



# **RULES ON THE IMPLEMENTATION OF DOCTORAL STUDIES AT DOBA BUSINESS SCHOOL**

**Issue No. 1**

Adoption of the rules:  
Senate, 12 September 2019

Pursuant to the Statutes of DOBA Faculty of Applied Business and Social Studies Maribor, on its fourth (regular) session of 12 September 2019, the Senate of DOBA Faculty of Applied Business and Social Studies Maribor (hereinafter DOBA Business School) adopted the following

## **Rules on the Implementation of Doctoral Studies at DOBA Business School**

### **1. GENERAL PROVISIONS**

#### **Article 1 (Content of the Rules)**

These Rules detail the application and enrolment procedure, the implementation of doctoral studies, conditions for supervisors and co-supervisors, procedures of registration and approval of the dissertation proposal (hereinafter the proposal), and the procedures of preparing, submitting, and defending the doctoral dissertation (hereinafter the dissertation).

#### **Article 2 (Neutral Grammatical Form and Abbreviations)**

The expressions used in these Rules are written in the masculine grammatical form and shall be deemed gender neutral and apply equally to men and women.

The following abbreviations are used in the Rules:

- CDS: Commission for Doctoral Studies
- CAPD: Commission for the Assessment of the Proposal and the Dissertation

#### **Article 3 (Doctoral Programme)**

DOBA Business School organises and implements scientific and research activity and education for the acquisition of a doctoral degree in the accredited third cycle programme of Innovation and Sustainable Business Management in Digital Society.

The doctoral programme lasts three years and comprises organised study forms and individual scientific and research work.

#### **Article 4 (Doctoral Dissertation)**

The dissertation is a paper prepared as a result of individual scientific and research work of the student and represents an original contribution to science in the covered subject area.

The dissertation is prepared in the Slovenian, Croatian, Serbian, or English language.

#### **Article 5 (Academic Title)**

After completing all study obligations prescribed by the programme and successfully defending the dissertation, the student is awarded the academic title of *doktor znanosti*.

#### **Article 6 (Academic Manager of the Doctoral Programme and the Commission for Doctoral Studies)**

The Academic Manager of the Doctoral Programme is responsible for the comprehensive and high-quality implementation of the doctoral programme. The Academic Manager is appointed by the Dean.

The CDS is a three-member commission and is appointed by the Senate of DOBA Business School at the proposal of the Dean. In addition to the Academic Manager, who is usually the President of the CDS, the CDS further comprises two appointed higher education teachers of DOBA Business

School. Members of the CDS must be appointed to the academic rank of assistant professor, associate professor, or full professor.

The CDS cooperates in the selection procedures for doctoral candidates, assigning supervisors, appointment of the CAPD, approval of the proposal and dissertation, and the defence of the dissertation. The CDS member, who is the supervisor or co-supervisor of a specific student, temporarily excludes himself from all CDS procedures associated with this student.

The CDS meets once a month. The CDS does not hold meetings from 15 July to 31 August.

## **2. APPLICATION AND ENROLMENT PROCEDURE**

### **Article 7 (Enrolment in the First Year)**

In accordance with the Higher Education Act – ZViS (Official Gazette of the Republic of Slovenia, No. 32/2012-UPB7, 40/2012 – ZUJF, 57/2012-ZPCP-2D, 109/2012, and 85/2014), the following candidates meet the requirements for enrolment in the first year of the doctoral programme:

- Candidates who have graduated from a second-cycle programme
- Candidates who have graduated from an undergraduate study programme leading to a university degree (adopted prior to 11 June 2004)
- Candidates who have completed a study programme leading to specialisation provided they had previously completed a higher professional study programme (adopted prior to 11 June 2004); for enrolment in the third-cycle programme, the DOBA Business School Student Affairs Committee, at the proposal of the CDS, stipulates study obligations worth 30 to 60 ECTS credits, which the candidate must complete prior to enrolment
- Candidates who have graduated from a study programme educating for professions regulated by EU directives or another unified master's programme worth 300 ECTS credits and lasting 5 years (in accordance with paragraph four of Article 36 of ZViS).

Enrolment requirements are also met by candidates who have completed a comparable study programme abroad and have the right to continuing education in the study programme recognised in accordance with the Assessment and Recognition of Education Act.

### **Article 8 (Direct Enrolment in the Second Year – Continuation of Studies According to the Transfer Criteria)**

In accordance with the Higher Education Act – ZViS (Official Gazette of the Republic of Slovenia, No. 32/2012-UPB7, 40/2012 – ZUJF, 57/2012-ZPCP-2D, 109/2012, and 85/2014), the following candidates meet the requirements for direct enrolment in the second year of the doctoral programme:

- Candidates who have graduated from a master of science or specialisation programme (adopted prior to 11 June 2004) who had previously completed a programme leading to a university degree.

