

University of Rijeka
FACULTY OF TOURISM AND HOSPITALITY MANAGEMENT

RULEBOOK ON DOCTORAL STUDY
AT THE FACULTY OF TOURISM AND HOSPITALITY MANAGEMENT
UNIVERSITY OF RIJEKA

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Contents

I. GENERAL PROVISIONS	1
II. ORGANISATION AND ESTABLISHMENT OF DOCTORAL STUDY	1
Establishment of doctoral study	1
Duration of study.....	1
III. DOCTORAL STUDY BODIES	1
Head of doctoral study.....	1
Council of doctoral study	2
Secretary of study.....	2
IV. STUDY PROGRAMME AND DOCTORAL STUDY POINT SYSTEM	3
Study Programme.....	3
Structure of study.....	3
Criteria for the assessment of knowledge, skills and competences acquired	3
ECTS rating scale.....	4
V. ENROLMENT IN STUDY	4
Public call for enrolment	4
Right to apply for the public call.....	4
Enrolment criteria	5
Guest students	5
Recognition of ECTS credits.....	6
Exemption from attending classes and taking exams	6
VI. MENTORING, APPLICATION OF THE TOPIC, DRAFTING AND DEFENCE OF DOCTORAL THESIS	7
Mentor, co-mentor, advisor	7
Student	8
Doctoral thesis.....	8
Report of doctoral thesis topic.....	9
Defence, assessment and approval of the application for the doctoral thesis topic.....	10
Change of doctoral thesis topic.....	11
Application for the assessment of doctoral thesis	11
Committee for the assessment of doctoral thesis	11
Assessment of doctoral thesis.....	12
Defence of doctoral thesis	12
Procedure of Defence.....	13
Decision of the Committee for the Defence of doctoral thesis	14
Binding and storage of doctoral thesis.....	14
VII. DOCTORAL DEGREE	14
Gaining a doctoral degree	14
Revocation of Doctorate in Science	15

Annulment of the doctoral degree in science	15
VIII. STUDENT RIGHTS AND OBLIGATIONS.....	15
Contractual relations.....	15
Student rights and obligations	16
Suspension of student obligations	16
Continuation of study.....	16
Duration of student status	16
Loss of student status.....	17
IX. FINAL PROVISIONS	17

ANNEXES:

- 1) List and assessment of elective scientific, teaching and professional activities
- 2) Proposal for a research topic
- 3) Annual report of the mentor
- 4) Annual report of the student
- 5) Student's comments on the mentor's report
- 6) Application for the doctoral thesis topic
- 7) Assessment of the doctoral thesis topic
- 8) Annex to the decision approving the doctoral thesis topic
- 9) Application for change of mentor
- 10) Request for a change of subject
- 11) Request for exclusion of the public from the defence of doctoral thesis and for postponement of public announcement
- 12) Application for the assessment of doctoral thesis
- 13) Consent of the mentor
- 14) Independent report of the panel member on the assessment of doctoral thesis
- 15) Joint Report of the Committee on the assessment of doctoral thesis

Pursuant to Article 62 Of the Act on higher Education and Scientific activity (OG 119/2022) and Article 9 Statute of the Faculty of Tourism and hospitality Management – consolidated text (CLASS: 602-02/23-02/03, REG.N.: 2156-18-23-02-03) of 7 December 2023, Faculty Council at its 19th session held on 8 November 2024

**RULEBOOK
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I. GENERAL PROVISIONS

Article 1

(1) This Rulebook regulates the organization and implementation of doctoral study and the procedure for obtaining an academic degree of doctoral degree at the Faculty of Tourism and Hospitality Management of the University of Rijeka (hereinafter: Faculty).

(2) Terms used in this Rulebook which have gender significance, whether used in the male or female genera, shall apply to all persons irrespective of their gender identity.

II. ORGANISATION AND ESTABLISHMENT OF DOCTORAL STUDY

Establishment of doctoral study

Article 2

(1) The Faculty shall establish and conduct a doctoral study as a study for obtaining the academic degree of Doctor of Science in accordance with positive legislation and general acts of the University of Rijeka and the Faculty.

(2) Doctoral study may be established independently, as joint study in cooperation with other Croatian or foreign higher education institutions and/or public research institutes, or as dual study with the completion of which the student obtains two degrees, with dual mentoring (cotutelle) compulsory.

(3) Initial accreditation of doctoral study programmes and its subsequent amendments shall be carried out in accordance with the regulations governing quality assurance in higher education and science and the Rulebook on the assessment of study programmes of the University of Rijeka.

Duration of study

Article 3

(1) A doctoral study lasts for at least 3 years, with the student obligated to complete the study no later than twice the duration of the study. The duration of the study shall not include the period of authorised standstill of rights and obligations.

(2) The doctoral study shall be conducted in accordance with the European credit transfer system (hereinafter referred to as ECTS).

(3) The doctoral study ends with fulfilment of all prescribed conditions, passing exams, fulfilling other study obligations, and drafting and publicly defending the doctoral thesis, thus acquiring a degree of doctoral degree in the field of social sciences.

III. DOCTORAL STUDY BODIES

Head of doctoral study

Article 4

(1) The head of the doctoral study shall be appointed by the Dean from among the teachers who hold the courses in a particular doctoral study.

(2) Head of doctoral study:

- participates in preparations relating to the establishment, start-up and operation of study
- takes care of the preparation and implementation of study programmes

- if necessary, initiate the innovation of study programmes
- participates in preparing material for Faculty Council sessions when the study is discussed by the Council
- takes care of the implementation of decisions and conclusions of the Faculty Council regarding the study
- he/she helps students to choose mentors.

Council of doctoral study

Article 5

(1) For each doctoral study, a Council of doctoral study shall be established. The Council of doctoral study is the body responsible for conducting the doctoral study and improving its quality.

(2) The Council of Doctoral study consists of: Dean, Head of doctoral study, Vice-Dean for Scientific and Professional activity, holders of basic and compulsory courses. The Secretary of doctoral study and the Professional Advisor for postgraduate study participate in the Council of doctoral study without the right to vote.

(3) The Council of doctoral study proposes to the Faculty Council:

- modification of existing study programmes
- conditions for enrolment in study
- call for applications for the enrolment of students
- appointment of mentors and co-mentors
- consideration and acceptance of Committee reports
- the suspension of the procedure for obtaining a doctoral degree.

