

The consolidated text¹

Based on the Bologna Declaration and Salzburg Principles and Article 94, paragraph 22 of the Law on Higher Education, (Official Gazette of the Republic of Macedonia, no. 82/2018) and Article 31 paragraph 20 and Article 85 of the South East European University Statute, the University Senate at its meeting held on 30.08.2019 approved this Rule:

RULE ON THIRD CYCLE ACADEMIC STUDIES – DOCTORAL STUDIES

PREAMBLE

This Rule regulates the organization and role of the Doctoral School and of the respective faculties regarding the implementation of third cycle studies – doctoral studies at South East European University, Tetovo (hereinafter, doctoral studies).

At South East European University doctoral studies are organized in the fields of:

- technical and technological sciences;
- social sciences; and
- human sciences.

Doctoral studies function through the integrated Doctoral School.

Doctoral studies are realized in the faculties.

Doctoral studies are organized in accordance with the Bologna Process and the European Credit Transfer System (ECTS).

CHAPTER I

GENERAL PRINCIPLES

I. Scope of regulation

Article 1

This Rule regulates the organization of doctoral studies, the registration of studies, the procedure of application, evaluation and defence of the doctoral dissertation, the award of the scientific title 'Doctor of Sciences', the procedure of promotion to Doctor of Sciences and other important issues for doctoral studies organized by SEEU.

¹ The consolidated text of the Rule on Third Cycle Academic Studies – Doctoral Studies includes: the basic text of Rule on Third Cycle Academic Studies – Doctoral Studies, approved on 30.08.2019 and the Rule for amending and supplementing the Rule on Third Cycle Academic Studies – Doctoral Studies approved on 25.02.2020.

II. Doctoral school

Article 2

The Doctoral School at SEEU is an academic organizational unit within the University responsible for the organization, coordination and realization of doctoral studies, as well as overseeing the teaching process until obtaining the doctoral degree.

III. Legal basis

Article 3

The legal basis and status of the Doctoral school at SEEU is regulated with the University Statute and with this Rule.

CHAPTER II

ORGANIZATION AND COMPETENCE OF THE DOCTORAL SCHOOL IN THE PROCESS OF REALIZATION OF DOCTORAL STUDIES

I. Doctoral School Structure

Article 4

- (1) The Doctoral School consists of:
 - Pro-Rector for Research and International Relations;
 - The Doctoral School Council;
 - The Doctoral School Director;
 - Legal and Administrative Advisor;
 - The Third Cycle Student Advisor.
- (2) All members of the Doctoral School must comply with the Code of Ethics and good practices of the University employees.

II. Pro-Rector for Research and International Relations

Article 5

The Pro-Rector for Research and International Relations supervises the work of the Doctoral School.

III. Doctoral School Council

Article 6

Doctoral studies are coordinated by the Doctoral School Council which is responsible for academic governance.

IV. Doctoral School Council Members

Article 7

Doctoral School Council Members are:

- Doctoral School Director (Chairperson);
- Pro-Rector for Research and International Relations;
- Pro-Rector for Academic Issues and Digitalization;
- one professor (full or associate) from each Faculty, with three (3) years term in office who are proposed by the Rector and elected by the Senate;
- Legal and Administrative Advisor (without voting rights);

V. Responsibilities of the Doctoral School Council

Article 8

(1) Doctoral School Council:

1. prepares and proposes the framework and the strategy for the development of doctoral programs;
 2. gives opinions on third cycle study programmes proposed by Faculties/Institutes;
 3. analyses reports from the Teaching-Scientific Councils of Faculties/Institutes on the number of accredited mentors, syllabuses, lecture schedules and the academic progress of doctoral candidates;
 4. confirms the draft competition for enrolment of students proposed by the Faculties/Institutes for submission to the Senate for final approval;
 5. approves the final list of the accepted students in third cycle of studies, after the complaint phase is completed;
 6. decides about the candidate's fulfilment of the requirements for the defence of doctoral work. The decision is signed by Pro-rector for Research and International Relation, Director of the Doctoral School and the member of the Doctoral School Council from the respective faculty. The Decision is submitted to the appropriate Faculty Teaching-Scientific Council;
 7. decides on second instance appeals. The decision of the Doctoral School Council is final. The decision is submitted to the Dean of the Faculty, the student and the Registry Office.
- (2) Decisions are brought by simple majority voting in a quorum of 50% plus one of the membership;
- (3) Minutes are kept for all issues and decisions and those are to be sent as information to Faculty Teaching-Scientific Councils.
- (4) Doctoral School Council members regularly participate in the meetings of the Doctoral School Council by expressing his/her attitudes and opinions, and will inform the home Faculty Teaching-Scientific Councils about the work of the Doctoral School; For his/her absence at the meeting, the Doctoral School Council member will notify the Chair of the Doctoral School Council in a timely manner.
- (5) The Council will have regular meetings, usually once per month but with the possibility for extra meetings at the request of the Director of the Doctoral School.

