

**UNOFFICIAL TRANSLATION**

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Pursuant to Articles 73, 83 and 84 of the Act on Scientific Activity and Higher Education (OG 123/03, 198/03, 105/04, 174/04, 02/07, 46/07, 45/09, 63/11, 94/13, 139/13, 101/14, 60/15, 131/17) and Article 29 of the Statute of the Faculty of Tourism and Hospitality Management - consolidated text (CLASS: 003-05/15-01/08, REGISTRATION NUMBER: 2156/24-21-01-06) from March, 15 2021, at its 16th session held on 17 June 2021 the Faculty Council adopted the

**RULEBOOK ON  
POSTGRADUATE UNIVERSITY STUDIES (DOCTORAL STUDIES) AT THE FACULTY OF TOURISM  
AND HOSPITALITY MANAGEMENT, UNIVERSITY OF RIJEKA**

**I. GENERAL PROVISIONS**

**Article 1**

- (1) This Rulebook regulates the organization and implementation of postgraduate university studies (doctoral studies) and the procedure of acquiring the academic degree Doctor of Science at the Faculty of Tourism and Hospitality Management at the University of Rijeka (hereinafter: Faculty).
- (2) Notions with a gender feature used in this Rulebook, regardless if used for male or female gender, refer equally to both genders.

**II. ORGANIZATION AND STRUCTURE OF POSTGRADUATE UNIVERSITY STUDIES (DOCTORAL STUDIES)**

**Structure of doctoral studies  
Article 2**

- (1) The Faculty organizes and performs postgraduate university studies (doctoral studies) as studies for acquiring the academic degree Doctor of Science in accordance with the laws in force and the general rules of the University of Rijeka and the Faculty.
- (2) Postgraduate university studies (doctoral studies) can be organized independently or in cooperation with other domestic or foreign institutions of higher education or scientific organizations.

**Duration of doctoral studies  
Article 3**

- (1) Doctoral studies last minimally 3 years.
- (2) Postgraduate university studies (doctoral studies) are performed in two forms: full-time (full-time studies) or part-time (part-time studies).
- (3) Postgraduate university studies (doctoral studies) are performed in accordance with the European Credit Transfer System (hereinafter: ECTS).

- (4) Postgraduate university studies (doctoral studies) are completed when all prescribed requirements are fulfilled and when the thesis is defended in public whereby the academic degree Doctor of Science in the scientific area of social sciences, field of economics is acquired.

### **III. BODIES OF DOCTORAL STUDIES**

#### **Director of doctoral studies Article 4**

- (1) The Director of postgraduate university studies (doctoral studies) is appointed by the Dean among the teachers who are course coordinators at a particular doctoral study.
- (2) The Director of postgraduate university studies (doctoral studies):
- prepares and takes part in establishing, launching and operating the studies,
  - is in charge of preparing and carrying out the studies,
  - if necessary, initiates innovation of study programmes,
  - takes part in preparing meetings of the Faculty Council when the Council discusses doctoral studies,
  - takes care of the implementation of decisions and conclusions of the Faculty Council related to the study,
  - assists students in choosing a mentor.

#### **Council of doctoral studies Article 5**

- (1) For each postgraduate study (doctoral study) a Council of doctoral studies is established. The Council of doctoral studies is a body responsible for the management of postgraduate university studies (doctoral studies) and improvement of its quality.
- (2) Members of the Council of doctoral studies are: Dean, Director of postgraduate university (doctoral) study, Vice Dean for Scientific and Professional Activities, coordinators of core and compulsory courses. The Secretary of doctoral studies and the Expert advisor for postgraduate studies participate in the work of the Council of doctoral studies without the right to vote.
- (3) The Council of doctoral studies proposes to the Faculty Council:
- modification of existing study programs,
  - enrolment prerequisites,
  - announcement of public call for enrolment,
  - appointment of a mentor and co-mentor,
  - review and approval of reports submitted by committees,
  - termination of the procedure of gaining a degree of Doctor of Science
- (4) The Council of doctoral studies proposes to the Faculty Council the members of the following committees:
- Committee for the doctoral study enrolment,
  - Committee for the evaluation of the doctoral thesis proposal,
  - Committee for the evaluation of the doctoral thesis,
  - Committee for the defence of the doctoral thesis.

- (5) The Council of doctoral studies conducts an annual self-assessment based on annual reports of mentors and students, about which it submits a work report to the Faculty Council.
- (6) The Council of doctoral studies also performs other activities assigned by the Dean or Faculty Council.
- (7) The Council of doctoral studies may issue opinions and instructions on the interpretation of this Rulebook when receiving requests, which opinion and/or instruction will be published on the official website of the Faculty. Opinion or instruction has a binding effect on all parties involved in the doctoral procedure and it loses its validity if the circumstances, based on which the opinion was issued, have changed.
- (8) The Council of doctoral studies is convened and presided by the Dean of the Faculty.

**Secretary of Doctoral Studies  
Article 6**

- (1) The Secretary of doctoral studies is appointed by the Dean among the employees at the Faculty with a scientific-teaching or associate title.
- (2) The Secretary of doctoral studies:
  - participates in the preparation of materials for the sessions of the Faculty Council when the Council discusses the study programme
  - takes minutes of the meeting of the professional council when the council discusses the study,
  - takes care of the implementation of decisions and conclusions of the professional council related to the study,
  - informs teaching staff about the teaching schedule and takes care that classes are held on regular basis,
  - organizes and follows the defence of the doctoral thesis proposal, the defence of the doctoral thesis and takes part in the graduation ceremony.

