

UNIVERSITY OF SPLIT
Faculty of Civil Engineering, Architecture and Geodesy

REGULATIONS
on doctoral studies in Civil Engineering at the
Faculty of Civil Engineering, Architecture and Geodesy, Split

Split, April 2024.

Pursuant to Articles 57, 68, 130, paragraph 2 of the Statute of the Faculty of Civil Engineering, Architecture and Geodesy in Split, the Faculty Council, at the 7th Regular Session held on 24. April 2024, adopted the following

REGULATIONS

on doctoral studies in Civil Engineering at the Faculty of Civil Engineering, Architecture and Geodesy, Split

1. GENERAL PROVISIONS

Article 1

- (1) The Regulations on doctoral studies in Civil Engineering (hereinafter: Regulations) govern the implementation of doctoral studies in Civil Engineering and procedures for obtaining the corresponding academic titles.
- (2) The levels of learning outcomes and qualifications referred to in these Regulations correspond to the Croatian Qualifications Framework Act (OG No. 22/2013).
- (3) The terms used in these Regulations which denote gender are used neutrally and apply equally to both the male and female gender.

1.1. Fields of doctoral studies

Article 2

- (1) University of Split, Faculty of Civil Engineering, Architecture and Geodesy (hereinafter: the Faculty) organises and implements doctoral study programme in Civil Engineering (hereinafter: doctoral studies) at the postgraduate level, providing the doctoral candidates with skills and knowledge for scientific research in the area of Engineering Sciences, fields of Civil Engineering or Basic Engineering Sciences.
- (2) Learning outcomes defined for students correspond to NQF level 7 – through formal, non-formal and informal learning; as well as NQF level 8 – through scientific research.
- (3) The Faculty may organise a joint degree doctoral programme, in accordance with the provisions of the Act on Higher Education and Scientific Activity.

Article 3

- (1) Doctoral studies in Civil Engineering are organised as a study programme for acquiring academic degree of Doctor of Science in engineering sciences. The studies are implemented through formal, non-formal and informal learning and scientific research, in accordance with the European Credit Transfer and Accumulation System, with a minimum of 3 years of scientific research at full workload, completed with the defence of doctoral theses in compliance with the conditions laid down in these Regulations.
- (2) The doctoral studies shall include at least 3 (three) years of research and its completion shall result in at least 180 ECTS credits, awarding an academic degree of Doctor of Science in engineering sciences (PhD Eng).

- (3) The abbreviation of the academic degree is placed before the person's first name and surname.

Article 4

The Faculty Council, as a permanent working body of the Faculty Council, appoints the Doctoral Studies Commission (hereinafter: Studies Commission).

Article 5

When enrolling in studies, each doctoral candidate declares whether they will study as full-time or part-time students. Full-time studies refer to doctoral candidates dedicating their full time to meeting the responsibilities associated with their doctoral studies. Part-time students must provide a declaration that the working time available enables them to meet the student's obligations according to the course plan.

2. ADMISSIONS

Article 6

- (1) The Faculty conducts admission of candidates to the doctoral study programme according to the available research, teaching and supervisory capacities of the Faculty, based on the Decision on admissions and publication of call for applications, prepared by the Faculty Council following a proposal of the Studies Commission.
- (2) The call for applications must contain admission requirements, number of candidates admitted to the studies, information on the admissions procedure, list of the required application documents, duration of studies, costs of studies, and the application deadline.
- (3) The call for applications is usually published once a year and is advertised in the daily press and on the Faculty website. The call for applications is open on a continuous basis until the admissions quota is reached.
- (4) The Studies Commission shall determine the following, prior to the publishing of the call for applications:
 - potential courses and teachers;
 - potential supervisors (based on the criteria defined in Article 29)

2.1. Admission requirements

Article 7

- (1) Persons eligible for enrolment to the doctoral study programme are applicants with a level 7 university profile qualification (university master's degree) with a minimum grade point average equivalent to 'very good' grade (above 3.50) and acquired at least 300 ECTS credits together with a previous qualification at level 6, i.e. equivalent grade in other assessment systems, or applicants who are in the group of 20% best students of their generation. By way of exception, the Studies Commission may approve admission of candidates with a grade point average below 3.50 based on recommendations of two tenured professors teaching at the doctoral studies in the scientific field of the doctoral research.
- (2) Persons eligible for enrolment to the doctoral study programme are applicants who completed a corresponding university undergraduate study programme with a minimum grade point average equivalent to 'very good' grade (above 3.50). By way of exception, the Studies Commission may approve admission of candidates with a grade point average below 3.50 based on recommendations of two tenured professors teaching at the doctoral studies in the scientific field of the doctoral research.
- (3) If the applicant holds a higher education qualification in a scientific field other than the fields of Civil Engineering or Basic Engineering Sciences, the admission requirements in relation to the acquiring the necessary set of relevant learning outcomes for this doctoral study programme shall be determined by the Studies Commission. For these applicants, the Studies Commission may require that they take the admission exam and/or supplemental exams.
- (4) Admission to studies may be granted to holders of level 8.1 qualifications in other fields of engineering sciences and interdisciplinary fields of science, with formal acquisition and assessment of the differences in the required learning outcomes at level 7, established by the Studies Commission.
- (5) Applicants holding foreign higher education qualifications need to complete the academic recognition procedure.

Article 18

- (1) Re-enrolment to doctoral studies is allowed to persons who have lost their student status at the doctoral study programme in Civil Engineering, except in cases when the student status was terminated due to rejection of doctoral thesis by the Faculty Council of the Faculty of Civil Engineering, Architecture and Geodesy in Split, as defined in Article 49 of these Regulations, in which case re-enrolment is not permitted.

- (2) Candidates referred to in the previous paragraph shall pay tuition fees at the time of enrolment. The amount of tuition fees shall be determined in proportion to the applicant's obligations during their studies, but may not be less than half of the full amount.

