author) participates in the research work actively enough to be well familiar with the results of the published research and he/she is able to publically defend them if the need arises. The commission for doctoral studies, the commission for assessment or the FA senate can in the procedure of assessing the adequacy of the publication request additional explanation of authorship. If the mentor or co-mentor resigns from authorship of the article the candidate uses among requirements for enrolment in the third year of studies, he/she submits a written statement that he/she agrees with such a publication and also justifies his/her statement.

The commission for doctoral studies, the commission for assessment and the FA senate confirm the adequacy of the publication in a separate procedure after the confirmation of the topic at FA. In the process of publication confirmation, a written confirmation of the editorial board that the text is accepted for publication can be taken into account. The procedure of approval of both commissions can be conducted by electronic correspondence, opinions of the assessment commission are gathered by its president and forwards them to the commission for doctoral studies, which then forwards a joint proposal of both commissions to the FA senate for confirmation.

#### Article 23 (assessment of the presentation of the doctoral dissertation topic)

THE PRESENTATION OF THE DOCTORAL DISSERTATION TOPIC is positive when the topic and publication (its formal adequacy and content-related compliance with the topic) is approved by the commission for doctoral studies, the commission for the assessment of the topic and the FA senate.

## **IX. PREPARING THE DOCTORAL DISSERTATION**

### Article 24 (doctoral dissertation)

A doctoral dissertation is a written work which presents an individual and original contribution to the scientific field which the doctoral dissertation topic belongs to.

### Article 25 (language of the doctoral dissertation)

The doctoral dissertation is written in the Slovene language with an extensive abstract in the English language.

The senate of UL can exceptionally approve the preparation of the dissertation in the English language if the candidate is a foreigner, or if a member of the group of mentors or a commission member is a foreigner. In case of preparing the doctoral dissertation in the English language it is necessary to prepare the introduction, conclusions and an extensive abstract (at least 9000 characters) also in the Slovene language. All the necessary documentation in the process of the confirmation of the doctoral dissertation topic must also be written in the Slovene language.

### Article 26 (obligations of the mentor and co-mentor in preparing the doctoral dissertation)

The mentor and co-mentor are obliged to give instructions to the doctoral student and provide help with defining the content, manner and standards of work on the topic, work plan and draw attention to the already established facts.

The mentor and co-mentor must follow the work of the candidate or they must be available for consultations according to mutual agreement, they have to take part in seminars or other forms information and opinion exchange relating to the doctoral topic etc.

The mentor and co-mentor can request occasional oral and written reports from the candidate about the course and results of work within the topic.

The mentor is obliged to report on the candidate's course of work to relevant organs (the dean of FA, the commission for doctoral studies and possible co-funder) annually or to their request.

The mentor and co-mentor are obliged to examine and give advice on how to correct the shortcoming in the draft of the doctoral dissertation.

### Article 27 (obligations of the candidate)

The candidate has to consult the mentor (co-mentor) about the content, timeline and the quality of the research work.

The candidate is obliged to report on the course of his/her work to the mentor (co-mentor) or to relevant organs (co-funder) annually or to their request.

The candidate must consult the mentor and co-mentor about every publication of partial or final results from the doctoral dissertation or their presentation at scientific and professional meetings, and must prepare a publication together with them, in accordance with the provisions of article 22 of these regulations.

The candidate is responsible for stylistic and linguistic adequacy of the dissertation.

The candidate is obliged to settle all contributions for the doctoral studies.

#### Article 28 (copyright, rights of industrial property)

Copyright and other rights of intellectual or material property arising from the work on the doctoral topic are as a rule shared by the mentor, co-mentor, the candidate, and the FA upon agreement, in compliance with the Copyright and Related Rights Act or the Employment Related Industrial Property Rights Act and the rules in force at UL. If the candidate, within the doctoral study programme in ARCHITECTURE or in direct connection with the individual research work in the programme, prepares part of the fundamental research or an application outside FA, protection of copyright and other rights of intellectual property and their management need to be determined in detail with a written agreement between institutions.

#### Article 29 (component parts of the doctoral dissertation)

The dissertation must include the proposed components and content sets anticipated in the University or Faculty instructions for the preparation of the doctoral dissertation.

The doctoral dissertation can be prepared on the basis of the candidate's works in the field of the doctoral dissertation topic, which were accepted for publication or have already been published in internationally acknowledged magazines. The preparation of the dissertation based on the published works or works accepted for publication is approved by the commission for doctoral studies at FA.

It is obligatory to include the publication which presents the fulfilment of one of the essential requirements for enrolment in the third year in the final dissertation (at least as an enclosure).

If the candidate wishes to prepare the dissertation from more published articles, prior approval by the commission for doctoral studies is necessary.

