

Pursuant to Article 28 of the Statute of the University of Zagreb, the Senate of the University of Zagreb at its 12th regular session in the 355th academic year (2023/2024), held on 24 September 2024, passed the following

REGULATIONS ON DOCTORAL STUDIES AT THE UNIVERSITY OF ZAGREB

General Provisions

Article 1

- (1) The Regulations on Doctoral Studies at the University of Zagreb (hereafter: Regulations) regulate the organization and performance of doctoral studies at the University of Zagreb (hereafter: University), the institution responsible for establishing the studies and the institution responsible for conducting the studies, the form and duration of the studies, enrolment requirements, manner of implementation, teaching and research, doctoral thesis proposal, evaluation and defence process, rights and obligations of doctoral candidates enrolled in doctoral programmes (hereafter: doctoral candidates), rights and obligations of the mentor, award and revocation of a PhD or Doctorate of Arts, quality measurement methods, as well as other issues pertaining to the organization and performance of doctoral studies.
- (2) These Regulations prescribe the minimum requirements for activities referred to in paragraph 1 of this Article, while individual institutions responsible for conducting the studies may prescribe additional requirements in their regulatory documents.

Definitions

Article 2

- (1) Terms used in these Regulations have the following meaning:
 1. *Doctoral studies* means university postgraduate studies in the sciences or the arts.
 2. The *institution responsible for establishing the studies* is the University, which establishes all study programmes.
 3. The *institution responsible for conducting the studies* may be one or more constituents of the University, the University itself, or several universities. The institution responsible for conducting the studies organizes and conducts doctoral study programmes, enrolls students, and concludes the process of obtaining a PhD or Doctorate of Arts. The institution responsible for conducting the studies collects and stores doctoral candidates' information (e.g. in a portfolio) in accordance with the regulations governing the protection of personal data.
 4. If a study programme is conducted by more than one constituent or university, the Senate issues a decision appointing one of them as the *study programme coordinator*, who assumes the obligations and responsibilities prescribed in point 3 of this Article.
 5. The *Doctoral Study Council* at the level of a constituent of the University may be the expert council of that constituent or another body responsible for doctoral studies. At the University level, the body responsible for the studies is the Doctoral Study Council, appointed by the Senate on the recommendation of the Rector. The

composition of the Doctoral Study Council is prescribed by the institution responsible for conducting the studies in a general act.

6. The *competent body* at the constituent level is the expert council of the constituent which, on the recommendation of the Doctoral Study Council, where it is a different body, appoints the committee for the evaluation of the thesis proposal and mentor proposal, the thesis evaluation committee and the thesis defence committee. The competent body at the University level is the Doctoral Study Council.
7. The *doctoral adviser* is employed by the institution taking part in the implementation of the study programme in a research and teaching role or art and teaching role as an assistant professor at minimum, or research role as a research associate at minimum. Upon enrolling in the doctoral programme, the Doctoral Study Council assigns the doctoral candidate an adviser, who supports the doctoral candidate in their studies, monitors their work and progress, and creates a work plan together with the doctoral candidate (which the institution responsible for conducting the studies stores with the rest of the documentation, e.g. in the doctoral candidate's portfolio). The doctoral adviser performs the abovementioned tasks until a mentor is appointed, except when the mentor is from another institution. In such cases, the doctoral adviser continues to perform their tasks for the duration of the doctoral study programme.
8. The *mentor* is an appointed person with a research and teaching role or art and teaching role as an assistant professor at minimum, or research role as a research associate at minimum, who guides the doctoral candidate in their work on the thesis.
9. The *Committee for the Evaluation of the Thesis Proposal and Mentor Proposal*, the *Thesis Evaluation Committee* and the *Thesis Defence Committee* have three or five members, of which at least one member of the three-person committee and two members of the five-person committee do not teach at the doctoral study programme and are not employed by the constituent acting as the institution responsible for conducting the studies, and if possible, are employed by a different university in Croatia or abroad, or a similar institution. Committee members are:
 - a. persons employed in a research and teaching role or art and teaching role as an assistant professor at minimum, or
 - b. persons employed in a research role as a research associate at minimum, or
 - c. adjuncts and persons who earned their academic rank abroad, whose rank is equivalent to those referred to points 9(a) and 9(b), or
 - d. distinguished researchers or artists with a PhD or Doctorate of Arts. Such a recommendation must be explained in accordance with the general act of the institution responsible for conducting the studies.

The mentor cannot be a member of the above committees.

- (2) The expressions used in these Regulations are gender neutral and refer equally to the female and male gender.