(4) The Council of doctoral study shall propose to the Faculty Council members of the following committees:

- Committee for enrolment in doctoral study
- Committee for the assessment of the application for the doctoral thesis topic
- Committee for the assessment of doctoral thesis
- Committee for the Defence of doctoral thesis
- The Committee for the assessment of proposals for the revocation of doctoral degrees in science.

(5) The Council of doctoral study performs self-assessment every year on the basis of the annual reports of mentors and students, and submits it to the Faculty Council on the form Annual activity Report (Annex 19 of the Rulebook).

(6) The Council of doctoral study performs other tasks entrusted to it by the Dean or the Faculty Council.

(7) On the basis of the submitted request, the Council of doctoral study may issue opinions and instructions for the purpose of interpreting this Rulebook, which will be published publicly on the official website of the Faculty. The opinion and/or instruction shall have a binding effect on all stakeholders in the process of obtaining a doctorate in science and shall cease to be valid if the circumstances on the basis of which the opinion was issued have changed.

(8) The Council of doctoral study shall be convened and chaired by the Dean of the Faculty.

Secretary of study

Article 6

(1) The Secretary of the doctoral study shall be appointed by the Dean from among the employees of the Faculty in a scientific-teaching or collaborative workplace.

(2) The Secretary of study shall:

- participate in preparing material for meetings of the Council of doctoral study and the Faculty Council when discussing the study
- keep the minutes of the doctoral study Council meetings
- care for the implementation of decisions and conclusions of the Council of doctoral study and the Faculty Council in relation to study
- inform teachers about the timetable and care of regular teaching
- organize and attends the process of defence of applications for topics, doctoral papers and promotion of doctors of science.

IV. STUDY PROGRAMME AND DOCTORAL STUDY POINT SYSTEM

Study Programme Article 7

- (1) The study programme shall be conducted in the Croatian language and/or in the language in which it is accredited.
- (2) The study programme shall be established with basic, compulsory and elective courses, compulsory and elective scientific, teaching and professional activities, and shall end with the preparation and defence of doctoral thesis, collecting at least 180 ECTS.

Structure of study Article 8

Structure of study activities:

1. Taking basic, compulsory and elective courses prescribed by a particular doctoral study programme, which generates at least 30 ECTS credits.
2. Other elective activities covering various forms of teaching and transfer of knowledge, presentation of scientific results at domestic and international scientific meetings, writing of scientific papers, etc., which ranges from at least 10 ECTS credits up to a maximum of 60 ECTS credits.
3. Stay at other national or foreign university or scientific institutions for a period of at least three months or corresponding study activities encouraging internationalisation of research, thereby obtaining at least 20 and at most 25 ECTS credits.
4. Carrying out scientific research under supervision and with the professional assistance of a mentor or co-mentor, which results in the preparation and defence of a doctoral thesis, thus acquiring 90 ECTS credits.

Criteria for the assessment of knowledge, skills and competences acquired Article 9

- (1) The development of criteria for the assessment of acquired knowledge, skills and competences (learning outcomes) within a particular programme content of a doctoral study shall be based on:

1. Taking basic, compulsory and elective courses:

1.	Taking all basic and compulsory courses	15 – 20 ECTS
2.	Taking the elective courses at the Faculty	10 – 35 ECTS
3.	Taking a course at another higher education institution 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.	Compulsory scientific activities (according to study programme)	5 – 15 ECTS
2.	Elective scientific, teaching and professional activities	25 – 50 ECTS

3. Preparation of the doctoral thesis:

1.	Preparation of the application for the doctoral thesis topic	15 ECTS
2.	Defence reports of doctoral thesis topics	25 ECTS
3.	Final drafting and defence of doctoral thesis	50 ECTS

- (2) The list and assessment of elective scientific, teaching and professional activities are described in Annex 1 of this Rulebook and form an integral part thereof.

ECTS rating scale

Article 10

(1) Percentage of acquired knowledge, skills and competences (learning outcomes) of the student shall be expressed by ECTS rating scale as follows:

ECTS grade	% of adoption, knowledge of skills and competences	Numerical grade
A	90,0 – 100%	Excellent (5)
B	80,0 – 89,9%	Very good (4)
C	70,0 – 79,9%	Good (3)
D	60,0 – 69,9%	Sufficient (2)
F	0,0 – 59,9%	Insufficient (1)

(1) The minimum percentage of knowledge, skills and competences (learning outcomes) acquired by a student is 60%.

V. ENROLMENT IN STUDY

Public call for enrolment

Article 11

(1) Enrolment in doctoral study is carried out on the basis of a public call published by the Faculty Council, usually two (2) months before starting classes.

(2) The public call shall be published in the daily press, on the EURAXESS portal and on the website of the study promoter.

(3) The public call shall contain: information on the conditions of enrolment, the number of vacancies, the documents accompanying the application, the evidence of adequate prior education, the costs of study, the time limits for enrolment and the specific conditions to be met by the applicants. The enrolment quotas shall be fixed by the Faculty Council and, on a proposal from the Council of doctoral study.

(4) The study Council shall take a final decision on the conduct of the doctoral study for which a public call has been launched if it has a sufficient number of candidates eligible for enrolment.

Right to apply for the public call

Article 12

(1) The applicant shall submit an application for enrolment to study until the date specified in the call.

(2) In the application, the applicant must indicate whether it intends to enrol the study in full-time status (study as part of a full curriculum) or in part-time status (study as part of a full or adjusted curriculum).

(3) In the application for the competition, the applicant shall enclose the documents stipulated in the call.

(4) The procedure for the selection of candidates for enrolment is carried out by the Committee for enrolment in doctoral study appointed by the Faculty Council on the proposal of the Council of doctoral study.

(5) The application may be submitted by persons who:

- completed university graduate study in the field of social sciences, Economics (with 300 ECTS credits including undergraduate study)
- completed integrated undergraduate and graduate study in social sciences, Economics (with 300 ECTS credits)
- completed four-year university undergraduate study in the field of social sciences, the field of economics in accordance with the regulations in force before the entry into force of the Act on Scientific activity and higher Education (NN 123/03, 198/03, 105/04, 174/04, 02/07, 46/07, 45/09, 63/11, 94/13, 139/13, 101/14, 60/15, 131/17).

(6) If the doctoral study programme so provides, candidates who have completed the relevant levels of study referred to in paragraph 5 of this Article, but not from the scientific field of social sciences, the field of Economics, shall also have the right to apply for the public call, provided that they successfully pass the distinctive courses listed as a condition in a particular study programme.

