

RULES OF DOCTORAL STUDIES

“MEDITERRANEAN” UNIVERSITY PODGORICA

Pursuant to Article 87 of the Law on Higher Education (Official Gazette of Montenegro, No. 44/14, 47/15) and Articles 106 and 107 of the Statute of the University "Mediterranean" Podgorica (hereinafter referred to as the University), the University Senate at its session held on 26 November 2015, issued the

RULES OF DOCTORAL STUDIES

I GENERAL PROVISIONS

Article 1

These rules shall govern the organization and implementation of doctoral studies, enrolment in doctoral studies, the way the examinations and research are carried out, the application process and defence of the doctoral dissertation, the process of promotion to PhDs, as well as other issues of importance for the realization of doctoral studies at the University "Mediterranean" Podgorica (hereinafter referred to as the University).

For the issues regarding the status and mobility of PhD students the provisions of the Rules of the study shall be accordingly applied at the undergraduate studies at the University.

Article 2

Doctoral studies shall be considered to be any programme that entitles the holder to acquire an academic degree of Doctor of Science, in accordance with the Law, the Statute of the University and these rules.

Doctoral studies at the University shall be organized and implemented in accordance with the rules of study based on the European system of transfer of credits (ECTS).

II ORGANIZATION OF DOCTORAL STUDIES

Article 3

Organizational units of the University shall organize and carry out doctoral studies in the scientific fields for which they hold a license and accreditation.

Article 4

At doctoral studies, the academic title the Doctor of Science is acquired through education in scientific fields of study, through participation in teaching, organized scientific research work and by independent realization of scientific research.

Article 5

The doctoral studies for obtaining the academic title Doctor of Science shall be organized after completion of postgraduate studies for obtaining the academic title of Master of Science extent of 300 ECTS credits.

The duration of doctoral studies

Article 6

Study programmes of the doctoral studies shall be divided into years of study and semesters.

In accordance with the ECTS the scope of the study programme is 60 ECTS credits in one academic year, i.e. 30 ECTS credits in one semester.

The doctoral studies shall last three study years (six semesters), that is the scope of the study programme of these studies shall be 180 ECTS credits.

Article 7

A student who has passed all the examinations provided for the enrolled study programme has defended his thesis and fulfilled all other obligations under the Statute and the Rules of the University, shall obtain the Doctor of Science degree of the completed programme of study.

The structure of the study program

Article 8

The study program of doctoral study shall contain general and specific conditions that a student must meet to gain specific knowledge, as follows:

- View of subjects (courses) (individual course units) systematized by: years of study, semesters and affiliation to compulsory common subjects (scientific basis, fundamental and technical articles), Electoral professional courses and free elective courses;
- Number of ECTS credits for each subject (course);
- View of the teaching organization;
- Presentation of a doctoral dissertation with ECTS credits and planned in terms of start and completion of its development.

Realization of the programme of study and teaching

Article 9

The academic year is organized in two semesters: winter and summer.

The study program of doctoral studies is realized through:

- a) teaching
- b) research
- c) the preparation and defence of the doctoral dissertation.

Article 10

Classes in I and II semester shall be done as a group or individual (mentor) classes.

Group classes shall be carried out if one subject has five or more students, and if this kind of class is necessary because of the nature (character) of subjects.

Individual (mentoring) instruction shall be carried out if the course has fewer than five students.

The decision on the type of classes shall be taken by the committee for doctoral studies of the University, or organizational units of the University.

Article 11

The study programme of doctoral studies shall be realized as follows:

- In the first semester there are four subjects, which includes 30 credits;
- In the second semester there is one subject and work on the research of importance to the doctoral thesis, that is initial research, which includes 30 ECTS credits;
- III, IV and V semester through conducting research, which includes 90 ECTS credits for all three semesters;
- In the sixth semester there is the preparation and defence of the doctoral dissertation, which includes 30 ECTS credits.

Article 12

A student engages in baseline research on doctoral thesis in order to prepare for his dissertation.

Baseline studies and scientific research for his doctoral thesis student performs under the supervision of a mentor, and the results of research are published in scientific journals.

III THE ENROLLMENT

Article 13

Admission to doctoral studies shall be done on the basis of a public competition which is announced by the University.

Governing Board of the University, on the proposal of the University Senate and the opinion of the Council of the organizational units of the University, shall determine, in accordance with the license, the number of students in the study programmes of doctoral studies organized by the organizational units of the University.

The announcement shall be published in a daily newspaper published in Montenegro and on the Web site of the University.

The competition includes the number of students for admission, conditions of entry, the name of the study programme and deadlines for registration.

