

UNIVERSITY OF SPLIT
Faculty of Civil Engineering, Architecture and Geodesy

REGULATIONS

on postgraduate university (doctoral) study

Civil Engineering

Faculty of Civil Engineering, Architecture and Geodesy in Split

- consolidated text -

Split, November 2014

Pursuant to Articles 49 and 121 Paragraph 2 of the Statute of the Faculty of Civil Engineering, Architecture and Geodesy in Split, the Faculty Council, during their regular 6th session held on 4 April 2013 issued the Regulations on postgraduate university (doctoral) study Civil Engineering (hereinafter referred to as the Regulations). The Regulations undertook certain changes and on 14 November 2014 Professional Services of the Faculty of Civil Engineering, Architecture and Geodesy in Split established the consolidated text of the Regulations which include the Regulations on postgraduate university (doctoral) study Civil Engineering Class: 643-02/13-05/0001, Register number: 2181-208-13-0001 (216) of 4 April 2013 and the Decision on changes and amendments to the Regulations on postgraduate university (doctoral) study Civil Engineering (Class: 003-08/14-06/0023, Register number: 2181-208-01-14-0011 (624) of 29 October 2014 which also contains date of entering into force.

REGULATION

on postgraduate university (doctoral) study Civil Engineering

Faculty of Civil Engineering, Architecture and Geodesy in Split

-consolidated text -

1. GENERAL PROVISIONS

Article 1

These Regulations on postgraduate university (doctoral) study Civil Engineering (hereinafter referred to as the Regulations) establish the implementation of postgraduate university (doctoral) study Civil Engineering and the procedures of acquiring adequate academic knowledge.

Levels of learning outcomes and qualification from these Regulations are in accordance with the Croatian Qualifications Framework Act (Official Gazette No. 22/2013).

Concepts from these Regulations which are used in male gender refer to both male and female gender.

1.1. Areas of postgraduate university (doctoral) studies

Article 2

University of Split, Faculty of Civil Engineering, Architecture and Geodesy (hereinafter referred to as the FCEAG) establishes and implements postgraduate university (doctoral) study which enables students for scientific research in the scientific field of Civil Engineering and Basic Technical Sciences. Scientific branches are: geotechnics, structural systems, hydraulic engineering, transportation engineering, construction management and technology, materials, fluid mechanics, working and production management and applied mechanics.

Students acquire learning outcomes at level 7 of the Croatian Qualifications Framework through formal learning, as well as outcomes at level 8 of the Croatian Qualifications Framework through scientific research.

In cooperation with other faculties and institutions it is also possible to establish postgraduate university (doctoral) study in interdisciplinary scientific area at the Faculty, in accordance to

Paragraph 3, Article 7 of the Ordinance on Scientific and Artistic Areas, Fields and Branches (Official Gazette No. 118/2009, 82/2012, 32/2013).

Article 3

Postgraduate university (doctoral) study Civil Engineering is established as a study for acquiring academic degree of doctor of science. It is implemented in the form of formal learning and scientific research through application of the ECTS credit system with at least 3 years of scientific research under full workload, and it ends in defence of doctoral dissertation with meeting conditions required by these Regulations.

Article 4

The Faculty Council, as its permanent working body, for the postgraduate university (doctoral) study forms a Committee for postgraduate university (doctoral) study.

Article 5

During the admission procedure, each postgraduate student makes a statement about studying while working full-time or half-time. Studying while working full-time refers to postgraduate students who dedicate full working time to meeting requirements established by doctoral study. Postgraduate student studying while working half-time is required to enclose a statement according to which his working time allows him to fill his student obligations according to the study programme.

2. ADMISSION PROCEDURE

Article 6

The Faculty enrolls students at the postgraduate university (doctoral) study according to disposable educational and space capacities, and according to the Decision on admission and public call regulation established by the Faculty Council upon a suggestion of the adequate Committee.

Public call has to include conditions for admission at the study, list of all necessary documents for admission, duration of the study, costs of the study and deadline for submitting applications.

Public call is basically held once a year and it is published in daily press and on the Faculty website.

Prior to public call for admission the Committee establishes:

- potential courses and teachers
- potential mentors (based on criteria defined in Article 33).

2.1. Admission conditions

Article 7

Postgraduate university (doctoral) study may be enrolled by a person with qualifications of university profile of level 7 (university graduate study) with grade average of at least very good (above 3,50) and with achieved at least 300 ECTS credits including previous qualification of level 6 that is equivalent grade from other grading systems or is among 20% of the best students of the

generation. Exceptionally, to candidates who have grade average than lower 3,50 the adequate Committee may approve enrolment with a recommendation from two scientific advisors chosen in the area of doctoral topic.