Enrolment criteria

Article 13

(1) A doctoral study may be enrolled by a person who has an appropriate prior economic, or in accordance with the study programme, other education, an average of 3.6 or higher and a recommendation from at least one (1) university teacher.

(2) Applicants with an average grade below 3.6 may enrol only with written recommendations from at least two (2) university teachers, but only if they possess other professional and scientific references.

(3) Foreign nationals may enrol in study under the same conditions as Croatian citizens in accordance with the decision of the Faculty. The enrolment documents must also be accompanied by a decision on the recognition of foreign higher education qualifications for the purpose of continuing higher education in the Republic of Croatia (academic recognition) issued by the Centre for postgraduate study of recognition of Foreign higher Education qualifications and periods of study at the University of Rijeka.

(4) The right to enrol in study shall be acquired by the applicant in accordance with the conditions and criteria laid down in the public call.

(5) One of the prerequisites for enrolling in the study is good knowledge of English language and IT skills.

(6) When enrolling, the applicant must submit a proposal for a research topic in Croatian and English.

(7) If the number of applicants eligible for enrolment exceeds the capacity of the study body, the right to enrol in the study shall lie with the applicants who have achieved a better result in the qualification process.

Article 14

(1) The Committee for enrolment in doctoral study determines whether the applicant meets the requirements for enrolment in doctoral study.

(2) Applicants shall be ranked on the basis of the following criteria (maximum 100 points):

- average first and second level study success (weighted average score, maximum 50 points)
- employment at a scientific-teaching or scientific institution (10 points)
- published scientific papers in scientific publications cited in databases according to the current criteria of the Rulebook on conditions for appointment to Scientific grades, whereby the thesis of category a1 is scored by 10 points and the thesis of category a2 and/or a3 by 5 points (maximum 10 points in total)
- awards or prizes (national or international level) for scientific or professional activities (10 points)
- interview of the enrolment committee with the applicant on the expected scientific contribution of the research topic, on the basis of which the qualifications of the applicant and the realities of the expected scientific contribution of the doctoral thesis are assessed, the possibility of providing mentors and the knowledge of English. This criterion is elimination. (max. 20 points).

(3) Applicants who do not exceed the minimum threshold of 35 points cannot qualify for a doctoral degree.

(4) The candidates shall be informed in writing of the Committee's decision or the results of the call within 14 days of the interview.

Guest students

Article 15

Based on previously concluded agreements (Erasmus, Erasmus +, CEEPUS and other bilateral agreements) between the University or the Faculty and other domestic or foreign higher education institutions, doctoral students/guest students and doctoral students can stay in study for research purposes.

Recognition of ECTS credits

Article 16

Students of doctoral study are credited with a number of ECTS credits acquired in previous education.

1. Students, who completed an appropriate postgraduate **Master's degree** in Economics, are **credited with 80 ECTS credits** (within a possible 180), which also means the release from part of teaching and other obligations. The student **achieves** the missing points as follows:

1.	Publication of a scientific paper which according to the Rulebook on conditions for appointment to scientific grades is classified as category a1 or a2 (up to a maximum of 3 authors) ¹	5 ECTS
2.	One basic/compulsory course as decided by the Council of doctoral study	5 ECTS
3.	Preparation of the application for the doctoral thesis topic	15 ECTS
4.	Defence reports of doctoral thesis topics	25 ECTS
5.	Final drafting and defence of doctoral thesis	50 ECTS

- 1 The topic of scientific thesis must be related to the area and topic of research within the framethesis of doctoral thesis. The paper must be published after enrolment in doctoral study, and the student must mention the Faculty's affiliation (as the only or as an additional affiliation). This scientific paper cannot be part of a doctoral thesis based on published scientific papers (the so-called Scandinavian model). The scientific thesis may also be recognised on the basis of a confirmation by the editorial board of acceptance of the thesis for publication.

2. Students who have **until the completion of an appropriate postgraduate master's degree** in the field of Economics **remained** only the creation and defence of their master's thesis, **60 ECTS** (within a possible 180) are recognised, which also means the release from some teaching and other obligations. The student **achieves** the missing points as follows:

1.	Compulsory scientific activities (all compulsory activities, in accordance with the study programme)	5 - 15 ECTS
2.	One core/compulsory College as decided by the Council of doctoral study	5 ECTS
3.	Basic/compulsory or elective colleges or elective scientific, teaching and professional activities (in accordance with the study programme)	10-20 ECTS
4.	Preparation of the application for the doctoral thesis topic	15 ECTS
5.	Defence reports doctoral thesis topics	25 ECTS
6.	Final drafting and defence of doctoral thesis	50 ECTS

3. Students who have completed an appropriate **postgraduate university specialist study** in the field of Economics are **credited with 50 ECTS** (within a possible 180), which also means the release from part of teaching and other obligations. 50 ECTS shall **be recognised** under the study programme as follows:

1.	Elective courses	15 ECTS
2.	Elective scientific, teaching and professional activities	35 ECTS

4. Students, **who have until the completion of** an appropriate postgraduate university **specialist** study in the field of economics **remained only the creation and defence of specialist thesis, are credited with 35 ECTS** (within a possible 180), which also means the release from the thesis of teaching and other obligations. 35 ECTS shall **be recognised** under the study programme as follows:

1.	Elective courses	15 ECTS
2.	Elective scientific, teaching and professional activities	20 ECTS

Exemption from attending classes and taking exams

Article 17

(1) A student may be exempted from attending classes and taking exams if, cumulatively prior to enrolment in doctoral study, he/she has met the following conditions:

- published at least three (3) a1 of thesis in which the first author or one of three authors is in scientific or scientific-professional journals, according to the Classification of the Rulebook on conditions for appointment to Scientific grades, which are thematically related to the study programme of his/her doctoral study
- who, as a researcher, has spent at least one (1) semester as a graduate student at a domestic or foreign university or scientific institution other than the institution of the study-holder or the home institution of employment
- and actively participated in at least two (2) international scientific meetings.

(2) The decision on the exemption from attending classes and taking exams is adopted by the Council of doctoral study, based on the opinion of the body of the Faculty for the recognition of prior learning.

VI. MENTORING, APPLICATION OF THE TOPIC, DRAFTING AND DEFENCE OF DOCTORAL THESIS

Mentor, co-mentor, advisor

Article 18

(1) A student of a doctoral study shall be appointed at the latest 60 days after enrolment, a mentor shall be appointed, and if a co-mentor is required, and an advisor may be appointed from among the teachers of the study body who conducts the student until the appointment of the mentor, taking into account the student's wishes if possible.