**IV. STUDY PROGRAMMES AND CREDIT SYSTEM OF POSTGRADUATE UNIVERSITY STUDIES  
(DOCTORAL STUDIES)**

**Study programme  
Article 7**

- (1) The study programme is carried out in the Croatian language and/or the language in which it is accredited.
- (2) The study programme is organized through the compulsory and elective courses, and compulsory and elective scientific, teaching and professional activities, and ends up with the preparation and defence of the doctoral thesis by collecting at least 180 ECTS

## Study structure Article 8

(1) Structure of study activities:

1. taking exams in compulsory and elective courses prescribed by a particular study programme of postgraduate university studies (doctoral studies), through which a minimum of 30 ECTS-credits is acquired, other elective activities that include different forms of teaching and knowledge transfer, presentations of scientific results at national and international conferences, writing scientific papers etc., in order to acquire at least 10 ECTS-credits to a maximum of 60ECTS- credits,
2. stay at other domestic or foreign universities or scientific institutions for at least three months or appropriate study activities encouraging the internationalization of the research, through which a minimum of 20 ECTS-credits and a maximum of 25 ECTS- credits is acquired,
3. carrying out scientific research under supervision and professional assistance provided by the mentor, i.e., co-mentor resulting in preparation and defence of the doctoral thesis, through which 90 ECTS-credits are acquired.

## Evaluation criteria of acquired knowledge, skills and competences Article 9

(1) Elaboration of the evaluation criteria of acquired knowledge, skills and competences (learning outcomes) in the context of a particular programme of postgraduate university studies (doctoral studies) is based on:

### 1. Taking exams in compulsory and elective courses:

1.	Taking exams in all compulsory courses	15 - 20 ECTS
2.	Taking exams in elective courses at the Faculty	10 - 35 ECTS
3.	Taking exams in courses from another institution of higher education within the University of Rijeka, another university in the Republic of Croatia or another university abroad	5 - 25 ECTS

### 2. Realization of scientific and teaching activities:

1.	Compulsory scientific activities (in accordance with the study programme)	5-10 ECTS
2.	Elective scientific, teaching and professional activities	25-50 ECTS

### 3. Preparation of doctoral thesis:

1.	Preparation of the doctoral thesis proposal	15 ECTS
2.	Defence of the doctoral thesis proposal	25 ECTS
3.	Final preparation and defence of the doctoral thesis	50 CTS

- (2) The list and evaluation of elective scientific, teaching and professional activities are described Enclosure 1 of this Rulebook and form an integral part thereof.

### ECTS evaluation scale

#### Article 10

- (1) Percentage of acquired knowledge, skills and competences (learning outcomes) of the doctoral student is reported through the ECTS evaluation scale as it follows:

ECTS grade	% of acquired knowledge, skills and competences	Numerical grade
<b>A</b>	90 - 100%	Excellent (5)
<b>B</b>	80 - 89.9%	Very good (4)
<b>C</b>	70 - 79.9%	Good (3)
<b>D</b>	60 - 69.9%	Sufficient (2)
<b>F</b>	0.0 - 59.9%	Insufficient (1)

- (2) The minimum percentage of acquired knowledge, skills and competences (learning outcomes) that the doctoral student has to achieve on the exam is 60%.

## V. ENROLMENT TO THE STUDIES

### Public call for enrolment

#### Article 11

- (1) Enrolment to the postgraduate university study (doctoral study) is carried out on the basis of a public call which is announced by the Faculty Council, generally 3 months before the start of the programme.
- (2) The public call for enrolment is announced in the daily press and on the EURAXESS portal.
- (3) The public call for enrolment contains information about the enrolment requirements, number of available places, application documents, evidence of appropriate prior education, tuition fees, application and enrolment deadline and about special conditions that the applicants must fulfil.
- (4) Council of doctoral studies makes the final decision on the realization of post-graduate university studies (doctoral program) for which a public call is announced if there is a sufficient number of applicants who meet the enrolment requirements.

## **Right to apply for enrolment Article 12**

- (1) The applicant is obliged to present the application to the call for enrolment in the study programme by the date set out in the call.
- (2) In the application, the applicant has to indicate if he applies for full-time or part-time postgraduate university studies (doctoral studies).
- (3) Apart from the application, the applicant has to submit the documents set out in the call for enrolment.
- (4) The procedure of selecting applicants for enrolment is conducted by the Committee for the doctoral study enrolment, which is appointed by the Faculty Council on the proposal of the Council of doctoral studies.
- (5) The right to apply for enrolment have persons who:
  - have completed university graduate studies in social sciences, scientific field of economics (with 300 ECTS credits, including undergraduate studies)
  - have completed integrated undergraduate and graduate studies in social sciences, scientific field of economics (with acquired 300 ECTS credits)
  - have completed four years of university undergraduate studies in social sciences, scientific field of economics according to the regulations that were in force before the entry into force of the Act.
- (6) If the study programme of the postgraduate university study (doctoral study) provides so, applicants who have completed the relevant levels of study listed in paragraph 5 of this Article, but not in social sciences, scientific field of economics, will have the right to apply for the selection procedure, provided that they successfully complete courses listed as a requirement in the particular study programme.
- (7) As an exception to paragraph 5 of this Article, enrolment in postgraduate doctoral studies may be made possible for persons who have not previously completed graduate or integrated undergraduate and graduate university studies, at the request of the applicant and with the approval of the Council for Doctoral Studies, on the proposal of the appointed Enrolment Committee, in the case of exceptionally talented persons, with an appropriate level of prior education, who can be expected to successfully complete postgraduate university doctoral studies even without completed graduate or integrated undergraduate and graduate university studies. The procedure for verifying that the criteria have been met will be carried out in accordance with the University's Regulation on the Recognition and Assessment of Prior Learning.

## **Enrolment criteria Article 13**

- (1) A postgraduate university study (doctoral study) may be enrolled by a person who has an appropriate prior education in economics, or another education in accordance with the study programme, an achieved grade point average of 3.6 or higher, and the recommendation of at least one (1) university teacher.