VI. Doctoral School Director

Article 9

The Doctoral School Director is the person who manages the work of Doctoral School at the University and who is responsible for the daily running, organization and administration of the Doctoral School.

VII. Responsibilities of the Doctoral School Director

Article 10

The Doctoral School Director:

1. directs the work of the Doctoral School at the University;
2. convokes the meeting of the Doctoral School Council;
3. coordinates the work between the Doctoral School Council and Deans;
4. contributes to the promotion plan, recruitment and registration of students in liaison with the Faculties, Academic Planning Office, Student Services and Information and Promotion Office;
5. decides and appoints members of admission committees as proposed by the Deans;
6. oversees the process of the selection of candidates and prepares the final list of accepted candidates in Doctoral Studies in coordination with the Teaching-Scientific Council of the respective faculties;
7. cooperates with the Pro Rector for Research with the purpose of developing and promoting scientific research in the study process;
8. verifies doctoral files in the pre-defence phase and reports to the Doctoral School Council;
9. follows the implementation of the conclusions and decisions issued by the Doctoral School Council;
10. contributes to the effective development and implementation of relevant procedures, guidelines, and study information;
11. prepares and submits a written annual report on developments in the Doctoral School to the Rector's Directorate.

VIII. Legal and Administrative Advisor

Article 11

- (1) The Legal and Administrative Advisor provides professional, legal and administrative support to the Doctoral School.
- (2) The Legal and Administrative Advisor:
 1. provides data and prepares reports on doctoral issues;
 2. manages the content of the doctoral school web site within the University website;
 3. follows the documentation related with the academic progress of the students before approving the assessment report and defending the doctoral

dissertation by the Doctoral School Council and informs the Director of the Doctoral School.

IX. Third Cycle Student Advisor

Article 12

- (1) The Third Cycle Student Advisor gives administrative-technical support for third cycle students:
- (2) Student advisor for the third cycle:
 1. provides basic information and advice for application requirements and notifications in relation to third cycle:
 2. issues documents upon a student's request;
 3. prepares candidate files and submits them to Faculties.

CHAPTER III

ORGANIZATION AND COMPETENCE OF FACULTIES IN THE PROCESS OF THE REALIZATION OF DOCTORAL STUDIES

I. Dean's Office

Article 13

- (1) The Dean's Office has the responsibility for staffing and monitoring study programs.
- (2) At the Faculty level, the Dean's Office manages doctoral studies.
- (3) Academic management of the Faculty is through the Faculty Teaching-Scientific Council.

II. Responsibilities of the Dean's Office

Article 14

The Dean's Office:

1. proposes the call for enrolment in the Doctoral Studies in accordance with the number of accredited mentors for a study programme;
2. does preliminary selection of applicants in Doctoral Studies according to the requirements foreseen in the call for enrolment and submits it to the Doctoral School;
3. drafts the schedule for the Doctoral studies and reports to the Director of the Doctoral School for the beginning of lectures and progress of the processes during the academic year;
4. based on the Academic Calendar, makes timely notification to students about beginning of the lectures and exams deadlines;

5. at the end of each semester submits a written report to the Doctoral School Council on the progress of the process during the academic year and submits it to Doctoral School Director;
6. updates the Doctoral Studies database for the respective faculty;
7. notifies the member of the Doctoral School Council of the respective faculty for the requirements to be submitted to the Doctoral School Council;
8. communicates with students and provides organizational support;
9. keeps the candidate's file and updates the database with the academic progress of the candidate;
10. at the end of each academic year, submits to the Doctoral School Council a written report on the appointment of mentors, student academic progress and engagement of committees;
11. announces the date of public defence of the doctoral dissertation.

