



University of Nova Gorica

Graduate school

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

1) **The approval of the dissertation topic and the nomination of the commission for the evaluation of the dissertation**

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

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

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

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

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

Supervisor of a doctoral student must be a university teacher, holding a title Assistant Professor, Associate Professor or Full Professor, or researcher with a doctoral degree, with



research experiences in the field of the dissertation topic. Supervisors can also be external, not necessarily employed at UNG.

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

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

2) The dissertation formulation:

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



- h) Supervisor confirms with a signature, that the dissertation is adequately prepared from the point of view of the scientific content, scientific and technical terminology, and proper layout of the dissertation.

3) The dissertation submission:

- a) The student, with a written approval of the supervisor, is required to provide the final version of the dissertation in the electronic form (PDF) to the Graduate school administration office.
- b) The secretariat provides the evaluation commission with the dissertation received from the candidate. Each member of the commission submits the written evaluation of the dissertation in one month' time.
- c) The commission's evaluations are revised by the programme director and by the Scientific Board. If the commission members point out any errors or suggest further corrections or improvements, the director of the study programme submits a written report to the student and to his supervisors, about the necessary dissertation improvements.

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

- d) After having ascertained the positive evaluation of all commission members, the director of the programme and the Scientific Board submit to the Senate of UNG the application for the approval of the dissertation defence. The dean of the graduate school signs the application. The dissertation evaluation committee reports are attached to the application form.
- e) The commission's evaluations may be negative. The evaluation is negative also in cases when the member of the evaluation commission, who have suggested further improvements of the thesis work, indicates in his written report that his observations for correction and the appropriateness of the dissertation were not properly taken into account. The dissertation is assessed as negative and the procedure is closed if two of three evaluations are negative. In the case of a single negative evaluation, the director of the study programme proposes and the Senate of UNG nominates the fourth independent member the evaluation commission. If the evaluation of the fourth member is positive, then the procedure continues as in case of the three positive evaluations. In case the evaluation of the fourth member is negative the dissertation is assessed as negative and the procedure is closed.
- f) If the evaluations of all commission members are positive the supervisor signs the student's application to obtain permission to bind his dissertation; the student submits his application to the School's administration office. Further on the final binding of the dissertation may be done.



- g) The student submits his dissertation in its electronic form to the Repository of the University of Nova Gorica, as defined in the Regulations concerning preparation and submission of electronic bachelors, masters and doctoral works.
- h) Covers for binding the dissertation are standardized and formatted in advance. Each student receives ten copies of the covers free of charge from the University of Nova Gorica when the student submits his application, signed by the mentor, that the dissertation is ready for submission. Along with his application to obtain permission to bind his dissertation, the student must submit a confirmation issued by the Students Office that the student has passed all examinations and other study obligations, a confirmation issued by the University of Nova Gorica Library that all loans have been settled, and a Declaration of authorship, declaration concerning the identity of electronic and print editions of the dissertation and the publication of personal data.
- i) The student submits ten bound copies of his dissertation to the Graduate School administration office. The office submits bound copies of the dissertation to all the members of the evaluation commission.

4) The thesis defence:

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

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

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

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

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

»Operation part-financed by the European Union, the European Social Fund and the Ministry of Education, Science and Sport. Operation implemented in the framework of the Operational Programme for Human Resources Development for the Period 2007-2013, Priority axis 3: Development of human resources and lifelong learning; Main type of activity 3.3: Quality, competitiveness and responsiveness of higher education. «