For applicants who have foreign high educational qualification or high educational qualification in scientific areas other than those established in the study programme, the admission conditions considering the adequate learning outcomes on postgraduate university (doctoral) study are established by the adequate Committee. For those applicants the Committee may establish an entrance exam and/or supplemental exams.

Applicants with foreign high educational qualification are submitted to the procedure of recognition of the same.

Article 8

Postgraduate university (doctoral) study may be enrolled by a person with qualification acquired at university study according to regulations which had entered into force before the Scientific activity and higher education act entered into force (Official Gazette No. 123/03., 105/04., 174/04., 2/07. – Decision of the Constitutional Court of the Republic of Croatia, 46/07., 45/09. and 63/11.). According to provisions of the Act on academic and professional titles and the academic degree (Official Gazette No. 107/07. and 118/12.) study may be enrolled by a person who has finished an adequate university graduate study in adequate scientific field, with average grade of at least very good (above 3,50). Exceptionally, to candidates who have grade average lower than 3,50 the adequate Committee may approve enrolment with a recommendation of two full professors. Adequate graduate studies are established by their study programme.

Article 9

Admission to study may be approved to the holders of qualifications at level 8.1 from other areas of technical sciences, with formal acquisition and evaluation of difference of the necessary learning outcomes at level 7 established by the adequate Committee.

Applicants with foreign high educational qualification are submitted to the procedure of academic recognition of the same.

Article 10

Number of applicants enrolled is based on the Decision of the Faculty Council according to the given capacity of the Faculty. Number of applicants enrolled at the study during the current academic year is limited.

Selection of the applicants is based on entrance exam between applicants who meet requirements from Articles 7 and 8 of these Regulations and according to the criteria published in public call for admission of students.

Applicants, masters of science, are enrolled without an entrance exam and outside the lines of admission quota, according to Article 9 of these Regulations.

Criteria for evaluation of applicants include success at graduate study, their interest for scientific research, published papers, recommendations from professors and potential mentor and suggestion on research areas. Interview with applicants is a compulsory part of admission procedure.

Admission quota is determined according to availability of research, teaching and mentor capacities. Names of chosen applicants are publicly published at the Faculty website.

Final decision on implementation of postgraduate university (doctoral) study for which the public

call is held is brought by dean of the Faculty if sufficient number of applicants who meet all the requirements is established.

2.2. Duration of study

Article 11

Postgraduate university (doctoral) study lasts at least three years. The first year is a preparatory year for research with learning outcomes at level 7 and with minimum 60 ECTS credits. At mentor's request the Committee for postgraduate university (doctoral) study may approve recognition of earlier acquired learning outcomes at level 7. Candidate's mentor is required to specify: a) Learning outcomes which are a precondition for successful research implementation; b) Learning outcomes already acquired by candidate in formal or informal way; c) Learning outcomes which candidate shall acquire during preparatory year, meaning compulsory courses. Applicants with acknowledgment of earlier gained at least 60 ECTS at level 7 are released of attending preparatory year.

After the mentioned follows a scientific research (level 8), with minimum of three years under total workload, and expressed in ECTS credits it equals 180. Finally, learning outcomes at level 7 and scientific research at level 8 equal minimum 240 ECTS credits.

Study during full-time work lasts, as a rule, from three to four years, and on reasonable grounds, finally decided by the Faculty Council, it may be extended up to six years with an explanation. Study during half-time work lasts six years, and on reasonable ground, finally decided by the Faculty Council, it may be extended up to eight years with and explanation.

For particularly explained cases the Faculty Council may allow a deadline extension for defence of doctoral work more than eight years since enrolment in case of greater period of inactiveness during the study.

Article 12

Students of postgraduate university (doctoral) study are entitled to continuing their study at the next year of study if they meet all requirements established by the study programme and syllabus according to these Regulations. If quality of work of postgraduate student, evaluated through annual evaluation procedures, implemented by the Committee, is not satisfactory, the Faculty Council may decide, at a suggestion of the Committee, on losing of the right to study.

3. ORGANISATION OF STUDY

3.1. Organisation and study implementation management

Article 13

Postgraduate university (doctoral) study is implemented according a study programme and syllabus.

Head of the study is vice-dean for science appointed by the Faculty Council at suggestion of the dean. Mandate of the study head lasts two years, and may be re-elected more than once.

Study programme is written according to Directions on writing suggestions of postgraduate study programmes established by Rectors' Conference. Suggestion must include a detailed description of the programme and conditions for its implementation.

Article 14

Syllabus of postgraduate university (doctoral) study is formed for each student in compulsory and available elective courses at the study according to ECTS credit system with at least three years in research work.

Syllabus from Paragraph 1 of this Article is formed by students and their mentors and possible co-mentors, in accordance with the study programme.

