

**RULEBOOK ON
POSTGRADUATE UNIVERSITY STUDIES (DOCTORAL STUDIES) AT THE FACULTY OF TOURISM
AND HOSPITALITY MANAGEMENT AT THE UNIVERSITY OF RIJEKA**

I. GENERAL PROVISIONS

Article 1

- (1) This Rulebook regulates the organization and implementation of postgraduate university studies (doctoral studies) and the procedure of acquiring the academic degree Doctor of Science at the Faculty of Tourism and Hospitality Management at the University of Rijeka (hereinafter: Faculty).
- (2) Notions with a gender feature used in this Rulebook, regardless if used for male or female gender, refer equally to both genders.

II. ORGANIZATION AND STRUCTURE OF POSTGRADUATE UNIVERSITY STUDIES (DOCTORAL STUDIES)

**Structure of Doctoral Studies
Article 2**

- (1) The Faculty organizes and performs postgraduate university studies (doctoral studies) as studies for acquiring the academic degree Doctor of Science in accordance with the laws in force and the general rules of the University of Rijeka and the Faculty.
- (2) Postgraduate university studies (doctoral studies) can be organized independently or in cooperation with other domestic or foreign institutions of higher education or scientific organizations.

**Realization of doctoral studies
Article 3**

- (1) Postgraduate university studies (doctoral studies) are performed in two forms: full-time (full-time studies) or part-time (part-time studies).
- (2) Postgraduate university studies (doctoral studies) are performed in accordance with the European Credit Transfer System (hereinafter: ECTS).
- (3) Postgraduate university studies (doctoral studies) are completed when all prescribed requirements are fulfilled and when the thesis is defended in public whereby the academic degree Doctor of Science in the scientific area of social sciences, field of economics is acquired.

III. BODIES OF DOCTORAL STUDIES

Director of Doctoral Studies Article 4

- (1) The Director of postgraduate university studies (doctoral studies) is appointed by the Dean among the teachers who are course coordinators at a particular doctoral study.
- (2) The Director of postgraduate university studies (doctoral studies):
 - prepares and takes part in establishing, launching and operating the studies,
 - is in charge of preparing and carrying out the studies,
 - if necessary, initiates innovation of study programmes,
 - takes part in preparing meetings of the Faculty Council when the Council discusses doctoral studies,
 - takes care of the implementation of decisions and conclusions of the Faculty Council related to the study,
 - assists students in choosing a mentor.

Secretary of Doctoral Studies Article 5

- (1) The Secretary of doctoral studies is appointed by the Dean among the employees at the Faculty in a teaching or associate position.
- (2) The Secretary of doctoral studies:
 - supervises the enrolment record of students, financial results of the studies and reports to the Director of the studies,
 - takes care of documents and other acts related to the study, participates in the preparation of materials for the meetings of the Faculty Council when issues related to the study are discussed,
 - takes minutes of the meeting of the professional council when the council discusses the study,
 - takes care of the implementation of decisions and conclusions of the professional council related to the study,
 - informs teaching staff about the teaching schedule and takes care that classes are held on regular basis,
 - organizes and follows the defence of the topic applications, of the doctoral thesis and takes part in the graduation ceremony.

Council of Doctoral Studies Article 6

- (1) For each postgraduate study (doctoral study) a Council of doctoral studies is established. The Council of doctoral studies is a body responsible for the management of postgraduate university studies (doctoral studies) and improvement of its quality.

- (2) Members of the Council of doctoral studies are: Dean, Director of postgraduate university (doctoral studies), Vice Dean for science, Coordinators of core and compulsory courses, Head of the office of postgraduate university studies and Secretary of doctoral studies.
- (3) The Council of doctoral studies proposes to the Faculty Council:
- modification of existing study programmes,
 - enrolment prerequisites,
 - announcement of public call for enrolment,
 - appointment of a mentor and co-mentor,
 - review and approval of reports submitted by committees,
 - termination of the procedure of gaining a degree of Doctor of Science
- (4) The Council of doctoral studies proposes to the Faculty Council the members of the following committees:
- Committee for the doctoral study enrolment,
 - Committee for the evaluation of the doctoral thesis proposal,
 - Committee for the evaluation of the doctoral thesis,
 - Committee for the defence of the doctoral thesis.
- (5) The Council of doctoral studies also performs other activities assigned by the Dean or Faculty Council.
- (6) The Council of doctoral studies is convened by the Dean who presides the Council.

IV. STUDY PROGRAMMES AND CREDIT SYSTEM OF POSTGRADUATE UNIVERSITY STUDIES (DOCTORAL STUDIES)

Study programme Article 7

- (1) The study programme is carried out in the Croatian language, with the possibility to be performed in another world language.
- (2) The study programme is organized through the compulsory and elective courses, and compulsory and elective scientific, teaching and professional activities, and ends up with the preparation and defence of the doctoral thesis by collecting at least 180 ECTS

Study Structure Article 8

- (1) Structure of study activities:
1. taking exams in compulsory and elective courses prescribed by a particular study programme of postgraduate university studies (doctoral studies), through which a minimum of 30 ECTS-credits is acquired,

2. other elective activities that include different forms of teaching and knowledge transfer, presentations of scientific results at national and international conferences, writing scientific papers etc., in order to acquire at least 10 ECTS-credits to a maximum of 60 ECTS-credits,
3. stay at other domestic or foreign universities or scientific institutions for at least three months or appropriate study activities encouraging the internationalization of the research, through which a minimum of 20 ECTS-credits and a maximum of 25 ECTS-credits is acquired,
4. carrying out scientific research under supervision and professional assistance provided by the mentor, i.e., co-mentor resulting in preparation and defence of the doctoral thesis, through which 90 ECTS-credits are acquired.

