

Rules on the preparation and defence of a doctoral dissertation adopted on 26 September 2017, and amended on 26 September 2018, 6 November 2018, 24. January 2019, 16. April 2019, 29. September 2021 and 28. September 2022, pursuant to the Article 22, indent 15 of the Statute of the University of Novo mesto Faculty of Health Sciences, on 29 September 2021 and 28 September 2022 by the Senate of the University of Novo mesto Faculty of Health Sciences are as following:

RULES ON THE PREPARATION AND DEFENCE OF DOCTORAL DISSERTATION

1. GENERAL PROVISIONS

Article 1

These Rules regulate the preparation and defence of the doctoral dissertation (hereinafter referred to as dissertation).

Article 2

In order to obtain the PhD degree, the candidate must complete the necessary study obligation according to the study programme and successfully defend the dissertation.

The dissertation is a written scientific work of the candidate.

The dissertation must be a result of an independent research work of the candidate, containing an original scientific contribution of the candidate to the relevant scientific discipline.

Article 3

All documents generated during the preparation and presentation of the dissertation must be written in the Slovene language. Abstracts, as regulated with these Rules, should be written in the English or German language. The defence takes place in the Slovene language.

Eventual exceptions are decided upon by the Senate on the basis of preliminary and legitimate request of the candidate.

Language correctness of documents is the responsibility of the candidate.

Article 4

All provisions of these Rules referring to the *mentor* shall apply *mutatis mutandis* to the *co-mentor*.

Members of Committees and mentors must not be akin to or in affinity with the candidate up to and including the third degree.

Masculine expressions in the original Slovene version of these Rules are considered neutral and are used for both genders equally.

2. PUBLIC PRESENTATION OF THE DISPOSITION OF DISSERTATION

Article 5

In concordance with the study programme, for advancement from the 1st to the 2nd year, the candidate is obliged to successfully accomplish a public presentation and defence of the disposition of dissertation, which is to be registered with the Senate, at the Doctoral Seminar.

Article 6

The dissertation topic is the main subject of the written scientific work, which the candidate defines in the disposition.

The dissertation disposition is a draft of the dissertation, comprising 15 to 20 pages and contains:

1. title of the dissertation,
2. introduction,
3. theoretical background,
4. problem statement and objectives,
5. hypotheses and/or research questions,
6. research methods (sample, instrumentation, procedures),
7. the expected original scientific contribution, and
8. basic literature (at least 40 units in the Slovene and foreign language).

3. MENTOR

Article 7

As a rule, the candidate proposes the mentor by himself, as well as a potential co-mentor, if the topic is interdisciplinary. In process of choosing the mentor, they may consult with the Dean or the Head of the Doctoral Seminar. Mentor monitors the research work of the candidate during preparation of the dissertation, gives professional advice, and cares for the proper scientific level of the dissertation.

The mentor is a higher education teacher, possessing at least the title of Assistant Professor, fulfilling the following conditions:

1. is a Course Lecturer at the doctoral study programme. If there are no habilitated higher education teachers for the proposed topic at the Faculty, the mentor may also be a higher education teacher from another higher education institution, habilitated according to standards, which should at least be equal to the standards of the Faculty. The Faculty and the mentor conclude a contract agreement after the topic, disposition and mentor have been confirmed by the Senate.
2. has already been a mentor to at least two completed Master's thesis or mentor/co-mentor to at least one doctoral thesis, with the exception of a higher education teacher who demonstrates outstanding achievements in research (citation index, heading of projects),
3. has achieved at least 130 points according to SICRIS in the last five (5) years (or 150 points in last 10 years in case of retirement).

The co-mentor must fulfill half of criteria set in points 2 and 3 of paragraph 2 of this article.

The mentor (and possible co-mentor) is confirmed by the senate of the faculty.

Article 8

If the event of a serious illness or death of the mentor, the candidate is assigned another mentor, who must be appointed in the same manner as the original mentor.

If there is no corresponding new mentor and the work is in the final stage, the candidate may, in agreement with the Senate, complete the dissertation on their own. In this case, the evaluation committee for dissertation must consist of at least 5 members.

4. REGISTRATION AND CONFIRMATION OF THE DISSERTATION TOPIC AND APPOINTMENT OF THE MENTOR

Article 9

The candidate can register the topic and disposition of the dissertation as soon as they fulfil the conditions, defined in the study programme, for advancement from the 1st to the 2nd year, i.e. especially the conditions listed in the Article 5 of these Rules.

Article 10

The candidate registers the topic and the dissertation using a special form (Form DD1), which is an integral part of these Rules, and encloses the following documents:

1. the proposed mentor's consent (Form DD2),
2. the proposal of the disposition of doctoral dissertation,
3. evidence of compliance with the conditions for registration (confirmation of completed obligations and Form DD7).

Article 11

The candidate submits the application for the topic and disposition of dissertation to the Student Affairs Office, namely one copy in written and one in electronic form.

Article 12

Upon the candidate's application for the topic and disposition of dissertation, the Senate appoints a *Committee for assessing the suitability of the topic and disposition of dissertation* (Form DD3) and from the three of its members designates its Chairperson.

Members of the Committee are habilitated higher education teachers or scientific researchers in the field of the proposed dissertation. At least one member of the Committee must be chosen from among the teachers and scientific researchers from another higher education institution.

