

Rules on the preparation and defence of a doctoral dissertation adopted on 28 September 2017 and amended on 25 September 2019, 29 September 2019, and 22 December 2023, according to Article 48, indent 13 of the Statute of the University of Novo mesto Faculty of Business and Management Sciences are as following:

RULES ON THE PREPARATION AND DEFENCE OF DOCTORAL DISSERTATION

1. GENERAL PROVISIONS

Article 1

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

Article 2

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

The dissertation is the candidate's written scientific work.

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

Article 3

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

The Senate decides upon eventual exceptions based on preliminary and legitimate requests of the candidate.

Language correctness of documents is the responsibility of the candidate.

Article 4

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

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

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

2. PUBLIC PRESENTATION OF THE DISPOSITION OF DISSERTATION

Article 5

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

Article 6

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

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

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

3. MENTOR

Article 7

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

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

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

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

article.

The senate of the faculty confirms the mentor (and possible co-mentor).

Article 8

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

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

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

Article 9

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

Article 10

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

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

Article 11

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

Article 12

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

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

If the proposed dissertation topic is interdisciplinary or the research within the scope of the dissertation needs to be performed at a foreign higher education institution, the Committee can have four members.

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

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

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

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

Article 13

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

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

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

Article 14

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

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

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

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

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

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

Article 15

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

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

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

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

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

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

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

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

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

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

Article 16

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

6. DOCTORAL DISSERTATION PREPARATION

Article 17

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

When writing the doctoral dissertation, the candidate must follow the Instructions for the preparation of written products at the University of Novo Mesto, Faculty of Business and Management Sciences.

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

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

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

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

Article 18

When the research work is in its final stage, at the discretion of the mentor, the potential co-mentor, and the PhD student, the PhD student submits a dissertation proposal to the Student Affairs Office.

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

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

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

Article 19

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

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

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

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

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

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

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

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

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

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

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

8. RESEARCH DATA

Article 20

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

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

9. ASSESSING THE SUITABILITY OF THE DOCTORAL DISSERTATION PROPOSAL

Article 21

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

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

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

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

Article 22

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

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

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

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

Article 23

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

mentor.

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

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

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

Article 24

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

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

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

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

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

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

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

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

Article 25

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

The Senate accepts or rejects the dissertation proposal.

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

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

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

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

10. CONDITIONS FOR THE DEFENCE OF THE DOCTORAL DISSERTATION

Article 26

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

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

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

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

Article 27

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

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

Article 28

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

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

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

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

Article 29

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

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

the defence.

11. PROCEDURE OF THE DEFENCE OF DOCTORAL DISSERTATION

Article 30

The defence of the dissertation is public.

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

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

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

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

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

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

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

However, after the break, the candidate answers the questions no longer than 60 minutes.

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

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

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

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

Article 31

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

Article 32

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

Article 33

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

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

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

Article 34

The doctoral thesis shall be a public document.

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

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

Article 35

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

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

Article 36

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

Article 37

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

13. REVOCATION OF DOCTORAL DEGREE

Article 38

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

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

14. TRANSITIONAL AND FINAL PROVISIONS

Article 39

Students enrolled in the study program before the 2023/2024 academic year can obtain a doctorate based on original scientific articles, following Chapter 7 of these regulations, by applying to the faculty senate, which, after consideration, approves or rejects it.

Article 40

This policy comes into force on the day of admission and applies to students enrolled from the academic year 2023/2024 onwards. It is published on the faculty website.

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Dean:
Assoc. Prof. Sergej Gričar, PhD

The following forms are integral parts of the Rules:

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

UNIVERSITY OF NOVO MESTO FACULTY OF BUSINESS AND MANAGEMENT
SCIENCES

The list of journals

Group I

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

Group II

- Slovenian Journals:

Akademija MM

Didactica Slovenica – Pedagoška obzorja

Družboslovne razprave

EBR – Economic and Business Review, UL

Economics and Business Review

Ekonomska revija

Ekonomski izzivi

Ekonomsko poslovna revija

IB revija: za strokovna in metodološka vprašanja gospodarskega, prostorskega in socialnega razvoja Slovenije

Iks

Izzivi managementa

Javna uprava

Kapital

Lex Localis

Management

Managing Global Transitions

MM

Naše gospodarstvo

Organizacija (prej Organizacija in kadri)

Podjetje in delo, revija za gospodarstvo, delovno in socialno pravo (prej Združeno delo)

Pravnik

Revija HRM

Revija za ekonomske in poslovne vede / Journal of Economic and Business Sciences, ki jo izdajata Univerza v Novem mestu Fakulteta za poslovne in upravne vede in Univerza v Novem mestu Fakulteta za ekonomijo in informatiko.