Evaluation criteria of acquired knowledge, skills and competences
Article 9

(1) Elaboration of the evaluation criteria of acquired knowledge, skills and competences (learning outcomes) in the context of a particular programme of postgraduate university studies (doctoral studies) is based on:

1. Taking exams in compulsory and elective courses:

1.	Taking exams in all compulsory courses	15 - 20 ECTS
2.	Taking exams in elective courses at the Faculty	10 - 35 ECTS
3.	Taking exams in courses from another institution of higher education within the University of Rijeka, another university in the Republic of Croatia or another university abroad	5 - 25 ECTS

2. Realization of scientific and teaching activities:

1.	Attending educational seminars on the methods of scientific research organized by a university or a recognized scientific and research institution or association in the country or abroad	5-10 ECTS
2.	Taking part in an international scientific or scientific-professional conference with a paper published in the conference proceedings (1, 2 or 3 authors)	15, 10 or 5 ECTS
3.	Publication of a scientific paper in an internationally recognized journal (1, 2 or 3 authors)	15, 10 or 5 ECTS
4.	Taking part in a domestic scientific or scientific-professional conference with a paper published in the conference proceedings (1 or maximum 3 authors)	10 or 5 ECTS
5.	Publication of a scientific paper in a domestic journal (1 or maximum 3 authors)	10 or 5 ECTS
6.	Active participation in the round table on the topic in the field of the assigned doctoral thesis (panellist, presenter etc.)	5 ECTS

7.	Publication of a book presentation or a paper in a domestic journal from the field of the assigned doctoral thesis.	5 ECTS
8.	Active participation in a professional conference or a symposium in the field of the assigned doctoral thesis (panellist, presenter, etc.)	5 ECTS
9.	Participation in the research on an international project (team member)	15 ECTS
10.	Participation in the research on a domestic project (team member)	10 ECTS
11.	Scientific and professional further education at another domestic or foreign university or scientific institution for a period of 1 month * (Remark)	5 ECTS
12.	Scientific and professional further education at another domestic or foreign university or scientific institution for a period of 2 months * (Remark)	10 ECTS
13.	Scientific and professional further education at another domestic or foreign university or scientific institution for a period of 3 months * (Remark)	15 ECTS
14.	Scientific and professional further education at another domestic or foreign university or scientific institution for a period of 4 and more months * (Remark)	25 ECTS
15.	Other activities according to the programme of doctoral studies (e.g., participation in classes)	Maximum 5 ECTS

Remarks

Before leaving for a scientific or professional further education to other domestic or foreign university or scientific institution, i.e. before undertaking scientific and educational activities **the student is obliged to:**

1. inform the Faculty on his departure for the purpose of preparing the documents required for the recognition of ECTS-credits on the mentioned basis,
2. submit the programme of further education with the described activities that will be carried out at a domestic or foreign university,
3. ask for the approval from the Committee for the evaluation of scientific and teaching activities, appointed by the Dean, to undertake the proposed activities

Upon returning from the further education **the student is obliged to** submit:

1. the certificate as a proof of a scientific or professional further education issued by the institution with a specified period of stay at the institution,
2. a detailed description of the activities in which the student was participating, certified by the institution and the supervisor on a form which is a constituent part of this Rulebook.

3. Preparation of doctoral thesis:

1.	Preparation of the doctoral thesis proposal	15 ECTS
2.	Defence of the doctoral thesis proposal	25 ECTS
3.	Final preparation and defence of the doctoral thesis	50 ECTS

ECTS evaluation scale
Article 10

- (1) Percentage of acquired knowledge, skills and competences (learning outcomes) of the doctoral student is reported through the ECTS evaluation scale as it follows:

ECTS grade	% of acquired knowledge, skills and competences	Numerical grade
A	90 - 100%	Excellent (5)
B	80 - 89.9%	Very good (4)
C	70 - 79.9%	Good (3)
D	65 - 69.9%	Sufficient (2)
E	60 - 64.9%	Sufficient (2)
FX	40 - 59.9%	Insufficient (1)
F	0.0 - 39.9%	Insufficient (1)

- (2) The minimum percentage of acquired knowledge, skills and competences (learning outcomes) that the doctoral student has to achieve on the exam is 60%.

V. ENROLMENT TO THE STUDIES

Public call for enrolment
Article 11

- (1) Enrolment to the postgraduate university study (doctoral study) is carried out on the basis of a public call which is announced by the Faculty Council.
- (2) The public call for enrolment contains information about the enrolment requirements, number of available places, application documents, evidence of appropriate prior education, tuition fees, application and enrolment deadline and about special conditions that the applicants must fulfil.
- (3) Council of doctoral studies makes the final decision on the realization of post-graduate university studies (doctoral program) for which a public call is announced if there is a sufficient number of applicants who meet the enrolment requirements.

Right to apply for enrolment
Article 12

- (1) The applicant is obliged to present the application to the call for enrolment in the study programme by the date set out in the call.
- (2) In the application the applicant has to indicate if he applies for full-time or part-time postgraduate university studies (doctoral studies).