(2) A mentor/co-mentor or advisor shall meet the minimum criteria for selecting a mentor/co-mentor at the doctoral study of the University of Rijeka.

(3) A person may be appointed as a mentor and co-mentor or advisor in a scientific-teaching workplace or scientific profession in the scientific field of social sciences, the field of economics.

(4) A person may be appointed as a mentor or co-mentor outside the ranks of the teacher of the study body. If the mentor is not an employee of the University of Rijeka, the doctoral student must be awarded a co-mentor from the Faculty of Tourism and Hospitality Management.

(5) If the topic of the doctoral thesis is interdisciplinary, a person from other scientific fields may be chosen as a co-mentor.

(6) On a proposal from the Council of doctoral study, mentors, co-mentors and advisors shall be appointed by decision of the Faculty Council.

(7) The mentor and the co-mentor or advisor shall assist the student in the design of the doctoral study programme, send the student to the literature and in the application of appropriate scientific and research methods, assist the student in the choice of topics, draw up the doctoral study paper and assess his progress in scientific research.

(8) A mentor and a co-mentor may at the same time lead up to three (3) students, except in exceptional cases, by decision of the Council of PhD students, up to six (6) students.

(9) The mentor and co-mentor or advisor shall submit at least once a year a report on the student's thesis to the Council of doctoral study on the prescribed form Annual Report of the mentor (Annex 3 of the Rulebook), which is attached to this Rulebook and is an integral part of it.

(10) A teacher who retired after he was appointed and who, under his mentorship, submitted and defended a topic application, with the student's prior consent and the positive opinion of the Council of doctoral study on his mentoring, can be a mentor until the defence of his doctoral thesis. In this case, a student shall be appointed, on a proposal from the Council of doctoral study, a co-mentor from among the teachers of the study body, no later than 60 days after the date on which the appointed mentor retires.

(11) If a student fails to submit a report on the doctoral thesis topic for two consecutive years or to enrol in continuing study, this mentoring will not be included in active mentoring. If a student subsequently applies for the continuation of study, and the Council of doctoral study approves his application and adopts a decision approving the continuation of study and the procedure for obtaining a doctoral degree, the same decision will propose to activate mentoring of a previously appointed mentor depending on the quota allowed for mentoring or propose the appointment of another mentor.

Student
Article 19

- (1) By concluding an education contract, i.e. enrolment in a doctoral study, the applicant acquires the status of a student at a doctoral study.
- (2) At least once a year a student submits a report on his/her thesis to the Council of doctoral study on the prescribed form Annual Report of a student (Annex 4 of the Rulebook), which is attached to this Rulebook and is an integral part of it.
- (3) A student has the right to change mentor and/or co-mentors once during the course of the study by written and reasoned request with the statement of the head of study programme and the approval of the new mentor on the prescribed form application for change of mentor (Annex 9 of the Rulebook), which is attached to this Rulebook and is an integral part of it.
- (4) A student has the right to change the topic once during the study by written request with the explanation of the mentor and the consent of the head of study programme on the prescribed form request for change of the course (Annex 10 of the Rulebook), which is attached to this Rulebook and is an integral part of it. The approved change shall be carried out according to the same procedure as in the first acceptance of the doctoral thesis topic. Exceptionally, if it is only a minor modification of the title of doctoral thesis, the Faculty Council, on the proposal of the Council of doctoral study, decides on the adoption of the modified title of doctoral thesis.

Presentation of progress
Article 20

- (1) The student shall once a year publicly present the research progress within the approved doctoral thesis topic in front of the mentor, co-mentor, Dean for Scientific and Professional activities and/or head and study secretary.
- (2) For the first time, the student publicly presents progress in research within the approved doctoral thesis topic with a minimum period of 12 months from the defence of the application of the doctoral thesis topic.

Doctoral thesis
Article 21

- (1) The doctoral paper is an original and independent scientific paper, and according to the methodology of processing and the degree of contribution of science, it is appropriate for determining the student's ability to conduct research as a scientist.
- (2) Doctoral thesis is done under the supervision of a mentor/co-mentor.
- (3) The doctoral thesis is public.
- (4) The preparation and equipping of doctoral papers is prescribed by the Instructions for the preparation and equipping of doctoral thesis at the University of Rijeka and the instructions of the Faculty.
- (5) The doctoral thesis is written in Croatian or English and/or in another foreign world language, previously approved by the Faculty Council to the student, based on his/her written request. If the doctoral thesis is written in Croatian, an extended summary is written in English. If the doctoral thesis is written in English, an extended abstract is written in Croatian. If the doctoral thesis is written in another foreign language, extended abstracts are written in Croatian and English. The extended abstract must contain between 9,000 and 12,000 characters, including spaces.
- (6) Doctoral thesis may be printed either unilaterally or bilaterally.
- (7) In addition to the related doctoral thesis in printed form, an electronic version of the thesis in the format and medium prescribed by the Faculty shall be submitted, in accordance with the instructions for drawing up and equipping doctoral thesis of the University of Rijeka.
- (8) The student also encloses a report on the verification of the authenticity of the student's thesis, certified by the mentor.
- (9) Before printing the doctoral thesis, a proofreading and correction shall be carried out, as proof that the doctoral thesis is grammatically and spellily correct and does not contain printing errors.

Forms of doctoral thesis

Article 22

(1) Forms of doctoral thesis are:

1. **Monograph**, traditional doctoral thesis,
2. Doctoral thesis based on published scientific papers (**Scandinavian model**).

(2) Doctoral thesis based on published scientific papers (**Scandinavian model**) is a set of thematically related published scientific papers accompanied by a critical review chapter, discussion, conclusion and review of relevant literature. Scientific papers must be published after enrolment in postgraduate university doctoral study.

(3) Doctoral thesis based on published scientific papers (Scandinavian model) must meet the following requirements:

- contains a minimum of 3 (three) scientific papers published in scientific journals, for which the doctoral student is the sole author or first author, where the co-author of the (i) can only be a mentor (and/or a commentary),
- one of these three thesiss may be accepted for publication by the editorial board, which shall be accompanied by an appropriate certificate,
- published or accepted publications must be indexed in the WoSCC or Scopus base, at least one of which is in a journal classified according to the echo factor in the first or second quartile (Q1 or Q2),
- any thesis, except on specific grounds, can only qualify as one doctoral student,
- all thesiss must have a clear affiliation of the Faculty,
- the thesiss must not be published in publishing journals or co-publishing between the study holder and the home institution of employment,
- no more than one paper can be published in journals in the Republic of Croatia.

