

Rules on the preparation and defence of a doctoral dissertation adopted on 26 September 2017, and amended on 26 September 2018, 6 November 2018, 24 January 2019, 16 April 2019, 29 September 2021 and 28 September 2022, pursuant to the Article 22, indent 15 of the Statute of the University of Novo mesto Faculty of Health Sciences, on 29 September 2021, 28 September 2022, 28 September 2023, and 22 February 2024 by the Senate of the University of Novo mesto Faculty of Health Sciences are as following:

## **RULES ON THE PREPARATION AND DEFENCE OF DOCTORAL DISSERTATION**

### **1. GENERAL PROVISIONS**

#### Article 1

These Rules regulate the preparation and defence of the doctoral dissertation (hereinafter referred to as dissertation).

#### Article 2

To obtain the PhD degree, the candidate must complete the necessary study obligation according to the study programme and successfully defend the dissertation.

The dissertation is a written scientific work of the candidate.

The dissertation must be a result of an independent research work of the candidate, containing an original scientific contribution of the candidate to the relevant scientific discipline.

#### Article 3

All documents generated during the preparation and presentation of the dissertation must be written in the Slovene language. Abstracts, as regulated with these Rules, should be written in the English or German language. The defence takes place in the Slovene language.

Eventual exceptions are decided upon by the Senate on the basis of preliminary and legitimate request of the candidate.

Language correctness of documents is the responsibility of the candidate.

#### Article 4

All provisions of these Rules referring to the *mentor* shall apply *mutatis mutandis* to the *co-mentor*.

Members of committees and mentors must not be akin to or in affinity with the candidate up to and including the third degree.

Masculine expressions in the original Slovene version of these Rules are considered neutral and are used for both genders equally.

## **2. PUBLIC PRESENTATION OF THE DISPOSITION OF DISSERTATION**

### Article 5

In concordance with the study programme, for advancement from the 1st to the 2nd year, the candidate is obliged to successfully accomplish a public presentation and defence of the disposition of dissertation, which is to be registered with the Senate, at the Doctoral Seminar.

### Article 6

The dissertation topic is the main subject of the written scientific work, which the candidate defines in the disposition.

The dissertation disposition is a draft of the dissertation, comprising 15 to 20 pages and contains:

1. title of the dissertation,
2. introduction,
3. theoretical background,
4. problem statement and objectives,
5. hypotheses and/or research questions,
6. research methods (sample, instrumentation, procedures),
7. the expected original scientific contribution, and
8. basic literature (at least 40 units in the Slovene and foreign language).

## **3. MENTOR**

### Article 7

As a rule, the candidate proposes the mentor by himself, as well as a potential co-mentor, if the topic is interdisciplinary. In process of choosing the mentor, they may consult with the Dean or the Head of the Doctoral Seminar. Mentor monitors the research work of the candidate during preparation of the dissertation, gives professional advice, and cares for the proper scientific level of the dissertation.

The mentor is a higher education teacher, possessing at least the title of Assistant Professor, fulfilling the following conditions:

1. is a course lecturer at the doctoral study programme. If there are no habilitated higher education teachers for the proposed topic at the faculty, the mentor may also be a higher education teacher from another higher education institution, habilitated according to standards, which should at least be equal to the standards of the faculty. The faculty and the mentor conclude a contract agreement after the topic, disposition and mentor have been confirmed by the Senate.
2. has already been a mentor to at least two completed master's thesis or mentor/co-mentor to at least one doctoral thesis, with the exception of a higher education teacher who demonstrates outstanding achievements in research (citation index, heading of projects),
3. has achieved at least 130 points according to SICRIS in the last five (5) years (or 150 points in last 10 years in case of retirement).

The co-mentor must fulfil half of criteria set in points 2 and 3 of paragraph 2 of this article.

The mentor (and possible co-mentor) is confirmed by the senate of the faculty.

#### Article 8

If the event of a serious illness or death of the mentor, the candidate is assigned another mentor, who must be appointed in the same manner as the original mentor.

If there is no corresponding new mentor and the work is in the final stage, the candidate may, in agreement with the Senate, complete the dissertation on their own. In this case, the evaluation committee for dissertation must consist of at least 5 members.

### **4. REGISTRATION AND CONFIRMATION OF THE DISSERTATION TOPIC AND DISPOSITION AND APPOINTMENT OF THE MENTOR**

#### Article 9

The candidate can register the topic and disposition of the dissertation as soon as they fulfil the conditions, defined by the study programme for advancement from the 1st to the 2nd year, i.e., especially the conditions listed in the Article 5 of these Rules.

#### Article 10

The candidate registers the topic and the disposition of doctoral dissertation using a special form (Form DD1), which is an integral part of these Rules, and encloses the following documents:

1. the proposed mentor's consent (Form DD2),
2. the proposal of the disposition of doctoral dissertation,
3. evidence of compliance with the conditions for registration (confirmation of completed obligations and Form DD6).
4. a draft research data management plan in accordance with Article 20 of these Rules (DD19).

#### Article 11

The candidate submits the application for the topic and disposition of dissertation to the Student Affairs Office, namely one copy in written and one in electronic form.

#### Article 12

Upon the candidate's application for the topic and disposition of dissertation, the Senate appoints a *Committee for assessing the suitability of the topic and disposition of dissertation* (Form DD3) and from the three of its members designates its chairperson.

Members of the Committee are habilitated higher education teachers or scientific researchers in the field of the proposed dissertation. At least one member of the Committee must be chosen from among the teachers and scientific researchers from another higher education institution.

If the proposed dissertation topic is interdisciplinary or if the research within the scope of dissertation needs to be performed at a foreign higher education institution, the

Committee can have four members.

If the dissertation topic examines aspects of more than one academic discipline, the composition of the Committee must ensure an interdisciplinary approach.

The proposed mentor cannot be a member of the Committee for assessing the suitability of the topic and disposition of dissertation. Alternatively, they can be invited to a detailed presentation of the topic and disposition of dissertation.

The Dean sends a decision on the appointment of the Committee, a proposal for the disposition of dissertation, and documentation for the preparation of the assessment to all members of the Committee for assessing the suitability of the topic and disposition of dissertation.

If the designated member refuses to participate in the Committee for assessing the suitability of the topic and disposition of dissertation, they must, within 5 working days of the receipt of the decision, inform the dean about the refusal in writing; the dean then gives the initiative to the Senate to appoint a new member.

### Article 13

The Committee for assessing the suitability of the topic and disposition of dissertation assesses the suitability of the proposed topic (whether the topic and the research questions explored by the candidate in the dissertation give enough opportunity for an independent and original contribution to the relevant scientific discipline).

The Committee for assessing the suitability of the topic and disposition of dissertation can, during the review of the disposition, present the candidate with obligatory suggestions for its improvement. The candidate submits the corrected disposition to the Committee within one (1) month after receipt of the proposal from the Committee.

The Committee for assessing the suitability of the topic and disposition of dissertation should prepare its assessment within one (1) month of its appointment. If the candidate was provided with obligatory suggestions for improving the disposition, the assessment should be prepared within two (2) months of the Committee's appointment. The assessment and the opinion of the Committee are submitted to the Dean, who puts it in the agenda of the session of the Senate of the Faculty.

### Article 14

The Committee for assessing the suitability of the topic and disposition of dissertation submits its assessment in the form of a report, considering all points mentioned in the Form DD4.

The Committee for assessing the suitability of the topic and disposition of dissertation submits a joint assessment, which is signed by all the members, however, each member has the right to submit a separate opinion.

If at least one of the members of the Committee for assessing the suitability of the topic and disposition of dissertation is a foreigner, the report shall be submitted in both Slovene and the relevant foreign language, except if the member gives a statement of fluency in the Slovene language.

