

Pursuant to Article 63 paragraph 6 of the Act on Scientific Activity and Higher Education (Official Gazette 123/03, 198/03, 105/04, 154/04, 174/04, 02/07- Decision of the Constitutional Court of the Republic of Croatia, 46/07, 63/11, 94/13,139/13, 101/14, 60/15, 131/17), Article 24 paragraph 1 of the Statute of the University of Rijeka, and Article 28 of the Statute of the Faculty of Maritime Studies in Rijeka, on the 215<sup>th</sup> Session held on 16<sup>th</sup> April 2018, the Faculty Council brought the following

**RULEBOOK  
ON POSTGRADUATE UNIVERISTY STUDY  
'MARITIME STUDIES'**

**1. GENERAL PROVISIONS**

Article 1.

This Rulebook defines organization and implementation of the postgraduate university study 'Maritime studies' (hereinafter: the postgraduate study) from the scientific area of technical sciences, scientific field of technology of traffic and transport, as well as the procedure for obtaining the academic degree of Doctor of Science (Ph.D.) from that field.

**2. ORGANIZATION OF THE POSTGRADUATE STUDY**

Article 2.

The postgraduate study is organized as a study for obtaining the academic degree of a doctor of science in accordance with the Act on Scientific Activity and Higher Education.

The postgraduate study is organized for students from various fields of scientific area of technical sciences, meaning also from the other scientific fields, with the obligation of fulfilling the condition of passing differential exams.

Article 3.

The postgraduate study is integrated and cooperative study of the University of Rijeka, Faculty of Maritime Studies (hereinafter: the Faculty), as the holder of the study - authorized scientific organization from Article 34 of the Act on Scientific Activity and Higher Education and collaborating institutions of University of

Dubrovnik, University of Zadar, Faculty of Maritime Studies of University of Split, Croatian Hydrographic Institute in Split, Croatian military Academy "dr. Franjo Tuđman" and Croatian Navy.

#### Article 4.

Faculty of Maritime Studies, University of Rijeka is responsible for carrying out the postgraduate study.

The composition of the Faculty Council of the Faculty of Maritime Studies in Rijeka (hereinafter: the Faculty Council) shall be determined by Rules of Procedure of the Faculty Council in cases when the Faculty Council decides about the issues of the postgraduate study.

#### Article 5.

Postgraduate study is carried out full-time or part-time, and it is concluded by the preparation and public defence of the doctoral dissertation.

Postgraduate study is held via scientific-research work and teaching that are carried out according to the score system.

The teaching process and the scientific-research work are carried out in the premises of the holder of the study, and with its consent, in the premises of the co-operation institutions or in another scientific-research institution.

#### Article 6.

The postgraduate study for students who attend full-time study at the Faculty of Maritime Studies in Rijeka, co-operation institutions or other higher education or scientific-research institutions (full-time students), lasts for three years.

The postgraduate study for students, who attend part-time study program, lasts for six years.

At a student's request and at the proposal of the Commission, the Faculty Council may, for justified reasons, approve the extension of the duration of the study.

### **3. WORKING BODIES OF THE POSTGRADUATE STUDY**

#### **Article 7.**

The Faculty Council shall establish and appoint the following permanent working bodies:

- Commission for Science and Postgraduate University Study 'Maritime studies',
- Council of the Postgraduate Study.

For the needs of performing the postgraduate study, there shall also be appointed:

- Head of the Postgraduate Study;
- Heads of the Postgraduate study Modules;
- Secretary of the Postgraduate Study;

#### **Article 8.**

The Commission for Science and Postgraduate University Study "Maritime studies" (hereinafter: the Commission) is composed of: Vice-Dean for scientific - research activities in the capacity of the Chairman of the Commission, Head of Postgraduate Study, Heads of the Modules of the Postgraduate Study.

The duties of the Commission are:

1. Carrying out the Postgraduate Study;
2. Determining a list of candidates who have submitted the application for postgraduate study and delivering such list to the Faculty Council for making the final decision regarding study enrolment;
3. Proposing postgraduate study program to the Faculty Council as well as its changes and supplements;
4. Reviewing/examining, analyzing and evaluating the implementation of the Postgraduate study program;
5. Reviewing/examining the Annual Report on the Postgraduate study and forwarding it to the Faculty Council in order to be adopted;
6. Proposing mentors and co-mentors to the Faculty Council;
7. Analyzing mentor's report on a student;
8. Proposing the composition of the Commission for the evaluation and defence of the doctoral dissertation to the Faculty Council;
9. Performing other tasks in accordance with this Rulebook.

