

THE UNIVERSITY OF MONTENEGRO
CENTRE FOR DOCTORAL STUDIES

GUIDE TO DOCTORAL STUDIES

Podgorica, June 2016

CA- Commission for Assessing the Doctoral Thesis

CD- Commission for the Defence of the Doctoral Thesis

SL- Subject Lecturer

ISC- Information System Centre

L- The University Library

P- Public

D- Dean

1. Basic Provisions

The Guide to Doctoral studies is designed to provide for the easier understanding of the rules and procedures managed by participants in the process of Doctoral studies, related to: enrolment in Doctoral studies, the implementation of teaching and the engagement of teachers at Doctoral level, mentor appointment, and the application for and defence of Doctoral theses.

The organization and implementation of Doctoral studies at the University of Montenegro is regulated by the Rules of Doctoral Studies (Newsletter of the University of Montenegro, no. 339/15).

The Guide provides the competence of Doctoral studies through the activities of the Board for Doctoral Studies (hereinafter: the Board).

The competences of the Board, presented in the Guide, encompass phases correlated to the progress of a Doctoral student, as follows:

Consideration and proposal of a mentor;

Consideration and proposal of the Commission for Assessment of the Eligibility of the Doctoral Thesis and the Candidate;

Consideration and proposal of the Eligibility Assessment of the Doctoral thesis and candidate;

Consideration and giving consent to the report on student's work spent on conducting research;

Consideration of whether the conditions have been met by a candidate and the proposal of the Commission for the Assessment of the Doctoral thesis;

Consideration and giving an opinion on the assessment of the Doctoral thesis and giving opinion to proposal for the appointment of the Commission for the Defence of the Doctoral Thesis.

Proposals, consent and opinions of the Board are delivered to the Senate of the University of Montenegro (hereinafter: the Senate).

All correspondence with the Board is conducted via e-mail dokorskestudije@ac.me. All printed materials are to be delivered by post (addressed to: Board for Doctoral studies, the University of Montenegro, Cetinjska br.2, Podgorica) or by personal delivery to the Archive of the Rectorate.

For all the phases of the procedure: the application of the Doctoral thesis, the eligibility assessment of the Doctoral thesis and the candidate, estimation of the Doctoral thesis and the report on the Doctoral thesis defence, the following forms for template should be used (available on: <http://http://www.ucg.ac.me/me/o-univerzitetu/centri/centar-za-doktorske-studije/dokumenti>).

2. CONNECTION WITH OTHER DOCUMENTS

The Statute of the University of Montenegro

The Rules of Doctoral Studies

The Code of Ethics of the University of Montenegro

Quotation Guidelines

3. COURSE OF ACTIVITIES

3.1. ENROLMENT IN DOCTORAL STUDIES

Enrolment in Doctoral studies is performed based on a public competition called by the Board, in accordance with their license.

The Committees of the Organizational units, based on the initial proposal of the Commission for Doctoral Studies, deliver to the Board a proposal of the number of students for enrolment in the Study programmes of Doctoral studies. The enrolment number is determined within the issued license, with consideration of the potential mentors, current projects, the needs of the market and so on.

The Board analyses the proposals delivered by the Committees of the Organizational units and their opinions on the necessary number of students for enrolment in Study programmes of Doctoral studies and delivers them to the Senate.

The Management Board of the University of Montenegro, at the proposal of the Senate, determines the number of students for enrolment in the Study programmes of Doctoral studies. The competition is published in a daily newspaper which is published in Montenegro and on the website of the University. The competition is, in accordance with the rules, published at the latest two months before the beginning of the study year. The competition contains information on the number of students for enrolment, the minimum number of candidates for the study to be organized, conditions of enrolment, the name of the Study programme and deadlines for enrolment.

The right to apply to the competition for enrolment in Doctoral studies is given to candidates who have acquired a diploma of an academic Master's title within a relevant field of science/the arts, or else an academic diploma of the regulated professions after achieving at least 300 ECTS credits. For enrolment, each candidate is obliged to submit an application and evidence of meeting the requirements. For enrolment in Doctoral studies it is necessary to speak one international language.