Article 15

Central component of postgraduate university (doctoral) study is scientific research. Obligatory work forms in the frame of doctoral study are lessons, research seminars, workshops, presentations and discussion groups.

Article 16

Syllabus of postgraduate university (doctoral) study establishes courses which shall be taught in the following academic year. All information on courses and exam schedules are published on the Faculty website.

Postgraduate students enrol adequate number of courses at the first preparatory year so that, with earlier recognised learning outcomes, it totals at level 7 minimum 60 ECTS credits. Compulsory course is Methodology of Scientific Research Work in which students acquire learning outcomes related to basic principles and techniques of scientific work and publishing and basic knowledge in business skills related to science and high technology, preparing the EU and other competitive scientific projects, and patent and intellectual property infringement.

During the first year of research a seminar is made in the field of a chosen topic of scientific research. During the second year of research a seminar is made and it includes development of one scientific article which shall be presented at an international conference in the field of a chosen topic of scientific research. During the third year of research it is necessary to publish a paper in a journal with international review quoted in bases Web of Science™ Core Collection (1955-today; which includes Science Citation Index Expanded™) and Current Contents Connect® (1998-today; which includes Current Contents® / Engineering, Computing & Technology) in the field of a chosen topic of scientific research.

For seminar management, for each research field, the study Committee appoints 3 (three) members from the line of teachers at doctoral study. The Committee confirms successful performance of seminar programme.

Article 17

According to possibilities and previously established conditions, lessons at doctoral study are open to all postgraduate students from the University. Parts of research and lessons at doctoral studies may be opened to postgraduate students of other universities, under previously established conditions and according to signed contracts.

With the aim of achieving interdisciplinarity, postgraduate students, with explanation and consent from the mentor and with agreement from the Faculty Council, may enrol parts of lessons and perform parts of research at any constituent of the University or other institutions. Within the preparatory year postgraduate students may enrol maximum 18 ECTS credits outside the programme of our study. At the request of postgraduate student and mentor the Committee shall take into consideration possibilities of choosing more learning outcomes than 18 ECTS credits.

The committee for postgraduate study may regulate postgraduate students some supplemental courses for acquiring learning outcomes at level 6, necessary for attending and completing the study.

Postgraduate students of our study, as well as candidates from other local and foreign scientific institutions, in accordance with the Regulations on dual doctorates may attend lessons in parallel at our and at another faculty or University. All rights and obligations are defined by a contract on dual doctorate which is defined for each postgraduate student separately between two institutions and the student himself.

Article 18

Syllabus, adopted for each academic year, establishes:

1. courses, teachers, associates and mentors who shall perform lessons according to the study programme for that generation of enrolled students,
2. locations for lessons implementation,
3. beginning and end as well as number of lessons,
4. exam schedules,
5. deadlines for taking the qualification exam,
6. deadlines for applying topic of doctoral dissertation,
7. deadline for public interview and decisions on acceptance of the topic of doctoral dissertation,
8. deadlines for submitting doctoral work for grading,
9. deadlines for defence of doctoral work,
10. other important facts for regular implementation of lessons.

Article 19

Syllabus is adopted by the Faculty Council based on the study programme and suggestions of the adequate Committee and it is published at the Faculty website.

3.2. Duration of academic year

Article 20

Study programme and syllabus are implemented per academic year.

Academic year starts as a rule on 1 October of the current year, and it finishes on 30 September of the following calendar year, but the schedule may be altered according to a decision of the Faculty Council.

3.3. Students' obligations

Article 21

Students are required to attend lessons and to participate in all predetermined forms of education. Regular attendance is confirmed by the course teacher, and seminar by the adequate Committee.

Article 22

Conditions for continuing the study in the following academic year is established by the study

programme.

In case of terminating the study for a period longer than two years a student may enrol the higher semester upon a decision of the adequate Committee. The decision establishes the courses for the student to enrol. In such case the student, meaning his employer, is due to pay costs of that and following semesters.

Article 23

Student crossing from one line of study to the other must be approved by the adequate Committee based on explanatory request of the student and consequently a positive opinion of head of the study to which the student is crossing. In that case student is required to enrol and pass supplemental exams from previous semesters of the line of study to which he is crossing.

3.4. Examination

Article 24

Evaluation of learning outcomes groups that is examination and grading of acquired competencies occurs during lessons through year and final grade is established at the exam. Success achieved at the exam is available to public.

A right to an insight into exam documentation is allowed to the person who shows legal interest within the deadline not longer than a year since the exam.

Evaluation of learning outcomes groups that is examination and grading of acquired competencies of students is performed through an exam. The exam may be written and/or oral, and it can be taken in form of a discussion of developed seminar. Each exam may be taken maximum four times. The fourth time the exam is taken in front of a commission. Exam schedule is established by the syllabus.