Article 3

- (1) Doctoral studies may only be established in areas in which the institution responsible for establishing the studies and the institution responsible for conducting the studies are internationally recognized for their scholarly or artistic research, or artistic creation.

- (2) Doctoral studies are founded by the University on the proposal of a constituent or the University itself in a specific scientific or artistic area based on the successful completion of the initial study programme accreditation process.
- (3) The main characteristics of doctoral studies at the University are research and learning through research, internationalization, transparency and ethics, international quality criteria and international competitiveness.
- (4) In order to ensure quality and encourage the mobility of doctoral candidates and teachers, institutions responsible for conducting doctoral studies cooperate with similar institutions in the Republic of Croatia and abroad.

Goals of Doctoral Studies

Article 4

The goals of doctoral studies are:

1. generation of new and relevant knowledge, scholarly and artistic insight and practices, as well as their application
2. education of researchers in the chosen scientific or artistic area
3. enabling doctoral candidates to pursue an independent, research-based and interdisciplinary approach to solving problems, to conduct research independently, to critically evaluate the work of others, and to participate in scholarly communication
4. acquisition of knowledge, experience and skills enabling PhDs and Doctors of Arts to implement a creative and research-based approach to solving complex theoretical, social and economic problems
5. internationalization of research at the University.

Doctoral Studies Components

Article 5

- (1) A doctoral study programme facilitates the development of independent research and critical thinking, adoption of methodology, and acquisition of general skills.
- (2) The central component of a doctoral study programme is scholarly or artistic research and creation.
- (3) The workload of a doctoral study programme is determined in accordance with the European Credit Transfer System (ECTS). Coursework in the form of lectures may not exceed 20 per cent (maximum of 36 ECTS credits) of the overall workload of the study programme.
- (4) Based on the capacities available and according to conditions established beforehand, attending doctoral classes is open to all doctoral candidates of the University. Some doctoral research and classes may be made partly available to doctoral candidates from other universities, with previously established requirements and signed agreements.
- (5) In order to encourage interdisciplinarity, doctoral candidates may, with their mentor's approval and justification, and in the manner prescribed by the general act of the institution responsible for conducting the studies, enrol in some of the doctoral classes and conduct some of the research and artistic creation at the University or other institutions.
- (6) The Doctoral Study Council determines bridging classes for acquiring the basic knowledge necessary for attending and completing the doctoral study programme.

Forms of Doctoral Studies

Article 6

Doctoral studies may have the following forms:

1. Doctoral studies where the institution responsible for conducting the studies is one constituent or the University.
2. Dual doctorate, where the doctoral candidate receives two diplomas and where dual mentorship is required in the form of international and interinstitutional co-mentorship (*cotutelle de thèse*).
3. Joint study conducted by at least two institutions of higher education in Croatia, or one institution of higher learning in Croatia and one abroad. Exceptionally, a joint doctoral study may be jointly conducted by at least one higher education institution and a public research institute.

Enrolment Prerequisites and Duration of Study

Article 7

- (1) Prerequisites for enrolment in a doctoral study programme are established by the Doctoral Study Council in accordance with existing regulations.
- (2) A public call for applications is published for doctoral studies. The criteria for evaluating applicants include achievements in relevant university graduate studies or university integrated undergraduate and graduate studies or university specialist studies, interest shown in scholarly or artistic research, publications, references by teachers and potential mentors, and a research topic proposal. The applicant must obtain at least 300 ECTS credits in the relevant studies or, if the studies were completed before the implementation of the Bologna Process, have completed four years of graduate studies. A constituent may prescribe the minimum level of language proficiency necessary for the applicant to follow the study programme in the language in which the study programme is conducted. An interview with the applicant is a mandatory integral part of the enrolment process. At the time of enrolment, all the necessary conditions for completing the studies within the stipulated period are clearly defined.
- (3) The doctoral candidate has the right to complete their studies under the conditions valid at the time of enrolment within six years. This six-year period does not include a period of suspension of studies for a justified reason (pregnancy, maternity leave, parental and adoption leave, prolonged illness, other justified cases, in accordance with the provisions of the *Statute of the University of Zagreb* (hereafter: University Statute)).
- (4) If the quality of work performed by the doctoral candidate is determined as unsatisfactory by the Doctoral Study Council in its annual evaluation, the Council can decide on the forfeiture of the doctoral candidate's right to continue their studies.
- (5) After enrolling in a doctoral programme, the doctoral candidate may request the recognition of exams passed at the doctoral level in the manner prescribed by the general act of the institution responsible for conducting the studies.