### **Article 9 (Completion of Additional Study Obligations)**

At the proposal of the CDS, the DOBA Business School Student Affairs Committee can assess the similarity of the professional fields of the previously acquired education and the comparability of the previously gained knowledge and may require candidates, who meet the requirements for enrolment in the doctoral programme in accordance with the provisions of Articles 7 and 8 but do not possess fundamental economic knowledge, to complete additional study obligations worth 12 to 18 ECTS credits, which the candidate must complete no later than by the end of the second year of studies.

### **Article 10 (Application Documents)**

The application documents must include:

- A filled in application form
- A certified copy of the diploma or a certified copy of the certificate of graduation in an undergraduate and postgraduate programme
- Certificate of average grades in the undergraduate and postgraduate programme and the grade for the diploma/master's thesis

- Decision on the recognition of foreign education if the candidate completed the undergraduate and/or postgraduate programme abroad
- CV in English
- Bibliography (list of published professional and scientific papers, monographic publications, and other work)
- Certificate of fluency in English (at least B2)
- Motivation letter in English
- Research plan in English

The student prepares the motivation letter and research plan in accordance with the templates and guidelines available at the website of DOBA Business School.

The candidate must submit complete application documents to the address of DOBA Business School prior to the completion of the application and enrolment period.

### **Article 11 (Selection Criteria in the Event of Enrolment Restrictions)**

In the beginning of every calendar year, DOBA Business School invites applications for available enrolment slots for the doctoral programme for the next academic year and publishes the information on the eVŠ portal of the Ministry of Education, Science and Sport. If the number of registered candidates exceeds the number of available enrolment slots for the doctoral programme, the CDS adopts the Decision on Limited Enrolment. The selection procedure for the registered candidates is implemented by the CDS.

In the event of limited enrolment, the CDS selects the candidates following these criteria:

- Previous academic achievements (average grade for the courses, grade for the diploma/master's thesis) – 30%
- Previous scientific and research work (research, papers, etc.) in the field of the doctoral programme – 35%
- Motivation letter and interview with the candidate – 35%

The selection procedure is implemented within 15 days following the completion of the application and enrolment period. The CDS informs the candidates of the results of the selection procedure by means of a decision.

### **Article 12 (Enrolment)**

The selected candidates are formally enrolled with the signing of the contract and the payment of tuition fees for the year in which they are enrolling. Candidates, who are required to complete additional study obligations in accordance with the provisions of Article 9, in addition to tuition fees, pay the taking of individual courses (exams) for earning the required credits in accordance with the applicable price list of DOBA Business School.

## **3. IMPLEMENTATION OF THE STUDIES**

### **Article 13 (Curriculum)**

Study obligations in the doctoral programme are worth 60 ECTS credits per year, i.e. a total of 180 ECTS credits. Of those, 76 ECTS credits are obtained in organised forms of study and 104 ECTS credits in individual scientific and research work on the dissertation. Organised forms of study include the implementation of professional courses associated with the field of the doctoral programme and the implementation of methodological and research courses which qualify students for scientific and research work, which is appropriate for the complexity level of the doctoral programme.

The sequence of implementation of individual professional and methodological and research courses supports the gradual acquisition of fundamental knowledge and the development of key competencies for the preparation of the dissertation. Individual scientific and research work on the dissertation takes place simultaneously with the implementation of the professional and methodological and research courses. It is structured in steps, which coincide with the content, assignments, and activities in the courses so that a part of the study activities in the courses is fully associated with the (proposed) research topic of the dissertation of individual students.

#### **Article 14 (Study Mode)**

The doctoral programme is implemented fully online in accordance with the innovative online learning model of DOBA Business School which corresponds to the international standards of high-quality online learning. The online learning model is based on modern teaching approaches of social constructivism, cooperative and collaborative learning, problem-based learning, learning by using online resources, and other approaches that facilitate active learning/studies.

Teaching activities in all courses are ICT-supported and take place in the virtual learning environment. The virtual learning environment offers comprehensive support to the study and the teaching process. It offers integrated learning, communication, and evaluation tools, which enable a clear structuring of content and study activities and simple navigation and support numerous types of synchronous and asynchronous interaction.

The implementation of courses is based on a continuous assessment system, which comprises several activities (methods/forms of knowledge assessment) and facilitates the student's activity throughout the duration of the course and enables continuous feedback about the student's knowledge and progress. Knowledge assessment in the course focuses on assessment of higher taxonomic levels, especially analysis, synthesis, and application of the acquired knowledge, which the students prove with independent shorter and longer written assignments, the preparation of (draft) scientific papers, and public performances (defences, presentations).

The relevant internal documents of DOBA Business School apply *mutatis mutandis* to the assessment and grading of knowledge and the student's other obligations associated with the implementation of the study programme.