Revija za zdravstvene vede / Journal of Health Sciences, ki jo izdaja Univerza v Novem mestu Fakulteta za zdravstvene vede.

Revizor

Sodobna pedagogika

Teorija in praksa

Uporabna informatika

Zbornik znanstvenih razprav, Pravna fakulteta v Ljubljani

- Foreign Journals:

American Journal of Comparative Law
 Acta Neophilologica
 Administrative science
 American Journal of International Law
 Anali Pravnog fakulteta u Beogradu
 Annuaire Francais de Droit International (AFD)
 Annuaire international de jurisprudence constitutionnelle
 Annuaire Suisse de Droit International
 Arbitration International (IFLP)
 Archiv für recht und sozialphilosophie
 Archives des philosophie du droit
 Arhiv za pravne i društvene nauke
 Artificial intelligence review
 Austrian Journal of International Law
 Baltic Journal of Economics
 BL Bibliographie Linguistique
 Bulletino dell'istituto di diritto romano
 Canadian public administration
 Comparative Economics Studies
 Computer science in economics and management
 Consumer Law Journal
 Cornel Law Rewiew
 Cross Cultural Management: An International Journal
 Datamation
 Development and change
 Die inovative verwaltung
 Die öffentliche verwaltung
 Die verwaltung
 Diritto delle relazioni industriali
 Društvena istraživanja
 East European Constitutional Review
 Eastern European Economics
 Eastlex, Manz Verlag, WIEN (IBZ)
 Ecologa Law Quarterly U.C. Berkeley School of Law
 Economic and Business Review
 Economic review
 Economics of planning
 European Journal of International Management
 Ekonomska revija
 Ekonomske teme
 Ekonomski vjestnik
 ELOPE
 ERIC
 European Business Law Review
 European Company and Financial Law Review (IBZ)
 European Competition Law Review
 European intellectual property review
 European Law Review
 European management journal
 European management review
 Expert systems for information management

Finance
Financial statistics
Financijska praksa
Godišnjak Učiteljskog fakulteta u Vranju
GRUR International
Harvard Business Review
Harvard International Law Journal
Hotel and Tourism Management, Univerza v Kragujevcu
Horizonti
IC wissen buerokommunikation
Ieee transaction on software engineering
Ieee transaction on system, management and cibernetics. part B, Cybernetics
Ieee transactions on knowledge and data engineering
Ifip transactions on information systems
Imago Europae (Firenze, Italija)
Industrial marketing management
Industrija – Ekonomski institut Beograd Srbija
Informatica
Information infrastructure and policy
Information management & computer security
Information management report, 0961-7612
Information processing and management
Informatologija
International and comparative Law Quarterly
International journal of information and operations management education
International journal of operations & production management
International Journal of Retail & Distribution Management
International Journal of Social Economics
International journal of the economics of business
International Journal of the Sociology of Law
International Journal of trade and Global Markets
International Labour Review
International labour review
International Social Security Review
ITRO – Informacione tehnologije i razvoj obrazovanja
Ius Rivista di scienze giuridiche
Jahrbuch für Ostrecht
Japan management review
Journal of brand management
Journal of business & industrial marketing
Journal of business research
Journal of consumer behavior
Journal of database management
Journal of development finance
Journal of Business and Economics, Academic Star Publishing Company, USA
Journal of Economics and Business Research
Journal of economics behavior & organization
Journal of health politics, policy and law
Journal of Law and Society
Journal of Management
Journal of marketing
Journal of multivariate analysis

