

Pursuant to Article 55 of Statute of the University of Split School of Medicine, and related to Article 63 of the Statute, the Faculty Council of the Split School of Medicine, at its 9th session held on 17 May 2018, adopted as follows:

REGULATIONS ON UNIVERSITY POSTGRADUATE STUDIES AND PROCESS OF EARNING A DOCTOR OF SCIENCE DEGREE

1. GENERAL PROVISIONS

Article 1

The Regulations prescribe the organization and delivery of postgraduate university doctoral studies (hereinafter, doctoral studies) and postgraduate university specialist studies (hereinafter, specialist studies); procedure and requirements for dissertation proposal, evaluation, and defense; and other issues important for the organization and delivery of postgraduate studies at the School of Medicine in Split.

Article 2.

All types of postgraduate studies delivered at the School are adjusted to the European Credit Transfer System (ECTS) requirements and requirements of the European Union of Medical Specialists (UEMS) to facilitate international mobility of students and teachers, comparability of student load, comparability of teaching quality, and recognition of qualifications in other European countries.

2. TYPES OF POSTGRADUATE STUDIES

Article 3.

The Faculty organizes and delivers the doctoral studies and specialist studies in the field of Biomedicine and Healthcare.

The completion of doctoral studies earns at least 180 ECTS credits and the degree of doctor of science.

The completion of specialist studies earns at least 60 ECTS credits and a university master degree, pursuant to Act on Academic and Professional Titles and Academic Degrees.

3. WORKING BODIES RESPONSIBLE FOR POSTGRADUATE EDUCATION AND PROCESS OF EARNING A DOCTOR OF SCIENCE DEGREE

Article 4.

For successful and efficacious performance of basic activities within postgraduate studies and for the process of earning a doctor of science degree, the Faculty establishes the following permanent bodies:

Doctoral School, and

- Doctoral Committee.

3.1. DOCTORAL SCHOOL

Article 5

The Doctoral School is established by joining several doctoral and specialist studies in order to make the delivery of study courses efficacious and increase research and teaching capacities,

standardize the criteria at postgraduate studies, foster interdisciplinarity, and make the organization and delivery of postgraduate studies more practical.

The Doctoral School is founded by the Faculty Council for the field of Biomedicine and Healthcare.

Article 6

For successful and efficacious delivery of doctoral and specialist studies, the Doctoral School establishes the following working bodies:

- Doctoral School Council,
- Study Councils
- Final Thesis Committee for Specialist Studies

3.1.1. DOCTORAL SCHOOL COUNCIL

Article 7

The Doctoral School is managed by the Doctoral School Council.

The members of the Doctoral School Council are

- Vice Dean for Science and Postgraduate Studies,
- Directors and deputy directors of doctoral studies,
- Directors and deputy directors of specialist studies,
- Chair and Deputy Chair of Doctoral Committee.

Administrative activities for the Doctoral School Council are carried out by an officer at the Office for Science, Postgraduate Studies, and Continuing Medical Education.

The work of the Doctoral School Council is governed by the Rules of Procedure adopted by the Doctoral School Council.

The Doctoral School Council meets as needed, but at least twice a year.

Article 8

The Doctoral School Council is headed by the Chair elected by secret ballot of the Council members to a four-year term. The Vice Chair is elected in the same manner.

Article 9

The tasks of the Doctoral School Council are as follows:

- to foster collaboration among different studies within the Doctoral School,
- to evaluate the work results of all studies,
- to review the reports from directors of studies,
- to initiate the enrollment process for postgraduate studies,
- to consider proposals of new postgraduate study programs,
- to consider all other issues within the scope of postgraduate studies and offer solutions.

3.1.2. STUDY COUNCIL

Article 10

There is a Study Council for each postgraduate study program.

The Study Council consists of the Director and Deputy Director of postgraduate study program, student representative and teacher representative who is employed at the School.

The Director of postgraduate study program nominates the teacher representative for the Study Council.

The student representative for the Study Council is elected by students.

The members of the Study Council are appointed by the Doctoral School Council.

Article 11

The Study Council meets as needed, but at least twice a year and:

- puts forward the student enrollment plan to the Doctoral School Council,
- ensures the quality and delivery of study programs,
- meets with the postgraduate students and their mentors at least once a year,
- summons, advises, helps, and stimulates underachieving students and their mentors,
- submits annually a written work report to the Doctoral School Council, describing: the analysis of academic performance of each student (passed examinations, dissertation proposal, research progress, preparation and publication of papers, development and defense of dissertation), and statistical indicators to measure study program performance, and
- carries out self-assessment, which is enclosed to the application for re-accreditation.