#### **Article 15 (Language of Implementation)**

Due to the inclusion of international students, joint study activities, which include interaction between the students (webinars, communication in the forums, discussions, presentations of the proposal and dissertation in the context of the research seminar, etc.) are implemented in English, while individual study activities (shorter or longer individual assignments, self-assessment quizzes/tests, preparation of the proposal and dissertation, etc.), including communication with the teachers and the supervisor, are implemented in the student's preferred language (Slovenian, Croatian, Serbian, or English).

#### **Article 16 (Advancement Requirements)**

In order to advance from the first to the second year, the student must earn 45 ECTS credits from organised studies and independent work on the dissertation, which is evident from the submitted outline and the presentation of the proposal at the research seminar.

In order to advance to the third year, the student must earn 60 ECTS credits from the first year and 30 ECTS credits from the second year from organised studies and independent work on the dissertation. He must show progress in the work on the dissertation pursuant to the decision of the Senate of DOBA Business School on the approval of the proposal.

The CDS may exceptionally allow advancement to a student who has justified reasons and stipulates a deadline by which all conditions must be met.

### **4. CHOOSING THE THESIS SUPERVISOR, CONDITIONS FOR SUPERVISORS, AND TASKS OF THE SUPERVISOR**

#### **Article 17 (Choosing the Thesis Supervisor)**

Before the start of every academic year, the CDS prepares a list of available thesis supervisors, who meet the conditions for supervisors, and the definition of their fields of expertise. This list is published on the DOBA Business School website.

Upon enrolment in the study programme, the student submits the research plan and a brief explanation of the desired research topic, the framework methodological approach to the research, and the proposal for the desired supervisor.

The CDS appoints a supervisor for the student within 30 days after the completion of the enrolment procedure and informs the supervisor and the student of its decision. Prior to issuing its decision, the CDS obtains the supervisor's consent on accepting the supervision and a list of professional references (Form DD-1) associated with the proposed field/topic of the doctoral dissertation. When appointing the supervisor, the CDS usually follows the student's preferences, provided that the desired research topic is in line with the supervisor's professional references and the desired supervisor is available. If not, the CDS appoints a different supervisor. If the student does not propose a supervisor at the time of submitting the research plan, the supervisor is chosen by the CDS.

The supervision is finally formalised in the process of approving the proposal.

### **Article 18 (Conditions for Supervisors and Co-Supervisors)**

A supervisor to doctoral students is a higher education teacher, who has been appointed to the academic rank of assistant professor, associate professor, or full professor, whose bibliography shows corresponding professional qualifications in the field of the doctoral dissertation and who is already experienced with supervising doctoral students (at least one completed supervision) or supervising master's student (at least one completed supervision of a scientific master or at least three completed supervisions of a Bologna master's) and meets all other requirements for supervising doctoral students prescribed by NAKVIS (Slovenian Quality Assurance Agency for Higher Education).

A higher education teacher can simultaneously supervise no more than five students who are enrolled in the doctoral programme and regularly progressing in the programme. This number does not include students who have completed all their study obligations with the exception of the defence of the dissertation if more than 3 years have passed since enrolment in the doctoral programme.

If the student researches an interdisciplinary topic, a co-supervisor can be appointed. A co-supervisor of doctoral students is a higher education teacher, who has been appointed to the academic rank of assistant professor, associate professor, or full professor and whose bibliography shows corresponding professional qualifications in the field of the doctoral dissertation. The supervisor and co-supervisor are usually DOBA Business School teachers or teachers from another higher education institution provided that they meet the conditions for supervisors and co-supervisors.

The supervisor or the co-supervisor cannot be a teacher who is a family member of the student, lives with the student or is connected with the student in any way which might lead to a conflict of interests.

### **Article 19 (Tasks of the Supervisor and the Co-supervisor)**

The supervisor (and co-supervisor) monitor and direct the student's scientific and research work from the beginning of the studies until the defence of the dissertation. He advises the student on the choice of an appropriate research topic, on the preparation of the proposal, and on the preparation of the dissertation. He instructs and guides the student on the content, work methods and standards of the dissertation, points out familiar facts in the research field, and ensures that the student's scientific and research work is on a par with the criteria and standards of the doctoral programme. The supervisor regularly corresponds with the student by email. At least three times a year, in-depth interviews are scheduled – either in person or virtually by Skype, Zoom, etc. The supervisor actively cooperates at virtual research seminars where the student presents the substantiation of the research topic, the proposal, and the results and conclusions of the dissertation. The supervisor cooperates in CAPD procedures and the defence of the dissertation.

Prior to the submission of the proposal, the supervisor checks the compliance of the concept and formal adequacy of the proposal (whether it contains all component parts and is prepared in the foreseen scope) and provides his approval for submission (Form DD-3).