Mentorship

Article 8

- (1) A person can be appointed mentor if they:
 1. hold a research and teaching role or art and teaching role as an assistant professor at minimum, or a research role as a research associate at minimum, or

2. hold an adjunct academic rank equivalent to those referred to in paragraph 1, item 1 of this Article, or
 3. hold an academic rank obtained abroad equivalent to those referred to in paragraph 1, item 1 of this Article, or
 4. hold an honorary title of *professor emeritus*, or
 5. are a full member of the Croatian Academy of Sciences and Arts.
- (2) In addition to fulfilling the requirements from paragraph 1 of this Article, the person must also be an active scholar or artist in the area relevant to the doctoral thesis, with published research or a body of work in the arts in the last five years.
 - (3) The Senate decides on the appointment of a mentor on the recommendation of the area council and the institution responsible for conducting the studies.
 - (4) Mentors are required to take a mentorship workshop organized by the constituent, the University or recognized international schools before their first mentorship assignment.
 - (5) A mentor who is not employed by the University or a University constituent needs to sign an agreement on cooperation and assumption of responsibility with the head of the institution responsible for conducting the studies, using the University form.
 - (6) A teacher at a University constituent may serve as a mentor at another university if granted permission by the constituent or the University.
 - (7) A mentor who assumed mentorship before retirement may serve as mentor until the doctoral candidate's completion of studies, with the consent of the Doctoral Study Council.
 - (8) If there is a need for it, dual mentorship must be allowed (for example, in the case of interdisciplinary research, conducting research or artistic creation in several institutions, dual doctorate, when a mentor is appointed at each of the two partner institutions).

Mentor's Duties

Article 9

- (1) The mentor is required to guide the doctoral candidate over the course of their studies until the defence of the doctoral thesis, to continuously monitor the quality of their work, to encourage them to publish their work and to enable them to participate in research or artistic projects.
- (2) In the case of several mentors, each of them assumes responsibility for a previously determined part of the research and the process of writing the doctoral thesis.
- (3) In accordance with the general act of the University constituent or the University, the mentor regularly submits a report on the doctoral candidate's progress to the Doctoral Study Council. The report is made using a University form.

Status of Doctoral Candidates

Article 10

- (1) The status of a doctoral candidate is acquired by enrolling in doctoral studies at the University.
- (2) When enrolling, the applicant signs a contract with the institution responsible for conducting the doctoral study programme and, in addition to other rights and obligations, agrees on the terms of tuition fees and the rules on the treatment of copyright in accordance with the regulations governing copyright and related rights.

- (3) At the beginning of each academic year, doctoral candidates must regulate their status by enrolling in a higher year, repeating the year, or applying for the suspension of studies.
- (4) The suspension of studies in a particular academic year must be approved in advance based on a reasoned application, in accordance with the provisions of the University Statute, these Regulations, and the general act of the institution responsible for conducting the studies.

The Rights and Obligations of Doctoral Candidates

Article 11

- (1) Doctoral candidates are required to prepare a plan of activities at the beginning of the academic year and submit an annual progress report to the Doctoral Study Council (with the possibility of a research presentation). The report is made using a University form.
- (2) Doctoral candidates have the right to change mentors or their doctoral research topic by submitting a written request and a statement by their former mentor. The request is made using a University form. The decision is made by the competent body of the institution responsible for conducting the studies, based on the recommendation by the Doctoral Study Council, where it is a different body, and the Senate.
- (3) Prior to defending their thesis, doctoral candidates are required to have at least one scholarly article published or accepted for publication in a Croatian or international scientific journal (where they are the sole author or one of the lead authors), or a public presentation of an artistic work in a public space. Each constituent will determine the criteria in accordance with the general act regulating doctoral studies. The article or artistic work must be in the scientific or artistic area of the doctoral thesis and be thematically related to the doctoral research. Each article or artistic work may be used for the qualification of only one doctoral candidate, unless a special explanation is provided (e.g. equal co-authorship).
- (4) In order to avoid any misunderstandings between the publisher and the author, doctoral candidates are obliged to ensure that the contract with the publisher contains provisions for the application of regulations governing copyright and related rights, as well as the application of regulations governing higher education and research activities.
- (5) Only published scholarly articles containing the name of the institution responsible for establishing the studies may be used for the qualification of doctoral candidates. Doctoral candidates may list other institutions in addition to the institution responsible for establishing the studies.