In the event of a positive assessment of the topic and disposition of dissertation, the Committee for assessing the suitability of the topic and disposition of dissertation forwards its report to the Senate and suggests its approval and appointment of a mentor and possible co-mentor.

In the event of a negative assessment of the topic and disposition, the Committee for assessing the suitability of the topic and disposition of dissertation forwards its report to the Senate and suggests the procedure to be stopped.

When submitting the joint assessment, the chair of the committee shall submit the latest version of the disposition of the doctoral dissertation based on which the assessment was prepared.

## Article 15

The Senate at its first session following the receipt of the Committee for assessing the suitability of the topic and disposition of dissertation report discusses the report and, on its basis, adopts a decision on approving the topic and disposition of the dissertation, and on the appointment of the mentor and a possible co-mentor, or on stopping the procedure.

The Senate shall inform the Student Affairs Office and the University's Research, Development, and Innovation (R&D&I) Commission of its decision. If the procedure is suspended, the mentor and the candidate shall also be informed.

The R&D&I Commission shall consider the proposal for the doctoral dissertation topic, propose binding amendments or additions, and forward them to the University Senate for approval. It shall also propose a mentor or co-mentor for the doctoral dissertation topic to the University Senate for approval.

The decision approving the topic and the layout and appointing the supervisor must specify the deadline for the submission of the dissertation proposal, which shall be a maximum of four (4) years from the adoption of the decision by the University Senate. The proposals for amendments and modifications of the Committee for Research and Development and Innovation shall be annexed to the decision and shall be binding on the candidate.

If the University Senate considers that the comments of the R&D&I Committee demonstrate an insufficient quality of the proposed dissertation topic and layout, it shall issue a decision to stop the procedure. In this case, the procedure of assessment of topic and disposition of the doctoral dissertation shall be restarted.

The Senate informs the candidate, the mentor, the possible co-mentor, and the Student Affairs Office about its decision.

The information on the approved topic and the validity date of the topic and the dissertation disposition is entered into the Student Information System (ŠIS).

If the candidate fails to submit the dissertation proposal within a period laid down in the decision approving the dissertation topic and disposition, they may submit a deadline extension request to the Senate of the Faculty prior to the expiry of the deadline. The Senate can extend the deadline for a maximum of one (1) year.

If the candidate fails to submit the dissertation proposal within a period laid down in the decision approving the dissertation topic and disposition and does not apply for a deadline extension before the deadline, it is considered that they withdrew their topic registration.

## **5. ASSESSMENT OF THE ETHICAL ASPECTS OF THE RESEARCH FOR DOCTORAL DISSERTATION**

### Article 16

After the disposition of the doctoral dissertation has been approved, the student must apply for assessment of the ethical aspects of the research to the University committee, in accordance with the Rules on the criteria and operation of the committee for ethics in research involving work with people.

## **6. DOCTORAL DISSERTATION PREPARATION**

### Article 17

Based on approved dissertation topic and disposition, the candidate prepares the dissertation proposal in accordance with the mentor's instructions, in which case its contents may be, in accordance with the instructions of the mentor and the results of the research, to a lesser extent different from the approved disposition.

When writing the doctoral dissertation, the candidate must follow the Instructions for preparation of written products at the University of Novo mesto, Faculty of Health Sciences.

In the case of preparing the dissertation in the English language or any other foreign language, an introduction and extensive summary (at least 10% of the doctoral dissertation) must be prepared in the Slovene language.

The candidate must, prior to handing in the dissertation proposal, fulfil the conditions, as stated in the following articles:

- accomplished all study obligations and
- published at least one article from the contents of the dissertation in a scientific journal indexed in SCI, SSCI, AHCI or SCOPUS. In this stage it is relevant also if the article is accepted for publication (with confirmation – the editor's written statement that the article has been accepted for publication). The candidate submits the evidence of the publication to the Student Affairs Office (DD7 Form).

The PhD student must be the first author of the article. In all publications related to research work within the framework of the doctoral thesis, the affiliation "University of Novo mesto Faculty of Health Sciences" must be indicated. This also applies in the case when the doctoral student, mentor and co-mentor are employed in another organization. Otherwise, the article will not be considered as a relevant publication.

### Article 18

When the research work is in its final stage, at the discretion of the mentor, the potential

co-mentor and the PhD student, the PhD student submits a dissertation proposal to the Student Affairs Office.

Candidate submits the dissertation proposal in five (5) unbound copies and one (1) copy in electronic form to the Student Affairs Office. The proposal also contains:

1. the candidate's declaration of authorship and non-infringement of copyrights and intellectual property rights (Form DD21),
2. the mentor's declaration on doctoral dissertation proposal suitability (Form DD5),
3. evidence that the candidate published at least one article from the contents of the dissertation in the relevant professional or scientific publications (or that the work has been accepted for publication) (Form DD7),
4. a statement of the mentor on the verification of the candidate's doctoral dissertation proposal using the anti-plagiarism software, and the submitted report to the Student Affairs Office in accordance with the Regulations on the verification of the similarity of the content of the thesis and the conditions for its temporary unavailability (Form DD8).
5. a research data management plan in accordance with Article 20 of these Regulations (DD20).

## **7. THE CONTENT AND FORMAT OF THE DOCTORAL DISSERTATION BASED ON ORIGINAL SCIENTIFIC ARTICLES**

### Article 19

A doctoral dissertation may consist of at least three original scientific articles published or accepted for publication by the doctoral candidate (with proof that the article has been accepted for publication).

The scientific works included must have been accepted for publication or have appeared in publications with an impact factor (IF) and a citation index as required by the specific doctoral programme (SCI, SSCI).

At least one article must have appeared in publications ranked higher than the last quarter of journals in terms of impact factor in the field. For all works, the PhD student must be the first author and/or the mentor the second author.

The original scientific articles must be linked in content (complementary) and be the result of the PhD student's work on a validated disposition. If appropriate and necessary for the completeness of the work, the PhD student may add unpublished results, which may also be in the form of unpublished articles, to provide a substantive link between the published articles.

All publications related to the research work of the doctoral studies must indicate the affiliation "University of Novo mesto Faculty of Health Sciences". This also applies if the doctoral candidate, mentor, and co-mentor are employed by another organisation.

In addition to the articles, the PhD student is required to write an Introduction and a Conclusion of the Dissertation in total of 60.000–90.000 characters, presenting the theoretical and methodological framework of his/her research, linking the content of the individual articles, and presenting the key findings.

For accepted but unpublished scientific theses, the doctoral candidate must declare in writing that the version in the doctoral thesis is identical to the version accepted for publication. He/she must obtain consents from the publishers to whom he/she has previously exclusively transferred the material copyright in the articles for inclusion in the electronic form of the thesis. The publishers' consents must allow UNM to store the dissertation in electronic form and to reproduce and make the dissertation available to the public on the World Wide Web through the UNM Repository, free of charge, on a non-exclusive, space- and time- unlimited basis.

Publishers' certificates must be included in the doctoral dissertation in the Annexes section.

If the publisher does not grant these material copyrights to the University on a non-exclusive basis, the doctoral student shall agree with the publisher to make the content temporarily unavailable (embargo) for 12 months and request that the content of the thesis be made temporarily unavailable. If the embargo is longer (e.g., 24 months), the mentor and the PhD student shall apply for an extension of the period of temporary unavailability for a further 12 months before the end of the first 12 months.

The format of the doctoral dissertation from the PhD student's work should follow as closely as possible the established format, i.e., the requirements to produce a doctoral dissertation at a faculty (see Annex 2).

If the doctoral dissertation is made up of articles and the doctoral candidate wishes to write the whole dissertation in a foreign language, he/she can apply (if he/she has not already done so) to write the dissertation in a foreign language. If the dissertation is approved to be written in a foreign language, a comprehensive abstract (approximately ten percent of the text of the doctoral dissertation) must also be written in Slovene. It must use appropriate Slovenian professional terminology.