- (2) Applicants with a grade point average lower than 3.6 may be enrolled only with a written recommendation from at least two (2) university teachers, but only if they have other professional and scientific references.
- (3) Foreign citizens may be enrolled under the same conditions as Croatian citizens in accordance with the decision of the Faculty. To the enrolment documentation foreign nationals have to enclose the Decision on recognition of foreign higher education qualifications for the purpose of continuing the higher education in the Republic of Croatia (academic recognition) issued by the Office for Academic Recognition of Foreign Higher Education Qualifications of the University of Rijeka.
- (4) The applicant gains the right of enrolment in accordance with the conditions and criteria set out in the Public call for enrolment.
- (5) One of the prerequisites for enrolment is a good command of English and good computer skills.
- (6) The applicant, as a part of enrolment procedure, must submit Admission research proposal in Croatian and in English.
- (7) If the number of applicants who meet the requirements for enrolment exceeds the capacity of the study holder, the right to enrol in the study will have those applicants who have achieved a better result in the qualification procedure.

#### **Article 14**

- (1) The Committee for the doctoral study enrolment determines whether the candidate is eligible for admission to the doctoral study.
- (2) Applicants are ranked based on the following criteria (maximum 100 points):
  - GPA achieved during first and second level of university studies (weighted GPA, maximum 50 points)
  - employment at the scientific-educational or scientific institution (10 points)
  - scientific papers published in scientific publications cited in the databases according to the valid national criteria set by the Ordinance on the conditions for election to scientific titles, whereby category a1 is awarded with 10 points and category a2 and/or a3 with 5 points (maximum 10 points)
  - acknowledgments or awards (state or international level) for scientific activities or professional activities (10 points)
  - interview with the Committee for the doctoral study enrolment about the expected scientific contribution of research topic, based on which the appropriateness and validity of proposed topic and expected scientific contribution, possibility to ensure a suitable mentor and the applicant's knowledge of English is assessed. This is the eliminating criterion. (maximum 20 points).
- (3) Applicants who do not exceed the minimum score of 35 points cannot enrol.
- (4) On the decisions of the Committee, i.e. the results of the selection process, the applicants shall be notified in writing within 14 days after the interview.



**External students**  
**Article 15**

- (1) On the basis of the previously concluded (Erasmus, Erasmus+, CEEPUS and other bilateral agreements) agreements between the Universities or Faculty and other domestic or foreign higher education institutions, doctoral students / guest students, and doctoral students on a study visit for the purpose of research, can take part in doctoral studies.

**Recognition of ECTS-credits**  
**Article 15**

- (1) To the students of postgraduate university studies (doctoral studies) a certain number of ECTS-credits gained in their previous education is recognized, as follows:

1. To the students who have completed appropriate postgraduate scientific master studies in the field of economics, 80 ECTS-credits are recognized (within the possible 180), which also means the release of a part of teaching and other obligations. Students **acquire the missing credits** as follows:

1.	Publication of a scientific paper which, according to the Ordinance on the conditions for election to scientific titles, is classified in category a1 or a2 (up to a maximum of 3 authors) <sup>1</sup>	5 ECTS
2.	One core/compulsory course based on the decision of the Council of doctoral studies.	5 ECTS
3.	Thesis proposal application.	15 ECTS
4.	Defence of the doctoral thesis proposal.	25 ECTS
5	Final preparation and defence of the doctoral thesis.	50 ECTS

<sup>1</sup> The topic of the scientific paper must be related to the research area and topic of the doctoral thesis. The paper must be published after the enrolment in the doctoral program, and the student must list the Faculty affiliation next to his or her name (as the only affiliation or as an additional affiliation). This scientific paper cannot be part of a dissertation based on published scientific work (the so-called Scandinavian model). The scientific paper can also be accepted based on the certificate of confirmation of the journal's editorial board on the acceptance of the paper for publication.

2. Students who have just to prepare and defend the master thesis before they complete an appropriate postgraduate scientific (Masters) programme in the field of economics, get a recognition of 60 ECTS-credits (within the possible 180), which also means the release of a part of teaching and other obligations. Students **acquire the missing credits** as follows:

1.	Obligatory scientific activities (all obligatory activities according to the study programme)	5 - 15 ECTS
2.	One core/compulsory course based on the decision of the Council of doctoral studies.	5 ECTS
3.	Core/compulsory or elective courses or elective scientific, teaching or professional activities (according to the study programme)	10 - 20 ECTS
4.	Thesis proposal application.	15 ECTS

5	Defence of the doctoral thesis proposal.	25 ECTS
6.	Final preparation and defence of the doctoral thesis.	50 ECTS

3. Students who have completed an appropriate postgraduate specialist (Bologna) study programme in the field of economics, get a recognition of 50 ECTS-credits (within the possible 180), which also means the release of a part of teaching and other obligations. 50 ECTS **are recognized** within the study program as follows:

1.	Elective courses	15 ECTS
2.	Elective scientific, teaching and professional activities.	35 ECTS

4. Students who have just to prepare and defend the master thesis before they complete an appropriate postgraduate university specialist (Bologna) study programme in the field of economics, get a recognition of 35 ECTS-credits (within the possible 180), which also means the release of a part of teaching and other obligations. 35 ECTS **are recognized** within the study program as follows:

1.	Elective courses	15 ECTS
2.	Elective scientific, teaching and professional activities	20 ECTS

### **Release of classes' attendance and taking exams** **Article 17**

- (1) The doctoral student can be released of classes attendance and of taking exams if he cumulatively fulfils the three following conditions:
- he has published at least three a1 papers as first author, in scientific, i.e. scientific-professional journals, according to the classification of the Ordinance on the conditions of election to scientific titles, which are thematically related to his doctoral study programme.
  - after completing the graduate study, stayed at least one (1) semester as a student or researcher at a domestic or foreign university or scientific institution, which is not the holder of the doctoral programme (FTHM) or the institution of his employment
  - and has actively, through a published paper participated in at least two (2) international scientific conferences.
- (2) Council of doctoral studies makes the decision on exemption from attending classes and taking exams.

