Pursuant to Articles 49 and 121 of The Statute of The Faculty of Civil Engineering, Architecture and Geodesy of The University of Split, Faculty Council at its electronic session held on May 13th, 2016 adopted

PROTOCOL ON PRODUCTION AND DEVELOPMENT OF DEFEND OF PhD THESIS AT POSTGRADUATE (DOCTORAL) UNIVERSITY STUDIES OF CIVIL ENGINEERING, ARCHITECTURE AND GEODESY SPLIT

Article 1

General provisions

This PROTOCOL ON PRODUCTION AND DEVELOPMENT OF DEFEND OF PhD THESIS AT POSTGRADUATE (DOCTORAL) UNIVERSITY STUDIES at Faculty of Civil Engineering, Architecture and Geodesy in Split (hereinafter, referred as Protocol) regulates the procedure and the course of development of doctoral thesis, as well as the system of assessment.

The provisions of this Protocol apply to students at the postgraduate university (PhD) studies of Construction at the Faculty of Civil Engineering, Architecture and Geodesy of the University of Split. The protocol is in compliance with The Ordinance on postgraduate university (doctoral) studies of the Faculty of Civil Engineering, Architecture and Geodesy (hereinafter, The Ordinance), in particular with the provisions of Article 46 to Article 58 of that Ordinance. The terms used in this Ordinance, and which have a gender expression, apply in the same manner both to male and female gender, regardless of which gender is used.

Article 2

The dissertation (thesis) is a public scientific work, subjected to public scientific assessment. The thesis (dissertation) is the original scientific work, that the student at the postgraduate (PhD) studies produces alone, and that the methodology is applied accordingly, and with contribution to science, is appropriate in determining the level of abilities of the PhD student(s) as an independent researcher in the scientific field and in his field that he is awarded with PhD degree. Doctoral dissertation (PhD thesis) should discover new scientific facts, occurrence or laws. The dissertation

(thesis) must include the o r i g i n a l and scientific contribution in a particular scientific field. Preparation of the dissertation (PhD thesis) is led and supervised by a mentor. Defend of PhD thesis consists of a preparation part which is arranged individually with the supervisor (mentor) and the assessment part in which the academic community is included, as well as the public.

Article 3

The organization and implementation of the procedure for drafting and defend of PhD thesis conducts The Committee for postgraduate university (PhD) studies of Construction (hereinafter, referred to as The Committee), appointed by The Faculty Council.

Defend of the dissertation (thesis) is conducted before The Committee for The Dissertation assessment (PhD thesis), appointed by The Faculty Council.

The Committee for defend of the PhD thesis has three members, whose scientific field is in area of the dissertation of the candidate, of which at least one member is neither a teacher on doctoral study nor an employee of the University of Split. The Committee for defend of the PhD thesis can be made of the same members as The Committee for doctoral dissertation (PhD thesis) assessment. The Mentor is the additional member of The Committee for defends of The Dissertation (PhD thesis), without any rights in assessment or in PhD thesis defend grading. The President of the Committee for the defend must be a teacher of postgraduate studies of The Faculty of Civil Engineering in Split, assigned at least as a research associate in the area related to the topic of dissertation. The Committee work is coordinated by The President of The Committee.

The President of The Committee for defend of The PhD thesis, in consultation with the mentor, proposes the date and the place of the public defend whose assessment grade is validated on The Faculty Council. The Dean of The Faculty publishes the name of the student, the topic of dissertation (PhD thesis), as well as the time and place of defend at least seven days prior to date set for dissertation defend. The official records on defend of the PhD thesis are through official notes and official documentation at The Faculty. Defend of PhD thesis can be repeated only once, not earlier than six months from the first date of defend.

Article 4

Before placing the dissertation (PhD thesis) in the process of revision, it is determined whether the doctoral student fulfilled all of the obligations stated in programme of the study. The PhD thesis, together with written consent and personal opinion of the mentor on the project results, the PhD student submits them to the registry book of The Faculty. PhD thesis (dissertation) shall be submitted unbound in the number of copies, which is for one number higher than the number of members of The

Committee for doctoral dissertation (PhD thesis). The dissertation is submitted in hard copy or in electronic form, if requested so by a member of The Committee. The text of the dissertation is published on the website of The Faculty, and one copy in a spiral-bound is delivered to the library of the Faculty for public eyes, eight (8) days before the session of The Faculty Council, which will be submitted for the assessment.

Article 5

PhD student can defend his dissertation (PhD thesis), after The Faculty Council confirms the positive assessment of the thesis by The Committee for PhD thesis, no later than two months. Defend of PhD thesis (dissertation) is public. The records of the course of dissertation (PhD thesis) defend shall be kept and signed by all members of The Committee and taken by the general secretary during defend. The General Secretary of The Faculty shall take the records in form of minutes.

