

University of Split
Faculty of Kinesiology

REGULATIONS|2017

on Postgraduate University
(Doctoral) Study



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REGULATIONS ON POSTGRADUATE UNIVERSITY (DOCTORAL) STUDY

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Pursuant to provisions of Article 55, Paragraph 7, Point 4 of the Statute of the University of Split, Article 51 of the Statute of the Faculty of Kinesiology in Split, Article 70 of the Regulations on the Study and System of Studying of the Faculty of Kinesiology in Split, the Faculty Council adopts at its session held on 29 March 2017 the following

REGULATIONS on Postgraduate University (Doctoral) Study

1. GENERAL PROVISIONS

1. Subject of Regulations

Article 1

- (1) These Regulations regulate organisation and implementation of the Postgraduate University (Doctoral) Study of Kinesiology (hereinafter: the Doctoral Study), forms and duration of the study, rights and obligations of students and mentors, procedure of proposing, evaluating and defending doctoral dissertation and other questions relevant for organisation and implementation of the Postgraduate University (Doctoral Study), implemented at the Faculty of Kinesiology in Split (hereinafter: the Faculty).
- (2) Words and concepts used in these Regulations carrying a gender significance, refer equally to both genders.

2. Organisation of Doctoral Study

Article 2

- (1) The Doctoral Study is implemented in the scientific area of social sciences, scientific field of Kinesiology.

Article 3

- (1) The Doctoral Study is implemented as a full-time and part time study in duration of 3 years, or 6 semesters.

3. Goals of Doctoral Study

Article 4

- (1) Goals of the Doctoral Study are:
 - Promotion of kinesiological science and profession
 - Organisation and implementation of scientific research
 - Encouragement of scientific activity of students, teachers and researchers
 - Collaboration with other research institutions
 - Encouragement on interdisciplinary activities and cooperation between students, teachers and researchers
 - Organisation of meetings with the aim of improvement of scientific research
 - Promotion of academic integrity

II. TERMS AND CONDITIONS OF ENROLMENT

Article 5

- (1) Enrolment to the Doctoral Study is executed on the basis of a public call, issued by the Dean upon a proposal of the Faculty Council at least two months before the beginning of implementation of the study programme.
- (2) The public call for enrolment to the Doctoral Study is published on the web pages of the Faculty and in the daily press.
- (3) The public call shall include conditions for enrolment to the study programme, list of all required documents, duration of the study, amount of expenses and mode of payment as well as the deadline for submitting an application.
- (4) Application to the public call also requires enclosing a letter of intent, certificate of previously completed study level, record transcript with a grade average of all passed courses from the previous study level or diploma supplement (if owned), certificate of scientific research (if owned), certificate of citizenship and other documents required by the call.
- (5) Number of enrolled PhD students is determined by the public call for enrolment to the study for each academic year and the decision of the Faculty Council must be confirmed by the Senate of the University of Split.
- (6) If more candidates apply than determined (according to the approved number of students to be admitted in the public call for enrolment), entrance examination shall be implemented.
- (7) Entrance examination includes evaluation of:
 - the number of ECTS credits accumulated prior to enrolment and through scientific research
 - results achieved at the previous study level.

Article 6

- (1) First year of the Doctoral Study can be enrolled by:
 - 1.1. Applicants who completed a graduate university study of kinesiology and achieved at least 300 ECTS.
 - 1.2. Applicants who completed another related graduate university study and achieved at least 300 ECTS credits (special education, medicine, psychology, sociology, pedagogy and anthropology, etc.).
 - 1.3. Applicants who completed a university graduate study in other areas and achieved at least 300 ECTS credits (economics, law, electrical engineering, architecture, civil engineering, etc.).
- (2) Prior to taking any exam from the programme of the Postgraduate Doctoral Study applicants from Paragraph 1.3 of this Article, are required to pass two groups of exams in fundamental kinesiological disciplines as follows:
 - KINESIOLOGICAL ANTHROPOLOGY (Functional Anatomy, Kinesiological Physiology, Kinesiological Anthropology, Kinesiological Psychology and Kinesiological Sociology)
 - GENERAL KINESIOLOGY (Systematic Kinesiology, Basic Kinesiological Transformations, Biomechanics)

Article 7

- (1) General conditions and requirements for all applicants are:
 - 1.1. Average arithmetic mean of all passed exams at a graduate university study of at least 3.5
 - 1.2. Proficiency in at least one world language, particularly in English
 - 1.3. Exceptionally to conditions from Subparagraph 1.1. of this Article, an applicant can have an average arithmetic mean in all exams from an university graduate study programme

lower than 3.5, but not lower than 3.0, if accumulates at least 20 ECTS credits from publishing research papers.