## **VI. MENTORSHIP, THESIS PROPOSAL APPLICATION, PREPARATION AND DEFENCE OF DOCTORAL THESIS**

### **Mentor and co-mentor Article 18**

- (1) A mentor, and if necessary a co-mentor, or an advisor from the ranks of the Faculty's teaching staff who leads the student until the appointment of a mentor, is assigned to the doctoral student not later than 60 days from the enrolment, whereby, if possible, the wishes of the student will be taken into account.
- (2) Mentor, co-mentor or advisor must meet the Minimum eligibility criteria for selecting a mentor / co-mentor at the postgraduate university studies at the University of Rijeka.
- (3) Mentor, co-mentor or advisor shall have a scientific-teaching title or scientific title appointed in the scientific area of social sciences, field of economics.
- (4) Mentor or co-mentor outside the ranks of the Faculty's teaching staff can be appointed. If the mentor is not an employee of the University of Rijeka, the co-mentor from the Faculty of Tourism and Hospitality Management is assigned to the doctoral student.
- (5) If the topic of the doctoral thesis is of the interdisciplinary nature, a person from other scientific fields may be appointed the mentor.
- (6) The mentor, co-mentor and advisor are appointed by the Faculty Council on the proposal of the Council of doctoral studies.
- (7) Mentor and co-mentor help doctoral student in modelling the programme of postgraduate university studies (doctoral studies), refer the student to the appropriate literature and methodology needed in student's scientific research, assist student in selecting the topic and in writing the doctoral dissertation and assess student's progress in the scientific and research work.
- (8) A mentor and a co-mentor may have a maximum of three mentorships, i.e. co-mentorships, with the exclusion of exceptional cases decided by the Council of doctoral studies, when they may have up to a maximum of five mentorships, i.e. co-mentorships.
- (9) At least once a year the mentor / co-mentor or advisor must submit a report on the student's work to the Council of doctoral studies on the prescribed form (Enclosure 3, Annual Advisor's or Mentor's Report) that is enclosed to this Rulebook and forms its integral part.
- (10) The university teacher who is retired, after being appointed as a mentor, can continue with the mentorship until the defence of the doctoral thesis. In this case, at the proposal of the Council of doctoral studies, a co-mentor is assigned to the student from the ranks of the Faculty's teaching staff, not later than 60 days upon a retirement of the mentor.

- (11) If a doctoral student, in two consecutive years, does not submit Application of Thesis Proposal or does not enrol the next year of study programme, the Faculty Council will, upon the proposal of the Council of doctoral studies, enact a resolution of hibernation of mentorship for the mentor, and that mentorship will not be included in active mentoring. If a student subsequently submits a request for the continuation of the studying, and the Council of doctoral studies approves student's application and makes a decision on approving the continuation of studies and the procedure for acquiring a PhD, the same decision will propose the activation of the mentorship of an earlier named mentor depending on the quota allowed for the mentoring, or another mentor will be proposed.

**Student  
Article 19**

- (1) At least once a year the doctoral student submits a report on his work to the Council of doctoral studies on the prescribed form of the University (Enclosure 4, Annual doctoral student's report) that is enclosed to this Rulebook and forms its integral part.
- (2) Once during the course of the study, the student has the right to change the mentor and/or co-mentor, with a written request on a prescribed form (Enclosure 5, Request for the change of topic or mentor) that is enclosed to this Rulebook and forms its integral part.
- (3) Once during the course of the study, the student has the right to change the topic of his doctoral thesis with a written request and a statement of his mentor on that topic, on a prescribed form (Enclosure 5, Request for the change of topic or mentor) that is enclosed to this Rulebook and forms its integral part. Approved changes are carried out by the same procedure as it was with the first acceptance of the thesis proposal. Exceptionally, if there is a minor modification of the title of the doctoral thesis, the Faculty Council, at the proposal of the Council of doctoral studies, decides to adopt the modified title of the doctoral thesis.

**Presentation of progress  
Article 20**

- (1) Once a year, the student is required to publicly present the progress of research within the approved dissertation topic to the mentor, co-mentor, Vice Dean for Scientific and Professional Activities and/or the Director and the Secretary of doctoral studies.
- (2) The student publicly presents research progress within the approved dissertation topic for the first time when at least 12 months have passed since the defence of the doctoral thesis proposal.

**Doctoral thesis  
Article 21**

- (1) The doctoral thesis is an original and independent scientific work, and in terms of the research methodology and the degree of scientific contribution it is suitable for determining the doctoral student's ability to act as an independent researcher.
- (2) The doctoral thesis is prepared under the supervision of the mentor / co-mentor. The Doctoral thesis is a public document.

- (3) The doctoral thesis can be submitted for evaluation and accepted for the defence as a traditional (monographic) doctoral dissertation or a doctoral dissertation based on published scientific papers (Scandinavian model). The form of the doctoral thesis is selected during the thesis proposal application. A change in the form of a dissertation is possible only once during the course of the study.
- (4) The dissertation based on published scientific papers (Scandinavian model) is a set of thematically related published scientific papers accompanied by a critical review chapter, discussion, conclusion and review of relevant literature. Scientific papers must be published after enrolling the doctoral study.
- The dissertation based on published scientific papers must meet the following conditions:
- contain at least 3 (three) scientific papers published in scientific journals, in which the doctoral student is the only or one of the authors. One of these three papers may be accepted by the editorial board for publication; in that case an appropriate confirmation must be enclosed
  - published papers or those accepted for publication must be indexed in the WoSCC or Scopus database of which at least one is published in a journal classified in the first or second quartile (Q1 or Q2) according to the impact factor
  - the papers can have up to three authors whereas the doctoral student must be the main (first or correspondent) author and only the mentor (and/or co-mentor) can be the co-author/s
  - a single paper cannot, except with an elaborate explanation, qualify more than one doctoral candidate
  - all papers must clearly state the affiliation with the Faculty
  - the papers may not be published in journals published or co-published by the holder of the study programme (FTHM) and the institution of employment of the doctoral candidate
  - no more than one paper may be published in journals in the Republic of Croatia.
- (5) Production and design of the doctoral thesis is prescribed by the Rulebook on the production and design of doctoral theses and the Guidelines for the production and design of the doctoral theses at the University of Rijeka and the guidelines of the Faculty.
- (6) The doctoral thesis is written in Croatian or English language and/or in another foreign world language, which was previously approved by the Faculty Council based on the doctoral student's written request. If the doctoral thesis is written in the Croatian language, an extended abstract in English should be written. If the doctoral thesis is written in English, an extended summary in the Croatian language is written. If the doctoral thesis is written in another foreign language, extended abstracts in Croatian and English are written. An extended abstract should contain 9,000 to 12,000 characters including spaces.
- (7) The doctoral thesis can be printed as one- or both sided.
- (8) Along with the bound doctoral thesis in printed form, it is obligatory to submit the electronic copy of the thesis in the format and on a medium prescribed by the Faculty, in accordance with the Rulebook on the production and design of doctoral theses of the University of Rijeka.
- (9) In the bound doctoral thesis a report on the authenticity verification of the student's work is enclosed, certified by a mentor.
- (10) Before printing the doctoral thesis it is necessary to make editing and proof reading, as evidence that spelling and grammar in doctoral thesis are correct and that it does not contain any typographical errors.