(4) The student reports the form of doctoral thesis when applying for the doctoral thesis topic. A change in the form of doctoral thesis is possible only once during the course of the study.

Report of doctoral thesis topic

Article 23

(1) A student may apply for the doctoral thesis topic after passing all the basic, compulsory and elective courses he has enrolled in the first year of his/her study.

(2) The topic of doctoral study is submitted on the prescribed form application for the topic of doctoral study (Annex 6 of the Rulebook), which is an integral part of this Rulebook.

(3) The submission of the topic (draft research) of doctoral thesis, in accordance with the study programme, contains:

1. Title of thesis in Croatian and English.
2. Justification of the topic:
 - abstract in Croatian and English
 - overview of previous research
 - research goals
 - defining research issues
 - research hypotheses (basic and auxiliary)
 - scientific research methods
 - research timeframe (Gantt chart)
 - bibliography of relevant papers
 - expected scientific contribution
 - indicative content and brief description of the structure of doctoral thesis
 - application of research results
 - estimate of total costs of the proposed research
 - decision of the Ethics Committee approving the research proposal (if applicable)

3. Nominated mentor/co-mentor's agreement with topic reporting
4. A statement by the student that he/she did not apply for a doctorate with an identical topic at any other university

(4) In addition to submitting a topic, the student must submit:

- His/her *Europass* curriculum vitae and a list of his/her own published papers,
- Proposal of the mentor on appointment of members of the Committee for assessment and Defence of the doctoral thesis topic.

(5) The application for the doctoral thesis topic and the annexes shall be submitted through the Office of the Centre for postgraduate study printed on paper or in electronic form.

Defence, assessment and approval of the application for the doctoral thesis topic

Article 24

(1) The student publicly justifies and defends the application of the doctoral thesis topic before the Committee for assessment and Defence of the doctoral thesis topic, the mentor, the Dean for Scientific and Professional activities and/or the head of study programme.

(2) The Committee for assessment and Defence of the doctoral thesis topic has an odd number, at least three members in a scientific and teaching position (scientific title) or chosen as a title teacher or a title scientist who are recognized scientists in the field from which the application is the doctoral thesis topic, two members of which must be from the same branch from which the student writes the doctoral thesis, and at least one member must be from a university or scientific institution outside the composition of the University.

(3) The Committee shall be appointed by the Faculty Council on a proposal from the Council of doctoral study.

(4) Mentor and commentary cannot be members of the Commission.

(5) The Committee shall submit to the Faculty Council, within one month of the date of public defence, a joint report with a proposal for accepting the doctoral thesis topic and submit it to the Council of doctoral study for note. The Report of the Committee is submitted on the prescribed form assessment of the doctoral thesis topic (Annex 7 of the Rulebook).

(6) The report of the Committee shall contain:

- general information on the student and mentor and, if appointed, the commentary
- title of the proposed doctoral thesis topic,
- report from the public Defence of the doctoral thesis topic containing an assessment of the proposed doctoral thesis topic,
- opinion and proposal to the Council of doctoral study
- date of adoption of the assessment and signature by all members of the Commission.

(7) The student's task is to explain during the defence the elements of the application of his/her topics referred to in Article 23 of this Rulebook.

(8) Data on the time and place of defence of the topic application, data on the student and members of the Committee are publicly published on the Faculty's website, no later than three (3) days before the public defence of the topic application.

(9) With the approval of the Council of doctoral study, the public defence of the doctoral thesis topic can also be implemented through online means of real-time communication (netthesis platforms for remote access).

(10) The public defence of the application for the doctoral thesis topic is led and concluded by the Chairman of the Commission.

(11) If the Committee for assessment and Defence of the doctoral thesis topic negatively assesses the doctoral thesis topic, the Council of doctoral study will propose to the Faculty Council a decision to refer the topic to the revision or rejection of the topic. The student shall be prescribed an appropriate deadline for his or her finishing

which shall not exceed 3 (three) months from the date of the decision on the submission of the doctoral thesis topic. The student must again submit, through the Centre for postgraduate study, an elaborated application of the subject to the appointed Committee and rejoin the public defence of the elaborated doctoral thesis topic. If the Committee negatively assesses the subject of doctoral thesis after its finishing has been requested, the Faculty Council will, on the proposal of the Council of doctoral study, propose a decision on the suspension of the procedure for obtaining a doctorate in science or the exclusion of a student from a doctoral study. The Council of doctoral study shall take the decision referred to in this paragraph within two months of the date of submission of the report containing the opinion and proposal of the Committee.

(12) When the Committee for assessment and Defence of the doctoral thesis topic issues a positive assessment or determines that the proposed topic enables the preparation of original scientific thesis in accordance with internationally accepted standards of doctoral quality and that the candidate is capable of achieving the stated goal, the Council of doctoral study will propose to the Faculty Council a decision on accepting the report of the Committee and approving the doctoral thesis topic. That decision shall be accompanied by an Annex containing all information on the doctoral student, mentor/commentary and approved doctoral thesis topic, on the form Annex to the decision approving the doctoral thesis topic (Annex 8 of the Rulebook).

(13) The Faculty Council shall, within two months from the date of submission of the report and proposal of the Committee for the assessment of the application of the doctoral thesis topic, decide on the acceptance or rejection of the topic.

Change of doctoral thesis topic

Article 25

(1) A student has the right to change the topic of doctoral thesis once during his or her study. The application for a change of subject shall submit on the form a request for a change of topic (Annex 10 of the Rulebook) and shall be accompanied by a new application form for a doctoral thesis topic (Annex 6 of the Rulebook).

(2) If the Council of doctoral study considers that the request for a change of topic matter is justified, it shall propose to the Faculty Council the appointment of the Committee for assessment and Defence of the doctoral thesis topic, and carry out further procedure in accordance with Article 24 of this Rulebook.

Application for the assessment of doctoral thesis

Article 26

(1) After the completion of all study obligations at the doctoral study, the student applies for the assessment of doctoral thesis.

(2) The application shall be submitted to the Secretary of doctoral study through the Centre for postgraduate study in writing or electronically with the accompanying documentation.

(3) The application for assessment shall contain

- completed prescribed form application for the assessment of doctoral thesis (Annex 12 of the Rulebook),
- written consent of the mentor that the thesis meets the criteria of doctoral thesis on the mentor's consent form (13, Rulebook)
- spiral-bound copies of doctoral thesis (for each member of the Committee and one copy for the Centre for postgraduate study)
- brief abstract of doctoral thesis in English (20-30 lines)
- Report on the verification of the authenticity of student thesis carried out
- CV in *Europass* format.

Committee for the assessment of doctoral thesis

Article 27

(1) The Committee for the assessment of doctoral thesis shall be appointed in accordance with the provisions of Article 24 paragraph 2 of this Rulebook. Mentor and co-mentor cannot be members of the Committee. Members of the Committee for assessment and Defence of the doctoral thesis topic can be members of the Committee for assessment of doctoral thesis. The appointment of the members of the Committee should take into account the avoidance of conflicts of interest and, if possible, gender equality.

(2) The Committee referred to in the paragraph above shall be appointed by the Faculty Council, on a proposal from the Council of doctoral study.

(3) If the subject of the doctoral thesis refers to an interdisciplinary field, one member of the Committee may be from another scientific field.

Assessment of doctoral thesis

Article 28

(1) The Committee for the assessment of doctoral thesis shall decide on the assessment of the thesis by a majority vote. Each member of the Committee draws up an independent report on the self-standing Report of the member of the Committee on the assessment of doctoral thesis (Annex 14 of the Rulebook). The Chair of the Commission shall draw up a joint report on the assessment of doctoral thesis and submit it to the Faculty Council for further action, and to the Council of doctoral study for note, no later than two (2) months from the date of the decision on the appointment of the Committee for the assessment of doctoral thesis.

(2) The Joint Report of the Committee on the assessment of doctoral thesis (Annex 15 of the Rulebook) shall be accompanied by independent reports of each member of the Committee. The Joint Report of the Committee shall contain a conclusion stating explicitly the original scientific contribution of the doctoral thesis.

(3) Members of the Faculty Council receive the Joint Report of the Committee on the assessment of doctoral thesis (Annex 15 of the Rulebook). At a session of the Faculty Council, the Chairman of the Commission or, in the event of his being prevented, a member of the Committee or the head of study programme shall submit a short oral report explaining the achieved original scientific contribution of the doctoral thesis. If the Faculty Council considers that the report of the Committee for the assessment of doctoral thesis does not provide a secure basis for making a decision on the assessment of doctoral thesis, it may select new members to the Committee and request that they submit separate reports or appoint a new Commission and request that it reconsider and evaluate the doctoral thesis and submit a report.

(4) Upon the proposal of the Committee for the assessment of doctoral thesis, the Faculty Council may request the student to complete the doctoral thesis within an appropriate period which may not exceed three (3) months from the date of the decision on secondment. When taking this decision, the Council of doctoral study shall take into account the previously obtained observations of the mentor which the mentor is required to submit within eight (8) from the date on which the assessment of the Commission was submitted to him. (5) When the Committee negatively assesses the doctoral thesis after its completion has been requested, the Faculty Council will decide to reject the doctoral thesis and exclude the student from the doctoral study.

(6) When the Faculty Council accepts a positive assessment of doctoral thesis generally at the same session, according to the proposal of the Council of doctoral study, it shall appoint the Committee for the Defence of doctoral thesis, the registrar, the date, place and time of defence, and any use of netthesis means of communication in real time, taking into account the proposal of the mentor and the student. Members of the Committee for the assessment of doctoral thesis may also be members of the Defence Committee. Mentor and commentary cannot be members of the Committee for the Defence of doctoral thesis.

Defence of doctoral thesis

Article 29

(1) The defence of doctoral thesis may be accessed by a student who passed all the exams and fulfilled all the obligations of the doctoral study, after the Faculty Council accepted the positive assessment of the Committee for the assessment of doctoral study.

(2) The Committee for the Defence of doctoral thesis shall be appointed in accordance with the provisions of Article 24 paragraph 2 of this Rulebook. Members of the Committee for the assessment of doctoral thesis can be members of the Committee for the Defence of doctoral thesis. Mentor and co-mentor cannot be members of the Commission. The appointment of the members of the Committee should take into account the avoidance of conflicts of interest and gender equality.

(3) After the Faculty Council accepts the positive assessment of the Committee for the assessment of doctoral thesis, the evaluated doctoral thesis is published in its entirety on the website and is available to the public at least 30 days before the day of public defence.

- (4) The defence of doctoral thesis must be held no later than 2 months from the date on which the Faculty Council accepted a positive assessment of doctoral thesis.
- (5) At least eight (8) days before the day of public defence of doctoral thesis on the Faculty website, the name and surname of the student who will publicly defend his doctoral thesis, title of doctoral thesis, data on the mentor and commentary if appointed, composition of the Committee for Defence of doctoral thesis, and time, day, hour and place of defence must be published.
- (6) The defence of doctoral thesis is public. It is usually held in the premises of the Faculty and usually in the language in which the doctoral thesis was written. With the approval of the Faculty Council, the public defence of doctoral thesis can also be carried out through online means of real-time communication (online remote access platforms) or for justified reasons allow a member of the Commission to access public defence via remote access platforms.
- (7) If a student fails to accede to public defences without due cause within the prescribed time limit, the Dean shall, on the proposal of the appointed Committee for the Defence of doctoral thesis and the Council of doctoral study, decide to suspend the procedure for obtaining a doctorate in science and exclude a student from a doctoral degree.
- (8) Doctoral thesis can only be defended once.

**Doctoral thesis with an element of eligibility for the protection of intellectual property rights
and with the delayed release**

Article 30

- (1) If the results of the doctoral research include an innovation suitable for the protection of intellectual property rights, the student and the mentor may report this to the Centre for Innovation initiatives of the University. In such a case, the student may, with the agreement of the mentor, request, prior to submitting the application for the assessment of doctoral thesis, that the submitted doctoral thesis be handled in secret until the moment of public defence.
- (2) If research is carried out for the needs of the economy or in cooperation with the research centre in the economy or for the needs and/or in cooperation with state institutions in charge of defence and security, upon request of the student, the Faculty Council, upon proposal of the Council of doctoral study, may exclude the public from the defence of doctoral thesis for the purpose of intellectual property protection or postpone the public defence of doctoral thesis for a maximum period of three (3) years.
- (3) The request for expulsion of the public or postponement of the public hearing is submitted on the prescribed form the request for expulsion of the public from the defence of doctoral thesis and for postponement of public publication (Annex 11 of the Rulebook). The application should be accompanied by a certificate from the Centre for Innovation initiatives at the University.
- (4) Members of the assessment Committee and members of the Committee for the Defence of doctoral thesis in respect of which the public has been excluded and its publication has been postponed, shall sign a statement of confidentiality prior to receipt of the copy of the thesis. This statement shall also be signed by other participants who have access to the text of the paper in the assessment and defence process.