Journal of Modern Education Review, Academic Star Publishing Company, USA
Journal of regional policy
Journal of the royal statistical society seri. 0035-9254
Jugoslovenska revija za medunarodno pravo (JRMP)
Juristische Schulung
Labeo Rassegna di diritto romano
Law and Society Review
Leiden Journal of International Law 41. Monatsschrift für Kriminologie und
Strafrechtsreform
Lider – Direktor: časopis za teoriju i praksu menadžmenta
Linguistica
Local government studies
Log in: Informatik und computer in der schule
Management
Manager +: moč ideje
Marketing: journal of research and management
Mis quarterly
Monitor
Naša zakonitost
Neue juristische wochenschrift'
Object oriented systems
Ocean Development and International Law
Orbis iuris Romani Journal of Ancient Law Studies
Prague Economics Papers
Praktični menadžment
Pravo u gospodarstvu (prej Priveda i pravo)
Praxis des Internationalen Privat-und Verfahrensrechts
Proceedings of Rijeka Faculty of Economics Journal of Economics and Business Economy
& Business
Public enterprise
Public law
Public Policy and administration
Rabetszeitschrift
Ratio Juris
Recht de Landwirtschaft
Rechtstheorie
Research in Economics and Business: Central and Eastern Europe
Research in pedagogy – The journal issued by the Serbian Academy of Education -
Belgrade
Review for Central and East European Law
Revue internationale des droits de l'antiquite
Revue critique de droit international prive
Revue de droit pena let de criminologie
Revue de droit public et de la science politique en France et a l'etranger
Revue d'histoire de droit
Revue francaise d'administration publique
Revue francaise de droit administratif
Revue francaise de droit constitutionnel
Revue generale de droit international public
Revue international de droit penal
Revue trimestrielle de droit civil
Revue trimestrielle de droit commercial

Rivista di diritto agrario
Rivista internazionale di filosofia del diritto
Scandinavian journal of statistics
Sociologia del diritto
South East European Journal of Economics and Business
Studia et documenta historiae et iuris
Teaching public administration
Tranzicija: časopis za ekonomiju i politiku
The economics
The economist
The journal of fixed income
The Journal of product innovation management
The new review of information and library research
The official journal of the institute of business process reengineering
Tržište: časopis za tržišnu teoriju i praksu
Učitelj, Univerza »Sv. Kliment Ohridski«, Univerza Skopje
Verwaltung und management
Verwaltungsfuehrung
Verwaltungsorganisation
Wettbewerb in Recht und Praxis
WGO Monatshefte
WiRO. Zeitschrift zur recht-und wirtschaftsentwicklung in den Staaten Mittel-und
Osteuropas
Wirtschaftsinformatics
Wisconsin Law Review
Zbornik Pravnog fakulteta u Rijeci
Zbornik Pravnog fakulteta u Zagrebu
Zeitschrift der Savigny Stiftung für Rechtsgeschichte
Zeitschrift für ausländisches und internationales arbeits und socialrecht
Zeitschrift für öffentliche verwaltung
Zeitschrift für öffentliches recht
Zeitschrift für Rechtssoziologie
Zeitschrift für Rechtsvergleichung (ZfR)
Zeitschrift für ausladishes und Internationales Arbeits-und Sozialrecht
Zeitschrift für das gesamte Familienrecht (Fam RZ)
Zeitschrift für die gesamte Strafrechtswisswnschaft
Zeitschrift für öffentliches Recht

DISSERTATION BASED ON ORIGINAL SCIENTIFIC ARTICLES - STRUCTURE OF THE DISSERTATION

Title pages

Table of Contents

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

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

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

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

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

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

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

2 SCIENTIFIC PAPERS

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

2.1 TITLE OF THE FIRST COMPULSORY SCIENTIFIC ARTICLE IN SLOVENE

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

2.2 TITLE OF THE SECOND COMPULSORY SCIENTIFIC ARTICLE IN SLOVENIAN

....

Alternatively, if the candidate has unpublished work ...

2 SCIENTIFIC WORKS

2.1 PUBLISHED SCIENTIFIC WORKS

2.1.1 Title of the first compulsory scientific article in Slovenian

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

2.1.2 Title of the second compulsory scientific article in Slovene

....