If the proposed dissertation topic is interdisciplinary or if the research within the scope of dissertation needs to be performed at a foreign higher education institution, the Committee can have four members.

If the dissertation topic examines aspects of more than one academic discipline, the composition of the Committee must ensure an interdisciplinary approach.

The proposed mentor cannot be a member of the Committee for assessing the suitability of the topic and disposition of dissertation. Alternatively, they can be invited to a detailed presentation of the topic and disposition of dissertation.

The Dean sends a decision on the appointment of the Committee, a proposal for the disposition of dissertation, and documentation for the preparation of the assessment to all members of the Committee for assessing the suitability of the topic and disposition of dissertation.

If the designated member refuses to participate in the Committee for assessing the suitability of the topic and disposition of dissertation, they must, within 5 working days of the receipt of the decision, inform the dean about the refusal in writing; the dean then gives the initiative to the Senate to appoint a new member.

Article 13

The Committee for assessing the suitability of the topic and disposition of dissertation assesses the suitability of the proposed topic (whether the topic and the research questions explored by the candidate in the dissertation give enough opportunity for an independent and original contribution to the relevant scientific discipline).

The Committee for assessing the suitability of the topic and disposition of dissertation can, during the review of the disposition, present the candidate with obligatory suggestions for its improvement. The candidate submits the corrected disposition to the Committee within one (1) month after receipt of the proposal from the Committee.

The Committee for assessing the suitability of the topic and disposition of dissertation should prepare its assessment within one (1) month of its appointment. In the event that the candidate was provided with obligatory suggestions for improving the disposition, the assessment should be prepared within two (2) months of the Committee's appointment. The assessment and the opinion of the Committee are submitted to the Dean, who puts it in the agenda of the session of the Senate of the Faculty.

Article 14

The Committee for assessing the suitability of the topic and disposition of dissertation submits its assessment in the form of a report, taking into account all points mentioned in the Form DD4.

The Committee for assessing the suitability of the topic and disposition of dissertation submits a joint assessment, which is signed by all the members, however, each member has the right to submit a separate opinion.

If at least one of the members of the Committee for assessing the suitability of the topic and disposition of dissertation is a foreigner, the report shall be submitted in both Slovene and the relevant foreign language, except if the member gives a statement of fluency in the Slovene language.

In the event of a positive assessment of the topic and disposition of dissertation, the Committee for assessing the suitability of the topic and disposition of dissertation forwards its report to the Senate and suggests its approval and appointment of a mentor and possible co-mentor.

In the event of a negative assessment of the topic and disposition, the Committee for assessing the suitability of the topic and disposition of dissertation forwards its report to the Senate and suggests the procedure to be stopped.

Article 15

The Senate at its first session following the receipt of the Committee for assessing the suitability of the topic and disposition of dissertation report discusses the report and on its basis adopts a decision on approving the topic and disposition of the dissertation, and on the appointment of the mentor and a possible co-mentor, or on stopping the procedure.

The decision on approving the topic and disposition of dissertation and the appointment of a mentor needs to state a deadline for submission of the dissertation, allowing the maximum of four (4) years from the date on which the Senate adopted the decision.

The Senate informs the candidate, the mentor, the possible co-mentor, and the Student Affairs Office about its decision.

If the candidate fails to submit the dissertation proposal within a period laid down in the decision approving the dissertation topic and disposition, they may submit a deadline extension request to the Senate of the Faculty prior to the expiry of the deadline. The Senate can extend the deadline for a maximum of one (1) year.

If the candidate fails to submit the dissertation proposal within a period laid down in the decision approving the dissertation topic and disposition, and does not apply for a deadline extension before the deadline, it is considered that they withdrew their topic registration.

5. ASSESSMENT OF THE ETHICAL ASPECTS OF THE RESEARCH FOR DOCTORAL DISSERTATION

Article 16

After the disposition of the doctoral dissertation has been approved, the student must submit an application for assessment of the ethical aspects of the research to the University committee, in accordance with the Rules on the criteria and operation of the committee for ethics in research involving work with people.

6. DOCTORAL DISSERTATION PREPARATION

Article 17

On the basis of approved dissertation topic and disposition, the candidate prepares the dissertation proposal in accordance with the mentor's instructions, in which case its contents may be, in accordance with the instructions of the mentor and the results of the research, to a lesser extent different from the approved disposition.

In the case of preparing the dissertation in the English language or any other foreign language, an introduction and extensive summary (at least 10% of the doctoral dissertation) must be prepared in the Slovene language.

The candidate must, prior to handing in the dissertation proposal, fulfil the conditions, as stated in the following articles:

- accomplished all study obligations and
- published at least one article from the contents of the dissertation in a scientific journal indexed in SCI, SSCI, AHCI or SCOPUS. In this stage it is relevant also

if the article is accepted for publication (with confirmation – the editor's written statement that the article has been accepted for publication). The candidate submits the evidence of the publication to the Student Affairs Office (DD8 Form).

The PhD student must be the first author of the article. In all publications related to research work within the framework of the doctoral thesis, the affiliation "University of Novo mesto, Faculty of Health Sciences" must be indicated. This also applies in the case when the doctoral student, mentor and co-mentor are employed in another organization. Otherwise, the article will not be considered as a relevant publication.