The Commission holds meetings at least twice per semester and, if necessary, invites at their meetings Dean, Heads of collaborating institutions, mentors and Secretary of the Faculty.

#### Article 9.

The Council of Postgraduate study consists of: Dean and Vice-Dean for scientific-research activity of the Faculty, leaders of the collaborating institutions and Head of postgraduate study.

The Council of Postgraduate study proposes to the Faculty Council the Postgraduate study program, changes and supplements of the study program and enrolment quotas.

#### Article 10.

Postgraduate study has the Head of Postgraduate Study.

The Head of Postgraduate Study is chosen among the Faculty's teaching staff and appointed by Faculty Council, all according to Dean's proposal.

The Head of Postgraduate Study is in charge of the following:

1. Leads postgraduate study and helps in organizing meetings of the Commission;
2. In the agreement with the holders of subjects, determines schedule of the classes, consultations and exams;
3. Participates in the creation of the postgraduate study program and its changes and supplements;
4. Defines enrolment results of the students for the postgraduate study;
5. Presents the results of students' reports on all aspects of the classes;
6. Prepares Annual report on the postgraduate study that also contains Annual report on held classes and delivers it to the Commission.

#### Article 11.

Postgraduate study has the Heads of the Postgraduate study Modules.

The Heads of the Postgraduate study Modules are Faculty's teachers, holders of the subjects of the Module in question.

The Heads of the Postgraduate study Modules are appointed by the Faculty Council for a term of three years at the proposal of the Dean, taking into

consideration the number of published scientific papers of the highest category, all according to the Rulebook on the conditions for selection in scientific vocations in technical sciences, quotations of these papers and prior co-mentoring or mentoring experience.

The Heads of the Postgraduate study Modules do the following:

- lead the appropriate postgraduate study modules set out in the Program,
- help in modernizing and internationalizing the module subject,
- direct the candidate in his/her research in the appropriate module,
- assist the candidate in selecting the field of doctoral dissertation and mentor,
- participate in conducting an assessment interview of candidates for enrolment in postgraduate study.

#### Article 12.

Postgraduate study has a Secretary.

The Secretary of Postgraduate study is appointed by the Faculty Council on Dean's proposal.

The Secretary of Postgraduate study does the following:

- Determines the results of students' enrolment;
- Organizes the management of administrative work related to Postgraduate Study;
- Prepares the documents for the Faculty Council meeting when the Council discusses postgraduate study, as well as the materials for the sessions of the Commission;
- Participates in the work of the Commission and holds the records of minutes;
- Performs other duties as instructed by the Faculty Council and the Head of Postgraduate Study.

The Secretary of postgraduate study is assisted by the administrator appointed by the Dean, all according to the proposal of the Head of the Postgraduate Study.

#### **4. ENROLLMENT IN POSTGRADUATE STUDY**

##### **Article 13.**

Enrolment in postgraduate study is carried out on the basis of a public tender.

The Decision on launching the tender for enrolment of candidates in postgraduate study is made by the Faculty Council, usually six months before the beginning of the course, all at the proposal of the Commission.

The information published in the public tender is contained in the Guidelines that represent an integral part of this Rulebook.

Public tender for enrolment in postgraduate study is published in the daily press, on the web site of the Faculty and on the relevant foreign internet portal.

##### **Article 14.**

A candidate submits an application for the postgraduate study on the prescribed form.

Candidates, who have obtained a diploma in a foreign educational institution before enrolling in the postgraduate study, are obliged to submit a decision of the competent body regarding the recognition of the foreign diploma.