- 1.4. Enclosed papers for meeting the requirements from Subparagraph 1.3. cannot be used for accumulating ECTS credits during the course of study as for meeting requirements described in Article 18 of these Regulations.

Article 8

- (1) The fourth semester of the second year of the doctoral study programme can be directly enrolled by:
 - 1.1. Applicants who completed postgraduate scientific study with academic level of Master of Science acquired outside or inside the ECTS system as follows:
 - 1.1.1. Applicants holding a Master's Degree, earned inside or outside the ECTS system must prove their scientific activity in form of published scientific papers in adequate publications (at least 20 ECTS credits according to the curriculum of the Doctoral Study of Kinesiology).
- (2) Applicants who earned their Master of Science degree outside the ECTS system can enrol directly on the fourth semester of the Doctoral Study pursuant to a particular act and other decisions of the University of Split and decisions of the Faculty of Kinesiology in Split.
- (3) Applicants who earned their Master of Science degree outside the ECTS system and failed to earn their PhD degree or initiated the procedure of earning a PhD degree in due deadline, can enrol the differential third semester in which they are required to enrol and take at least three elective courses according to their scientific interest and to earn at least 10 ECTS credits.

III. BODIES OF DOCTORAL STUDY

3.1. Doctoral Study Council

Article 9

- (1) The Doctoral Study is managed by the Doctoral Study Council which consist of teachers as Faculty employees holding a research and teaching position, members at their own preference, and whose election was previously confirmed by the Faculty Council.
- (2) The Head of the Study calls and chairs sessions of the Doctoral Study Council.
- (3) Regular sessions of the Doctoral Study Council are held as a rule once a month or frequently if required.
- (4) All decisions are taken by a majority vote of present members and decisions are valid if at least a half of Doctoral Study Council members are present.
- (5) The Doctoral Study Council:
 - Proposes a Doctoral Study programme to the Faculty Council
 - Proposes a Doctoral Study curriculum to the Faculty Council
 - Proposes issuing a public call for enrolment of students to the Doctoral Study as well as enrolment quota for an academic year to the Faculty Council which must be confirmed by the Senate of the University of Split
 - Proposes mentors and co-mentors to the Faculty Council
 - Proposes members of the expert committee for evaluation of topic and conditions of applicant for the procedure of earning a doctoral degree to the Faculty Council
 - Proposes members of the expert committee for evaluation of doctoral dissertation to the Faculty Council

- Decides on student Applications of the first degree upon a proposition of the Doctoral Study Committee

3.2. Doctoral Study Committee

Article 10

- (1) The Faculty Council appoints a Doctoral Study Committee (hereinafter: the Committee) as its working body which consists of four members as follows: Head of the Doctoral Study who is also a head of the Committee, Vice-Dean for Science, Vice-Dean for Education and Students, and a Doctoral Study student representative.
- (2) Sessions of the Committee are called by the Head of the Committee. Decisions are brought by a majority vote of Committee members.
- (3) The Doctoral Study Committee:
 - Is in charge of documentation requested by a public call and of enrolment conditions set by the call in the process of enrolment of applicants
 - Forms a ranking list of candidates for enrolment to the Doctoral Study
 - Assesses requisites for enrolment based on research master's paper and professional master's paper
 - Proposes members of the evaluation committee for compulsory and elective courses to the Council
 - Accepts, through the Student Administration Office, proposals for doctoral dissertation project (topic) of applicants
 - Appoints Rapporteurs for evaluation of proposal for doctoral dissertation project and of mentor's competencies
 - Brings a decision on approval of a topic and mentor's competencies, based on an opinion formed by Rapporteurs
 - Deals with applications for enrolment to the Doctoral Study of Kinesiology on transferring from the same study, or other related studies, in the Republic of Croatia and outside the Republic of Croatia, after implementation of a recognition procedure of study period abroad.

3.3. Head of Doctoral Study

Article 11

- (1) The Faculty Council appoints a Head of the Doctoral Study (hereinafter: the Head) upon a suggestion of the Dean. Mandate of the Head follows the one of the Dean in terms of a time period.
- (2) A teacher holding a research and teaching position who has signed a permanent employment contract with the Faculty of Kinesiology in Split can be appointed a Head of the Doctoral study
- (3) Head of the Doctoral Study:
 - Chairs the Doctoral Study Council
 - Chairs the Doctoral Study Committee
 - Coordinates activities of doctoral study bodies
 - Holds a membership in Dean's Collegium
 - Represents the Doctoral Study before the Faculty
 - Confirms fulfilment of learning requirements of students as well as final grades in exams when the relative course head teacher has no possibility of performing the mentioned activity due to duly justified reasons.