Article 14

Candidates who have gained a degree of the academic title of Master of Science in the corresponding area shall have the right to apply for enrolment in doctoral studies. The corresponding area shall be determined by the Senate of the University Council on the proposal of organizational units.

A candidate for admission must have a working knowledge of one foreign language.

Article 15

An applicant for registration shall submit an application and enclose the documents provided by the competition.

In the event that the number of applicants exceeds the number specified in the competition, the selection of candidates who qualify for admission shall be made on the basis of results achieved in master studies and based on the length of postgraduate studies.

Article 16

The ranking process shall be conducted by the Commission for enrolment in doctoral studies.

The Commission members shall be appointed by the dean of the organizational unit of the University from among the academic staff with academic titles. The President of the Commission is the head of doctoral studies.

Article 17

The results of proceedings ranking shall be published on the notice board of the organizational units of the University and on the Web site of the University.

A candidate, who believes that the process of ranking is not properly implemented, shall have the right to complain to the Commission for registration, within 24 hours of the publication of the ranking list.

The decision on complaint referred to in paragraph 2 of this Article shall be issued within 24 hours of filing a complaint. The decision shall be communicated to the complainant and published on the notice board of the University, or the organizational unit of the University.

Article 18

The Commission for registration shall provide a final report on the results of student admission to the Council of the organizational unit of the University and the University Senate.

The Senate of the University shall verify the decision on registration.

Article 19

The candidate has qualified for admission if he/she is within the ranking number which is determined for entry by the public competition.

A candidate who has qualified for admission, but has not completed the registration within the deadline shall be denied the right, and instead the right to be admitted shall be granted to the next qualified candidate in the ranking.

Article 20

A student shall conclude with the University the Study Agreement, which shall specify in detail their mutual rights and obligations and the amount of tuition.

Article 21

Foreign citizens shall have the right to enrol in doctoral studies under the same conditions as citizens of Montenegro.

IV PROFESSIONAL BODIES OF DOCTORAL STUDIES

Article 22

The professional bodies of doctoral studies are: the University Senate, the Council of the organizational unit of the University and the head of the doctoral studies.

The Head of Doctoral studies shall be appointed by the Council of the organizational unit on the proposal of the Rector, for a period of three years, with the possibility of re-election.

The Head of Doctoral studies shall provide professional assistance in organizing and conducting doctoral studies, and in particular shall:

- propose the organization of teaching;
- conduct preparations for the start of classes;
- prepare a proposal for mentors to students;
- prepare decisions on applications and appeals of students;
- propose the members of the Committee for the eligibility of the thesis title and the candidate to the Council, the Committee for the evaluation of the thesis and the Committee for the thesis defence;
- suggest engagement of teachers to the Scientific and Teaching Council (the Rector decides on the proposal of the Council);
- monitor the implementation of the study programme;
- propose measures to improve and promote doctoral studies;
- perform the coordination of other tasks of importance for the realization of doctoral studies.

Article 23

The teaching at doctoral studies shall be conducted by the academic staff holding the academic title, with the results in a corresponding area that they teach.

V APPLICATION OF THE PhD THESIS, PREPARATION AND THE DEFENCE OF PhD THESIS

Article 24

The student shall be entitled to report his doctoral thesis at the end of the second semester.

The doctoral thesis may be selected from the scientific field of the chosen programme of study.

Article 25

The Senate of the University, on the proposal of the Council of the organizational unit of the University shall determine the student's mentor at the enrolment in the second semester.

A mentor shall be determined from the teachers who are directly connected through their work with specific scientific field of doctoral dissertations. The mentor must have published works in national and international scientific and professional journals in the field of doctoral dissertations.

A mentor for the doctoral thesis shall be required to help a student in choosing the method of scientific research, literature, preparing the structure of work, and to give him/her other expert help.

At the end of the second semester, the mentor shall submit to the Council of the organizational unit of the University and the University Senate a report on the student's work in the research and results.

The mentor, as a rule, may not have more than three candidates at the same time.

Article 26

In consultation with the mentor, after passing exams and conducted the initial research, the student shall define the working title of the doctoral thesis.

For the chosen thesis the student shall submit a written application to the Council of the organizational unit of the University.

The application of doctoral thesis shall contain: a biography, the working title of the thesis, narrower domain of research, methodological approach, objectives and scientific results that are expected by the dissertation and a list of references.

Article 27

On the basis of the application submitted the Council of the organizational unit of the University proposes to the Senate the members of the Commission for the evaluation of doctoral thesis and a candidate.

The Commission referred to in paragraph 1 of this Article has as a rule three members, of whom one member is a mentor.

The members of the Committee must be from the scientific field from which the thesis is proposed.