## **8. RESEARCH DATA**

### *Article 20*

Research data generated and collected for the purposes of the doctoral thesis shall be published or otherwise made accessible in a way that makes them transparent, accessible, interoperable, and reusable and re-evaluable. The doctoral candidate shall submit the research data to a data repository or data centre, thereby satisfying the principles of verifiability, transparency, and open science.

The doctoral thesis shall indicate where the data are available and how they can be accessed. Exceptions to data sharing are justified where personal and sensitive data are involved, or where there are reasons to protect intellectual property or not to disclose endangered areas, groups, or species. Where justified exceptions to data sharing are invoked, the doctoral candidate shall, in agreement with the data centre, arrange for appropriate means of data protection and data access restrictions. At a minimum, freely accessible metadata must be prepared for the data centre catalogue, indicating where and under what conditions the research data are accessible.



## 9. ASSESSING THE SUITABILITY OF THE DOCTORAL DISSERTATION PROPOSAL

### Article 21

At its first meeting (within 30 days from receiving the dissertation proposal), the Senate of the Faculty appoints the *Committee for the assessment of doctoral dissertation proposal* (Form DD10).

The Committee for the assessment of the proposal of doctoral dissertation has at least 3 members and consists of habilitated higher education teachers or scientific researchers, who hold a doctoral degree, and are scientifically active in the relevant scientific field or discipline in which the candidate is obtaining a PhD. One member of the Committee for the assessment of doctoral dissertation proposal must be from another higher education institution or organisation. Members of the Committee for the assessment of the proposal of doctoral dissertation may not be co-authors of publications in the field of the doctoral dissertation of the candidate. One of the members of the Committee for the assessment of the proposal of doctoral dissertation, who is not the candidate's mentor, is the chairperson of the Committee. The chairperson coordinates the work of the Committee.

If the dissertation topic examines aspects of more than one academic discipline, the composition of the Committee must ensure an interdisciplinary approach.

The candidate's mentor cannot be a member of the Committee for the assessment of doctoral dissertation proposal.

### Article 22

The Dean shall submit the decision on appointment, the dissertation proposal, candidate's publication, and dissertation evaluation guidelines to all the members of the Committee for the assessment of doctoral dissertation proposal.

If a member of the Committee for the assessment of doctoral dissertation proposal is unwilling to participate, they must inform the Dean (in written form) within five (5) days from obtaining the decision on appointment.

The Committee for the assessment of doctoral dissertation proposal has the following tasks:

1. to review the doctoral dissertation proposal,
2. to participate in the public presentation of the doctoral dissertation proposal and to identify the necessary corrections to the doctoral dissertation proposal and to decide on the possible repetition of the public presentation of the revised doctoral dissertation proposal,
3. to review the supplemented and corrected proposal of the doctoral dissertation,
4. to submit separate written reports on the evaluation of the proposal for a doctoral dissertation.

### Article 23

The applicant shall present the results of the research work, highlighting the main findings and the contribution to science, and an updated version of the research data management plan in accordance with Article 20 of these Regulations, at a public presentation attended by the members of the Committee and the mentor and possible co-

mentor.

The presentation shall be recorded by the chairperson of the Committee (DD11 form), together with any written questions or comments from the members of the Committee and the decision on the success/failure of the presentation, together with the reasons therefor. In the event of necessary corrections to the draft doctoral dissertation, the members of the committee shall set a deadline for the doctoral candidate to submit the revised draft doctoral dissertation, which shall not be longer than the deadline set for the submission of the dissertation. The members of the committee shall meet briefly before the end of the presentation to finalise the minutes and shall hand them to the doctoral candidate at the end of the presentation.

The presentation is normally open to the public and takes place within two (2) months of the appointment of the committee members. In the case of information of a confidential nature, the supervisor, the co-mentor, and the PhD student may propose that the presentation be closed to the public.

An unsuccessful presentation of the results of research may be repeated only once. The committee shall set a deadline for a second public presentation, which shall take place no later than 12 months after the first presentation. If the second presentation is also unsuccessful, the procedure will be terminated, and the doctoral candidate will not be able to complete the programme in the same topic.

#### Article 24

After the candidate has submitted a revised doctoral thesis proposal to the members of the committee, the members of the committee shall draw up an opinion on the appropriateness of the doctoral dissertation proposal.

Each member of the Committee for the assessment of doctoral dissertation proposal must write a separate report.

Each member of the Committee for the assessment of doctoral dissertation proposal examines the dissertation proposal within the required period. The report should be submitted to the Dean in a sealed envelope marked "Ocena ustreznosti predloga doktorske disertacije 'naslov doktorske disertacije' – ne odpiraj!" ("Assessment of the doctoral dissertation proposal, title of doctoral dissertation – do not open!").

Foreign members of the Committee for the assessment of doctoral dissertation proposal write the report in the relevant foreign language.

The Committee for the assessment of doctoral dissertation proposal should prepare its assessment within two (2) months of receipt of the corrections to the doctoral dissertation proposal.

Evaluation report on the suitability of the dissertation proposal must include (Form DD12):

1. the title "Assessment of the doctoral dissertation proposal" (name and surname of the candidate) with the title (the title of the doctoral dissertation proposal);
2. analysis of the structure of the doctoral dissertation proposal and of the research methods used or the methodology;
3. evaluation of the scientific relevance and the corresponding complexity of the

- dissertation submitted to the doctoral level;
4. evaluation of the suitability, originality and actuality of the dissertation proposal, validity of its argumentation and accordance of the topic with the doctoral dissertation proposal;
  5. evaluation of the stylistic and linguistic level of the dissertation, and
  6. assessment of the proposal for a doctoral dissertation suitability.

#### Article 25

After receiving the reports from all Committee for the assessment of doctoral dissertation proposal members, the Dean examines them at the first forthcoming session of the Senate of the Faculty.

The Senate accepts or rejects the dissertation proposal.

If all members of the Committee for the assessment of doctoral dissertation proposal indicated in their reports that the doctoral dissertation proposal should be accepted, the Senate may not reject the proposal.

If two members of the Committee for the assessment of doctoral dissertation proposal indicated in their reports that the doctoral dissertation proposal should be accepted, the Senate shall decide by majority vote on acceptance or rejection.

If two or three members of the Committee for the assessment of doctoral dissertation proposal indicated in their reports that the doctoral dissertation proposal should be rejected, the Senate rejects the doctoral dissertation proposal.

The candidate cannot re-submit the rejected dissertation proposal in order to obtain the PhD.

### 10. CONDITIONS FOR THE DEFENCE OF THE DOCTORAL DISSERTATION

#### Article 26

If the dissertation proposal is accepted, the Senate on the same session appoints the *Committee for the evaluation and defence of doctoral dissertation*, as well as the chairperson of the committee (DD13). The Committee has up to 5 members. As a rule, it consists of members of the Committee for the assessment of doctoral dissertation proposal, and the mentor.

The Committee for the defence of doctoral dissertation's chairperson is one of the members of the Committee, who is not the candidate's mentor. The chairperson coordinates the work of the Committee for the evaluation and defence of doctoral dissertation and chairs the dissertation defence. The candidate's mentor is the rapporteur on the doctoral dissertation.

The Dean submits the decision on appointment of the Committee for the evaluation and defence along with the examination at the defence guidelines, defined in the Article 30 of the Rules, to all committee members.

If an appointed member of the Committee is unwilling to cooperate, he/she must inform the Dean in writing within 5 working days from receipt of the decision. The Dean is bound to propose to the Senate that a new member is appointed.