## **Thesis proposal application**

### **Article 22**

- (1) Student may submit a Thesis proposal application after passing all core, compulsory and elective courses that he enrolled in the first year of study.
- (2) The thesis proposal is submitted on the prescribed form (Enclosure 6, Thesis proposal application), which is an integral part of this Rulebook.
- (3) The thesis proposal application according to the study programme includes:
  1. Title of the thesis in Croatian and English
  2. Explanation of the topic choice:
    - summary in Croatian and English language (up to 300 words)
    - defining the problem (subject) of the research (1000 to 1500 words)
    - review of previous theoretical and empirical studies on the subject of the research (1000 to 1500 words)
    - the purpose and objectives of the research (research and applicative) objectives (500 to 1000 words)
    - hypotheses of the research (basic hypothesis and auxiliary hypotheses) (500 to 1000 words)
    - methods of the scientific research (connecting and explaining the hypothesis and proving through the selected research methods) (500 to 1000 words)
    - expected scientific contribution and implementation of research results (up to 500 words)
    - outline of the content and a brief description of the structure (content) of the thesis (1000 to 1500 words)
    - plan of the thesis preparation and research implementation
    - bibliography of relevant literature
    - an estimate of the total cost of the proposed research
    - proposed sources of funding.
  3. Consent of the appointed mentor for the approval the thesis proposal.
  4. Student's declaration that he has not submitted a thesis on the same topic at another university.
  5. CV in Europass format and a list of published papers.
- (4) Along with the topic application, it is obligatory to enclose the mentor's proposal for appointing members of the Committee for the evaluation of the doctoral thesis proposal.

## **Defence of the doctoral thesis proposal**

### **Article 23**

- (1) The doctoral student elaborates and defends the doctoral thesis proposal in public and before the Committee for the evaluation of the doctoral thesis proposal, mentor, Vice Dean for Scientific and Professional Activities and/or the Director of doctoral studies.
- (2) The Committee for the evaluation of the doctoral thesis proposal has an odd number of members and at least three members with a scientific-teaching, i.e. scientific title who are recognized experts in the field of the thesis, whereby two members must be from the scientific branch to which the topic of the thesis belongs and one member has to be from another university or another scientific institution.

- (3) The Committee shall be appointed by the Faculty Council proposed by the Council of doctoral studies.
- (4) The mentor and co-mentor cannot be members of the Committee.
- (5) The Committee shall, within one (1) month from the date of the public defence of a thesis proposal, send a report to the Faculty Council with a proposal for the acceptance of the thesis proposal and submit it to the Council of doctoral studies. The report of the Committee has to be submitted in a prescribed form (Enclosure 7, Evaluation of the doctoral thesis proposal), that is an integral part of this Rulebook.
- (6) Report of the Committee must contain:
  - the conclusion which specifies the assessment of the submitted doctoral thesis topic and the reasons for proposing such assessment
  - report of the public defence of the doctoral thesis proposal
  - the proposal to the Faculty Council and
  - date and signature of the members of the Committee.
- (7) On the occasion of the defence, the task of the student is to explain the elements of his thesis proposal as defined by Article 22 of this Rulebook.
- (8) Information on the place and time of the defence of the doctoral thesis proposal, information on the doctoral student and members of the Committee are publicly disclosed on the website of the Faculty, at least five (5) days prior to the public defence.
- (9) With the approval of the Council of doctoral studies, the public defence of the doctoral thesis proposal can also be carried out through online means of communication in real time (network platforms for remote access).
- (10) Public defence of the doctoral thesis proposal is run and concluded by the President of the Committee.
- (11) Faculty Council shall, within two months from the date of the Report submission and the proposal of the Committee for the evaluation of the doctoral thesis proposal, make a decision about the application.
- (12) On the proposal of the Committee for the evaluation of the doctoral thesis proposal the Faculty Council may request a doctoral student to amend his application, within a reasonable period of time, which may not be longer than 3 (three) months from decision to amend. If the Committee evaluates the dissertation topic negatively after the request for amendment, the Faculty Council, on the recommendation of the Council of doctoral studies, may, if the conditions are met, approve the application for a new topic, or propose a decision to suspend the procedure for obtaining a doctorate and inform the student.
- (13) The positive decision of the Committee shall be submitted to the Faculty Council on a form, which is a constituent part of this Rulebook (Enclosure 8, Decision on the approval of the thesis proposal).