Article 18

Candidate submits the dissertation proposal in five (5) unbound copies and one (1) copy in electronic form (CD) to the Student Affairs Office. The proposal also contains:

1. the candidate's declaration of authorship and non-infringement of copyrights and intellectual property rights (Form DD5),
2. the mentor's declaration on doctoral dissertation proposal suitability (Form DD6),
3. evidence that the candidate published at least one article from the contents of the dissertation in the relevant professional or scientific publications (or that the work has been accepted for publication) (Form DD8),
4. a statement of the mentor on the verification of the candidate's doctoral dissertation proposal using the anti-plagiarism software, and the submitted report to the Student Affairs Office (Form DD9).

7. ASSESSING THE SUITABILITY OF THE DOCTORAL DISSERTATION PROPOSAL

Article 19

At its first meeting (within 30 days from receiving the dissertation proposal), the Senate of the Faculty appoints the Committee for the assessment of doctoral dissertation proposal (Form DD11).

The Committee for the assessment of the proposal of doctoral dissertation has at least 3 members and consists of habilitated higher education teachers or scientific researchers, who hold a doctoral degree, and are scientifically active in the relevant scientific field or discipline in which the candidate is obtaining a PhD. One member of the Committee for the assessment of doctoral dissertation proposal must be from another higher education institution or organisation.

Members of the Committee for the assessment of the proposal of doctoral dissertation may not be co-authors of publications in the field of the doctoral dissertation of the candidate.

One of the members of the Committee for the assessment of the proposal of doctoral dissertation, who is not the candidate's mentor, is the Chairperson of the Committee. The Chairperson coordinates the work of the Committee.

If the dissertation topic examines aspects of more than one academic discipline, the composition of the Committee must ensure an interdisciplinary approach. The candidate's mentor cannot be a member of the Committee for the assessment of doctoral dissertation proposal.

Article 20

The Dean shall submit the decision on appointment, the dissertation proposal and dissertation evaluation guidelines to all the members of the Committee for the assessment of doctoral dissertation proposal.

If a member of the Committee for the assessment of doctoral dissertation proposal is unwilling to participate, they must inform the Dean (in written form) within 5 days from obtaining the decision on appointment.

Article 21

The Committee for the assessment of doctoral dissertation proposal has the following tasks:

1. to review the doctoral dissertation proposal,
2. to provide binding proposals for its improvement to the candidate, who must supplement and correct the doctoral dissertation proposal no later than one (1) month from the receipt of the binding proposals of individual members of the Committee,
3. to review the supplemented and corrected proposal of the doctoral dissertation,
4. to submit separate written reports on the evaluation of the proposal for a doctoral dissertation.

Each member of the Committee for the assessment of doctoral dissertation proposal must write a separate report.

Each member of the Committee for the assessment of doctoral dissertation proposal examines the dissertation proposal within the required period. The report should be submitted to the Dean in a sealed envelope marked "Ocena ustreznosti predloga doktorske disertacije 'naslov doktorske disertacije' – ne odpiraj!" ("PhD Thesis Evaluation, 'thesis title' – do not open!").

Foreign members of the Committee for the assessment of doctoral dissertation proposal write the report in the relevant foreign language.

The Committee for the assessment of doctoral dissertation proposal should prepare its assessment within three (3) months of its appointment.

Article 22

Evaluation report on the suitability of the dissertation proposal must include (Form DD12):

1. the title "Assessment of the doctoral dissertation proposal" (name and surname of the candidate) with the title (the title of the doctoral dissertation proposal);
2. analysis of the structure of the doctoral dissertation proposal and of the research methods used or the methodology;
3. evaluation of the scientific relevance and the corresponding complexity of the dissertation submitted to the doctoral level;
4. evaluation of the suitability, originality and actuality of the dissertation proposal, validity of its argumentation and accordance of the topic with the doctoral dissertation proposal;
5. evaluation of the stylistic and linguistic level of the dissertation, and

6. assessment of the proposal for a doctoral dissertation suitability.

Article 23

After receiving the reports from all Committee for the assessment of doctoral dissertation proposal members, the Dean examines them at the first forthcoming session of the Senate of the Faculty.

The Senate accepts or rejects the dissertation proposal.

If all members of the Committee for the assessment of doctoral dissertation proposal indicated in their reports that the doctoral dissertation proposal should be accepted, the Senate may not reject the proposal.

In the event that two members of the Committee for the assessment of doctoral dissertation proposal indicated in their reports that the doctoral dissertation proposal should be accepted, the Senate shall decide by majority vote on acceptance or rejection.

In the event that two or three members of the Committee for the assessment of doctoral dissertation proposal indicated in their reports that the doctoral dissertation proposal should be rejected, the Senate rejects the doctoral dissertation proposal.

The candidate cannot re-submit the rejected dissertation proposal in order to obtain the PhD.

8. CONDITIONS FOR THE DEFENCE OF THE DOCTORAL DISSERTATION

Article 24

If the dissertation proposal is accepted, the Senate on the same session appoints the Committee for the defence of doctoral dissertation, as well as the Chairperson (Form DD13). The Committee has up to 5 members. As a rule, it consists of members of the Committee for the assessment of doctoral dissertation proposal, and the mentor.