The Rights and Obligations of Doctoral Candidates with Disabilities

Article 12

- (1) Doctoral candidates with disabilities have the right to accommodations in accordance with the doctoral studies contract or other general act of the constituent where they are studying.
- (2) Doctoral candidates with disabilities are all students who, due to illness, impairment or a disorder, regardless of the percentage of physical impairment or the type and severity of disability – impairment of functional abilities, as determined by expert examination, have permanent, occasional or temporary difficulties in performing everyday academic activities (students with visual and hearing impairments, motor disorders, chronic

diseases, ADHD, autism, mental illnesses and disorders and specific learning disorders (dyslexia, dysgraphia, dyscalculia), and with other health conditions and difficulties that may affect their studies). Health conditions, difficulties or impairments are determined by a decision on the percentage of physical impairment issued by the competent body or by an assessment and opinion on the type and severity of disability – impairment of functional abilities, determined by expert examination, as well as other relevant documentation in accordance with the procedure established by the general act of the University or its constituent.

- (3) In the implementation of curricular and extracurricular activities, constituents should take care to respect the principle of inclusiveness and to ensure the availability of study materials taking into account the different needs of doctoral candidates with disabilities.
- (4) Study accommodations include adjusting the teaching and examination process without compromising academic standards in accordance with the established learning outcomes that are the same for all doctoral candidates.
- (5) Study accommodations for doctoral candidates with disabilities can include:
 - extended time for written exams and midterm exams
 - adapted printed teaching materials (larger letters and spacing, etc.)
 - digitalized literature
 - support provided by another person (peer support, sign language interpreter, etc.)
 - using assistive technology, and
 - other accommodations in accordance with the general act of the constituent or the University.

Doctoral Thesis

Article 13

- (1) A doctoral thesis is a public scholarly or artistic work, subject to public scholarly or artistic evaluation.
- (2) Doctoral candidates may not object to their doctoral thesis being made publicly available through the public online database of the university library, the library of the University constituent where the doctoral study programme is conducted, and on the public online database of final theses of the National and University Library.
- (3) Restrictions of public access to a doctoral thesis is possible in exceptional cases, in accordance with the regulations governing copyright and related rights.

Article 14

- (1) A doctoral thesis may have the following forms:
 1. Monograph
 2. Scandinavian model
 - a. A doctoral thesis based on the Scandinavian model is a collection of published scholarly articles accompanied by a critical overview chapter, consisting of an introduction, discussion, conclusion, and a comprehensive overview of relevant literature. The critical overview places the results of the thesis in the context of existing scholarly insight. This thesis form is allowed only within the context of the research conducted during the doctoral study programme, and the scholarly articles included must be published or accepted for publication since enrolment in the doctoral study

programme. Collected scholarly articles proposed as a doctoral thesis must make up a rounded whole composed of at least three thematically connected articles, published or accepted for publication in journals included in the *Web of Science*, *Scopus* or *ERIH* databases, at least one of which in a journal with an impact factor higher than the median impact factor of the journals in the area of doctoral research. Each article may be used for the qualification of only one doctoral candidate, unless a special explanation is provided. The collected articles must present a new scholarly contribution relative to the individual articles. This type of thesis, including the published articles, undergoes the same evaluation and grading process as all other forms of doctoral theses.

- b. In order to avoid any misunderstandings between the publisher where the articles were published and the author of the articles that qualify for the recognition of the doctoral thesis based on the Scandinavian model, doctoral candidates must follow the provisions of Article 11, paragraph 4 of these Regulations.
 - c. The Doctoral Study Council at the level of the constituent or another body in charge of the doctoral studies may prescribe stricter requirements or a larger number of articles.
3. Doctoral thesis in an artistic area
- a. A doctoral thesis in an artistic area is an original and innovative artistic work resulting from artistic research in the context of contemporary artistic creation, and is completed by a presentation of the artistic work and the accompanying theoretical work, or with the artist's book.
- (2) The University may prescribe more detailed guidelines for certain forms of doctoral theses.

Article 15

- (1) The doctoral thesis can be written in Croatian, English, or any other language stipulated in the doctoral study programme. The language of the doctoral thesis must be uniform throughout the work. This also applies to doctoral theses based on the Scandinavian model.
- (2) In addition to the original language, the title, abstract and key words of the doctoral thesis must be written in both Croatian and English. The abstract should enable the understanding of the thesis objective, research methods, results and conclusions.
- (3) The graphic layout of the thesis is prescribed by the University.

Submission, Evaluation and Approval of the Doctoral Research Proposal and Mentor Proposal

Article 16

- (1) The process of proposing a mentor and submitting a thesis proposal should be initiated in the first semester at the earliest, and no later than the end of the fourth semester of the doctoral study programme.
Constituents which have retained a licentiate degree in their doctoral studies, which is not an academic degree in the sense of the legislation governing higher education and

scientific activity, may start the process of proposing a mentor and submitting a thesis proposal no later than the end of the fifth semester.