Article 28

The student shall be required to publicly explain the objectives and expected results in front of the Committee for the evaluation of doctoral thesis and candidates and to expose a research programme with the conditions for the successful completion of the thesis within 30 days of the appointment of the Committee.

The report containing the evaluation of the suitability of a doctoral thesis and a candidate shall be submitted by the Commission to the Council of the organizational unit of the University and the University Senate, within 45 days of the public exposition by the student.

Article 29

Based on the positive decision of the Senate of the University on the acceptance of eligibility of candidate and doctoral thesis, the student shall be entitled to enrol in III semester and continue work on the scientific and professional development.

Article 30

The verification of the points earned for research within the III, IV and V semester shall be performed by the Council of the University unit on the proposal of the mentor.

More than 30 ECTS credits may not be awarded in one semester.

ECTS credits are acquired as follows:

I through the papers

A) a paper published or accepted for publication in the journal , which is located in the international databases (Science Citation Index (SCI) , Social Sciences Citation Index (SSCI) , Arts / Humanities Citation (A & HCI) (up to 28 ECTS credits)

B) a paper published or accepted for publication in an international journal which is located in mentioned international databases and has a regular distribution and summary in one of the world's languages (up to 12 ECTS credits)

C) a paper published or accepted for publication in national journals (up to 6 ECTS credits)

D) a paper published or accepted for publication in the Proceedings of the Faculty (up to 2 ECTS credits)

E) a paper published in the proceedings of international conferences, symposiums and seminars including works exhibited at these conferences with proceedings subsequently published (up to 8 ECTS credits)

F) a paper published in the journal of domestic conferences, symposiums or seminars including works exhibited at these conferences with proceedings subsequently published (up to 4 ECTS credits)

II Through other research activities substantiated through reports by mentors.

Papers B) - F) which have more than two authors are graded divided by the number of the authors, but in proportion to the contribution of candidates to the specific paper.

As part of the clause I it is necessary to collect a minimum of 40 ECTS credits as a condition for verification of V semester.

Within the framework of the clause II it is necessary to collect a minimum of 25 ECTS credits, as a condition for verification of V semester.

Papers under the clause I must be related to the doctoral dissertation and may be published in the period that preceded the entry of the corresponding semester.

One paper cannot be used to collect ECTS credits for more than one doctoral thesis.

Article 31

The student shall be entitled to submit a doctoral dissertation to the Council of the organizational unit of the University upon the verified V semester.

When submitting a doctoral thesis, a student should, as an author, have a published or accepted paper with the results of the thesis in the international journal.

If a student fails to meet the requirement of paragraph 2 of this Article, it is necessary to file a special explanation of equivalence of accepted and published papers in national journals or at conferences with peer-reviewed papers, which is verified by the organizational unit of the University Council.

The student of doctoral studies shall sign a statement of authorship when submitting the thesis. The authorship of completed thesis must be checked by software.

Article 32

The doctoral dissertation should be written on paper A-4, to be linguistically correct, stylistically and technically designed in accordance with modern methods, techniques and technology of the development of publications in the field of scientific, technical or artistic work.

The covers of doctoral dissertation contain the following text:

At the top: UNIVERSITY "MEDITERRANEAN " Podgorica
..... FACULTY

In the middle: Name and surname of doctoral student
Two lines below in the middle: TITLE (bold, in capital letters)
A line below: DOCTORAL THESIS
At the bottom: place, year

On the first inside page, the same text as on the cover is written.

At the end of the dissertation there should be a special page with information and data on PhD students, on doctoral dissertation committee and on defence of a doctoral dissertation.

DATA AND INFORMATION ON PhD student

Name and surname

Date and place of birth

The name of the completed postgraduate study programme and a year of completion.

INFORMATION ON DOCTORAL DISSERTATION

Name of doctoral studies

Thesis title

Faculty at which the thesis was defended

UDC, evaluation and defence of the PhD THESIS

Date of doctoral thesis

Date of the session of the Senate of the University when the thesis was accepted, the Commission for the evaluation of the thesis and the candidate

Mentor

The Commission for the evaluation of doctoral thesis

The Commission for the defence of doctoral thesis

Date of Defence

Date of promotion

After a page with information and data on PhD students, doctoral dissertation, etc., follows:

Foreword

Excerpt of the thesis

Abstract in English (German or French) language

Content

The original text of the final doctoral dissertation

Article 33

Doctoral dissertation shall be submitted in seven copies in printed and electronic form.

Article 34

Following the submission of the doctoral dissertation the Council of the organizational unit shall determine whether the requirements under Article 30 of the rules are met and propose the Committee for the evaluation of the doctoral dissertation to the University Senate.

The Committee referred to in paragraph 1 of this Article shall have at least three members, of whom at least one is not employed at the University. The members of the Commission must be from the scientific field from which the doctoral dissertation is defended.