**Request for the evaluation of doctoral thesis**  
**Article 24**

- (1) After fulfilling all study obligations in the doctoral programme, the student submits a request for the evaluation of the doctoral thesis.
- (2) The request is submitted in writing or in electronic form with enclosed documents to the Secretary of doctoral studies via the Centre for Postgraduate Studies.
- (3) The request contains the following:
  - prescribed form of the Request (Enclosure 9, Request for the evaluation of the doctoral thesis) that is an integral part of this Rulebook
  - mentor's written agreement proving that the thesis satisfies the set criteria for a doctoral thesis on a prescribed form (Enclosure 10, Mentor's agreement that the work meets the criteria for a doctoral thesis)
  - unbound copies of the doctoral thesis (one for each member of the Committee and one for the Centre for Postgraduate Studies)
  - summary of the doctoral thesis in English (20-30 lines)
  - Report on the verification of the authenticity of student work (Enclosure 14)
  - CV in Europass format
  - student book, i.e. appropriate student document.

**Committee for the evaluation of the doctoral thesis**  
**Article 25**

- (1) The Committee for the evaluation of the doctoral thesis is appointed in accordance with the regulations of Article 23, paragraphs 2, 3 and 4 of this Rulebook.
- (2) The Committee from the above paragraph is appointed by the Faculty Council, proposed by the Council of doctoral studies
- (3) If the topic of the doctoral thesis belongs to an interdisciplinary field, one member of the Committee may be from another scientific area.

**Evaluation of the doctoral thesis**  
**Article 26**

- (1) The Committee for the evaluation of the doctoral thesis decides on the evaluation by a majority of votes. Each member writes an individual report on a prescribed form (Enclosure 11, Individual report on the evaluation of the doctoral thesis), which is an integral part of this Rulebook. The President of the Committee writes a joint report on the evaluation of the doctoral thesis and submits it to the Faculty Council to put it in further procedure and to the Council of doctoral studies, no later than 2 (two) months from the date of the decision on the appointment of the Committee.
- (2) The joint report of the Committee is submitted on a prescribed form (Enclosure 12, Joint report on the evaluation of the doctoral thesis) that is an integral part of this Rulebook, and to which the individual reports are enclosed. The joint report must include a conclusion in which the original scientific contribution of the doctoral thesis is clearly stated.



- (3) Members of the Faculty Council receive a written Report on the evaluation of the doctoral thesis. At the meeting of the Faculty Council, the President of the Committee or, in the case of his absence, a member of the Committee, submits a short oral report explaining the achieved original scientific contribution of the doctoral thesis. If the Faculty Council considers that the report of the Committee for the evaluation of the doctoral thesis does not provide a solid basis for the decision on the evaluation of the doctoral thesis, new members of the Committee can be elected and asked to submit separate reports, or a new Committee can be appointed and asked to reconsider and evaluate the doctoral thesis again and submit a report.
- (4) On the suggestion of the Committee for the evaluation of the doctoral thesis, the Faculty Council may ask the student to amend the thesis.
- (5) When the doctoral thesis is evaluated as negative after its amendment, the Faculty Council will decide to terminate the procedure for acquiring the doctoral degree and notify the student.
- (6) If the Faculty Council accepts a positive evaluation of the doctoral dissertation, at the same meeting and on the recommendation of the Doctoral Studies Council, it usually appoints the Committee for the defence of the doctoral thesis and the recording secretary. The members of the Committee for the evaluation of the doctoral thesis may also be members of the Committee for the defence of doctoral thesis.

**Defence of the doctoral thesis**  
**Article 27**

- (1) The doctoral student who has passed all the exams and met all the requirements of the postgraduate university studies (doctoral studies) can access the thesis defence.
- (2) The doctoral thesis must be available to the public at least 8 days before the defence.
- (3) The thesis defence must take place no later than within two months from the day when the Faculty Council accepted a positive evaluation of the doctoral thesis.
- (4) The Committee for the defence of the doctoral thesis determines the date and place of the thesis defence taking into account the suggestion of the mentor and student.
- (5) With the approval of the Council of doctoral studies, the public defence of a doctoral thesis may be carried out through online means of communication in real time (network platforms for remote access).
- (6) At least 8 days before the day scheduled for the defence, the student's first and last name, the title of the dissertation, the members of the Committee for the defence, the time, day, and place of the public defence of the dissertation are published on the Faculty notice board and website
- (7) If the doctoral student without a reasonable excuse fails to defend the thesis within the deadline from the preceding paragraph, the Dean, upon the proposal of the Committee for the defence of the doctoral thesis and the Council of doctoral studies, terminates the procedure of acquiring the doctoral degree and notifies the student.
- (8) The doctoral thesis can be defended only once.

- (9) In case that the research results of the doctoral thesis include an innovation eligible for the protection of intellectual property rights, the Office for Technology Transfer at the University can be informed about it by the doctoral student and mentor. In this case, the doctoral student may, with the approval of the mentor, before submitting the doctoral thesis for evaluation, request that the submitted doctoral thesis is handled with secrecy until the public defence.
- (10) The Office for Technology Transfer conducts the procedure of the legal protection and commercialization of research results in accordance with the Regulations of the Office of Technology Transfer. In this case, the public defence may be postponed, with the approval of the doctoral candidate, to a maximum of one year from the date of the thesis submission for evaluation. The request for the postponement of the public debate shall be submitted on the prescribed form (Enclosure 13, Request for the postponement of the doctoral thesis publication) which is an integral part of this Rulebook. The confirmation of the Office of Technology Transfer should be enclosed to the request.

**Defence protocol**  
**Article 28**

- (1) The defence protocol is regulated by the prescribed form (Enclosure 15, Protocol and minutes of the thesis defence), which is an integral part of this Rulebook.
- (2) The President of the Committee opens the defence procedure, brings the information about the doctoral student, about the results of his studies and his papers and reads the justification of the evaluation results of the thesis.
- (3) After the report of the President of the Committee, the doctoral student presents the contents of the thesis and explains the conclusions.
- (4) Following the presentation of the doctoral student, the Committee members pose questions and make comments to the thesis, and may also request explanations concerning the thesis and its defence.
- (5) The doctoral student is required to answer the questions posed by committee members and other present persons and provide the requested explanations.
- (6) When the Committee determines that the subject of the defence was sufficiently debated, the President of the Committee reports that the defence is complete, and the Committee retires for deliberation and decision-making by voting.
- (7) At the time of the thesis defence minutes of the proceedings are taken. The person taking the minutes is appointed by the Faculty Council.
- (8) The defence of the doctoral thesis is public.