- (3) Apart from the application the applicant has to submit the documents set out in the call for enrolment.
- (4) The Council of doctoral studies, i.e. the Committee for the doctoral study enrolment, appointed by the Faculty Council, determines whether the applicant satisfies the requirements for the enrolment in the postgraduate university studies (doctoral studies).
- (5) Right to apply for enrolment have the applicants who:
 - according to previous regulations have graduated from an appropriate pre-Bologna four-year university study, upon which completion a university degree in the field of economics has been acquired or
 - have completed a graduate university study according to the principles of the Bologna process, by whose completion they have gained at least 300 ECTS-points and acquired the academic title Master of Economics (mag. oec.).
- (6) Right to apply for enrolment also have the applicants who have completed the studies listed below:
 - an appropriate postgraduate scientific (Masters) programme in the field of economics or the applicants who have just to prepare and defend the master thesis.
 - an appropriate postgraduate university specialist (Bologna) programme in the field of economics or the candidates who have just to prepare and defend the specialist thesis.
- (7) If it is prescribed by a particular postgraduate university study (doctoral study) due to its specific programme, right to apply for enrolment have the applicants who have:
 - completed the first and second level of education, but not in the field of economics and acquired 300 ECTS, provided that from the moment of enrolment application for the postgraduate studies (doctoral studies) until the start of classes in the first semester of the first academic year, they have passed the exams in the courses listed as a prerequisite for admission in the study programme,
 - completed a four-year pre-Bologna university study, but not in the field of economics, provided that from the moment of enrolment application for the doctoral studies until the start of classes in the first semester of the first academic year, they have passed the exams in the courses listed as a prerequisite for admission in the study programme.

Enrolment criteria

Article 13

- (1) A postgraduate university study (doctoral study) may be enrolled by a person who has an appropriate prior education in economics, or another education in accordance with the study programme, an achieved grade point average of 3.6 or higher, and the recommendation of at least one (1) university teacher.
- (2) Applicants with a grade point average lower than 3.6 may be enrolled only with a written recommendation from at least two (2) university teachers, but only if they have other professional and scientific references.
- (3) Applicants with a grade point average lower than 3.6 and with recommendations, should access the public talk with the Director of doctoral studies and the members of the Committee for the

doctoral study enrolment, in order to gain insight into the knowledge, skills and competencies that an individual candidate possesses.

- (4) Foreign citizens may be enrolled under the same conditions as Croatian citizens in accordance with the decision of the Faculty. To the enrolment documentation foreign nationals have to enclose the Decision on recognition of foreign higher education qualifications for the purpose of continuing the higher education in the Republic of Croatia (academic recognition) issued by the Office for the academic recognition of higher education qualifications and period of study at the University of Rijeka.
- (5) The applicant gains the right of enrolment in accordance with the conditions and criteria set out in the Public call for enrolment.
- (6) One of the prerequisites for enrolment is a good command of English and good computer skills.
- (7) Applicants entitled to enrolment in postgraduate university studies (doctoral studies) who pay the tuition fees conclude a Contract on studying at a postgraduate study, which defines all rights and obligations and the amount and method of payment of the tuition fees.

Foreign students

Article 14

- (1) On the basis of the previously concluded (Erasmus, Erasmus +, other bilateral agreements) agreements between the Universities or Faculties, doctoral students / guest students, and doctoral students on a study visit for the sake of research can take part in doctoral studies.

Recognition of ECTS-credits

Article 15

- (1) To the students of postgraduate university studies (doctoral studies) a certain number of ECTS-credits gained in their previous education is recognized, as follows:

1. To the students who have completed appropriate postgraduate scientific master studies in the field of economics, 80 ECTS-credits are recognized (within the possible 180), which also means the release of a part of teaching and other obligations. A student can make up the missing credits through the fulfilment of the obligations selected within the following possibilities:

1.	Taking exams in obligatory / elective courses defined by the study programme	up to 10 ECTS
2.	Attending educational seminars on the methods of scientific research organized by a university or a recognized scientific and research institution or association in the country or abroad	5 or 10 ECTS
3.	Taking part in an international scientific or scientific-professional conference with a paper published in the conference proceedings (1, 2 or 3 authors) or a publication of a scientific paper in an internationally	5, 10 or 15 ECTS per paper

	recognized journal (1, 2 or 3 authors)	
4.	Taking part in a domestic scientific or scientific-professional conference with a paper published in the conference proceedings (1 or maximum 3 authors) or a publication of a scientific paper in a domestic journal (1 or maximum 3 authors)	5 ECTS per paper
5	Scientific and professional further education at another domestic or foreign university or scientific institution for a period of 1 or 2 months	5 or 10 ECTS

2. Students who have just to prepare and defend the master thesis before they complete an appropriate postgraduate scientific (Masters) programme in the field of economics get a recognition of 60 ECTS-credits (within the possible 180), which also means the release of a part of teaching and other obligations. A student can make up the missing credits through the fulfilment of the obligations selected within the following possibilities:

1.	Taking exams in obligatory / elective courses defined by the study programme	up to 15 ECTS
2.	Attending educational seminars on the methods of scientific research organized by a university or a recognized scientific and research institution or association in the country or abroad	5 or 10 ECTS
3.	Taking part in an international scientific or scientific-professional conference with a paper published in the conference proceedings (1, 2 or 3 authors) or a publication of a scientific paper in an internationally recognized journal (1, 2 or 3 authors)	5, 10 or 15 ECTS per paper
4.	Taking part in a domestic scientific or scientific-professional conference with a paper published in the conference proceedings (1 or maximum 3 authors) or a publication of a scientific paper in a domestic journal (1 or maximum 3 authors)	5 ECTS per paper
5	Scientific and professional further education at another domestic or foreign university or scientific institution for 1 to 4 months	from 5 to 25 ECTS
6.	Participation in the research on a domestic or an international project (team member)	10 or 15 ECTS

3. Students who have completed an appropriate postgraduate specialist (Bologna) study programme in the field of economics get a recognition of 50 ECTS-credits (within the possible 180), which also means the release of a part of teaching and other obligations. A student can make up the missing credits through the fulfilment of the obligations selected within the following possibilities:

1.	Taking exams in obligatory / elective courses defined by the study programme	up to 20 ECTS
2.	Attending educational seminars on the methods of scientific research organized by a university or a recognized scientific and research institution or association in the country or abroad	5 or 10 ECTS
3.	Taking part in an international scientific or scientific-professional conference with a paper published in the conference proceedings (1, 2 or 3 authors) or a publication of a scientific paper in an internationally recognized journal (1, 2 or 3 authors)	5, 10 or 15 ECTS per paper
4.	Taking part in a domestic scientific or scientific-professional	5 ECTS per

	conference with a paper published in the conference proceedings (1 or maximum 3 authors) or a publication of a scientific paper in a domestic journal (1 or maximum 3 authors))	paper
5	Scientific and professional further education at another domestic or foreign university or scientific institution for 1 to 4 months	from 5 to 25 ECTS
6.	Participation in the research on a domestic or an international project (team member)	10 or 15 ECTS

4. Students who have just to prepare and defend the master thesis before they complete an appropriate postgraduate university specialist (Bologna) study programme in the field of economics get a recognition of 35 ECTS-credits (within the possible 180), which also means the release of a part of teaching and other obligations. A student can make up the missing credits through the fulfilment of the obligations selected within the following possibilities:

1.	Taking exams in obligatory / elective courses defined by the study programme	up to 25 ECTS
2.	Attending educational seminars on the methods of scientific research organized by a university or a recognized scientific and research institution or association in the country or abroad	5 or 10 ECTS
3.	Taking part in an international scientific or scientific-professional conference with a paper published in the conference proceedings (1, 2 or 3 authors) or a publication of a scientific paper in an internationally recognized journal (1, 2 or 3 authors)	5, 10 or 15 ECTS per paper
4.	Taking part in a domestic scientific or scientific-professional conference with a paper published in the conference proceedings (1 or maximum 3 authors) or a publication of a scientific paper in a domestic journal (1 or maximum 3 authors))	5 ECTS per paper
5	Scientific and professional further education at another domestic or foreign university or scientific institution for 1 to 4 months	from 5 to 25 ECTS
6.	Participation in the research on a domestic or an international project (team member)	10 or 15 ECTS

(2) Recognition of ECTS-credits does not apply to the following obligations, and students are obliged to be enrolled in them:

1.	Course <i>Methodology of scientific research /Course Research methods and techniques</i>	5 ECTS
2.	Preparation of the doctoral thesis proposal	15 ECTS
3.	Defence of the doctoral thesis proposal	25 ECTS
4.	Final preparation and defence of the doctoral thesis	50 CTS

The course *Methodology of scientific research* is delivered at the postgraduate university study (doctoral study) Business Economics in Tourism and Hospitality, and the *course Research methods and techniques* is delivered at the postgraduate university study (doctoral study) Management of Sustainable Development.

Release of classes' attendance and taking exams
Article 16

- (1) The doctoral student can be released of classes attendance and of taking exams if he fulfils the three following conditions:
- he has published at least three A1 papers as first author in scientific, i.e. scientific-professional journals, according to the classification of the Rulebook for selecting and awarding scientific titles of the National Council for Science which are thematically related to her/his/ doctoral study programme.
 - he has stayed at least one (1) semester at a domestic or foreign university or scientific institution as a student or researcher
 - and has actively, through a published paper participated in at least two (2) international scientific conferences.

VI. MENTORSHIP, THESIS PROPOSAL APPLICATION, PREPARATION AND DEFENCE OF DOCTORAL THESIS

Mentor and co-mentor
Article 17

- (1) A mentor is assigned to the doctoral student and if necessary the co-mentor from the ranks of the study programme teachers, whereby, if possible, the wishes of the student will be taken into account.
- (2) To the mentor or co-mentor position a person with a scientific title and teaching position or with a scientific title in the scientific area of social sciences, field of economics can be appointed.
- (3) To the mentor or co-mentor position a person outside the ranks of study programme coordinators can be appointed. If the mentor is not an employee of the University of Rijeka, then the co-mentor from the constituent of the University that carries out the doctoral studies is assigned to the doctoral student.
- (4) The mentor and co-mentor are appointed by the Faculty Council on the proposal of the Council of doctoral studies.
- (5) If the topic of the doctoral thesis is of interdisciplinary nature, a person from other scientific fields may be appointed to the co-mentor.
- (6) Mentor and co-mentor help the doctoral student in modelling the programme of postgraduate university studies (doctoral studies), give directions related to the literature and implementation of appropriate scientific and research methods, help the doctoral student to select a topic, to prepare the doctoral thesis and assess student's progress in the scientific and research work.
- (7) The university teacher can have a maximum of five mentorships, i.e. co-mentorships.
- (8) At least once a year the mentor submits a report on the student's work to the Council of Doctoral Studies on the prescribed form (Annual Mentor's Report) that is enclosed to this Rulebook and forms its integral part.

