

## REGULATIONS ON PhD PROGRAMMES

Pursuant to Article 152 of the Statute of the University of Zagreb School of Medicine (hereinafter: the School), the Faculty Council at its session held on 25 September 2018 adopted the following

## REGULATIONS ON PhD PROGRAMMES

### GENERAL PROVISIONS

#### Article 1

These Regulations regulate the organization and implementation of PhD programmes at the School, which includes those responsible for running the programmes, the form and duration of the programmes, conditions of enrolment, manner of implementation, organization of courses and research, application procedure, evaluation and defence of PhD thesis, method of monitoring the quality of programmes, the rights and obligations of PhD candidates, the rights and obligations of mentors, and other issues related to the organization and implementation of PhD programmes.

All notions related to gender concepts used in these Regulations, either used as a masculine or feminine appellations, shall comprise the masculine and feminine gender on equal basis.

#### Article 2

The bodies responsible for conducting PhD programmes at the School are:

- 1) The Faculty Council, which appoints the PhD programme directors and their deputies; the chairpersons and the members of the Boards referred to in paragraphs 3, 4 and 5 of this Article; the President and the members of the Ethics Committee and its working groups; committees for the evaluation of the PhD thesis proposal and for the evaluation and defence of the PhD thesis; mentor and co-mentor of a PhD candidate.
- 2) The Council for Postgraduate Programmes, which performs the function of the Postgraduate University Study Programmes Council, and which is constituted in the manner determined by the provisions of the Statute of the School of Medicine.
- 3) The Board for Evaluation of Postgraduate Programmes.
- 4) The Board for Evaluation of Scientific Activity of PhD Candidates.
- 5) The Board for PhD Theses and Scientific Degrees, which, in cooperation with the Ethics Committee of the School, carries out the entire procedure of application, evaluation and defence of PhD thesis, and proposes to the Faculty Council the appointment of appropriate committees and the appointment of a mentor and co-mentor of the PhD thesis.
- 6) The Ethics Committee of the School of Medicine (including the Working Group for Biomedical Research and the Board for Animal Well-being), which, together with the Board for PhD Theses and Scientific Degrees, participates in the process of academic review, public discussion and the final evaluation of the PhD thesis proposal, using the prescribed combined forms (in accordance with the provisions of Article 10 and Article 11 of the Rules on the Ethics Committee of the School, and other provisions of these Regulations).

### Article 3

- 1) The PhD thesis mentor has the primary responsibility for monitoring and supporting the work and progress of PhD candidates during their studies.
- 2) At the time of enrolment of a PhD candidate and until the moment of appointment of a mentor, an adviser for the PhD candidate can be appointed, who performs the functions of a mentor during this period.
- 3) For each PhD candidate enrolled, a three-member study committee may be appointed to serve as a study adviser throughout the entire course of the studies. The PhD mentor is, in terms of position, a member of the three-member study committee, but neither the mentor nor the other members of that committee can be members of the committees for the evaluation and defence of the PhD thesis proposal and/or the completed PhD thesis.
- 4) The mentor, adviser and members of the three-member study committee must be employees of the School in scientific-teaching or scientific position, as well as persons elected at the School in scientific-teaching or scientific position, and *professors emeritus* of the University of Zagreb or a full member of Croatian Academy of Sciences and Arts.

### Article 4

A PhD candidate's portfolio is a folder containing all the relevant information about the PhD candidate from his/her admission to the PhD programme until his/her graduation ceremony. The School is responsible for collecting and storing the information in the portfolio.

### Article 5

- 1) PhD programmes may be founded and conducted only in scientific fields in which the School, as the institution responsible for the programme, has the necessary human and material resources, as well as international recognition in scientific research.
- 2) PhD programmes are based on original research work and learning through research. A characteristic feature of a PhD programme is internationalization, transparency, international standards of quality and international competitiveness. The goals of a PhD programme are:
  - to generate new and relevant knowledge and insights, as well as to apply them;
  - to educate researchers and experts in the field of biomedicine;
  - to enable PhD candidates to pursue an independent, research-based and interdisciplinary approach to problems, to conduct research independently and to evaluate the work of others critically;
  - to gain knowledge, experience and skills that must enable doctors of science to solve complex social and economic problems creatively and based on research;
  - to enable internationalization of research work at the University.
- 3) PhD thesis must be an original contribution to science, and it represents the basis for evaluation of whether a PhD candidate has successfully acquired the knowledge and skills that will enable him/her to conduct independent, original and internationally recognized research and to evaluate critically the work of other researchers.

## FORMS AND ORGANIZATION OF PhD PROGRAMMES

### Article 6

- 1) The form of a PhD programme is organized by the School, pursuant to the provisions of the relevant regulations of the University of Zagreb and its own development strategy.

2) The fundamental part and framework of a PhD programme is the writing of a PhD thesis as an original contribution to science and the successful publication of the results of that work in internationally peer-reviewed journals.

3) In addition to the work on their PhD thesis, PhD candidates are required to attend other forms of organized classes (e.g. seminars, practical work, laboratory rotations, workshops, round tables, journal clubs), which must not exceed 25 percent of the overall workload of the curriculum (including the preparation of a PhD thesis).

The workload of the curriculum is expressed in accordance with the European Credit Transfer System (ECTS).

4) In order to encourage mobility and interdisciplinarity, PhD candidates may enrol and attend parts of classes at other PhD programmes and conduct some of their research at other national or international institutions. The approval for such work is granted by the Council for Postgraduate Programmes on the basis of the prior written explanation by the mentor of the PhD thesis and the PhD candidate and the consent of the PhD programme Director and the Vice-dean for Postgraduate Programmes.

5) Vice-dean for Postgraduate Programmes, based on the evaluation of a PhD Programme Coordination Committee, may prescribe the obligation upon the PhD candidates to attend the differential courses to acquire basic knowledge necessary for successful attendance and completion of the PhD programme.

6) On the basis of previously established conditions and/or signed contracts, some of the classes at PhD programmes of the School may be attended by the PhD candidates from other national or international universities.

## CONDITIONS FOR ENROLMENT AND DURATION OF STUDY

### Article 7

1) Conditions for enrolment are determined by the Council for Postgraduate Programmes based on the proposal of the PhD Programme Coordination Committee and in accordance with the existing regulations.

2) An applicant to a PhD programme may be a person who has completed the relevant university graduate or university integrated undergraduate and graduate programme in the scientific field of Biomedicine and Health Sciences and related field and with a grade point average of at least 3.51, respectively in the grading system 5-10 or AF grade point average of at least 8.00. Exceptionally, with the explanation and the request, applicants with a completed university graduate programme in other fields of natural, and in the case of public health social sciences, may be admitted.

3) Enrolment quotas are determined on the basis of availability of research, teaching and mentorship capacities. Enrolment quotas are determined by the Council for Postgraduate Programmes based on the proposal of the PhD Programme Coordination Committee.

4) Enrolment in a PhD programme is done on the basis of a public call for applications published in the daily press and on the School's website.

5) The call for applications for enrolment in a PhD programme includes:

- the title of the programme,
- the conditions for enrolment,
- the minimum and maximum number of places for enrolment,
- tuition fees,
- the procedure,
- a list of documents required to apply,
- prescribed application forms,
- the deadline for submission of applications, as well as other conditions, which are announced on the School's notice board and the School's website.

6) Candidates submit their applications using the electronic form available on the Internet and on other prescribed forms, which are an integral part of the application procedure.

7) Candidates who have completed integrated undergraduate and graduate programme or graduate programme abroad must submit a positive decision on the academic recognition of a foreign degree of higher education before enrolment.

8) The criteria for evaluation of candidates include grade point average in integrated undergraduate and graduate programme or graduate programme, interest in scientific-research work (published papers and abstracts of congress proceedings), a letter of recommendation by teachers and potential mentor/s, and a research topic proposal. An interview with the candidate is an obligatory part of the application procedure. At the time of enrolment, all the necessary conditions for completion of the programme within the prescribed time must be clearly defined.

9) If a sufficient number of candidates fulfilling the conditions for enrolment in the programme have submitted their applications, the Faculty Council shall reach a decision to organise the programme. If there are more candidates than the maximum number prescribed in the call for application, the decision on acceptance and enrolment of candidates is made by the Faculty Council, on the basis of the proposal of the PhD Programme Application Committee.

10) The selection of candidates for PhD programme is carried out by a PhD Programme Application Committee consisting of:

- Vice-Dean for Postgraduate Programmes,
- Director, Deputy Director and Assistant Directors of the relevant PhD Programme.

11) The Faculty Council makes the decision on the acceptance and enrolment of candidates, which is announced on the School's notice board and website. The decision on acceptance and enrolment of candidates is considered as a first instance decision. Candidates whose application for enrolment is not accepted may submit their appeal to the Dean within 15 days from the date of announcement of the decision on the School's notice board and website. The Dean's decision on the appeal is final.

#### Article 8

1) When submitting the documents for the call for application, each candidate is required to submit a written and signed statement whether they intend to study full-time or part-time. Full-time programme refers to PhD candidates who devote full time fulfilling the obligations that are required by the PhD programme. PhD candidates who study part time must submit a

statement confirming that their working hours allow them to fulfil the students' obligations according to the plan of the programme.

2) Full-time PhD programme takes, as a rule, three years, and it can be extended if there are justified grounds, which is determined by the Council for Postgraduate Programmes on the basis of the proposal of the PhD Programme Coordination Committee, up to a total of eight years for part-time programme, and five years for full-time programme. At the expiration of five or eight years since the enrolment, the PhD candidate forfeits the right to defend the PhD thesis at that PhD programme. The specified period of five or eight years does not include the temporary suspension of studies for justified reasons (pregnancy, maternity, parental and adoption leave, longer illness, etc.).

3) If the quality of PhD candidate's work, evaluated through the annual progress procedures conducted by the Council for Postgraduate Programmes, is not satisfactory, the Council for Postgraduate Programmes may decide that the PhD candidate shall lose the right to continue the studies.

## TRANSFER OF PhD CANDIDATES

### Article 9

1) Transfer from one PhD programme to another can be granted exclusively to PhD candidates who are students at other universities in EU and EEA member states and with whom the School has an agreement on cooperation.

2) The transfer of PhD candidates from PhD programmes outside the Republic of Croatia shall be carried out in the manner determined by the law regulating the recognition of foreign higher education qualifications.

3) An opinion on the recognition of the period of study of PhD candidates studying outside the Republic of Croatia, as part of the procedure of recognition of the period of study, is given by a committee appointed by the vice-dean in charge of the programme, taking into account the degree of compliance and the quality of programme implementation, openness of the European academic area and the legislative framework of the Republic of Croatia.

### Article 10

1) The total number of PhD candidates who may transfer from PhD programmes at other universities in the EU member states, or universities with which the School has an agreement on cooperation, shall be determined for each academic year by the Faculty Council, based on the proposal of the Dean's Council, and it cannot exceed five percent of the number of PhD candidates enrolled in the previous academic year.

2) The number of transferred PhD candidates and the number of regular PhD candidates may not exceed the capacity of the School. PhD candidates who have been granted a transfer from PhD programme at other universities are obligated to pay tuition fees in the amount applicable for the academic year in which the transfer was approved.

### Article 11

1) General conditions for transfer of PhD candidates from other PhD programmes are:

a) fulfilling the conditions and criteria referred to in Article 7 of these Regulations;

- b) a positive opinion of the School's Committee that decides on the transfer, after having interviewed the candidate;
- c) a proposed mentor and his/her consent, as well as the PhD thesis proposal co-signed by the mentor;
- d) the knowledge of English, which is demonstrated by an appropriate certificate.

2) Transferred PhD candidates may have up to 45% of the courses from other universities recognized in order to complete a PhD programme at the School of Medicine.

#### Article 12

If a number of candidates who fulfil the general conditions is bigger than the number determined by the decision referred to in Article 10 of these Regulations, preference is given to candidates who have a higher grade point average at the PhD programme from which they are transferring (30% of points) and a larger number of published scientific papers in journals included in WoS, SCI expanded and SSCI (70% points).

#### Article 13

PhD candidates who are citizens of EU member states shall be entitled to transfer to the School under the same conditions as Croatian citizens, on the basis of the quota referred to in Article 10 of these Regulations and the priority list, with previous recognition of their period of study period, in the manner determined by a special law.

#### Article 14

1) The application for transfer shall be submitted by 20 June of the current academic year.

2) In addition to the formal detailed request, a PhD candidate who is applying for transfer is obliged to submit:

- a) diploma supplement of the integrated undergraduate and graduate programme, or graduate programme,
- b) student status certificate from the institution of higher education that the PhD candidate is enrolled in a PhD programme,
- c) student course and grade book (student's index) or the certificate of passing exams and grades at the PhD programme,
- d) a certificate of Croatian citizenship (domovnica) or, for foreign citizens, a copy of their passport with a copy of the temporary residence permit.

3) A PhD candidate who is applying for transfer from a PhD programme abroad must, in addition to original documents, submit a certified translation of those documents, a certified translation of the PhD programme curriculum (curriculum studiorum), and a certificate that he/she has submitted a request for recognition of the period of study at the Office for the Academic Recognition of Foreign Higher Education Qualifications at the University of Zagreb.

#### Article 15

1) The Committee referred to in Article 7, paragraph 10 of these Regulations shall consider the applications for transfer and enrolment in a PhD programme.

2) The decision on transfer is made by the Faculty Council on the basis of the proposal of the Committee referred to in paragraph 1 of this Article and with the approval of the Dean's Council.

3) A candidate who is given the right to transfer and enrol, on the basis of a decision of the Faculty Council, may enroll in a PhD programme in the prescribed period of enrollment in the academic year for which the transition is approved.

## STRUCTURE AND ORGANIZATION PhD PROGRAMMES

### Article 16

PhD programmes are organized and carried out as regular programmes according to the curriculum adopted by the Senate of the University of Zagreb, on the basis of the proposal of the Faculty Council.

### Article 17

The curriculum of a PhD programme includes:

- the academic degree,
- the duration of the programme and the period of completion of the programme,
- enrolment conditions,
- a short content of obligatory and optional courses,
- planned learning outcomes achieved through the fulfillment of individual study conditions, study modules and the overall curriculum, as well as the estimated number of hours for each study condition that ensures the achievement of the planned learning outcome,
- the organization of teaching (lectures, seminars, exercises, practical work, laboratory rotations, etc.) and recommended literature,
- the number of ECTS points for each individual course,
- the title of foreign programmes with which the PhD programme is comparable,
- the description of the organization of the PhD programme and the schedule for registration and taking exams,
- enrollment conditions for the next year of study,
- the way of monitoring the quality and success of the PhD programme, and the way the PhD candidates participate in its evaluation,
- a list of active scientific projects and heads of projects and/or laboratories (as potential mentors for PhD thesis),
- the conditions for completion of the programme in accordance with the provisions of these Regulations, and
- the conditions under which PhD candidates who have interrupted their studies may continue their studies.

### Article 18

PhD candidates have the right and duty to participate in all forms of classes, and they are required to attend at least 80% of classes, of which records are kept. The provisions of the Regulations of Graduate Programmes of the School shall be appropriately applied to the questions of attendance, records of classes, taking of examinations and the obligations of PhD candidates.

### Article 19

PhD candidates' knowledge is assessed by written examination, oral examination, independent exercise and other forms of practical assessment, in accordance with the curriculum.

### Article 20

1) PhD candidates who have spent a certain amount of time in organized scientific training abroad or at other faculties in the scientific field of biomedicine and health sciences in the Republic of Croatia may be granted enrollment in a PhD programme if they meet the enrollment conditions prescribed by the curriculum.

2) The Faculty Council, on the basis of the opinion of the expert committee, shall reach a decision to recognize the equivalence of the completed programme with a part of the PhD programme.

3) Pursuant to the decision referred to in paragraph 2 of this Article, the Faculty Council approves the enrollment in the appropriate PhD programme and determines the conditions which the PhD candidate is obliged to fulfil before submitting the PhD thesis proposal.

#### Article 21

As a rule, PhD programmes are organized with obligatory and optional courses, using a credit system, as programmes leading to the academic degree of doctor of science, in accordance with the curriculum and the provisions of the University Statute and the School's Statute. PhD programme curriculum is designed for each PhD candidate from the courses available at the University and freely selected, and that curriculum is created by the PhD candidate in agreement with the mentor and/or the three-member committee, and with the approval of the Faculty Council.

#### Article 22

A PhD programme consists of:

- a) organized classes over a period of three study years in accordance with the curriculum (obligatory and optional courses, i.e. in terms of content, methodological, field related courses and practical work);
- b) PhD candidate's scientific activity (published papers and citations, national and international awards related to the PhD thesis proposal, scientific lectures related to the PhD thesis proposal, participation in scientific conferences related to the PhD thesis proposal) pursuant to the provisions of the relevant PhD programme curriculum;
- c) the submission of the PhD thesis proposal, and a successful writing and defence of the PhD thesis.

#### Article 23

The curriculum determines the conditions for enrollment in the subsequent study year and the conditions for submission of the completed PhD thesis for evaluation.

### COMPLETION OF THE PhD PROGRAMME

#### Article 24

A PhD programme is completed by passing all exams, with positively evaluated scientific activity and a successful public defence of the PhD thesis.

#### Article 25

Upon completion of the PhD programme, the PhD candidate attains an appropriate academic degree and title and other rights pursuant to special regulations.

#### Article 26

The academic degree of Doctor of Science is awarded on the basis of the procedure carried out by the School, pursuant to the Law, the University's Statute, the School's Statute and the provisions of these Regulations. The day of a successful defence of the PhD thesis is considered to be the day of attainment of the academic degree of Doctor of Science.

#### Article 27

- 1) In addition to the diploma, PhD candidates are issued a diploma supplement, confirming which exams they have passed, with which grade and how many ECTS points they earned.
- 2) PhD candidates, upon request, may be issued a preliminary diploma supplement before the completion of studies. Diplomas are public documents.

### **COURSE LEADERS AND TEACHING STAFF**

#### Article 28

- 1) A course leader at the PhD programme may be an employee of the School in a scientific-teaching or scientific position, a person elected at the School in the scientific-teaching or scientific position, a person who is a *professor emeritus* of the University of Zagreb or a full member of Croatian Academy of Sciences and Arts (HAZU), as well as a person in scientific-teaching or scientific position from another public academic institution in the country or abroad.
- 2) Retired full-time professors from the School with a permanent title may be co-leaders of the course.
- 3) The course leaders of a PhD programme are appointed by the Council for Postgraduate Programmes upon the proposal of the PhD programme Director and the Board for Evaluation of Postgraduate Programmes.
- 4) A course leader must fulfil the following conditions:
  - a) that during the past 5 years he/she has been the leader of a national or international project or an active contributor to such a project,
  - b) that he/she has published at least three internationally recognized papers relevant to the subject area of his/her PhD programme course over the past five years (as evidenced by the printing of data from the Web of Science, SCI expanded and SSCI).

#### Article 29

- 1) Teaching at a PhD programme is carried out by local and international scientists elected to scientific-teaching and scientific positions.
- 2) In exceptional cases, on the basis of a motion by the course leader and with the approval of the PhD programme Director and the Vice-dean for Postgraduate Programmes, part of the teaching, under the supervision of teachers, may also be conducted by persons who have not been elected to scientific or scientific-teaching positions but have attained the academic degree of Doctor of Science. "Experts from practice", who have not been elected to scientific or scientific-teaching positions, may also participate in classes which comprise practical work and "round tables" (panel discussions).
- 3) The teaching report will not be accepted if it presents associates who are not listed in the teaching plan. Participants in round tables must be listed in the teaching plan. Associates not listed in the teaching plan in the course application shall not be paid a fee. Any changes to the list of associates at a PhD programme course shall be registered with the Board for Evaluation of Postgraduate Programmes before the beginning of a new academic year.

## MENTORSHIP AND CO-MENTORSHIP

### Article 30

PhD candidate has the right to freely and independently choose a mentor (and a potential co-mentor) for his/her PhD thesis, pursuant to the provisions of Articles 31, 32, 33, 34 and 35 of these Regulations. The decision to appoint a mentor is made by the Faculty Council on the basis of a proposal of the Board for PhD Theses and Scientific Degrees and the written consent of the mentor (and a potential co-mentor) to accept mentoring and other necessary documentation prescribed by the appropriate forms of the Board for PhD Theses and Scientific Degrees.

### Article 31

- 1) PhD thesis mentors and co-mentors cannot be members of the expert committees for the evaluation of the PhD thesis proposal, the evaluation and defence of the completed PhD thesis.
- 2) Full members of the Croatian Academy of Sciences and Arts (HAZU), *professors emeritus* of the University of Zagreb and retired full professors of the School with a permanent title may be members of the committees for the evaluation of the PhD thesis proposal and the evaluation and defence of the completed PhD thesis. The decision on this is made by the Faculty Council on the basis of a proposal of the Board for PhD Theses and Scientific Degrees.

### Article 32

- 1) A person may be appointed as a mentor of the PhD thesis if he/she is an employee of the School holding a scientific-teaching degree and position or is elected in the title scientific-teaching degree at the School, provided that he/she is an active researcher in the field for which the PhD thesis is proposed, as evidenced by the simultaneous fulfillment of the following two criteria:
  - a) that during the past 5 years he/she has been the leader of a national or international project or an active contributor to such a project,
  - b) has published at least 3 internationally recognized papers relevant to the research of his/her PhD candidate's PhD thesis (as evidenced by the printing of data from the Web of Science, SCI expanded and SSCI) over the past five years.
- 2) *Professors emeritus* and full members of HAZU can be mentors of PhD theses, if they are active leaders of research projects. The decision on this is made by the Faculty Council on the basis of a proposal of the Board for PhD Theses and Scientific Degrees.
- 3) An employee of the School may co-mentor at another school or faculty of the University of Zagreb, or at another university, only with the prior special permission of the School.

### Article 33

In order to ensure the full and comprehensive development and education of PhD candidates, to enhance interdisciplinary research, the quality of research and the mobility of young researchers, and the quality of PhD theses, the School may appoint another mentor (hereinafter referred to as co-mentor) if necessary (e.g. interdisciplinary research, conducting research in multiple institutions). The co-mentor can be a person in a scientific-teaching or scientific degree who is:

- a) an employee of the School but in another scientific field;
- b) an employee of the another school or faculty of the University of Zagreb;
- c) an employee of another institution in the Republic of Croatia with whom the School and/or the University has signed an agreement on scientific, teaching and professional cooperation;

d) a foreign researcher with whom the mentor has scientific and professional cooperation.

#### Article 34

1) Prior to taking up the first mentorship, the prospective mentor must attend a workshop for mentors organized by the University, the School or recognized international schools, or co-mentor one PhD thesis.

2) A mentor who has been appointed prior to retirement has the right to complete that mentorship with the consent of the Faculty Council.

3) Simultaneous mentoring or co-mentoring for more PhD candidates may be permitted in justified and clearly explained cases, the decision of which shall be made by the Faculty Council on the basis of a proposal of the Board for PhD Theses and Scientific Degrees. A mentor may mentor up to five PhD candidates at a time.

4) If the same person, according to paragraph 3 of this Article, as an exception, mentors five PhD candidates, he/she cannot be appointed as a co-mentor.

5) If the same person, according to paragraph 3 of this Article, as an exception, co-mentors five PhD candidates, he/she cannot be appointed as a mentor.

#### Article 35

1) The mentor is obliged to supervise the PhD candidate/s during the preparation of their PhD thesis, to monitor the quality of their PhD thesis, to encourage the publication of their papers and to enable them to participate fully in scientific research projects. The same applies to the co-mentor, who assumes responsibility for the approved part of the research of the PhD thesis.

2) Primary responsibility for publishing papers co-authored by the PhD candidate is the responsibility of the mentor, who is expected to maintain at least average scientific productivity during the writing of PhD thesis (which means publishing at least one paper per year in internationally peer-reviewed journals cited in WoS, SCI expanded and SSCI). In an average five-year period in which the PhD candidate is expected to complete his/her PhD thesis, the mentor must publish:

- at least three papers (in journals cited in WoS, SCI expanded and SSCI) while ensuring that the PhD candidate is a co-author on at least one of the three papers;
- or at least one paper in Quartile 1 (Q1) or Quartile 2 (Q2) in which he/she is the first or last author and the co-author is the PhD candidate.

The aforementioned papers cannot be considered as qualification papers for the defence of a PhD thesis for more than one PhD candidate.

3) The mentor is obliged to submit annual reports on the PhD candidate's progress to the Council for Postgraduate Programmes, using the appropriate form of the University adapted for the needs of the School. Before the mentor is appointed, that report is to be submitted by the study adviser.

### STATUS, OBLIGATIONS AND RIGHTS OF THE PhD CANDIDATES

#### Article 36

A PhD candidate enrolled in a PhD programme (conducted in Croatian or English) may be:

- 1) an assistant or a resident employed by the School or the School's teaching base, whose costs of study are covered by the science and higher education institutions, i.e. a research assistant or young researcher employed on a national or international project of his/her mentor and whose costs are covered by the resources of that project;
- 2) a PhD candidate who is a recipient of a competitive national or international scholarship explicitly awarded for enrolment in PhD programme and writing a PhD thesis;
- 3) a PhD candidate whose study costs are paid by the legal entity in which he/she is employed, provided that the legal entity has previously concluded an appropriate agreement on scientific cooperation with the School.
- 4) a PhD candidate who pays the cost of his/her studies by him/herself.

#### Article 37

- 1) Prior to the enrolment in the first semester of a PhD programme, selected applicants are required to sign a contract on mutual rights and obligations.
- 2) The contract referred to in paragraph 1 of this Article shall contain provisions on:
  - a) the contracting parties;
  - b) PhD candidate's financial obligations,
  - c) the obligations regarding enrolment and completion of the programme, and
  - d) other rights and obligations relevant to the completion of the programme,
  - e) statements by the PhD candidates and their mentors about the understanding of the commitments they made and their rights and responsibilities during the PhD programme.
- 3) After signing the contract referred to in paragraph 1 of this Article, as well as making the payment of contracted financial obligations and obtaining the index, the applicants gain student status.

#### Article 38

Upon completion of each study year, PhD candidates are required to certify the year of study. PhD candidates who have certified their previous year of study are required to enrol the following year of study before the start of the new academic year. PhD candidates who fail to enrol in the next year of study are required to submit a prescribed form of temporary suspension of studies, otherwise they lose their student status.

#### Article 39

- 1) PhD candidates who have lost their student status may, at the latest 3 months from the date of the loss of student status, submit a request for continuation of studies according to the current curriculum. The decision on this request is made by the Vice-Dean for Postgraduate Programmes, and the PhD candidate who is not satisfied with the decision has the right to submit an appeal to the Dean within 15 days. The Dean may dismiss, reject or grant the appeal.
- 2) The appeal shall be dismissed if the appeal period of 15 days, counting from the date of the receipt of the decision, has passed and if the appeal was submitted by an unauthorized person.
- 3) The appeal is rejected if it is established that the Vice-Dean for Postgraduate Programmes has made a justified decision, pursuant to all the relevant facts and the evidence gathered.

4) The appeal is granted if it is established that the Vice-Dean for Postgraduate Programmes failed to take into account all the relevant facts and evidence when making the decision. In that case, the Dean may:

- (a) revoke the decision and return the case to the Vice-Dean for reconsideration; or
- (b) modify the decision and grant the student's request.

#### Article 40

1) A PhD candidate is obliged to submit to the Council for Postgraduate Programmes an annual report on his/her progress on the appropriate University form adapted for the needs of the School. In addition to the above form, PhD candidates are required to submit a certificate that in each academic year he/she has spent at least 160 working hours within the laboratory or clinical department or the Referral Centre of the Ministry of Health of the Republic of Croatia or other relevant research dealing with the topic related to the PhD thesis. That certificate may be issued by the head of the clinical department or laboratory or the Referral Centre or the leader of other relevant research. In case the PhD candidate is employed in a private institution, the certificate will be issued by the mentor.

These reports shall be submitted through the School's Registration office, addressed to the Board for Evaluation of Scientific Activity of PhD Candidates. The Board for Evaluation of Scientific Activity of PhD Candidates or its associated Working Group evaluates the report and is a permanent working group of the Council for Postgraduate Programmes.

2) A PhD candidate has the right to change the mentor appointed to supervise the accepted PhD thesis proposal once, by means of a written request and a statement signed by the former mentor, on the appropriate University form.

3) Exceptions to the paragraph 2 of this Article can be made and the Faculty Council, pursuant to the proposal of the Board for PhD Theses and Scientific Degrees, may, at the request of the PhD candidate, approve several changes of the mentor for justified reasons resulting from unforeseen events, extraordinary events and events that could not be prevented, eliminated or avoided.

4) A PhD candidate has the right to submit a request to terminate work on the previously accepted PhD thesis proposal once, and to request evaluation and acceptance of a new PhD thesis proposal with the appointment of the same or a new mentor, and with a written explanation and the consent of the previous mentor and a written explanation and acceptance of mentoring duties of the new mentor.

5) Exceptions to the paragraph 4 of this Article can be made and the Faculty Council, pursuant to the proposal of the Board for PhD Theses and Scientific Degrees, may, at the request of the PhD candidate, approve several requests to terminate work on the previously accepted PhD thesis proposal for justified reasons resulting from unforeseen events, extraordinary events and events that could not be prevented, eliminated or avoided.

6) In case of disagreement between the PhD candidate and the mentor, which unables the completion of the PhD thesis, the procedure of reconciliation of the mentor and the PhD candidate is carried out before the Board for PhD Theses and Scientific Degrees. If the above procedure fails, further supervision of the process will be taken over by an *ad hoc* committee consisting of the Vice-Dean for Postgraduate Programmes, the Vice-Dean for Science and the Director of a PhD programme. The committee will have the task of making a decision within

a reasonable time, not more than 6 months, that will provide the optimal solution for the PhD candidate and the mentor.

7) The decision on termination of work on a previously approved PhD thesis proposal, the acceptance of a new PhD thesis proposal and the appointment of a new mentor shall be made by the Faculty Council on the basis of a proposal by of the Board for PhD Theses and Scientific Degrees.

## PhD THESIS

### Article 41

1) A PhD thesis, as defined in Article 5, paragraph 3 of these Regulations, is a public scientific work, produced at a public university and subject to public, scientific evaluation.

2) Restriction of the public evaluation and defence of the PhD thesis is possible in exceptional cases, as prescribed by Article 43 of these Regulations.

### Article 42

1) A PhD thesis is usually written in the Croatian and must include an English translation of the title, keywords and abstract. The PhD thesis must be based on one hypothesis and two main aims, for which specific aims will be stated, which together will form a cohesive unit aimed at proving the hypothesis of the PhD thesis.

2) The format of a PhD thesis is: 1) a scientific monograph, and 2) a set of published scientific papers, accompanied by a critical review chapter, consisting of an introduction, discussion, conclusion and a detailed review of the relevant literature (the so-called 'Scandinavian model'). The critical review places the results of the PhD thesis in the context of existing scientific knowledge. This format of a PhD thesis is only possible within the research done as part of a PhD programme, and scientific papers must be published after the enrolment in the PhD programme. Scientific papers that are combined to be proposed as a PhD thesis must consist of a new rounded section of at least three papers published in journals covered by Web of Science, Scopus, or ERIH, at least one in a journal with an echo factor within quartile 1 (Q1) or quartile 2 (Q2) from the field of PhD research. In the total number of papers mentioned, at least three papers can qualify for only one PhD candidate, and other PhD candidates will not be able to submit them, unless in case of an equal contribution. The equal contribution must be clearly stated in the published papers.

The PhD candidate must be the first or corresponding author in at least two papers as described above. The mentor or mentors must be co-authors on all papers, and the last authors in at least 2/3 of the papers. However, not all mentors need to be co-authors on the same papers. Compiled papers must make new scientific contributions in relation to individual papers. This PhD thesis format, including the published articles, undergoes the same evaluation procedure as all other formats of PhD thesis.

3) The PhD candidate and the mentor/s must clearly state in which format they will submit the PhD thesis when submitting their PhD thesis proposal.

4) The PhD thesis may also be written in English, in the following situations:

- a) in the case of PhD candidates who have enrolled in a PhD programme in English;
- b) if so required by the appointment of a foreign co-mentor.

5) When the PhD thesis is written in English, it must contain a Croatian translation of the title, keywords and abstract.

6) Printing, binding, technical and graphic equipment of the completed PhD thesis shall be performed in accordance with the instructions of the Board for PhD Theses and Scientific Degrees.

#### Article 43

1) If the results of the PhD research include an innovation to which the protection of intellectual property apply, the PhD candidate and the mentor are obliged to notify the Board for PhD Theses and Scientific Degrees in advance when submitting the PhD thesis proposal. In such a case, the Board for PhD Theses and Scientific Degrees may approve the registration and work on the PhD thesis without public presence, right up until the moment of the public defence of the completed thesis. The defence of the completed PhD thesis remains public.

2) In the case referred to in paragraph 1 of this Article, the Board for PhD Theses and Scientific Degrees shall direct the PhD candidate and the mentor to additional cooperation with the Technology Transfer Offices of the School and the University of Zagreb, which carry out the Procedure of legal protection and commercialization of research results, in accordance with the Rulebook on the work of the Technology Transfer Office. In this case, the public defence of the completed PhD thesis may be postponed, with the consent of the PhD candidate and the mentor, up to a maximum of one year from the submission of the completed PhD thesis for evaluation. A request for postponement of public defence should be accompanied by a confirmation from the Technology Transfer Office.

### **PROCEDURE FOR APPLICATION, EVALUATION AND ACCEPTANCE OF PhD THESIS PROPOSAL**

#### Article 44

1) All PhD candidates may, immediately upon obtaining the student status in a PhD programme, and at the latest before the expiry of the first study year of a PhD programme, submit to the Board for PhD Theses and Scientific Degrees a request to initiate the procedure for attaining the academic degree of doctor of science and to submit a PhD thesis proposal on the prescribed forms of the Board for PhD Theses and Scientific Degrees (that is, University forms adapted for the needs of the School), with the relevant additional documentation. The obligatory part of the additional documentation is a statement of the PhD candidate that he/she did not register an identical PhD thesis proposal at another PhD programme of the University of Zagreb or any other university.

2) Fulfilling the conditions from the study curriculum and the submitted PhD thesis proposal and the proposed mentor, who fulfills the conditions from Article 34 of these Regulations, are the conditions for enrolment in the second study year, and fulfilling the conditions from the study curriculum and the PhD thesis proposal accepted by the Faculty Council are conditions for enrolment in the third study year.

#### Article 45

1) The appropriate, completed forms for the submission of the PhD thesis proposal (DR.SC. 01A form) shall be submitted simultaneously to the Board for PhD Theses and Scientific Degrees and the School's Ethics Committee (or to the relevant Ethics Committee Working Group), which shall be included in the process of review of the PhD thesis proposal based on

the provisions of the articles 10 and 11 of the Rulebook on the Ethics Committee of the School of Medicine, University of Zagreb.

2) The Board for PhD Theses and Scientific Degrees proposes to the Faculty Council the appointment of a committee to evaluate the PhD thesis proposal and to select a mentor. The Committee consists of three members (for PhD candidates in the field of biomedicine and health) or five members (for PhD candidates in other scientific fields). At least one member of the Committee cannot teach at the PhD programme or is not an employee of the School or Faculty the provider of the PhD programme, and is preferably an employee of another Croatian or foreign university or related institution. When selecting committee members, the Board for PhD Theses and Scientific Degrees and the Faculty Council are required to ensure that the members are the best experts (most competent to evaluate the PhD thesis in question) and that any conflict of interest is avoided.

3) The proposed mentor and co-mentor cannot be members of the committees for the evaluation and public discussion of the PhD thesis proposal, nor for the evaluation and defence of the completed PhD thesis.

4) A PhD thesis proposal is presented at a public discussion. The mentor, PhD candidate, members of the expert committee, a representative of the Ethics Committee, members of the Board for PhD Theses and Scientific Degrees and other interested members of the academic community participate in the public discussion. All comments and suggestions made during a public discussion shall be recorded in the form provided for that purpose (Form DR.SC.02), which shall also be included the final evaluation report of the PhD thesis proposal.

5) The Committee for the evaluation of the PhD thesis proposal in its report to the Board for PhD Theses and Scientific Degrees proposes:

- a) acceptance of the PhD thesis proposal with an explicit statement of the original scientific or artistic contribution achieved, or
- b) correction of the PhD thesis proposal and the final evaluation, or
- c) rejection of the PhD thesis proposal.

Explanation is an obligatory part of the report.

6) The report from the public discussion (form DR.SC.02) and the corrected PhD thesis proposal (form DR.SC.01B) shall be submitted to the Board for PhD Theses and Scientific Degrees no later than nine months after the public discussion. If the report and the corrected PhD thesis proposal are not submitted within the prescribed deadline, the public discussion of the PhD thesis proposal is repeated. Based on the final report from the public discussion (form DR.SC.02) and the submitted corrected PhD thesis proposal (form DR.SC.01B), the Board for PhD Theses and Scientific Degrees submits to the Faculty Council a proposal to accept or reject the PhD thesis proposal and to appoint a mentor (and a co-mentor, if necessary).

7) The Faculty Council must make a statement on the motion by the Committee for the evaluation of the PhD thesis proposal and for proposing a mentor until the enrolment of the PhD candidate in the fifth semester, that is, the third study year.

8) The Council for the Field of Biomedicine of the University of Zagreb proposes a PhD thesis proposal and mentors to be adopted by the University Senate. The Senate approves the PhD thesis proposal and mentors no later than during the fifth semester.

9) All scientific research on or with humans or animals must be in accordance with regulations, with the approval of the School's Ethics Committee, as well as from the institution where the research is conducted, the consent of all participants individually, if they are able to give them, or their legal representatives.

## PROCEDURE FOR THE EVALUATION AND DEFENCE OF COMPLETED PhD THESIS

### Article 46

1) A PhD candidate initiates the process of evaluating the completed PhD thesis by submitting unbound copies of the PhD thesis, digital copy of the PhD thesis, declaration of originality and a written approval and opinion of the mentor on the conducted research and the original scientific contribution achieved, in the School's Registration office with the designation: 'For the Board for PhD Theses and Scientific Degrees'. If the mentor does not wish to give his/her approval, the PhD candidate is obliged to inform the Board for PhD Theses and Scientific Degrees about this, who will then send a letter to the mentor that he/she is to make a written statement with the explanation about it within 15 days. In both cases, the mentor's explanation is provided to the members of the committee for the evaluation of the completed PhD thesis, and they take it into consideration during their evaluation.

Prior to submitting the PhD thesis to the evaluation process, the PhD candidate is required to fulfil the relevant conditions prescribed by the curriculum.

2) On the basis of a motion of the Board for PhD Theses and Scientific Degrees, the Faculty Council appoints a committee for evaluation of the completed PhD thesis, which has three or five members, at least one member of whom cannot teach at the PhD programme or is not an employee of the School, and is preferably an employee of another Croatian or foreign university or related institution. Neither the mentor nor the co-mentor can be a member of the committee for the evaluation of the completed PhD thesis.

3) The members of the committee for the evaluation of the completed PhD thesis and all others who ex officio (or as associates on the project) have access to the completed PhD thesis are obliged to treat all data and insights from the PhD thesis as confidential until it is published, in order to protect the scientific contribution of the PhD thesis and intellectual property rights.

4) The committee for the evaluation of the completed PhD thesis is obliged to submit a written and signed report with the evaluation of the PhD thesis within two months from its appointment to the Board for PhD Theses and Scientific Degrees. Each member of the committee has the right to submit a separate opinion and evaluation.

5) The Committee for the evaluation of the completed PhD thesis may propose in its report:

a) that the PhD thesis is accepted;

b) to return the PhD thesis to be corrected and completed and then resubmitted for evaluation within three to six months (depending on the planned scope of the corrections), or

c) to reject the PhD thesis, after which the PhD candidate loses the right to attain the academic degree of doctor of science in that PhD programme.

Explanation is an obligatory part of the report.

### Article 47

PhD candidates whose PhD thesis proposal and mentor have been accepted are obliged, no later than five years from the date of acceptance of the PhD thesis proposal, and no earlier

than 15 days from the date of the PhD thesis acceptance by the University of Zagreb Senate, to initiate the process of evaluation of the completed PhD thesis in the manner described in Article 46 of these Regulations. Upon expiry of this deadline, the PhD candidate must regulate the student status and is obliged to initiate the procedure of re-evaluation of the PhD thesis proposal, according to the conditions valid at the time of re-submission of the PhD thesis proposal.

## THE CONDITIONS FOR THE DEFENCE OF A COMPLETED PhD THESIS

### Article 48

1) Before submitting the completed PhD thesis, the PhD candidate is obliged to submit to the Board for PhD Theses and Scientific Degrees and the Board for Evaluation of Scientific Activity of PhD Candidates the evidence that he/she has fulfilled all the conditions from the curriculum, which include the following:

- a) that on the basis of his/her scientific activity during the PhD programme he/she has accumulated 60 ECTS credits according to the valid list (annex credit), and
- b) that he/she is a co-author with the mentor or co-mentor of the PhD thesis of a paper that is published (or has been accepted for publication) and that is related to the PhD thesis, that he/she is one of the main authors, and that the paper is published in a peer-reviewed scientific journal in the Web of Science (Core Collection) database.

2) The committee for the public defence of the completed PhD thesis may have the same members as the committee for the evaluation of the completed PhD thesis, but the Faculty Council is obliged to appoint one substitute member based on the proposal of the Board for PhD Theses and Scientific Degrees.

### Article 49

A person who has achieved outstanding scientific achievements and who, in terms of significance, meets the conditions for election to a scientific degree, may, pursuant to the conditions prescribed by a general act of the University and with the approval of the Senate, defend his/her PhD thesis and attain the academic degree of doctor of science without enrolling and attending a PhD programme.

## THE PROCEDURE OF THE PUBLIC DEFENCE OF A COMPLETED PhD THESIS

### Article 50

1) The defence of the PhD thesis is public. An invitation to the public defence must be published on the School's website at least 8 days before the defence. The PhD candidate is required to submit the prescribed number of bound copies of the PhD thesis and its digital version for publication on the School's website at least 8 days before the defence. The defence must take place at the premises of the School and/or its teaching facilities, in the language in which the PhD thesis was written. In the case of joint or dual PhD thesis, the defence may be held at another university. The defence procedure shall be determined in accordance with the Rules on International Dual PhD Theses of the University of Zagreb.

2) The committee for the public defence of the completed PhD thesis makes the evaluation after the defence. Defence scores can be *rite*, *cum laude*, *magna cum laude* and *summa cum laude*. The score is made by a majority vote of the members of the committee for the public defence of the completed PhD thesis. In order to be evaluated *summa cum laude*, a PhD candidate must have at least two original scientific papers published or accepted for

publication in scientific journals cited in WOS, SCI expanded and SSCI in the first quartile, of which at least one is the first author and which are related to the PhD thesis.

3) Minutes of the procedure of defence shall be taken in the language in which the PhD thesis is written (i.e. in Croatian or in English). The minutes of the defence of the PhD thesis must be submitted within one month from the public defence of the PhD thesis to the Board for PhD Theses and Scientific Degrees.

4) Public defence of the completed PhD thesis can be held only once.

## PUBLISHING AND STORAGE OF A COMPLETED PhD THESIS

### Article 51

1) The PhD thesis shall be published in its entirety on the website of the School's Central Medical Library, no later than one month after the successful completion of the public defence. In exceptional situations, on the basis of a written explanation and with the approval of the Board for PhD Theses and Scientific Degrees, publication on the School's website may be postponed for up to two years.

2) The PhD thesis in hard copy is stored in the School's Central Medical Library, the National and University Library and in the archives of the University of Zagreb. The PhD thesis must be published on the public university website of the National and University Library at the latest one month after the defence.

## THE GRADUATION CEREMONY

### Article 52

1) The PhD candidate gains all the prescribed rights of a doctor of science on the day of successful defence of the PhD thesis, and the full rights of the academic degree and diploma after making a pledge at their graduation ceremony, and signing in the register of Doctors of Science or Art.

2) The PhD candidate must fill in the University form for applying for graduation ceremony to the degree doctor of science within one month of a successful public defence of their completed PhD thesis and cover the costs of graduation.

3) The diploma of the doctor of science is awarded by the rector of the University of Zagreb at a graduation ceremony, and the PhD candidate is obliged to attend it in person or by legal representative, who must have a PhD degree.

## ENSURING THE QUALITY OF PhD PROGRAMMES

### Article 53

1) The Council for Postgraduate Programmes is obliged to provide detailed records of the research work and other completed study conditions of each PhD candidate, including the plan of obligations (creation of the PhD candidate's portfolio). The Council also, with the assistance and the support of the Board for PhD Theses and Scientific Degrees, looks after the workload and performance of the mentor. The Board for PhD Theses and Scientific Degrees keeps a record for each mentor of the number of PhD candidates accepted and the number of PhD candidates who successfully defended their PhD thesis under his/her guidance.

2) The Council for Postgraduate Programmes, with the assistance of the Board for Evaluation of Scientific Activity of PhD Candidates and its associated working body, conducts annual self-evaluation on the basis of the annual reports of the mentors and PhD candidates, and sends a report on their work to the Faculty Council and the University, using the appropriate form of the University adapted for the needs of the School.

3) The annual self-evaluation reports shall be attached to the request for re-accreditation.

4) The criteria for self-evaluation include: scientific production of the teaching staff and PhD candidates, courses, relevance and quality of PhD theses, statistical indicators of duration of study, statistical indicators of the annual number of new doctors of science in relation to the number of PhD candidates and international cooperation.

## TASKS OF THE COUNCIL FOR POSTGRADUATE PROGRAMMES

### Article 54

The Council for Postgraduate Programmes, alongside the authorities established by the Statute, also performs the following tasks:

- ensures the equal quality of the teaching plans and curricula of PhD programmes, postgraduate specialist programmes and courses of continuing medical education;
- prepares standards and procedures for evaluation of post-graduate programmes and courses of the continuing medical education;
- evaluates and assesses the activities of students during their PhD programmes and postgraduate specialist programmes and determines the credit point value of study contents according to the curriculum;
- proposes calls for application for the enrolment of students in PhD programmes and postgraduate specialist programmes;
- proposes directors of postgraduate programmes as well as course leaders.

### Article 55

The Council for Postgraduate Programmes decides on all issues regarding postgraduate programmes within the scope of its competence, and its decisions are confirmed by the Faculty Council. The appropriate provisions of the Rules of Procedure of the Faculty Council of the School of Medicine shall be applied to the work of the Council for Postgraduate Programmes.

## DIRECTORS, DEPUTIES AND ASSISTANTS OF PhD PROGRAMMES

### Article 56

1) All PhD programmes have a PhD programme director, appointed by the Faculty Council and the Council for Postgraduate Programmes, with the approval of the Dean. The PhD programme director is appointed for a period of three years, and the same person may be re-appointed as a PhD programme director.

2) The PhD programme director has the right to nominate his/her deputy and one or more assistants from the ranks of teaching staff with scientific-teaching titles who actively participate in the organisation of the curriculum. The PhD programme director, deputy and/or assistants are appointed by the Faculty Council on the basis of a motion of the Council for Postgraduate Programmes.

3) The PhD programme director may nominate members of the International PhD programme Council from the ranks of eminent international experts.

4) The International PhD programme Council has an advisory role regarding the organization and functioning of the PhD programme.

5) The members of the International PhD programme Council shall be appointed by the Faculty Council on the basis of a motion of the Council for Postgraduate Programmes for a period of three years.

#### Article 57

A PhD programme director has the following rights and obligations:

- he/she is a member of the Council for Postgraduate Programmes,
- he/she is a member of the Board for PhD Theses and Scientific Degrees,
- he/she organizes the PhD programme and is responsible for the implementation of the curriculum,
- he/she proposes a plan for implementation of the curriculum,
- he/she convenes and chairs the meetings of the course leaders of the relevant PhD programme,
- he/she convenes and chairs the meetings of PhD candidates' mentors,
- he/she holds a meeting with all the PhD candidates of the relevant PhD programme at least once a semester,
- he/she advises PhD candidates on their choice of optional courses and gives approval for their choice,
- he/she proposes amendments to the curriculum,
- he/she submits annual reports on the courses held at the PhD programme to the Council for Postgraduate Programmes and the Faculty Council,
- he/she performs other tasks pursuant to the provisions of the School's Statute, these Regulations and the decisions of the Dean's Council.

#### Article 58

The Deputy and/or Assistant of the PhD programme director have the following rights and obligations:

- he/she draws up a weekly and semester schedule of courses in agreement with the PhD programme director,
- he/she participates in drawing up a plan for implementation of the curriculum,
- he/she submits monthly reports on courses held at the PhD programme,
- he/she is responsible for teaching materials and teaching aids,
- he/she maintains permanent and direct contact with PhD candidates,
- he/she performs other tasks pursuant to the provisions of the School's Statute, these Regulations and the decisions of the Dean's Council.

### BOARD FOR PhD THESES AND SCIENTIFIC DEGREES

#### Article 59

1) The Board for PhD Theses and Scientific Degrees is a permanent expert committee of the Faculty Council, which harmonizes the criteria and coordinates the activities in the process of attaining the academic degree of doctor of science from the moment of the registration of the PhD thesis proposal up to the public defence of the completed PhD thesis and the graduation ceremony.

2) The Board for PhD Theses and Scientific Degrees shall adopt the Rules of procedure governing its work and the method of decision-making.

#### BOARD FOR EVALUATION OF POSTGRADUATE PROGRAMMES

##### Article 60

1) The Board for Evaluation of Postgraduate Programmes is a permanent expert committee of the Council for Postgraduate Programmes, which coordinates activities and harmonizes standards in the process of designing curricula and evaluating postgraduate programmes. The members of the Board for Evaluation of Postgraduate Programmes are appointed by the Faculty Council on the basis of a motion of the Vice-Dean for Postgraduate Programmes and with the approval of the Dean. The provisions of these Regulations shall be applied in the work of the Board for Evaluation of Postgraduate Programmes, in the same manner as in the work of Board for PhD Theses and Scientific Degrees.

2) One member of the Board must be from the leadership (director or assistants) of every relevant PhD programme.

#### BOARD FOR EVALUATION OF SCIENTIFIC ACTIVITY OF PhD CANDIDATES

##### Article 61

1) The Board for Evaluation of Scientific Activity of PhD Candidates is a permanent expert committee of the Council for Postgraduate Programmes, which coordinates the activities and harmonizes the criteria in the process of evaluating the scientific activity of PhD candidates and mentors. The Board shall evaluate whether the conditions for the public defence of the PhD thesis have been fulfilled, as referred to in Articles 22 and 48 of these Regulations.

2) The members of the Board for Evaluation of Scientific Activity of PhD Candidates are appointed by the Faculty Council on the basis of a motion by the Vice-Dean for Postgraduate Programmes and with the approval of the Dean.

3) The provisions of these Regulations shall be applied in the work of the Board for Evaluation of Scientific Activity of PhD Candidates, in the same manner as in the work of Board for PhD Theses and Scientific Degrees.

4) One member of the Board must be from the leadership (director or assistants) of every relevant PhD programme. The Board for Evaluation of Scientific Activity of PhD Candidates may appoint a working body which has the role of conducting the procedure of self-evaluation based on the annual reports of mentors and PhD candidates, upon which it submits a report to the Board for Evaluation of Scientific Activity of PhD Candidates and the Council for Postgraduate Programmes, using the appropriate form of the University adapted for the needs of the School.

#### EXPERT COMMITTEES IN THE PROCEDURE OF REGISTRATION, EVALUATION AND DEFENCE OF PhD THESIS

##### Article 62

1) On the basis of a motion by the Board for PhD Theses and Scientific Degrees, the Faculty Council shall appoint the following expert committees:

a) Committee for the evaluation of the PhD thesis proposal,

- b) Committee for the evaluation of the completed PhD thesis,
- c) Committee for the public defence of the completed PhD thesis.

2) On the basis of the report of the expert committee and the motion of the Board for PhD Theses and Scientific Degrees, the Faculty Council may:

- a) decide to accept the report and the motion, and to permit the PhD candidate to work on the proposed PhD thesis, or to defend the completed PhD thesis (when the reports and the motions are positive), or to request the report and the proposal of the expert committee to be amended and to appoint additional members of the expert committee, or to reject PhD thesis proposal or completed PhD thesis (when the reports and motions are negative);
- b) conclude that the reports and motions do not represent a valid ground for acceptance of the PhD thesis proposal or the completed PhD thesis, and appoint additional members of the expert committee or dismiss the existing ones and appoint a new expert committee;
- c) on the basis of a motion by the Board for PhD Theses and Scientific Degrees, dismiss the existing and appoint a new expert committee, when due to the exceeding of the prescribed deadlines or other omissions of the existing expert committee an unjustified delay or complete halt in the procedure has occurred.

#### Article 63

In the procedure of attaining the academic degree of Doctor of Science, the members of the expert committees may not be:

- a) persons who are related to the PhD candidate (by blood or other close relationship, e.g. parents, grandparents, siblings, spouse);
- b) persons who share common financial and other material interests with the PhD candidate (e.g. co-authorship or co-ownership of a patent).

### THE CONDITIONS AND PROCEDURE FOR REVOKING THE ACADEMIC DEGREE OF DOCTOR OF SCIENCE

#### Article 64

1) The academic degree of Doctor of Science may be revoked if it is established that the PhD thesis represents an appropriation of another scientific work or a forgery, or if it is subsequently established that the doctor of science used an appropriated scientific work or a forgery in the process of attaining the academic degree of Doctor of Science. A person who believes that the academic degree of Doctor of Science has been attained contrary to the prescribed conditions, ethical principles or plagiarism, or has been found to have a falsification or fabrication of the results in the research shall submit a written complaint to the Board for PhD Theses and Scientific Degrees, which shall forward it to the Dean. The Dean proposes to the Faculty Council, on the basis of a motion by the Committee for Academic Integrity, a three-member committee, who must evaluate the merits of the complaint.

2) The person who was a member of the committee in the process of attaining the academic degree of Doctor of Science of a person whose revocation is proposed may not be appointed to the committee referred to in paragraph 1 of this Article. The committee referred to in paragraph 1 of this Article shall submit to the Faculty Council a written report on whether the initiation of the procedure for revocation of the academic degree is justified. The Dean shall submit such a written report of the Committee to the proposer of initiation of the proceedings and to the Doctor of Science against whom the proceedings have been initiated, noting that within two months they may provide the Dean and the Faculty Council with a written response to that report.

#### Article 65

When the Dean receives the response of the Doctor of Science against whom the procedure for revocation of the academic degree of Doctor of Science is initiated, or when the deadline referred to in Article 64 of these Regulations has passed, the Dean shall convene a session of the Faculty Council to discuss and decide on the proposal for revocation of the academic degree of Doctor of Science. The proposer of the procedure and the doctor of science against whom the procedure was initiated shall also be invited to the session of the Faculty Council.

#### Article 66

If the Faculty Council decides that the grounds for revocation of the academic degree of doctor of science exist, it shall propose to the competent body of the University of Zagreb to render a decision to revoke the academic degree of doctor of science of the doctor of science in question.

#### Article 67

With the revocation of the academic degree of Doctor of Science, all the titles for which the possession of the academic degree of Doctor of Science was a requirement shall also be revoked.

### INTELLECTUAL PROPERTY OF PhD CANDIDATES AS A RESULT OF RESEARCH DURING THE PhD PROGRAMME

#### Article 68

1) The PhD candidate is obliged to inform the School of his/her intellectual creations (works of art, objects of related rights, inventions, technical advances, knowledge and experience and other objects protected as industrial property) which he/she creates, as well as data resulting from scientific and professional research (including surveys, public opinion polls etc.) that the PhD candidate conducts in carrying out his/her obligations as a part of the programme if they assess that such intellectual property and/or data can be successfully commercially exploited, and if created as follows:

- fulfillment of obligations in lectures, seminars, practical work, clinics, scientific papers, etc.;
- in a scientific research or project that is carried out by the School as the provider, co-provider and/or organizer or a legal entity affiliated with the School;
- in a scientific research or project carried out wholly or mainly in laboratories and/or other premises of the School or related legal entities and/or with the use, in whole or in most of the equipment, instruments, materials, tools, samples, other means or technology of the School or related legal entities;
- in a scientific research or project which is financed in whole or in most part from public funds designated by the Government of the Republic of Croatia, the Ministry of Science and Education, other ministries of the Republic of Croatia or which are transferred from the state budget of the Republic of Croatia through foundations, agencies, etc.;
- in a scientific research or project that is wholly or largely organized, implemented and/or financed by funds from the European Union programmes and funds, international programmes and projects.

2) PhD candidates are obliged to send notification and data on intellectual property in writing to the School no later than 30 days after the completion of the research, the intellectual creation, subject matters of related rights, design and objects protected by industrial property rights.

#### Article 69

1) If PhD candidates create an intellectual creation referred to in Article 68 of these Regulations together with other persons, including mentors, students of the School, external associates and other persons, they are obliged to regulate mutual relations with them in writing at the latest upon creation of the intellectual creation, especially with regard to the contribution of the individual creator of the intellectual creation.

2) PhD candidates shall submit the written document referred to in paragraph 1 of this Article to the School together with the notification referred to in Article 68 of these Regulations.

### RIGHTS AND OBLIGATIONS RELATING TO INDUSTRIAL PROPERTY AND DATA

#### Article 70

1) PhD candidates are obliged to offer the School, without special charge, the acquisition of intellectual property rights protected by industrial property (inventions, technical improvements, knowledge and experience, distinguishing marks, quality marks, etc.) and the data required for their registration and/or commercial exploitation.

2) If the School does not reply or replies that it is not interested in the offer referred to in paragraph 1 of this Article within six months from the receipt of the notification and the offer, the PhD candidates reserve all rights to these intellectual property and data, without restriction.

3) If the School, within six months from the receipt of the notification referred to in paragraph 1 of this Article and the offer, proposes to the PhD candidate to sign a contract on transfer of the right to the School or to the University, the PhD candidate is obliged to sign such contract without compensation. That contract will regulate the distribution of any gain from the commercial exploitation of that intellectual creation.

4) Until the expiry of the deadlines referred to in paragraphs 2 and 3 of this Article, PhD candidates are required to keep the intellectual property and information in question secret and shall in no way disclose it to third parties or the public.

#### Article 71

1) At the request of the School, PhD candidates are obliged to submit all materials, tools, resources and other objects necessary for the commercial exploitation of the intellectual property and data in question.

2) PhD candidates are required to authorize the School to use intellectual property and data for the purpose of further research and for educational and scientific purposes, in any case.

### RIGHTS AND OBLIGATIONS RELATING TO COPYRIGHT AND RELATED RIGHTS

#### Article 72

1) PhD theses are published in whole or in part, free of charge, on the websites of the School and/or the University for the purpose of informing the public and/or promoting the School and/or the University.

2) PhD candidates are obliged, without special charge to the School, to establish the rights of exploitation of copyright works, subject matter of related rights: the right to reproduce, distribute, communicate to the public (which includes making available to the public through the Internet) and the right to process. These rights are established as non/exclusive, with no time and space limitations.

3) The profit gained from the commercial exploitation of copyright works, subject matter of related rights, belongs to the School, which is obliged to spend it on the improvement of its activities and the creation of new copyright works, subject matter of related rights.

4) PhD candidates are obliged to submit the copyright works, subject matter of related rights, to the School in an appropriate form.

5) The School acquires the right of ownership of the submitted copies of the copyright work and subject matter of related rights. If the School makes a profit by selling the copies, it shall be divided between the PhD candidates and the School in proportion to the provisions of the School's special regulation governing the management of intellectual property, after deducting the costs of the work made by the School.

## PROTECTION OF PERSONAL DATA

### Article 73

1) Personal data of PhD candidates: names and surnames, personal identification number, personal photos, collective photos, videos and other prescribed personal data are collected and processed for the purposes of fulfilling legal obligations, public interest and exercising public authority of the School and for the purpose of promotional activities on the webpages of the School, official promotional materials of the School, drafting a monograph of a generation of doctors of medicine at the School in print and electronic form.

2) By signing the study contract, PhD candidates confirm that they are aware that their personal information is collected and processed in accordance with the provisions of the General Data Protection Regulation and the Law on Implementation of the General Data Protection Regulation and in accordance with the School's Data Protection Policy.

3) Except for the purpose for which the consent was given, the personal data collected may not be used for any other purpose.

4) The study contract and the PhD candidate's statement are stored in the Office for Postgraduate Education of the School of Medicine and in the PhD candidate's file.

5) PhD candidates have the right to withdraw the given authorization and to request the further processing of personal data to stop.

6) PhD candidates will be informed about their rights by the School when signing the study contract and the consent to use the personal data, in accordance with Article 13 of the General Data Protection Regulation and in accordance with the School's Data Protection Policy.

## TRANSITIONAL AND FINAL PROVISIONS

### Article 74

PhD candidates enrolled in PhD programmes before these Regulations came into force have the right to complete their studies according to the curriculum and conditions that were in force when they enrolled in their first year of study. The provision of Article 8, paragraph 2 of these Regulations shall apply to all PhD candidates who enrolled in the PhD programmes after the Regulations on PhD programmes at the School of Medicine, University of Zagreb, came into force, from the academic year 2010/11. PhD candidates who enrolled in PhD programmes before academic year 2010/2011 have the right to complete the programme within the maximum prescribed time limit of the programme determined for PhD candidates studying part-time (eight years), increased by two years (maximum 10 years).

### Article 75

1) PhD candidates who have lost their student status due to non-compliance with the provisions of the study contract (who did not enrol in the senior year of programme, who did not submit their PhD thesis proposal, who did not submit their PhD thesis on time) may for justified reasons within 2 years from the entry into force of these Regulations apply for continuation of studies pursuant to the provisions of the School's Statute and these Regulations, in accordance with the current curriculum.

2) For each PhD candidate, an individual assessment of the request and obligations will be carried out in the continuation of the studies.

3) The assessment is carried out by the PhD programme management in agreement with the Vice Dean for Postgraduate Programmes.

4) A PhD candidates who continues his studies pursuant to the provisions of this Article has the right to complete his/her studies within the period prescribed in Article 8, paragraph 2 of these Regulations, plus two years of studies, counting from the enrolment in the first year of a PhD programme.

### Article 76

1) PhD candidates who have completed other PhD programmes, passed exams at other PhD programmes or have undergone scientific training in the country or abroad, the number of points earned is individually assessed.

2) The assessment of the points of PhD candidates referred to in paragraph 1 of this Article shall be performed by a committee consisting of the following: the Vice Dean for Postgraduate Programmes, the Director and the Assistants of the relevant PhD programme.

The procedure for attaining the academic degree of Doctor of Science referred to in Article 49 of these Regulations shall be available to persons after the University has adopted a special Rules regulating this matter.

### Article 77

On the date of these Regulations come into force, the following shall cease to apply: Regulations on doctoral studies of 25 February 2014, class: 003-08/14-02 /1, number: 380-59-10101-14-849/13, Decision on amending of the Regulations on doctoral studies, class: 003-08/14-02 /1, number: 380-59-10101-14-5478/5 of 25 November 2014, and the Decision on

amending of the Regulations on doctoral studies, class: 003-08/16-02 /1, number: 380-59-10101-16-787/15 of 23 February 2016.

Article 78

These Regulations shall enter into force on the eighth day from the day they are displayed on the School's notice board and the School's website.

Class: 003-08/18-02 /1

No: 380-59-10101-18-4342/24

Zagreb, 25 September 2018

Dean:  
Professor Marijan Klarica, MD PhD

These Regulations were displayed on the School's notice board on 3 October 2018.

Secretary General:  
Darko Bošnjak, dipl. iur.