



The University of
Zagreb
SCHOOL OF MEDICINE

Department for Post-graduate Studies and Life-long Medical Training

THE OFFICE FOR DOCTORATES AND
SCIENTIFIC TITLES

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

The form shall be submitted with the original signatures in 7 counterparts for all students in the scientific field of biomedicine and health, and in 9 counterparts for all students from other scientific fields.

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

COMPONENT: The University of Zagreb, School of Medicine

Title of studies: (Biomedicine and health or Neuro-science - describe the doctoral studies for which the student has enrolled)

Student' registration no: (enter the registration number which the student received when enrolling in doctoral studies - may be found in the student record book (indeks))

PIN: (the student's PIN (OIB))

Approval of subject for attaining a Doctor of Science degree: (indicate what is relevant to registration of the subject: within doctoral studies/outside doctoral studies/ on the basis of scientific achievement) *

**Note: All students who have enrolled in one of the Doctoral studies courses at the School of Medicine in Zagreb should choose "within doctoral studies".*

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 student

THE STUDENT'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 student gave an oral or poster presentation at the congress; cite according to the Instructions for Writing a Doctoral Thesis, which may be found on the web site of the School of Medicine, at: <http://www.mef.unizg.hr/znanost/odbor-za-disertacije/obraci-i-upute/>.

THE TITLE OF THE PROPOSED DOCTORAL THESIS: (write the title in Croatian and English) In selection of 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 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 thesis should be written in Croatian, but if one of the supervisors is a foreigner, or the student has enrolled in doctoral studies in English, the Doctoral thesis must be written in English.

PROPOSED SUPERVISOR(S): Give the title, name and surname, e-mail address, and institution* of the supervisor (and the second supervisor if the student has two).

**NOTE :for supervisors with scientific-teaching titles, their home faculty should be given, and for scientific titles (scientific associate, senior scientific associate and scientific advisor) the institution where they are employed.*

The competence of supervisors: For each supervisor, give their name and surname 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 Doctoral thesis.

EXPLANATION OF THE PROPOSED DOCTORAL THESIS:

Abstract and Key Words in Croatian and English: The Abstract should be written in the form of a structured Abstract. 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, the wider medical public should be borne in mind and complete sentences 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 Doctoral 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 Doctoral thesis (e.g. because what is being researched as part of the Doctoral 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): In this sentence the general aim of the thesis should be stated in brief, 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 etc.). In order to establish the precise sample size needed for the specific research, the student 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!

a) All proposed Doctoral theses are sent by the School's service to the Ethical Committee of the School of Medicine of the University of Zagreb for their consideration.

b) If the research is to be undertaken on experimental animals, the candidate must attend and complete a course and provide a certificate of training in work with experimental animals.

c) 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 expected scientific contribution of the proposed research (no more than 500 characters with spaces):

It is necessary to state what is new in the proposed Doctoral thesis 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 Doctoral thesis (in line with the instructions from the *Liječnicki vjesnik* - Medical Journal), and particular attention should be given to accuracy in listing the names of authors and the titles of literature references etc., 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 research as part of a Doctoral 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 student, the head of the project - if the research for the doctoral thesis is to be conducted as part of a project, the supervisor (if the doctoral thesis has two supervisors, both must sign), and the head of the organizational unit where the research will be

conducted.

NOTE: *Candidates for Doctoral studies in Croatian who write their Doctoral Thesis in English shall send this form in the relevant number of counterparts in both Croatian and English.*