- (2) When proposing a mentor and submitting a thesis proposal, the conditions for setting up the research, the source and estimated amount of research funding must be determined.
- (3) The doctoral candidate initiates the process for the approval of the thesis proposal by submitting a request containing general information about the doctoral candidate, their curriculum vitae and bibliography, the proposed title of the doctoral thesis, information about the proposed mentor and their competences, explanation of the thesis topic and the expected original scholarly or artistic contribution of the proposed research, research cost estimate, and a statement that the doctoral candidate has not submitted a doctoral thesis with the same topic at another study programme at the University or at another university. The doctoral thesis proposal is submitted using a University form.
- (4) The competent body appoints the Committee for the Evaluation of the Thesis Proposal and Mentor Proposal on the recommendation of the Doctoral Study Council, where it is a different body. The Committee evaluates the expected scholarly or artistic contribution, the financial and organizational feasibility of the research and proposes a mentor. The composition of the Committee is prescribed by Article 2, paragraph 1, point 9 of these Regulations.
- (5) The submitted thesis proposal is defended publicly before the Committee for the Evaluation of the Thesis Proposal and Mentor Proposal, in the language used in the doctoral thesis. The defence of the thesis proposal is held on the location determined by the competent bodies of the University or its constituents.
- (6) Exceptionally, when a member of the Committee is unable to attend the defence of the thesis proposal due to justified reasons, that member may be allowed to participate remotely. This exception does not apply to the chair of the Committee.
- (7) The Committee makes an evaluation and submits a proposal to the competent body using the University form no later than 90 days after appointment.
In the event that the Committee returns the doctoral thesis proposal to the doctoral candidate for revision, it has an additional 30 days from the moment of receipt of the revised thesis proposal to make an evaluation and submit a proposal to the competent body.
The evaluation and proposal are determined by a majority vote of the Committee. Each member of the Committee has the right to a separate evaluation and proposal.
- (8) The competent body of the institution responsible for conducting the studies must respond to the Committee's proposal at the first session after the submission of the proposal. The response is submitted using a University form.
- (9) If the competent body of the institution responsible for conducting the studies approves the doctoral thesis proposal and the proposed mentor, the doctoral thesis proposal is recommended for adoption by the area council according to the instructions of the University.
- (10) The area council recommends the doctoral thesis proposal and the mentor to the Senate for adoption. The Senate approves the doctoral thesis proposal and the mentor at the next session after the submission of the recommendation.
- (11) All doctoral candidates writing their doctoral thesis in English or another foreign language provided for in the doctoral study programme, and whose mother tongue is

Croatian, fill out the University forms bilingually (in Croatian and English). In case of discrepancy between the two versions, the Croatian version will prevail. Foreign students enrolled in doctoral studies whose mother tongue is not Croatian fill out University forms only in English.

- (12) All scholarly and artistic research on or involving human beings and animals must be conducted in accordance with regulations and must obtain the consent of the Ethics Committee of the constituent or the University.
- (13) The provisions from paragraphs 1 to 10 of this Article are applied appropriately in the case of dual mentorship.

Doctoral Thesis Evaluation Process

Article 17

- (1) Doctoral candidates initiate the doctoral thesis evaluation process by submitting the doctoral thesis to the competent body, together with the *Statement of originality*, and the mentor's written consent and assessment of the research carried out and the original scholarly or artistic contribution. By obtaining the mentor's written consent, it is understood that the mentor is familiar with the results of the verification process of the work's authenticity using authentication software, and that the results of this verification process are acceptable.
If the mentor refuses to give their consent, they must provide a written explanation of reasons for doing so to the competent body within 15 days from the submission of the thesis. In both cases, the mentor's explanation, and the annual progress reports written by the doctoral candidate and the mentor if needed, is sent to the members of the Thesis Evaluation Committee, who take it into consideration in the process of evaluation.
- (2) If the doctoral thesis is based on the Scandinavian model, the doctoral candidate submits with the thesis the proof (including bibliography) that the scholarly articles collected in the doctoral thesis meet the qualifying requirements from Article 14, paragraph 1, item 2 of these Regulations.
- (3) Before submitting the doctoral thesis for evaluation, the form and the relevant documentation are checked and it is determined whether the doctoral candidate has fulfilled all the obligations required by the study programme.
- (4) Doctoral candidates submit the doctoral thesis for evaluation in an electronic format. In the case of artistic doctoral work, the doctoral candidate needs to submit the necessary documentation in the applicable format with regards to the characteristics of the work, in addition to the public presentation of the work.
- (5) The competent body appoints the Thesis Evaluation Committee on the recommendation of the Doctoral Study Council, where it is a different body. The composition of the Thesis Evaluation Committee is prescribed by Article 2, paragraph 1, item 9 of these Regulations. The Thesis Evaluation Committee may be composed of the same members as the Thesis Defence Committee.
- (6) Immediately after the appointment of the Thesis Evaluation Committee, the institution responsible for conducting the studies publishes the title and summary of the thesis in Croatian and English on its website.
- (7) The members of the Thesis Evaluation Committee are obliged to treat the data and insights from the thesis with confidentiality until the doctoral thesis evaluation report