The Committee for the defence of doctoral dissertation's Chairperson is one of the members of the Committee, who is not the candidate's mentor. The Chairperson coordinates the work of the Committee for the defence of doctoral dissertation and chairs the dissertation defence. The candidate's mentor is the rapporteur on the doctoral dissertation.

The Dean submits the decision on appointment of the Committee for the defence along with the examination at the defence guidelines, defined in the Article 28 of the Rules, to all committee members.

If an appointed member of the Committee is unwilling to cooperate, he/she must inform the Dean in writing within 5 working days from receipt of the decision. The Dean is bound to propose to the Senate that a new member is appointed.

Article 25

After the appointment of the Committee for the defence of doctoral dissertation, the Dean, based on the Committee proposal and in agreement with the candidate, determines the date, time and place of the dissertation defence.

As a rule, the defence must take place within six (6) months from the date on which the candidate fulfils all conditions, stated in Article 26 of these Rules.

Article 26

Within three (3) months after the appointment of the Committee for the defence of doctoral dissertation, and after the technical review, the candidate must submit to the Student Affairs Office up to ten (10) identical hard bound copies of the doctoral dissertation (the exact number of copies is determined by the Dean), bound with red-coloured paperbacks, and one (1) identical copy in electronic version (on CD or DVD media in a PDF format). The bound copies must be printed on both sides. Upon handing in the doctoral dissertation copies, the candidate needs to enclose the following documents:

1. a statement of the copy editor of the doctoral dissertation on copy editing in the mother tongue (Form DD14),
2. a statement of the copy editor of the doctoral dissertation on copy editing the abstract, keywords and title of the doctoral dissertation written in a foreign language (Form DD15),
3. a statement of identity of the printed and electronic versions of the doctoral dissertation, on a limited transfer of copyright material on the dissertation, and on the publication of personal data used for the completion (Form DD16),
4. confirmation of the technical review of doctoral dissertation (Form DD17), and
5. evidence that the candidate has published his research findings in the dissertation in relevant professional and scientific publications, if the article has not been published before submitting the doctoral dissertation proposal (form DD8).

Technical inspection is performed by the Student Affairs Office prior to bounding the copies, based on the Form DD17. The Student Affairs Office performs technical reviews during office hours on working days, except on the first five (5) days in a month, provided for handing in dissertations.

Article 27

Announcement of the defence (including candidate's name and surname, title of the dissertation, time and location of the public defence) is published at least seven (7) days before the scheduled defence date on the Faculty's bulletin board, and its website. The announcement must also state that the dissertation can be publicly accessed at the head secretary's office and that the defence is public.

Public access of the dissertation is enabled by granting access to the dissertation proposal in the time from the announcement referred to in the first paragraph of this article until the defence.

9. PROCEDURE OF THE DEFENCE OF DOCTORAL DISSERTATION

Article 28

The defence of the dissertation is public.

Members of the Committee for the defence of doctoral dissertation meet briefly before the defence procedure. Chairperson of the Committee for the defence of doctoral dissertation appoints a member to draw up the minutes of the defence. In addition, the Chairperson informs the members about the procedure and invites them to express any reservations or objections concerning the dissertation.

In the event of reservations, on the basis of which the PhD degree could be revoked in accordance with Article 35 of these Rules, the Committee cancels the examination and informs the Senate. The Senate decides whether the dissertation proposal should be rejected or the candidate should correct the found discrepancies. The Senate also sets the deadline for correction. Accordingly, the procedure is resumed in accordance with Article 19 of these Rules.

If there no objections are given, the defence procedure begins at the set time. The Chairperson presents the candidate, their scientific and research background, and the fulfilled requirements for the dissertation defence.

Chairperson of the Committee for the defence of doctoral dissertation reads the summary of the report by the Committee for the assessment of doctoral dissertation proposal, the decision of the Senate on the dissertation acceptance, and the decision of the Senate concerning the appointment of the Committee for the defence. After that, the Chairperson invites the candidate's mentor, who is the rapporteur on the dissertation, to present their report on the doctoral dissertation proposal.

On the invitation of the Chairperson, the candidate orally presents the theoretical background, problem statement and objectives, hypotheses and/or research questions, research methods, and the main scientific results of the doctoral dissertation. The available time for the presentation is from 45 to 60 minutes, and different audio-visual enhancements are used.

After the candidate's presentation, the Chairperson invites members of the Committee for the defence of doctoral dissertation to comment on the defence, to ask for clarification, and set some questions, which should be presented in written form. With the approval of the Chairperson, other people present at the presentation may also ask questions.

The candidate has the right to 30- to 45-minute break to prepare answers to the questions.

After the break, the candidate answers the questions, however, not longer than 60 minutes.

All questions shall be recorded in the minutes of the examination proceedings, including names and surnames of the questioners (Form DD18).

After the candidate has answered all questions, Chairperson of the Committee for the defence of doctoral dissertation closes the discussion and invites the Committee members to consult privately in order to hold a secret vote on whether the candidate has successfully

defended their thesis. During the private consultation, the Committee members cast their vote on the defence success. Only two outcomes are possible: "The candidate has successfully defended his thesis" or "The candidate has unsuccessfully defended his thesis". An abstention or a spoilt vote is considered a favourable vote. The outcome is recorded in the minutes. Integral parts of the doctoral dissertation defence minutes are:

1. reports of members of the Committee for the defence of doctoral dissertation,
2. decision of the Senate on accepting the dissertation proposal,
3. decision of the Senate on the nomination of the Committee for the defence of doctoral dissertation,
4. mentor's report on the doctoral dissertation proposal, and
5. questions of the members of the Committee and audience.