Exam may be taken by a student who has in his student record book signature from the head teacher of the concerned course. Exam grades are: excellent (5), very good (4), good (3), sufficient (2) and insufficient (1). All exams must be passed before submission of doctoral work.

3.5. Student status

Article 25

Student status is acquired upon enrolment to the doctoral study. Student status is established by a student record book or other identification which content and form are regulated by the University.

Persons enrolled at the postgraduate university (doctoral) study have status of regular students and in that sense all general provisions established by the Faculty Statute refer to regular students of postgraduate that is doctoral study.

Article 26

A postgraduate student enrolled at the doctoral study may be:

- research assistant or assistant whose costs of study are covered from the system of science and higher education;
- postgraduate student whose costs of study are covered from a public call of the Croatian Science

Foundation which requires a condition of participation of the mentor in a national or international competitive scientific project;

- scholarship holder of Croatian or international scholarships;
- postgraduate student whose costs of study are covered by a national or international scientific project;
- postgraduate student whose costs of study are covered by a legal person as his employer;
- postgraduate student who covers his costs of study himself.

Article 27

Postgraduate student is due to submit his report on his work progress to his mentor once a year.

Postgraduate student is entitled to change his mentor once as well as his topic, upon a written request and a statement of the previous and suggested mentor.

3.6. Costs of study

Article 28

Costs of study are fully paid in advance or during enrolment of each semester for the concerned semester. Costs of defence of doctoral work are paid separately during the submission of the work.

Costs of development of doctoral work are covered by the student that is his employer.

In case of terminating the study during the course of lessons the student that is the payer of his costs of study is not entitled to a refund the paid amount for covering costs of study.

Costs of study do not cover costs of the research work.

When submitting the topic of doctoral work the candidate is required to submit the feasibility study with indication of items:

- Location for implementation of the research (institution, laboratory,...)
- List of equipment necessary for implementation of the research.
- Analysis of costs necessary for the research (expendable material, field work, elaboration and preparation of samples, collecting reference books, energy sources and other that is necessary for the research).
- Statement on methods of covering costs of research (scientific project, employer, student himself, etc...).

3.7. Entrusting lessons

Article 29

Lessons at postgraduate university (doctoral) study may be entrusted by the Faculty Council to the teachers of a teaching and research position.

The Faculty professor emeritus may also participate in implementation of lessons. Entrusting lessons for certain courses is defined by the syllabus.

Article 30

Implementation of a part or entire teaching programme of a certain course may be entrusted with a teacher, scientist and professional outside the Faculty as well with a teacher from other higher

institution and with a teacher, internationally acknowledged scientist and top professional from abroad.

Article 31

Due to improvement of teaching and scientific work the Faculty may invite and appoint prominent teachers and scientists from our and other countries as guest teachers who shall hold lessons. Decision on inviting and appointing a guest teacher is brought by the Faculty Council upon a suggestion of the Committee.

3.8. Committee for postgraduate studies

Article 32

Implementation of the study programme of postgraduate university (doctoral) study, according to the mentioned in Article 4 of these Regulations, follows and coordinates the Committee for postgraduate university (doctoral) study. The Committee consists of at least five members governed by the head of the study. Each member of the Committee has his deputy.

The Committee is chosen by the Faculty Council upon a suggestion of the dean for period of two years.

The Committee is responsible for its work to the Faculty Council.

Until the application of the topic of doctoral work administrative work for the needs of postgraduate study is managed by the Faculty Student Registrar's Office and in the further procedure administrative work is managed by the dean's legal service.

3.9. Mentorship

Article 33

The Faculty Council appoints a mentor to the student of postgraduate university (doctoral) study upon a suggestion of the Committee and the mentor has a task of advising and mutually cooperating with a student with the aim of helping him and he also mentors doctoral work of research.

Before the public call is released the Committee establishes a syllabus which defines potential mentors.

Person who can be appointed as a mentor is:

1. holder of at least a teaching and research position of assistant professor and must be a teacher of postgraduate university (doctoral) study of the Faculty;
2. scientifically active and relevant in international community (based on papers indexed in bases Web of ScienceTM Core Collection (1955-today; which includes Science Citation Index ExpandedTM) and/or Current Contents Connect® (1998-today; which includes Current Contents® / Engineering, Computing & Technology) during the course of the last 5 years, scientific projects and results of previous mentorship) for the topic of doctoral research.

Teacher who meets the above mentioned requirements may mentor maximum three candidates per generation, and the Faculty professor emeritus who meets the above mentioned requirements may mentor one candidate per generation.

After each academic year mentor submits a report on student work to the Committee (on the same form as for research assistant).

Mentor not employed at the Faculty is due to sign a cooperation and responsibility contract with the head of institution of the study holder.