Article 9

- (1) Selection of candidates for admission to doctoral studies is based on admissions procedure, among applicants who fulfil the conditions referred to in Articles 7 and 8 of the Regulations, and according to criteria published in the Call for applications for admission to studies.
- (2) Applicants who have completed a postgraduate Master of Science degree may enrol to the doctoral study programme without participating in the admissions procedure and admission quotas are not applied to these applicants, in accordance with Article 9 of the Regulations.
- (3) Evaluation criteria for the selection of applicants include success during completed graduate studies, demonstrated interest in scientific research, published papers, recommendations from professors and a potential supervisor, and a research proposal. Interview with the applicant is a mandatory part of the admissions procedure.
- (4) The admission quotas shall be determined according to the availability of research, teaching and supervisory capacities.
- (5) The names of the selected candidates are published on the Faculty website.
- (6) The final decision to implement the doctoral studies for which the call for applications was published is issued by the Dean of the Faculty, if it is determined that there is a sufficient number of applicants who meet the admission requirements.

2.2. Duration of studies

Article 10

- (1) The duration of the doctoral study programme is three years, starting from the date of enrolment of a candidate to doctoral studies. If necessary, in agreement with the supervisor, doctoral candidates can start with the process of acquiring level 7 learning outcomes with a maximum volume of 60 ECTS credits through extra-curricular courses.
- (2) The ECTS credit volume of scientific research (level 8) is 180, with a minimum volume of 3 years with full workload. Lastly, learning outcomes at level 7 and scientific research at level 8 can amount to a maximum of 240 ECTS credits.
- (3) As a general rule, full-time studies last three years. The duration of studies may be extended for up to six years, for duly justified reasons and based on reasoning and decision of the Studies Commission. The duration of part-time studies is six years. The duration of part-time studies may be extended for up to eight years, for duly justified reasons and based on reasoning and decision of the Studies Commission.
- (4) In duly justified specific cases, the Studies Commission may allow an extension of the time limit for the defence of doctoral thesis beyond the period of eight years from enrolment, if the candidate was granted a longer period of leave of absence during the course of study.

Article 11

- (1) Doctoral candidates can progress to the next year of studies if they fulfilled all the obligations determined in the detailed proposal of the study programme and implementation plan, in accordance with these Regulations and other applicable provisions.
- (2) If the quality of the work of the doctoral student is deemed unsatisfactory, as assessed in the annual evaluation procedures carried out by the Studies Commission, the Faculty Council may, following a proposal from the Studies Commission, decide to revoke the candidate's right to continue studies.

2.3 Leave of absence for doctoral candidates

Article 12

Doctoral students at the doctoral study programme in Civil Engineering have the right to take a leave of absence in accordance with the provisions of the Regulations on studies and the system of study of the Faculty of Civil Engineering, Architecture and Geodesy in Split.

3. ORGANISATION OF THE STUDIES

3.1. Organisation and manner of implementation of studies

Article 13

- (1) Doctoral studies are organised and implemented in accordance with the detailed proposal of the study programme and implementation plan.
- (2) The Head of Studies is the vice-dean responsible for scientific work and is appointed by the Faculty Council following the proposal given by the Dean.
- (3) The detailed proposal of the study programme is prepared in accordance with the Act on Higher Education and Scientific Activity (hereinafter: Act) and other relevant regulations.

Article 14

- (1) Doctoral studies implementation plan is developed for each doctoral candidate, consisting of the available extra-curricular courses based on ECTS credit system study, with a minimum of three years of research work.
- (2) The implementation plan referred to in paragraph 1 of this Article is prepared by a doctoral candidate with a supervisor and other (co-)supervisors, in accordance with the detailed proposal of the study programme and research plan.

Article 15

The main focus of the doctoral studies is scientific research. Compulsory activities within the scope of the doctoral study programme are research seminars, workshops, presentations, and discussion groups.

Article 16

- (1) The implementation plan shall identify the non-curricular courses to be offered in the form of lectures, if applicable, during the current academic year. All information on extra-curricular courses is posted on the Faculty website. During the first year of the study, the candidates are required to pass a PhD qualifying exam.

- (2) In the first year of the studies, candidates are required to prepare a research seminar in the research area of a selected research subject. In the second year, candidates are required to prepare a research seminar including preparation of a scientific paper to be presented at an international conference in the research area of a selected research subject. In the third and final year of the studies, at least one paper must be published in an international peer-reviewed journal indexed in the Web of Science™ Core Collection, in the research area of a selected research subject.
- (3) In each field of seminar research, the Study Commission shall provide an adequate number of supervisors. At the end of each academic year, all seminars are presented at the congress of doctoral students.
- (4) As a general rule, the subject of scientific research refers to research and problem solving in the field of civil engineering or basic engineering sciences by setting up and verifying the formulated hypothesis, using principles and methods appropriate to research in the field of engineering sciences. Due to the complex and dynamic properties of the research environment, it is possible to position a research topic beyond the fields of engineering sciences mentioned above. Research must have original scientific contribution to the field of civil engineering or basic engineering sciences. In defining the research topic, it is necessary to take care to avoid limiting the scientific curiosity and creative freedom of doctoral candidates.

Article 17

- (1) To the extent possible and according to previously determined conditions, attending courses at the doctoral studies is open to all doctoral students at the University of Split. Parts of research activities and courses at doctoral studies may also be opened to doctoral candidates from other universities, under previously determined conditions and under signed agreements.
- (2) In order to advance the quality of the research framework for the doctoral thesis proposal, doctoral candidates may enrol a part of courses and conduct a part of research at any other constituent of the University of Split or other institutions, as agreed with the supervisor and with approval of the Studies Commission.
- (3) In accordance with the Regulations on double doctorates, doctoral candidates from the Faculty, as well as doctoral candidates from other national and foreign scientific institutions, can attend courses in parallel at both universities. All rights and obligations are defined in the double doctorate agreement, which is defined for each doctoral candidate and concluded between the two institutions and the doctoral candidate.

Article 18

- (1) The implementation plan of the studies is adopted for each academic year in accordance with the provisions of the Act.
- (2) The implementation plan is adopted by the Faculty Council based on a detailed proposal of the study programme prepared by the relevant Studies Commission and published on the Faculty's website.
- (3) The implementation plan defines the following:
 1. courses, teachers, associates, and supervisors who will teach courses specified in the

- study programme for the current generation of enrolled students;
2. teaching facilities;
 3. language of teaching (option of teaching courses in a foreign language);
 4. teaching methods;
 5. organisation of exam periods;
 6. implementation of PhD qualifying exam;
 7. registration of a doctoral thesis proposal;
 8. conducting a public interview and issuing a decision on accepting a doctoral thesis proposal;
 9. submission of doctoral thesis for assessment;
 10. assessment and defence of doctoral thesis;
 11. other relevant facts for organising teaching courses.