##### **Article 15.**

The right to apply to enrolment tender belongs to Croatian citizens and also foreign citizens and stateless persons under the same conditions, who:

1. Have completed university graduate studies in the scientific field of technical science (with 300 ECTS credits including undergraduate studies) or, exceptionally, have completed graduate or integrated study from other subject areas, but they are required to pass the differential courses.
2. Have acquired the academic degree of Master of Science on the basis of study programs started before higher education reform in 2005.
3. Have completed university undergraduate studies from the scientific field of technology of traffic or transport on the basis of study programs initiated prior to the higher education reform in 2005, or have completed undergraduate studies from other science fields, but they are required to pass the differential courses.

#### Article 16.

The Candidates, who have acquired an academic degree of a Master of Science on the basis of study programs started before the higher education reform in 2005, may receive up to 60 ECTS credits.

The number of ECTS credits that will be recognized for the candidate as an equivalent to Master of Science degree shall be determined by the Commission for each applicant individually.

A candidate cannot be released from the obligation to acquire ECTS credits related to the writing of doctoral dissertation.

#### Article 17.

Candidates, who have completed graduate or integrated studies from the scientific areas different from the field of technical sciences, while applying to the enrolment tender, shall indicate the topic of the research in the application form and submit the written consent of the potential mentor.

For the candidates for whom the Commission requests additional knowledge from the scientific field of technology of traffic and transport, the Faculty Council shall, on the proposal of the Commission, adopt the differential courses that the candidate has to enrol for the postgraduate study, by which he/she can earn up to 60 ECTS credits.

The costs of differential courses shall be borne by the candidates.

#### Article 18.

The candidate acquires the enrolment right according to the ranking list established by the Enrolment Board for the Postgraduate Study, all based on the results of the admission procedure.

The Enrolment Board consists of: Vice-Dean for scientific-research activity, Head of the Postgraduate Study, the Head of the appropriate Study Module and the Secretary of the Postgraduate Study.

The Vice-Dean for scientific-research activity is the Chairman of the Enrolment Board.

#### Article 19.

The Enrolment Board conducts an assessment of the candidate's ability through an interview.

Ability assessment aims to determine the academic affinity of the candidate, direct the candidate to the appropriate module and link the candidate with the mentor after the enrolment.

Besides the ability assessment through an interview, candidates are evaluated on the basis of success at the previous level of studies, postgraduate scientific or specialist studies, and published scientific papers.

The success at the previous level of study cannot be less than 3.5. (out of 5.0 in Croatia and equivalent in other countries). Exceptionally, students who have completed a study with an average grade that is less than 3.5 may enrol, but only if Enrolment Board has positively evaluated their previous scientific research and / or professional activity.

#### Article 20.

Ranking list for enrolment is defined in a manner that students who do the research in their regular working hours (full-time students) are ranked first, followed by students who do the research in a part of their working hours (part-time students).

Within each of the groups, students are ranked on the basis of:

- Success on the previous study level,
- Completion of a postgraduate scientific or specialist study,
- Published scientific papers of the highest category according to the Rulebook on conditions for selection in scientific vocations in technical sciences,
- Published scientific papers of other categories according to the Rulebook on conditions for selection in scientific vocations in technical sciences,
- Skills assessed during the interview.

#### Article 21.

The ranking list of candidates is confirmed by the Faculty Council at the proposal of the Commission for Science and Postgraduate University Study 'Maritime studies'.



The Faculty Council shall make a final decision regarding the start of the Postgraduate study for which there has been issued a public tender, if there are sufficient candidates eligible for enrolment.

The candidate has the right to submit an appeal on the decision of the Faculty Council regarding the entry of the candidate within seven days from the date of publishing the decision on the Faculty's notice board and on the website of the Faculty.

The Commission for Postgraduate University Study decides on the appeal.

#### Article 22.

A candidate who earns the right to enrol in the postgraduate study and who pays for the study by himself/herself shall reach the Study Contract that includes payment and that governs mutual rights and obligations.

### **5. STUDY PERFORMANCE AND STUDY OBLIGATIONS**

#### Article 23.

Postgraduate study is conducted in Croatian language or English language, all according to the postgraduate study program 'Maritime Studies' (hereinafter: the Program); the postgraduate study program is brought by the Faculty Council on the basis of the proposal of the Commission for each postgraduate study cycle.

The program contains a list of subjects and corresponding modules.

Each subject is related to the appropriate module.