**Student
Article 18**

- (1) At least once a year the doctoral student submits a report on his work to the Council of Doctoral Studies on the prescribed form of the University (Annual Doctoral Student's Report) that is enclosed to this Rulebook and forms its integral part.
- (2) The doctoral student has the right to change just once the mentor (or co-mentor) and the topic of doctoral thesis, accompanied by the written request and the statement of the former mentor, on the form of the University (Request for the change of topic and / or mentor). Approved changes are carried out by the same procedure as it was with the first acceptance of the thesis proposal. Exceptionally, if there is a minor modification of the title of the doctoral thesis, the Faculty Council, at the proposal of the Council of doctoral studies, decides to adopt the modified title of the doctoral thesis.

**Doctoral thesis
Article 19**

- (1) The doctoral thesis is an original and independent scientific work, and in terms of the research methodology and the degree of scientific contribution it is suitable for determining the doctoral student's ability to act as an independent researcher.
- (2) The doctoral thesis is prepared under the supervision of the mentor / co-mentor. It is a public document and it can be published subsequently.
- (3) The doctoral thesis may be submitted for evaluation and accepted for the defence as traditional (monograph-style) doctoral thesis or doctoral thesis based on published scientific papers (Scandinavian model).
- (4) Production and design of the doctoral thesis is prescribed by the Rulebook on the production and design of doctoral theses and the Guidelines for the production and design of the doctoral theses at the University of Rijeka.
- (5) The doctoral thesis is written in Croatian or English language and/or in another foreign world language, which was previously approved by the Faculty Council based on the doctoral student's written request. If the doctoral thesis is written in the Croatian language, an extended abstract in English should be written. If the doctoral thesis is written in English, an extended summary in the Croatian language is written. If the doctoral thesis is written in another foreign language, extended abstracts in Croatian and English are written. An extended abstract should contain 9,000 to 12,000 characters including spaces.
- (6) The doctoral thesis can be printed one- or both sided.
- (7) Along with the bound doctoral thesis in printed form, it is obligatory to submit the electronic copy of the thesis in the format and on a medium prescribed by the Faculty, in accordance with the Rulebook on the production and design of doctoral theses of the University of Rijeka.

- (8) In the bound doctoral thesis a report on the authenticity verification of the student's work is enclosed, certified by a mentor.
- (9) Before printing the doctoral thesis it is necessary to make editing and proof reading, as evidence that spelling and grammar in doctoral thesis are correct and that it does not contain any typographical errors.

Thesis proposal application Article 20

(1) Student may submit a Thesis proposal application after passing all courses (core, compulsory and / or elective) enrolled in the first year of study and after a successful completion of the workshop Statistical methods in research work. The thesis proposal is submitted on the prescribed form (Thesis proposal application), which is an integral part of this Rulebook.

(2) The thesis proposal application according to the study programme includes:

1. Title of the thesis in Croatian and English
2. Explanation of the topic choice:
 - summary in Croatian and English language (up to 300 words)
 - defining the problem (subject) of the research (1000 to 1500 words)
 - review of previous theoretical and empirical studies on the subject of the research (1000 to 1500 words)
 - the purpose and objectives of the research (research and applicative) objectives (500 to 1000 words)
 - hypotheses of the research (basic hypothesis and auxiliary hypotheses) (500 to 1000 words)
 - methods of the scientific research (connecting and explaining the hypothesis and proving through the selected research methods) (500 to 1000 words)
 - expected scientific contribution and implementation of research results (up to 500 words)
 - outline of the content and a brief description of the structure (content) of the thesis (1000 to 1500 words)
 - plan of the thesis preparation and research implementation
 - bibliography of relevant literature
 - an estimate of the total cost of the proposed research
 - proposed sources of funding.
3. The CV in Europass format and the list of the own published papers (author, title, publisher, place and year of publication, number of pages)

(3) Along with the topic application it is obligatory to enclose:

- written approval of the mentor on the acceptance of mentoring and his accord with the topic application
- proposal of the mentor to appoint members of the Committee for the evaluation of the topic application

- doctoral student's statement that he has not applied for the doctoral thesis with an identical topic at any other university
- proof on successful completion of the workshop Statistical methods in research organized by the Faculty of Tourism and Hospitality Management.