III. Responsibilities of Faculty Teaching-Scientific Council

Article 15

(1) The Faculty Teaching-Scientific Council:

1. proposes changes and amendments to the existing study programmes for Doctoral Studies and designing of new ones. The proposals are submitted to the Doctoral School Council who can give consent, reject or send for review;
2. initiates a procedure for the accreditation of mentors in accordance with the Law on Higher Education in the Republic of North Macedonia. The proposal for the accreditation of mentors along with the documentation is submitted to the Coordinator for Academic Issues;
3. defines the number of students in study programs in the call for enrolment;
4. prepares the final list of accepted candidates in Doctoral Studies in coordination with the Doctoral School Director;
5. allocates mentors to the students in accordance with the research area;
6. keeps track of the progress of the candidates based on the reports on progress in accordance with the Individual Research Plan;
7. after receiving the mentor's report for the completion of the doctoral dissertation and report from the system for detecting plagiarism, appoints the members of the Defence Commission;
8. refers to the Doctoral School Council for the decision of acceptance of the mentor's report together with the candidate's file;
9. after receiving the positive opinion of the Doctoral School Council, the Teaching-Scientific Council adopts the report of the Commission for Assessment and Defence, determines the President of the Commission and determines the date of defence of the Doctoral dissertation;
10. For all matters of competence of the Teaching-Scientific Council regarding the Doctoral Studies, formal decisions are adopted in accordance with the Rule for organization and work of the Faculty Teaching-Scientific Council.

CHAPTER IV

MENTORSHIP AND PROGRESS

I. Mentor

Article 16

- (1) The mentor can be a person with the teaching scientific title of full or associate professor in the respective faculty. The mentor is accredited in advance by the Board of Accreditation.
- (2) The mentor cannot have more than 3 (three) candidates for doctoral studies, counted from the date of the approval of the dissertation title and the mentor in the Teaching-Scientific Council, until the date of the defence of the doctoral dissertation.

II. Responsibilities of the Mentor

Article 17

The mentor offers the following academic support to the candidate:

1. assists the candidate in the selection and planning of an appropriate and useful research topic;
2. is available to the candidate for consultations and discussions on academic progress and research;
3. helps the candidate to have access to institutions or research material;
4. collaborates with the candidate in the stage of preparation of presentations, publication of scientific papers in relevant international journals, realization of mobility and participation in international conferences;
5. submits reports in writing to the Registry Office on academic progress and credits earned by the student;
6. keeps files for each mentored candidate;
7. agrees and organizes two public presentations of the doctoral dissertation of the candidate;
8. reports to the Faculty Teaching-Scientific Council on the progress of the mentored candidates, once a semester;
9. uploads the completed work on plagiarism detection system according to the Guidelines for plagiarism detection of the Ministry of Education and Science;
10. reports on the level of plagiarism is submitted to the Dean's Office along with a report on the completed mentoring phase.

III. Lose of the status of Mentor

Article 18

- (1) Upon a reasonable request from the candidate, the mentor may be changed. The decision is made by the Faculty Teaching-Scientific Council. The mentor has the

right of appeal to this decision to the Doctoral School Council in a period of three days.

- (2) Upon a reasonable request from the mentor, the mentor may be replaced. The decision is made by the Faculty Teaching-Scientific Council. The student has the right of appeal to this decision to the Doctoral School Council in a period of three days.

IV. Evaluation and Defence Commission

Article 19

- (1) The Evaluation and Defence Commission consists of five members, of whom at least three are from the respective scientific field and from the institution that organizes the Doctoral Studies.
- (2) Other Commission members can be external, ('Full Professor' or 'Associate Professor' engaged in other universities in the country or abroad).
- (3) A member of the commission for evaluation and defence of the doctoral dissertation cannot be a person directly related to the person who defends the doctoral thesis (dissertation), relation being defined as: a blood relative in a straight line to any degree, and in a sideline to a fourth degree, or is a spouse, a person with whom he / she lives in an illegitimate community or in-laws to a second degree.
- (4) Members of the commission for evaluation and defence of the doctoral dissertation must not be blood relatives in a straight line to any degree, and in the sideline to the fourth degree, or to be spouses, persons who live in an illegitimate community or in-laws to second degree.
- (5) The Evaluation and Defence Commission compiles and submits a review report for doctoral dissertation to the Teaching-Scientific Council of the respective faculty.