3.4 Tutor

Article 12

- (1) During the first semester a student is appointed with a tutor who follows student's work and accomplishment and helps the student with questions related to the study.
- (2) The tutor is a member of the Doctoral Study Council.
- (3) The tutor is appointed by the Doctoral Study Council in accordance with personal interests of the student and with assent of the Head of the Doctoral Study.
- (4) The tutor may or may not be a mentor on doctoral dissertation.
- (5) At the same time, the tutor can follow five students of Doctoral Study at the most, and is required to submit a report on student work to the Doctoral Study Council once a year.

3.5. Mentor

Article 13

- (1) A mentor on a doctoral dissertation project can be a person holding a research and teaching position who has published at least four scientific papers since accepting the proposal in journals covered by the *Web of Science* database or journals cited in *Thomson Reuters* (hereinafter: T&R) bibliographic databases.
- (2) Exceptionally, a co-mentor can be a person holding a research and teaching position who has published at least two scientific papers in a ten-year period since accepting the proposal in journals cited in T&R bibliographic databases.
- (3) The mentor is appointed by the Faculty Council upon a proposal of the Doctoral Study Council after a written agreement from the mentor on mentorship acceptance.
- (4) At the same time, the mentor can assume mentorship for maximum of two PhD students, or co-mentorship for maximum of four PhD students (1 mentorship and 2 co-mentorships).
- (5) The mentor who has already assumed a mentorship prior to retirement is entitled to execute the mentorship until the completion, with previous agreement from the Doctoral Study Council.
- (6) A faculty teacher can be the mentor at another institution on the same or another university with a permission from the Dean of the parent faculty.
- (7) With the aim of quality assurance on doctoral activities, mentorship and co-mentorship can also be provided with researchers outside the Faculty who have signed an agreement on cooperation and liability with the Faculty.

3.6. Advisor

Article 14

- (1) The Faculty Council may or may not appoint one or more advisors based on the proposal of the Doctoral Study Committee.
- (2) Advisor's role shall be defined by the Faculty Council in its decision on appointment.
- (3) Financial compensation for work of an advisor will be determined by the Faculty Council upon a suggestion of the Doctoral Study Committee.

IV. STUDENTS AND TEACHING

4.1. Rights and duties of students

Article 15

- (1) PhD students sign an agreement on mutual rights and obligations prior to enrolling the first semester. The agreement includes provisions on agreement parties, student financial duties, duties regarding enrolment and completion of the study and on other questions relevant for studying.
- (2) After signing the agreement and settling all required payments, an applicant gains the status of PhD student.
- (3) PhD students can study full-time or part time. A part-time study is designed for students performing another work at the same time.
- (4) Students are required to attend all forms of classes which are established by the study programme and curriculum.
- (5) Students are required to demonstrate activity of publishing results of their research work.
- (6) Students are required to actively participate in scientific meetings.
- (7) Students are entitled to change their mentor or topic only once, after a written request and a statement from the previous mentor.
- (8) Students are entitled to suspend their study:
 - due to military service,
 - due to pregnancy,
 - if they are an applicant-mother or student-father until the child turns one year of age,
 - due to a longer period of illness and
 - due to other reasonable reasons, based on a written application to the Committee.
- (9) Foreign students enrol the study programme under the same conditions as Croatian citizens who completed their study abroad, but having to initiate the process of academic recognition of foreign education qualifications, in accordance with the applicable law.
- (10) Doctoral candidates, who earned a secondary school diploma abroad, regardless of their citizenship, are due to start the procedure of recognition of foreign education qualification beforehand and in accordance with the applicable law.

4.2. Duration of Doctoral Study

Article 16

- (1) The Doctoral Study lasts at least three years, or six semesters.
- (2) First three semesters and the examination period as a rule last six months each.
- (3) Duration of the fourth, fifth and sixth semester depends on development and defence of doctoral dissertation project, experimental procedure, technical development and doctoral dissertation defence, provided that each semester takes longer than three months.
- (4) The period between passing the last exam and submitting the doctoral dissertation project cannot be longer than six months for full-time students, or twelve months for part-time students.
- (5) A doctoral dissertation must be publicly defended not later than six months after the public defence of doctoral dissertation project.