3.1.3. FINAL THESIS COMMITTEE FOR SPECIALIST STUDIES

Article 12

The Final Thesis Committee for Specialist Studies is a standing professional committee of the Faculty Council. It coordinates activities and standardizes the criteria for the final thesis development at specialist studies.

The Committee nominates the members of Expert Committees for the final thesis evaluation to the Doctoral School Council.

The members of the Final Thesis Committee are appointed by the Faculty Council upon the recommendation from the Chair of the Doctoral School Council.

Article 13

The Study Council nominates the members of the Final Thesis Evaluation Committee to the Doctoral School Council.

3.2. DOCTORAL COMMITTEE

Article 14

The Doctoral Committee (hereinafter, the Committee) is a standing professional committee of the Faculty Council. It standardizes the criteria and coordinates activities in the process of earning the academic degree of doctor of science (hereinafter: doctoral degree) from the point of dissertation topic proposal to the point of public defense of dissertation.

The Doctoral Committee is established by the Faculty Council upon the proposal from the Faculty Administration, ensuring a balanced representation of all fields in the area of Biomedicine and Healthcare.

The Committee consists of an odd number of members (at least eleven).

Upon the recommendation from the Doctoral Committee, the Faculty Council adopts the Rules of Procedure of the Committee.

The Chair and Vice-Chair of the Committee are elected by majority vote of the present Committee members by secret ballot to a two-year term.

4. DOCTORAL AND SPECIALIST STUDIES

Article 15

Doctoral and specialist studies are organized and delivered as regular studies in accordance with the curriculum and syllabus approved by the competent authorities upon the recommendation from the Faculty Council.

Article 16

The syllabus of doctoral and specialist study programs contains as follows:

- the specialist or academic title and degree,
- the duration of studies and deadline to complete a degree,
- the admission requirements for postgraduate studies,
- the content outline and number of hours of mandatory and elective courses,
- the model of teaching (lectures, seminars, tutorials, practical work, laboratory work etc.) and recommended literature,
- the number of ECTS credits earned after passing each exam,
- the comparable international study programs,
- the optimum number of students
- the admission requirements for the next year of studies and completion of the studies,
- the method of monitoring teaching quality,
- the list of potential mentors for doctoral dissertation or final thesis,
- the completion of the studies and requirements for continuation of studies for the students who discontinued their studies.

Article 17.

The main component of the university doctoral studies is a research project.

Lectures should not account for more than 20% of the total teaching load.

Doctoral studies are available to all doctoral students at the University of Split and other universities, in accordance with the pre-specified requirements and inter-institutional agreements, within the existing capacities.

The completion of specialist postgraduate study program earns, as a rule, 60 ECTS credits, and the professional postgraduate study program within specialization earns, as a rule, up to 30 ECTS credits.

Credits earned in professional postgraduate studies within specialization may cover only the ECTS credits from elective courses.

The title of Master of Science earns 60 ECTS credits.

The decision on recognition of ECTS credits is recommended by the Study Council after approval from the Doctoral School Council.

Students with Master of Science degree may take additional doctoral courses for doctoral studies and cover the expenses for 60 ECTS. These MSc students should earn 15 ECTS through attending courses according to the Director's decision.

Student rights and obligations regarding the studies are regulated by the Regulations on the Studies and Study System at the Split School of Medicine.

Article 18

For postgraduate candidates who obtained their scientific training abroad, the Doctoral School Council may recognize part of the ECTS credits upon the recommendation from the Study Council.

Article 19

There are three ECTS credit groups at doctoral studies:

- the first ECTS credit group consists of mandatory courses (maximum 30 ECTS),
- the second ECTS credit group consists elective courses (maximum 30 ECTS), and
- the third ECTS credit group consists of mandatory research activities defined by the curriculum and syllabus and elective research activities (maximum 30 ECTS).

Article 20

Doctoral students shall earn the prescribed number of ECTS credits in the first year of their studies by taking courses in the first or second ECTS credit group and, in the second year, they shall earn the number of ECTS credits prescribed by the curriculum from the second ECTS credit group.

The requirements for entering the next academic year are determined by the curriculum.

Article 21

Elective research activities in the third ECTS credit group are weighted as follows:

- scientific articles published in journals indexed in Current Contents (CC): first author – 15 ECTS, coauthor – 7.5 ECTS
- participation in international conferences (conference abstract): oral presentation – 5 ECTS, first author on a poster presentation – 3 ECTS,
- participation in local conferences (conference abstract): oral presentation – 2 ECTS, first author on a poster presentation – 1 ECTS.