Exceptionally, upon a proposal of the holder of a subject, the Commission makes a decision on including the subject in two or more modules.

#### Article 24.

Holder of a subject carries out classes and performs other duties in accordance with the Program and the Teaching Schedule.

The subject having less than 5 students enrolled is conducted via consultative courses.

#### Article 25.

During applying the topic and writing the doctoral dissertation, the students who are not employed at the Faculty, are obliged to spend 5 working days at the Faculty on two occasions.

The mentor is obliged to keep a record of the student's stay and his/her activities and submit it to the head of the Study.

#### Article 26.

Enrolment into the 1st semester is done according to the postgraduate study enrolment requirements.

Enrolment requirements for the 2nd semester are the attended lectures from the 1st semester.

Enrolment requirements for the 3rd semester are the passed exams from the 1st semester and attended lectures from the 2nd semester.

Enrolment requirements for the 4th semester are the passed exams from the 2nd semester.

Enrolment requirement for the 5th semester is the applied topic of the doctoral dissertation.

Enrolment requirement for the 6th semester is the defended topic of the doctoral dissertation.

Verification of the previous semester is required for the enrolment of the next semester.

#### Article 27.

The student is obliged to settle the postgraduate study costs before the beginning of a particular semester with equal shares of the total amount of tuition, or at once in the total amount before enrolling the Postgraduate Study.

#### Article 28.

Study obligations are divided into:

1. Teaching obligations, by which the candidate shall earn 36 ECTS credits,
2. Scientific-research work, by which the candidate shall earn 144 ECTS credits.

#### Article 29.

Teaching duties consist of listening and passing exams from mandatory and elective subjects of the basic modules and the core module, all prescribed in the Program.

#### Article 30.

Scientific-research work consists of previous research regarding the topic of doctoral dissertation, definition of hypothesis of work, detailed elaboration of the hypothesis which logically demonstrates its affiliation to the field of research and evidence of sustainability of such hypothesis.

Scientific-research work is evaluated through mandatory and optional activities.

Mandatory scientific-research activities provide 124 ECTS credits, and consist of the following:

- Writing, publication or acceptance for the publication of scientific paper in the international magazine with the impact factor (IF) indexed in the Web of Science Core Collection (WoSCC), which provides 20 ECTS credits,
- Preparation, application and public defence of the topic of doctoral dissertation, which provides 10 ECTS credits,
- Writing doctoral dissertation and accepted positive mark of the doctoral dissertation, which provides 90 ECTS credits,
- Public defence of the doctoral dissertation, which provides 4 ECTS credits.

Elective scientific-research activities provide 20 ECTS credits, and they are effectuated by selecting one or more of the following activities:

- A research stay in a foreign institution in duration of at least 3 months which provides 20 ECTS credits,
- A collaborative research with a research group in a foreign institution in duration of at least 3 months (evidenced by the work plan and the written confirmation of the project leader) which provides 20 ECTS credits,
- Writing, publishing, or accepting a scientific paper for a publication in international journal indexed in the Web of Science Core Collection (WoSCC) with an impact factor (IF), which provides 20 ECTS credits,

- Writing, publishing or accepting for publication the B category scientific paper (journals outside WoSCC), which provides 10 ECTS credits,
- Presentation of scientific work in international scientific conferences and publications in related journals which provides 7 ECTS credits,
- Attendance of a Ph.D. summer school in the field of research topics which provides up to 5 ECTS points,
- Attendance of doctoral workshops organized by the Holder of the study, which provides up to 3 ECTS points.

#### Article 31.

In the first semester, a student enrolls 3 (three) subjects having a total value of 18 ECTS credits, 2 (two) of them from the list of the Basic Module (A) and 1 (one) from all the other subjects listed in the Program.

In the second (2nd) semester, the student enrolls three (3) subjects from the list of subjects of the selected Core module having the total value of 18 ECTS credits and begins his/her scientific-research work through preliminary research of the area and the design of the hypothesis of work.

In the third (3rd) semester, the student begins the research work on the doctoral dissertation and continues such work through the remaining semesters. The research work is related to active scientific or research project involving where the student's mentor / co-mentor is engaged.

The student submits the topic of his doctoral dissertation when enrolling the fifth (5th) semester, which he/she presents on his/her public defence before enrolling the sixth (6th) semester.