While preparing the dissertation, the supervisor provides the student with written instructions on amendments and/or additions to the dissertation within 30 days after receiving an individual draft or working version of the dissertation. In the event of longer absences of the supervisor, the deadline for providing feedback to the student may be extended. In addition to content-related aspects, the supervisor must also inform the student of technical and linguistic requirements in the preparation of the dissertation, which the student must observe.

Prior to the submission of the dissertation, the supervisor checks the compliance of the concept and formal adequacy of the dissertation (whether it contains all component parts and is prepared in the foreseen scope) and provides his approval for submission (Form DD-7). Furthermore, the supervisor checks the originality of the dissertation with plagiarism checker software.

## **5. REGISTRATION AND CONFIRMATION OF THE DISSERTATION PROPOSAL**

### **Article 20 (Registering the Dissertation Proposal)**

The student presents his proposal at the research seminar at the end of the first year of studies. Students, teachers, supervisors, potential supervisors, and CDS members are invited to the research seminar. The purpose of the presentation is to provide student feedback so as to upgrade and improve the proposal.

Within 30 days after the presentation, the supervisor provides the student with written feedback, including guidelines on the additions to the proposal. The student prepares a proposal in line with the received feedback and in accordance with the template, which forms an integral part of Form DD-2.

The student sends the filled in documents for the registration of the proposal in electronic format to the academic advisor and CDS. The documents must include:

- a) A filled in and signed Registration of the Dissertation Proposal form (Form DD-2), which includes information on the student, the title of the doctoral dissertation, the supervisor and/or co-supervisor.
- b) The proposal in MS Word format, which the student prepares by means of the Doctoral Dissertation Proposal Template. The proposal contains the following component parts:
  1. Title of the dissertation
  2. Definition of the research field and research topic or research problem of the dissertation
  3. Reasoning for the relevance of the research problem on the basis of scientific literature and the analysis and synthesis of findings of previous studies
  4. Purpose and objectives of the dissertation
  5. Research questions and/or hypotheses, which must be substantiated with relevant literature
  6. Methodological plan for attaining research objectives (research strategy, methods and techniques of data collection, population, sample and sampling, implementation process of the research, foreseen procedures and methods of data analysis for checking hypotheses)
  7. Assumptions and limitations in discussing the research problem
  8. Assessment of the originality of the dissertation and the dissertation's contribution to the development of science
  9. Foreseen table of contents of the dissertation
  10. List of foreseen references

In the proposal, the student must provide at least 50 units of literature (of those, at least one half of international literature), with an emphasis on current scientific articles. International literature is literature in English or another world language.

The proposal comprises between 25,000 and 30,000 characters (including spaces), which is approximately 12 to 16 typewritten A4 pages. The required scope of the proposal does not include the foreseen table of contents and the list of foreseen references.

When preparing the proposal, the student refers to the Manual for the preparation of the proposal and the dissertation, the Instructions for the preparation of papers in doctoral studies, and the Doctoral dissertation proposal template.

c) The (co-)supervisor's approval for the submission of the proposal (Form DD-3)

**Article 21**  
**(Appointment of the Commission for the Assessment of the Proposal and the Dissertation)**

After reviewing the documentation specified in Article 20 of these Rules, the CDS appoints the CAPD. The same commission, which assesses the proposal, also assesses the dissertation and participates in the defence of the dissertation.

Prior to issuing its decision on the appointment of the CAPD, the CDS obtains the consent of the proposed members for the cooperation in the CAPD and the list of their relevant professional references (Form DD-4). The CDS informs the student and the CAPD members of its decision on the appointment of the CAPD in writing.

The CAPD comprises the supervisor, the potential co-supervisor, the president of the commission, and a member, whereby all members of the CAPD must be higher education teachers appointed to an academic rank or research associates with professional references from the field which is the subject of the proposal and the dissertation.

Usually, at least one member of the CAPD comes from another higher education institution. The president of the CAPD is a higher education teacher of DOBA Business School.

The CDS shall not appoint CAPD members if it assesses that the doctoral dissertation proposal does not meet the minimum standards. In such a case, the CDS shall return the proposal to the student for correction and amendments.