Article 22

Specialist studies are organized and delivered as separate studies. They consist of two credit groups: mandatory (40 ECTS) and elective (20 ECTS) credits.

5. ADMISSION REQUIREMENTS AND POSTGRADUATE STUDIES APPLICATION

5.1. ADMISSION REQUIREMENTS

Article 23

A person who completed relevant graduate studies may be admitted to doctoral studies or specialist studies. The Doctoral School Council determines the types of completed graduate

studies and grade point average that are acceptable for admission to relevant doctoral or specialist studies.

5.2. APPLICATION

Article 24

Invitation for applications to doctoral or specialist studies is publicly announced in the daily newspapers and posted on the School's website.

The decision to invite candidates to apply for postgraduate studies is made by the Faculty Council upon the recommendation from the Doctoral School.

Article 25

The invitation for application for postgraduate studies contains:

name of postgraduate degree program

admission requirements,

maximum number of students,

tuition fee

the list of documents required for application,

the application deadline and other requirements that are posted on the School's bulletin board and website.

Candidates apply by submitting the proper application form (postgraduate application form).

Article 26

Candidates who completed their graduate studies abroad shall submit the decision on recognition of credentials earned abroad.

Article 27

The candidates for postgraduate studies are selected by the application committee consisting of the director and director deputy of the relevant doctoral or specialist studies.

Article 28

If sufficient number of candidates who meet the postgraduate admission requirements applied, the Faculty Council makes a decision to run the postgraduate study program.

The Faculty Council receives the report on how many candidates were approved for admission.

Article 29

The decision on the admission and enrollment of candidates is made by the Faculty Council and posted on the School's bulletin board and website. A separate website is launched for each postgraduate study program.

The decision on admission and enrollment is considered a first-instance decision and may be appealed against to the Dean within 15 days from the day the decision was posted on the School's bulletin board and website. The Dean's decision upon appeal is final.

6. COMPLETION OF POSTGRADUATE STUDIES

Article 30

University postgraduate doctoral studies are completed after all the obligations have been fulfilled, all the exams passed, and the dissertation finished and publicly defended.

University postgraduate specialist studies are completed after all the obligations have been fulfilled, all the exams passed, and the final report finished and/or relevant final exam passed in accordance with the study program.

Article 31

After having completed the postgraduate doctoral studies, a student earns the academic degree of doctor of science and other rights pursuant to specific regulations.

After having completed the postgraduate specialist studies, a student earns a university master's degree pursuant to the Act on Academic and Professional Titles and Academic Degree.

Article 32

A specialist diploma after completing specialist studies is issued by the School upon the recommendation from the Doctoral School Council.

Article 33

The academic degree of doctor of science is awarded by the University of Split on the basis of procedure run by the School in accordance with the Law, University Statute, School's Statute and provisions of these Regulations. The date of earning the academic degree of doctor of science is considered to be the date of successful public defense of dissertation.

Article 34

In addition to a certificate, diploma or confirmation, the doctoral student shall be issued an additional document (a diploma supplement) to verify the exams passed, grades received, and ECTS credits earned by the doctoral student. Upon a personal request, the student may be issued a preliminary diploma supplement even before the completion of the studies.

Diplomas, certificates, and confirmations issued by the University are public documents.

7. POSTGRADUATE STUDENTS

Article 35

University doctoral students may be:

- research fellows or assistants employed full-time at the University of Split School of Medicine, exempted from paying tuition fees unless the financial resources are provided by the research grant.

- persons who pay the costs of studying themselves, scholars having a Croatian or international scholarship or persons whose tuition fees are covered by their employer.

Requirements for studying and completing the study program are the same for both Croatian and foreign citizens.

Article 36

Upon enrollment in the first semester of doctoral studies or postgraduate specialist studies, the selected candidates sign the Agreement on mutual rights and obligations.

The Agreement referred to in section 1 of this Article contains provisions on: (a) parties to the Agreement, (b) student's financial obligations, (c) obligations regarding enrollment to and completion of the studies, and (d) other rights and obligations important for completion of the studies.

After signing the Agreement referred to section 1 of this Article, paying the agreed tuition fees and receiving the student transcript book, the candidates receive the status of postgraduate students. Before enrollment to an academic year, the student should have paid the annual tuition fee in full, and submit the payment receipt at enrollment.

The student enrolls to academic years consecutively without interrupting their studies. In case that tuition fee has not been paid and that the student did not enroll into the next academic year, the student will be considered to have given up and dropped out of doctoral or specialist study program and will receive the notification thereof.