**Result of the defence**  
**Article 29**

- (1) Upon the completion of the thesis defence the Committee makes a decision on the result of the defence which may be:
  - defended by the unanimous decision of the Committee,
  - defended by a majority vote of the Committee,
  - has not defended.
- (2) The President of the Committee publicly proclaims the decision of the Committee.

**Bound doctoral thesis**  
**Article 30**

- (1) After a successfully defended doctoral thesis, the student fills in the doctoral thesis information sheet with the information about the author of the thesis and members of the committees and the date of defence.
- (2) Eight days before the public defence of the doctoral dissertation, the student submits 4 (four) copies of the bound doctoral dissertation and its electronic version to the Centre for Postgraduate Studies in the format and on the medium prescribed by the University Library of Rijeka.
- (3) The Centre for Postgraduate Studies will deliver one printed copy to the National and University Library and to the University Library of Rijeka no later than one month after the defence.
- (4) The student gives one copy to the mentor and co-mentor personally.
- (5) The doctoral thesis in the electronic version is permanently published on the public internet database of doctoral dissertations of the National and University Library, the University Library of the University of Rijeka and in the Dabar repository.

**Doctoral dissertation with an innovation suitable for the  
protection of intellectual property rights**

**Article 31**

- (1) In the event that the dissertation research results involve an innovation that qualifies for intellectual property protection, the student and the mentor may notify the University's Technology Transfer Office. In this case, the student, with the consent of the mentor, may request that the submitted dissertation is kept secret prior to submitting it for evaluation.
- (2) The Technology Transfer Office conducts the procedure of legal protection and commercialization of research results in accordance with the Regulation for Intellectual Property Management at the University of Rijeka.

**Doctoral thesis with delayed publication**  
**Article 32**

- (1) When, as part of a doctoral study, research is conducted for the needs of the industry, in cooperation with a research centre in industry or for the needs or in cooperation with government institutions responsible for defence and security, or in the case referred to in Article 27, paragraph 9 of this Rulebook, the Council of doctoral studies may exclude the public from the thesis defence and delay its publication in order to protect intellectual property, for a maximum period of three years, or until the public disclosure of data in process of registration of intellectual property rights.
- (2) The request for exclusion of the public from the defence of the doctoral dissertation (Enclosure 13, Request for exclusion of the public from the defence and delay of publication of the doctoral thesis) for reasons stated in Article 27, paragraph 9 of this Rulebook shall be accompanied by a confirmation of the Technology Transfer Office.
- (3) Members of the Committee for evaluation and the members of the Committee for the Defence of the doctoral thesis, from which the public is excluded and that has a delayed publication, sign a statement on confidentiality before receiving a copy of the dissertation. Other participants who have access to the text of the dissertation in the process of evaluation and defence of the doctoral dissertation also sign this statement.

**VII. ACADEMIC DEGREE OF DOCTOR OF SCIENCE**

**Acquiring the academic degree of Doctor of Science**  
**Article 33**

- (1) The doctoral student who has defended a doctoral thesis has acquired the academic degree Doctor of Science (Ph.D.) with an indication of the scientific area and field.

**Diploma and graduation ceremony**  
**Article 34**

- (1) Based on the decision of the Committee for the defence of the doctoral thesis, the University of Rijeka issues a diploma of the acquired doctoral degree in the scientific area of social sciences, scientific field of economics. In addition to the diploma, the diploma supplement is issued, free of charge, in Croatian and English, confirming which examinations the student has passed with which grade, and containing other information necessary for understanding the acquired qualification.
- (2) The diploma is awarded by the Rector of the University of Rijeka at a graduation ceremony.

**Withdrawal of doctoral degree**  
**Article 35**

- (1) The doctoral degree is withdrawn if it is found out that it has been obtained contrary to the prescribed conditions for its acquisition, in gross violation of the rules of study or on the basis of the doctoral thesis which is a plagiarism or forgery or has been obtained through a criminal act committed by the doctoral student.
- (2) Withdrawal of the doctoral degree has as a consequence the withdrawal of the degrees for whose acquisition a doctoral degree is a prerequisite.
- (3) The procedure for the withdrawal of the doctoral degree is carried out the by the Senate.
- (4) The procedure is initiated at the request of the Faculty Council.
- (5) The Senate appoints a Committee of five members who evaluate and consider the proposal of the withdrawal of the doctoral degree, out of which one member is from another university or research institution. The mentor and co-mentor cannot be a member of the Committee. The report of the Committee must contain a conclusion which explicitly states that the doctoral thesis is an appropriated scientific work or forgery or that it has been acquired through a criminal act committed by the doctoral student. On the basis of the report provided by the Committee the Senate makes a decision.

**Annulment of the diploma on doctoral degree**  
**Article 36**

- (1) In case that the Senate makes a decision on the withdrawal of a doctoral degree, the Rector will annul the diploma on doctoral degree.
- (2) The person whose doctoral degree has been withdrawn has to return the diploma on doctoral degree to the University.
- (3) The diploma on doctoral degree is annulled by placing the annulment clause on it. Decision on the withdrawal of a doctoral degree is entered in the University Book of Doctorates.

**VIII. RIGHTS AND OBLIGATIONS OF STUDENTS**

**Contractual relations**  
**Article 37**

- (1) A study contract is concluded with the applicant who exercises his right to enrol in the study programme. It regulates mutual rights and obligations during the study and other matters of importance to the contracting parties.

- (2) An integral part of the study contract is a signed statement by the student about the publication of the dissertation and a statement about the permission to publish and use the digital version of the dissertation in accordance with generally accepted international standards (e.g. Creative Commons (CC BY) license) and Open Access rules (e.g. Plan S), which guarantee the protection of the student's copyrights.

### **Rights and obligations of students**

#### **Article 38**

- (1) The doctoral student has rights and obligations in accordance with positive regulations and acts of the University of Rijeka and of the Faculty.