#### Article 27

After the appointment of the Committee for the evaluation and defence of doctoral dissertation, the Dean, based on the Committee proposal and in agreement with the candidate, determines the date, time, and place of the dissertation defence.

The defence must take place within six (6) months from the date of the appointment of the doctoral thesis evaluation and defence committee referred to in Article 26 of these Rules.

#### Article 28

Within three (3) months after the appointment of the Committee for the evaluation and defence of doctoral dissertation, and after the technical review, the candidate must submit to the Student Affairs Office up to ten (10) identical hard bound copies of the doctoral dissertation (the exact number of copies is determined by the Dean), bound with red-coloured paperbacks, and submit to the Student Information System (SIS) a pdf version of the doctoral thesis and research data identical to the printed versions in accordance with Article 20 of these Regulations. When submitting the final thesis to the SIS, the student shall follow the Instructions for Submission of Electronic Forms of Written Final Theses.

The bound copies must be printed on both sides. Upon handing in the doctoral dissertation copies, the candidate needs to enclose the following documents:

1. a statement of the copy editor of the doctoral dissertation on copy editing in the mother tongue (Form DD14),
2. a statement of the copy editor of the doctoral dissertation on copy editing the abstract, keywords and title of the doctoral dissertation written in a foreign language (Form DD15),
3. confirmation of the technical review of doctoral dissertation (Form DD16), and
4. evidence that the candidate has published his research findings in the dissertation in relevant professional and scientific publications, if the article has not been published before submitting the doctoral dissertation proposal (Form DD7).

Technical inspection is performed by the Student Affairs Office prior to bounding the copies, based on the Form DD16. The Student Affairs Office performs technical reviews during office hours on working days, except on the first five (5) days in a month, provided for handing in dissertations.

#### Article 29

Announcement of the defence (including candidate's name and surname, title of the dissertation, time and location of the public defence) is published at least seven (7) days before the scheduled defence date on the faculty's bulletin board, and its website. The announcement must also state that the dissertation can be publicly accessed at the head secretary's office and that the defence is public.

Public access of the dissertation is enabled by granting access to the dissertation proposal in the time from the announcement referred to in the first paragraph of this article until

the defence.

## **11. PROCEDURE OF THE DEFENCE OF DOCTORAL DISSERTATION**

### *Article 30*

The defence of the dissertation is public.

Members of the Committee for the defence of doctoral dissertation meet briefly before the defence procedure. Chairperson of the Committee for the defence of doctoral dissertation appoints a member to draw up the minutes of the defence. In addition, the chairperson informs the members about the procedure and invites them to express any reservations or objections concerning the dissertation.

In the event of reservations, based on which the PhD degree could be revoked in accordance with Article 35 of these Rules, the Committee cancels the examination and informs the Senate. The Senate decides whether the dissertation proposal should be rejected, or the candidate should correct the found discrepancies. The Senate also sets the deadline for correction. Accordingly, the procedure is resumed in accordance with Article 21 of these Rules.

If there no objections are given, the defence procedure begins at the set time. The chairperson presents the candidate, his/her scientific and research background, and the fulfilled requirements for the dissertation defence.

Chairperson of the Committee for the evaluation and defence of doctoral dissertation reads the summary of the report by the Committee for the assessment of doctoral dissertation proposal, the decision of the Senate on the dissertation acceptance, and the decision of the Senate concerning the appointment of the Committee for the evaluation and defence. After that, the chairperson invites the candidate's mentor, who is the rapporteur on the dissertation, to present their report on the doctoral dissertation proposal.

On the invitation of the chairperson, the candidate orally presents the theoretical background, problem statement and objectives, hypotheses and/or research questions, research methods, and the main scientific results of the doctoral dissertation. The available time for the presentation is from 45 to 60 minutes, and different audio-visual enhancements are used.

After the candidate's presentation, the chairperson invites members of the Committee for the defence of doctoral dissertation to comment on the defence, to ask for clarification, and set some questions, which should be presented in written form. With the approval of the chairperson, other people present at the presentation may also ask questions.

The candidate has the right to 30- to 45-minute break to prepare answers to the questions.

After the break, the candidate answers the questions, however, not longer than 60 minutes.

All questions shall be recorded in the minutes of the examination proceedings, including names and surnames of the questioners (Form DD17).

After the candidate has answered all questions, chairperson of the Committee for the defence of doctoral dissertation closes the discussion and invites the Committee members to consult privately to hold a secret vote on whether the candidate has successfully defended their thesis. During the private consultation, the Committee members cast their vote on the defence success. Only two outcomes are possible: "The candidate has successfully defended his/her doctoral dissertation" or "The candidate has unsuccessfully defended his/her doctoral dissertation". An abstention or a spoilt vote is considered a favourable vote. The outcome is recorded in the minutes. Integral parts of the doctoral dissertation defence minutes are:

1. reports of members of the Committee for the defence of doctoral dissertation,
2. decision of the Senate on accepting the dissertation proposal,
3. decision of the Senate on the nomination of the Committee for the defence of doctoral dissertation,
4. mentor's report on the doctoral dissertation proposal, and
5. questions of the members of the Committee and audience.

The chairperson publicly announces the decision of the Committee and closes the defence procedure. All members of the Committee for the defence of doctoral dissertation sign the minutes.

#### Article 31

By announcing the doctoral dissertation defence as successful, the doctoral candidate is awarded the scientific title *doktor/doktorica znanosti* (PhD).

#### Article 32

Within three (3) working days, the chairperson of the Committee for evaluation and defence of the dissertation delivers the defence proceedings minutes, including all the required documentation, to the Dean.

#### Article 33

If the candidate fails to appear at the defence, it is considered that they have withdrawn from it. The event is recorded in the minutes. All members of the Committee for the evaluation and defence of doctoral dissertation sign the minutes, and the chairperson delivers it to the Dean.

In the case of justifiable reasons for the candidate's absence, a new date and place of the defence are set, otherwise the Committee for the evaluation and defence of doctoral dissertation's decision on the withdrawal from the defence is confirmed.

The resignation from the defence is considered an unsuccessful defence of the dissertation proposal.

#### Article 34

The doctoral thesis shall be a public document.

One copy of the doctoral dissertation shall be archived in the library of the faculty, and two copies shall be forwarded by the faculty to the National and University Library. The electronic form of the doctoral dissertation shall be stored and published in the ReVis repository.

## **12. CERTIFICATE OF DOCTORAL GRADUATION AND PROMOTION OF THE NEW DOCTORS / PhD GRADUATES**

### *Article 35*

The certificate of doctoral graduation is issued to the doctoral candidate within seven (7) days upon the successful defence of the dissertation (Form DD18).

In case of an unsuccessful defence, the candidate receives a written notification.

### *Article 36*

A ceremonial promotion of the new doctors / PhD graduates is performed by the Rector of the university.

### *Article 37*

The faculty keeps a special Registry Book of PhD graduates (Knjiga doktorjev znanosti).

## **13. REVOCATION OF DOCTORAL DEGREE**

### *Article 38*

The PhD degree may be revoked in accordance with the Rules of professional and scientific title revocation procedure of the University of Novo mesto Faculty of Health Sciences.

Decision on the revocation of doctoral title is published in the Official Gazette of the Republic of Slovenia, or the validity of the issued doctoral diploma is cancelled.

## **14. TRANSITIONAL AND FINAL PROVISIONS**

### *Article 39*

Regardless of the second indent of the third paragraph of Article 17 of these rules, for students enrolled up to and including the academic year 2020/2021, the candidate must have proof that he has published his research findings in the relevant professional and scientific publications (or the editor's written statement that the article has been accepted for publication), which are specified in Annex 1 of these regulations.

### *Article 40*

The provisions of Article 20, paragraph 1, and the provisions in conjunction with that Article of these Regulations, shall apply to students submitting a disposition of doctoral dissertation as from 1 October 2023.