Mentor who has not overtaken his mentorship before retiring is entitled to finish that mentorship with the agreement of the Faculty Council.

Due to quality assurance of doctoral work there is a possibility of double mentorship, in case there is a need for it (for example, research interdisciplinarity, implementation of research according to an agreement on double doctorate at two institutions).

In case both mentors are from the same scientific field, one is head mentor and the other is co-mentor. Postgraduate student may have more than one co-mentor.

At least once in two years the Committee for postgraduate university (doctorate) study evaluates mentor's work based on his work report and post graduate student's report and grade. Mentor, graded negatively twice, loses his right to be appointed as a mentor.

4. PhD QUALIFYING EXAMINATION

Article 34

The PhD qualifying exam is applied after a postgraduate student acquires minimum of 60 ECTS credits in learning outcomes at level 7. Taking the PhD qualifying exam is a precondition for initiating a procedure of applying topic for doctoral dissertation.

Article 35

Student applies for taking the PhD qualifying exam through Protocol in Student Registrar's Office at the Faculty on a special form. Application must be attached to a review work which represents current status of development of area of his scientific orientation that is of area of his future doctoral dissertation. The work is submitted in digital readable form according to the Guidelines for development of works for the PhD qualifying exam.

Article 36

The Committee for postgraduate study appoints a Committee for the PhD qualifying exam which includes three members. Student's mentor is one of the members of the Committee for qualifying exam, but cannot be appointed the head of that Committee.

Article 37

The PhD qualifying exam is organised and implemented by the Committee for PhD qualifying exam.

Applicant's mentor informs the Student Registrar's Office on place and date of exam for each applicant. Student Registrar's Office is due to publicly announce the date of the exam for each applicant. According to Article 35 Student Registrar's Office is due to publish the work on the Faculty website before the mentioned deadline.

Article 38

The PhD qualifying exam is public and is taken orally.

The PhD qualifying exam includes student's presentation of developed work from Article 35. The Committee for PhD qualifying exam assess student's competencies for solving problems in area of his study by assessing basic and specific knowledge and it also evaluates student's competencies for development of doctoral dissertation.

The minutes on the PhD qualifying exam contain individual grades by the members of the Committee which are used to establish whether the student has required competencies. Final decision is based on the majority of votes of the Committee. The minutes on the PhD qualifying exam are due to be delivered to Student Registrar's Office not later than 15 days after the exam was taken. The PhD qualifying exam may be taken not more than twice.

5. SUGGESTION OF TOPIC OF DOCTORAL WORK (DISSERTATION)

Article 39

Dates for application of doctoral work and public interview are defined by the syllabus.

5.1. Application of topic of doctoral work (dissertation)

Article 40

Postgraduate student and his mentor suggest a topic of doctoral dissertation with annotation of scientific field, area and branch.

Condition for application of the topic of doctoral dissertation: at least 60 ECTS credits at level 7, taking the qualifying exam and at least one scientific paper from the field of doctorate, published at a scientific gathering with international review.

Topic suggestion should be described on a particular form according to the Guidelines for development of papers at postgraduate study.

Institution paying for student's costs is entitled to participate in topic choice for his doctoral work.

Student encloses topic suggestion and evidence on satisfying the condition for application of the topic and that is:

- verification of passed minimum 60 ECTS credits at level 7,
- taken qualifying exam,
- published one scientific paper, from the field of doctorate topic, at a scientific gathering with international review.

Student also encloses

- short Curriculum Vitae with a description of scientific and professional activity,
- list and copy of published papers,
- certificate on possible participation in scientific-research projects.

Meeting requirements for initiating the procedure for accepting the topic of doctoral dissertation is established by the Committee for postgraduate university (doctoral) study.

Article 41

Suggestion of topic of doctoral dissertation is considered by the Committee for postgraduate university (doctoral) study and it suggests the Faculty Council appointment of the Committee for acceptance of topic of doctoral dissertation.

The Committee consists of three members whose scientific activity is from the branch of doctoral work of the applicant. At least one member of the Committee is not a teacher at postgraduate university (doctoral) study of the Faculty.

Head of the Committee for acceptance of topic of doctoral dissertation must be a teacher of postgraduate university (doctoral) study of the Faculty holding a position of at least research associate in the branch of the topic of doctorate.

Head of work of Committee is in charge of its activities.

Student's mentor is one of the members of the Committee for acceptance of topic of doctoral dissertation, but he cannot be the head of that Committee.

5.2. Public interview

Article 42

Public interview is held with the student who meets the requirements for initiating the procedure of acceptance of doctoral dissertation on expected basic scientific contribution of dissertation and which is aimed at close evaluation of reality of achieving expected scientific contribution.

