The University of Zagreb

# SCHOOL OF MEDICINE

Office for Postgraduate Education

OFFICE FOR PhD THESES AND SCIENTIFIC DEGREES

INSTRUCTIONS FOR COMPLETION OF FORM DR.SC.-01A

***The form shall be submitted with the original signatures in 7 copies for all PhD candidates in***

***the scientific field of biomedicine and health sciences, and in 9 copies for all PhD candidates from other scientific fields.***

**NAME AND SURNAME, TITLE:** (enter the name and surname of the ***PhD candidate,*** and his/her title)

**FACULTY/SCHOOL**: The University of Zagreb, School of Medicine

**Title of the PhD programme:** (Biomedicine and Health Sciences, or Neuro-science)

**PhD candidate’s registration number:** (write the registration number - found in the Student course and grade book (indeks)

**OIB:** (PhD candidate’s OIB-personal number received from the Porezna uprava)

**The basis for application**: (indicate one that applies to the PhD candidate: **as a regular PhD candidate** / as an independent application / based on previous scientific achievements) \*

*\*Note: All PhD candidates who have enrolled in one of the PhD programmes at the School of Medicine in Zagreb should choose "* *as a regular PhD candidate ".*

**Name and Surname of mother and/or father:** enter information

# State your date and place of birth, address, telephone number/ mobile phone number/ e- mail address, to facilitate communication with the PhD candidate

**PhD candidate’s CURRICULUM VITAE:** List in chronological order - from the latest to the oldest

* information on your **education and work experience** (employment) and **a list of studies/papers and active participation in congresses** – active participation means that the PhD candidate gave an oral or poster presentation at the congress; cite according to the Instructions for Writing a PhD Thesis, which may be found on the web site of the [School of Medicine, at:](http://www.mef.unizg.hr/znanost/odbor-za-) <http://www.mef.unizg.hr/znanost/odbor-za->disertacije/obrasci-i-upute/.

**THE TITLE OF THE PhD THESIS PROPOSAL**: (write the title in Croatian and English) When writing the title, it is necessary to take into account the following:

* + the title must be clear and describe precisely the subject of the proposed research (that is the title must be aligned with the proposed hypothesis),
	+ the use of foreign words should be avoided, apart from words such as technical terminology or titles which do not have English/Croatian equivalents (or those which are widely accepted by the profession),
	+ whenever possible, abbreviations should be avoided,
	+ in the title, punctuation marks should be avoided ( - , ; : „ ? !) and
	+ the English translation of the title should be equivalent to the Croatian title.

**The language in which the thesis is written:** As a rule, the PhD thesis should be written in Croatian, but if one of the supervisors is a foreigner, or the student has enrolled in PhD programme in English, the PhD thesis must be written in English.

**PROPOSED MENTOR(S):** Write the title, name and surname, e-mail address, and institution\* of the mentor (and the co-mentor if exists).

\*NOTE: *for mentors with scientific-teaching position, their work-place school/faculty should be written, and for scientific positions (research associate, senior research associate, and research adviser), the institution where they are employed.*

**The competence of mentors:** Write the name and surname of the mentor in the space provided, and give a list of up to five relevant papers published in the past five years related to the subject of the PhD thesis.

# EXPLANATION OF THE PhD THESIS PROPOSAL:

**Abstract and Key Words in Croatian and English:** The Abstract should be written in the structured form. This form of Abstract consists of compulsory parts, that is, the appropriate sub-titles: Aim of the Study, Subjects (or Materials) and Method, and the expected contribution to the field. All data presented in the Abstract must be presented in the thesis manuscript. The Abstract may not contain references to items of literature. When writing the Abstract, it should be clear in meaning and complete sentences should be used. The Abstract in English must be a faithful translation of the Abstract in Croatian. If abbreviations are used in the Abstract, they should be explained in brackets, e.g. HPV (human papillomavirus). Key words shall be listed according to MeSH (Medical Subject Headings).