V. The procedure of doctoral dissertation defence

Article 20

- (1) The candidate publicly defends the doctoral dissertation in front of the Defence Commission.
- (2) The defence is conducted on the SEEU premises, on Tetovo or Skopje campuses.
- (3) The date and venue, as well as the candidate's name and title of the dissertation, are published on the University's webpage at least seven days in advance, by the Dean's offices.
- (4) All members of the Commission and the Administrative Assistant are present in the defence process.
- (5) The Administrative Assistant makes the technical and administrative preparations needed during the defence process.
- (6) The defence of the doctoral dissertation is public and is developed in the following order:

1. the Chair of the Commission opens the defence;
2. the Commission Chair invites the candidate to present and elucidate her/his doctoral dissertation;
3. the Commission Chair invites the mentor Commission members give their opinions on the dissertation;
4. the Commission members address questions to the candidate;
5. the candidate is given a reasonable time to prepare the answers;
6. the Mentor is invited to give her/his evaluation of the dissertation;
7. the Commission withdraws to make the decision regarding the defence;
8. the Commission Chair communicates the decision of the Commission with one of the following ratings:
 - Doctoral Dissertation Defended; or
 - Doctoral Dissertation Not Defended;
- (7) Official minutes are kept by the administrative assistant of the respective faculty.
- (8) Immediately after the defence, the Commission members sign the minutes of the proceedings and these and all other related documents are sent to the respective Faculty for processing and archiving.
- (9) A physical and electronic copy of the doctoral thesis remains in the library of the faculty and the University.
- (10) With the successful public defence of the doctoral thesis, is gained the scientific degree "Doctor of Science"
- (11) After a successful defence, the Registry issues a certificate and the diploma for the title Doctor of Science, in Albanian, Macedonian and English.
- (12) Once a year, the University organizes a doctoral awarding ceremony chaired by the Rector.

CHAPTER V

MINIMUM ADMISSIONS CRITERIA AND STRUCTURE OF STUDY PROGRAMME

I. The minimum admissions criteria

Article 21

The student should fulfil these basic criteria for enrolment in the third cycle of studies:

1. To have completed the first and second cycle of studies;
2. To have accumulated 300 ECTS from both study cycles;
3. To have an active knowledge of the English language;
4. To meet other criteria defined by the Law on Higher Education, the Statute of the University, the Rule for Student Enrolment and the Call for Student Enrolment.

II. Tuition fees

Article 22

- (1) Students pay their tuition fees for the respective study programme on an annual basis. The fees are determined by the University Board and are announced on the Call for Student Enrolment.
- (2) The University opens an account for each student in order to keep records of financial obligations and ECTS. Fees for studies and other payments are recorded in the student account.
- (3) Students who have to re-register for course exams pay 25% of the value of the subject credits. The financial obligation is calculated with the price for ECTS, valid for the entire academic year and includes all exam sessions.

III. Transfer to PhD

Article 23

- (1) Registered students who want to change the study programme should address the relevant Dean's Office in writing.
- (2) The transfer from one study programme to another within the Faculty/University or the in the same study program (after a break) can be done at latest before the beginning of the third semester of studies.
- (3) The transfer option depends on the proximity of the study programme, and for this requires that the Dean of the Faculty to accept the student and which has to verify if the student meets the requirements for admission to the new study programme.
- (4) If the Dean of the Faculty grants approval for the transfer, a three-member commission is established which prepares a report on the equivalence of the courses. The Dean's approval is handed over to the Admissions Office and reports to the Doctoral School. A copy of the decision is also added to the PhD student's portfolio.
- (5) Students may transfer into the third cycle from other universities. During the transfer, enrolment requirements in the Third Cycle of Studies according the Call for Student Enrolment should be fulfilled. Student transfer is made at the request of the student to the Dean of the Respective Faculty. The Dean forwards the request to the ranking commission of the respective year. The Commission prepares a report and informs the Teaching-Scientific Council of the Faculty. The report is submitted to Doctoral School Council for approval.
- (6) Criteria for realization of transfer is that the student should fulfil the requirements for enrolment in the third cycle of studies at SEEU and to be ranked with the level of admitted students in the third cycle of studies at SEEU, for the respective year when the transfer is taking place.
- (7) However, the student can transfer a maximum of 60 credits which the commission for transfer may equivalent with first year exams. Thesis proposal and other research activities should be part of the doctoral work at SEEU.

IV. Duration of studies

Article 24

Doctoral Studies last at least three years and require the acquisition of 180 ECTS credits.

V. Required activities within the study programme

Article 25

The student in the third cycle of studies should necessarily complete the following research activities:

1. to have attended organized academic training consisted of advanced academic and professional courses;
2. to have prepared independent research project supervised by mentor (Doctoral Project);
3. to have realized at least one week mobility;
4. to have conducted lectures and other communication activities;
5. to have realized two public presentations of doctoral dissertation progress;
6. to have realized two publications in international scientific (refereed) journals and presentation in international Conferences (related with the doctoral dissertation);
7. to have completed and publicly defended the dissertation based on the Doctoral Project.

VI. Academic training

Article 26

Training is realized through academic training with advanced and professional courses.

VII. Exams

Article 27

Upon completion of the first and second semester, the student is subject to final exams according to the foreseen deadlines in the annual academic calendar of SEEU.

VIII. Exam sessions

Article 28

- (1) At the university there are two regular sessions for final exams which are held after the official end of the semester, and two additional sessions, after the regular sessions, which will include all remaining exams of the previous semesters.
- (2) Registration of exams is after the end of the semester and within foreseen deadline.

IX. Doctoral Project

Article 29

- (1) A student who has completed the first year lectures and has maximum two exams left out of all exams foreseen in the study programme may submit a draft doctoral proposal at the Faculty Teaching-Scientific Council. This includes a one page text in which the draft research proposal is described and power point presentation.
- (2) The evaluation of the draft-proposal is done by the commission established by the Teaching-Scientific Council. This commission is consisting: the mentor, a professor from the respective research field and the professor-representative of the corresponding faculty at the Doctoral School Council. Within 30 days the Commission in cooperation with the candidate must submit to the Dean's Office the signed draft-proposal. The signed draft-proposal should include three main points.
 1. confirmation that the proposed topic is from the scientific – research field (category) in which is accredited the study programme (according to Frascati classification);
 2. approval of the actuality and reasonableness of the topic for the overall scientific development; and
 3. validation of research methodology.
- (3) The same is approved at the next Teaching-Scientific Council meeting of the Faculty. Within a maximum six months period the student submits the completed thesis proposal together with the elaboration in the respective Dean's Office.

X. Elaboration

Article 30

- (1) Along with the presentation of the doctoral dissertation, the student also submits an elaboration of the topic which includes:
 1. a statement signed by the candidate by which s/he gives the copyright ownership of the dissertation to the University, which may keep this copyright for academic and scientific research purposes;
 2. personal data;
 3. a short, academic biography including a bibliography of published research papers;
 4. the proposed title of the dissertation;
 5. the field of study;
 6. a summary of the dissertation with the hypotheses raised by the candidate, which includes the rationale and relevance for science, the development of society, practical application and linkage to industry or community;
 7. the research methodology;
 8. an initial literature review -bibliography;
 9. the dissertation structure;
 10. an Individual Research Plan which includes timeframe, research activities, public presentations of research progress, mobility plan and publications.

XI. Approval of the Doctoral project

Article 31

Based on the submitted elaboration, the Faculty Teaching-Scientific Council approves the topic of the doctoral dissertation and appoints candidate's mentor with the relevant decision.

XII. Change of the topic

Article 32

- (1) In cases when the candidate for objective reasons decides to change the topic of the doctoral dissertation, the new proposal is subject to the same procedure for approving the topic of the doctoral dissertation.
- (2) A decision for changing the topic is placed in the candidate's file.

XIII. Public presentation for the progress of doctoral thesis

Article 33

- (1) In the third semester, the student has the first presentation of the doctoral dissertation.
- (2) In the fifth semester the student has the second presentation of the doctoral dissertation.
- (3) The presentations are conducted in front of the Teaching-Scientific Council for which minutes are kept.
- (4) The Minutes contain the outcome of the presentation.
- (5) The present members can give their views, suggestions, attitudes and comments that would help the candidate in the further course of the preparation of the doctoral dissertation.
- (6) If, during the presentations the student does not meet the basic goals stipulated by this Rule, the Teaching-Scientific Council decides to repeat the presentation within a time limit which it determines.
- (7) For the course of the presentations, the mentor prepares a written report which is an integral part of the candidate's file.
- (8) After submitting the report, the student receives a certain number of points (ECTS) stipulated in the study program.
- (9) The Dean has an obligation 7 days before the day of the presentation to publish information on the webmail.

XIV. First presentation

Article 34

The aim of the first presentation is for the candidate to present the methodological aspect of scientific research and the expected outcomes.

XV. Second presentation

Article 35

In the second presentation the candidate presents the research results and their processing.

XVI. Mobility

Article 36

- (1) During the fourth semester the student is obligated to visit and contribute to a relevant institution abroad for a period of at least one week.
- (2) For the realization of mobility, the student brings evidence to the mentor.
- (3) Mentor is obliged to report to the Registry Office for the credits obtained from the mobility.
- (4) The evidence of the realization of mobility is placed in the student's file.

XVII. Lecturing and other communication activities

Article 37

During the fourth and fifth semesters, the student participates in the teaching process under mentoring. During this time, the student also participates in research activities and projects.

XVIII. Publications in international scientific journals

Article 38

- (1) Before the completion of studies, the student must publish at least two scientific papers in international journals relevant to the field of study in accordance to the Law on Higher Education in Republic of North Macedonia.
- (2) The mentor is obliged to report the publications to the Registry Office which records the credits earned in the student transcript.
- (3) Papers and mentor's report are part of the student's file.

XIX. Participation in international scientific conferences

Article 39

- (1) Before the completion of studies the student must attend and present in at least two international scientific conferences relevant to the field of study in accordance with the Law on Higher Education in Republic of North Macedonia.
- (2) The mentor is obliged to report the publications to the Registry Office which records the credits earned in the student transcript.
- (3) Papers and mentor's report are part of the student's file.

XX. Doctoral dissertation

Article 40

- (1) The doctoral dissertation is a work of independent scientific research representing a contribution to a certain scientific field.
- (2) The candidate may carry out scientific research which is part of the doctoral dissertation at the faculty or relevant scientific research institute of SEEU, or in a foreign scientific research centre.
- (3) The candidate may be compensated for the engagement and research within the scope of a research project.

XXI. Preparatory actions for defence of doctoral dissertation

Article 41

- (1) Preparatory actions for doctoral defence are carried out for a maximum period of 6 months.
- (2) The candidate submits the written doctoral dissertation in the sixth semester.
- (3) The mentor is obliged to upload the work to the plagiarism detection system installed by the Ministry of Education and Science.
- (4) After receiving feedback from the plagiarism detection system, the mentor submits a written report for completed mentoring phase to the Faculty Teaching-Scientific Council.
- (5) After approval of the mentor's report on the dissertation, the Faculty Teaching-Scientific Council establishes the Commission for Evaluation and Defence.
- (6) After the establishment of the Defence Commission, an electronic version of the dissertation is displayed for public review in the university library for 15 days and the complete file is submitted to the Doctoral School.
- (7) If during this period there are remarks, they are submitted to the Dean's Office who, together with the dissertation, submits them to the Commission for Evaluation and Defence. Regarding these remarks the commission should notify the candidate in writing within 15 days.
- (8) At the same time the dissertation is displayed in the library, a summary of the dissertation is sent to two other universities, in respective Faculties for a professional opinion. The professional opinion from the other institution should be received in 30 days. The delay in receiving the opinion does not have an impact on the procedure of the public defence.
- (9) The final version of the dissertation in electronic format is published on the open database of teaching -scientific resources which is managed by the Ministry in charge for Higher Education. At the same time a hardcopy is submitted to the University Library.

XXII. Commission for Evaluation and Defence of the dissertation

Article 42

- (1) The Commission for Evaluation and Defence evaluates the dissertation and prepares a report.
- (2) The report is submitted to the Dean's Office within 45 days from the end of the period for public dissertation review.
- (3) Following the positive opinion received by the Doctoral School Council, the Faculty Teaching-Scientific Council is notified and the defence date is set that cannot be shorter than 15 days from the date of adoption of the report.

XXIII. Candidate's dossier

Article 43

- (1) The candidate's dossier is reviewed by the Doctoral School director and the Legal and Administrative Advisor.
- (2) If it is assessed that the candidate's dossier is in accordance with the applicable regulations, it shall be submitted to the Doctoral School Council.
- (3) In the case of remarks made by the Doctoral School Council, the work is returned to the Dean for reconsideration.
- (4) The opinion of the Doctoral School Council shall be submitted to the Faculty Teaching-Scientific Council.
- (5) After obtaining a positive opinion, the Teaching-Scientific Council adopts the assessment and defence report and specifies the date for public defence.
- (6) The candidate is obliged to submit to the Dean of the faculty 7 copies of the doctoral dissertation for use in the defence process.

XXIV. Plagiarism

Article 44

- (1) If it is recognized that the dissertation contains plagiarized material, or it is completely plagiarized then it will be handled in accordance with the Procedure on Student Conduct.
- (2) For detected plagiarism, it is the mentor's responsibility to explain the reasons for the untimely detection of plagiarism.

XXV. Language, structure and format of the doctoral dissertation

Article 45

- (1) The doctoral dissertation should be:
 1. written in one of the three University languages/study language selected by the candidate;
 2. a minimum of 150 pages in length without annexes;

3. structured with the title of the paper in the three official languages of the University, acknowledgements (if any), abstract (in English), preface (in the language in which the work will be written); list of tables and figures (if any), list of notions and acronyms (if any), page number content, bibliography and attachments (if any);
 4. formatted according to APA or IEEE style, for citations, references and bibliography;
 5. using the official University font 'Calibri' 12, space between rows 1.5 and 0.75 margin from both sides;
 6. before the submission of the completed Doctoral Dissertation, candidates should have their work proofread, stamped and signed by an authorized professional.
- (2) The cover is dark red and should consist of:
1. University name (in the upper left corner);
 2. Faculty name (in the upper right corner);
 3. the University logo (in between the university and faculty names);
 4. the heading 'Third Cycle of Academic Studies- Doctoral Studies' (in the centre of the page); followed by the topic of the dissertation;
 5. the heading 'Doctoral Dissertation Topic:' followed by the dissertation title (in the centre of the page);
 6. the candidate's name and last name (in the bottom, left corner);
 7. the mentor's name and last name (in the bottom, right corner);
 8. the month and year of defending the doctoral dissertation (below, centre page).

XXVI. Lack of academic progress

Article 46

- (1) If the student does not defend his doctoral dissertation within 6 years after the date of enrolment in doctoral studies, s/he loses the status of student at the University.
- (2) The student can address the Doctoral School Council asking for a prolongation of the deadline. The Decision brought by the Doctoral School Council is final.
- (3) If the student fails to show adequate progress during the duration of the studies, the student status may be terminated.
- (4) The basic requirements for non-fulfilment of progress are:
 1. if in the period of two and a half years he/she has not successfully completed the exams foreseen in the study programme and has not been approved the proposal of the doctoral thesis;
 2. if he or she fails to meet the obligations set forth in the individual research plan;
- (5) The request for termination of the student's status may be made by the mentor or the dean of the respective faculty.

- (6) The Faculty Teaching-Scientific Council examines the request for termination of the student status for not having achieved academic progress and adopts a decision to terminate the student status.
- (7) The Request accepted as legal consequence has the termination of student status due to lack of progress in studies.
- (8) The Decision taken by the respective Faculty Teaching-Scientific Council is sent by them to the student and to the Doctoral School;
- (9) A student who receives the decision for termination of the student status has the right to appeal within 15 days from the day of notification;
- (10) The Appeal is submitted to the Doctoral School Director through the dean of the Faculty and Director submits this appeal to the Doctoral School Council;
- (11) The decision of the Doctoral School Council is final;
- (12) The final decision is submitted to the student, the relevant Dean's office and the Registry Office;
- (13) If the appeal of the student who has remaining exams is approved, the student has the right to re-register relevant courses in accordance with the current Rule;
- (14) The student whose student status is terminated is obliged to pay all the financial obligations towards SEEU for the period of his/her active student status.

CHAPTER VI

FINAL PROVISIONS

Article 47

This Rule comes into force on 01.10.2019 and will apply starting from the academic year 2019/2020.

Article 48

For PhD students enrolled in PhD studies prior to the entry into force of this Rule, the provisions of the Rule on Doctoral Studies at SEEU 2014 will be valid and apply.

ANNEX I

MENTOR'S REPORTS CONTENT

The first progress report contains:

- Evidence of the first publication in an international scientific (referent*) journal;
- Evidence of the first publication in the proceedings of papers at a scientific conference;
- Evidence of the first public presentation of the methodology of scientific research;

The second progress report contains:

- Evidence of the second publication in an international scientific (refereed *) journal;
- Evidence of the second publication in the proceedings of papers at a scientific conference;
- The second public presentation of the results of scientific research;
- Evidence for the realization of one week mobility at a institution with relevance for the research field;

The mentor's report includes:

- The mentor's name and surname;
- The name and surname of the candidate;
- The title of the dissertation;
- A statement by the mentor confirming that the candidate's work is independent, original and without plagiarism (document from plagiarism detection system);
- An analysis of the research undertaken in the dissertation including information about the topic of the research, the current situation in the scientific field of the dissertation, a description of the research methods applied, research results and conclusions.
- A proposal to the Faculty Teaching-Scientific Council to approve the dissertation.

**According to Article 2 (Glossary) of the Law on Higher Education, "Refereed Scientific Publication", in the meaning of this law is:*

a) A scientific journal in which published papers are subject to review and which is indexed in at least one electronic database of journals with papers available online such as EBSCO, Emerald, Scopus, Web of Science, Journal Citation Report, SCImago Journal Rank or other database magazines to be established by the National Council for Higher Education, or

b) A scientific journal in which the papers that are published are subject to review and which has an international editorial board, which includes members from at least three countries, with the number of members of one country being not more than two thirds of the total number of members, or

c) A scientific journal in which the papers being published are subject to review and published in a Member State of the European Union and / or the OECD, or

d) A book or part of a book peer-reviewed and published in a Member State of the European Union and / or OECD, or

e) A collection of peer-reviewed scientific papers presented at international academic meetings where members of the program or scientific committee are from at least three countries, or

f) Translations of capital works in areas determined by the National Council for Higher Education and Scientific Research Activity.

ANNEX II

CONTENT OF THE FINAL FILE

* the final file of the doctoral candidate contains the following documents	
1	Transcript of grades
2	Decision on the approval of the doctoral thesis topic
3	First presentation
4	Second presentation
5	First progress report
6	Second progress report
7	First publication international scientific (refereed) journals**
8	Second publication international scientific (refereed) journals**
9	First conference presentation **
10	Second conference presentation **
11	Plagiarism report
12	Evidence for mobility
13	Information about the external member
14	Decision on the appointment of the Review Commission
15	Professional opinion from another institution
16	Report of the Review Commission
17	Proof that the work is proofread - stamped and signed by an authorized professional.
18	Decision of the Doctoral School Council for fulfilling the defence requirements
<p>* For each activity of the doctoral candidate hard copy evidence should be submitted.</p> <p>**Publications should be in international scientific journals and presentations in at least two conferences.</p> <p>NOTE: <i>In order to realize the first/second presentation the candidate must complete the financial obligations for the third/fifth semester.</i></p>	

ANNEX III

PROCEDURE FOR SELECTION OF CANDIDATES

- The Registry Office makes the preliminary selection of candidates according to the basic criteria for admission of the Article 20 of the Rule and according to the announced Call for Student Enrolment.
- Files of the selected candidates are submitted to the respective Dean's Offices by the Registry Office.
- The Faculty Council establishes a selection commission for candidates according to the criteria set out in the Rule for enrolment and in the Call for student enrolment.
- The selection commission for candidates within the faculty submits the list of ranked candidates to the Director of Doctoral School.
- The final list of the accepted candidates is prepared in cooperation with the Teaching-Scientific Council of the respective Faculty.
- The Doctoral School Council approves the final list of accepted candidates, after the complaint phase is completed.
- The preliminary list is approved by the Doctoral School Council.
- The Director of the Doctoral School submits the preliminary list of admitted candidates to the Registry Office for announcement.
- After announcement of the list the rejected candidates have a deadline of 48 hours for complaints, which they send to the electronic address of the Director of the Doctoral School. The Doctoral School Council reviews the complaints and finalizes the list of candidates within 7 days.
- The submitter of the complaint is notified about the Decision by Registry Office.
- The Registry Office announces the final list.