Enrolment is performed on a competitive basis in accordance with the average grade from the previous level of studies, after conducting a ranking. Candidates with the same average grade have the right to enrolment under equal conditions. A foreigner may be enrolled in a Study programme of Doctoral studies under equal conditions and criteria as a Montenegrin citizen, with previous validation of their diploma related to their previously completed cycle/degree/study level.

The procedure of ranking is conducted by the Commission for Doctoral Studies at the Organizational unit. Any candidate, who believes that the ranking has not been conducted regularly, has the right to complaint to the Council of the Organizational unit. The Council of the Organization unit considers the delivered complaint and makes a final decision.

Any candidate exercising their right to enrolment, but who did not enroll by the foreseen deadline, loses the right and instead of this candidate, the right to enroll is given to the next qualified candidate on the ranking list.

The Senate verifies decision on enrolment, based on the consent of the Board.

3.2. THE IMPLEMENTATION OF TEACHING AND THE ENGAGEMENT OF TEACHERS AT DOCTORAL LEVEL

The teaching process is performed through lectures, seminars, consultations and other defined forms of teaching. Teaching is conducted if one subject has three or more students.

Consultative (mentor) teaching is performed if the subject is attended by fewer than three students or if this kind of teaching is necessary due to the nature (character) of the studies/subject.

Decisions on the manner of conducting the teaching to be organized are made by the Council of the Organizational unit.

Teaching for Doctoral studies may be performed by academic staff with an academic title, having adequate results within his/her teaching area, which is shown by a list of at least five science papers within the areas of Doctoral studies out of which at least two have been published in indexed international journals, over the previous five years, and by information on participating in domestic and international projects.

After completing the enrolment procedure, within 10 days after enrolment, the Council of the Organizational unit delivers to the Board a curriculum and schedule of teachers for Doctoral studies.

3.3. DEFINING THE MENTOR (First Assembly of the Board)

The list of potential mentors is created at beginning of every study year, bearing in mind that externally engaged teachers may be only up to 50% of the teachers meeting conditions for mentor at each Organizational unit.

The Council of the Organizational unit, based on the initial proposal of the Commission for Doctoral Studies, after finalized consultations between the Doctoral candidate, the Commission for Doctoral Studies and the potential mentor (i), bearing in mind the wishes of the candidate and the research area, proposes a mentor for the candidate to the Board (**Template M**).

The mentor is, according to rule, required to be an Assistant or Full Professor, or else a Senior Science Associate or Scientific Advisor, in the narrower scientific/artistic area of the Doctoral dissertation, engaged in the implementation of Study programmes of Doctoral studies.

Each mentor shall meet additional conditions as follows:

- 1) For the areas of Natural and Mathematical, Medical, Technical, Technological and

Agricultural Science, the mentor may be a person who has at least five original science papers in journals on the SCI/SCIE list;

- 2) For the area of Social and Humanistic Science, the mentor may be a person who has at least three original science papers in journals on the SSCI or A&HCI list.

The condition in Point 2 is considered to be fulfilled if a person has at least one original science paper in journals on the SSCI or A&HCI list, and for every remained individual paper in journals on the SCI/SCIE, SSCI or A&HCI list, which are conditions for becoming a mentor in the area of Social and Humanist Science, the area of Social Geography and Tourism and the area of Architecture, may be replaced by two papers for each one, which have been published in journals in the Scopus database;

- 3) Within the area of the Arts, the mentor may be a person who has at least five representative references which are determined as a condition for promotion to academic titles at the University.

