



RULES OF DOCTORAL STUDIES

Pursuant to the Article 82, paragraph 2, of the Statute of the University "Mediterranean" Podgorica (hereinafter referred to as the University), the University Senate at its meeting held on November, 22 2007, issued the



RULES OF DOCTORAL STUDIES

I GENERAL PROVISIONS

Article 1

These rules govern the organization and carrying out 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 questions regarding the status and mobility of PhD students the provisions of the Rules of the study are accordingly applied at the undergraduate studies at the University.

Article 2

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

Doctoral studies at the University are 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 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 are 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 programs of the doctoral studies are divided into years of study and semesters.

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

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

Article 7

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

The structure of the study program

Article 8

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

1. 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;
2. Number of ECTS credits for each subject (course);
3. view of the teaching organization;
4. presentation of a doctoral dissertation with ECTS credits and planned in terms of start and completion of its development.

Realization of the program 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 are done as a group or individual (mentor) classes.

Group classes are 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 is carried out if the course has fewer than five students.

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

Article 11

The study program of doctoral studies is 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 is done on the basis of a public competition which publishes 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, determines, in accordance with the license, the number of students in the study programs 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 program and deadlines for registration.

Article 14

The right to apply to applications for enrolment in doctoral studies have candidates who have gained a degree academic title of Master of Science in the corresponding area. Corresponding area is 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. Examination of a foreign language in the previous paragraph is organized at the University-Faculty of Foreign Languages.

Article 15

An applicant for registration shall submit an application and attach a document provided by the competition.

In the event that the number of applicants exceeds the number specified in the contest, the selection of candidates who qualify for admission is made on the basis of results achieved in master studies and based on the length of postgraduate study after conducting proceedings ranking.

Article 16

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

The Commission members are 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 are 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, has 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 3 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 organizational units of the University.



Article 18

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

The Senate of the University verifies the decision on registration.

Article 19

The candidate has qualified for admission if he 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 loses the right, and instead the right to subscribe acquires the next qualified candidate in the ranking .

Article 20

A student concludes 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 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 units of the University and the head of the doctoral studies.

The supervisor of doctoral studies is appointed by the Council of the organizational units on the proposal of the Dean, for a period of three years, with the possibility of re-election.

The Head of Doctoral Studies provides professional assistance in organizing and conducting doctoral studies, and in particular:

- Proposes the organization of teaching;
- Conducts preparations for the start of classes;
- Prepares a proposal for mentors to students after enrolment;
- Proposes the tuition;
- Prepares decisions on applications and appeals of students;
- Suggests engagement of teachers;
- Monitors the implementation of the study program;
- Prepares the annual reports on the work of doctoral studies;



- Proposes measures to improve and promote doctoral studies;
- Performs other tasks and coordination of importance for the realization of doctoral study.

Article 23

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

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

Article 24

The student is 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 program of study.

Article 25

The Senate of the University, on the proposal of the Council of the organizational unit of the University determines the student mentors in enrolment in the second semester.

A mentor is 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 is required to help a student in choosing the method of scientific research, literature, preparing the structure of work, and to give him other expert help.

At the end of the second semester mentor submits 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.

Article 26

In consultation with the supervisor after passing exams and conducted the initial research, the student defines the working title of the doctoral thesis.

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

The application of doctoral thesis should 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 is required to , in front of the commission for the evaluation of doctoral thesis and candidates, publicly explain the objectives and expected results , and to expose a research program 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 the Commission submits to the Council of the organizational unit of the University and the University Senate, within 45 days of the public expose of the student.

Article 29

Based on the positive decision of the Senate of the University of acceptance of eligibility of candidate and doctoral thesis, the student is entitled to enrol 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 performs the Council of the University unit on the proposal of a mentor.

In one semester, may not be awarded more than 30 ECTS credits.

ECTS credits are acquired as follows:

I through the works

A) work 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) work 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) work published or accepted for publication in national journals (up to 6 ECTS credits)

D) work 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 work.

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.

Works 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 is 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 an 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 verifies the organizational unit of the University Council.

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: location, year

On the first inside page it is printed as text on the cover.

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 program and a year of completion.

INFORMATION ON DOCTORAL DISSERTATION

Name of doctoral studies
Thesis title
Faculty in which the thesis was defended

UDC, evaluation and defence of the PhD THESIS

Date of doctoral thesis
Date of the Senate of the University meeting when the thesis was accepted
The Commission for the evaluation of the thesis and the candidate
Mentor
Lector
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 is submitted in seven copies, of which one copy to the Library.

Article 34

Following the submission of the doctoral dissertation the Council of the organizational unit determines whether the requirements under Article 30 of the rules are met and



proposes to the University Senate the Committee for the evaluation of the doctoral dissertation.

The Commission 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 one defends their doctoral dissertation.

The Commission is 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 Commission of Article 34 of these regulations, the organizational unit of the University publishes on the bulletin board, notice board of the University, the Web site of the University and in the media that the Commission'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 assessment of the dissertation 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 considers the report of the commission for the evaluation of doctoral dissertations and comments submitted by the public and suggests that the Senate of the University accepts the dissertation, rejects or returns on the amendment or modification.

If the organizational unit of the University Council , returns dissertation on amendment or modification , the candidate within six months from the date of receipt of notice of such decision does not comply with the comments and suggestions , shall be deemed to have withdrawn from further work on the dissertation .

The candidate can not 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 appoints the



Commission for the defence of the doctoral dissertation and shall specify the place, day and hour of the dissertation defence . The defence is organized within 30 days of the appointment of the committee.

The Commission 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 one defends his doctoral dissertation.

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

The notice of defence includes: name and surname of the candidate, the name of the doctoral thesis , the board of the committee for the defence , place and time of the dissertation defence.

Article 38

The doctoral thesis defence before the Committee is conducted as follows:

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

After the procedure has been completed, the Thesis Defence Committee decides 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 communicates the decision and publicly announces the result of the defence.

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

Article 39

The Thesis Defence Committee submits 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 is published in the Bulletin of the University.

VI PhD PROMOTION

Article 40

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

The PhD promotion and diploma awarding ceremony is 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 attend the doctoral promotion ceremony.

Article 41

The Dean of the organizational unit of the University informs 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 informs 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 is entered into the Register of PhDs, maintained by the University.

Article 44

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



VII TRANSITIONAL AND FINAL PROVISIONS

Article 45

These regulations apply to the doctoral study programs which start from the 2008/09 study year.

The persons who on the effective date of these regulations have the Master's of Science title obtained according to the regulations being in force at the time of enrolment, may enrol in the doctoral studies in the same study program in accordance with the special act passed by the University Senate.

Article 46

These regulations shall come into force on the eight day of their publication on the bulletin board of the University.

Podgorica, 22 November 2007

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S E N A T E
President

Prof. Dr. Janko Radulović