3.2. Duration of academic year

Article 19

- (1) The implementation plan of the studies is carried out for each academic year.
- (2) The academic year starts on 01 October of the current year, and ends on 30 September of the following calendar year.
- (3) By way of derogation from paragraph 2 of this Article, if determined by the study programme implementation plan, courses may start before the beginning of the academic year, but not before 01 September.

3.3. Rights and obligations of doctoral candidates

Article 20

- (1) Doctoral candidates are required to attend classes on regular basis (if enrolled in a non-curricular course) and participate in all planned types of instruction, consultations, and research activities with the supervisor (supervising). Regular attendance of classes is confirmed by the course teacher, attendance of seminars is confirmed by the Studies Commission, and attendance of other forms of instruction is confirmed by the supervisor.
- (2) Doctoral candidates are required to enrol to each subsequent research year on a regular and timely basis.
- (3) Doctoral candidates are required to report annually to their supervisors, in the form of submitting work reports.
- (4) Doctoral candidates have the right to change the supervisor and/or topic, following a written application and observations submitted by the current and the new supervisor (when changing supervisor, the candidate must fill in the application for enrolment to doctoral studies).

Article 21

The conditions for continuing studies in the following academic year are defined in the implementation plan in accordance with these Regulations. In the event of leave of absence

lasting more than one year, the student may enrol the following year based on the decision of the Studies Commission.

Article 22

The transfer of doctoral candidates to another field of research is approved by the Studies Commission based on a reasoned application submitted by a doctoral student and a mentor, after the Studies Commission reconsiders all the learning outcomes at levels 7 and 8.

3.4. Exams

Article 23

- (1) The assessment of sets of learning outcomes, that is, the assessment and grading of the competences acquired, takes place during the course of an academic year, and the final grade is determined at an exam. Final grades achieved at examinations represent publicly available information.
- (2) A person who demonstrates a legal interest of right of access to exam documents is entitled to have access to the exam file within a period not exceeding one year from the date of the exam.
- (3) Exams can be written and/or oral or seminar-based and can also be conducted as a discussion of the prepared seminar. Each exam can be taken up to four times. If an exam is taken the fourth time, the exam is taken before an exam board. Exam periods are determined by the study programme implementation plan.
- (4) Success of a candidate at an exam is expressed using the following grades: excellent (5), very good (4), good (3), satisfactory (2) and failure (1).
- (5) All exams must be completed before submission of a doctoral thesis.

3.5. Doctoral candidate status

Article 24

- (1) Doctoral candidate status is acquired on enrolment to doctoral study programme. Doctoral candidate status is confirmed by an appropriate student document issued by the Faculty.
- (2) Students enrolled in doctoral studies shall have the status of full-time students and are subject to all the general provisions laid down in the Statute of the Faculty that apply to full-time students of undergraduate and graduate studies.

Article 25

Doctoral candidates enrolled in doctoral studies may have the following status:

- assistants for which costs of studies are covered through the state system of science and higher education;
- students for which costs of studies are covered from funding competitions of the Croatian Science Foundation, with a requirement that a supervisor participates in a competitive national or international research project;
- beneficiaries of Croatian or international grants;

- candidates for which costs of studies are covered by a national or international scientific project;
- candidates for which costs of studies are covered by legal entities/ employers;
- candidates who cover the costs of studies themselves.

3.6. Costs of studies

Article 26

- (1) The costs of the studies are paid in advance, in full amount, or at the time of enrolment for each semester. The costs of the defence of doctoral thesis are paid separately, with the submission of the thesis.
- (2) The costs of printing the doctoral thesis are covered by a doctoral candidate, or their employer.
- (3) If a candidate drops out of studies mid-semester, neither candidates nor legal entities which covered the costs of studies have the right to the refund of the amount paid for costs of studies.
- (4) The costs of studies shall not cover the cost of research work.
- (5) With the submission of a doctoral thesis proposal, candidates are required to provide a report indicating the following:
 - research locations (institution, logical unit/laboratory, ...)
 - list of research equipment
 - research costs analysis (consumables, fieldwork, processing and preparation of samples, literature review, energy products and other items necessary for research)
 - statement on the sources of funding of research costs (scientific project, employer, personal resources of a candidates, etc.).

3.7 Delivery of courses

Article 27

- (1) Doctoral studies courses are taught by Faculty teachers appointed to scientific – teaching positions.
- (2) Faculty *professor emeritus* may also participate in the delivery of courses.
- (3) Delivery of one part or entire non-curricular course may be entrusted to a teacher, scientist or expert not employed at the Faculty, a teacher from another higher education institution, or an internationally recognised scholar and top professional from abroad.
- (4) In order to advance teaching and scientific activities, teaching a particular course may be assigned to a renowned foreign professor (visiting professor).
- (5) Decisions on assigning the delivery of courses to selected teachers are adopted by the Faculty Council, acting on a proposal from the Studies Commission.

3.8. Studies Commission

Article 28

- (1) The implementation of the doctoral studies programme, in accordance with the provisions of Article 4 of the Regulations, is monitored and coordinated by the Studies Commission. The Studies Commission is composed of at least five members, chaired by the Head of Studies. Each member of the Studies Commission shall have their alternate.
- (2) The Studies Commission is appointed by the Faculty Council, following a proposal from the Dean. The term of office of the members and alternates of the Commission shall align with the Dean's term of office. The Studies Commission is accountable to the Faculty Council.
- (3) Until the time of submission of doctoral thesis proposal, administrative affairs for the doctoral studies are handled by the Faculty Student Services Office, and in further procedure administrative affairs are handled by the Office for Administrative and Legal Affairs of the Faculty.
- (4) In the case of specific research topics, the Study Commission may also engage additional relevant scientists or researchers as advisors before making decisions.