- is submitted to the competent body, in order to protect the scholarly or artistic contribution of the doctoral thesis and the intellectual property.
- (8) The Thesis Evaluation Committee is required to submit a written report with the doctoral thesis evaluation to the competent body using the University form within 90 days of appointment. The chair of the Committee prepares the report on the basis of collected written opinions of committee members. The report is then signed by all Committee members. Each Committee member has the right to submit a separate opinion.
 - (9) The Thesis Evaluation Committee prepares a report recommending:
 1. the acceptance of the doctoral thesis with an explicit statement on the achievement of original scholarly or artistic contribution, or
 2. a revision of the doctoral thesis, with a mandatory explanation and deadline for revision, which must not exceed 6 months, or
 3. the rejection of the doctoral thesis, with a mandatory explanation.
 - (10) At its first session after the submission of the report, the competent body makes a decision on the report of the Thesis Evaluation Committee. The decision may be one of the following:
 1. Acceptance of a positive report, after which the Thesis Defence Committee is appointed.
 2. Acceptance of the report of the Thesis Evaluation Committee requesting a revision of the doctoral thesis, after which, when the doctoral candidate submits the revised thesis, the evaluation process is repeated before the Committee that submitted the report recommending a revision of the thesis, having the same composition.
 3. Acceptance of a negative report, after which the doctoral candidate loses the right to a PhD or a Doctorate of Arts in that study programme.
 4. Dismissal of the Committee's report, after which the doctoral thesis evaluation process is repeated.
 - (11) After accepting a positive thesis evaluation report, the institution responsible for conducting the studies is obliged to make the doctoral thesis publicly available by publishing it online at least 30 days before the date of the defence, except in the cases referred to in Article 18 of these Regulations.

Article 18

- (1) In the event that the research results of the doctoral thesis include an innovation eligible for the protection of intellectual property rights, the doctoral candidate and the mentor may inform the institution responsible for conducting the studies thereof.
- (2) In such a case, the doctoral candidate may, with the mentor's consent and before submitting the doctoral thesis for evaluation, using the University form, request that the submitted doctoral thesis be handled with confidentiality until the time of the public defence, and the institution responsible for conducting the studies may take the necessary steps for the legal protection of such intellectual creations in accordance with the *Regulations on the Management of Intellectual Property at the University of Zagreb* before publication.
- (3) By approving this request, the period starting from the moment of approval of the request until the end of the need to postpone the public defence is not included in the duration of the studies.

Doctoral Thesis Defence Process

Article 19

- (1) Doctoral candidates may defend their doctoral thesis after the competent body accepts the positive doctoral thesis evaluation report, within 31 days at the earliest and 60 days at the latest from the publication of the thesis on the website.
- (2) The composition of the Thesis Defence Committee is prescribed by Article 2, paragraph 1, item 9 of these Regulations. The Thesis Defence Committee may be composed of the same members as the Thesis Evaluation Committee.
- (3) The thesis defence is public. An announcement of the public defence must be published at least eight days before the defence. The thesis defence is held on the location determined by the competent bodies of the University or its constituents, in the language of the thesis and according to established protocol. In the case of joint studies or dual doctorates, the thesis defence may be held at the partner university.
- (4) By way of derogation from paragraph 3 of this Article, if a member of the Committee is unable to attend the defence of the thesis proposal due to justified reasons, that member may be allowed to participate remotely. This exception does not apply to the chair of the Committee.
- (5) The Thesis Defence Committee decides whether the candidate successfully defended or failed to defend the doctoral thesis. If the defence was successful, the Committee may issue a grade from the Latin classification of honours as *rite*, *cum laude*, *magna cum laude* or *summa cum laude* according to the criteria prescribed by the institution responsible for conducting the studies. The decision and evaluation are determined by a majority vote of the Thesis Defence Committee.
- (6) Minutes of the defence are written in Croatian using the University form, and if the defence is conducted in another language, the minutes are written in English.
- (7) The doctoral thesis is defended only once.