2.2 OTHER RELATED SCIENTIFIC WORK

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

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

3 DISCUSSION AND CONCLUSIONS

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

3.1 DISCUSSION

3.2 CONCLUSIONS

4 SUMMARY

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

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

4.1 SUMMARY

4.2 SUMMARY

5 SOURCES

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

ACKNOWLEDGEMENTS

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

UNIVERSITY OF NOVO MESTO FACULTY OF BUSINESS AND MANAGEMENT
SCIENCES

Name and surname:

Index registration number:

Date of birth:

Place of birth:

Permanent residence address:

Temporary residence address:

Highest professional or academic title:

DOCTORAL DISSERTATION TOPIC AND DISPOSITION REGISTRATION

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

The proposed topic of the dissertation: _____
_____.

Suggested mentor: _____.

Date:

Signature:

Place:

Appendices:

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

UNIVERSITY OF NOVO MESTO FACULTY OF BUSINESS AND MANAGEMENT
SCIENCES

CONSENT OF THE PROPOSED MENTOR

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

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

Date:

Place:

Mentor's signature:

**UNIVERSITY OF NOVO MESTO FACULTY OF BUSINESS AND MANAGEMENT
SCIENCES**

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

adopted

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

registered by the candidate _____.

The proposed topic of the dissertation:

_____.

Suggested mentor: _____

Suggested co-mentor: _____

Appointed members of the Committee:

1. _____, chairperson,
2. _____, member,
3. _____, member.

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

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

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

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

Date:

Place:

Dean:

Notify:

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

UNIVERSITY OF NOVO MESTO FACULTY OF BUSINESS AND MANAGEMENT
SCIENCES

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

Title of the doctoral dissertation proposal:

_____ (topic title)

Candidate: name and surname

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

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

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

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

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

Report Summary: evaluation of the suitability – if the candidate could create an independent and original contribution to the scientific discipline	
--	--

Date:

_____, chairperson,

_____, member,

_____, member,

_____, member.

UNIVERSITY OF NOVO MESTO FACULTY OF BUSINESS AND MANAGEMENT
SCIENCES

MENTOR'S DECLARATION
ON DOCTORAL DISSERTATION PROPOSAL SUITABILITY

I, the undersigned _____, mentor to the
doctoral candidate hereby declare that the doctoral dissertation proposal, entitled

_____ prepared by the candidate
_____, in accordance with the approved topic and
disposition, Rules on the Preparation and Defence of Doctoral Dissertation at the
University of Novo mesto Faculty of Business and Management Sciences and my
instructions, and represents an original contribution to the development of the scientific
discipline.

Date and place:

Mentor's signature:

UNIVERSITY OF NOVO MESTO FACULTY OF BUSINESS AND MANAGEMENT
SCIENCES

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

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

at the Doctoral Seminar on (date) _____.

Date and place:

Head of the Doctoral Seminar:

UNIVERSITY OF NOVO MESTO FACULTY OF BUSINESS AND MANAGEMENT
SCIENCES

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

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

1. _____
2. _____
3. _____
4. _____

II. I certify that at least one article from the dissertation has been published or accepted for publication in a journal indexed in SCI, SSCI, AHCI or SCOPUS (write the title of the publication and ISSN):

1. _____
2. _____
3. _____

As the evidence, I enclose (circle):

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

Date:

Signature:

Place:

UNIVERSITY OF NOVO MESTO FACULTY OF BUSINESS AND MANAGEMENT
SCIENCES

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

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

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

The verification has shown, that (circle):

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

Date and place:

Mentor's signature:

UNIVERSITY OF NOVO MESTO FACULTY OF BUSINESS AND MANAGEMENT
SCIENCES

DOCTORAL DISSERTATION STRUCTURE

a) covers:

the upper part:

University of Novo mesto Faculty of Business and Management Sciences

in the middle:

Doctoral Dissertation

Title of the doctoral dissertation

left bottom part:

month, year

right bottom part:

name and surname of the author

b) Page 1:

the upper part:

University of Novo mesto Faculty of Business and Management Sciences

in the middle:

Doctoral Dissertation

Title of the doctoral dissertation

left bottom part:

month, year

right bottom part:

name and surname of the author

mentor: title, name and surname

UDK classification

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

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

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

e) next page: table of contents.

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

g) next page: appendix(es).

h) next page: biography of the candidate.