3.9. Supervision

Article 29

- (1) Upon enrolment of doctoral candidates, the Studies Commission approves and appoints supervisor and co-supervisors, for the purpose of providing advice and cooperation during studies.
- (2) Prior to the call for applications, the Studies Commission shall identify potential supervisors in the implementation plan. Supervisors must meet the following conditions:
 - i. member of the teaching staff of the Faculty doctoral study programme, appointed to minimum scientific-teaching position of assistant professor;
 - ii. active researcher, relevant in the international scientific community, based on published papers indexed in Web of Science™ Core Collection database in the last 5 years, scientific projects, and the results of previous supervision relevant to the topic of doctoral research.
- (3) A person meeting the above conditions may act as a supervisor of up to three candidates, and the Faculty emeritus professors may act as supervisors of one candidate.
- (4) The supervisors submit reports on work performance of doctoral candidates to the Studies Commission after each academic year. In the case of several supervisors, each supervisor submits a separate report.
- (5) Supervisors from outside institutions who are not employees of the Faculty must sign cooperation and liability agreements concluded with the head of the institution delivering the programme, thereby assuming all responsibilities as the supervisors employed at the Faculty.
- (6) Supervisors appointed before retirement are permitted to act as supervisors until graduation, if they are appointed to nominal positions and fulfil the conditions for appointment to scientific-teaching positions, with the consent of the Faculty Council.
- (7) In order to ensure the quality of doctoral thesis, co-supervision and multiple supervision arrangements are permitted, if necessary (for example, when conducting research under a

double doctoral agreement or interdisciplinary research). In that case, each supervisor assumes responsibility for a pre-defined part of the research and the procedure of producing a doctoral thesis.

- (8) If both supervisors are active in the same scientific field, one is appointed as supervisor and another as co-supervisor. Doctoral candidates may have one or more supervisors and co-supervisors in other areas and fields of science relevant to the research topic. One supervisor must be active in the field of Engineering Sciences, specifically Civil Engineering or Basic Engineering Sciences, or in the interdisciplinary fields of science, with elective scientific fields of Civil Engineering or Basic Engineering Sciences.
- (9) In the case of an interdisciplinary research topic, the other supervisor(s) and/or co-supervisor(s) must be active in the scientific field(s) and discipline(s) which cover the interdisciplinary aspect(s) of the topic. Interdisciplinary research topics can cover a maximum of three different fields.
- (10) At least once every two years, the Studies Commission evaluates the supervisor work performance based on their activity report and report on work performance of doctoral candidate. Supervisors who received two negative assessments from the Studies Commission may no longer be appointed as supervisors.

4. PHD QUALIFYING EXAM

Article 30

PhD qualifying exam is registered during the first research year. Passing a PhD qualifying exam is a requirement for initiating the procedure for submitting a doctoral thesis proposal.

Article 31

- (1) Doctoral candidates register for PhD qualifying exam at the Student Services Office of the Faculty, using a special form.
- (2) Application is submitted together with a review article with an overview of current development status of their scientific research area, i.e. area of planned doctoral thesis.
- (3) Review article is submitted in the computer-readable format, in accordance with the Guidelines for preparing papers for PhD qualifying exam.
- (4) Articles can be written and PhD qualifying exams can be taken in Croatian or in English. If the paper is written in English, extended summary must be prepared in Croatian, in accordance with the Guidelines for preparing papers for PhD qualifying exam.

Article 32

- (1) The Studies Commission approves the review article and appoints a Commission for PhD qualifying exam composed of at least three members.
- (2) Members of the Commission for PhD qualifying exam may be persons referred to in Article 27 of the Regulations and researchers appointed to scientific positions.
- (3) Candidate's supervisor is one of the members of the Commission for PhD qualifying exam; however, supervisors cannot be appointed as presidents of the Commission.
- (4) The president of the Commission for PhD qualifying exam must be a teacher at the Faculty

doctoral studies and employed at the Faculty, holding a scientific-teaching position.

Article 33

- (1) PhD qualifying exam is organised and administered by the Commission for PhD qualifying exam.
- (2) Candidate's supervisor informs the Student Services Office on location and date of the exam at least 15 (fifteen) days before the exam date. The Student Services Office publishes the exam schedule for each candidate. Until that date, the Student Services Office is required to publish the review article referred to in Article 31 at the Faculty web site.

Article 34

- (1) PhD qualifying exam is public and is taken as an oral exam.
- (2) At the PhD qualifying exam, candidates present prepared papers referred to in Article 31 of the Regulations. The Commission for PhD qualifying exam verifies the ability of doctoral candidates to solve problems in the selected field of study by testing fundamental and specialised knowledge and assesses the candidates' ability to prepare the doctoral thesis.
- (3) The records of the PhD qualifying exam contain individual scores given by Commission members, determining whether a candidate acquired the required competences. The final decision is adopted by a majority of votes of the Commission for PhD qualifying exam. The records of the PhD qualifying exam must be submitted to the Student Services Office no later than 15 (fifteen) days after the completion of the examination. The PhD qualifying exam may be taken no more than twice.

5. DOCTORAL THESIS PROPOSAL

Article 35

The schedule for submission of doctoral thesis proposals and public discussion shall be defined in the implementation plan, pursuant to Article 14.

5.1. Submitting doctoral thesis proposal

Article 36

- (1) Doctoral candidates, together with their supervisor(s), submit an application to the Faculty initiating the procedure of acquiring a doctoral degree. The application must contain: doctoral thesis proposal, area and field of science of doctoral thesis, rationale of the proposal, research methodology, and expected research contribution.
- (2) Doctoral candidates initiate the procedure of submitting doctoral thesis proposal using a special form submitted to the Student Services Office of the Faculty.
- (3) Conditions for submitting a doctoral thesis proposal are as follows: completed PhD qualifying exam and at least one scientific paper in the area of doctoral thesis presented at an internationally reviewed academic conference or published in a scientific journal.
- (4) Doctoral thesis proposal is written on a specific application form for submitting a doctoral thesis proposal.

- (5) The institution covering the costs of studies for the candidate has the right to participate in choosing the subject of doctoral thesis.
- (6) With the doctoral thesis proposal, candidates submit evidence on fulfilling the conditions for submitting the doctoral thesis proposal referred to in paragraph 3 of this Article, including the following:
 - short CV with a description of professional and research activities,
 - list and copies of published papers,
 - list of supervisor's papers in the area of doctoral thesis proposal
 - supervisor's confirmation that all papers are in the research area of doctoral thesis,
 - certificates of participation in scientific-research projects.
- (7) The fulfilment of the conditions for initiating the procedure of accepting the doctoral thesis proposal is verified by the Studies Commission.