Doctoral Candidate's Copyright

Article 20

- (1) The doctoral candidate acquires copyright by the very act of creating the doctoral thesis.
- (2) A constituent may adopt rules on copyright management with regards to doctoral theses and other works of authorship created as part of doctoral studies, in accordance with the needs and nature of the research and teaching process of the constituent, respecting the provisions of regulations governing copyright and related rights.

Doctoral Thesis Publishing and Filing

Article 21

- (1) Doctoral theses defended as part of the doctoral studies at the University will be made publicly available through the public online database of the university library, the library of the University constituent where the doctoral study programme is conducted and/or on the public online database of final theses of the National and University Library no later than 30 days after the day of the defence.
- (2) The doctoral thesis is written according to the instructions of the University and is stored in the National and University Library and in the University archives no later than 30 days after the defence.

- (3) Doctoral theses in the arts are stored in accordance with the characteristics of the work, in an appropriate manner (in writing, in the form of a photograph, video or audio recording, etc.) in the National and University Library and the University archives no later than 30 days after the defence.
- (4) If it is necessary to temporarily preserve the confidentiality of the content or part of the content of the doctoral thesis for the purpose of patent protection, industrial design protection or some other industrial property right, in accordance with special regulations governing industrial property rights, the doctoral candidate may request a postponement of the publication referred to in paragraph 1 of this Article until the conditions for achieving adequate protection of industrial property rights are fulfilled or until the need for confidentiality ceases.

Completion of Studies and Graduation Ceremony

Article 22

- (1) Doctoral candidates must submit a bound doctoral thesis and a doctoral thesis in electronic form within 15 days from the day of the defence. For doctoral works in the arts, the necessary documentation in the applicable format with regards to the characteristics of the work must also be attached.
- (2) Doctoral candidates must fill out the University form for promotion to the title of PhD or Doctor of Arts within 15 days from the day of the defence.
- (3) The study programme is completed with the submission of the doctoral thesis in accordance with paragraph 1 of this Article and the prescribed accompanying documentation.
- (4) The institution responsible for conducting the studies must update the information about the doctoral candidate's completion of studies, and must submit all necessary documentation to the relevant office of the University within 15 days from the day of the defence.
- (5) Following the completion of studies, the doctoral candidate is issued a diploma in accordance with the deadlines established by the regulations governing the form and content of diplomas.
- (6) The doctoral diploma is handed to the doctoral candidate by the Rector at the graduation ceremony for PhDs and Doctors of Arts.
- (7) If the graduation ceremony is scheduled after the deadlines established in paragraph 5 of this Article, doctoral candidates may collect their diplomas before the graduation ceremony from the relevant office of the University.

Certificate of Completed Studies

Article 23

- (1) A doctoral diploma is a public document confirming that a doctoral candidate has completed a certain study programme and gained the right to an academic degree in accordance with the Law.
- (2) If the diploma is issued after the completion a joint study programme, it must contain the full name and seat of the higher education institutions, as well as the signatures of the heads and seals of all higher education institutions participating in the joint study programme, as well as other information from the regulations on the form and content of diplomas, taking into account the possibility of their application according to national

regulations on the form and content of diplomas of countries of foreign higher education institutions that participate in joint study programmes.

- (3) The number of ECTS credits stipulated by the study programme is included on the diploma.

Doctoral Studies Quality Assurance

Article 24

- (1) The institution responsible for conducting the studies must keep up-to-date comprehensive records of doctoral candidates and mentors in the information system of higher education institutions.
- (2) The institution responsible for conducting the studies regularly performs self-evaluation of doctoral study programmes. The report accepted by the competent body of the institution responsible for conducting the studies is submitted to the University using a prescribed form.
- (3) The criteria for the evaluation of doctoral studies include: scholarly or artistic production of teachers and doctoral candidates, teaching activities, relevance and quality of doctoral theses, statistics on study duration, statistics on the annual number of new PhDs and Doctors of Arts relative to the total number of doctoral candidates, international cooperation, employability of PhDs, and other elements essential for ensuring the quality of doctoral studies.

Revocation of Academic Degrees

Article 25

- (1) If the academic degree of PhD or Doctor of Arts was awarded contrary to the prescribed requirements, or if plagiarism was established, or the research process was contrary to ethical principles, the academic degree awarded to the person in such an event (hereafter: reported person) may be revoked in a process prescribed by the University for such cases.
- (2) The process for the revocation of the academic degree of PhD or Doctor of Arts is as follows:
 1. The reporting party submits a report to the University. The University forwards the received report containing the reporting party's reasoned statement and proof that the doctoral thesis is plagiarized or a forgery to the institution responsible for conducting the studies, and requests a response from the institution.
 2. The competent body of the institution responsible for conducting the studies decides on a reasoned statement with a recommendation for revoking or upholding the academic degree at a meeting open to both the reporting party and the reported person.
 3. The institution responsible for conducting the studies submits their reasoned statement to the University within 120 days of receiving the report.
 4. The Rector appoints an ad hoc committee for the revocation of a PhD or a Doctorate of Arts, which delivers a statement on the justification of the original report within 60 days of the appointment. Based on the statement of the ad hoc committee, the Rector recommends that the Senate revoke the PhD or Doctorate of Arts and all rights arising from it, or reject the original report.