#### Article 32.

At the proposal of a student when applying for a study, or no later than enrolment in the 2nd semester, the Commission proposes to the Faculty Council the decision on appointing a mentor.

The application for appointing mentor is submitted on the prescribed form.

The student and / or mentor may also suggest a co-mentor.

The student has the right to propose a co-mentor afterwards, but not after applying the topic of the doctoral dissertation.

The student has the right to propose a change of mentor, but no later after the submission of the topic of the doctoral dissertation.

Exceptionally, a student may request a change of a mentor after making a decision about accepting the topic of a doctoral dissertation, but with the obligation to reinitiate the application process for the defending the topic of the doctoral dissertation.

The student may request a change of the topic of the doctoral dissertation with the obligation of reinitiating the application process for the defending the topic of the doctoral dissertation.

The request to change the mentor and/or the topic of the doctoral dissertation shall be submitted on the prescribed form.

### Article 33.

The mentor and the co-mentor are the teachers of the Holder of studies or co-operative institutions, who hold a professor title.

Mentor and co-mentor shall meet the minimum criteria for mentors and co-mentors prescribed by the University of Rijeka.

A teacher cannot be a mentor for more than three students per generation.

Exceptionally, a student may be given a mentor who is a person outside the list of the teachers of the Holder of a study or collaborative institutions and who holds a professor title.

If the mentor is not from among the list of teachers of the Holder of the study, the student shall be given a co-mentor from the list of teachers of the Holder of the study.

Exceptionally, *professor emeritus* may be named as a mentor on the bases of the decision of the Commission.

### Article 34.

Mentor and co-mentor help the student while he/she is writing his doctoral dissertation, and are responsible for the professional guidance of the student while he/she writes his/her doctoral dissertation.

The mentor refers the student to the literature and the application of appropriate scientific-research methods related to the scientific field of research and

helps the student in choosing and precisely defining the research field of the doctoral dissertation.

#### Article 35.

Mentor submits Annual Report on Student's Work by the end of September.

The Annual Report on Student's Work shall be submitted to the Commission, on the prescribed form.

In case that Mentor's Report evaluates the quality of student's work as unsatisfactory, at the proposal of the Commission, the Faculty Council may decide that the student might lose his/her right to continue studying.

### **6. RIGHTS AND OBLIGATIONS OF THE STUDENTS**

#### Article 36.

A student, who enrolled full-time post-graduate studies, shall lose the student status if he or she does not complete the study within six years of the enrolment date.

A student, who enrolled part-time post-graduate studies, shall lose the status of a student if he or she does not complete the study within ten years of the enrolment date.

#### Article 37.

The student loses the status of a postgraduate study student by violating the Code of Ethics.

The student loses the status of a postgraduate full-time student if he or she fails to comply with his / her employment obligations (termination due to student misconduct).

The student loses the status of a postgraduate study student when the Faculty Council adopts a negative report of his/her mentor.

Student loses student status and in case that he/she leaves the study on his/her own request.

#### Article 38.

A part-time Postgraduate study student who has stopped studying may continue to study unless more than four years have passed since the day of his/her enrolment.

The Faculty Council makes decision about continuing the study, all according to the proposal of the Commission to which the student submits the reasoned request.

A student, who has lost the right to study by the decision of the Faculty Council, cannot continue his/her studies.

### **7. APPLICATION OF THE TOPIC OF DOCTORAL DISSERTATION**

#### Article 39.

The student submits the application of the topic of doctoral dissertation on the prescribed form. The application is submitted to the Head of Postgraduate Study.

#### Article 40.

If the Commission determines that a student meets the requirements, it shall propose the following to the Faculty Council:

- initiation of the procedure for accepting the topic of doctoral dissertation,
- appointing the Commission for evaluation of the topic of doctoral dissertation,
- the term for defending the topic of doctoral dissertation.

#### Article 41.

The Commission for evaluation of the topic of doctoral dissertation consists of at least three members in the scientific – teaching vocation or scientific vocations, who have published scientific papers from the field of the doctoral dissertation topic.