Article 37

- (1) Following a proposal from the Studies Commission, the Commission for accepting the doctoral thesis proposal is appointed by the Faculty Council.
- (2) The Commission for accepting the doctoral thesis proposal consists of 3 (three) or 5 (five) members who are active researchers in the area of the doctoral thesis of the candidate.
- (3) Members of the Commission for accepting the doctoral thesis proposal may be persons referred to in Article 27 of the Regulations and persons appointed to scientific positions.
- (4) At least 3 (three) members of the Commission for accepting the doctoral thesis proposal must be employed at scientific-research positions in the area and field of the doctoral thesis proposal submitted by the candidate.
- (5) At least one member of the Commission shall not be part of teaching staff at doctoral studies, but must be employed at scientific-research positions in the area and field of the doctoral thesis proposal submitted by the candidate.
- (6) President of the Commission for accepting the doctoral thesis proposal must be a member of the teaching staff at doctoral studies of the Faculty and employed at scientific-research positions in the area and field of the doctoral thesis proposal submitted by the candidate.
- (7) President of the Commission coordinates the activities of the Commission.
- (8) Supervisor(s) or co-supervisor(s) cannot be members of the Commission for accepting the doctoral thesis proposal.

5.2. Public discussion

Article 38

- (1) Public discussion is conducted with the candidate who fulfils the conditions for initiating the procedure of accepting the doctoral thesis proposal, with the aim of more detailed assessment of feasibility of achieving the expected research contribution.
- (2) The president of the Commission for accepting the doctoral thesis proposal shall inform the Office for Administrative and Legal Affairs of the place and date of the public discussion at

least 7 (seven) days before the discussion takes place. The Office for Administrative and Legal Affairs shall, at least 7 (seven) days before the public discussion, publicly announce the time of the public discussion and the proposed title of doctoral thesis, forwarding the information to the candidate and members of the Commission for accepting the doctoral thesis proposal.

Article 39

- (1) Public discussion is conducted by the Commission for accepting the doctoral thesis proposal. If they are unable to attend the public discussion in person, the members of the Commission may take part in a public discussion using IT, video, and telecommunications equipment. The majority of members of the Commission for accepting the doctoral thesis proposal must be physically present during the public discussion.
- (2) Supervisor(s) and co-supervisor(s) must be present during the public discussion.
- (3) The Commission for accepting the doctoral thesis proposal will in particular consider candidate's request to write and defend a thesis in English. The Commission will present its reasoned proposal as part of the records of the public discussion.
- (4) The Commission for accepting the doctoral thesis proposal shall submit a report to the Faculty Council proposing to accept or reject the doctoral thesis proposal within a period of no more than 60 (sixty) days from the date of the decision on the appointment of the Commission.
- (5) The Commission for accepting the doctoral thesis proposal shall, before the session of the Faculty Council, submit a report to the Studies Commission, which shall submit to the Faculty Council a proposal on the acceptance or rejection of the doctoral thesis proposal, on the basis of the complete documentation.
- (6) Records of conducted public discussion, based on which the doctoral thesis proposal is recommended for acceptance, have the format of a template and include the following:
 - proposal for the title of doctoral thesis in Croatian and English;
 - list of expected original scientific contributions;
 - conclusions reached in public discussion;
 - any proposal for the appointment of a new supervisor and/or co-supervisor;
 - area and field of science of the doctoral thesis proposal;
 - language in which doctoral thesis will be written.
- (7) The final decision on accepting or rejecting of the doctoral thesis proposal is adopted by the Faculty Council, following a proposal from the Studies Commission.
- (8) Supervisors are obligated to attend the sessions of the Commission for accepting the doctoral thesis proposal, the Studies Commission, and the Faculty Council during the discussion on accepting or rejecting the doctoral thesis proposal.
- (9) The Faculty Council decides on issuing an approval of writing and defence of doctoral thesis in English, at the same time as adopting the final decision on accepting or rejecting of the doctoral thesis proposal.

Article 40

- (1) Following the reasoned proposal submitted by the Commission for accepting the doctoral thesis proposal and the Studies Commission, the Faculty Council accepts the doctoral thesis proposal and confirms the candidate's supervisor(s) and co-supervisor(s).
- (2) In case of more than one supervisor, each supervisor assumes responsibility for a pre-defined part of the research and the procedure of producing a doctoral thesis.

5.3. Changing doctoral thesis topic and supervisor

Article 41

- (1) The topic of doctoral thesis and supervisor can be changed for objective reasons. The topic may be changed only once (if the supervisor is changed as well, the candidate must fill in the application for enrolment to doctoral studies).
- (2) The procedure for modifying the topic is the same as the procedure for submitting a doctoral thesis proposal and is defined in Articles 36-40 of the Regulations.

6. COMPLETION OF STUDIES

Article 42

Doctoral studies are completed after fulfilling all obligations in accordance with the study programme and implementation plan and after completing and public defence (viva) of the doctoral thesis.

6.1. Concept of doctoral thesis

Article 43

- (1) **Doctoral thesis** is an original scientific work, produced independently by a doctoral candidate. Based on the methodology used and the contribution to the field of science, it is possible to determine the ability of the doctoral candidate for independent research in the area and field of science in which the doctoral degree is awarded. Doctoral thesis should reveal new scientific facts, phenomena, or laws. Doctoral thesis must contain original research contribution to a specific field of science.
- (2) Doctoral thesis is a public research work subject to public scholarly evaluation.