Head of the Committee for acceptance of topic of doctoral dissertation informs legal services on place and date of public interview not later than 7 days before it takes place. Legal services publicly publish place and time of public interview and predetermined title of doctoral dissertation and they also inform applicant and members of the Committee for acceptance of topic of doctoral dissertation about it.

Article 43

Public interview is held by the Committee for acceptance of topic of doctoral dissertation.

The Committee consists of three members whose scientific activity is from the branch of doctoral work. At least one member of the Committee should not be a teacher at postgraduate university (doctoral) study of the Faculty.

The Committee which holds the public interview on the topic of doctoral dissertation shall particularly take into consideration student's request for writing and defending the work in English and its elaborated suggestion shall be outlined within the minutes on held public interview.

The Committee for acceptance of topic of doctoral dissertation delivers to the Committee for postgraduate university (doctoral) study the minutes on held public interview with a suggestion for acceptance or refusal of the topic of doctoral dissertation in written form and legal services send electronic mail, not later than 15 days since the public interview has taken place.

The minutes on held public interview based on which the acceptance of doctoral work is suggested is defined by a form which must include:

- suggestion of a title of doctoral work in Croatian and English,
- list of expected basic scientific contributions,
- binding conclusions brought based on public interview,
- possible suggestion for appointment of a new mentor,

- scientific areas, fields and branches of the topic of doctoral dissertation,
- language of doctoral dissertation.

Final decision on acceptance or rejection of the topic of doctoral dissertation is brought by the Faculty Council at suggestion of the Committee for postgraduate doctoral study. Mentor must sit at all sessions of the Committee and the Faculty Council during the discussion on acceptance or refusal of the topic of doctoral dissertation.

Approval of writing and defending dissertation in English is decided by the Faculty Council during the acceptance of the topic of doctoral dissertation.

Article 44

Upon an elaborated request of the Committee for acceptance of doctoral dissertation and the Committee for postgraduate university (doctoral) study the Faculty Council may appoint, during the procedure of approval of the topic of doctoral dissertation to the applicant, other mentor besides the suggested one. If there is more than one mentor, each of them takes responsibility for previously determined part of research and procedure of development of doctoral dissertation.

5.3. Change of topic and mentor of doctoral dissertation

Article 45

Topic of doctoral dissertation and the mentor may be changed for objective reasons whilst the topic may be changed only once (if mentor is changed as well an application must be filled as the one during enrolment).

6. COMPLETING STUDY

Article 46

Postgraduate university (doctoral) study for acquiring doctorate of science ends in meeting all requirements in accordance with the study Programme and syllabus and public defence of doctoral dissertation.

6.1. Term of doctoral work (dissertation)

Article 47

Doctoral work (dissertation) is a public scientific paper, submitted to public scientific evaluation.

Doctoral work (dissertation) is authentic, original scientific work, individually created by postgraduate student and which is according to applied methodology and to contribution of science appropriate for establishing ability of postgraduate student for being individual researcher in scientific area and field for which doctorate of science is awarded. Doctoral work (dissertation) should reveal new scientific facts, phenomena or regulations. Doctoral work (dissertation) must include a u t h e n t i c scientific contribution in certain scientific field.

6.2. Form of doctoral dissertation

Article 48

Forms of doctoral dissertation are:

- 1) Scientific monograph which includes a detailed and thorough description of the research topic, previous achievements with following references and description of scientific research and dissertation results with conclusions and future guidelines.
- 2) Set of published scientific papers with a review chapter which consists of introduction, discussion, conclusion and of detailed review of relevant references (so called the Nordic model). The review chapter puts results of doctoral work into context of existing scientific notions. Unified scientific papers suggested as a doctoral work must form an integral unit of at least three authentic scientific paper published or accepted for publication in leading world journals indexed in bases Web of Science™ Core Collection (1955-today; which includes Science Citation Index Expanded™) and/or Current Contents Connect® (1998-today; which includes Current Contents® / Engineering, Computing & Technology) out of which at least one in journal with impact factor higher than median impact factor of a journal in the field of doctoral research according to base Journal Citation Reports®. Grade of acceptance of a certain paper is in sphere of The Committee for postgraduate study. Postgraduate student must be the first author in at least two mentioned papers. Unified papers must offer a new scientific contribution in relation to individual papers.

Doctoral work may be written in Croatian or English.

Title, abstract and key words of doctoral work must be written in both Croatian and English.

Abstract should enable understanding of work goals, research methods, results and conclusions.

Basic content and format of doctoral dissertation is regulated by the special Guidelines on formatting and content of text of doctoral dissertation.

Article 49

Doctoral work (dissertation) and defence of doctoral dissertation may be in English with approval of the Faculty Council.