The Chairperson publicly announces the decision of the Committee and closes the defence proceedings. All members of the Committee for the defence of doctoral dissertation sign the minutes.

Article 29

By announcing the doctoral dissertation defence as successful, the doctoral candidate is awarded the scientific title *doktor/doktorica znanosti* (PhD).

Article 30

Within three (3) working days, the Chairperson of the Committee for defence of the dissertation delivers the defence proceedings minutes, including all the required documentation, to the Dean.

Article 31

If the candidate fails to appear at the defence, it is considered that they have withdrawn from it. The event is recorded in the minutes. All members of the Committee for the defence of doctoral dissertation sign the minutes, and the Chairperson delivers it to the Dean.

In the case of justifiable reasons for the candidate's absence, a new date and place of the defence are set, otherwise the Committee for the defence of doctoral dissertation's decision on the withdrawal from the defence is confirmed.

The resignation from the defence is considered an unsuccessful defence of the dissertation proposal.

10. CERTIFICATE OF DOCTORAL GRADUATION AND PROMOTION OF THE NEW DOCTORS / PhD GRADUATES

Article 32

The certificate of doctoral graduation is issued to the doctoral candidate within seven (7) days upon the successful defence of the dissertation (Form DD19).

In case of an unsuccessful defence, the candidate receives a written notification.

Article 33

A ceremonial promotion of the new doctors / PhD graduates is performed by the Dean of the Faculty.

Article 34

The Faculty keeps a special Registry Book of PhD graduates (Knjiga doktorjev znanosti).

11. REVOCATION OF DOCTORAL DEGREE

Article 35

The PhD degree may be revoked in accordance with the Rules of professional and scientific title revocation procedure of the University of Novo mesto Faculty of Health Sciences.

Decision on the revocation of doctoral title is published in the Official Gazette of the Republic of Slovenia, or the validity of the issued doctoral diploma is cancelled.

12. TRANSITIONAL AND FINAL PROVISIONS

Article 36

Regardless of the second indent of the third paragraph of Article 17 of these rules, for students enrolled up to and including the academic year 2020/2021, the candidate must have proof that he has published his research findings in the relevant professional and scientific publications, which are specified in Annex 1 of these regulations.

Article 37

These Rules shall enter into force the following day after their adoption. The Rules are published on the Faculty's website.

No.: UNM FZV-276/2022

Date: 28. 9. 2022



Dean:
Assist. Prof. Nevenka Kregar
Velikonja

The following forms are integral parts of the Rules:

- Appendix 1: List of publications.

- DD1: Doctoral dissertation topic and disposition registration,
- DD2: Consent of the proposed mentor,
- DD3: The decision on appointment of the Committee for assessing the suitability of the topic and disposition of dissertation,
- DD4: Report of the Committee for assessing the suitability of the topic and disposition of dissertation,
- DD5: Doctoral candidate's declaration on authorship and non-infringement of copyrights or intellectual property rights,
- DD6: Mentor's declaration on doctoral dissertation proposal suitability,
- DD7: Confirmation of a public presentation and defence of doctoral dissertation proposal at the doctoral seminar,
- DD8: Confirmation on publication of at least one article from the contents of doctoral dissertation in the relevant professional or scientific publication before delivering the doctoral dissertation proposal,
- DD9: Statement by the candidate's mentor on the verification of the candidate's doctoral dissertation proposal using the anti-plagiarism software,
- DD10: Doctoral dissertation structure,
- DD11: Decision on appointing the Committee for the assessment of doctoral dissertation proposal,
- DD12: Evaluation report on the suitability of the dissertation proposal,
- DD13: Decision on appointing the Committee for the defence of doctoral dissertation,
- DD14: Declaration on copy editing
- DD15: Declaration on copy editing (foreign language: abstract, keywords and title of doctoral dissertation),
- DD16: Statement of identity of the printed and electronic version of the doctoral dissertation, of a limited transfer of copyright material to the dissertation, and of the publication of personal data used for the completion of studies,
- DD17: Confirmation of the technical review,
- DD18: Minutes on doctoral dissertation defence,
- DD19: The certificate of doctoral graduation.

UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

The list of journals important for the development of the scientific field of nursing care and the field of education and management in health care

Group I

SSCI, SCI with IF > 0 / AHCI or SCOPUS journals with SNIP > 0.