Procedure of Defence

Article 31

- (1) The defence of the doctoral thesis is attended by members of the Defence Committee, the doctoral student, the notary and the interested public.
- (2) The Procedure of Defence is regulated by the Procedure form and the minutes of Defence of doctoral thesis (Annex 17 of the Rulebook).
- (3) The President of the Committee shall open the defence procedure, present general information on the student, the results achieved during his study and his thesis, and shall read the explanations of the assessment of the doctoral thesis from the joint report.
- (4) After the report of the Chair of the Committee, the student presents the contents of the doctoral thesis and explains the conclusions reached in the thesis.

(5) When the student presents the content of the doctoral thesis, the members of the Committee ask questions and comment on the thesis and may request additional explanations regarding the thesis and defence. After the student answered the questions raised by the members of the Committee, with the permission of the Chair of the Committee, the student answers the questions of the public concerned.

(6) When the Committee determines that the defence case has been sufficiently discussed, the Chair of the Committee shall announce that the defence has been concluded, and the Committee shall withdraw to deliberation and voting.

(7) The minutes of the defence of doctoral thesis shall be kept on the form Procedure and the minutes of the defence of doctoral thesis (Annex 17 of the Rulebook).

Decision of the Committee for the Defence of doctoral thesis

Article 32

- (1) After completing the defence of the doctoral thesis, the Committee shall decide on the outcome of the defence, which may read as follows:
 - defended by unanimous decision of the Committee
 - defended by majority vote of the Committee
 - he/she didn't defend it.
- (2) The the Chair of the Committee publicly declares the decision of the Committee to be entered in the minutes on the defence of doctoral thesis.

Binding and storage of doctoral thesis

Article 33

- (1) The student shall submit three (3) copies of the tied version of doctoral thesis and the electronic version in the format and medium prescribed by the University Library of Rijeka to the Centre for postgraduate study eight (8) days before or no later than ten (10) days after public defence.
- (2) At the latest one month after the defence, the Centre for postgraduate study shall submit one printed copy to the National and University Library of the Faculty and the University Library of Rijeka in the format and medium prescribed by the University Library of Rijeka.
- (3) Not later than thirty (30) days from the date of defence, the doctoral thesis in the electronic version shall be permanently published on the public online database of doctoral thesiss of the National and University Library, University Library of the University of Rijeka and the repository Dabar.

VII. DOCTORAL DEGREE

Gaining a doctoral degree

Article 34

A student who graduates from a doctoral degree receives an academic degree of Doctor of Science (Dr. sc.) in the field of social sciences.

Diploma and promotion

Article 35

- (1) Based on the decision of the Committee for the Defence of doctoral thesis, the Faculty issues a diploma on the obtained doctorate in science, on which it keeps official records.
- (2) A diploma is issued, free of charge, in Croatian and English, in signed and certified print and in digital form in accordance with the Act on higher Education and Scientific activity and the Rulebook on the form and content of the certificate, diploma and Supplementary study Document.
- (3) The ceremonial promotion of doctors of science is carried out at the University of Rijeka in accordance with the protocol prescribed by the University of Rijeka. At the graduation ceremony a student enrolls in a joint book of doctors of science and doctors of art run by the University.

VIII. PROCEDURE FOR THE REVOCATION OF DOCTORAL DEGREE

Revocation of Doctorate in Science

Article 36

(1) A doctorate in science shall be revoked if it is established that it has been obtained in violation of the prescribed conditions for its acquisition, in gross violation of the rules of study or on the basis of a doctoral thesis which is a plagiarism or a forgery or has been obtained by committing a criminal offence of a student.

(2) By revoking the doctorate in science, the professions for which the doctorate in science is one of the conditions are lost.

Procedure for revocation of doctoral degree in science

Article 37

(1) The procedure of revocation of doctoral degrees is carried out by the Faculty Council on the basis of a reasoned written proposal or request of the Council of doctoral study.

(2) The Faculty Council may accept or reject the proposal or request referred to in paragraph 1 of this Article. If accepted, a panel of five (5) members shall be appointed to consider and evaluate the proposal to revoke the doctorate in science.

(3) The members of the Committee for assessment of proposals for the revocation of doctoral degrees shall be appointed by the Faculty Council from among recognised scientists in the field from which the doctoral thesis is based, of which at least two are from a university or scientific institution outside the composition of the University of Rijeka. The mentor, the co-mentor and the members of the Committee for assessment and the Committee for defence may not be members of this Committee.

(4) The Report of the Committee shall contain a statement of reasons and a conclusion on whether the doctorate in science has been obtained as described in Article 36 (1).

(5) The Faculty Council shall issue a decision based on the report of the Committee referred to in paragraph 3 of this Article of the Rulebook.

Annulment of the doctoral degree in science

Article 38

(1) If the Faculty Council decides to revoke the doctoral degree in science, the Dean of the Faculty will annul the doctoral degree in science.

(2) A person whose doctoral degree in science has been revoked shall return his diploma in science to the Faculty.

(3) The doctoral degree in science shall be invalidated by a cancellation clause.

(4) The decision to revoke doctoral degree in science shall be entered in the official records of the Faculty and in the joint book of doctors of science and doctors of art kept by the University of Rijeka.

VIII. STUDENT RIGHTS AND OBLIGATIONS

Contractual relations

Article 39

(1) A study contract shall be concluded with the applicant who exercises the right to enrol in the study, governing mutual rights and obligations during the study, and other issues of relevance to the Contracting Parties.

(2) An integral part of the study contract is the signed statement of the student on the public publication of doctoral thesis and the statement on the permission of online publication and use of the digital version of doctoral thesis in accordance with generally recognised international standards (e.g. Creative Commons (CC BY) licenses) and rules on open access to science (e.g. Plan S) that ensure the retention of copyright by the student.