Defence of the doctoral thesis proposal Article 21

- (1) The doctoral student elaborates in public and defends the doctoral thesis proposal before the Committee for the evaluation of the doctoral thesis proposal, mentor, Vice-dean for science or the Director of doctoral studies.
- (2) Committee for the evaluation of the doctoral thesis proposal has an odd number of members and at least three members with a scientific title and teaching position or with a scientific title who are recognized experts in the field of the thesis, whereby two members must be from the scientific branch to which the topic of the thesis belongs and one member has to be from another university or another scientific institution. The Committee shall be appointed by the Faculty Council proposed by the Council of doctoral studies.
- (3) The Committee shall, within three (3) months from the date of the submission of the application send a report to the Faculty Council with a proposal for the acceptance of the thesis proposal. The report of the Committee has to be submitted in a prescribed form (Evaluation of the doctoral thesis proposal), that is an integral part of this Rulebook.
- (4) Report of the Committee must contain:
 - the conclusion which specifies the assessment of the submitted doctoral thesis topic and the reasons for proposing such assessment
 - report of the public defence of the doctoral thesis proposal
 - the proposal to the Faculty Council and
 - date and signature of the members of the Committee.
- (5) On the occasion of the defence, the task of the student is to explain the elements of his thesis proposal as defined by Article 20 of this Rulebook.
- (6) Information on the place and time of the defence of the doctoral thesis proposal, information on the doctoral student and members of the Committee are publicly disclosed on the website of the Faculty, at least five (5) days prior to the public defence.
- (7) Public defence of the doctoral thesis proposal is run and concluded by the President of the Committee.
- (8) Faculty Council shall, within six months from the date of the submission of Thesis proposal make a decision about the application. On the proposal of the Committee for the evaluation of the doctoral thesis proposal the Faculty Council may request a doctoral student to amend his application. When the application is evaluated as negative after its amendment, the Faculty Council will decide on terminating the procedure for acquiring the doctoral degree and notify the doctoral student. The positive decision of the Committee shall be submitted to the Faculty

Council on a form which is a constituent part of this Rulebook (Decision on the approval of the thesis proposal).

Request for the evaluation of doctoral thesis

Article 22

- (1) The doctoral student submits the Request for the evaluation of the doctoral thesis according to the study programme after having passed all the exams at the postgraduate university studies (doctoral studies). The request is submitted to the Secretary of the university postgraduate studies (doctoral studies).
- (2) The request contains the following elements:
 - the prescribed form of the Request for the evaluation of the doctoral thesis that is a constituent part of this Rulebook,
 - mentor's written agreement on a form which is a constituent part of this Rulebook proving that the thesis satisfies the set criteria,
 - unbound copies of the doctoral thesis,
 - the CV in Europass format,
 - student book, i.e. appropriate student document.

Committee for the evaluation of the doctoral thesis

Article 23

- (1) The Committee for the evaluation of the doctoral thesis is appointed in accordance with the regulations of Article 21, paragraph 1 of this Rulebook.
- (2) The Committee from the above paragraph is appointed by the Faculty Council, proposed by the Council of doctoral studies
- (3) The mentor cannot be the President of the Committee for the evaluation of the doctoral thesis, but she/he can be a member of the Committee.
- (4) If the topic of the doctoral thesis belongs to an interdisciplinary field, one member of the Committee may be from another scientific area.

Evaluation of the doctoral thesis

Article 24

- (1) Committee for the evaluation of the doctoral thesis decides on the evaluation by a majority of votes. The Committee is obliged to submit the report on the evaluation of the doctoral thesis within three months of the receipt of the doctoral thesis at the latest.
- (2) The report of the Committee must contain a conclusion which explicitly states the original scientific contribution of the doctoral thesis. At the meeting of the Faculty Council the President of the Committee submits a short oral report explaining the achieved original scientific contribution of the doctoral thesis. The Report is submitted on the prescribed form (Report on the evaluation of the doctoral thesis), which is an integral part of this Rulebook.

- (3) Members of the Faculty Council receive a written report on the evaluation of the doctoral thesis with the invitation to the meeting.
- (4) If the Faculty Council considers that the report of the Committee for the evaluation of the doctoral thesis does not provide a solid basis for the decision on the evaluation of the doctoral thesis, the new members of the Committee can be elected and asked to submit separate reports, or a new Committee can be appointed and asked to reconsider and evaluate the doctoral thesis once again and submit a report.
- (5) On the proposal of the Committee for the evaluation of the doctoral thesis the Faculty Council may ask the doctoral student to amend the thesis. When the doctoral thesis is evaluated as negative after its amendment, the Faculty Council will decide to terminate the procedure for acquiring the doctoral degree and notify the student.
- (6) Upon acceptance of the positive evaluation of the doctoral thesis on the same meeting of the Faculty Council the Committee for the defence of the doctoral thesis is appointed. Members of the Committee for the evaluation of the doctoral thesis can also be at the members of the Committee for the defence of the doctoral thesis.

Defence of the doctoral thesis
Article 25

- (1) The doctoral student who has passed all the exams and met all the requirements of the postgraduate university studies (doctoral studies) can access the thesis defence.
- (2) The doctoral thesis must be available to the public at least 15 days before the defence.
- (3) The thesis defence must take place no later than within two months from the day when the Faculty Council accepted a positive evaluation of the doctoral thesis.
- (4) The Committee for the defence of the doctoral thesis determines the date and place of the thesis defence taking into account the suggestion of the mentor and student.
- (5) On the Faculty bulletin board the name and surname of the doctoral student is published, the title of the doctoral thesis, names of the members of the Committee for the defence, and time, date and place of the defence 8 days prior to the defence at the latest.
- (6) If the doctoral student without a reasonable excuse fails to defend the thesis within the deadline from the preceding paragraph, the Dean, upon the proposal of the Committee for the defence, terminates the procedure of acquiring the doctoral degree and notifies the student.
- (7) The doctoral thesis can be defended only once.
- (8) In case that the research results of the doctoral thesis include an innovation eligible for the protection of intellectual property rights, the Office for Technology Transfer at the University can be informed about it by the doctoral student and mentor. In this case, the doctoral student may, with the approval of the mentor, before submitting the doctoral thesis for evaluation, request that the submitted doctoral thesis is handled with secrecy until the public defence.