Except Commission members, a substitute member shall also be appointed from the area of the scientific-teaching vocation or scientific vocation, who has published scientific papers from the field of the doctoral dissertation topic.

The mentor and co-mentor cannot be the members of the Commission for evaluation of the topic of doctoral dissertation.

In case of a tie in the decision, the vote of the Chairman of the Commission is the decisive one.

#### Article 42.

The Faculty Council decides on the following:

- Acceptance of the application of the topic and
- Appointing the Commission for evaluation of the topic of doctoral dissertation.

By the same decision, the Faculty Council determines the location and date of the public defence of the topic of doctoral dissertation.

The decision shall be delivered to the Secretary and Administrator of postgraduate study, to the student himself/herself and to the members of the Commission for evaluation of the topic of doctoral dissertation.

#### Article 43.

Student publicly defends the topic of his/her doctoral thesis before the Commission from the Article 42 of this Rulebook, mentor, co-mentor and Vice-Dean for scientific-research activities or Head of the Study.

The administrator of postgraduate study publicly informs about the place and time of the public defence of doctoral dissertation via notice board and website of the Faculty.

#### Article 44.

The Commission for evaluation of the topic of doctoral dissertation delivers the report on the performed public defence to the Faculty Council with the proposal for acceptance of the topic of doctoral dissertation, all within three months from the date of filing the application, the latest.

The Report on the performed public defence shall be written on the prescribed form.

#### Article 45.

The Faculty Council shall, no later than six months from the date of submitting the application, issue a decision on the report of the topic of doctoral dissertation.



According to the proposal of the Commission for evaluation of the topic of doctoral dissertation, the Faculty Council may request the student to revise the application.

If the Commission for evaluation of the topic of doctoral dissertation evaluates the application negatively even after requesting its revision, the Faculty Council shall bring the decision on the cessation of the procedure for obtaining the PhD in science and inform the student about it.

## **8. EVALUATION AND DEFENSE OF DOCTORAL DISSERTATION**

### **Article 46.**

The doctoral dissertation is a genuine and independent scientific work; by the methodology of processing and the degree of scientific contribution, such work is suitable for determining the student's ability to act as an independent researcher in science.

### **Article 47.**

Doctoral dissertation is written and defended in Croatian language or English language.

### **Article 48.**

The student may submit the doctoral dissertation for evaluation after completing all the study obligations established by the postgraduate study program and after the expiry of at least 10 months after the day of the defence of the doctoral dissertation topic.

### **Article 49.**

The student shall submit doctoral dissertation for evaluation within a maximum of five years from the date of acceptance of the doctoral dissertation topic by the Faculty Council.

If the doctoral dissertation is not submitted for the evaluation within the period from paragraph 1 of this Article, the doctoral dissertation topic is the subject to re-assessment procedure.

#### Article 50.

Student starts the procedure for the evaluation of doctoral dissertation by submitting a written request to the Head of postgraduate study on the prescribed form.

The application shall be accompanied by:

- Doctoral dissertation in a sufficient number of unbound copies for the members of the Commission for the evaluation of the doctoral dissertation and an electronic version for the administrator of postgraduate study;
- Declaration of consent for publication of electronic version of doctoral dissertation and personal data stated in doctoral dissertation;
- Report on the done verification of the originality of the doctoral dissertation.

#### Article 51.

At the proposal of the Commission, the Faculty Council shall appoint the Commission for the evaluation of the doctoral dissertation.

The Commission for the evaluation of the doctoral dissertation has at least three members who hold a professor title and have published scientific papers from the field of the doctoral dissertation of which at least one is from another university or scientific institution.

Mentor and co-mentor cannot be members of the Commission for the evaluation of the doctoral dissertation.

The Commission for the evaluation of the doctoral dissertation decides on the doctoral dissertation by a majority of the votes.

In the case of an equal number of votes in the decision making, the vote of the President of the Commission shall be the decisive one.

#### Article 52.

During the process of the evaluation of the doctoral dissertation until submitting the bound copies of the doctoral dissertation, the public can get an insight into the doctoral dissertation at the postgraduate study administrator.

#### Article 53.

The Commission for the evaluation of the doctoral dissertation submits the report to the Faculty Council within three months of receipt of the doctoral dissertation for evaluation.