Student rights and obligations

Article 40

The student has rights and obligations in accordance with positive regulations and general regulations of the University of Rijeka and the Faculty.

Suspension of student obligations

Article 41

(1) The student is entitled to a stay of student obligations in accordance with the legal requirements and this Rulebook.

(2) The suspension of student obligations may be granted if one of the following reasons exists:

- student pregnancy and/or maternity or parental leave
- illness of a student or a member of a close family,
- another legitimate reason.

(3) The dean shall decide on the justification of the reasons on the basis of a request made by the student through the Centre for postgraduate study.

(4) The student is obliged to submit a request for a stay with the accompanying documentation 30 days after the stated reason arose, and no later than 30 days before the end of the academic year.

(5) The decision on the suspension of liabilities shall be issued for the requested period, and at the earliest from the date on which the reason for the suspension of liabilities arose.

(6) a student whose rights and obligations have been suspended shall continue his/her study according to the study programme in force.

(7) In the case referred to in paragraphs 1 and 2 of this Article, the period for completion of study shall be extended for as long as the suspension of rights and obligations lasted.

(8) By way of exception, the head of study programme may, during the suspension period of student obligations, authorise the student to pass exams, defend the application of the doctoral thesis topic or defend the doctoral thesis if in the meantime the circumstances for which the suspension was granted have been applied and the student has previously acquired the prescribed conditions. The student will submit a written application, which will explain and submit documents proving the reasonableness of the application.

Continuation of study

Article 42

(1) Students who have discontinued their study at one of the postgraduate university study programmes (doctoral study) at the Faculty may be approved by the Council of doctoral study to continue their study in accordance with the study programme.

(2) On the proposal of the head of doctoral study, the Council of doctoral study shall issue a decision approving the continuation of study.

(3) The student who continues the study after the interruption is obliged to accept all changes to the study programme made during the interruption and to bear the costs of the study in accordance with the terms of the competition for the generation with which he/she continues the study.

(4) On the basis of the proposal of the head of doctoral study, the Council of doctoral study may issue a decision on the recognition of all examinations, courses taken and other study obligations carried out equivalent to the current study programme.

Duration of student status

Article 43

A student who has enrolled in a doctoral study shall lose his or her status if he or she does not complete the study within the period prescribed by the Act on Higher Education and Scientific activity, i.e. the student is obliged to complete the study no later than twice the duration of the study.

Loss of student status

Article 44

- (1) A student enrolled in a doctoral study shall lose his or her status as a student:
- when he/she finishes his/her study
 - when he/she drops out of the Faculty
 - if the Council of doctoral study accepts the negative report of the mentor for the second time
 - when the Faculty Council decides to exclude a student from the study and to suspend the procedure for obtaining a doctorate in science
 - when he/she does not complete his/her doctoral degree study within the deadline
 - if he/she has violated the Code of Ethics and/or has been issued a disciplinary measure of permanent dismissal in accordance with the Rulebook on the Disciplinary responsibility of students.
- (2) After the Council of doctoral study receives the annual report of the mentor, in which the mentor assessed the student as negative in the process of assessment of advancement to study and assessment, and considers that the student does not have the capacity to continue study, the Council of doctoral study will decide on enhanced monitoring of the student's thesis. Before taking a decision on enhanced monitoring of the student's thesis, the Council of doctoral study will allow the student to submit a written response to the negative report of the mentor no later than 30 days after the call, and take the same into account when taking its decision.
- (3) If a decision on increased monitoring of the student's thesis has been passed in the previous reporting period, and the mentor evaluates again in the student's annual report insufficient by the Council of doctoral study, he will request a written opinion of the student within 30 days on the delivery of the call, and taking into account the same, he will propose to the Faculty Council a decision on the exclusion of the student from the study and the suspension of the procedure for obtaining a doctorate in science.
- (4) The Faculty Council shall decide on the suspension of the procedure for obtaining doctoral degrees based on the opinion and proposal of the Council of doctoral study, in accordance with this Rulebook and other positive regulations and general acts of the University of Rijeka and the Faculty.
- (5) Where a student is discharged from study, he or she shall not be entitled to reimbursement of the proportional part of the scholarship paid at the beginning of the academic year in which he or she was discharged from study, unless, exceptionally, he or she has requested the dismissal for health reasons and/or an extremely difficult financial situation.

IX. FINAL PROVISIONS

Article 45

This Article establishes the list of forms which are intended for use pursuant to this Rulebook and which are an integral part thereof:

LIST OF FORMS:

- Annex 1) List and assessment of elective scientific, teaching and professional activities
- Annex 2) Proposal for a research topic
- Annex 3) Annual report of the mentor
- Annex 4) Annual report of the student
- Annex 5) Student's comments on the mentor's report
- Annex 6) Application for the doctoral thesis topic
- Annex 7) Assessment of the doctoral thesis topic
- Annex 8) Annex to the decision approving the doctoral thesis topic
- Annex 9) Application for change of mentor
- Annex 10) Request for a change of subject
- Annex 11) Request for exclusion of the public from the defence of doctoral thesis and for postponement of public announcement
- Annex 12) Application for the assessment of doctoral thesis
- Annex 13) Consent of the mentor
- Annex 14) Independent report of the panel member on the assessment of doctoral thesis
- Annex 15) Joint Report of the Committee on the assessment of doctoral thesis

- Annex 16) Report on the verification of the authenticity of doctoral thesis
- Annex 17) Procedure and reports of the defence of doctoral thesis
- Annex 18) Statement by the mentor, co-mentor or advisor on the acceptance of mentoring
- Annex 19) Annual activity report of study
- Annex 20) Proposal for a mentor for the appointment of the Committee

Article 46

The provisions of the Rulebook in force at the time of adoption of the Rulebook apply to students who were authorised to write a doctoral thesis based on published scientific papers (Scandinavian model) prior to the entry into force of this Rulebook pursuant to the Decision of the Faculty Council.

Article 47

With the entry into force of this Rulebook, the Rulebook on postgraduate university study (doctoral study) at the Faculty of Tourism and Hospitality Management of the University of Rijeka (CLASS: 602-04/21-01/186, URNO: 2156/24-21-06-01-01) of 17 June 2021, with all amendments thereto, expires.

Article 48

This Rulebook shall enter into force within 8 days of its publication on the Faculty bulletin board.

CLASS: 602-04/24-01/181
REG.N.: 2156-18-24-06-01
Opatija, November 8, 2024

Dean

Marko Perić, PhD, Full
Professor