- (9) The Office for Technology Transfer conducts the procedure of the legal protection and commercialization of research results in accordance with the Regulations of the Office of Technology Transfer. In this case, the public defence may be postponed, with the approval of the doctoral candidate, to a maximum of one year from the date of the thesis submission for evaluation. The request for the postponement of the public debate shall be submitted on the prescribed form (Request for the postponement of the public debate) which is an integral part of this Rulebook. The confirmation of the Office of Technology Transfer should be enclosed to the request.

Defence protocol Article 26

- (1) The defence protocol is regulated by the prescribed form (Protocol and minutes of the thesis defence) which is an integral part of this Rulebook.
- (2) The President of the Committee opens the defence procedure, brings the information about the doctoral student, about the results of his studies and his papers and reads the justification of the evaluation results of the thesis.
- (3) After the report of the President of the Committee, the doctoral student presents the contents of the thesis and explains the conclusions.
- (4) Following the presentation of the doctoral student, the Committee members pose questions and make comments to the thesis, and may also request explanations concerning the thesis and its defence.
- (5) The doctoral student is required to answer the questions posed by committee members and other present persons and provide the requested explanations.
- (6) When the Committee determines that the subject of the defence was sufficiently debated, the President of the Committee reports that the defence is complete, and the Committee retires for deliberation and decision-making by voting.
- (7) At the time of the thesis defence minutes of the proceedings are taken. The person taking the minutes is appointed by the Faculty Council.
- (8) The defence of the doctoral thesis is public.

Result of the defence Article 27

- (1) Upon the completion of the thesis defence the Committee makes a decision on the result of the defence which may be:
- defended by the unanimous decision of the Committee,
 - defended by a majority vote of the Committee,
 - has not defended
- (2) The President of the Committee publicly proclaims the decision of the Committee.

Bound doctoral thesis
Article 28

- (1) After a successfully defended doctoral thesis the doctoral student fills in (adds) in the doctoral thesis the information sheet with the information about the author of the thesis and members of the committees, copy-editor (I. Author, II. Thesis, III. members of the Committee for the evaluation of the doctoral thesis and Committee for the defence of the doctoral thesis, signatures of the Committee members), and the date of defence.
- (2) Bound doctoral thesis is submitted to the Secretariat of the study programme in 9 copies by the doctoral student within 10 days before the defence.
- (3) The Secretariat delivers a copy of the doctoral thesis to the respective institutions in the Republic of Croatia.
- (4) One copy is submitted to the mentor and the library of the Faculty.
- (5) Along with the bound doctoral thesis in printed form, the libraries have to be submitted the electronic version of the thesis in the format and on a medium prescribed by the Senate of the University of Rijeka, except when this is not possible due to objective reasons.

Doctoral thesis with delayed publication
Article 29

- (1) When within the post-graduate university studies (doctoral studies) a research is carried out for the needs of the economy or in cooperation with a research centre in the economy sector, the Council of the study programme may exclude the public from the thesis defence and delay its publication in order to protect intellectual property for a maximum period of three years, i.e. until the public announcement of a patent application.
- (2) The doctoral thesis with delayed publication shall be defended before the Committee consisting of at least three members from the University. Members of the Committee shall sign a statement on the data confidentiality.

VII. ACADEMIC DEGREE OF DOCTOR OF SCIENCE

Acquiring the academic degree of Doctor of Science
Article 30

- (1) The doctoral student who has defended a doctoral thesis has acquired the academic degree Doctor of Science (Ph.D.) with an indication of the scientific area and field.

Diploma
Article 31

- (1) Based on the decision of the Committee for the defence of the doctoral thesis, the University of Rijeka issues a diploma of the acquired doctoral degree in the scientific area of social sciences, scientific field of economics.
- (2) The diploma is awarded by the Rector of the University of Rijeka at a graduation ceremony.

Withdrawal of doctoral degree
Article 32

- (1) The doctoral degree is withdrawn if it is found out that it has been obtained contrary to the prescribed conditions for its acquisition, in gross violation of the rules of study or on the basis of the doctoral thesis which is a plagiarism or falsification or has been obtained through a criminal act committed by the doctoral student.
- (2) Withdrawal of the doctoral degree has as a consequence the withdrawal of the degrees for whose acquisition a doctoral degree is a prerequisite.
- (3) The procedure for the withdrawal of the doctoral degree is carried out the by the Senate.
- (4) The procedure is initiated at the request of the Faculty Council.
- (5) The Senate appoints a Committee of five members who evaluate and consider the proposal of the withdrawal of the doctoral degree, out of which one member is from another university or research institution. The mentor cannot be a member of the Committee
- (6) The report of the Committee must contain a conclusion which explicitly states that the doctoral thesis is an appropriated scientific work or forgery or that it has been acquired through a criminal act committed by the doctoral student.
- (7) On the basis of the report provided by the Senate the Committee makes a decision.

Annulment of the diploma on doctoral degree
Article 33

- (1) In case that the Senate makes a decision on the withdrawal of a doctoral degree, the Rector will annul the diploma on doctoral degree.
- (2) The person whose doctoral degree has been withdrawn has to give back the diploma on doctoral degree to the University.
- (3) The diploma on doctoral degree is annulled by placing the annulment clause on it.
- (4) Decision on the withdrawal of a doctoral degree is entered in the University Book of Doctorates.