The Committee for defend of PhD thesis grades and assesses the thesis after defend. Rating of The Defend can be:

- Work is accepted by a unanimous decision of the Commission,
- Work is accepted by a majority vote of the Commission,
- Work is not accepted.

In case that the work is not defended and accepted, The President of The Committee will inform student on The Committee decision and if so, the process is suspended.

Article 6

The form of doctoral dissertation (thesis)

Forms of PhD thesis (dissertation) are:

1) The scientific monograph, in which there is a thorough and full presentation of the research topic, the achievements up to date, with the corresponding literature and described scientific contribution of the dissertation results, with conclusions and future directions.

2) A set of accepted and / or published scientific papers in the transparent readable section, which consists of contents, introduction, argument (it can consist of multiple sub-sections), a conclusion and thorough review of the relevant literature (e.g., The Scandinavian model). Transparent section places the results of the dissertation in the context of the existing scientific knowledge. Scientific papers that are unified as proposed dissertation must constitute a closed unity of at least three original scientific papers, published or accepted for publication in leading international journals indexed in the databases Web of Science TM Core Collection (1955-present; that includes Science Citation Index Expanded ™) and / or Current Contents Connect® (1998-present; that includes Current Contents® / Engineering,

Computing & Technology) of which at least one is in a magazine with impact factor greater than the median impact of international journals in the field of doctoral research in accordance with the database Journal Citation Reports®. Rating of the eligibility of each work is the responsibility of The Committee for postgraduate studies. Candidate must be the primary author in at least two of the listed works. The collected works must provide new scientific contribution in respect of the individual works.

Article 7

The Contents of PhD thesis

PhD thesis is written in Croatian or in English language. The approval of writing and public argumentation of the dissertation (PhD thesis) in English is regulated thorough the Faculty Council, in process of acceptance of the PhD thesis (dissertation). The title, abstract and keywords of PhD thesis (dissertation) must be written in Croatian and English. Additionally, doctoral thesis (dissertation) contains content, introduction, development of the doctoral thesis (with multiple chapters and subsections), conclusion, literature, and, if it is the case that the dissertation consist of following: the list of charts, graphs, schemes, drawings and attachments (Annex). The text of the doctoral thesis (dissertation) should be correct in grammar and spelling, proof-edited, while The Committee for PhD thesis (dissertation) may require editing and proofreading of doctoral thesis (dissertation).

Article 8

The graphic supplements of PhD thesis

(Dissertation) – Monograph

The PhD thesis is printed on the printer paper of format A4 (210x297 mm) and is joined by binding. Printed page contains a maximum of 35 lines, while there is a limit of 2 200 characters. The titles of the chapters are written in capital bold letters and names of subsections are written in lower case bold letters. On hard covers of PhD thesis (dissertation) is printed in letters:

- University of Split,
- Faculty of Civil Engineering, Architecture and Geodesy,
- Name and surname of the candidate,
- The title of the PhD Thesis,
- The dissertation,
- Split,
- Year.

On the binding of the covers, the name and surname of the candidate is written, as well as the title of PhD thesis. The choice of covers of the PhD thesis must be hardcover, in royal blue or black.

The first page inside the covers is empty. The text is printed on the page two, and it must be the same as text on the cover of the PhD thesis (dissertation). The name and surname of the author (candidate) and number of the PhD thesis (dissertation) is printed on the third page. Below the name of the author, it should be written: "This dissertation has been subjected to the evaluation of University of Split, Faculty of Civil Engineering, Architecture and Geodesy for the purpose of awarding the candidate / author with the academic degree of Doctor of Engineering in the scientific field of construction." It is required to put the name and titles, degrees of mentor(s) below the text. On the bottom of the page, the names of the members of The Committee for PhD thesis assessment should be written in the right corner, with their names, titles and degrees. The fourth page should have the names and titles and degrees of the members of the PhD thesis (dissertation) and leave empty space for their signatures. At the bottom of the page, it is obligatory to enter the text: "The PhD thesis has been defended on (date of the PhD thesis defend – dissertation) and at the bottom right corner indicate the name and title of the Secretary of the Faculty, with his title and degree.

On the page No. 5 is necessary to enter the table of contents of number of:

- No. of pages of textual part of PhD thesis (dissertation),
- Photographs,
- Drawings,
- Charts,
- Tables,
- quoted references, etc.

On the next two pages the author can, according to his wishes, write a motto for dissertation, consultations, gratitude, dedication, etc.