**UNIVERSITY OF NOVO MESTO FACULTY OF BUSINESS AND MANAGEMENT
SCIENCES**

Based on the Article 21 of the Rules on the Preparation and Defence of Doctoral Dissertation at the University of Novo mesto Faculty of Business and Management Sciences and the decision of the Senate of University of Novo mesto Faculty of Business and Management Sciences on _____,

I hereby issue the following

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

entitled _____

registered by the candidate _____.

I appoint the following members of the Committee:

1. _____, member,
2. _____, member,
3. _____, member,
4. _____, member.

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

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

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

Date:

Dean:

Place:

Notify:

- Committee members,
- candidate,

UNIVERSITY OF NOVO MESTO FACULTY OF BUSINESS AND MANAGEMENT
SCIENCES

THE RECORD OF THE PUBLIC PRESENTATION OF THE DOCTORAL
DISSERTATION PROPOSAL

entitled _____

candidate _____.

The presentation took place on _____ at _____.

Present:

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

Others present:

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

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

_____»

Reason for the decision:

_____.

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

Chairperson of the committee:

Other members of the committee:

1. _____, mentor,
2. _____, co-mentor,
3. _____, member,
4. _____, member,
5. _____, member.

UNIVERSITY OF NOVO MESTO FACULTY OF BUSINESS AND MANAGEMENT
SCIENCES

EVALUATION REPORT ON THE SUITABILITY OF THE DISSERTATION
PROPOSAL

Title of the doctoral dissertation proposal:

Candidate: name and surname

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

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

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

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

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

Date:

Committee members,

UNIVERSITY OF NOVO MESTO FACULTY OF BUSINESS AND MANAGEMENT
SCIENCES

Pursuant to the Article 26 of the Rules on the Preparation and Defence of Doctoral Dissertation at the University of Novo mesto Faculty of Business and Management Sciences and the decision of the Senate on _____,

I hereby issue the following

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

entitled _____

registered by the candidate _____.

I appoint the following members of the Committee:

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

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

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

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

Date:

Dean:

Place:

Notify:

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

UNIVERSITY OF NOVO MESTO FACULTY OF BUSINESS AND MANAGEMENT
SCIENCES

I, the undersigned _____, of profession
_____ declare

that I copy edited the doctoral dissertation of the candidate

entitled _____

Date:

Copy editor:

UNIVERSITY OF NOVO MESTO FACULTY OF BUSINESS AND MANAGEMENT
SCIENCES

I, the undersigned _____, of profession
_____ declare

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

entitled _____

Date:

Copy editor:

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

UNIVERSITY OF NOVO MESTO FACULTY OF BUSINESS AND MANAGEMENT
SCIENCES

CONFIRMATION OF THE TECHNICAL REVIEW

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

Date of the technical review

Signature:

UNIVERSITY OF NOVO MESTO FACULTY OF BUSINESS AND MANAGEMENT
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THE REPORT ON DOCTORAL DISSERTATION DEFENCE

entitled _____
_____ by the
candidate _____.

Defence was performed on _____ at _____ in _____.

Attendees:

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

Other attendees:

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

The Committee for the defence of doctoral dissertation has, in accordance with the Statute

of the University of Novo mesto Faculty of Business and Management Sciences, adopted the following decision:

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

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

Committee chairperson:

Other members:

1. _____, mentor,
2. _____, co-mentor,
3. _____, member,
4. _____, member,
5. _____, member.

Written by: _____

Date: _____

Appendices:

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

UNIVERSITY OF NOVO MESTO FACULTY OF BUSINESS AND MANAGEMENT
SCIENCES

Number: _____

Date: _____

Pursuant to the Article 35 of the Rules on the Preparation and Defence of Doctoral Dissertation at the University of Novo mesto Faculty of Business and Management Sciences, I hereby issue the following.

CERTIFICATE OF DOCTORAL GRADUATION

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

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

Date:

Dean:

UNIVERSITY OF NOVO MESTO FACULTY OF BUSINESS AND MANAGEMENT
SCIENCES

RESEARCH DATA MANAGEMENT PLAN (NRRP) - 1

Draft NRRP - upon submission of the doctoral dissertation layout

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

RESEARCH DATA MANAGEMENT PLAN (NRRP) - 2

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

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

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