If the student drops out of the doctoral program during the first or second year of the study program, they may subsequently apply for readmission to the program. Such an application is taken under consideration by the Doctoral School Council and, if accepted, the student has to take all the classes given at the year they dropped out, pay all arrears on the tuition fee in one step and pay the additional amount equalling the value of ECTS earned from courses the student will attend. If the student drops out of the third year of study program, the student may subsequently apply for readmission to the study program. Such an application is taken under consideration by the Doctoral School Council and, if accepted, the student has to take all the classes given at the year they dropped out, pay all arrears on the tuition fee in one step, earn 15 ECTS more and pay the tuition for these additional classes.

Article 37

Upon completion of each year of studies, the postgraduate student has to certify the previous year of studies.

In exceptional cases, the student may submit a written application and provide a valid reason for suspending the studies for up to two years and then resume the studies upon the expiry of that period. The proposal of the Study Council is approved by the Doctoral School Council.

Article 38

Appeal against the decision on revocation of the status of a student may be submitted to the Dean within 15 days. The Dean may refuse, reject or accept the appeal.

8. TEACHERS, DIRECTORS, TUTORS AND MENTORS AT POSTGRADUATE STUDIES AND EXPERT COMMITTEES

8.1. TEACHERS AND DIRECTORS

Article 39

Doctoral and postgraduate specialist courses are delivered by teachers elected to scientific-teaching titles and scientific titles.

In exceptional cases, upon the recommendation from a course director and in agreement with the Director and Vice Dean for Postgraduate Studies, parts of the courses may be delivered under the teacher's supervision by persons not elected to scientific and/or scientific-teaching titles, but holding an academic degree of a doctor of science.

Pursuant to the Law, University Statute and School's Statute, other persons who, on the basis of their teaching or professional work and achievements may contribute to the quality of education or scientific and professional work, may participate in course delivery after being authorized by the Doctoral School Council.

Article 40

Each doctoral and specialist study program has a director. The study program director has to be elected to a scientific-teaching title. The study program director selects his or her deputy from the ranks of teachers elected to scientific-teaching titles. The deputy actively participates in the realization of the relevant study program.

The study program director and deputy director are appointed by the Faculty Council upon the recommendation from the Doctoral School Council and in accordance with the permit.

Article 41

The study program director has the following rights and obligations:

- is a member of the Faculty Council
- is a member of the Doctoral School Council,
- organizes the study program and is responsible for realization of the curriculum and syllabus,
- calls and chairs the meetings of the Study Council and course directors,
- calls and chairs the meetings of mentors and students,
- holds a meeting with all students of particular study program at least once a semester,
- recommends changes to the curriculum and syllabus to the Study Council,
- carries out other tasks pursuant to the provisions of the School's applicable documents.

Article 42

Study program deputy director has the following rights and obligations:

- in agreement with the study program director, develops course time-tables,
- is a member of the Doctoral School Council,
- prepares reports on taught classes,
- attends to teaching materials and tools,
- counsels students on choosing elective courses,
- carries out other tasks pursuant to the provisions of the School's applicable documents.

Article 43

A doctoral course director or specialist course director may be a person elected to scientific-teaching or scientific title, *professor emeritus* or academician.

8.2. STUDENT TUTORS

Article 44

In mastering the content of the doctoral or specialist studies, a student may be assisted by a tutor appointed by the Study Council.

8.3. DISSERTATION MENTORS

Article 45

Pursuant to the Law and the Statute of the University of Split, the candidate has the right to choose the dissertation mentor.

The candidate proposes one or more mentors (co-mentors). The decision on the appointment of the mentor and co-mentors is made by the Faculty Council upon the recommendation from the Doctoral Committee.

If the dissertation proposal is based on a systematic review, and the mentor and candidate are not experts in the field of dissertation research, a co-mentor meeting this criterion has to be appointed.

If the proposed research is unambiguously interdisciplinary, a co-mentor may be appointed. The co-mentor shall meet the criteria of scientific excellence, same as the mentor.

Article 46

The dissertation mentor cannot be a member of the Dissertation Proposal Committee, Dissertation Committee or Dissertation Defense Committee.

Article 47

The dissertation mentor is an active researcher from the ranks of teachers and scientists elected to scientific-teaching or scientific title in the Republic of Croatia or abroad.

The mentor referred to in section 1 of this Article should have scientific achievements in the previous five years (at least three authored articles) published in journals indexed in Current Contents (CC) or Web of Science (WoS) databases with impact factor higher than 1.

The mentor may be a scientist outside the School with whom the School signed a cooperation and candidate mentoring agreement.

If the proposed mentor does not hold a doctoral degree, but was elected to scientific-teaching title, a co-mentor should be appointed from among the School's professors who hold a permanent professorship.