4.3. Organisation of teaching

Article 17

- (1) The Doctoral Study of Kinesiology can be implemented at the Faculty in cooperation with other institutions of higher education and scientific institutes.
- (2) Teaching at the Doctoral Study of Kinesiology is organised in form of lectures, seminars, consultations, participation in scientific research, active participation in scientific meetings and development of the doctoral dissertation.
- (3) Classes for each course are held within a semester as a rule.
- (4) Classes at the Doctoral Study of Kinesiology are held for study groups of at least five students as a rule.
- (5) Teaching for study groups of four or less students are held in the form of mentoring as a rule.
- (6) Mentoring form of teaching includes occasional consultations of teachers with students through which teachers offer students sources of knowledge and provide them with access to acquiring new knowledge.

V. ACCUMULATION OF ECTS CREDITS

Article 18

- (1) During the study, a student is required to accumulate at least 180 ECTS credits.
- (2) Applicants earn ECTS credits during their studies by:
 - 2.1. passing a compulsory and elective courses (**mandatory 40 ECTS**)
 - 2.2. research work (**mandatory 140 ECTS**)
 - 2.2.1. presentation of results obtained from research (minimum 20 ECTS – maximum 45 ECTS)
 - 2.2.2. publishing research papers (minimum 50, maximum 80 ECTS)
 - 2.2.3. development and defence of doctoral dissertation (45 ECTS)

Article 19

- (1) Applicants who have previously defended their research master thesis (within the ECTS system), when enrolling directly on the fourth semester, have 40 ECTS credits recognised, as well as additional 10 ECTS, based on defence of the research master thesis.
- (2) These applicants, besides development and defence of the project and doctoral dissertation itself (45 ECTS), have a possibility of earning the remaining credits through: scholarly work and participation in scientific meetings.
- (3) The same is applied to applicants who have already earned their doctorate in other areas.
- (4) Applicants who have completed professional master study and have defended professional master thesis (outside or inside the ECTS system) can enrol the doctorate study only starting from the first semester, while a professional master study and defended master thesis are recognised as 20 ECTS credits in elective courses.
- (5) Applicants who have previously enrolled a postgraduate study at another institution (inside or outside the ECTS system) but failed to complete it (defended a master's thesis or doctoral dissertation), can have a certain number of ECTS credits recognised. The previously mentioned is decided by the Doctoral Study Committee and in accordance with ECTS credits valid at the Doctoral Study of Kinesiology at that moment. ECTS credits can be recognised only for passing exams at university postgraduate studies.

5.1. Research papers

Article 20

- (1) Credits assigned per certain categories of research papers are defined in the amount of activity necessary for writing and publishing a research paper in certain publications according to a system: 1 ECTS = 30 hours engagement.
- (2) Earned credits for a research paper refer to authors of research papers listed as a first author. If a second or third author, the student acquires 50% of the above mentioned credits, 40% if that student is a fourth author, 30% if that student is a fifth author, 20% if that student is a sixth or following author. This rule is not applied only for papers published in publications which are cited in T&R bibliographic database, where each number of credits is assigned to all three first authors. For more authors, ECTS credits are calculated equally as for other publications.
- (3) A review paper is considered a research paper.
- (4) For doctoral dissertation defence, it is required to publish a research paper in a journal from T&R bibliographic database listed as a first author or two research papers published in journals from T&R bibliographic database listed as a second or third author and as a co-author on a paper with not more than four co-authors.
- (5) If a paper is not defined in a publication as a scientific, professional, review etc., the Committee shall decide on the category of the paper itself.
- (6) All student papers are recognised regardless of date of publication (before or after enrolment to the Doctoral Study).
- (7) Credits earned from scholarly work and participation in meetings are independent and are calculated separately, meaning a student has separate credits for authorship on a paper and separate credits for presentation of the same paper.
- (8) Certification on presentation of a paper at meetings is recognised only if issued by a meeting organiser with a clear statement on presentation of the paper. If the certificate is not issued by the organiser, the Committee shall decide on the category of the paper itself.
- (9) Criteria for rating scientific papers of a student will be determined by the Council of Doctoral Study in a separate decision.

5.2. Examination periods and methods of examination

Article 21

- (1) Examination period at the Doctoral Study is determined after all classes are held in a semester. After each semester there are four examination periods with at least two weeks between them and students can take exams in each.
- (2) The Committee can determine more dates for one examination period, but each student can take each exam once per examination period.
- (3) If there is a good reason, the Committee can determine additional examination periods.
- (4) If necessary, the Committee can determine the implementation of exams electronically.
- (5) Exam calendar of the Doctoral Study is published at the beginning of each semester and it represents a constituent part of the curriculum. Exam registration deadline is also published at the same time.
- (6) Students can take exams after meeting required criteria established by the curriculum.
- (7) Students register for exams to the Committee in electronic form within the published deadline for exam registration.