**Introduction and Overview of previous research** (no more than 7000 characters with spaces): In this part, an overview should be given of current knowledge on the subject being dealt with in the PhD thesis. The text should include the ordinal numbers of references in the literature, and the actual references in the literature should be listed under the heading *Literature Cited*. At the end of this part it is necessary to state why the research is to be conducted as part of writing the PhD thesis (e.g. because what is being researched as part of the PhD thesis has not been sufficiently researched from the point of view from which we wish to research it, etc.).

**Hypothesis** (no more than 500 characters with spaces): The hypothesis (proposition), which we want to test through the research, should be stated in a single sentence. The hypothesis is, as a rule, a single, brief and clearly expressed sentence.

**The aims of the research** (no more than 1000 characters with spaces): The general aim of the thesis should be stated in a brief sentence, and then the specific aims of the thesis listed in numbered points (listed from 1.). Each specific aim should be measurable and possible to research in the further elaboration of the research.

**Materials, subjects, method and plan of research** (no more than 6500 characters with spaces):

It is necessary to describe clearly what will be done. The selection criteria must be listed for inclusion or exclusion of subjects in the research, details on random selection of subjects and the exact number of subjects stated. It is important to state the kind of sample of subjects in question (e.g., a convenience sample). In order to establish the precise sample size needed for the specific research, the PhD candidate is advised to consult a statistician. It is also necessary to state how long the research will take, and the type of research involved (e.g. cross-sectional research, cohort prospective or cohort retrospective research, experimental research - and what kind of experimental research, etc.). It is necessary to state which statistical methods and tests will be used in the statistical analysis of the results. The analysis of the results must be in line with the type of research and the data collected. The methods used in the thesis must be presented briefly, but sufficiently clearly so that a reader is able to repeat the research described.

# IMPORTANT NOTE!

1. *All PhD thesis proposals are sent to the Ethical Committee of the School of Medicine of the University of Zagreb for their consideration.*
2. *If the research is to be undertaken on experimental animals, the PhD candidate must attend and complete a course and provide a certificate of training in work with experimental animals.*
3. *If data on patients from medical institutions are to be used (hospitals, institutes, out-patient clinics etc. ) outside the School of Medicine in Zagreb, or research on them, it is necessary to enclose the approval of the Ethical Committee of the medical institution from which patients will be included, and the head of the organizational unit (head of the department, chair or institution) for conduct of the proposed research at that institution. We ask that here you follow the instructions of that institution, and in the application to the commission you state your personal details, the name of the institution in which you work, contact information, the title of the thesis, a description of the thesis, with the emphasis on the part of the method related to the data you are requesting from that institution, the name and surname of the supervisor and his/her title.*

***The PhD thesis proposal that is not written in accordance with the instructions on the website of the School of Medicine will not be sent for further procedure but returned to the PhD candiadate for revision !!!!***

**The expected scientific contribution of the proposed research** (no more than 500 characters with spaces): It is necessary to state what is new in the PhD thesis proposal in terms of previous research; its scientific contribution should be on a global scale, unless it deals with the special characteristics of a specific region or country (e.g. an endemic disease, a special system of organizing health care, the special genetic characteristics of a population etc.).

**A list of the literature cited** (no more than 100 items of literature): The literature must be listed according to the instructions for listing literature in the instructions for writing a PhD thesis, and particular attention should be given to accuracy in listing the names of authors and the titles of literature references, and to punctuation in drawing up the Literature Cited. List more recent literature related to the field of research (published in the past 5-10 years, or earlier in the case of fundamental achievements related to the thesis).

**The basis and source of financing for the proposed research:** If the research as a part of a PhD thesis is financed from project funds, it is necessary to state the name and surname of the head of the project, the title and code number of the project and the annual sum of project financing.

The form must be signed by the PhD candidate, the head of the project - if the research for the PhD thesis is to be conducted as part of a project, the supervisor (if the PhD thesis has two mentors, both must sign), and the head of the organizational unit where the research will be conducted.

**NOTE:** *PhD candidates enrolled in the programme in Croatian who write their PhD Thesis in English shall send this form in the relevant number of copies in both Croatian and English.*