In case of the absence of submission of the report within the prescribed time limit, the Commission for the evaluation of the doctoral dissertation shall provide written information about the reasons of the absence of such report. Further procedure for evaluation of the doctoral dissertation is determined by the Commission.

The time period from 16<sup>th</sup> July to 31<sup>st</sup> August is not included in this period.

#### Article 54.

The Commission for the evaluation of the doctoral dissertation delivers the Report on the evaluation of the doctoral dissertation to the Faculty Council in the written form.

In its Report, the Commission for the evaluation of the doctoral dissertation may suggest:

- acceptance of the doctoral dissertation,
- rewriting and re-evaluation of doctoral dissertation,
- refusal of the doctoral dissertation.

In all three cases, the Commission for the evaluation of the doctoral dissertation must explain its decision.

#### Article 55.

The conclusion referring to the positive evaluation shall have the explicit statement of the achieved original scientific contribution and the scientific area and the field of which the doctoral dissertation belongs.

#### Article 56.

If the Faculty Council concludes that the report of the Commission for the evaluation of the doctoral dissertation does not provide a safe basis for making a decision on the evaluation of doctoral dissertation, it may request the Commission to review or supplement the report or appoint a new Commission for the evaluation of

the doctoral dissertation to re-examine and evaluate the doctoral dissertation and submit the report to the Faculty Council.

#### Article 57.

The Faculty Council may, upon the proposal of the Commission for the evaluation of the doctoral dissertation, request from the student to review his/her doctoral dissertation.

If the Commission negatively evaluates the doctoral dissertation after requesting its revision, the Faculty Council will decide to suspend the process for obtaining the PhD in science and notify the student thereof.

#### Article 58.

If the Faculty Council adopts a positive evaluation of the doctoral dissertation, it usually appoints the Commission for the defence of the doctoral dissertation at the same session.

Members of the Commission for the evaluation of the doctoral dissertation may also be members of the Commission for the defence of the doctoral dissertation.

Mentors and co-mentors cannot be members of the Commission for the defence of the doctoral dissertation.

The Commission for the defence of the doctoral dissertation has at least three members in scientific-teaching or scientific vocation or equivalent vocation in case that a member of the Commission who has earned a degree abroad and has published scientific papers from the field of the topic of doctoral dissertation, and at least one of them is from another university or scientific institution.

In addition to the members of the Commission, a substitute member is appointed from among the employees in the scientific-teaching or scientific vocation or equivalent vocation in the case of a member of the Commission who has obtained a degree abroad and has published scientific papers from the field of the topic of the doctoral dissertation.

In the case of an equal number of votes in the decision making, the vote of the Chairman of the Commission shall be the decisive one.

#### Article 59.

The defence of the doctoral dissertation shall be held no later than three months from the day when the Faculty Council accepted the positive evaluation of the doctoral dissertation.

The defence of the doctoral dissertation is public.

A doctoral dissertation that has been evaluated positively shall be made available to the public at least 15 days before the defence.

The Faculty Council determines the day and place of defence of the doctoral dissertation, taking into account the proposal of the mentor and the student, and appoints the recorder/clerk from among the associates of the employees who have the associate's title at the Faculty.

The name and the last name of the student, the title of the doctoral dissertation, the composition of the Commission for the defence of the doctoral dissertation, and the time, date and place of defence of the doctoral dissertation shall be published on the notice board of the Faculty of Maritime Studies at the University of Rijeka and at the Faculty website at least 15 days before the date of defence.

The notice of the fact that there will be held the defence of the doctoral dissertation shall be published in written and electronic form and including all co-operation institutions.

The doctoral dissertation can be defended only once.

If a student fails to approach to the defence the doctoral dissertation in the published term without a justified reason, the Faculty Council shall, on the proposal of the Commission for the defence of the doctoral dissertation, cease the procedure for acquiring the PhD in science and inform the student thereof.

#### Article 60.

The procedure of the defence of the doctoral dissertation is conducted in accordance with the prescribed form – Protocol for the defence of doctoral dissertation.

The defence of the doctoral dissertation has its record of minutes.