### *Article 41*

Students enrolled in a programme of study before the academic year 2023/2024 may prepare doctoral dissertation based on original scientific articles (Article 19) after applying to the Faculty Senate, which, after consideration, shall approve or reject it.

Article 42

These Rules shall enter into force the following day after their adoption. The Rules are published on the faculty's website.

No.: UNM FZV-24-13/2024  
Date: 22. 2. 2024



Dean:  
Assoc. Prof. Nevenka Kregar  
Velikonja

A handwritten signature in blue ink, appearing to read "Kregar".



**The following forms are integral parts of the Rules:**

- Appendix 1: List of publications,
- Appendix 2: Dissertation based on original scientific articles - structure of the dissertation,
- DD1: Doctoral dissertation topic and disposition registration,
- DD2: Consent of the proposed mentor,
- DD3: The decision on appointment of the Committee for assessing the suitability of the topic and disposition of dissertation,
- DD4: Report of the Committee for assessing the suitability of the topic and disposition of dissertation,
- DD5: Mentor's declaration on doctoral dissertation proposal suitability,
- DD6: Confirmation of a public presentation and defence of doctoral dissertation proposal at the doctoral seminar,
- DD7: Confirmation on publication of at least one article from the contents of doctoral dissertation in the relevant professional or scientific publication before delivering the doctoral dissertation proposal,
- DD8: Statement by the candidate's mentor on the verification of the candidate's doctoral dissertation proposal using the anti-plagiarism software,
- DD9: Doctoral dissertation structure,
- DD10: Decision on appointing the Committee for the assessment of doctoral dissertation proposal,
- DD11: Record of the public presentation of the doctoral dissertation proposal
- DD12: Evaluation report on the suitability of the dissertation proposal,
- DD13: Decision on appointing the Committee for the defence of doctoral dissertation,
- DD14: Declaration on copy editing,
- DD15: Declaration on copy editing (foreign language: abstract, keywords and title of doctoral dissertation),
- DD16: Confirmation of the technical review,
- DD17: Record on doctoral dissertation defence,
- DD18: The certificate of doctoral graduation,
- DD19: Draft research data management plan (NRRP) – 1,
- DD20: Research data management plan (NRRP) – 2,
- DD21: Declaration of authorship and identity of the printed and electronic form of the doctoral dissertation.

**UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES\***

**The list of journals important for the development of the scientific field of nursing care and the field of education and management in health care**

Group I

SSCI, SCI with IF > 0 / AHCI or SCOPUS journals with SNIP > 0.

Group II

**(journals which are considered to contain published works of candidates for election to the title presented in a manner recognized by the profession for introduction in the international and professional public for the field in which the candidate is to be appointed)**

- a) Foreign and Slovene journals that are indexed in international databases and are important in the field of health sciences, or in other equivalent international databases, relevant for the fields developed by the faculty, namely in the field of the doctoral dissertation topic.
  - a. CINAHL
  - b. Medline
  - c. PubMed
  - d. ProQuest® Education Journals
  - e. PsycINFO
  - f. Sociological Abstracts
  - g. International Bibliography of the Social Sciences (IBSS)
  - h. Education Research Complete
  - i. ERIC
  
- b) Slovene journals not included in international bibliographic databases, however, still considered in the categorization of scientific publications and important for the development of the scientific field of nursing care, as well as the field of education and management in health care: considered are the journals from the valid list of categorized ARRS journals, which are at the same time important for the listed areas:
  - a. Acta medico-biotechnica
  - b. Specialna in rehabilitacijska pedagogika
  - c. Onkologija
  - d. Rehabilitacija
  - e. Revija za ekonomske in poslovne vede / Journal of Economic and Business Sciences
  - f. Slovenska kardiologija
  - g. Slovenska pediatrija
  - h. Revija za zdravstvene vede / Journal of Health Sciences

The Senate decides on the appropriateness of publication and the fulfilment of criteria for appointment to the title in the following cases:

- publication in a journal indexed in another bibliographic database from the list of International bibliographic databases considered when categorizing scientific publications other than those referred to in point 2.a (the current list of these databases is published on the website IZUM: <http://home.izum.si/COBISS/bibliografije/Kateg-medn-bibl-baze.html>) or
- publication in another journal from category 2.b (the current list of these databases is published on the website IZUM: <http://home.izum.si/COBISS/bibliografije/Kateg-revije.html>).

\* Applies to students enrolled before 2020/2021.

## DISSERTATION BASED ON ORIGINAL SCIENTIFIC ARTICLES - STRUCTURE OF THE DISSERTATION

**Title pages**

**Table of Contents**

**Table of Scholarly Works** (should be cited in accordance with the citation guidelines) (from the presentation of the problem and hypotheses, discussion and conclusions; not from the articles)

**Index of Tables** (from the presentation of the problem and hypotheses, discussion, and conclusions; not from the articles)

**Index of Figures** (from the presentation of the problem and hypotheses, discussion, and conclusions; not from the articles)

**Index of Appendices** (mandatory appendices are permissions from the publishers to publish the articles in the printed and electronic versions of the Doctoral dissertation)

**Abbreviations and symbols** (from the presentation of the problem and hypotheses, discussion, and conclusions; not from the articles)

### 1 INTRODUCTION PRESENTING THE PROBLEM, OBJECTIVES AND HYPOTHESES/SCIENTIFIC QUESTIONS

Presentation of the problem and hypothesis in Slovene (or in English if approved to write the thesis in English). Recommendation: at least 16 typewritten double-spaced pages.

#### 2 SCIENTIFIC PAPERS

Before including each scientific article, the link between the content of the article and the disposition should be presented (coverage of theory, method, research questions with the disposition) (1.5-2 pages)

##### 2.1 TITLE OF THE FIRST COMPULSORY SCIENTIFIC ARTICLE IN SLOVENE

Followed by the title of the work in the original language, authors, journal, year, yearbook, issue, pages, abstract in Slovene, then the original article.

##### 2.2 TITLE OF THE SECOND COMPULSORY SCIENTIFIC ARTICLE IN SLOVENIAN

....

Alternatively, if the candidate has unpublished work ...

#### 2 SCIENTIFIC WORKS

##### 2.1 PUBLISHED SCIENTIFIC WORKS

###### 2.1.1 Title of the first compulsory scientific article in Slovenian

Followed by the title of the work in the original language, authors, journal, year, yearbook, issue, pages, abstract in Slovene, then the original article.

###### 2.1.2 Title of the second compulsory scientific article in Slovene

....

##### 2.2 OTHER RELATED SCIENTIFIC WORK

This includes unpublished work that is central to the doctoral thesis ...

This text should be inserted in the dissertation in the place where it belongs in terms of content (it may come before or after point 2.1)

### 3 DISCUSSION AND CONCLUSIONS

In Slovene (or in English, if approved to write the thesis in English). Recommendation: at least one 16 typewritten double-spaced pages.

#### 3.1 DISCUSSION

#### 3.2 CONCLUSIONS

### 4 SUMMARY

The abstract must be written in Slovenian and English. If the work is approved to be written in English, the Slovenian abstract should be at least 8 pages long. This abstract

should combine the introduction, hypotheses, methods, conclusions and results, and use appropriate technical terminology in the scientific field of the thesis.

4.1 SUMMARY

4.2 SUMMARY

**5 SOURCES**

(from the presentation of the problem and hypotheses, discussion, conclusions; not from articles)

**ACKNOWLEDGEMENTS**

**APPENDICES** (mandatory appendices are the permissions of the publishers to publish the articles in the printed and electronic versions of the doctoral dissertation)

## UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

Name and surname:

Index registration number:

Date of birth:

Place of birth:

Permanent residence address:

Temporary residence address:

Highest professional or academic title:

## DOCTORAL DISSERTATION TOPIC AND DISPOSITION REGISTRATION

I, the undersigned \_\_\_\_\_, enrolled in the doctoral study programme \_\_\_\_\_, would like to apply for approval of the topic and disposition of my doctoral dissertation.