VIII. RIGHTS AND OBLIGATIONS OF STUDENTS

Contractual relations

Article 34

- (1) With the candidate who has obtained the right to enrol in the study full-time, an employment contract for the associate assistant position is concluded for a fixed period of time, in duration of maximum six years.
- (2) With the candidate who has obtained the right to enrol in the study part-time and who pays tuition fees by himself/herself the Contract on studying with payment, defining mutual rights and obligations, is concluded.

Rights and obligations of students

Article 35

- (1) The doctoral student has rights and obligations in accordance with positive regulations and acts of the University of Rijeka and of the Faculty.

Suspension of student's obligations

Article 36

- (1) The rights and obligations of doctoral students are suspended during pregnancy and maternity/parental leave, during a long disease, as well as in case of other justifiable reasons. Justifiability of these reasons is decided by the Dean on the basis of a request submitted by the student through the Office of Postgraduate and Doctoral Studies.
- (2) The doctoral student whose rights and obligations were suspended continues the study according to the study programme in force.
- (3) Exceptionally, the Director of studies can, during the suspension of student's obligations, approve taking exams or defending the doctoral topic application. The student will submit a written request, that will be explained, and also the documents proving its justifiability.

Continuation of the studies

Article 37

- (1) To the doctoral students who have interrupted their studies on one of the programmes of postgraduate university studies (doctoral studies) at the Faculty, the Council of Doctoral Studies can give the approval of the continuation of studies in accordance with the study programme.
- (2) The doctoral student who continues to study after the interruption is obliged to accept all the changes of the study programme incurred during the interruption and bear the costs of studies under the conditions of the call for enrolment applicable to the generation he continues to study with.

- (3) Based on the decision of the Director of doctoral studies the doctoral student from the preceding paragraph can be recognized all passed exams, completed courses and other performed study obligations identical to those according to the current programme.

Maximum duration of study
Article 38

- (1) The doctoral student who has enrolled in postgraduate studies (doctoral studies) in full-time loses the student status if he does not complete the studies within six years from the date of enrolment.
- (2) The doctoral student who has enrolled in postgraduate studies (doctoral studies) in part-time loses the student status if he does not complete the studies within ten years from the date of enrolment.

Loss of student status
Article 39

- (1) The doctoral student who is enrolled in postgraduate studies (doctoral studies) loses the student status:
- upon completion of the studies,
 - when he withdraws from the studies,
 - when the Faculty Council brings the decision on terminating the procedure of acquiring the doctoral degree,
 - when he does not complete the studies in due time,
 - when he violates the Code of Ethics.
- (2) The termination of the procedure for acquiring the doctoral degree is decided by the Faculty Council based on the opinions and suggestions of the Council of Doctoral Studies, in accordance with positive regulations and acts of the University of Rijeka and the Faculty.
- (3) The doctoral student loses the full time student status if he violates the obligations arising from the employment relationship.
- (4) In case when the doctoral student withdraws from the studies, he is not entitled to get a refund of the proportional part of the tuition fee paid at the beginning of the academic year in which he withdrew from the study, except in special cases, when the withdrawal was caused by health reasons and / or because of an extremely difficult financial situation.

Article 40

- (1) This article contains a list of forms that are provided for use pursuant to this Rulebook and which are an integral part thereof:

Ordinal number of the enclosure	Name
1.	Thesis proposal application
2.	Evaluation of the doctoral thesis proposal
3.	Decision on the approval of the thesis proposal
4.	Annual doctoral student's report
5.	Annual mentor's report
6.	Request for the change of the topic and / or mentor
7.	Request for the evaluation of the doctoral thesis
8.	Mentor's agreement
9.	Report on the authenticity verification of the doctoral student's thesis
10.	Request for the postponement of the public debate
11.	Report on the evaluation of the doctoral thesis
12.	Protocol and minutes of the thesis defence

IX. FINAL PROVISIONS

Article 41

- (1) With the entry into force of this Rulebook, the Rulebook on the postgraduate university doctoral studies at the Faculty of Tourism and Hospitality Management, University of Rijeka (CLASS: 003-05 / 12-01 / 09, ENTRY NO.: 2156-24-12-02-01) of December 22, 2012 ceases to be valid.

Article 42

This Rulebook shall enter into force eight days after its publication in the bulletin board or on the official website of the Faculty, and has been applied since the beginning of the academic year 2015/2016.

Dean

Dora Smolčić Jurdana, PhD, Full Prof.

Secretary Office of the Faculty of Tourism and Hospitality Management determined on 31st January 2017 the codified text of the Rulebook of postgraduate university studies (doctoral studies) at the Faculty of Tourism and Hospitality Management, which includes the Rulebook of postgraduate university studies (doctoral studies) at the Faculty of Tourism and Hospitality Management (CLASS: 003-05/15-01/04, ENTRY NO.: 2156-24-15-02-01) of 30th June 2015 and the Decision on amendments and supplements to the Rulebook of postgraduate university studies (doctoral studies) at the Faculty of Tourism and Hospitality Management of the University in Rijeka (CLASS: 003-05/15-01/04, ENTRY NO.: 2156-24-16-02-02) of 21st September 2016 in which their entry into force is stated.

CLASS: 003-05/15-01/04

ENTRY NUMBER: 2156-24-17-02-03

Opatija, 31 January 2017

Faculty Secretary

Maja Juračić, LL.M.