Group II

- Slovene:

(journals which are considered to contain published works of candidates for election to the title presented in a manner recognized by the profession for introduction in the international and professional public for the field in which the candidate is to be appointed)

- a) Foreign and Slovene journals that are indexed in international databases and are important in the field of health sciences, or in other equivalent international databases, relevant for the fields developed by the faculty, namely in the field of the doctoral dissertation topic.
 - a. CINAHL
 - b. Medline
 - c. PubMed
 - d. ProQuest® Education Journals
 - e. PsycINFO
 - f. Sociological Abstracts
 - g. International Bibliography of the Social Sciences (IBSS)
 - h. Education Research Complete
 - i. ERIC

- b) Slovene journals not included in international bibliographic databases, however, still considered in the categorization of scientific publications and important for the development of the scientific field of nursing care, as well as the field of education and management in health care: considered are the journals from the valid list of categorized ARRS journals, which are at the same time important for the listed areas:
 - a. Acta medico-biotechnica
 - b. Specialna in rehabilitacijska pedagogika
 - c. Onkologija
 - d. Rehabilitacija
 - e. Revija za ekonomske in poslovne vede / Journal of Economic and Business Sciences
 - f. Slovenska kardiologija
 - g. Slovenska pediatrija
 - h. Revija za zdravstvene vede / Journal of Health Sciences

The Senate decides on the appropriateness of publication and the fulfillment of criteria for appointment to the title in the following cases:

- publication in a journal indexed in another bibliographic database from the list of International bibliographic databases considered when categorizing scientific publications other than those referred to in point 2.a (the current list of these databases is published on the website IZUM: <http://home.izum.si/COBISS/bibliografije/Kateg-medn-bibl-baze.html>) or
- publication in another journal from category 2.b (the current list of these databases is published on the website IZUM: <http://home.izum.si/COBISS/bibliografije/Kateg-revije.html>).

DD1

UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

Name and surname:

Index registration number:

Date of birth:

Place of birth:

Permanent residence address:

Temporary residence address:

Highest professional or academic title:

DOCTORAL DISSERTATION TOPIC AND DISPOSITION REGISTRATION

I, the undersigned _____, enrolled in the doctoral study programme _____, would like to apply for approval of the topic and disposition of my doctoral dissertation.

The proposed topic of the dissertation: _____
_____.

Suggested mentor: _____.

Date:

Signature:

Place:

Appendices:

1. consent of the proposed mentor (Form DD2),
2. disposition of the dissertation,
3. evidence of compliance with the conditions for registration (confirmation of completed obligations).

UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

CONSENT OF THE PROPOSED MENTOR

I, the undersigned _____,
on (date) _____, academic title _____
in the field of _____, current
workplace _____

give my consent to the mentorship of the doctoral dissertation of the candidate.

give my consent to the proposed topic of the doctoral dissertation.

Date:

Place:

Mentor's signature:

UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

Pursuant to the Article 121 of the Statute of the University of Novo mesto Faculty of Health Sciences, and the Article 12 of the Rules on the Preparation and Defence of Doctoral Dissertation at the University of Novo mesto Faculty of Health Sciences, on (date) _____, the Senate

adopted

**THE DECISION ON APPOINTMENT OF THE COMMITTEE FOR ASSESSING THE
SUITABILITY
OF THE TOPIC AND DISPOSITION OF DISSERTATION**

registered by the candidate _____.

The proposed topic of the dissertation:

_____.

Suggested mentor: _____ Suggested co-mentor: _____

Appointed members of the Committee for assessing the suitability of the topic and disposition of dissertation:

1. _____, Chairperson,
2. _____, member,
3. _____, member.

In accordance with the Article 13 of the Rules on the Preparation and Defence of Doctoral Dissertation at the University of Novo mesto Faculty of Health Sciences, the Committee should prepare its assessment within one (1) month of its appointment, or within two (2) months of the Committee's appointment the latest.

If a member of the Committee is unwilling to participate, they must inform the Dean (in written form) within 5 days from receipt of the decision on appointment.

Legal precept: An appeal to this decision should be filed to the Senate within 5 days.

Date:

Dean:

Place:

Notify:

1. members of the Committee,
2. the candidate,
3. archives.

UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

REPORT OF THE COMMITTEE FOR ASSESSING THE SUITABILITY
OF THE TOPIC AND DISPOSITION OF DISSERTATION

Title of the doctoral dissertation proposal:

_____ (topic title)

Candidate: name and surname

Proposed mentor: academic title, name and surname, area of habilitation and its duration

Proposed co-mentor: academic title, name and surname, area of habilitation and its duration

Committee: members of the committee with their area of habilitation and its duration, and working institution / and the higher education institution in which the member is employed or they cooperate with

Opinion on the suitability of the topic and disposition of dissertation:

Suitability of the proposed title of the topic	
Introduction	
Theoretical background	
Problem statement and objectives	
Suitability of hypotheses and/or research questions	
Suitability of research methods (sample, instrumentation, procedures)	
The expected original scientific contribution	
Opinion on the basic literature	
Report Summary: evaluation of the	

suitability – if the candidate could create an independent and original contribution to the scientific discipline	
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Date:

_____, Chairperson,

_____, member,

_____, member,

_____, member.

UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

THE DOCTORAL CANDIDATE'S DECLARATION

I, the undersigned _____, index registration number _____

hereby declare,

that the doctoral dissertation, entitled _____

- is the result of my own research work,
- that the results are correctly presented, and
- that I have not infringed any copyrights or intellectual property rights of others.

Signature:

UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

**MENTOR'S DECLARATION
ON DOCTORAL DISSERTATION PROPOSAL SUITABILITY**

I, the undersigned _____, mentor to the
doctoral candidate hereby declare that the doctoral dissertation proposal, entitled

prepared by the candidate _____, in accordance with
the approved topic and disposition, Rules on the Preparation and Defence of Doctoral
Dissertation at the University of Novo mesto Faculty of Health Sciences and my
instructions, and represents an original contribution to the development of the scientific
discipline.