The proposed topic of the dissertation: \_\_\_\_\_  
\_\_\_\_\_.

Suggested mentor: \_\_\_\_\_.

Date:

Signature:

\_\_\_\_\_

\_\_\_\_\_

Place:

\_\_\_\_\_

Appendices:

1. consent of the proposed mentor (Form DD2),
2. disposition of the dissertation,
3. evidence of compliance with the conditions for registration (confirmation of completed obligations).

## UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

## CONSENT OF THE PROPOSED MENTOR

I, the undersigned \_\_\_\_\_, on (date)  
\_\_\_\_\_, academic title \_\_\_\_\_ in the field of  
\_\_\_\_\_,  
workplace \_\_\_\_\_ current

1. give my consent to the mentorship of the doctoral dissertation of the candidate,
2. give my consent to the proposed topic of the doctoral dissertation.

Date:

\_\_\_\_\_

Place:

\_\_\_\_\_

Mentor's signature:

\_\_\_\_\_

**UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES**

Based on the Article 12 of the Rules on the Preparation and Defence of Doctoral Dissertation at the University of Novo mesto Faculty of Health Sciences, and decision of Senate of University of Novo mesto Faculty of Health Sciences (date) \_\_\_\_\_,

adopted

**THE DECISION ON APPOINTMENT OF THE COMMITTEE FOR ASSESSING THE SUITABILITY OF THE TOPIC AND DISPOSITION OF DISSERTATION**

registered by the candidate \_\_\_\_\_.

The proposed topic of the dissertation:

\_\_\_\_\_

Suggested mentor: \_\_\_\_\_

Suggested co-mentor: \_\_\_\_\_

Appointed members of the Committee:

1. \_\_\_\_\_, chairperson,
2. \_\_\_\_\_, member,
3. \_\_\_\_\_, member.

In accordance with Article 13 of the Regulations on the Preparation and Defence of Doctoral Dissertations, the dissertation committee assesses the appropriateness of the proposed topic and dissertation layout (assesses whether the proposed topic and the questions that the candidate intends to address in the dissertation provide sufficient scope for an independent and original contribution to the relevant scientific discipline).

The committee assessing the appropriateness of the dissertation topic and layout may, during its examination of the layout, make binding suggestions to the candidate for its improvement. The candidate shall submit the revised dissertation to the Committee within one (1) month after receipt of the Committee's proposal.

The committee for the evaluation of the suitability of the dissertation topic and layout must normally make its evaluation within one (1) month of its appointment. In case it has provided the candidate with binding suggestions for improvement of the dissertation, it shall do so no later than two (2) months from the date of its appointment. The evaluation and the opinion shall be submitted to the Dean.

Legal precept: An appeal to this decision should be filed to the Senate within 5 days.



Date:

---

Place:

---

Dean:

---

Notify:

1. members of the committee,
2. the candidate,
3. archives.

## UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

REPORT OF THE COMMITTEE FOR ASSESSING THE SUITABILITY  
OF THE TOPIC AND DISPOSITION OF DISSERTATION

Title of the doctoral dissertation proposal:

\_\_\_\_\_ (topic title)

**Candidate:** name and surname

**Proposed mentor:** academic title, name and surname, area of habilitation and its duration

**Proposed co-mentor:** academic title, name and surname, area of habilitation and its duration

**Committee:** members of the committee with their area of habilitation and its duration, and working institution / and the higher education institution in which the member is employed or they cooperate with

Opinion on the suitability of the topic and disposition of dissertation:

Suitability of the proposed title of the topic	
Introduction	
Theoretical background	
Problem statement and objectives	
Suitability of hypotheses and/or research questions	
Suitability of research methods (sample, instrumentation, procedures)	
The expected original scientific contribution	
Opinion on the basic literature	
Report Summary: evaluation of the	

suitability – if the candidate could create an independent and original contribution to the scientific discipline	
---	--

Date:

\_\_\_\_\_

\_\_\_\_\_, chairperson,

\_\_\_\_\_, member,

\_\_\_\_\_, member,

\_\_\_\_\_, member.

## UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

**MENTOR'S DECLARATION  
ON DOCTORAL DISSERTATION PROPOSAL SUITABILITY**

I, the undersigned \_\_\_\_\_, mentor to the doctoral candidate hereby declare that the doctoral dissertation proposal, entitled \_\_\_\_\_ prepared by the candidate \_\_\_\_\_, in accordance with the approved topic and disposition, Rules on the Preparation and Defence of Doctoral Dissertation at the University of Novo mesto Faculty of Health Sciences and my instructions, and represents an original contribution to the development of the scientific discipline.

Date and place:

\_\_\_\_\_

Mentor's signature:

\_\_\_\_\_

UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

CONFIRMATION OF A PUBLIC PRESENTATION AND DEFENCE OF THE  
DOCTORAL DISSERTATION PROPOSAL AT THE DOCTORAL SEMINAR

Candidate \_\_\_\_\_, has publicly presented  
and defended the doctoral dissertation proposal, entitled

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

at the Doctoral Seminar on (date) \_\_\_\_\_.

Date and place:

Head of the Doctoral Seminar:

\_\_\_\_\_

\_\_\_\_\_

## UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

**CONFIRMATION ON PUBLICATION OF AT LEAST ONE ARTICLE FROM THE  
CONTENTS OF DOCTORAL DISSERTATION IN THE RELEVANT PROFESSIONAL  
OR SCIENTIFIC PUBLICATION BEFORE DELIVERING THE DOCTORAL  
DISSERTATION PROPOSAL**

I, the undersigned confirm, that I have published my research findings from the doctoral dissertation in the relevant professional or scientific publications (publication title, ISSN):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

II. I certify that at least one article from the dissertation has been published or accepted for publication in a journal indexed in SCI, SSCI, AHCI or SCOPUS (write the title of the publication and ISSN) – mandatory for doctoral students, enrolled in study program Health sciences form study year 2021/2022:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

As the evidence, I enclose (circle):

1. primary sources,
2. photocopies of articles/contributions and photocopies of front pages of the primary document with all the bibliographic data,
3. printout from COBISS system,
4. a written statement from the editor that the article has been accepted for publication.

Date:

Signature:

Place:

## UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

**STATEMENT BY THE CANDIDATE'S MENTOR  
ON THE VERIFICATION OF THE CANDIDATE'S DOCTORAL DISSERTATION  
PROPOSAL USING THE ANTI-PLAGIARISM SOFTWARE**

I, the undersigned \_\_\_\_\_, mentor to the  
doctoral candidate, declare, that the doctoral dissertation proposal, entitled

\_\_\_\_\_  
\_\_\_\_\_, written by the candidate  
\_\_\_\_\_, has been verified using the anti-plagiarism  
software.

The verification has shown, that (circle):

1. the candidate has not infringed any copyrights and intellectual property rights of others.
2. the candidate has infringed copyrights and intellectual property rights of others.

Date and place:

\_\_\_\_\_

Mentor's signature:

\_\_\_\_\_

## UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

## DOCTORAL DISSERTATION STRUCTURE

a) covers:

**the upper part:**

University of Novo mesto Faculty of Health Sciences

**in the middle:**

Doctoral Dissertation

Title of the doctoral dissertation

**left bottom part:**

month, year

**right bottom part:**

name and surname of the author

b) Page 1:

**the upper part:**

University of Novo mesto Faculty of Health Sciences

**in the middle:**

Doctoral Dissertation

Title of the doctoral dissertation

**left bottom part:**

month, year

**right bottom part:**

name and surname of the author

mentor: title, name and surname

UDK classification

c) Declaration of authorship and identity of the printed and electronic form of the doctoral dissertation.