The Committee shall be obliged to submit to the Council of the organizational unit and to the University Senate a report on the evaluation of doctoral thesis, within 60 days of the appointment of the Committee.

Article 35

Upon receiving the report from the Committee referred to in Article 34 of these regulations, the organizational unit of the University shall announce on its bulletin board, the notice board of the University, the Web site of the University and in the media that the Committee's report and doctoral thesis are publicly available.

The notice shall contain: name and surname of the candidate, the institution where the candidate is employed, the name of the doctoral thesis, the members of the Committee for review and evaluation of the thesis, place and time to review the thesis.

The doctoral dissertation and the report on the evaluation of the dissertation shall remain available to the public for 30 days.

Article 36

Upon expiry of the time limit referred to in Article 34, paragraph 3 of these rules, the Council of the organizational unit of the University shall consider the report of the Committee for the evaluation of doctoral dissertation and the comments submitted by the public and suggest that the Senate of the University accept the dissertation, reject or return for the amendment or modification.

If the Senate of the University returns dissertation for amendments or modification, and the candidate fails to comply with the comments and suggestions within six months from the date of receipt of notice of such decision, he/she shall be deemed to have withdrawn from further work on the dissertation.

The candidate cannot apply again with the rejected doctoral dissertation.

Article 37

Upon decision on acceptance of a doctoral dissertation, the University Senate on the proposal of the Council of the organizational unit of the University shall appoint the Committee for the defence of the doctoral dissertation and shall specify the place, day and hour of the dissertation defence. The defence shall be organized within 30 days of the appointment of the Committee.

The Committee referred to in paragraph 1 of this Article shall have at least three members, of whom at least one is not employed at the University. The members of the Committee must be from the scientific field from which the candidate defends his/her doctoral dissertation.

The Council of the organizational unit of the University shall inform the public through its bulletin boards, the bulletin boards of the University and by announcement in the media about the defence of the doctoral dissertation.

The notice of defence shall include: name and surname of the candidate, the title of the doctoral thesis, the composition of the Defence Committee, place and time of the dissertation defence.

Article 38

The doctoral thesis defence before the Committee shall be conducted as follows:

The Chairman of the Committee shall present the data and information about the PhD candidate and provide a brief overview of the thesis, whereupon the PhD candidate shall present briefly the findings and conclusions obtained, and then the Committee members ask questions.

After the procedure has been completed, the Thesis Defence Committee shall decide whether a doctoral candidate has defended his/her doctoral thesis or not.

HAS DEFENDED WITH EXCELLENCE; HAS DEFENDED; HAS NOT DEFENDED

The Chairman of the Committee shall communicate the decision and publicly announce the result of the defence.

A record on the course of the doctoral thesis defence shall be kept and signed by the Committee members.

Article 39

The Thesis Defence Committee shall submit a report on the course and result of the doctoral thesis defence to the Council of the organizational unit of the University and the University Senate.

The doctoral thesis is public and may be published after the defence.

The summary of the approved and successfully defended thesis, with the names of the members of the Thesis Evaluation and Thesis Defence Committees shall be published in the Bulletin of the University.

VI PhD PROMOTION

Article 40

Diploma of the PhD academic title shall be awarded during the public doctoral promotion ceremony.

The PhD promotion and diploma awarding ceremony shall be performed by the Rector of the University.

Deans or directors of the organizational units of the University, supervisors of the candidates and members of the Thesis Defence Committees shall attend the doctoral promotion ceremony.

Article 41

The Dean of the organizational unit of the University shall inform about the candidate's biography, his/her professional, scientific and social activity, the decision of the Thesis Defence Committee and the date of defence.

A supervisor or a member of the Thesis Defence Committee shall inform about the title and content of the thesis, as well as about the scientific findings obtained by the candidate during the thesis development.

Article 42

The PhD promotion ends with the statement of the Rector of the University that all requirements for conferring the PhD degree of a particular scientific field on the candidate have been fulfilled, whereupon the diploma is awarded.

Article 43

The information about the PhD candidates who have defended their doctoral thesis shall be entered into the Register of PhDs, maintained by the University.

Article 44

A certificate of completed doctoral studies shall be issued until the PhD diploma is awarded.

VII TRANSITIONAL AND FINAL PROVISIONS

Article 45

The Rules of Doctoral Studies No. R-1124-07 of 22 November 2007 shall cease to have effect upon the entry into force of these Rules.

Article 46

These rules shall enter into force on the eighth day following the date of publication on the notice board of the University.

Podgorica, 26 November 2015

No.: R-5915-15

**SENATE
President**



Prof. Nenad Vuković, PhD