The mentor and the candidate submit the annual report on research to the Study Council.

The mentor is responsible for successful topic proposal, research conduct, and completion and defense of candidate's dissertation.

8.4. FINAL THESIS EXPERT COMMITTEE FOR SPECIALIST STUDIES

Article 48

Upon the recommendation from the Study Council, the Doctoral School Council appoints the Final Thesis Expert Committee for Specialist Studies.

Article 49

The Final Thesis Expert Committee for Specialist Studies submits to the Doctoral School Council the report on final thesis evaluation for specialist studies. If the report was positive, the Council concludes that the completion of a specialist study program was successful and that the right to the academic title of "master" has been earned and recommends to the Faculty Council that the School issues the relevant diploma.

Article 50

Members of final thesis expert committees shall be persons holding the academic degree of a doctor of science elected to scientific-teaching title or scientific title.

8.5. EXPERT COMMITTEES IN THE PROCESS OF PROPOSAL, EVALUATION AND DEFENSE OF DISSERTATION

Article 51

Upon the recommendation from the Doctoral Committee, the Faculty Council appoints the following expert committees:

- (a) Dissertation Proposal Committee,
- (b) Dissertation Defense Committee.

Article 52

For the process of awarding the academic degree of a doctor of science, the expert committee members shall be persons with the academic degree of a doctor of science elected to scientific-teaching or scientific title. A professor emeritus and academician may be a member of the committees that award the academic degree of a doctor of science and the dissertation mentor.

Article 53

For the process of awarding the academic degree of a doctor of science, the expert committee members cannot be:

- (a) persons who are relatives of the candidate (through blood or by marriage, e.g. the father or mother, grandfather or grandmother, brother or sister, husband or wife, mother- or father-in-law, daughter- or son-in-law, sister- or brother-in-law),
- (b) persons with conflict of interest (co-authors or co-owners of a patent described in the qualification paper).

Article 54

For the process of awarding the academic degree of a doctor of science, expert committees regularly consist of three members and one standby member; one of the members may be from another research institution.

Exceptionally, expert committees may consist of five members in the following circumstances:

- (a) the dissertation topic is interdisciplinary, covering more than three scientific fields, or
- (b) the candidate completed graduate studies in another scientific field; in that case, at least one member of the expert committee shall be from the respective studies. i.e. scientific field.

9. PROCEDURE OF EARNING A DOCTOR OF SCIENCE DEGREE

Article 55

These Regulations prescribe:

- all requirements and procedures related to doctoral dissertation (hereinafter, dissertation) topic proposal and submission and defense of the finished dissertation, including:

- o requirements for dissertation topic proposal,
 - o dissertation topic proposal,
 - o dissertation topic approval procedure,
 - o requirements for submission of finished dissertation,
 - o requirements for public defense of dissertation,
- the rights and obligations of the Doctoral Committee (hereinafter, the Committee),
 - the rights and obligations of dissertation mentor,
 - the rights and obligations of expert committees in the procedure of proposal, evaluation, and defense of dissertation.

10. REQUIREMENTS FOR DISSERTATION TOPIC PROPOSAL AND SUBMISSION AND DEFENSE OF FINISHED DISSERTATION

10.1. REQUIREMENTS FOR DISSERTATION TOPIC PROPOSAL

Article 56

The dissertation topic proposal should contain one original paper on the primary research project for the dissertation topic, which is published in a journal with impact factor (IF) higher than 1 and indexed in CC or WoS databases, or a systematic review within the Cochrane Collaboration. The candidate must be the first author (or co-first author) of the paper.

Full-time doctoral candidates shall defend the dissertation within a maximum of 6 years from the start of their postgraduate studies, and part-time students shall defend the dissertation within 8 years. Students who do not fulfill this condition have to enroll to one semester (30 ECTS) and attend 15 ECTS of classes.

Article 57

A person who had significant scientific achievements, if meeting the requirements proscribed by the general legal acts of the University of Split (hereinafter: University) and pursuant to these Regulations of the Split School of Medicine, may propose the doctoral dissertation topic and earn a doctoral degree outside doctoral studies.

These scientific achievements imply that the requirements for election to the scientific title of senior research associate (except for a doctor of science) are met. The candidate should demonstrate continuous research activity, i.e. has two CC or WoS papers published in the previous five years.

Papers required for a doctoral dissertation proposal referred to in this Article cannot be used as a requirement for doctoral dissertation defense.

Candidates referred to in Article 57 shall explicitly list, in their doctoral dissertation proposals, the papers that they will use in particular stages of the process of earning the doctoral degree.