On the next page, it is necessary in the upper right corner to write a number of the Universal Decimal Classification (UDC). It is necessary to write the title of the PhD thesis (dissertation) in Croatian language below the UDC. Under the title, an abstract must be written, as well as key words in Croatian language. Next page must contain the same text as the previous one in English. On the following set of pages, it is necessary to write the contents of PhD thesis (dissertation). The next page must contain introductory part of PhD thesis (with multiple sections and subsections), conclusion, literature, in case of following, must be listed: list and numbers of charts, graphic diagrams, schemes, drawings and attachments (Annex). The next page should contain the CV of the applicant (candidate), and the following page should contain his / hers CV in English.

Article 9

Graphic supplements of PhD thesis (dissertation) – Scandinavian model

The PhD thesis (dissertation) written in accordance with the Scandinavian model has the same general form as the monograph described in a previous article. The main difference between the two models is reflected in the appearance of sections that describe the development of the PhD thesis and attachments (Annex).

While the monograph allows wider elaboration of development of the PhD thesis without significant restrictions in the number of pages and chapters, the Scandinavian model of development of the PhD thesis must contain a chapter with more subsections and must summarize and describe in abstracted form the entire scientific contribution of the PhD thesis, linking individual contributions of accepted (published) works in one coherent meaningful unity. The Chapter which describes the development of the PhD thesis must not have more than 50 pages. This chapter may contain certain images, formulas, tables and / or sections of text that are already accepted in the published scientific articles that are attached to the PhD thesis.

The attachments (annexes, contribution) of PhD thesis at the Scandinavian model must have at least three original, adopted and / or published scientific papers in international scientific journals as formulated in Article 5, paragraph 2. The papers are presented in original form in which they are published in scientific journals or in working version (validated version ready for publishing) shall be accompanied by, or works in their original form in which they are published in the journal or in the form of work in which they are accepted for publication. If the author has published at least three scientific articles, the attachments (annexes) can enclose and cover some additional works that have not yet been published or are under review.

Article 10

Citation / Quotes

Each part of the work by others, regardless of whether it is presented in the direct or indirect speech or has been interpreted (statements, attitudes, knowledge and formulations of other authors), must be cited and referenced in the bibliography at the end of the PhD thesis. The text with the quoted parts must state the author's name or the original source of data and year of its publication, written in ordinary characters in parenthesis or code number of references in literature section in brackets. If the publication has two authors and both are directly cited in the text, both are listed, and if there are more than two authors in the text of the PhD thesis, only the primary author is listed and subsequently, "and others" in Croatian, or "et al." in English. Exceptionally, in case that something cannot be quoted, the author can use footnotes to place commentary or notes on the required quotation that cannot be quoted

as such. They generally must contain only the necessary additional explanations of the basic text. Unquoted parts of other people's works are treated as plagiarism.

Article 11

References

References (literature) used in the preparation of the PhD thesis is listed at the end of the dissertation. References should be listed alphabetically by the last name of the first author provided that the work of the same author is listed chronologically, in order of appearance in the text of the PhD thesis. The list of references section, of all of the works which are not quoted in PhD thesis must appear in reference list, i.e. that the paper does not disclose. In the list of references, there must be given the name and the surname of the author with the initials. In front of each reference should be written the first letters of the last name of the first author and serial number in square brackets.

The information on data in reference list given at the end is being printed for different sources: journals, proceedings of conferences and symposia, books, and book chapters, as shown in the pattern of the first page (page number 1). The list of references should not be works that are not quoted, i.e. that the paper does not indicate.

Article 12

Technical processing of the PhD thesis

All illustrations and pages of PhD thesis (tables, charts, drawings, photographs, diagrams, histograms, etc.) should be printed as one-sided. Those pages preceding the textual part should be numbered with Roman numbers, while the textual part is numbered by Arabian numbers. Page number is entered in the bottom right corner. In the upper header, the number and the title of the chapter must be written, underlined by double horizontal lines. In the lower footer, it is required to enter an abbreviation of the name and surname of the author, title of PhD thesis and on the right edge, the page number in Arabic numbers. Typeface (font) used in writing of a PhD thesis (dissertation) is Times New Roman and it is obligatory that it must support all Croatian signs. The size of letters for chapters is typically 16 typographic points, for subsections is 14 typographic points, and for text is 12 typographic points. Line spacing in the text should be 1.5.

Margins must be 3 cm for all edges and side edges of the text must be 2.5 cm to the left edge and 2 cm for all other edges. Detailed view of the technical requirements of PhD thesis (dissertation) is given in the form 1.

Article 13

Illustration in PhD thesis

All illustrations in PhD thesis (dissertation) (tables, charts, drawings, photographs, diagrams, charts, histograms, etc.) should be numbered by the chapter number and serial number in the section after each group and must contain the appropriate title – description of the display.