č) next page: abstract in the Slovene language and English translation of the title and abstract.

d) next page: if the doctoral dissertation is written in the foreign language, here should be an extended abstract in the Slovene language (10% of the dissertation's total length).

e) next page: table of contents.

f) next page: contents of the doctoral dissertation in compliance with the accepted disposition.

g) next page: appendix(es).

h) next page: biography of the candidate.



**UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES**

Based on the Article 21 of the Rules on the Preparation and Defence of Doctoral Dissertation at the University of Novo mesto Faculty of Health Sciences and the decision of the Senate of University of Novo mesto Faculty of health Sciences on \_\_\_\_\_,

I hereby issue the following

**DECISION ON APPOINTING THE COMMITTEE  
FOR THE ASSESSMENT OF DOCTORAL DISSERTATION PROPOSAL**

entitled \_\_\_\_\_

registered by the candidate \_\_\_\_\_.

I appoint the following members of the Committee:

1. \_\_\_\_\_, member,
2. \_\_\_\_\_, member,
3. \_\_\_\_\_, member,
4. \_\_\_\_\_, member.

Each member of the Evaluation Committee examines the dissertation proposal within the two (2) months' period. They must compile a report containing their opinion on whether the dissertation proposal should be accepted or rejected and submit it to the Dean in a sealed envelope marked "“Ocena ustreznosti predloga doktorske disertacije ‘naslov doktorske disertacije’ – ne odpiraj!” (“Assessment of the doctoral dissertation proposal, title of doctoral dissertation – do not open!”). Foreign members of the Evaluation Committee write the report in the relevant foreign language.

If a member of the Evaluation Committee is unwilling to participate, he/she must inform the Dean (in written form) within 5 days from receipt of the decision on appointment.

Legal precept: An appeal to this decision should be filed to the Senate within 5 days.

Date:

Dean:

Place:

Notify:

- Committee members,
- candidate,
- archives.

UNIVERSITY OF THE NEW TOWN  
FACULTY OF HEALTH SCIENCES

THE RECORD OF THE PUBLIC PRESENTATION OF THE DOCTORAL  
DISSERTATION PROPOSAL

entitled \_\_\_\_\_

candidate \_\_\_\_\_.

The presentation took place on \_\_\_\_\_ at \_\_\_\_\_.

Present:

1. \_\_\_\_\_, chairperson,
2. \_\_\_\_\_, member,
3. \_\_\_\_\_, member,
4. \_\_\_\_\_, member,
5. \_\_\_\_\_, mentor,
6. \_\_\_\_\_, co-mentor.

Others present:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Questions or comments from members of the Commission, which may also be attached:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The committee for the assessment of doctoral dissertation proposal adopted the following decision: "scientific title \_\_\_\_\_, full name \_\_\_\_\_, professional title \_\_\_\_\_, has on \_\_\_\_\_ publicly and successfully/unsuccessfully (circle as appropriate) presented a doctoral dissertation entitled

\_\_\_\_\_  
\_\_\_\_\_»

Reason for the decision:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Deadline for submission of the revised dissertation proposal to the members of the committee:

\_\_\_\_\_

Chairperson of the committee:

\_\_\_\_\_

Other members of the committee:

1. \_\_\_\_\_, mentor,
2. \_\_\_\_\_, co-mentor,
3. \_\_\_\_\_, member,
4. \_\_\_\_\_, member,
5. \_\_\_\_\_, member.

## UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

EVALUATION REPORT ON THE SUITABILITY OF THE DISSERTATION  
PROPOSAL

Title of the doctoral dissertation proposal:

---

Candidate: name and surname

Proposed mentor: academic title, name and surname, area of habilitation and its duration  
Proposed co-mentor: academic title, name and surname, area of habilitation and its duration.

Members of the Committee: area of habilitation and its duration, and working institution

**Evaluation report on the suitability of the dissertation proposal consists of:**

1. analysis of the structure of the doctoral dissertation proposal and of the research methods used or the methodology;
2. evaluation of the scientific relevance and the corresponding complexity of the dissertation submitted to the doctoral level;
3. evaluation of the suitability, originality and actuality of the dissertation proposal, validity of its argumentation and accordance of the topic with the doctoral dissertation proposal;
4. evaluation of the suitability of the publication of at least one article from the contents of doctoral dissertation;
5. evaluation of the stylistic and linguistic level of the dissertation, and
6. assessment of the proposal for a doctoral dissertation suitability.
  - a. accepted
  - b. rejected

Date:

---

Committee members,

---

**UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES**

Pursuant to the Article 26 of the Rules on the Preparation and Defence of Doctoral Dissertation at the University of Novo mesto Faculty of Health Sciences and the decision of the Senate on \_\_\_\_\_,

I hereby issue the following

**DECISION ON APPOINTING THE COMMITTEE  
FOR THE ASSESMENT AND DEFENCE OF DOCTORAL DISSERTATION**

entitled \_\_\_\_\_  
\_\_\_\_\_.

registered by the candidate \_\_\_\_\_.

I appoint the following members of the Committee:

1. \_\_\_\_\_, chairperson,
2. \_\_\_\_\_, member,
3. \_\_\_\_\_, member,
4. \_\_\_\_\_, member,
5. \_\_\_\_\_, mentor - rapporteur on the doctoral dissertation,
6. \_\_\_\_\_, co-mentor.

If an appointed member of the Committee is unwilling to cooperate, they must inform the Dean in writing within 5 working days from receipt of the decision.

Date, place, and time of the defence will be set subsequently (can be given if known).

Legal precept: An appeal to this decision should be filed to the Senate within 5 days.

Date:

\_\_\_\_\_

Dean:

\_\_\_\_\_

Place:

\_\_\_\_\_

Notify:

- Committee members,
- mentor,
- candidate,
- archives.

UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

I, the undersigned \_\_\_\_\_, of profession  
\_\_\_\_\_ declare

that I copy edited the doctoral dissertation of the candidate

\_\_\_\_\_

entitled \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date:

\_\_\_\_\_

Copy editor:

\_\_\_\_\_

UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

I, the undersigned \_\_\_\_\_, of profession  
\_\_\_\_\_ declare

that I copy edited the abstract, keywords and title of the doctoral dissertation of the  
candidate \_\_\_\_\_

entitled \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date:

\_\_\_\_\_

Copy editor:

\_\_\_\_\_

**Note:** Copy editor can be a professor of the relevant foreign language, who can verify their formal education by showing the appropriate certificate of their professional title.

UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

CONFIRMATION OF THE TECHNICAL REVIEW

1. COVER .....
2. TITLE PAGE .....
3. DECLARATION OF AUTHORSHIP AND IDENTITY OF THE PRINTED AND ELECTRONIC FORMS OF THE DOCTORAL DISSERTATION.....
4. ABSTRACTS .....
5. KEYWORDS .....
6. TABLE OF CONTENTS .....
7. INTRODUCTION .....
8. CONCLUSION .....
9. REFERENCES (in alphabetical order)  
.....
10. NUMBER OF PAGES .....
11. NUMBER OF CHARACTERS WITH SPACES.....

Date of the technical review .....

Signature:

---



UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

THE REPORT ON DOCTORAL DISSERTATION DEFENCE

entitled \_\_\_\_\_  
\_\_\_\_\_ by the  
candidate \_\_\_\_\_.

Defence was performed on \_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_.

Attendees:

1. \_\_\_\_\_, chairperson,
2. \_\_\_\_\_, member,
3. \_\_\_\_\_, member,
4. \_\_\_\_\_, member,
5. \_\_\_\_\_, mentor - rapporteur on the doctoral dissertation,
6. \_\_\_\_\_, co-mentor.

Other attendees:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Description of the defence procedure. All questions shall be recorded in the minutes of the examination proceedings, including names and surnames of the questioners.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

The Committee for the defence of doctoral dissertation has, in accordance with the Statute of the University of Novo mesto Faculty of Health Sciences, adopted the following decision:

academic title, name and surname, professional title, born on \_\_\_\_\_, in  
\_\_\_\_\_, has on \_\_\_\_\_ publicly and successfully/unsuccessfully  
(circle) defended the doctoral dissertation, entitled

\_\_\_\_\_  
\_\_\_\_\_

and thus obtained the academic title "DOKTOR-ICA ZNANOSTI." (PhD)

Committee chairperson:

\_\_\_\_\_

Other members:

1. \_\_\_\_\_, mentor,
2. \_\_\_\_\_, co-mentor,
3. \_\_\_\_\_, member,
4. \_\_\_\_\_, member,
5. \_\_\_\_\_, member.

Written by: \_\_\_\_\_

Date: \_\_\_\_\_

Appendices:

- reports of the members of the Committee for the assessment of doctoral dissertation proposal,
- decision of the Senate on accepting the dissertation proposal,
- decision of the Senate on appointing the Committee for the defence of doctoral dissertation,
- mentor's report on the doctoral dissertation proposal, and
- questions of the members of the Committee and other people present.

## UNIVERSITY OF NOVO MESTO FACULTY OF HEALTH SCIENCES

Number: \_\_\_\_\_

Date: \_\_\_\_\_

Pursuant to the Article 31 of the Rules on the Preparation and Defence of Doctoral Dissertation at the University of Novo mesto Faculty of Health Sciences, I hereby issue the following

## CERTIFICATE OF DOCTORAL GRADUATION

University of Novo mesto Faculty of Health Sciences confirms that Mr/Ms \_\_\_\_\_ (professional or academic title), born \_\_\_\_\_ in \_\_\_\_\_, has accomplished all the obligations according to the doctoral study programme *Education and Management in Health Care*, and on \_\_\_\_\_ publicly and successfully performed a defence of the doctoral dissertation, entitled

\_\_\_\_\_

\_\_\_\_\_

and has, therefore, on fulfilling the condition from Article 97 of the Statute of the University of Novo mesto Faculty of Health Sciences, gained the right to be awarded the academic title "doktor-ica znanosti" (PhD).

Date:

\_\_\_\_\_

Dean:

\_\_\_\_\_

UNIVERSITY OF NOVO MESTO  
FACULTY OF HEALTH SCIENCES

RESEARCH DATA MANAGEMENT PLAN (NRRP) - 1

Draft NRRP - upon submission of the doctoral dissertation layout

<p><b>Name and surname of the PhD student:</b></p> <p><b>Doctoral programme and field:</b></p> <p><b>Proposed title of the doctoral dissertation:</b></p>
<p><b>Type of data and methods of collection and/or generation</b></p> <ol style="list-style-type: none"><li>1. What data will you collect and/or generate?</li><li>2. How will you collect and/or generate new data and how will you use existing data for your PhD dissertation?</li><li>3. Will you be working with sensitive data? If yes, how will you ensure ethical sourcing and/or creation of data?</li></ol>
<p><b>How to store and protect data during research for a doctoral thesis</b></p> <ol style="list-style-type: none"><li>1. How will you store the data?</li><li>2. If you will be working with sensitive data, how will you keep it safe and secure? (otherwise skip this question)</li></ol>
<p><b>Long-term data availability and storage</b></p> <ol style="list-style-type: none"><li>1. Where or in which data repository will you store the data in the long term after the completion of the research work and make it accessible in accordance with the requirement of Article 18a of the Regulations on the Preparation and Defence of the Doctoral Dissertation?</li><li>2. Do you plan to restrict access to data for a certain period of time? If yes, please explain the reasons (e.g., for intellectual property or patent protection, or other reason).</li></ol>

**RESEARCH DATA MANAGEMENT PLAN (NRRP) - 2**

NRRP - at the presentation of the research results or at the submission of the doctoral dissertation

<p><b>Name and surname of the PhD student:</b></p> <p><b>Doctoral programme and field:</b></p> <p><b>Doctoral dissertation title:</b></p>
<p><b>Type of data and methods of collection and/or generation</b></p> <ol style="list-style-type: none"><li>1. What data have you collected and/or generated?</li><li>2. How did you collect and/or generate new data and how did you use existing data for your doctoral thesis?</li><li>3. Have you worked with sensitive data? If yes, how did you ensure ethical sourcing and/or creation of the data?</li></ol>
<p><b>How to store and protect data during doctoral thesis research</b></p> <ol style="list-style-type: none"><li>1. How did you store the data?</li><li>1. If you have worked with sensitive data, how have you ensured that it is kept safe and secure? (otherwise skip this question)</li></ol>
<p><b>Long-term data availability and storage</b></p> <ol style="list-style-type: none"><li>1. Where or in which data repository will you store the data in the long term after the completion of the research work and make it accessible in accordance with the requirement of Article 20 of the Regulations on the preparation and defence of the doctoral dissertation?</li><li>2. Do you plan to restrict access to data for a certain period? If yes, please explain the reasons (e.g., for intellectual property or patent protection, or other reason).</li></ol>

**IZJAVA O AVTORSTVU IN ISTOVETNOSTI  
TISKANE IN ELEKTRONSKE OBLIKE  
DOKTORSKE DISERTACIJE**



Ime in priimek študenta/-ke: \_\_\_\_\_

Vpisna številka: \_\_\_\_\_

Študijski program: \_\_\_\_\_

Naslov doktorske disertacije: \_\_\_\_\_

Mentor/-ica: \_\_\_\_\_

Somentor/-ica: \_\_\_\_\_

Podpisani/-a študent/-ka \_\_\_\_\_

- izjavljam, da je doktorska disertacija rezultat mojega znanstvenoraziskovalnega dela;
- izjavljam, da sem pridobil/-a vsa potrebna soglasja za uporabo podatkov in avtorskih del v doktorski disertaciji in sem jih v doktorski disertaciji jasno in ustrezno označil/-a;
- na Univerzo v Novem mestu neodplačno, neizključno, prostorsko in časovno neomejeno prenašam pravico shranitve avtorskega dela v elektronski obliki, pravico reproduciranja ter pravico ponuditi doktorsko disertacijo javnosti na svetovnem spletu preko repozitorija ReVIS in drugih informacijskih zbirk in ponudnikov; sem seznanjen/-a, da bodo dela, deponirana/objavljena v repozitoriju ReVis, dostopna široki javnosti pod pogoji licence **Creative Commons BY**, kar vključuje tudi avtomatizirano indeksiranje preko spleta in obdelavo besedil za potrebe tekstovnega in podatkovnega rudarjenja in ekstrakcije znanja iz vsebin; uporabnikom se dovoli reproduciranje, distribuiranje, dajanje v najem, javna priobčitev in predelava izvirnega oziroma derivativnega avtorskega dela v vse namene, tudi komercialne, pod pogojem, da navedejo avtorja dela;
- dovoljujem objavo svojih osebnih podatkov, vezanih na zaključek študija (ime, priimek, leto zaključka študija, naslov zaključnega dela) na spletnih straneh Univerze v Novem mestu in v publikacijah Univerze v Novem mestu;
- izjavljam, da je tiskana oblika doktorske disertacije istovetna elektronski obliki doktorske disertacije, ki sem jo oddal/-a za objavo v repozitoriju ReVIS.

Kraj in datum: \_\_\_\_\_

Podpis študenta/-ke:

\_\_\_\_\_