Article 58

The Doctoral Committee may allow that the entire procedure of earning a doctor of science degree (proposal, public discussion on the proposed topic, submission of finished dissertation, and public defense of dissertation) be carried out in English language. The dissertation in English should contain the title and abstract of the dissertation in Croatian language.

10.2. DOCTORAL DISSERTATION TOPIC PROPOSAL

Article 59

Doctoral dissertation topic proposal consists of the application, curriculum vitae, argumentation of the topic, evidence on meeting the requirements for topic proposal, opinion of the proposed mentor, and ethics committee approval, if needed.

The proposal is submitted in printed and electronic forms.

Article 60

The doctoral dissertation topic may be based on:

1. primary scientific research,
2. pooled research papers that make a rounded whole,
3. scientific work based on a Cochrane systematic review.

Argumentation for the doctoral dissertation topic referred to in section 1 consists of the following sections:

- a) one original paper describing the primary research on doctoral topic, in line with Article 56
- b) the topic title,
- c) scientific area of research,
- d) introduction,
- e) research problematics,
- f) hypothesis,
- g) research aim,
- h) research design,
- i) research outcomes,
- j) research methods,
- k) research organization,
- l) the role of the candidate in the research,
- m) expected scientific contribution,
- n) differences between the published paper used for dissertation and the dissertation itself
- o) ethical principles,
- p) references.

Argumentation for the doctoral dissertation topic referred to in section 2 contains:

- a) the topic title,
- b) the list of pooled articles proposed as a doctoral dissertation,
- c) introduction, review of the previous research and knowledge of the proposed problematics, with a special review of one's own research,
- d) a clear, well-posed problematics and aim of the pooled articles,
- e) research methods (short presentation of methodology used in articles pooled to make up the dissertation),
- f) summary of the pooled results,
- g) scientific contribution of the pooled articles,
- h) evidence on adhering to ethical principles in research,

i) references,

j) the pooled articles proposed as a doctoral dissertation, which should make a rounded whole of at least three articles on which the candidate is the first author and which are published in journals indexed in CC or WoS databases with the impact factor above 1, with the most recent of these articles published in the previous two years.

Argumentation for the doctoral dissertation topic referred to in section 3 contains:

a) one original research paper describing the primary research of the dissertation topic, as defined in Article 56, or a systematic review within the Cochrane Collaboration,

b) argumentation for the importance of the research topic and questions that will be answered in the review article,

c) review of previous research and knowledge of the proposed problematics, showing clearly that there have been no previous attempts at a systematic review on the proposed topic, which implies checking the titles and protocols in Cochrane library,

d) preliminary search according to the defined inclusion and exclusion criteria, showing clearly that the search will not result in an “empty” systematic review,

e) a detailed protocol of the planned systematic review (inclusion and exclusion criteria, types of studies included in the systematic review, observed interventions, planned comparisons, outcome measures, literature search strategy, and data collection form) or a print-out of the approved protocol from the Cochrane Database of Systematic Reviews (if the systematic review is developed within Cochrane collaboration),

f) estimated scientific contribution of the dissertation,

g) references.

Article 61

Candidates completing their graduate studies in other scientific fields that do not correspond to the scientific field in which they wish to propose the dissertation topic must, before the topic may be accepted, successfully pass the combined examination before the Dissertation Proposal Expert Committee in the selected scientific field and object of research and show knowledge of research problematics and chosen methodology. The content of the entire examination is determined by the Expert Committee in agreement with the Doctoral Committee. The combined examination may be written or oral.

Article 62

For doctoral dissertation topic proposals that are predominantly from other scientific areas, the Doctoral Committee recommends to the Faculty Council not to process them further.

The candidates who carried out their research as part of the dissertation work during their education abroad shall submit the program/project leader's statement that they may use the obtained results for their dissertation at the School of Medicine.

Article 63

The proposed mentor's opinion has to contain the evaluation of scientific novelty of the proposed dissertation, expected scientific contribution, information where the research will be carried out, and candidate's roles in the research if there are more collaborators participating in the research.

10.3. APPROVAL OF DOCTORAL DISSERTATION TOPIC

Article 64

Doctoral dissertation topic proposal is considered by the Committee. The Committee may request the review from an outside expert.

The Committee returns the argumentation of the topic for revision if significant flaws are observed.

Article 65

Upon the recommendation from the Committee, the Faculty Council appoints the Dissertation Topic Expert Committee, consisting of at least three members with scientific-teaching or scientific title, which submits to the Faculty Council the report with the recommendation to either accept or reject the dissertation topic.

The proposed mentor is not a member of the Expert Committee.