If one member of the committee is from abroad (and does not speak Croatian) translation of the grade in English must be enclosed and it must be signed by all members of the Committee for evaluation. Member of the Committee from abroad does not sign the grade in Croatian.

6.3. Development and submission of doctoral dissertation

Article 50

In case of writing a monograph the condition for submission of doctoral dissertation for evaluation is at least one authentic scientific paper with international review, published or accepted for publishing in a journal indexed in bases Web of Science™ Core Collection (1955-today; which includes Science Citation Index Expanded™) and/or Current Contents Connect® (1998-today; which includes Current Contents® / Engineering, Computing & Technology) with impact factor within the first three quartile scores in the field of doctoral research according to base Journal Citation Reports®.

Candidate must be the first author on the paper and the paper must be from the field of the topic of research as well as published in a journal referenced for scientific field of doctoral research.

Besides, postgraduate student is entitled to present and publish at least one paper in the proceedings book of international scientific gathering, thematically related to doctoral research.

In case of development of doctoral work according to the Nordic model the conditions are regulated according to Article 48. The Committee may define which journals/conferences do not have satisfactory level of review procedure.

Article 51

Before sending doctoral dissertation into procedure of evaluation, it must be established whether the postgraduate student has met all requirements predetermined by the study programme.

Doctoral work, together with agreement and opinion of mentor on the conducted research and achieved authentic scientific contribution, is submitted by the postgraduate students into the register minutes of the Faculty. If mentor considers the work unsatisfactory according to the set criteria, he must explain his reasons in written form within 15 days. In both cases mentor's explanation is delivered to the members of the committee for evaluation of doctoral dissertation who take it into consideration whilst evaluating.

Doctoral dissertation is submitted unbound in a number of copies, one more than the number of members of the Committee for evaluation of doctoral dissertation. The work is submitted in printed form or in digital form if so required by a member of the Committee.

Text of doctoral dissertation is published at the Faculty website and one copy of doctoral work in spiral bound is delivered to the Faculty Library for public, eight days before the session of the Faculty Council at which the grade for work shall be suggested.

Announcement is published at the notice boards of the Faculty and the Faculty website.

6.4. Evaluation of doctoral dissertation

Article 52

The Committee for postgraduate university (doctoral) study suggests the Faculty Council appointment of the Committee for evaluation of doctoral dissertation and the incoming work is forwarded to the members of the Committee.

The Committee consists of three evaluators whose scientific activity is from the field of doctoral work of the applicant, whilst one evaluator is not a teacher at doctoral study or employee of the University of Split. Mentor is an even additional member of the Committee for evaluation of doctoral dissertation without a right to vote.

Head of the Committee for evaluation of doctoral dissertation must be a teacher of postgraduate study of the Faculty holding a research associate position in the field of the topic of doctorate.

Article 53

The Committee for evaluation of dissertation is due to evaluate doctoral work within two months, since the day of appointment. The Committee is required to deliver its grade and suggestion to the Committee for postgraduate university (doctoral) study which considers it and gives a suggestion to the Faculty Council for consideration and adoption.

Head of the committee prepares a report based on gathered written opinions of the committee members and the report is signed by all committee members.

The Committee for evaluation of doctoral dissertation in its report suggests:

1. acceptance of doctoral dissertation with explicit statement on achieved authentic scientific contribution, or
2. additional elaboration of doctoral dissertation, or
3. rejection of doctoral dissertation, after which the postgraduate student loses his right to be awarded doctor of science at that study.

Explanation is a necessary part of the report. At the first following session the Faculty Council brings a decision on grade of the work and appoints a committee for work defence.

During summer holidays the mentioned deadlines are inactive. The Committee for postgraduate university (doctoral) study decides on deadline extension upon a student's request.

6.5. Defence of doctoral dissertation

Article 54

Postgraduate student is allowed to enter the defence of doctoral dissertation after the Faculty Council accepts the positive grade of the committee for evaluation of doctoral work, not later than two months.

The Faculty Council, at suggestion of the Committee appoints the committee for defence of doctoral dissertation. The committee for defence of doctoral dissertation consists of three members whose scientific activity is from the field of doctoral work of the applicant, out of which at least one member is not a teacher at doctoral study or an employee of the University of Split. The committee for defence of doctoral work may have the same structure as the Committee for evaluation of doctoral dissertation.

Mentor is an even additional member of the Committee for defence of doctoral work without a right to vote.

Head of the Committee for defence must be a teacher of postgraduate study of the Faculty holding at least a research assistant position in the field of doctorate.

Head of the Committee coordinates the work of the Committee.

Head of the Committee for defence of doctoral dissertation, and agreement with mentor, suggests a date and place of public defence which grade is accepted at the Faculty Council.

During the procedure of defence the minutes are kept and are signed by the members of the Committee and by the keeper of the minutes. The minutes are kept by the Faculty secretary.