**Article 22**  
**(Report on the Adequacy of the Proposal)**

In an independent report on the adequacy of the proposal (Form DD-5), which must be prepared within 30 days after the decision of the CDS on the appointment of the CAPD, CAPD members provide their opinion on all component parts of the dissertation, which are stipulated in Article 20, especially with regard to the following aspects:

- The compliance of the title of the dissertation and the content of the dissertation with the field of the doctoral programme
- The adequacy of the proposed research topic (research problem) from the viewpoint of possibilities for a scientific discussion, appropriate for the complexity level of the doctoral programme, and from the viewpoint of possibilities for preparing an original contribution to science
- The adequacy of the purpose and objectives of the dissertation and the posed research questions and hypotheses with regard to the presented theoretical starting points
- The adequacy of the proposed methodological plan (together with the assumptions and limitations of research) with regard to the set objectives, research questions and hypotheses and in consideration of the appropriate complexity level of the dissertation
- The adequacy of the proposed list of references

In addition to the elements stipulated in paragraph one of this Article, the president and the member of the CAPD assess the adequacy of the chosen supervisor from the viewpoint of the content of the dissertation and the supervisor's professional references.

At the end of the report on the adequacy of the proposal, the CAPD members assess whether the proposal:

- Fully complies and does not require any amendments or additions
- Partially complies and requires amendments or additions
- Does not comply

If a member of the CAPD assesses the proposal as partially compliant, he must provide concrete corrections, suggestions, and guidelines for the completion of the proposal and the deadline by which the student must complete the proposal.

CAPD members submit the prepared independent reports on the adequacy of the proposal to the CDS within the stipulated deadline.



**Article 23**  
**(Discussion of the Reports on the Adequacy of the Proposal)**

The independent reports of CAPD members on the adequacy of the proposal are discussed by the CDS. If CAPD members propose amendments/additions to the proposal, the CDS informs the student and the supervisor or co-supervisor and asks the student to re-submit the completed proposal to the Student Affairs Office within the stipulated deadline. The student can amend or supplement the proposal only once.

The CDS re-submits the amended proposal to the CAPD. Within 15 days, CAPD members check whether the student has sensibly supplemented the proposal in accordance with the provided recommendations and issue their opinion on the approval or rejection of the proposal.

On the basis of independent reports of CAPD members, the CDS proposes to the Senate of DOBA Business School to approve or reject the proposal. The decision on the approval or rejection of the proposal is adopted by the Senate of DOBA Business School at the proposal of the CDS and the Senate of DOBA Business School informs the student, the CAPD, and the CDS of its decision in writing.

If the CDS proposes to the Senate of DOBA Business School to reject the doctoral dissertation proposal, the Senate of DOBA Business School can adopt a decision on rejection of the proposal or it may instruct the student to make additional corrections. In that case, the entire process of assessment of the adequacy of the proposal is repeated.

If the proposal is rejected, the student can file a complaint against the decision within 15 days after the decision has been issued. The complaint must be submitted in writing and contain the reasoning for the appeal. The complaint is discussed by the Senate of DOBA Business School. The decision on the complaint is final.

If a proposal is rejected, the student can submit a new outline of the proposal with a new research topic and a new supervisor or co-supervisor. The student can submit the re-registration of a proposal only once.

**Article 24**  
**(Validity of the Proposal)**

The student must submit the dissertation within 3 years after being issued the decision of the Senate of DOBA Business School on the approval of the proposal; otherwise, he must request the deadline for the preparation of the dissertation to be prolonged (Form DD-6). The prolongation is subject to a decision by the CDS. The validity can be prolonged once for a period of one year. The CDS informs the student, the supervisor, and the potential co-supervisor of its decision in writing.

If the student does not submit the dissertation before the expiry of the deadline and does not request a prolongation of the deadline, it is deemed that he has withdrawn from the registered proposal. In such a case, the student can submit a new outline of the proposal with a new research topic and a new supervisor or co-supervisor. The student can submit the re-registration of a proposal only once.

**6. PREPARATION AND SUBMISSION OF THE DOCTORAL DISSERTATION**

**Article 25**  
**(Structure, Format, and Scope of the Doctoral Dissertation)**

- a) Structure of the dissertation:
- Front cover
  - Title page (page two)
  - Declaration of authorship
  - Potential acknowledgements
  - Abstract comprising 2,000 to 3,000 characters including spaces (or approximately one page) and 3-5 keywords; the abstract and the keywords must be in the language of the dissertation and in English if English is not the language of the dissertation
  - Executive summary comprising 20,000 to 30,000 characters including spaces in Slovenian if the dissertation is not prepared in the Slovenian language.
  - Table of contents including chapters and subchapters and numbered pages