Exceptionally, the Expert Committee may consist of five members, in cases where:

- (a) the dissertation topic is interdisciplinary and covers several scientific fields,
- (b) the candidate completed graduate studies in another scientific area; in that case, at least one member of the Expert Committee must be from the relevant scientific area.

Article 66

The dissertation topic proposal is discussed publicly, i.e., the topic is presented in public in case that the dissertation topic proposal is based on the pooled articles that make a rounded whole.

The Chair of the Expert Committee calls a public discussion on the proposed topic, where the candidate and the proposed mentor provide arguments to the members of the Expert Committee that expected scientific contribution of the research is realistic.

The Chair of the Expert Committee keeps the minutes, which must be signed by all members of the Expert Committee.

The minutes are delivered to the Office for Science, Postgraduate Studies and Continuing Medical Education.

After the public discussion, the Expert Committee may accept the proposed topic, request revision by indicating what needs to be improved, or recommend the rejection of the topic, in which case there is a written statement.

The candidate must submit the revised topic proposal to the Expert Committee for evaluation.

Article 67

The Chair of the Dissertation Topic Expert Committee submits the evaluation report of the proposed topic to the Doctoral Committee within one month from the public discussion.

The evaluation report on dissertation topic is written according to the Doctoral Committee's guidelines and must contain the statement that the candidate meets the requirements for doctoral topic proposal pursuant to the provisions of these Regulations.

The report is signed by all members of the Expert Committee.

In case of a separate opinion of a member of the Expert Committee, this member's opinion is also enclosed.

Article 68

If the report is found to lack the required elements or not to correspond in important parts with the text of dissertation proposal, the Committee returns the dissertation topic report to the Expert Committee and recommends the revisions.

Article 69

The representative of the Doctoral Committee reports on the dissertation topic at the Faculty Council session.

On the basis of the well-argued report and recommendation from the Dissertation Proposal Expert Committee, the Committee's opinion, and the discussion, the Faculty Council makes the final decision on either acceptance or rejection of the proposed dissertation topic.

At the same session, the Faculty Council, upon the recommendation from the Doctoral Committee, appoints the mentor and Dissertation Expert Committee consisting of at least three members.

As a rule, at least one member of the Expert Committee must be from outside the School.

The Dissertation Committee may have the same composition as the Dissertation Proposal Expert Committee.

The members of the Dissertation Expert Committee are persons with scientific-teaching or scientific title in the same scientific field as the topic of the doctoral dissertation.

10.4. DISSERTATION SUBMISSION REQUIREMENTS

Article 70

The candidate submits the soft-bound copies of the dissertation for each member of the Expert Committee, one for the Chair of Doctoral Committee, and one for the Archives.

The layout of the dissertation should conform to the Doctoral Committee's guidelines.

Article 71

The members of the Dissertation Expert Committee submit the report with the description of dissertation content, their opinion on and evaluation of the dissertation and the review of methods used, scientific contribution of the dissertation, and recommendation from the Expert Committee.

In the report, the Dissertation Expert Committee may recommend that:

- the dissertation be accepted and the candidate allowed to defend the dissertation,
- the dissertation be returned to the candidate for revision or correction, or
- the dissertation be rejected.

The dissertation evaluation report is composed by the Chair of the Expert Committee and signed by all the members.

In case of a separate opinion of the member of the Expert Committee, this member's opinion is also enclosed.

The Doctoral Committee considers the Expert Committee's report and refers it, together with its own opinion, to the Faculty Council or returns the dissertation evaluation report to the Expert Committee if the report does not correspond with the important parts of the text of dissertation and suggests the needed revisions.

The Doctoral Committee may recommend to the Faculty Council to expand or change the composition of the Dissertation Expert Committee.

Article 72

If, on the basis of the Dissertation Expert Committee's report, the Committee concludes that the dissertation contains flaws that may be remedied, the Committee returns the dissertation to the candidate and his or her mentor to revise it according to the instructions and comments.

In case referred to in the previous section, the candidate shall amend the dissertation within 90 days from the day of receipt of the Committee's conclusion.

If the candidate does not follow through on the instructions and comments of the Dissertation Expert Committee within the stipulated period, and without a justified reason, the dissertation will be deemed rejected.

Article 73

If the Committee concludes that the report of the Dissertation Expert Committee does not provide a valid basis for the decision reached on the dissertation evaluation, the Committee may include new members and request that they submit a report or recommend to the Faculty Council a new Dissertation Expert Committee that will reconsider the dissertation and submit their report to the Committee.

Upon acceptance of the positive evaluation of the dissertation, the Faculty Council appoints the Dissertation Defense Expert Committee upon the recommendation from the Committee.

The members of the Dissertation Committee may be members of the Dissertation Defense Committee.