6.2. Form of doctoral thesis

Article 44

- (1) The forms of doctoral thesis are:
 - i. Scientific monograph providing an exhaustive and comprehensive presentation of the research topic, the achievements to date and relevant literature, and describing the research contribution and the results of the thesis with conclusions and future guidelines.
 - ii. Collection of published scientific papers with a critical overview chapter, consisting of introduction, discussion, conclusion, and a detailed literature review (the so-called Scandinavian model). Critical overview chapter positions the results of doctoral thesis into context of existing scientific knowledge.
- (2) Collected scientific papers proposed as doctoral thesis must form a complete unit of at least three papers published and/or accepted for publication in leading international journals indexed in Web of Science™ Core Collection (WoSCC), out of which at least one paper must be published in a journal classified as the first or second quartile (Q1 or Q2), in the field of PhD research. Quartiles are determined using a classification system more favourable for the candidate, in the JCR (Journal Citation Reports) categories based on the Web of Science database or SJR (Scimago Journal Rank) categories based on the Scopus database. Quartiles are determined according to the year of publication or submission of paper or the last year for which information on the quartile of the journal is known, choosing a more favourable option for a doctoral candidate. If a relevant journal is indexed to the WoSCC but has not yet been classified by quartile and/or impact factor, it will be considered as classified in the fourth quartile (Q4). Assessment of acceptability of individual journals falls under the competence of the Studies Commission. Doctoral candidates must be the first authors in at least two of the papers. The collected scientific papers must provide new

- scientific contribution in relation to the individual papers.
- (3) The doctoral thesis may be written in Croatian or in English.
 - (4) Title, abstract and keywords of the doctoral thesis must be written in Croatian and in English. Abstract must allow for understanding of the objective of thesis, research methods, results, and conclusions.
 - (5) Draft template and format of the doctoral thesis are defined in the Instructions on draft template and format of the doctoral thesis.

Article 45

- (1) Doctoral thesis and the defence of doctoral thesis may be prepared and conducted in English, with the approval of the Studies Commission.
- (2) If a member of the Commission for defending the doctoral thesis is foreign (and does not speak Croatian), English translation of the assessment must be submitted, signed by all members of the Commission for assessment of the doctoral thesis. Foreign member of the Commission for assessment of the doctoral thesis does not sign the Croatian version of the assessment.

6.3. Producing and submitting doctoral thesis

Article 46

- (1) If the thesis is in the format of a scientific monograph, before submitting their doctoral theses for assessment candidates must have at least two original scientific papers published and/or accepted for publication, with at least one internationally peer-reviewed original scientific paper published and/or accepted for publication in a journal indexed in Web of Science™ Core Collection (WoSCC), classified as the first or second quartile (Q1 or Q2), in the field of PhD research. Quartiles are determined using a classification system more favourable for the candidate, in the JCR (Journal Citation Reports) categories based on the Web of Science database or SJR (Scimago Journal Rank) categories based on the Scopus database. Quartiles are determined according to the year of publication or submission of paper or the last year for which information on the quartile of the journal is known, choosing a more favourable option for a doctoral candidate. If a relevant journal is indexed to the WoSCC but has not yet been classified by quartile and/or impact factor, it will be considered as classified in the fourth quartile (Q4). Doctoral candidates must be the first authors. The papers must be written on the subject related to the subject of PhD research and published in a journal referenced for the scientific field of doctoral research.
- (2) If the research area of the thesis is Engineering Sciences, the second paper may be published and/or accepted for publication in a scientific journal and the candidate does not need to be the first author.
- (3) If the thesis is produced according to the Scandinavian model (article-based thesis), the conditions laid down in Article 44 shall apply.
- (4) Papers are acceptable if a candidate is one of a maximum of four co-authors. Individual papers may be used as qualification paper for only one thesis.
- (5) Assessment of acceptability of individual journals falls under the competence of the Studies

Commission.

- (6) The Studies Commission can determine which journals/conferences do not have a satisfactory level of the review process.

Article 47

- (1) Prior to submitting doctoral thesis to the assessment procedure, it shall be determined whether the candidate fulfilled all the obligations provided for in the study programme.
- (2) The candidates submit their doctoral theses, accompanied with the supervisor's written approval and opinion on conducted research and achieved original research contribution, to the Faculty central records office. If a supervisor considers that the thesis does not meet the defined criteria, within the time period of 15 (fifteen) days they must submit a written explanation of underlying reasons. In both cases, supervisor's explanation is submitted to the members of the Commission for assessment of the doctoral thesis, and is considered in the assessment procedure.
- (3) Doctoral thesis is submitted in a digital format, and in a printed format if requested by a member of the Commission for assessment of the doctoral thesis.
- (4) To increase the accuracy, transparency, and efficiency in avoiding potential cases of plagiarism, the supervisor submits a Report on originality of doctoral thesis together with the thesis for assessment.
- (5) The supervisor and institutional Turnitin administrator produce the report referred to in paragraph (4) of this Article using plagiarism detection tools (software).

6.4. Assessment of doctoral thesis

Article 48

- (1) The Studies Commission proposes to the Faculty Council appointment of the Commission for assessment of the doctoral thesis, and forwards the submitted thesis to the members of the Commission.
- (2) The Commission for assessment of the doctoral thesis consists of 3 (three) or 5 (five) members active in the research field of the candidate's doctoral thesis.
- (3) Members of the Commission for assessment of the doctoral thesis may be persons referred to in Article 27 of the Regulations. The appointment of members of the Commission for assessment of the doctoral thesis from the international scientific community is encouraged.
- (4) At least 3 (three) members of the Commission for assessment of the doctoral thesis must be employed at scientific-research positions in the area and field of the candidate's doctoral thesis.
- (5) At least one member of the Commission must not be an employee at any of the constituents of the University of Split or teacher at doctoral studies of the Faculty.
- (6) President of the Commission coordinates the activities of the Commission.
- (7) The supervisor(s) and/or co-supervisor(s) may not be members of the Commission for

assessment of the doctoral thesis. Persons who co-authored scientific papers with the candidate, with scientific input corresponding in whole or in part to the scientific contribution of doctoral thesis may not be members of the Commission for assessment of the doctoral thesis or the Commission for defending the doctoral thesis.

- (8) President of the Commission for assessment of the doctoral thesis must be a member of the teaching staff at doctoral studies of the Faculty, appointed to scientific-teaching position in the research field of the doctoral thesis.
- (9) Members of the Commission for assessment of the doctoral thesis and all those with access to the doctoral thesis are required to handle the data and findings from the thesis as confidential until the thesis is published, with the aim of protecting the research contribution of doctoral thesis and intellectual property.

Article 49

- (1) The Commission for assessment of the doctoral thesis submits a report to the Faculty Council within the time period of 60 (sixty) days from the date of the decision on appointment of the members of the Commission.

The president of the Commission for assessment of the doctoral thesis prepares a report based on the written opinions received from the members of the Commission and the report is signed by all members of the Commission. The statement of reasons is a mandatory part of the report.