- Table of figures and list of tables with numbered pages
  - Key of abbreviations
  - The main part of the dissertation (the student must use the Instructions for the Preparation of Papers in Doctoral Studies and the Manual for the preparation of the proposal and the dissertation):
    - Introduction (sensibly adapted to the content of the approved proposal)
    - Theoretical part (theoretical starting points and review of literature leading to the substantiation of the discussed research problem)
    - Research method
    - Analysis of results
    - Discussion
    - Conclusion
  - List of references (at least 50 units of current scientific literature, of those at least one half of international literature)
  - Attachments that the student cites in the dissertation
- b) Technical, formal, and linguistic aspect of the dissertation:
- The student is responsible for the technical and linguistic correctness of the dissertation. CAPD members can reject a dissertation due to deficiencies stipulated in this indent.
  - With regard to the technical and formal aspects of the dissertation, the student must observe the Instructions for the Preparation of Papers in Doctoral Studies and the Doctoral Dissertation Template.
  - The final version of the doctoral dissertation must be proofread.
- c) Scope of the doctoral dissertation:
- The main part of the dissertation (excluding the cover, the title page, acknowledgments, the declaration of authorship, abstract, tables of content, list of references, and attachments) usually comprises 10 to 15 foilos/printer's sheets (from 300,000 to 450,000 characters including spaces) or approximately 150 to 250 pages.

#### **Article 26 (Submission of the Doctoral Dissertation)**

The student presents his dissertation at the research seminar at the end of the third year of studies. Students, teachers, supervisors, potential supervisors, and DSC and CAPD members are invited to the research seminar. The purpose of the presentation is to provide student feedback so as to upgrade and improve the dissertation.

Within 30 days after the presentation, the supervisor provides the student with written feedback, including guidelines on the additions to the dissertation. Using this feedback, the student prepares the dissertation in accordance with the provisions of Article 25.

The student can submit the dissertation once he has completed all the study obligations stipulated by the doctoral programme and settled all costs of studies. The student sends the filled in documents in electronic format to the academic advisor and CDS. The documents must include:

- A filled in and signed Submission of the Doctoral Dissertation form with information on the student, the title of the dissertation, the supervisor and/or co-supervisor (Form DD-8)
- Dissertation in PDF and Word format
- The (co-)supervisor's approval for the submission of the dissertation (Form DD-7), including the checking of the dissertation for originality (plagiarism).

#### **Article 27 (Report on the Adequacy of the Doctoral Dissertation)**

CAPD members prepare independent reports on the adequacy of the dissertation (Form DD-9) within 60 days after the dissertation has been submitted. The report on the adequacy of the dissertation must include the following component parts, in addition to the title of the dissertation and information on the student:

- Assessment of the structure and individual components of the dissertation, which are specified in Article 25 of these Rules
- Assessment of the adequacy of the used research methods and data analysis procedures/methods with regard to research objectives and the research problem
- Assessment of the adequacy of the formed conclusions of the dissertation (including the adequacy of prepared answers to research questions and/or hypothesis testing/checking)

- Assessment of the originality of the dissertation and its contribution to the development of science
- Key advantages and potential deficiencies of the dissertation

At the end of the report on the adequacy of the dissertation, the CAPD members assess whether the dissertation:

- Fully complies and does not require any amendments or additions
- Partially complies and requires amendments or additions
- Does not comply

If a member of the CAPD assesses the dissertation as partially compliant, he must provide concrete corrections, suggestions, and guidelines for the completion of the dissertation and the deadline by which the student must complete the dissertation.

### **Article 28 (Discussion of the Reports on the Adequacy of the Doctoral Dissertation)**

The independent reports of CAPD members on the adequacy of the dissertation are discussed by the CDS. If CAPD members propose amendments/additions to the dissertation, the CDS informs the student and the supervisor or co-supervisor and asks the student to re-submit the completed dissertation in electronic format within the stipulated deadline. The student can amend or supplement the dissertation only once.

Within 30 days, CAPD members check whether the student has sensibly supplemented the dissertation in accordance with the provided recommendations and issue their opinion on the approval or rejection of the dissertation.

The decision on the approval or rejection of the dissertation is adopted by the Senate of DOBA Business School at the proposal of the CDS.

No later than within three months after the decision of the Senate of DOBA Business School on the approval of the dissertation has been issued, the CDS determines the date and issues a decision on the date for the defence of the dissertation. This date is determined in consideration of the availability of the student and CAPD members.

If the CDS proposes to the Senate of DOBA Business School to reject the dissertation, the Senate of DOBA Business School can observe the proposal of the CDS and adopt a decision on rejection of the dissertation or it may instruct the student to make additional corrections or appoint an additional member to the CAPD. If the additional member of the CAPD also assesses the dissertation to be inappropriate, the Senate of DOBA Business School adopts the decision on the rejection of the dissertation. If the Senate of DOBA Business School instructs the student to make additional corrections, the entire process of assessment of the adequacy of the dissertation is repeated.

The student, the CAPD, and the CDS are informed of the decision of the Senate of DOBA Business School.

If the dissertation is rejected, the student can file a complaint against the decision within 15 days after the decision has been issued. The complaint must be submitted in writing and contain the reasoning for the appeal. The Senate of DOBA Business School discusses the complaint at its next regular meeting. The decision on the complaint is final.