Article 74

If the Committee agrees with the negative report from the Dissertation Expert Committee, the Faculty Council makes the final decision on the dissertation, which is delivered to the candidate within eight days.

10.5. REQUIREMENTS FOR PUBLIC DEFENSE OF FINISHED DISSERTATION

Article 75

Candidates whose dissertation received a positive evaluation from the Faculty Council may publicly defend the dissertation after they have met all the requirements for dissertation defense. Before the candidate may defend the dissertation, the candidate should have published the second paper in the research branch on which the candidate is the first author (or co-first author). The candidate must provide the galley proof or print-out of the electronic version, with the PubMed DOI number, of the paper, which must be published in a journal indexed in CC or WoS databases with the impact factor higher than 1. Exempt from the requirements in this section are the candidates whose original scientific paper referred to in Article 56 was published in a journal indexed in CC or WoS databases with impact factor equal to or higher than 4.

Article 76

The dissertation defense is public.

The day of dissertation defense is determined by the Chair of the Dissertation Defense Expert Committee upon the decision from the Faculty Council.

The Office for Science, Postgraduate Studies and Continuing Medical Education of the School of Medicine announces the presentation and the day and place of the dissertation defense not later than seven days before the defense will take place by posting the notice on the School's bulletin board and website.

Article 77

The candidate defends the dissertation before the Dissertation Defense Expert Committee.

Minutes on the dissertation defense are kept by the Chair of the Expert Committee and signed by the members of the Dissertation Defense Expert Committee.

The decision made by the Expert Committee on the defense of the dissertation is included in the minutes.

The Expert Committee's decision on the dissertation defense may be as follows:

- defended by unanimous vote of the Committee,
- defended by majority vote of the Committee,
- not defended.

Article 78

The candidate who did not defend the dissertation has the right to propose the new dissertation topic not earlier than within 90 days.

Article 79

After the successful defense of dissertation, the candidate shall submit eight (or ten) copies of the bound dissertation for each member of the Expert Committee, one for the School's Library, one for the libraries of the Schools of Medicine in Zagreb, Osijek, and Rijeka, one for the National and University Library in Zagreb.

Each bound copy of the dissertation shall have an electronic version of the dissertation enclosed.

Article 80

The candidate who successfully defended the dissertation is awarded the diploma and supplemental document on completed postgraduate doctoral studies and earned academic degree of the doctor of science.

The diploma specifies the scientific area, field, and branch in which the doctor of science degree was earned and the title of the dissertation.

The Dean refers the recommendation along with other required documents for the promotion of doctors of science to the University Provost.

The diplomas are presented by the University Provost at a diploma award ceremony.

11. REQUIREMENTS AND PROCEDURE OF REVOKATION OF THE ACADEMIC DEGREES OF A DOCTOR OF SCIENCE AND MASTER OF SCIENCE

Article 81

The academic degree is revoked if it was established that it was earned against the proscribed requirements, by a gross breach of the study program rules or on the basis of plagiarized or falsified doctoral dissertation or final thesis.

The procedure of academic degree revocation is set in motion by the Faculty Council either by official duty or upon the recommendation of the persons who provide evidence of legal interest.

The conditions for revocation of the awarded academic degree are verified by the expert committee appointed by the Faculty Council.

After conducting the procedure, the expert committee submits its opinion to the Faculty Council, which makes the final decision on revocation of the awarded academic degree.

Upon the revocation of the awarded academic degree, all other titles earned on the basis of this academic degree are lost.

The ethical aspects of the procedures within postgraduate studies and procedure of earning the title of doctor of science are under the supervision of the Ethics Committee of the School of Medicine.

12. TRANSITIONAL AND FINAL PROVISIONS

Article 82

The provisions of these Regulations apply to all postgraduate studies from 2018/2019 academic year.

Students enrolled before these Regulations came into force have to defend their doctoral thesis within 3 years from the day when these Regulations came into force according to the requirements that applied before that day.

Students who do not earn their doctoral degree from the previous section must enroll again to one more semester (30 ECTS) and attend 15 ECTS classes. These students continue their studies according to the provision of the present Regulations.

Article 83

On the day of entry of these Regulations into force, the Regulations on Postgraduate Studies and Process of Earning Doctor of Science Degree from 18 December 2015 shall cease to have effect.

These Regulations take effect on the eighth day from being announced on the School's bulletin board and website.

Class: 003-08/18-04/0003

Reg. No.: 2181-198-02-01-18-0063

The Dean

Prof. Zoran Đogaš. MD, PhD.

These Regulations were posted on ____ July 2018 and take effect on ____ July 2018.