Numbers and titles of charts should be placed above the chart which indicate (and should be), as charts, horizontally centred. The numbers and titles of graphics, drawings, photographs, schemes, diagrams, histograms, etc., should be placed under the same to which they refer to and must be horizontally centred and aligned with illustrations.

If the illustration is not an original contribution of the author, it is mandatory to have reference in the title to the source (if the illustration has already been published) and author (if the illustration is not published) of which it is taken.

Article 14

The procedure of public defend of PhD thesis (dissertation)

The public defend of PhD thesis (dissertation) consists of the following:

1. The President of The Committee for the acceptance of the PhD thesis (dissertation) warns the participants to turn off their mobile phones and then opens the defend of the PhD thesis (dissertation), presenting in first, the general data of the CV of the candidate, information about his scientific and professional work, as well as information on the eligibility to come forth with the dissertation, as well as the assessment of dissertation. (Guests stand until biographies of the applicant (candidate) has started to be read).
2. A member of the committee – mentor displays overview, evaluation and critique of the PhD thesis (dissertation).
3. The President instructs the applicant (candidate) to the procedure of public defend (reads the following text): "**The applicant will present the PhD thesis (dissertation) in a maximum time of 45 minutes. The presentation of the candidate is not to be interrupted. After the presentation, all of the committee members ask questions regarding the contents of PhD thesis (dissertation) and they then submit the asked questions in form 2. If anyone in the audience wants to ask a question, they must be given in written form, on Form 2 and it is given to the President of the Committee, and he validates the justification of question. After all of the questions are asked and given in written form to the candidate, everyone leaves the room for 15 minutes in order for candidate to prepare the defend (answers).**"

4. The President of the Committee calls on the candidate to present all the main facts, the most significant results of his PhD thesis (dissertation), and conclusions.
5. After presentation of PhD thesis, the President of The Committee asks all of the members (including himself) of The Committee, to ask the candidate questions.
6. Upon the completion of his reply to asked questions, The Committee retreats for counselling, and then unanimously or by majority of votes, makes a decision on whether the candidate defended his dissertation. The grade of defend shall be adopted in accordance with Article 4 of this Protocol.
7. The President of the Committee reads the decision of the Commission to the audience. (Guests rise and stand for listening.)

CONTENTS OF THE DECISION:

The Committee for the defend of PhD thesis of the candidate _____, BSc. Civ. Eng. (Civil engineer ME), entitled _____, having heard the presentation of the candidate and his answers to the questions unanimously – by majority of votes – adopted the following DECISION: The candidate is successfully defended his PhD thesis, and proposes that the Candidate is awarded with the doctorate in scientific area of technical sciences, scientific field of Construction or has not successfully defended his doctoral thesis and aborts the further proceedings.

Article 15

PhD thesis (dissertation) must be submitted with biding within 30 days upon defend of thesis in 7 (seven) copies, which is a condition for obtaining doctoral diploma. The work should be submitted in the form prescribed in Articles 6 to 13 of this Protocol. About the extension of the deadlines, at the student's request, The Committee for postgraduate (PhD) university studies gives its decision on this matter.

Along with a bound dissertation (seven copies), which will be submitted to the registrar's office of the Faculty, it must be accompanied and handed over to the library of the Faculty by the supporting attachments:

1. Electronic form of PhD thesis (dissertation),
2. The statement of agreement of the author on archiving of PhD thesis (dissertation) at Repository of Faculty of Civil Engineering, Architecture and Geodesy in Split (Dabar) – Form 3. It is to be fulfilled by hand, by candidate and in printed form.

The electronic form of the dissertation (PhD thesis) must be delivered to the library of the Faculty on CD / DVD (3 copies). CD / DVD should contain a folder titled by last name-name-PhD thesis. The folder should store following files:

1. The folder file of PhD thesis (dissertation) in .pdf format titled by last name-name-PhD thesis (Example: anic-ana-PhD-thesis.pdf),
2. Electronic form filled on computer in MS Word form of the basic data of the dissertation (PhD thesis) for archive in the repository of the Faculty of Civil Engineering, Architecture and Geodesy Split (Dabar) – **form 4.**

Article 16

This Protocol shall enter into force on the eighth day of its publication on the bulletin board and web site of the Faculty.

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Split, May 13th, 2016

Dean:

Assoc. prof. Ph.D. Boris Trogrlić

This Protocol was published on the bulletin board and Web site of the Faculty on May 13th, 2016, and entered into force on May 21th, 2016.

General Secretary:

Saša Delić, LL. B.