Date and place:

Mentor's signature:

UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

CONFIRMATION OF A PUBLIC PRESENTATION AND DEFENCE OF THE
DOCTORAL DISSERTATION PROPOSAL AT THE DOCTORAL SEMINAR

Candidate _____, has publicly presented
and defended the doctoral dissertation proposal, entitled

at the Doctoral Seminar on (date) _____.

Date and place:

Head of the Doctoral Seminar:

UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

**CONFIRMATION ON PUBLICATION OF AT LEAST ONE ARTICLE FROM THE
CONTENTS OF DOCTORAL DISSERTATION IN THE RELEVANT PROFESSIONAL
OR SCIENTIFIC PUBLICATION BEFORE DELIVERING THE DOCTORAL
DISSERTATION PROPOSAL**

I, the undersigned confirm, that I have published my research findings from the doctoral dissertation in the relevant professional or scientific publications (publication title, ISSN):

1. _____
2. _____
3. _____
4. _____

As the evidence, I enclose (circle):

1. primary sources,
2. photocopies of articles/contributions and photocopies of front pages of the primary document with all the bibliographic data,
3. printout from COBISS system.

Date:

Place:

Signature:

UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

**STATEMENT BY THE CANDIDATE'S MENTOR
ON THE VERIFICATION OF THE CANDIDATE'S DOCTORAL DISSERTATION
PROPOSAL USING THE ANTI-PLAGIARISM SOFTWARE**

I, the undersigned _____, mentor to the
doctoral candidate, declare, that the doctoral dissertation proposal, entitled

_____, written by the candidate
_____, has been verified using the anti-plagiarism
software.

The verification has shown, that (circle):

1. the candidate has not infringed any copyrights and intellectual property rights of others.
2. the candidate has infringed copyrights and intellectual property rights of others.

Date and place:

Mentor's signature:

UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

DOCTORAL DISSERTATION STRUCTURE

a) covers:

the upper part:

University of Novo mesto Faculty of Health Sciences

in the middle:

Doctoral Dissertation

Title of the doctoral dissertation

left bottom part:

month, year

right bottom part:

name and surname of the author

b) Page 1:

the upper part:

University of Novo mesto Faculty of Health Sciences

in the middle:

Doctoral Dissertation

Title of the doctoral dissertation

left bottom part:

month, year

right bottom part:

name and surname of the author

mentor: title, name and surname

UDK classification

c) next page: abstract in the Slovene language and English translation of the title and abstract.

č) next page: if the doctoral dissertation is written in the foreign language, here should be an extended abstract in the Slovene language (10% of the dissertation's total length).

d) next page: table of contents.

e) next page: contents of the doctoral dissertation in compliance with the accepted disposition.

f) next page: appendix(es).

g) next page: biography of the candidate.

h) next page: a statement that the dissertation is the result of the candidate's own research work and that the results are correctly listed (Form DD5).

UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

Pursuant to the Article 18 of the Rules on the Preparation and Defence of Doctoral Dissertation at the University of Novo mesto Faculty of Health Sciences and the decision of the Senate on _____,

I hereby issue the following

**DECISION ON APPOINTING THE COMMITTEE
FOR THE ASSESSMENT OF DOCTORAL DISSERTATION PROPOSAL**

entitled _____,
_____,
registered by the candidate _____.

I appoint the following members of the Committee:

1. _____, member,
2. _____, member,
3. _____, member,
4. _____, member.

Each member of the Evaluation Committee examines the dissertation proposal within the three (3) months' period. They must compile a report containing their opinion on whether the dissertation proposal should be accepted or rejected and submit it to the Dean in a sealed envelope marked "Ocena ustreznosti predloga doktorske disertacije 'naslov doktorske disertacije' – ne odpiraj!" ("PhD Thesis Evaluation, 'thesis title' – do not open!"). Foreign members of the Evaluation Committee write the report in the relevant foreign language.

If a member of the Evaluation Committee is unwilling to participate, he/she must inform the Dean (in written form) within 5 days from receipt of the decision on appointment.

Legal precept: An appeal to this decision should be filed to the Senate within 5 days.

Date:

Dean:

Place:

Notify:

- Committee members,
- candidate,
- archives.

UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

EVALUATION REPORT ON THE SUITABILITY OF THE DISSERTATION
PROPOSAL

Title of the doctoral dissertation proposal:

Candidate: name and surname

Proposed mentor: academic title, name and surname, area of habilitation and its duration

Proposed co-mentor: academic title, name and surname, area of habilitation and its duration

Members of the Committee: area of habilitation and its duration, and working institution

Evaluation report on the suitability of the dissertation proposal consists of:

1. analysis of the structure of the doctoral dissertation proposal and of the research methods used or the methodology;
2. evaluation of the scientific relevance and the corresponding complexity of the dissertation submitted to the doctoral level;
3. evaluation of the suitability, originality and actuality of the dissertation proposal, validity of its argumentation and accordance of the topic with the doctoral dissertation proposal;
4. evaluation of the suitability of the publication of at least one article from the contents of doctoral dissertation;
5. evaluation of the stylistic and linguistic level of the dissertation, and
6. assessment of the proposal for a doctoral dissertation suitability.
 - a. accepted
 - b. rejected

Date:

Committee members,

UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

Pursuant to the Article 23 of the Rules on the Preparation and Defence of Doctoral Dissertation at the University of Novo mesto Faculty of Health Sciences and the decision of the Senate on _____,

I hereby issue the following

**DECISION ON APPOINTING THE COMMITTEE
FOR THE DEFENCE OF DOCTORAL DISSERTATION**

entitled _____
_____.

registered by the candidate _____.