Article 22

- (1) Exams at the Doctoral Study are taken in front of the Examination Committee which is appointed by the Doctoral Study Committee. The Examination Committee consists of at least three teachers

from the Doctoral Study and one of them is the Head. The course teacher is also a member and the Head of the Examination Committee.

- (2) Examination is public.
- (3) All exams at the Doctoral Study are taken in form of a seminar paper. Seminar papers are sent in digital form when registering for an exam. The Committee forwards the seminar paper for a review to appointed members of the Examination Committee which can offer suggestions to the student.
- (4) Within the scheduled examination period students take exams by presenting their seminar paper in front of everyone present. Then the student is given questions in a written form by the Examination Committee and the questions can be asked in the same form by other present persons as well.
- (5) The student can chose to answer the questions asked by the Examination Committee immediately, or they can ask for a fifteen minutes period for preparation.
- (6) While preparing, the student is not allowed to leave the room, consult orally or use any telecommunication or audio-visual aid, including electronic equipment, except if it is requested by the Examination Committee due to the nature of the question.
- (7) The student who acts contrary to this provision shall be warned and if he continues with such behaviour, he shall be suspended from the exam and graded negatively.
- (8) The Examination Committee brings a public decision on the exam results by a majority vote of the Examination Committee members. The exam results can be either SATISFACTORY or UNSATISFACTORY.
- (9) If a student achieves satisfactory results on an exam, a final grade (sufficient, good, very good, excellent) is given by the Head of the Examination Committee individually, . If the student has unsatisfactory exam results the final grade given is insufficient.
- (10) Exam protocol at the Doctoral Study is organised according to a form filled by the Head of the Examination Committee (*form ZIDDSK*) and it is signed by all Examination Committee members.
- (11) Exam results are public. A person who can prove legal interest is entitled to have an insight in the exam documentation.

Article 23

- (1) Examination for each enrolled course can be taken not more than four times in a semester in which the course was enrolled.
- (2) Failed course from the lower semester is due to be enrolled the following semester.
- (3) In case the student fails to pass the exam even after enrolling it again until the end of the next semester, he loses the right to study.

Article 24

- (1) A student is entitled to refuse a positive grade earned at an exam. The Regulations on Studies and the System of Studying of the Faculty of Kinesiology in Split is applied in this case.
- (2) Provisions of the above mentioned Regulations are also applied in the case of a complaint on the grade.

5.3. Enrolling following semester

Article 25

- (1) A student is required to prove his scholarly activity at the end of each semester and before enrolling the following one.
- (2) The Committee decides on conditions for enrolment to a following semester.
- (3) Enrolment to the following semester is approved to those students who have cumulatively fulfilled the following conditions:

3.1. 15 ECTS credits in classes – exams

3.2. 15 ECTS credits in scholarly activity

- (4) Exceptionally, two exams and 10 ECTS credits in scholarly activity are minimum requirements for enrolment to the following semester. A student is required to compensate any lack in credits during the following semester.
- (5) The student who earns maximum ECTS credits in classes (15) and at the same time between 5 and 10 ECTS credits in scholarly activity can conditionally enrol the following semester if he brings evidence on compensated credits in scholarly activity not later than before the beginning of examination period of the following semester.
- (6) The student who earns less than 5 ECTS credits in scholarly activity will not be entitled to enrol the following semester, regardless of the number of ECTS credits accumulated in classes. The student must enrol the semester again and he must pay the tuition fee for that semester again.
- (7) A student who earns a necessary number of ECTS credits in scholarly activity (15) and passes less than two exams (one or none) must enrol the semester again and he must pay the tuition fee for that semester again.
- (8) The Committee decision on cases from Paragraphs 6 and 7 is based on a written student's application.

Article 26

- (1) The Committee decides on recognition of ECTS credits for students who transfer from same doctoral study programmes in the Republic of Croatia and according to Doctoral Study curriculum in effect.
- (2) Students who transfer from other doctoral study programmes in the Republic of Croatia can enrol the Doctoral Study of Kinesiology only starting from the first semester and the Committee can recognise to those students related compulsory and/or elective courses and belonging ECTS credits.
- (3) Students who transfer from the same doctoral study programmes outside the Republic of Croatia can have ECTS credits recognised as in Paragraph 2 of this Article after meeting all requirements from the Act on Recognition of Foreign Educational Qualifications.

VI. PROCEDURE OF DEVELOPMENT AND DEFENCE OF DOCTORAL DISSERTATION

Article 27

- (1) The Postgraduate University (Doctoral) Study of Kinesiology for acquiring a doctoral degree ends in development and defence of doctoral dissertation.
- (2) After a defence of doctoral dissertation a student earns 45 ECTS credits.