## **X. ASSESSMENT OF THE DOCTORAL DISSERTATION**

#### Article 30 (submission of the doctoral dissertation)

The candidate for the doctor of science title must at the latest in four years of the day when the topic of the dissertation was accepted at the UL senate submit to the student office at least three bound copies of the dissertation and in

electronic form. The proposal is enclosed with the document of the mentor (or mentor and co-mentor) stating that the dissertation is completed and a declaration of authorship of the doctoral dissertation.

The student office stamps the submitted copies on the first page and marks them with the date of submission.

The commission for doctoral studies forwards the material to the assessment commission appointed by the senate at the examination of the doctoral dissertation topic. If any members of the assessment commission need to be replaced due to justifiable reasons, the commission for doctoral studies forwards the FA senate a proposal for the change with justification.

#### Article 31

(presentation of results and assessment of the doctoral dissertation)

The commission for doctoral studies organises the presentation of results of the candidate's doctoral work, i.e. the PRESENTATION BEFORE THE DEFENCE, to which it invites the mentor and possible co-mentor, members of the assessment commission, and possibly also other invited reviewers.

The reporters prepare written reports at the latest within three months of receiving the material.

The student office collects individual reports on assessment of the dissertation and forwards them to the commission for doctoral studies for further treatment.

If an assessment reporter does not submit the assessment by the specified date, the commission for doctoral studies is obliged to propose his/her dismissal to the FA senate and appoint a new reporter.

The president of the assessment commission can during assessment coordinate the possible preparation of joint comments of all or some members of the commission and forwards them to the candidate orally or in writing (or by electronic mail), and sets the deadline for corrections in such a way that the deadline for assessment preparation does not change. If such a decision is made, the commission for doctoral studies of FA must be informed (orally, in writing or by electronic mail). In this case the candidate can submit the new proposal in printed version and electronically to the student office of FA, and at the same time also to the president of the assessment commission. If the candidate fails to submit a clean copy confirmed by the mentor and possible co-mentor by the specified date, the assessment does not consider any corrections. If a member of the commission thinks that the extent of the necessary corrections exceeds the time allowed for the assessment procedure, it prepares a written proposal of changes and supplementations of the doctoral dissertation topic and suggests a deadline for submission.

#### Article 32

(content of the assessment of the doctoral dissertation)

The assessment of the doctoral dissertation must include the following:

- the title of the proposed doctoral dissertation;
- first and last name of the candidate;
- the date of appointing the reporters;
- the date of receiving the submitted material;

- the analysis and assessment of the submitted work, which includes:
  - a short work content,
  - a short analysis and assessment of the methods used (adequacy of the methods, originality, repeatability),
  - assessment of the confirmation or rejection of the set hypotheses,
  - assessment of the originality of conclusions and the value of new findings,
  - possible particularities of the dissertation,
  - an analysis and assessment of form-related characteristics of the dissertation (style, language, technical equipment and the like);
- the decision of the reporter (the dissertation is rejected, must be supplemented, is accepted and the procedure continues) with justification, the date of report preparation and the reporter's signature.

To prepare the assessment of the doctoral dissertation, the members of the commission can adapt the questionnaire for topic assessment, which is included in enclosures to these regulations, or use the electronic review system of FA.

### Article 33

(confirmation of the assessment of the doctoral dissertation)

The commission for doctoral studies establishes whether the reporters have justified their opinions; whether the opinions are positive, or if the commission has suggested supplementations and set a deadline for their submission, whether the opinions are negative, and proposes a decision to the FA senate for confirmation. The proposal of the dissertation is negative if the majority of the reporters expressed and justified a negative opinion. If the number of reporters who have justified positive and those who have justified negative opinions is the same, the commission for doctoral studies of FA proposes to the FA senate to appoint an additional reporter for doctoral dissertation assessment. If the additional reporter also expressed and justified a negative opinion, the proposal is considered negative. The opinion of the majority is established in a similar manner in case of any necessary supplementations.

In case of justifications of opinions of the commission members are mutually exclusive and the candidate could not meet all the requirements by supplementing the dissertation, the commission for doctoral studies can meet the members of the assessment commission, the candidate, the mentor and possible co-mentor before preparing a proposal for the FA senate.

Based on the reports of the assessment reporters, the proposal of the commission for doctoral studies and examination of the submitted doctoral dissertation, the FA senate accepts or rejects the doctoral dissertation, or it returns it to the candidate to change or supplement it and sets a suitable deadline.

The reporters for the assessment of the dissertation again review the supplemented or corrected dissertation and prepare new reports according to the procedure as it is defined in article 30 of these regulations.

If a candidate fails to correct the dissertation by the set deadline, the dissertation is rejected.

The candidate cannot submit a rejected doctoral dissertation a second time.

## **XI. PUBLIC DEFENCE OF THE DOCTORAL DISSERTATION**

### Article 34

(submitting a bound copy of the doctoral dissertation)

If the doctoral dissertation was assessed positively, the dean of FA determines the date of the defence at the proposal of the assessment commission and in agreement with the candidate and the mentor (co-mentor). The public defence is led by the dean of FA.