#### Article 61.

After completing the defence of the doctoral dissertation, the Commission for the defence of the doctoral dissertation brings the decision on the results of the defence that can be as follows:

- defended, by the unanimous decision of the Commission,
- defended, by the majority of votes of the Commission
- not defend.

The President of the Commission publicly announces the decision of the Commission.

#### Article 62.

The doctoral dissertation is written and prepared according to the Regulations for writing and producing doctoral dissertations of the University of Rijeka.

The student submits previously bound and proofread doctoral dissertation to the Administrator of the Postgraduate study in five (5) copies and one (1) copy for each member of the Commission ten (10) days before the defence.

Each previously bound doctoral dissertation shall include its electronic version on the optical disc attached.

The Administrator of the postgraduate study initiates the procedure of publishing the doctoral dissertation on the public Internet platform of doctoral dissertations of the National and University Library and submits the written copy of the doctoral dissertation to the University Library of Rijeka, the University of Rijeka, the Faculty Library and to his/her student file (archive).

#### Article 63.

When a research is being carried out as a part of postgraduate study for the needs of the economy, or in collaboration with the research centre of the economy, the Faculty Council may exclude the public from the defence of doctoral dissertation and delay its publication in order to protect intellectual property rights, up to three (3) years latest, or until the moment of the public release of the patent application.

The doctoral dissertation with delayed publication is defended before the Commission consisting of three (3) members, who are all members of the University of Rijeka.

The members of the Commission sign the statement on data confidentiality.

#### Article 64.

The doctoral dissertation can also be done by integrating four thematically related and published scientific papers (the so-called Scandinavian model).

Scientific papers must be thematically related, published and accompanied by a critical review chapter consisting of introduction, published works with comments, integral discussion, conclusion and a scrupulous overview of the relevant literature. Critical overview places the results of the doctoral dissertation in the context of existing scientific knowledge. Such form of work is only possible within the research work on the doctoral study, and the scientific papers must be published after enrolling in the doctoral study.

Every paper, except with special reasoning, may only qualify one student. The student must be the principal author in at least three of the above-mentioned papers. The function of the principal author is defined by the Rulebook on the conditions for selection in scientific vocations in technical sciences. Merged works must give new scientific contribution in relation to individual works.

Scientific papers must be published in journals with an impact factor according to the Journal Citation Report (JCR) in the year of publication of paper, while at least two papers must be published in journals that are, according to the impact factor, based above the median of the corresponding category; from these two papers, at least one has to be published in the first quarter (Q1) of the relevant category.

Doctoral dissertation is subject to assessment and defence.

#### Article 65.

Student, who defends his doctoral dissertation, obtains the academic degree of Doctor of Science.

#### Article 66.

On the bases of the decision of the Commission for the defence of the doctoral dissertation, the University issues the diploma of PhD in science (doctorate in science).

Diploma is awarded by the Rector of the University of Rijeka at the graduation ceremony.

## **9. DEPRIVATION OF THE DOCTORAL DEGREE**

#### Article 67.

The procedure of deprivation of the doctoral degree is carried out by the Senate of University in Rijeka in accordance with Article 76 of the Rules of Study of University of Rijeka.

The procedure of annulling of the diploma of PhD in science (doctorate in science) is carried out under the provisions of the Rules of Study of the University of Rijeka.

### **10. TRANSITIONAL AND FINAL PROVISIONS**

#### Article 68.

The Faculty Council of the Faculty of Maritime Studies of the University of Rijeka is competent for the interpretation of the provisions of this Rulebook.

#### Article 69.

On the day that this Rulebook shall take effect, the Rulebook on postgraduate university study 'Maritime studies' from 17<sup>th</sup> February 2017 shall cease to be valid.

#### Article 70.

The Rulebook on postgraduate university study 'Maritime studies' from 28<sup>th</sup> January 2013, as well as all its supplements and amendments from 20<sup>th</sup> October 2014, 19<sup>th</sup> October 2015 and 17<sup>th</sup> February 2017 shall continue to apply on students who enrolled the postgraduate study 'Maritime studies' before this Rulebook entered into force.

#### Article 71.

This Rulebook shall enter into force from the eighth day of its publication on the notice board and website of the Faculty of Maritime studies in Rijeka.

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Dean  
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Secretary,

Maša Šarar Nežić, iurist