Article 28

- (1) Exceptionally, the doctoral dissertation can be a number of published research papers followed by a critical review chapter, which consists of introduction, discussion, conclusion and a detailed list of relevant references (so called the Nordic model). A critical review puts results of doctoral dissertation in context of existing scientific knowledge. Such form is possible only as a part of research within a doctoral study and research papers must be published after enrolment to the Doctoral Study. Collected research papers, submitted as a proposal for the doctoral dissertation, must represent a completed form of at least three published papers in journals from *Web of Science* (or T&R bibliographic database), whereof at least one paper must be published in a journal with the impact factor higher than the median factor of the journal from the area of doctoral research. Each paper, unless for a particular reason, can qualify one doctoral candidate only. The doctoral candidate must be the principal author on at least two previously mentioned papers. The student must be the first of not more than three authors, in the area of *Sport Science* (according to *Journal Citation Report*) with the impact factor higher than the median factor of a journal

covering the area of *Sport Science*. Collected papers must offer a new scientific contribution in relation to single papers.

- (2) A PhD student who wants to develop doctoral dissertation following the Nordic model from Paragraph 1 submits a proposal to the Student Administration Office in accordance with provisions from Article 29 of these Regulations.

6.1. Proposal

Article 29

- (1) A student submits both proposal of the project (topic) of doctoral dissertation and mentor proposal (*form KF.DR.SC.01*) to the Doctoral Study Committee through the Student Administration Office during the second and third semester and not later than before enrolment to the fourth semester of the Doctoral Study.
- (2) While submitting the proposal, the student is required to deliver evidence on agreement of the suggested mentor and co-mentor with contents of the proposal (signature on proposal form and/or electronic agreement sent by e-mail to the Student Administration Office).
- (3) The aim of the proposal is scientific assessment of the suggested project of doctoral dissertation as well as of mentor's competencies by relevant independent rapporteurs.
- (4) The Doctoral Study Committee appoints two Rapporteurs for assessment of the proposal of doctoral dissertation project as well as mentor's competencies (hereinafter: the Rapporteurs) within fifteen days after receiving the proposal.
- (5) An appointed rapporteur can be a person holding a research position who has published eight research papers in journals from T&R bibliographic database in last ten years prior to receiving the proposal.
- (6) At least one rapporteur must be an employee from another Croatian or foreign university or related institution.
- (7) Within a deadline of 15 days since the appointment, the rapporteurs form their opinion on acceptance of the topic and competencies of the suggested mentor. A rapporteur's report can be: ACCEPTED – PARTIALLY ACCEPTED (with changes) – NOT ACCEPTED (with an explanation).
- (8) If rapporteurs' evaluation reports are not identical, the Committee makes the final decision.

6.2. Application and defence of a project (topic) of doctoral dissertation

Article 30

- (1) The procedure of application of doctoral dissertation can be initiated when a student earns at least 90 ECTS credits whereof 40 CTES credits in classes and exams.
- (2) The procedure of acceptance of doctoral dissertation topic project can be initiated only by the student who has previously submitted an application which was accepted (evaluated positively).
- (3) The student who initiates the procedure of acceptance of doctoral dissertation topic (project) submits to the Committee an application with proposed topic and an explanation of the topic, work methodology, expected original scientific contribution and suggestion of a mentor. The application is submitted on a standardised form (*form KF.DR.SC.02*).
- (4) With the application the student also submits:
 - Student Transcript Book,
 - list of papers and a copy of each paper,
 - certificate on participation in scientific research,
 - doctoral dissertation project developed according to instructions for development of a project.

- (5) The Doctoral Study Council decides on meeting the requirements for initiating the procedure of acceptance of the doctoral dissertation topic upon a proposal of the Committee.
- (6) The Doctoral Study Council appoints the Committee for Evaluation of Dissertation Topic and Mentor Appointment Proposal. The Committee includes five members and one substitute member. One member is a head and at least one member cannot be a Faculty employee.
- (7) Head of the Committee for Evaluation of Dissertation Topic and Mentor Appointment Proposal coordinates the procedure of a public defence, he is responsible for minutes of the dissertation defence and based on the minutes, he writes a report which is signed by all Committee members.
- (8) Potential mentor can be a Committee member but cannot be appointed as a Committee head.
- (9) Appointment of the Committee for Evaluation of Dissertation Topic and Mentor Appointment Proposal by the Faculty Council is considered after enrolment to the fourth semester.

Article 31

- (1) Public defence of a project, on expected original scientific contribution of dissertation and which closely evaluates reality of an expected scientific contribution, is scheduled for all students who meet the requirements for initiating a procedure of project acceptance.
- (2) Defence of the project must be held at least three months after a student application for the procedure of doctoral dissertation topic acceptance.
- (3) In agreement with both student and mentor, a head of the Committee for Evaluation of Dissertation Topic and Mentor Appointment Proposal informs the Doctoral Study Committee on date, time and venue of defence of a project. Final decision on date, time and venue of the defence of the project is decided by the Faculty Council.
- (4) Notice on defence of the project is publicly published on the bulletin board and the web pages of the Faculty at least seven days and at the most thirty days before a public defence.

Article 32

- (1) Defence of project (topic) of doctoral dissertation is held in front of the Committee for Evaluation of a Topic and Mentor Proposal consisting of members as described in Article 30 of these Regulations.
- (2) Exceptionally, due to reasonable causes and with approval of the Doctoral Study Committee, a defence can be held in front of the Committee lacking members but with presence of at least three members of the Committee for Evaluation of a Topic and Mentor Proposal. Head of the Committee is required to participate in the defence of project.
- (3) Minutes (form ZPPD) are taken on the progress of the defence and they include specification on addenda and changes required from a student to include in project before its approval. Based on the minutes the student implements required changes in the project and submits the corrected and amended version within a month at the most after the defence itself to all members of the Committee for evaluation of a Topic and Mentor Proposal.
- (4) The Committee members report in electronic mail to the Committee for Evaluation of Dissertation Topic and Mentor Appointment Proposal on changes the student included in the project as well as on their approval of the previously mentioned.
- (5) After the Committee for Evaluation of Dissertation Topic and Mentor Appointment Proposal accepts the final version of the project, the defence of the project is considered completed.

Article 33

- (1) After completing the defence of the project, the Committee for Evaluation of Dissertation Topic and Mentor Appointment Proposal delivers to the Doctoral Study Council a written report on the defence of dissertation results with a proposal of acceptance or refusal of the topic of doctoral dissertation (form IPPD) with enclosed final version of the project.
- (2) The Faculty Council brings the final decision on acceptance or refusal of the project of doctoral dissertation and mentor appointment.
- (3) If the Faculty Council accepts in its decision the project (topic) of doctoral dissertation and mentor appointment, the student has met all requirements for enrolment to the fifth semester.

- (4) If the Faculty Council does not accept in its decision the project (topic) of doctoral dissertation and mentor appointment, the student is referred to process the changes in the project and defend it publicly within the deadline of six months at the most.

6.3.Submitting and defending doctoral dissertation

Article 34

- (1) After meeting all requirements at the study and earning overall required ECTS credits, a student applies for defence of doctoral dissertation.
- (2) The application is submitted to the Doctoral Study Committee through the Student Administration Office on a standardised form (form *KF.DR.SC.03*) accompanied by all necessary proposals (specified by the form).
- (3) At the first following session the Faculty Council appoints, upon a proposal of the Doctoral Study Council, the Committee for Evaluation and Defence of Doctoral Dissertation consisting of at least five members whereof at least one member cannot be a Faculty employee.
- (4) A head of the Committee for Evaluation and Defence of Doctoral Dissertation coordinates the procedure of a public defence and is responsible for minutes of the public defence, and based on the minutes he writes a report which is signed by all Committee members.
- (5) The mentor cannot be a member of the Committee for Evaluation and Defence of Doctoral Dissertation.

Article 35

- (1) The Committee for Evaluation and Defence of Doctoral Dissertation gets an insight into a dissertation and makes suggestions for possible changes. Members of the Committee for Evaluation and Defence of Doctoral Dissertation are not allowed to require changes from the candidate which are not in conformity with the plan and protocol of the research, specified in the final version of the project of the doctoral dissertation.
- (2) The Committee for Evaluation and Defence of Doctoral Dissertation delivers to the Council a report and evaluation of doctoral dissertation (form *IODD*) within three months period at the most. The report can be positive or negative and the decision is made with a majority vote of the members of the Committee for Evaluation and Defence of Doctoral Dissertation.
- (3) The Faculty Council may or may not confirm the evaluation of the Committee for Evaluation and Defence of Doctoral Dissertation. If the Council concludes that the report of this Committee does not offer safe grounds for evaluation, it shall expand the structure of the Committee with new members or it shall appoint a new committee for defence of doctoral dissertation and ask for a new report.
- (4) If the report of the Committee for Evaluation and Defence of Doctoral Dissertation is negative and the Council does not bring a decision on proceeding according to Paragraph 3 of this Article, the Council shall bring a decision on a negative evaluation of dissertation and it shall inform the student about it.

Article 36

- (1) A student whose dissertation was evaluated positively is entitled and obliged to publicly defend dissertation in front of the Committee for Evaluation and Defence of Doctoral Dissertation.
- (2) Date of defence of doctoral dissertation must be published on the bulletin board at the most thirty days and at the least seven days prior to the defence.
- (3) Establishment of time and date of defence means the student has met all requirements for enrolment to the sixth semester.

Article 37

- (1) A student submits to the Student Administration Office of the Faculty the finished dissertation in one unbind copy and on a CD/DVD with a request for initiation of the procedure of evaluation of doctoral dissertation.
- (2) Doctoral dissertation is developed according to given instructions.

Article 38

- (1) An applicant is allowed to a 45-minutes presentation at the most during a defence of dissertation. After student's presentation, the Committee members ask questions regarding the topic of dissertation. Each Committee member can ask three questions at the most. The student is entitled to prepare answers to questions of the Committee within half an hour at the most.
- (2) After answering the questions, the Committee brings a decision on whether the student has defended the dissertation or not.
- (3) After the defence of doctoral dissertation the Committee informs on student's success. Results of a defence can be:
 - defended with an unanimus decision of the Committee
 - defended with a majority vote of the Committee
 - not defended.
- (4) Minutes are taken on defence of dissertation (Form *ZODD*).
- (5) The student whose dissertation was not accepted, meaning it was not defended, can ask for a new topic as regulated in the Regulations.

Article 39

- (1) After a successful defence of doctoral dissertation an applicant adds in dissertation a paper on a structure of the Committee for Evaluation and Defence of Doctoral Dissertation and a date of defence.
- (2) The applicant submits seven (7) bind copies of doctoral dissertation to the Faculty Secretariat and through the Student Administration Office, within three months since the date of defence. The Faculty Secretariat delivers it to: the National and University Library in Zagreb, University Library in Split, University of Split, Faculty Department, mentor, Faculty archive and the Faculty library.

Article 40

- (1) The dissertation is withdrawn if established a plagiarism or forgery.
- (2) Procedure of withdrawal of the academic degree is initiated by the Faculty Council on official duty or following a proposal of a person who proves legal interest.
- (3) Existence of requirements for withdrawal of an earned academic degree is established by an expert committee selected by the Faculty Council. After implementation of the procedure, the expert committee submits its opinion to the Faculty Council which brings the final decision on withdrawal of the earned academic degree.
- (4) Withdrawal of the earned academic degree is accompanied by a loss of all ranks for which earning the academic degree was a requirement.

VII. COMPLETING DOCTORAL STUDY

Article 41

- (1) Postgraduate University (Doctoral) Study ends in development and defence of a research doctoral dissertation.
- (2) After completing the study and defending a dissertation a student acquires an academic degree of doctor of social sciences, field of kinesiology.

- (3) Abbreviation of the academic degree is dr.sc.¹, used as pre-nominal letters.
- (4) Promotions of doctors of science are carried out by a rector.

Article 42

- (1) A student who enrolls the Doctoral Study full-time is due to defend the doctoral dissertation within five years since the date of enrolment to the study, otherwise he loses his status of a student
- (2) A student who enrolls the Doctoral Study part-time loses his status of a student if he fails to defend doctoral dissertation within seven years since the date of enrolment to the study.
- (3) Exceptionally, the student can get an approval and a longer deadline for completing the study but the total duration of the study cannot be longer than eight years with commitment of taking the differential exams in case of changes in the curriculum of the study and commitment of paying any additional expenses of the study.

VIII. FUNDING DOCTORAL STUDY

Article 43

- (1) Decision on the tuition fee is made by the Faculty Council for each academic year separately.
- (2) Distribution of Faculty income from activities on implementation of the Doctoral Study of Kinesiology is regulated in separate regulations.

IX. TRANSITIONAL AND FINAL PROVISIONS

Article 44

- (1) After these Regulations enter into force, the Regulations on Postgraduate Doctoral Study of 16 March 2012, Class: 643-02/12-05/0002, Reg. No.: 2181-205-02-02-12-0001, shall be no longer effective.
- (2) Changes and amendments to these Regulations are executed in the way and according to the procedure for their adoption.
- (3) These Regulations enter into force on the eight day since of their publication on the bulletin board and the web pages of the Faculty.

Class: 003-05/17-02/0001
Reg.No.: 2181-205-02-01/17-0002
Split, 29 March 2017

DEAN

Professor Đurđica Miletić, PhD

¹ Eng. PhD used as post-nominal letters.