If a dissertation is rejected, the student can submit a new outline of the proposal with a new research topic and a new supervisor or co-supervisor. The student can submit the re-registration of a proposal only once.

### **Article 29 (Technical Inspection and the Submission of Final Documents)**

After the Senate of DOBA Business School issues the decision on the approval of the dissertation, the student must submit the final documents to the Student Affairs Office, including:

- Certificate of technical flawlessness of the dissertation (Form DD-10)
- Proofread final version of the doctoral dissertation in PDF format
- Proofread final version of the doctoral dissertation in three printed copies (hardback copies)

The certificate of technical flawlessness of the dissertation demonstrates that the dissertation has been prepared in accordance with the formal, technical, and other standards, including the correct referencing. Technical inspections of dissertations are implemented by professional services of DOBA Business School, which also issue the certificate of technical flawlessness of the dissertation.

In the event of established technical deficiencies and irregularities in the dissertation, the professional services of DOBA Business School inform the student of the required amendments, which the student must consider and resubmit the corrected dissertation for technical inspection. The first technical inspection of the dissertation is free of charge; all subsequent inspections are subject to payment in line with the valid price list of DOBA Business School.

The student cannot defend his dissertation until he has obtained the certificate of technical flawlessness of the dissertation and submitted the final version of the dissertation.

### **Article 30 (Changes)**

If a student sees that he cannot prepare the dissertation, he can request to withdraw from the approved proposal (Form DD-11). The decision on whether the request for withdrawal from an approved proposal is justified is made by the CDS within 15 days after receiving the request and the CDS informs the student and the CAPD members of its decision in writing.

If the CDS grants the withdrawal from an approved proposal, the student can register a new proposal. In such a case, the entire registration procedure is repeated. The student can request to withdraw from an approved proposal only once.

If the student sees that the cooperation with the (co-)supervisor is no longer possible during the preparation of the dissertation, he can request a different (co-)supervisor (Form DD-12). The decision on whether the request for replacing the (co-)supervisor is justified is made by the CDS within 30 days after receiving the request and the CDS informs the student and the CAPD members of its decision in writing. The student can request a different (co-)supervisor only once.

The (co-)supervisor can also withdraw from the (co-)supervision if he sees that cooperation with the student is no longer possible (Form DD-13). (Co-)Supervisors can withdraw for justifiable reasons associated with the inability of further cooperation with the student no more than twice. If a third withdrawal is requested, the student cannot continue his doctoral studies at DOBA Business School.

In the event of replacement or withdrawal of (co-)supervisor, the entire procedure for the registration of the proposal is repeated.

If the student fails to meet his study obligations and/or does not consider the guidelines provided by the (co-)supervisor in the preparation of the proposal or the dissertation, the CDS, in agreement with the (co-)supervisor, can propose to have the student excluded from the doctoral programme. The exclusion is subject to a decision by the Senate of DOBA Business School.

## **7. DEFENCE OF THE DOCTORAL DISSERTATION**

### **Article 31 (Defence of the Doctoral Dissertation)**

The defence of the dissertation is public. The date of the defence is published at least seven days prior to the defence on the website of DOBA Business School.

The defence of the dissertation takes place in the language of the dissertation.

The dissertation is defended before CAPD members. The dissertation can be defended if at least the president of the CAPD and the supervisor are present at the defence, while the potential co-supervisor and the member of the CAPD must provide the president of the CAPD with their questions beforehand in case of absence.

The dissertation is defended at the registered office of DOBA Business School. Distance defence using technology which enables audio and visual communication is only possible if the student

submits medical and/or other corresponding certificates of inability to travel. The student's request for the possibility of distance defence is subject to the decision of the CDS.

### **Article 32 (Defence Procedure of the Doctoral Dissertation)**

The defence procedure is managed by the president of the CAPD.

The procedure takes place as follows:

- The president of the CAPD presents CAPD members, the student's CV, the title and the topic of the dissertation, and briefly explains the defence procedure.
- The student presents the dissertation in no more than 30 minutes.
- The president of the CAPD, on behalf of the CAPD, provides the joint assessment of the dissertation and other CAPD members can add to this assessment.
- CAPD members ask the student their questions and submit them in writing.
- The student has 30 minutes to prepare his answers to the questions.
- After the expiry of this time, the student answers the questions for no more than 45 minutes. CAPD members may ask the student additional questions, which he answers during the discussion.
- CAPD members harmonise their opinions on the quality of the defence in the absence of the student and adopt a decision on the success/failure of the defence. The decision is prepared in writing and signed by all CAPD members. If a decision on a failed defence is adopted, an explanation in writing must be included.