### **Suspension of student's obligations**

#### **Article 39**

- (1) The student has the right to suspend student obligations in accordance with legal conditions and this Rulebook.
- (2) Suspension of student obligations may be granted if one of the following reasons exists:
- pregnancy and/or maternity or parental leave
  - illness of the student or a member of his immediate family
  - other justifiable reasons.
- (3) The Dean decides on the justifiability of the reason based on a request submitted by the student via the Centre for Postgraduate Studies.
- (4) The student is obliged to submit the request for suspension with the accompanying documents no later than 30 days after the occurrence of the stated reason.
- (5) The decision on the suspension of obligations is issued for the requested period and at the earliest from the day of the occurrence of the reason for the suspension of obligations.
- (6) The doctoral student whose rights and obligations were suspended continues the study according to the study programme in force.
- (7) Exceptionally, the Director of studies can, during the suspension of student's obligations, approve taking exams or defending the doctoral thesis proposal. The student will submit a written request, that will be explained, and also the documents proving its justifiability.

### **Continuation of the studies**

#### **Article 40**

- (1) To the doctoral students who have interrupted their studies on one of the programmes of postgraduate university studies (doctoral studies) at the Faculty, the Council of doctoral studies can give the approval of the continuation of studies in accordance with the study programme.

- (2) On a proposal from the Director of doctoral studies, the Council of doctoral studies issues a decision approving the continuation of studies.
- (3) The doctoral student who continues to study after the interruption, is obliged to accept all the changes of the study programme incurred during the interruption and bear the costs of studies under the conditions of the call for enrolment applicable to the generation he continues to study with.
- (4) Based on the proposal of the Director of doctoral studies, the Council of doctoral studies may issue a decision on recognising all passed exams, completed courses and other performed study obligations identical to those in the currently valid programme.

### **Duration of student status** **Article 41**

- (1) The doctoral student who has enrolled in postgraduate university studies (doctoral studies) in full-time loses the student status if he does not complete the studies within six years from the date of the conclusion of the study contract, i.e. from the date of enrolment.
- (2) The doctoral student who has enrolled in postgraduate university studies (doctoral studies) in part-time loses the student status if he does not complete the studies within ten years from the date of the conclusion of the study contract, i.e. from the date of enrolment.

### **Loss of student status** **Article 42**

- (1) The doctoral student who is enrolled in postgraduate studies (doctoral studies) loses the student status:
  - upon completion of the studies,
  - when he withdraws from the studies,
  - if the Council of doctoral studies, accepts a negative Mentors Report for the second time
  - when the Faculty Council brings the decision on terminating the procedure of acquiring the doctoral degree,
  - when he does not complete the studies in due time,
  - when he violates the Code of Ethics or the Rulebook on Disciplinary Responsibility of Students.
- (2) After the Council of doctoral studies receives a negative Mentor's Report, and before sending the negative Report to the Faculty Council for adoption, the Council of doctoral studies will allow the student to submit a written response to the negative Mentor's Report within 30 days of invitation.
- (3) The termination of the procedure for acquiring the doctoral degree is decided by the Faculty Council based on the opinions and suggestions of the Council of doctoral studies, in accordance with positive regulations and acts of the University of Rijeka and the Faculty.
- (4) In case when the doctoral student withdraws from the studies, he is not entitled to get a refund of the proportional part of the tuition fee paid at the beginning of the academic year in which he withdrew from the study, except in special cases, when the withdrawal was caused by health reasons and / or because of an extremely difficult financial situation.

### **Article 43**

(1) This article contains a list of forms that are provided for use pursuant to this Rulebook and which are an integral part thereof:

Number of the enclosure	Name
1	List and evaluation of elective scientific, teaching and professional activities
2	Admission research proposal
3	Annual Advisor's or Mentor's Report
4	Annual Doctoral Student's Report
5	Request for the change of topic or mentor
6	Thesis proposal application
7	Evaluation of the doctoral thesis proposal
8	Decision on the approval of the thesis proposal
9	Request for the evaluation of the doctoral thesis
10	Mentor's agreement that the work meets the criteria for a doctoral thesis
11	Individual report on the evaluation of the doctoral thesis
12	Joint report on the evaluation of the doctoral thesis
13	Request for the postponement of the doctoral thesis publication
14	Report on the verification of the authenticity of student work
15	Protocol and minutes of the thesis defence
16	Mentor's statement of acceptance of mentorship

## **IX. FINAL PROVISIONS**

### **Article 44**

Students who have been approved to write a doctoral thesis based on published scientific papers (Scandinavian model) by a Decision of the Faculty Council before the entry into force of this Rulebook, are subject to the provisions of the Rulebook in force at the time of the Decision.

### **Article 45**

With the entry into force of this Rulebook, the Rulebook on the postgraduate university doctoral studies at the Faculty of Tourism and Hospitality Management, University of Rijeka (CLASS: 003-05 / 15-01 / 04, ENTRY NO.: 2156-24-15-02-01) from June 30, 2015 ceases to be valid with all its changes from the Decision on Amendments to the Rulebook on postgraduate university studies (doctoral studies) at the Faculty of Tourism and Hospitality Management, University of Rijeka (CLASS: 003-05 / 15-01 / 04, ENTRY NO.: 2156-24-16-02-02) from September 21, 2016 and the Decision on Amendments to the Rulebook on postgraduate university studies (doctoral studies) at the Faculty of Tourism and Hospitality Management, University of Rijeka (CLASS: 003-05 / 15-01 / 04, ENTRY NO.: 2156-24-18-02-04) from May 18, 2018.



## **Article 46**

This Rulebook shall enter into force within 8 days from the day of its publication on the notice board of the Faculty, and shall be applied from the academic year 2021/2022.

CLASS: 602-04/21-01/186  
ENTRY NO.: 2156/24-21-06-01-01  
Opatija, June, 17 2021

Dean

Sandra Janković, Ph.D., Full Prof.