- (2) Prior to the session of the Faculty Council, the Commission for assessment of the doctoral thesis is required to submit its assessment and proposal to the Studies Commission, which considers the assessment and makes a proposal to the Faculty Council on the assessment of doctoral thesis based on complete documentation.
- (3) The text of the doctoral thesis is published at the Faculty web site, for public review, after the session of the Studies Commission at which positive assessment of the doctoral thesis is accepted, except in the case provided for in Article 52 of the Regulations.
- (4) Report of the Commission for assessment of the doctoral thesis contains the following: area and field of the doctoral thesis, overview of the contents of the doctoral thesis, opinion on and assessment of the doctoral thesis with reference to applied methods, scientific contents of the doctoral thesis, and proposal of the Commission for assessment of the doctoral thesis.
- (5) The Commission for assessment of the doctoral thesis can put forward the following proposals in its report:
 1. to accept the doctoral thesis with an explicit statement of the original scientific contribution achieved and to conduct a thesis defence
 2. to return the doctoral thesis to the candidate for amendments or corrections
 3. to reject the doctoral thesis
- (6) The statement of reasons is a mandatory part of the report. At the first next session, the Faculty Council adopts a decision on the assessment of the thesis and appoints the Commission for defending the doctoral thesis. If the Faculty Council decides to reject the thesis, the decision must be reasoned.
- (7) If the Faculty Council accepts the report of the Commission for assessment of the doctoral

thesis which states that there are deficiencies in the doctoral thesis which can be corrected, the candidate will be invited to correct the deficiencies according to the instructions and remarks of the Commission for assessment of the doctoral thesis.

- (8) In the case referred to in paragraph 7 of this Article, the candidate is obligated to make amendments to the doctoral thesis within the time period of 90 (ninety) days from the date of receipt of the decision of the Faculty Council.
- (9) If a candidate fails to make corrections to the doctoral thesis according to the instructions and remarks of the Commission within the time period of 90 (ninety) days from the date of receipt of the decision of the Faculty Council, without any reasonable explanation, it shall be considered that the doctoral thesis is rejected.
- (10) If the Faculty Council concludes that the report of the Commission for assessment of the doctoral thesis does not provide a sound basis for adopting a decision on the assessment of the doctoral thesis, the Faculty Council will issue a decision on appointing new members of the Commission or appointing a new Commission for assessment of the doctoral thesis, which in this case may not include any of the previous members of the Commission.
- (11) Commission for assessment of the doctoral thesis with additional members, or the newly formed Commission referred to in paragraph 10 of this Article will reconsider the doctoral thesis and submit a report to the Faculty Council.
- (12) If the report of the Commission for assessment of the doctoral thesis gives a negative assessment, and the Faculty Council does not adopt a decision on appointing new members of the Commission or appointing a new Commission for assessment of the doctoral thesis, the Faculty Council will issue a decision on rejecting the doctoral thesis and inform the candidate of the decision.
- (13) Reasoned decision on suspension of the procedure for acquiring the doctorate degree is submitted to the candidate within the time period of 8 (eight) days from the date of adopting the decision.
- (14) In the case referred to in paragraph 12 of this Article, the candidate is not permitted to reinstitute the procedure of acquiring a doctorate degree with the same topic at the University of Split.

6.5. Defence of doctoral thesis

Article 50

- (1) Candidates may apply for defence of doctoral thesis after the Faculty Council accepts the positive assessment of the Commission for assessment of the doctoral thesis.
- (2) The Faculty is obligated to provide public access to the doctoral thesis by publishing the thesis on the Faculty web site at least 30 (thirty) days before the date of defence of doctoral thesis.
- (3) Defence of doctoral thesis written in English can be conducted in Croatian or in English.
- (4) The Faculty Council, acting on a proposal of the Studies Commission, appoints the Commission for defending the doctoral thesis.

- (5) The Commission for defending the doctoral thesis consists of 3 (three) or 5 (five) members.
- (6) Members of the Commission for defending the doctoral thesis may be persons referred to in Article 27 of the Regulations and persons appointed to scientific positions.
- (7) At least 3 (three) members of the Commission for defending the doctoral thesis must be employed at scientific-teaching positions in the area and field of the candidate's doctoral thesis.
- (8) At least 1 (one) member of the Commission for defending the doctoral thesis must not be an employee at any of the constituents of the University of Split or teacher at doctoral studies of the Faculty.
- (9) The supervisor(s) and/or co-supervisor(s) may not be members of the Commission for defending the doctoral thesis.
- (10) The president of the Commission for defending the doctoral thesis must be a member of the teaching staff at doctoral studies of the Faculty, employed at the Faculty and appointed to scientific-teaching position in the research field of the doctoral thesis.
- (11) The president of the Commission for defending the doctoral thesis coordinates the activities of the Commission.
- (12) The Commission for defending the doctoral thesis can be of the same composition as the Commission for assessment of the doctoral thesis.
- (13) The supervisor participates in the defence process, but is not involved in the assessment.
- (14) Minutes shall be kept during the defence process and shall be signed by all members of the Commission and by the registrar. The minutes shall be kept by the head secretary of the Faculty.
- (15) The defence of doctoral thesis is public.
- (16) Doctoral candidates may undertake doctoral thesis defence before the Commission for defending the doctoral thesis not later than 60 (sixty) days from the date of publishing of notice on doctoral thesis defence.
- (17) The president of the Commission for defending the doctoral thesis, in agreement with the supervisor, proposes the date and the location of defence of the doctoral thesis with assessment accepted at the Faculty Council. The Dean of the Faculty determines the date and the location of defence of the doctoral thesis, not later than 90 (ninety) days from the date of acceptance of the positive assessment of the doctoral thesis.
- (18) The notice on doctoral thesis defence is published on the Faculty web site at least 7 (seven) days before the date of defence. The notification must include: the name of the doctoral candidate, the title of the doctoral thesis and the time and place of the defence.
- (19) Official records on defence of doctoral thesis are kept on the Faculty.
- (20) Doctoral thesis is defended only once.