Defence of the doctoral dissertation is public. The dean of the Faculty publicly announces student's name, topic of doctoral dissertation and time and place of defence at least seven days prior to the date established for the defence.

A formal record on defence of doctoral dissertation is kept at the Faculty.

Defence of doctoral dissertation may be repeated only once, not sooner than half a year after the first defence.

Article 55

The Committee for defence of doctoral dissertation gives grade after the defence. Grade of the defence may be:

- work is defended unanimously by the decision of the Committee,
- work is defended by the majority of votes of the Committee,

- work is not defended.

In case the work is not defended, head of the Committee informs the student about it and suspends the procedure.

Article 56

In case the results of research of doctoral dissertation include innovation which is consistent to the criteria for protection of intellectual property, postgraduate student and mentor may inform the Committee about it. In that case, postgraduate student may, with mentor's agreement, before submitting doctoral dissertation for evaluation, request a secret procedure with the work until the moment of public defence.

In case of procedure of legal protection and research results commercialisation, public defence may be postponed, with previous agreement from postgraduate student, up to not later than a year since submitting doctoral dissertation for evaluation.

Article 57

Defended doctoral work (dissertation) must be submitted in bound form of 7 copies within 30 days since defence which is a condition for getting a diploma. Work should have the predetermined form according to the Guidelines on formatting and content of text of doctoral dissertation. The Committee for postgraduate university (doctoral) study decides on deadline extension upon a student's request.

For the purpose of enabling inclusion of doctoral works in public data bases and of enabling research and browsing of these papers with computers with access to the Internet, it is necessary to submit the papers in electronic form as well. Due to the previously mentioned the bound copies of work are enclosed to a CD with a record of the work in electronic form organised in files:

- title, abstract and key words in Croatian and English in ASCCII format;
- Curriculum Vitae of applicant in ASCII format;
- entire text of the work with all additions (everything that contains the copy in printed form) in PDF format.

Student Registrar's Office is concerned with correctness of submission of works as regulated.

Article 58

Upon completion of postgraduate university (doctoral) study and defence of doctoral dissertation applicant is awarded with academic degree of doctor of science in the field of technical sciences (abbreviated: PhD) and in the area Civil Engineering and Basic Technical Sciences.

Upon completion of the study a diploma is issued as well as diploma supplement of the study according to the Regulations on content of diploma and diploma supplement (Official Gazette No. 9/2005).

6.6. Student mobility

Article 59

During the course of postgraduate university (doctoral) study students shall be encouraged to spend a part of their study in adequate research centre in the country and abroad.

The Committee for postgraduate university (doctoral) study shall decide on acknowledgment of ECTS credits acquired through different activities in the country and abroad.

Student mobility is supported by the Regulations on double doctorates, participation in programmes of student exchange and work at international competitive scientific projects related to innovations and technology transfer.

6.7. Promotions

Article 60

Promotion of doctor of science is a public and ceremonial act. Promotion of doctor of science is led by the rector of the University.

6.8. Withdrawal of academic degree of doctor of science

Article 61

Academic degree is withdrawn if established that it was gained contrary to regulated conditions for its acquirement by harsh offence of study rules or based on doctoral work which is a plagiarism or counterfeit.

6.9. Quality assurance of doctoral study

Article 62

The Faculty Council is responsible for keeping detailed records on research work and other performed study obligations of each postgraduate student, including plan of obligations (development of postgraduate student portfolio). The Faculty Council is responsible for workload and success of mentor and to keep records for each mentor on the number of enrolled postgraduate students who defended their doctoral work.

Annual report on self-evaluation is enclosed to request for reaccreditation.

Evaluation criteria include: scientific production of the teacher and postgraduate student, lessons, relevancy and quality of doctoral works in relation to a number of postgraduate students and achieved international cooperation.

Quality assurance of research outcomes takes place through an independent review of scientific articles originated from research as defined in Articles 48 and 50.

7. TRANSITORY AND FINAL PROVISIONS

Article 63

With entry into force of these Regulations, the Regulations on Postgraduate university (doctoral) study Civil Engineering regulated by the Regulations on studies and system of studying of the Faculty of Civil Engineering, Architecture and Geodesy in Split of 26 January 2012 cease to be

applicable.

Postgraduate students who enrolled doctoral study before these Regulations entered into force may be awarded with doctorate of science according to the syllabus and conditions applicable at the time of their enrolment at the study.

Article 64

The Faculty Council is in charge of interpretation of these Regulations.

Article 65

These Regulations enter into force on the eight day of publishing on the notice board and the Faculty website.

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Split, 14 November 2014

Dean:

**Associate Professor Boris
Trogrlić, PhD**

Head secretary:

Saša Delić, dipl.iur.