I appoint the following members of the Committee:

1. _____, Chairperson,
2. _____, member,
3. _____, member,
4. _____, member,
5. _____, mentor - rapporteur on the doctoral dissertation,
6. _____, co-mentor.

If an appointed member of the Committee is unwilling to cooperate, they must inform the Dean in writing within 5 working days from receipt of the decision.

Date, place and time of the defence will be set subsequently (can be given if known).

Legal precept: An appeal to this decision should be filed to the Senate within 5 days.

Date:

Place:

Dean:

Notify:

- Committee members,
- mentor,
- candidate,
- archives.

UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

I, the undersigned _____, of
profession _____ declare

that I have copy edited the doctoral dissertation of the candidate

entitled _____

Date:

Copy editor:

Note: Copy editor can be a professor of the native tongue, who can verify their formal education by showing the appropriate certificate of their professional title.

UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

I, the undersigned _____, of profession
_____ declare

that I have copy edited the abstract, keywords and title of the doctoral dissertation of the
candidate _____

entitled _____

Date:

Copy editor:

Note: Copy editor can be a professor of the relevant foreign language, who can verify their formal education by showing the appropriate certificate of their professional title.

UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

**STATEMENT OF IDENTITY OF THE PRINTED AND ELECTRONIC VERSION OF
THE DOCTORAL DISSERTATION, OF A LIMITED TRANSFER OF COPYRIGHT
MATERIAL TO THE DISSERTATION, AND OF THE PUBLICATION OF PERSONAL
DATA USED FOR THE COMPLETION OF STUDIES**

Name and Surname: _____ Index registration
number: _____

Study Programme: _____

Title of the doctoral dissertation:

Mentor: _____

Co-mentor: _____

Printed and electronic versions of my doctoral dissertation, entitled _____

_____ are identical.

University of Novo mesto Faculty of Health Sciences can thus publish the electronic
version of my doctoral dissertation, entitled _____ at its website,
both printed and electronic version can be offered to the public in the Faculty's library.

I am also giving permission for the publication of relevant personal data (name, surname,
year and place of birth, graduation date, title of dissertation) on the websites and in
publications of the University of Novo mesto Faculty of Health Sciences.

Date:

Candidate:

UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

CONFIRMATION OF THE TECHNICAL REVIEW

1. COVER
2. TITLE PAGE
3. ABSTRACTS
4. KEYWORDS
5. TABLE OF CONTENTS
6. INTRODUCTION
7. CONCLUSION
8. REFERENCES (in alphabetical order)
.....
9. NUMBER OF PAGES
10. NUMBER OF CHARACTERS WITH SPACES
.....

Date of the technical review

Signature:

UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

MINUTES ON DOCTORAL DISSERTATION DEFENCE

entitled _____
_____ by the
candidate _____.

Defence was performed on _____ at _____ in _____.

Attendees:

1. _____, Chairperson,
2. _____, member,
3. _____, member,
4. _____, member,
5. _____, mentor - rapporteur on the doctoral dissertation,
6. _____, co-mentor.

Other attendees:

(Description of the defence procedure. All questions shall be recorded in the minutes of the examination proceedings, including names and surnames of the questioners.)

_____.

The Committee for the defence of doctoral dissertation has, in accordance with the Statute of the University of Novo mesto Faculty of Health Sciences, adopted the following decision:

academic title, name and surname, professional title, born on _____, in _____, has on _____ publicly and successfully/unsuccessfully (circle) defended the doctoral dissertation, entitled

and thus obtained the academic title "DOKTOR-ICA ZNANOSTI s področja poslovnih in upravnih ved" (Doctor of Philosophy (PhD) in Business and Economic Sciences)."

Committee Chairperson:

Other members:

1. _____, mentor,
2. _____, co-mentor,
3. _____, member,
4. _____, member,
5. _____, member.

Written by: _____

Date: _____

Appendices:

- reports of the members of the Committee for the assessment of doctoral dissertation proposal,
- decision of the Senate on accepting the dissertation proposal,
- decision of the Senate on appointing the Committee for the defence of doctoral dissertation,
- mentor's report on the doctoral dissertation proposal, and
- questions of the members of the Committee and other people present.

UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

Number: _____

Date: _____

Pursuant to the Article 31 of the Rules on the Preparation and Defence of Doctoral Dissertation at the University of Novo mesto Faculty of Health Sciences, I hereby issue the following

CERTIFICATE OF DOCTORAL GRADUATION

University of Novo mesto Faculty of Health Sciences confirms that Mr/Ms _____ (professional or academic title), born _____ in _____, has accomplished all the obligations according to the doctoral study programme *Education and Management in Health Care*, and on _____ publicly and successfully performed a defence of the doctoral dissertation, entitled

and has, therefore, on fulfilling the condition from Article 97 of the Statute of the University of Novo mesto Faculty of Health Sciences, gained the right to be awarded the academic title "doktor-ica znanosti" (Doctor of Science (PhD)).

Date:

Dean:
