

UNIVERSITY IN SARAJEVO

RULEBOOK FOR
FOR THE THIRD CYCLE STUDIES
AT THE UNIVERSITY
IN SARAJEVO

- DOCTORAL STUDIES -

Sarajevo, December 2018

Pursuant to Article 56 of the Higher Education Law (“Sarajevo Canton Official Gazette”, No. 33/17), and in accordance with Article 129 of the University of Sarajevo Statute, the University of Sarajevo Senate at its 26th regular session of 19/12/ 2018, brought

STUDY RULES
FOR THE THIRD CYCLE OF STUDIES AT THE UNIVERSITY OF SARAJEVO
-PHD STUDIES-

I GENERAL PROVISIONS

Article 1
(Rules Subject)

- (1) The study rules for the third cycle of studies (hereinafter: study) at the University of Sarajevo (hereinafter: the Rules) regulate: detailed organization, duration and performance of studies at the University of Sarajevo (hereinafter: the University), study holders, conditions for enrollment in studies, teaching and research, application procedure, evaluation and defense of doctoral dissertation, rights and obligations of doctoral students, composition of the project evaluation and defense commission, working versions and final versions of doctoral dissertations, rights and obligations of mentors, as and other issues related to the organization and conduct of studies.
- (2) All terms used in these rules having a gender meaning, regardless of whether they are used in the masculine or feminine gender, include equally the masculine and feminine gender.

Article 2
(Meaning of terms)

These rules use terms with the following meanings:

- (1) Doctoral study is a study for obtaining the academic degree of Doctor of Science or Doctor of Arts and represents the highest level of formal education whose purpose is the education of new doctors of science or art by preparing a doctoral dissertation based on research.
- (2) The Doctoral Study Council/III Cycle Council (hereinafter: the Study Council) is the expert council of the organizational unit(s) of the study holder.

- (3) The holder of studies is one or more organizational unit(s)/one or more universities that organize and conduct studies that resulting with the acquisition of a Doctorate of Science or Arts.
- (4) The competent bodies are the organizational unit council and the University Senate, which propose, i.e. appoint the commission for evaluation and defense of the project, working versions and final versions of the doctoral dissertation, and mentors.
- (5) A mentor is a person appointed by the academic council in the academic/scientific/artistic title who guides a doctoral student during the preparation of doctoral dissertation.
- (6) A supervisor is an appointed person in an academic/scientific/artistic title who directs and monitors a doctoral student and his work until the appointment of a mentor, and who is a potential mentor.
- (7) The publication to dissertation model is a doctoral thesis which represents a set of published scientific papers or papers accepted for publication accompanied by a critical review chapter, consisting of an introduction, discussion, conclusion and review of relevant literature.
 - (8) A doctoral student is a person enrolled in the third cycle of studies in the University/organizational unit, who attends the study in the manner determined by the University Statute and these Rules.

Article 3

(Purpose and goal of the studies)

- 1) The basic principles of doctoral studies are research and learning through research, innovation, application of international academic and scientific standards and international quality standards, transparency and international competitiveness.
- 2) The functions of doctoral studies are:
 - a) creation of new knowledge and its application;
 - b) training of doctoral students (hereinafter: students) for independent, original and scientifically based research which expands the boundaries of knowledge as well as critical evaluation of the work of others;
 - c) gaining experience, skills and knowledge based on research;

II THE III CYCLE - DOCTORAL STUDIES ORGANIZATION

DOCTORAL STUDIES CONTENT

Article 4

(Holders of studies)

The University/organizational unit(s) (hereinafter: the doctoral studies holder) organizes and conducts the studies in the scientific/artistic fields in compliance with the Law and the University Statute.

Article 5

(Inception of studies)

The studies holder initiates and determines the proposal for the study organization. The proposal must contain:

- a) initiating studies justification draft,
- b) type and name of study,
- c) studies curriculum,
- d) list of all modules with lecturers and the ECTS,
- e) study holder capacity, study program conduction place, space and equipment data, and the number of candidates),
- f) name and academic references of persons engaged in the studies implementation,
- g) conditions, level and type/area of candidates' education who can enroll in the studies,
- h) study costs and enrollment fees assessment, and
- i) scientific/artistic title awarded upon completion of studies.

Article 6

(Consent for the studies realization)

Consent to the Draft on the initiating studies justification, consent to the studies curriculum and consent for the studies implementation is given by the University Senate at the proposal of the studies holder.

Article 7

(Consent for the studies implementation with a domestic or foreign higher education institution)

- (1) If the studies holder organizes the studies in cooperation with a domestic or foreign higher education institution pursuant to Article 49 of the Law, the consent for the study realization, based on the prior opinion given by the Senate, shall be given by the Ministry.
- (2) The University and all studies holders competent bodies' consent shall be obtained for the studies curriculum referred to in paragraph 1 of this Article.

Article 8

(Studies Council)

- (1) The Doctoral Studies Council is a professional body at the studies holder that manages the third cycle of studies, in accordance with the Law, the University Statute and this Ordinance and is responsible for its smooth functioning.
- (2) The studies holder is established by the doctoral studies council, which consists of the head of studies and the holders of compulsory and elective courses within the study program. The Doctoral Study Council members are elected for four years, in a manner determined in more detail by the organizational unit council.
- (3) The doctoral study council at the organizational unit consisting of departments consists of the heads of the third cycle studies at the departments, vice dean for research/artistic research by function, Faculty Secretary and Council Secretary, with the Faculty Secretary and Council Secretary not having the right to vote.
- (4) The departments study council consists of councilors from the teacher ranks who are engaged in the teaching process implementation and the council secretary from the teacher ranks.
- (5) Teaching and research process holders in the third cycle must have at least five papers published in journals that follow the relevant international databases from the register of relevant scientific databases prescribed by the competent authority. The organizational units at the Arts group shall prescribe the manner of appointing the doctoral study council in accordance with paragraph 2 of this Article.
- (6) The Study Council elects the Study Council President from teachers holding the title of associate or full professor or in the title of senior research associate or scientific advisor for a period of four years.
- (7) The Study Council President is also the head of the Council.
- (8) The council president is confirmed by the organizational unit dean. In case the study is organized by several organizational units, the study council president is jointly confirmed by those organizational units Deans/Directors.
- (9) The Study Council resolves all issues related to the organization and course of studies, and proposes decisions made by the University expert body and the organizational units

councils related to the study (commissions, decisions on extending deadlines, changing mentors, etc.).

- (10) The Study Council shall start its work no later than 90 days before the establishment and implementation of the III cycle of higher education.
- (11) At its constituent session, the Study Council shall adopt the Study Council Rules of Procedure.

Article 9 (Academic titles)

Upon successful completion of the study, an academic title and a scientific/artistic title are acquired in accordance with the Ministry's Regulations.

Article 10 (Studies content)

The studies third cycle consists of:

- a) active participation in the teaching-scientific/teaching-artistic process and monitoring the evaluation of results through established knowledge tests,
- b) applications and presentations of the project, approach and scientific methods of the doctoral thesis,
- c) selection of the scientific/artistic field within which the doctoral dissertation will be done and mentor's selection,
- d) research/artistic research, theoretical and practical work on the preparation of a doctoral dissertation,
- e) publishing parts of the research in journals that follow the relevant international databases from the register of relevant scientific databases prescribed by the competent authority,
- f) defense of the paper's results and the doctoral dissertation working version before the commission members
- g) public presentation of artistic parts of the doctoral thesis and
- h) doctoral dissertation's public defense.

Article 11 (Study structure)

- (1) The doctoral studies' structure is determined by the study holder's study program.
- (2) Study programs are divided into study years and semesters.
- (3) The studies' study program is realized within the synchronized phases:
 - a) teaching process,
 - b) scientific research/artistic research work and

c) preparation and defense of a doctoral dissertation.

Article 12

(Teaching)

- (1) The teaching process is performed through lectures, seminars, consultations, and other established teaching forms.
- (2) Teaching process in the form of lectures is performed if there are three or more students in a subject.
- (3) Consultative (mentoring) classes must be conducted if the subject is attended by less than three doctoral students or if organization of this type of teaching is necessary due to the nature (character) of the studies.
- (4) The decision on the manner of teaching shall be made by the study council.
- (5) The study may be organized in one of the foreign languages, on which the decision is made by the University Senate, at the proposal of the council of the organizational unit (s) of the holder of the study.
- (6) In the case of the realization of a doctoral study in one of the world languages, the entire organization and realization of the study shall be performed in the approved language of study.

Article 13

(Studies' curriculum)

- (1) The studies curriculum consists of:
 - a) study areas, sub-areas and disciplines,
 - b) compulsory modules/courses,
 - c) elective modules/courses and
 - d) research, field and practical work.
- (2) Compulsory modules/courses expand students' general knowledge from the area in the function of the elected study program.
- (3) Elective modules expand the specific knowledge of students in the chosen scientific/artistic field. Elective modules may, in accordance with the Salzburg Principles and the Principles of Innovative Doctoral Training, include the development of broader professional competencies (such as teamwork, entrepreneurship, project management, knowledge and technology transfer, ethical issues).

Article 14

(Module representation)

The Study Council takes into account the representation of individual modules by ensuring a certain relationship between compulsory and elective modules.

Article 15

(General and special conditions for doctoral students)

The curriculum contains general and special conditions that doctoral student must meet in order to acquire certain knowledge, as follows:

- a) modules/subjects presentation systematized according to:
 - study years and semesters and
 - affiliation of modules/subjects, compulsory and elective,
- b) module/subject's teaching content,
- c) number of ECTS for each module/course,
- d) organizing's presentation and teaching forms: lectures, seminars, research, artistic, field and practical work,
- e) presentation of conditions for attending classes, taking exams and realization of individual study obligations and preparation of doctoral dissertation,
- f) the number of ECTS carried by the doctoral dissertation and the determination of the semester in which the beginning is planned as well as the semester in which the completion of its preparation is planned, and
- g) overall presentation of the evaluation of work results during studies expressed in ECTS study credits.

Article 16

(Teaching methods)

- (1) The study program is realized by combining established forms of contact hours, and research or artistic work, which are organized in accordance with the nature of the study program, or by determining the expected range of total workload in each semester or academic year.
- (2) Teaching is organized in the I and II semester of study, while III, IV, V and VI semester of study are provided for the selection and definition of a narrower field or discipline of research or artistic realization, application and presentation of doctoral dissertation, drafting and defense doctoral dissertations.
- (3) Classes in the first and second semesters are organized in the range of up to 20 contact hours per week during 15 weeks of classes and consultations in accordance with the established curriculum.
- (4) Research and artistic work, as well as the preparation of the doctoral dissertation are organized in the form of the total individual workload of the doctoral student up to 800 hours per semester and is evaluated with 120 ECTS.

Article 17

(Examination and enrollment in the subsequent studies year)

- (1) The total number of ECTS is acquired through research work, passing exams and/or recognizing the appropriate number of ECTS in accordance with Article 22 of these Rules.
- (2) The knowledge, abilities and skills of the doctoral student are monitored and evaluated during the classes, and the final grade is determined at the exam.
- (3) The exam is taken after the lecture, i.e. after all completed teaching obligations prescribed by the curriculum and study program.
- (4) Research work is evaluated for each individual activity of the doctoral student determined by these rules and the curriculum and they are expressed through ECTS study points.

DURATION OF STUDIES

Article 18

(Duration of studies)

- (1) The third studies cycle lasts three study years (six semesters), and the study program of these studies is evaluated with 180 ECTS. Doctoral students can extend each study year by one year, so they are required to complete their studies within a maximum of six years since the enrollment date.
- (2) The period referred to in the preceding paragraph of six years may be extended for a maximum of another year, starting from the expiration day of a period determined by the Sarajevo Canton Law on Higher Education.
- (3) If a candidate does not fulfill all obligations within the deadline determined by this Article, the procedure for obtaining the scientific degree of Doctor of Science shall be suspended by the Dean's decision, at the proposal of the Study Council, whereby the candidate loses doctoral status.
- (4) The deadlines determined by this Article may be extended for a candidate if there are justified reasons for extension, on which the decision is made by the organizational unit council, at the study council's proposal, and extending the studies for more than eight years is not allowed.

MENTORSHIP

Article 19

(Study supervisor)

- (1) Upon enrollment, the Studies Council assigns a supervisor to a doctoral student.
- (2) As a teacher in the conduct of studies, the supervisor is as participant and is a potential mentor directing and monitoring the doctoral student and his work until the appointment of a mentor.

- (3) The supervisor has the obligation to prepare a progress report on the doctoral student for the first year of study, i.e. until the appointment of a mentor.
- (4) The report referred to in this Article's previous paragraph shall be submitted to the study council for adoption.

Article 20

(Mentor)

- (1) A mentor may be a teacher elected to the title of associate professor and full professor or to professor emeritus or senior research associate and scientific advisor in the scientific/artistic field of doctoral dissertation, who has at least five papers published in international journals' databases prescribed by the competent authority, of which at least three in the past five years from the scientific field from which the candidate's doctoral dissertation is.
- (2) Two mentors shall be elected for a doctoral thesis in the field of art: a mentor for an art project and a mentor for a written work. The art project and written work are integral parts of the doctoral thesis.
- (3) The mentor on an art project is a teacher in the teaching-artistic title of associate professor with an art doctorate; full professor. More detailed conditions for the art project mentor, as well as the mentor for the written work as integral parts of the doctoral thesis will be prescribed by the organizational unit study council's act.
- (4) In case of multidisciplinary of doctoral the doctoral dissertation's topic, more than one mentor - commentator may be appointed to the doctoral student. The commentator can also be appointed when, within the agreement between the University and the university from another country, the doctoral student prepares a doctorate under the guidance of two mentors who are university teachers having concluded the aforesaid agreement (so-called "co-tutelle" program). The commentator may be from the teacher ranks who meet the conditions referred to in paragraph 1 of this Article.
- (5) With the study council's consent, at the request of the mentor/supervisor or a doctoral student it is possible to appoint a new mentor/supervisor to the doctoral student. In case of a change of mentor, the doctoral student may continue the doctoral thesis' adopted project with the consent of the previous mentor and the study council. If the previous mentor and the study council do not agree for the candidate to continue the adopted doctoral thesis, the candidate is obliged to apply for a new doctoral project with a new mentor.
- (6) For the doctoral dissertation preparation, the mentor is obliged to assist the doctoral student in choosing the methods of research/artistic work, selection of literature, preparation of the work structure and to provide other professional assistance during the preparation of the work.
- (7) The mentor is obliged to submit an annual report on the doctoral student's work to the study council, on the form that is an integral part of these Rules (Form 5).

- (8) Until the appointment of the mentor, the report referred to in the previous paragraph shall be submitted by the supervisor (according to Article 20 of these Rules).

III ENROLLMENT IN DOCTORAL STUDIES

Article 21

(Enrollment)

- (1) Enrollment is done on the basis of a public competition call published by the University/organizational unit in Bosnian, Serbian, Croatian or English.
- (2) If the public competition call is announced by an organizational unit, it obtaining the University Senate's consent before announcing the public competition call is mandatory.
- (3) When enrolling in studies in the field of art, conducting an entrance exam is obligatory. The course and content of the entrance exam are prescribed by an act of the organizational unit's council at the proposal of the studies council.
- (4) The notice on student enrollment competition call shall be published by the University/organizational unit in at least one daily newspapers published in Bosnia and Herzegovina. The competition call for enrolment in the first academic year is published on the University/organizational unit website, as well as on the notice boards of the University/organizational unit that organizes the study no later than two months before the academic year starts.
- (5) The candidates enrollment competition call for study must contain information on:
 - a) areas from which the study is organized,
 - b) conditions that must be met by the candidate,
 - c) a list of required documentation on eligibility,
 - d) enrollment deadlines and
 - e) the studies cost.

Article 22

(Applying to the competition call)

- (1) Candidates who have obtained a diploma of the second cycle of studies, integrated study, academic specialist and master of science/art in compliance with the ante-Bologna study system in the relevant scientific/artistic field may apply for the competition.
- (2) Candidates who obtained the Master of Science/Arts title or the title of academic specialist before the introduction of the Bologna tricyclic study system have recognized 60 ECTS, in a manner determined by the study council, and the remaining 120 ECTS are acquired by these candidates in line with these Rules. These candidates pay two-thirds of the total cost of their studies.
- (3) Candidates who apply for the art studies must have a successful artistic practice or reference works, more closely determined by the organizational unit council organizing the study.

Article 23

(Right to enroll in interdisciplinary or multidisciplinary studies)

Candidates who have met the requirements from the previous article in one of the second cycle studies, who are involved in the implementation of interdisciplinary or multidisciplinary program of the third cycle of studies have the right to enroll in interdisciplinary or multidisciplinary studies.

Article 24

(Selection of candidates)

In case the number of registered candidates is higher than the number determined in the competition call, the selection of candidates who have acquired the right to enroll is based on the results achieved in the second cycle of studies, integrated study, specialist study or postgraduate according to the ante-Bologna studies system and scientific/artistic works, if they are an enrollment condition after the ranking procedure has been completed.

Article 25

(Candidate ranking)

- (1) The ranking procedure is carried out by a student enrollment commission consisting of teachers from studies to be organized. The ranking list proposal is submitted to the organizational unit's council for final adoption.
- (2) Candidates who achieved same results have the right to enroll under equal conditions. The preliminary ranking list of all received and registered candidates will be published by the University/organizational unit on their website and bulletin board after verification by the competent authority, no later than seven days after the applications submission deadline.
- (3) Candidates have the right to object to the list referred to in paragraph 1 of this Article to the organizational unit council within five days from the day of aforementioned list's publication.
- (4) Upon the objection referred to in paragraph 2 of this Article, the HE organizational unit's competent body shall be render a decision within seven days and publish it on the notice board. The enrollment commission submits a final report on the student enrollment results to the organizational unit council, which adopts the final ranking list.
- (5) The University/organizational unit is obliged to publish the final list of enrolled students on the website and notice board no later than two days after the deadline for rendering a decision on the complaint and submitting it to the University Senate.

Article 26

(Right to enroll)

The candidate has exercised the right to enroll if he is placed on the ranking list up to the number provided by the enrollment competition. A candidate who has exercised the right to enroll, but did not enroll within the prescribed period, loses that right. His right to enroll is acquired by the subsequent qualified candidate on the ranking list.

Article 26a

Student status is acquired by enrolling in doctoral studies, and proven by an appropriate student document – grade book.

Article 26b

The status of a doctoral student in the manner prescribed by law and these rules may be acquired by:

- a) assistant/senior assistant/expert associate employed by the studies holder,
- b) a person who only bears the costs of studies,
- c) a person whose costs are borne by the employer with whom he is employed,
- d) by transferring from one doctoral study to another.

Article 26c

- (1) Doctoral students may take up studies full-time or part-time.
- (2) Full-time doctoral students are persons referred to in Article 26b item a) of these rules who do not participate in the doctoral studies costs (tuition fees) if they duly and on time perform their obligations set out in the study contract or employment contract.
- (3) The persons referred to in paragraph (2) of this Article are obliged to reimburse the employment organizational unit for the actual doctoral study costs: tuition fees, transportation costs, per diems as well as the costs of scientific research work due to:
 - a) changes in the doctoral study without the prior consent of the study holder in which they are employed,
 - b) upon the expiration of the agreed period in which they had to obtain the academic degree of Doctor of Science/Doctor of Arts,
 - c) employment contract termination at the initiative of the person referred to in Article 26b. item a),
 - d) employment contract termination due to misconduct of the person referred to in Art. 26b. item a).

Article 26d

- (1) The part-time doctoral study is intended for students who, in addition to their studies, work another job or are unemployed.
- (2) The doctoral studies costs for part-time students shall be borne by the students themselves, the employer or some other institution.

Article 26e

If the University/organizational unit bears the doctoral study costs for its employee or persons referred to in Article 26b item a) after completing the studies and acquiring the academic degree of Doctor of Science/Arts, the employee is obliged to work at least for the doctoral study duration with the study holder.

Article 27

(Foreign citizens)

Foreign citizens have the right to enroll in studies under the same conditions as BH citizens, with prior academic recognition of a diploma obtained after completing previous cycle/study degree.

Article 28

(Obligations and rights of the doctoral student)

- (1) After the appointment of the mentor, the doctoral student is obliged once a year to submit a report on his work to the study council, with the mentor's help and consent, on the form that is an integral part of these Rules (Form 4).
- (2) Prior to defending the doctoral dissertation, the doctoral student is obliged to have published or accepted for publication at least one paper thematically related to doctoral research in journals that follow relevant international databases from the register of relevant scientific databases prescribed by the competent body.
- (3) The doctoral student in the field of arts is obliged, before the final presentation of the art project, to have several public art presentations, which will be prescribed by the organizational unit's study council act.
- (4) The doctoral student has the right to change the supervisor once upon a written request to the study council.
- (5) The doctoral student has the right to change the mentor or the doctoral thesis' topic once, with a written request and a statement from the previous mentor on a special form that is an integral part of these Rules (Form 3).

IV APPLICATION, EVALUATION AND APPROVAL OF THE DOCTORAL RESEARCH TOPIC

Article 29

(Topic selection)

- (1) During the studies' second semester, the doctoral student chooses the topic from research/art field and together with the supervisor establishes the narrower field and doctoral dissertation's topic. The application form for the doctoral dissertation's topic is an integral part of these Rules (Form 1).

(2) The study council confirms the doctoral dissertation's topic.

Article 30

(Project application's content)

At the beginning of the third semester of studies, the doctoral student submits to the study council the doctoral dissertation project. The application for a doctoral dissertation project is made on a form that is an integral part of these Rules (Form 2), and must contain:

- a) candidate's biography/CV,
- b) thesis' working title,
- c) mentor's proposal
- d) introductory remarks and previous research review,
- e) subject and goals of the research,
- f) narrower research domain,
- g) methodological approach,
- h) expected results and scientific/artistic contribution and
- i) used literature.

Article 31

(Appointing the commission for evaluation and defense of the project, working version and doctoral dissertation)

- (1) By the end of the third study semester's first half, the Study Council proposes to the organizational unit's council, and the organizational unit council to the University Senate the composition of the Project Evaluation and Defense Commission, doctoral dissertation working version (hereinafter: University Commission). One of the members appointed in the Commission is nominated as a mentor.
- (2) By the end of the third semester, the University Senate, with the prior opinion of the group councils, shall appoint the University Commission referred to in paragraph (1) of this Article. The commission has three or five members. The Commission has five members when it comes to a commission that has two mentors for the reasons prescribed in Article 20, paragraph 4 of this Rulebook. The commission must also have one alternate member. All commissioners are selected from teachers who have the Doctor of Science degree, most of whom are from the scientific/artistic field from which the topic is applied.
- (3) A person entrusted with the role of a mentor may not be appointed President of the Commission.
- (4) The Commission referred to in paragraph (2) of this Article shall conduct the full evaluation and doctoral dissertation project defense procedure, the working

version of the doctoral dissertation and the final version of the doctoral dissertation.

- (5) Exceptionally, in case that members of the Commission are appointed from the university teachers ranks from other countries, a commission for the doctoral dissertation project defense and the doctoral dissertation working version and a commission for evaluation and defense of the final doctoral dissertation's version may be appointed separately. In this situation it is also possible that an alternate member participates in the earlier stages of the evaluation and defense of the doctoral dissertation.

Article 32

(Doctoral dissertation project and report on the topic and candidates' eligibility)

- (1) During the IV semester, the doctoral student is obliged to perform the doctoral dissertation project's defense.
- (2) The defense of the doctoral dissertation project is public and is defended before the University Commission.
- (3) The University Commission prepares a report on the doctoral dissertation project, in which it must state the assessment of the candidate's suitability and the topic of the doctoral thesis and submit it through the study council and the organizational unit council to the University Senate, on the form which is an integral part of these Rules. . After the study council, the organizational unit council and the University Senate make a decision on accepting the report of the University Commission, the doctoral student can start the realization of the doctoral dissertation project.
- (4) If the University Commission has objections to the submitted doctoral dissertation project, it is returned to the doctoral student for revision, who is obliged to submit the corrected version of the doctoral dissertation project to the University Commission within 30 days from the submitted comments by the University Commission.
- (5) After the submitted corrected version of the doctoral dissertation project, the University Commission carries out the procedure referred to in paragraph 3 of this Article.

Article 33

(Doctoral dissertation in the field of art)

- (1) The doctoral dissertation in the field of art consists of:
 - a) a work of art or performance in the performing arts (hereinafter: art project) i
 - b) written work which elaborates the process of creating the assumed goals and results of the art project.
- (2) An art project must be of high quality and realized by following adequate artistic procedures and means proving the successful mastery of artistic techniques and must be worthy of public performance, exhibition or publication.

- (3) The written work must confirm the doctoral student's ability to use and understand appropriate research methods and must provide an interpretation of the doctoral project in a theoretical and critical context.

Article 34

(Publication to dissertation model)

- (1) At the justified mentor's proposal, the Studies Council may approve the preparation of a doctoral dissertation according to the publication to the doctoral dissertation method for a doctoral student who meets criteria.
- (2) The publication to dissertation model is a set of published scientific papers accompanied by a critical reviewed chapter consisting of an introduction, discussion, conclusion and review of relevant literature.
- (3) The scientific paper model referred to in paragraph 1 of this Article is possible only as a part of research work at the doctoral studies. Scientific papers must be published or accepted for publication after enrollment in the doctoral study.
- (4) Collated scientific papers proposed as a doctoral thesis must form a rounded unit of at least three papers published/accepted for publication in journals covered by the Current Contents (Web of Science) database(s).
- (5) The doctoral student must be the first/ chief author in all three published papers.

V DOCTORAL DISSERTATION

1. DOCTORAL DISSERTATION'S WORKING VERSION

Article 35

(Submitting the doctoral dissertation's working version)

- (1) The doctoral student has an obligation to obtain a positive opinion of the mentor and submit the doctoral dissertation working version to the study council by the end of the sixth semester.
- (2) The submittal of the doctoral dissertation working version referred to in this Article's previous paragraph shall be made in accordance with the form that makes an integral part of these Rules (Form 7).

Article 36

(Form of the doctoral dissertation's working version)

The doctoral dissertation working version should be correctly linguistically, stylistically and technically formed in accordance with modern procedures, technique and technology of making publications in the field of scientific, professional or artistic work. The doctoral dissertation

working version contains all chapters of the final version according to the structure previously defined by the study council, also in accordance with these Rules.

Article 37

(Evaluation of the working version of the doctoral dissertation)

- (1) The doctoral student is obliged to submit a working version of the doctoral dissertation to the study council. Submission of the working version of the doctoral dissertation is done through the protocol of the organizational unit.
- (2) In the case of art projects, the mentor for the written doctoral dissertation working version project informs the organizational unit council that candidate has made the written working version and that evaluation procedure and selected working version of the doctoral dissertation can be initiated.

Article 38

(Presentation of the working version of the doctoral dissertation)

- (1) The Study Council Secretary in agreement with the doctoral student and the Commission President is obliged to schedule a presentation of the doctoral dissertation working version within one month from the PhD paper working version delivery by the doctoral student.
- (2) The notice of the presentation shall be published seven days before the presentation, on the University/ organizational unit notice board and the websites.

Article 39

(Course of presentation of the working version of the doctoral dissertation)

- (1) The PhD paper's working version presenting procedure is carried out before the University Commission, in the presence of the study council secretary, recorder, doctoral student, as well as teachers from the field of doctorate defending and other interested persons, without asking questions or interrupting the doctoral student. For doctorates from the field of arts, the presenting of the working version's research part is preceded by the presentation of the arts part.
- (2) After the University Commission President opens the presentation procedure, the doctoral student presents the PhD working version results, connects the obtained and expected results and then presents the conclusions.
- (3) University Commission Members have the right to interrupt the doctoral student and ask for explanations. The doctoral student's presentation, observations and remarks of the members of the University Commission should be in the form of a dialogue.
- (4) The doctoral student is obliged to incorporate University Commission members' remarks into the corrected PhD working version and submit it in hard and electronic form within 90 days from the day when the presentation was made.
- (5) The performed procedure record shall be submitted to the study council, following the form which is an integral part of these Rules (Form 8).

Article 40

(Doctoral dissertation review)

- (1) Each doctoral dissertation having the status of a corrected working version is subject to check using software for detecting potential plagiarism.
- (2) The doctoral dissertation checking procedure is performed in accordance with the Rulebook on the manner of using software for the potential plagiarism detection at the University of Sarajevo.
- (3) The Doctoral Dissertation Evaluation Commission's written statement on the doctoral dissertation examination results using detection software plagiarism, determined by the Rulebook on the use of potential plagiarism detection software, is an integral part of this report. The report is to be submitted by the organizational unit Commission from these Rules' paragraph (1) of Article 44, which the organizational unit submits to the University Senate.

Article 41

(Doctoral dissertation evaluation report)

- (1) After conducting the working version of the PhD paper presenting procedure in accordance with Article 40 and submitting the corrected working version, the University Commission prepares a Report on the doctoral dissertation evaluation to the doctoral study council accompanied with a corrected doctoral dissertation working version. The report is submitted on the form that is an integral part of these Rules (Form 9).
- (2) Within the process of presenting the results of work in the field of arts, the University Commission report from the previous paragraph contains an analysis of art projects and solutions used in its implementation, as well as a critical review of the topic.
- (3) Within ten days, the Council of Studies shall render a decision on accepting the University Commission report and submit it to the organizational unit Council.

Article 42

(Inspection into the report and corrected doctoral dissertation working version)

- (1) Upon receiving the decision on accepting the University Commission report, the University organizational unit announces on its bulletin board, website and in the media that University Commission report and the corrected doctoral dissertation working version are made available to the public.
- (2) The notification shall contain:
 - a) name and surname of the doctoral student,
 - b) the institution in which the doctoral student is employed,
 - c) title of the doctoral dissertation,
 - d) University Commission composition for project evaluation and defense, working version and doctoral dissertations and
 - e) place and time for review of the doctoral dissertation working version.

- (3) The corrected working version of the doctoral dissertation and the Report on the evaluation of the doctoral dissertation shall remain in public view for 30 days in the marked room of the organizational unit. Any remarks and suggestions from the public are considered by the University Commission and submitted to the study council within 30 days. The Council of Studies within 15 days makes a decision on accepting the report of the University Commission on the remarks and suggestions of the public and submits it to the council of the organizational unit.

Article 43

(Submission of the doctoral dissertation evaluation report to the University Senate)

- (1) Upon the expiration of the term from the previous article of these Rules, the University organizational unit council at the first following session considers the University Commission report and submitted remarks from the public and makes a proposal to the University Senate to accept, reject or return the doctoral dissertation proposal. The University Senate verifies the report and proposal of the council of the organizational unit.
- (2) In case the organizational unit council accepts the doctoral dissertation working version, the doctoral student is obliged to prepare the final version, submit it in the required number of copies and submit at least one paper published in journals within 60 days of receiving the decision, accompanied by the relevant international databases from the register of relevant scientific databases, prescribed by the competent authority.
- (3) If the organizational unit council returns the doctoral dissertation proposal for amendment, and the doctoral student does not act on the remarks and suggestions and submit the supplemented doctoral dissertation working version within six months from the day of receiving the notification of such decision, the study council informs the organizational unit council that reaches the decision that doctoral student has given up his studies.
- (4) In case the organizational unit council rejects the doctoral dissertation working version, the candidate loses the status of PhD candidate, whereby the doctoral dissertation working version is registered as rejected.
- (5) The doctoral student is prohibited from re-submitting the rejected doctoral dissertation's working version.

Article 44

(Submission of doctoral dissertation)

- (1) Prior to public defense, the doctoral dissertation shall be submitted in ten hardcover copies and five electronic versions on appropriate media, of which two hardcover copies and one electronic version shall be submitted to the National and University Library of

BiH, one hardcover copy and electronic versions of the doctoral dissertation each to the organizational unit library, and one copy in electronic format to the University library.

- (2) If the doctoral dissertation in the field of art is made in the form of a musical, audio, video or digital recording, it shall be submitted in the form in which it was made, in the number of copies specified in the previous paragraph.

DEFENSE OF DOCTORAL DISSERTATION

Article 45

(Senate decision on doctoral dissertation's public defense)

- (1) In addition to accepting the University Commission report referred to in Article 43 (1) of these Rules, the University Senate also renders a decision on the doctoral dissertation public defense before the University Commission. In case of impediment of any commissioner, a reserve member is included.
- (2) The University organizational unit determines the venue, date and hour of the doctoral dissertation defense.
- (3) The doctoral dissertation public defense is organized no later than 30 days from the day of the University Senate decision.

Article 46

(Public Defense Notice)

The University organizational unit informs the public no later than seven days prior to the scheduled defense with information on the bulletin board and the organizational unit website, the University website and the press release.

The notice of public defense contains:

- a) name and surname of the doctoral student,
- b) title of doctoral dissertation and
- c) place and time of defense of the doctoral dissertation.

Article 47

(Doctoral dissertation public defense course)

- (1) The doctoral dissertation public defense before the University Commission has the following course:
 - a) the University Commission chairman presents data and information on the doctoral student and gives a short excerpt from the doctoral dissertation public defense,

- b) the doctoral student delivers a brief introduction, subject and method of research, main results and conclusions reached, after which the University Commission members ask questions;
 - c) before commissioners ask, the doctoral student is entitled to a 15-minute break or making announcement that he will not use it;
 - d) public defense in the field of art (performing arts) is preceded by public performance of a work of art;
 - e) After the procedure, the University Commission decides whether the doctoral student “successfully defended” or “did not defend” the doctoral dissertation;
 - f) the grade is awarded by a majority vote of the University Commission members;
 - g) the University Commission chairman issues the decision and publicly announces the result of the defense.
- (2) Minutes on the public defense course shall be kept and signed by the University Commission members and the recorder, on the form which is an integral part of these Rules (Form 10).

Article 48

(Submission of the University Commission report on the course and result of the doctoral dissertation report)

- (1) The University Commission submits a report on the course and results of the doctoral dissertation defense to the organizational unit council for its final adoption.
- (2) The organizational unit Dean/Director submits to the University Rector organizational unit council’s decision with the University Commission report and other documentation concerning the defended doctoral dissertation, for the doctoral student promotion.
- (3) The doctoral dissertation is public and may be published after the defense.

DIPLOMA AND PROMOTION

Article 49

(Diploma)

- (1) The Doctor of Sciences/Arts diploma and the appropriate accompanying scientific/artistic title is obtained by a doctoral student who has fulfilled all obligations determined by the third cycle of studies curriculum and defended the doctoral dissertation in the manner prescribed by the University Statute and these Rules.
- (2) In addition to the diploma, a diploma supplement shall be issued.

Article 50
(Promotion)

- d) The Doctor of Sciences/Arts diploma and the appropriate accompanying scientific/artistic title shall be awarded during the official public promotion of University of Sarajevo Doctors of Sciences.
- e) Doctors of Sciences/Arts promotion and diplomas awarding is performed by the University Rector.
- f) The Doctors of Sciences/Arts promotion must be attended by candidates, University organizational units heads, and, as a rule, mentors of candidates and Commission members.
- g) The organizational unit Dean shall communicate basic information on the candidate, doctoral dissertation, Project Evaluation and Defense Commission composition, working version and doctoral dissertation and date of defense.
- h) Short candidate's biography, his professional, scientific and social activity, composition of the Commission for evaluation and defense of the project, doctoral dissertations working versions for the defense, date of defense, title and content of the doctoral dissertation, as well as the majority of scientific results achieved during the doctoral research are published in a publication prepared and printed by the University of Sarajevo during each Doctors of Sciences/Arts promotion.
- i) The Doctors of Sciences/Arts promotion ends with the statement by the University Rector that all the conditions for promoting PhD candidates into Doctors of specific field of Sciences/Arts and diploma awarding have been met.

Article 51
(Doctoral students registry)

Doctoral students who have defended their doctoral dissertation are entered in the Doctors of sciences/Arts registry kept by the University organizational unit.

Article 52
(Certificate of completed cycle of studies)

Until the awarding of the Doctor of Science degree, the organizational unit issues a certificate of the third cycle of studies completion in accordance with these Rules.

VI TRANSITIONAL AND FINAL PROVISIONS

Article 53

(Relevant scientific databases register)

Until the competent body adopts the relevant scientific databases register, the databases previously prescribed by the University of Sarajevo's competent body are considered relevant.

Article 54

(Interpretation of the Rules)

The University of Sarajevo Senate makes interpretations of these rules.

Article 55

(Application of the Rules)

- (1) These rules apply to doctoral students who enroll in the third cycle of studies starting with the 2019/2020 academic year.
- (2) The provisions of these Rules also apply to doctoral students who enroll in the third cycle of studies starting from the 2018/2019 academic year if they are more favorable for them.

Article 56

(Termination of previous Rules)

By adopting these rules, the Study Rules for the Third Cycle of Studies at the University of Sarajevo no.: 0101-3 8-276/11 of 29 December 2010 are made null and void.

Article 57

(Entry into force)

These Rules enter into force on the day of their adoption and will be published on the University's website.

Prof. Dr. Rifat Škrijelj
Number: 01-1101-79-1/18
Sarajevo, 19 December 2018