The candidate is obliged to submit a bound doctoral dissertation and its electronic version to the student office 10 days prior to the defence. In case of one mentor and three members of the assessment commission, the candidate submits 10 copies (the fifth copy is for the leader of the public defence, and five copies for the libraries: two for FA, one for CTK (Central Technological Library), two or in compliance with the Legal Deposit Act for NUK (National and University Library)). In case of a mentor and co-mentor and three members of the commission, the candidate submits 11 copies; the candidate adds one additional copy for every additional co-mentor or commission member.

The front page of the doctoral dissertation must include the graphic and textual symbol of the Faculty of architecture and the University of Ljubljana (in compliance with the university and faculty rules).

As a rule, the time between the acceptance of the dissertation at the FA senate and its defence should not exceed one month.

### Article 35

(defending the doctoral dissertation)

The defence of the doctoral dissertation is public, which is ensured by a public announcement of the defence at least 8 days before the defence.

Minutes of the dissertation defence are kept according to the sample prepared by the student office and delivered to the president of the assessment commission.

The dean of FA presents the candidate (brief biographical and bibliographical information), the title and field of the dissertation and the course of the doctoral procedure. The candidate and the dean of FA stand for this presentation. Then the dean of FA invites the candidate to present the dissertation.

The candidate presents his/her doctoral dissertation in 30 to 45 minutes.

After the candidate has presented his/her doctoral dissertation, the members of the assessment commission present written questions. The president of the commission invites others present at the defence to submit questions, three at the most, one by every individual. The questions should not take more than 45 minutes for the candidate to answer.

The candidate has the right to a 20 minute break to prepare to answer the questions.

After the break, the candidate answers the questions (no longer than 45 minutes).

After the defence, the president of the commission invites the members of the assessment commission to consult. The consultation, led by the president of the

commission, can last no more than 30 minutes. Individual members of the commission decide whether the defence was successful. By a majority of votes the commission accepts a decision about whether the candidate defended the doctoral dissertation successfully. In case of a tie, the vote of the president is decisive. The president of the commission completes the defence minutes, which is signed by all members of the commission. The members of the commission can enclose individual opinions or reports about the dissertation defence.

The president of the commission informs the dean of FA about the decision immediately after the consultation, the dean then reads the decision of the commission to the candidate and those present at the defence. All present stand for the reading of the decision.

If the defence commission decides that the defence was not successful, it must submit a written report about the reasons for unsuccessful defence to the FA senate. The members of the commission can submit individual reports.

## **XII. PROMOTION**

### Article 36 (promotion documentation)

Immediately after the defence of the dissertation, the student office of FA sends the entire documentation to the University of Ljubljana. It prepares invitations, doctoral diploma and presentation of the doctor for the promotion carried out by the rector of UL.

The mentor prepares a report on the doctoral dissertation comprising 1800 characters at the most.

## **XIII. TRANSITIONAL AND FINAL PROVISIONS**

### Article 37 (interpretation of the regulations)

The interpretation of these Regulations is under the authority of the FA senate, which asks the commission for doctoral studies for an opinion prior to such decision-making.

### Article 38 (application of these regulations)

These Regulations enter into force the day after their adoption.

### Article 39 (application of transitional rules)

The procedure for the acquisition of the title doctor of science which started before these Regulations came into force is continued in accordance with the provisions of transitional rules or the UL Statutes, unless these regulations are more favourable for the candidate or resolve a dilemma which cannot be resolved by the UL Statutes and the previous rules.

Rules on the procedure for the acquisition of the title doctor o science at the Faculty of architecture of the University of Ljubljana adopted on 15 April 2002 amended on 4 July 2007 remain in force for the completion of studies according to the old doctoral study programme of FA up to and including the academic year 2015/2016.

Dean of FA:  
prof. mag. Peter Gabrijelčič

Enclosures:

RECOGNITION OF REQUIREMENT AT ENROLMENT:

- Interpretation of enrolment requirements of the doctoral study programme in ARCHITECTURE: recognition of the masters study programme in ARCHITECTURE, recognition of the specialisation study programme in ARCHITECTURE or specialisation study programme in URBAN PLANNING
- RECOGNITION of requirements of the MASTERS study programme in ARCHITECTURE ('master of science') in the DOCTORAL study programme in ARCHITECTURE (2009/2010): completed first year of the MASTERS study programme IN FULL
- RECOGNITION of requirements of 'pre-Bologna' DOCTORAL study programme in ARCHITECTURE in the DOCTORAL study programme in ARCHITECTURE (2009/2010): completed research work of the third and fourth year, approved topic of the dissertation at UL, the topic is no longer valid

PROGRAMME PART OF THE STUDY CONTRACT

- the form DRAFT OF THE DOCTORAL STUDY PLAN
- the form DOCTORAL STUDY PLAN

QUESTIONS FOR MEMBERS OF COMMISSIONS

- Assessment of the adequacy of the doctoral dissertation topic