5. The Senate makes a decision to revoke a PhD or Doctorate of Arts. The Senate's decision to revoke a PhD or Doctorate of Arts is accompanied by other documents, including:
 - information on the reported person
 - recommendation of the competent body of the institution responsible for conducting the studies
 - Rector's decision on the appointment of members to the ad hoc committee for the revocation of an academic degree
 - statement of the ad hoc committee.
6. If the Senate decides to revoke the academic degree of PhD or Doctor of Arts, the Rector will revoke the PhD or Doctorate of Arts diploma no later than 30 days from the date of the Senate's decision.
7. The decision to revoke the academic degree of PhD or Doctor of Arts is entered in the University *Book of PhDs and Doctors of Arts*. A PhD or Doctor of Arts diploma is revoked by adding a statement of revocation to the diploma. The person whose diploma was revoked must return the diploma to the University.
8. The revocation of the diploma also means forfeiting the rights based on obtaining a PhD or Doctorate of Arts.
9. When revoking an academic degree, the committees and the Senate must act in accordance with the regulations on copyright protection regarding written scholarly or artistic works.

Honorary Doctorate

Article 26

According to the provisions of the Statute of the University, the University may award honorary doctorates to persons of exceptional reputation who have contributed to the recognition of the University and the advancement of science, art and culture in Croatia and/or the world.

Transitional and Final Provisions

Article 27

- (1) Doctoral candidates have the right to complete their studies in accordance with the regulations that were in force at the time of enrolment.
- (2) None of the provisions of these Regulations or the regulations of constituents may be applied or interpreted to the detriment of doctoral candidates who have acquired certain rights under the previous legal arrangement.
- (3) If the provisions of the legal arrangement after the entry into force of these Regulations are more favourable for doctoral candidates, its provisions will be applied at their request, regardless of when doctoral candidates enrolled in the doctoral study programme.
- (4) For doctoral candidates who enrolled in a doctoral study programme before the entry into force of the Regulations on Doctoral Studies at the University of Zagreb, adopted by the Senate of the University of Zagreb on 20 April 2010, the deadline for the completion of studies is determined by each constituent by a general act. In such cases, the deadline for completing the doctoral studies cannot be longer than 30 September 2026.

- (5) Doctoral candidates may be allowed to continue their studies according to the newly established study programme in accordance with the general act of the constituent, and with their express consent. In such cases, the exams doctoral candidates passed during the current doctoral studies may also be recognized at the newly established doctoral studies, in accordance with the general act of the constituent. Other obligations, such as the submission of a research topic, publication of a scholarly article or other requirements for the completion of studies, cannot be recognized.

Article 28

- (1) The University constituents will harmonize the regulations and other general acts with these Regulations no later than 1 October 2025, by which time the general acts on doctoral studies must enter into force at the latest.
- (2) Until the regulations from paragraph 1 of this Article are adopted, each constituent will apply the valid regulations governing doctoral studies at that constituent, except for the part that is contrary to these Regulations, in which case the provisions of these Regulations will apply directly.

Article 29

- (1) On the date of entry into force of these Regulations, the *Regulations on Doctoral Studies at the University of Zagreb*, adopted by the Senate of the University of Zagreb at its 11th session in the 341st academic year (2009/2010), held on 20 April 2010 (CLASS: 602-04/09-01/30; REG. NO.: 380-02/5-10-3, in force since 30 April 2010) and the *Regulations on Amendments to the Regulations on Doctoral Studies at the University of Zagreb*, adopted by the Senate of the University of Zagreb at its 10th session in the 347th academic year (2015/2016) held on 19 May 2016 (CLASS: 641-01/16-02/12; REG. NO.: 380-020/173-16-6, in effect from 23 June 2016) cease to be valid.
- (2) The Regulations will be published on the University website.
- (3) The Regulations enter into force on 1 October 2024.

Rector

Prof. Stjepan Lakušić, PhD

CLASS: 011-02/24-03/15
REG. NO.: 251-25-03-04/1-24-6
Zagreb, 24 September 2024

The *Regulations on Doctoral Studies at the University of Zagreb* were published on the University website on 26 September 2024.