Article 51

- (1) The Commission for defending the doctoral thesis carries out an assessment after the defence. Assessment of the defence may be one of the following:
 - thesis was defended, based on the unanimous decision of the Commission,

- thesis was defended, based on the majority of votes of the Commission,
 - thesis was not defended.
- (2) Candidates who failed to defend their doctoral thesis have the right to resubmit the application for initiating the procedure for acquiring a doctorate degree, within the time period of 90 (ninety) days from the date of adopting the decision of the Commission for defending the doctoral thesis, but not with the same thesis proposal.
- (3) Doctoral thesis which was not defended within the time period of 10 (ten) years from the date of accepting the doctoral thesis proposal must undergo the renewed procedure for accepting the doctoral thesis proposal.

Article 52

- (1) If the research results from the doctoral thesis contain innovation which is subject to protection of intellectual property, candidate and supervisor may inform the Studies Commission of this fact. In that case, the candidate may request, with approval of the supervisor and before the submission of thesis for assessment, that the doctoral thesis is treated as confidential until the public defence.
- (2) In the event of legal protection and commercialisation of research results, the public defence may, with the prior consent from the candidate, be postponed to a maximum of one year from the date of submission of the doctoral thesis for assessment, based on the decision of the Faculty Council.
- (3) In cases where the collected data is of a sensitive nature or for other objective reasons (e.g. publication of results in journals), doctoral candidates may request a moratorium on publishing doctoral thesis in a public online database of doctoral theses of the National and University Library for a maximum period of 5 (five) years. The doctoral thesis as such will be available only in the Faculty library, as non-circulating material.

Article 53

- (1) Defended doctoral thesis must be submitted in 7 (seven) bound copies within the time period of 20 (twenty) days after the defence of thesis, which is a requirement for obtaining a degree certificate. Thesis should be submitted in a form stipulated by the Instructions on draft template and format of the doctoral thesis. The extension of time limits shall be decided by the Studies Commission at the request of a doctoral candidate.
- (2) In order to facilitate the publication of doctoral theses in public databases, as well as to enable online retrieval and review of theses, defended doctoral thesis must also be submitted in an electronic format. Together with the bound copies, a CD/DVD is submitted with the bound copies of the thesis, with sections organised in files:
 - title, summary and keywords in Croatian and English in ASCII format;
 - CV of the candidate in ASCII format;
 - full text of the thesis with annexes (complete contents of printed copy) in PDF format.
- (3) The correct delivery of the work in the prescribed manner is ensured by the Faculty Student Services Office (printed form) and the Faculty Library (electronic format on CD/DVD).
- (4) The Faculty shall publish the doctoral thesis not later than thirty (30) days from the date of the defence in the national repository, or Faculty repository.

Article 54

- (1) Following the completion of doctoral studies and defence of doctoral thesis, candidate is awarded a degree of Doctor of Science in the area of Engineering Sciences (abbreviation: PhD Eng), fields of Civil Engineering or Basic Engineering Sciences
- (2) Following the completion of studies, a degree certificate and a diploma supplement are issued in accordance with the Regulations on the content of degree certificates and diploma supplements.

6.6. Student mobility

Article 55

- (1) During doctoral studies, students will be encouraged to carry out part of their studies at the relevant research centre in Croatia or abroad.
- (2) The Studies Commission decides on the recognition of ECTS credits obtained through different activities in Croatia or abroad.
- (3) Student mobility is supported by participation in student exchange programmes and international competitive scientific projects related to innovation and technology transfer.
- (4) The Faculty undertakes to foster the mobility of students and teachers and increase the internationalisation of studies through abovementioned and other available activities.

6.7. Graduation ceremony

Article 56

- (1) Graduation ceremony involves public presentation of doctoral degree certificates.
- (2) The rector of the University of Split presents the doctoral degree certificates to successful graduates.
- (3) If a graduate is prevented from attending the graduation ceremony, for justified reasons, they may designate a person to represent them. The chosen representative must have a PhD.

6.8. Revoking a degree of doctor of science

Article 57

- (1) Academic degree of doctor of science is revoked if it was established that the degree had been acquired contrary to stipulated requirements for acquiring a degree, by severe breach of the study regulations or based on plagiarised or falsified doctoral thesis.
- (2) Initiating and conducting the procedure of revoking a degree of doctor of science is conducted in accordance with the provisions of general regulations of the Faculty.

6.9. Quality assurance of doctoral studies

Article 58

- (1) The Faculty Council is required to keep detailed records on research activities and other study obligations of each candidate, including the plan of obligations (doctoral candidate portfolio). The Faculty Council and the Studies Commission are required to monitor the

workload and performance of supervisor, and to keep records for each supervisor on number of enrolled candidates and number of candidates who defended their doctoral theses.

- (2) The annual self-evaluation reports shall be attached to the application for re-accreditation.
- (3) The assessment criteria include the following: research productivity of teachers and doctoral candidates, teaching, relevance and quality of doctoral theses, statistical indicators of duration of studies, statistical indicators of annual number of new PhD graduates with reference to the number of candidates and established international cooperation.
- (4) Ensuring the quality of research outcomes shall take place through an independent review of scientific articles derived from research as defined in Articles 44 and 46.

7. TRANSITIONAL AND FINAL PROVISIONS

Article 59

- (1) The procedure of acquiring a degree of doctor of science will be conducted in accordance with these Regulations.
- (2) Doctoral candidates admitted to the doctoral study programme before these Regulations came into force may acquire the degree of doctor of science under the study programme and conditions applicable at the time of enrolment.
- (3) Upon the entry into force of these Regulations, the Regulations on postgraduate university (doctoral) studies in Civil Engineering (Class:643-01/19-02/0002, Ref. No:2181-208-19-0001 (943) of 25 September 2019 shall cease to apply).

Article 60

The Faculty Council shall be responsible for interpreting the Regulations.

Article 61

The Regulations shall enter into force on the eighth day following their publication on the notice board and the website of the Faculty.

Class:
Ref. No:
In Split,

Dean:

Associate Professor NENO Torić, PhD

The Regulations were published on the notice board and on the website of the Faculty on _____ and entered into force on _____.

Head Secretary:

Saša Delić, LLB

I, Jelena Madunić, court interpreter of English language, as appointed by the Republic of Croatia and Public Administration, Ref.No.: 514-03-03-03/01-23-06 of 26 May 2023, do hereby certify that this translation is a faithful and complete translation of the original document written in Croatian.

Date: 23 July 2024, cert.no. 39/24