### **Article 33 (Announcement of Defence Results)**

The president of the CAPD informs the student of the CAPD's decision on his defence and provides a brief explanation. On the basis of the decision of the CAPD on a successful defence of the dissertation, the president of the CAPD announces the obtained academic title, provides the student with a temporary certificate of completed doctoral studies, which is valid until the doctoral promotion ceremony, and ends the defence with a short speech.

If the student does not agree with the decision of the CAPD on an unsuccessful defence, he may file a written complaint, including the reasons therefore, within three days after the defence. The written complaint and the reasons therefore must be addressed to the CDS. The Senate of DOBA Business School discusses the complaint at its next regular meeting. The decision on the complaint is final.

## **8. VIOLATIONS IN THE PREPARATION OF THE DOCTORAL DISSERTATION**

### **Article 34 (Violations and Sanctions)**

The student is responsible for all violations in the preparation of the dissertation, i.e. if the work of other authors, in contradiction with the established rules of referencing, is made out as the student's own work in a significant part, or if in a significant part, the dissertation is not the result of the student's own work, his creativity, and achievements.

In the event of established violations, these are dealt with in accordance with the Rules on the Disciplinary Liability of DOBA Business School Students.

### **Article 35 (Revocation of the Doctoral Degree)**

If the violations stipulated in paragraph one of Article 34 of these Rules are discovered at any time after the completion of the studies, the academic title may be revoked in accordance with the procedures stipulated by Article 66 of the Statutes of DOBA Business School.

## **9. ACTIVITIES AFTER THE DEFENCE OF THE DOCTORAL DISSERTATION**

### **Article 36 (Records)**

The Student Affairs Office keeps a personal file for every doctoral graduate. The file contains all documents on the course and completion of the doctoral programme.

DOBA Business School keeps its database of doctoral graduates as records of the issued certificates of doctoral degrees (Book of Doctoral Graduates).

The database includes:

- Name and surname of the doctoral graduate
- Date of birth of the doctoral graduate
- Title of the dissertation
- Date of defence of the dissertation
- Decision on the successful defence of the dissertation and the average grade of exams in the doctoral programme
- Name of the completed doctoral programme
- Awarded academic title
- Enrolment number

### **Article 37 (Doctoral Dissertation in Electronic Format)**

The DOBA Business School library assigns a UDC classification to the dissertation.

The dissertations in electronic format are publicly available in Cobbiss.

### **Article 38 (Issuing and Conferring the Diploma)**

The issuing of diplomas is subject to the provisions of the Statutes of DOBA Business School stipulated in Articles 53 through 56. A component part of the diploma is the Diploma Supplement issued by DOBA Business School.

The diplomas at the doctoral promotion ceremony are awarded by the Dean and the Director of DOBA Business School. The doctoral promotion ceremony is organised once a year or for every 10 new doctoral graduates.

Early issuing of the document is not possible.

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

### **Article 39**

The copyright and co-copyright of the doctoral dissertation and the rights and obligations arising therefrom are governed mutatis mutandis by the provisions of the Copyright and Related Rights Act, Official Gazette of the Republic of Slovenia, No. 9/2001, 30/2001, 85/2001 Skl.US: U-I-149/98-36, 43/2004, 58/2004 Odl.US: U-I-200/02-12, 94/2004-UPB1, 17/2006, 44/2006-UPB2, 139/2006, 16/2007-UPB3, 68/2008. The provisions of these Rules are interpreted by the Senate of DOBA Business School. The amendments and annexations to these Rules are adopted by the Senate of DOBA Business School.

The following forms are considered a component part of these Rules:

- DD-1: (Co-)Supervisor's consent on accepting the (co-) supervision and the list of professional references for the assessment of adequacy of the (co-)supervisor
- DD-2: Registration of the dissertation proposal
- DD-3: The (co-)supervisor's approval for the submission of the proposal
- DD-4: Consent of cooperation in the Commission for the Assessment of the Proposal and the Dissertation and the list of professional references for the assessment of adequacy
- DD-5: Report by a member of the Commission for the Assessment of the Proposal and the Dissertation on the adequacy of the proposal
- DD-6: Request for prolonging the deadline for the preparation of the dissertation
- DD-7: The (co-)supervisor's approval for the submission of the dissertation
- DD-8: Submission of the doctoral dissertation

- DD-9: Report by a member of the Commission for the Assessment of the Proposal and the Dissertation on the adequacy of the dissertation
- DD-10: Certificate of technical flawlessness of the dissertation
- DD-11: Request for withdrawal from an approved proposal
- DD-12: Request for the replacement of the (co-)supervisor
- DD-13: Declaration of withdrawal of the (co-)supervisor

#### **Article 40**

These Rules shall enter into force on the day they are adopted by the Senate of DOBA Business School and shall be published in the online environment of DOBA Business School.

Maribor, 12 September 2019

The President of the Senate of DOBA Business School

Professor Dr Rasto Ovin