Notwithstanding Article 4, Point 2 of this Rulebook, and in accordance with the Rulebook on the Standards and Norms for the Accreditation of Study Programmes of Doctoral Studies no. 05-1/5-1085 of February 22nd 2010, in the transitional period from the date of gaining a Certificate on the Reaccreditation of the University of Montenegro in 2017, the provisions of Article 29, Paragraph 4, Point 2, regarding Article 56 of the Rules of Doctoral Studies, for the area of Social and Humanist Science, remain in force, implying that the mentor has at least three science papers published or approved for publishing, in science papers within an area relevant to the Study programme, over the previous five years, out of which at least one must have been published in a science journal on the SCI/SCIE, SSCI or A&HCI list.

In the case of a multidisciplinary theme, a student may be given one more mentor at the most (meaning two co-mentors). The additional mentor fulfills the same conditions as the mentor. Proposals for two mentors must be justified.

Before assuming the first mentorship, it is advisable that the mentor go through a Mentor Workshop organized by the Board or other acknowledged international schools. A mentor who has assumed their mentorship before retirement has the right to complete the aforementioned mentorship.

Simultaneously, one mentor may tutor three students at the most.

The mentor for the development of the Doctoral thesis or else Doctoral artistic project shall assist

the student in the selection of methods of scientific research work, the selection of literature, the preparation of the paper structure, in defining research activities and in planning the timeframe for the research, based on which the progress of the student may be monitored, as well as providing him/her with professional assistance.

The Senate, at proposal of the Centre for Doctoral Studies, determines the mentor for the student during enrolment in Semester II.

3.4. THE REPORT OF THE MENTOR (Second Assembly of the Board)

At the end of Semester II, the mentor delivers to the Council of the Organizational unit a report on the student's work in conducted research and achieved results (**template IM**). An integral part of the report is a Gantt chart of activities within development of the Doctoral thesis.

The report is analyzed by the Council of the Organizational unit and, along with its opinion, it is delivered for consent to the Board. If the opinion of Board is negative, the report is returned for amendment.

3.5. THE APPOINTMENT OF COMMISSION FOR ELIGIBILITY ASSESSMENT OF THE THEME AND CANDIDATE (Third Assembly of the Board)

In arrangement with the mentor, after passing the exams and conducting introductory research, the student defines the title of the Doctoral thesis.

For the selected topic of the Doctoral thesis or Doctoral artistic project, the student submits an application to the Council of the Organizational unit (**template PD**).

The application of the Doctoral thesis should contain: a biography, the working title of the thesis, the narrower research domain, the methodological approach, and the goals and expected scientific results to be achieved through the dissertation, or else the scientific, professional and artistic contribution.

Additional elements which the application should provide include: a list of the papers of the candidate, an estimation of the costs of research, as well as statement that he/she did not apply to complete a Doctoral thesis on the same theme at another university. Along with the application for the Doctoral thesis, in accordance with template PD, it is necessary to submit confirmation of all passed exams.

If the Doctoral thesis is to be written and defended in English, the application of the theme should be in English.

A Mentor (or commission member) who does not use one of the official languages of Montenegro shall be provided with understandable templates which he/she signs.

The Commission for the Eligibility Assessment of the Doctoral thesis and the candidate has, according to the rules, three members, out of which one is the mentor. Members of the Commission must be from the scientific artistic area for which the Doctoral thesis is proposed. Members of the commission may include people who are Professor Emeritus.

The Commission for Doctoral Studies of the Organizational unit analyses the formal conditions of the application (it reviews application from the aspect of the data needed and the fulfillment of conditions for theme application) and following the principle of competency, initiates the proposal of commission composition for eligibility assessment of both the Doctoral thesis and the candidate. Based on the submitted application and the initial proposal of the Commission for Doctoral Studies of the Organizational unit, the Council of the Organizational unit proposes the composition of the Commission for the Assessment of the Eligibility of the Doctoral thesis and the candidate.

The Board discusses the competences of the proposed members of the Commission and, if needed, proposes change to the member/members of the Commission.

The Senate, at proposal of the Board, appoints the Commission for the Assessment of the Eligibility of the Doctoral thesis and the candidate. Commission members must have at least an academic title of Assistant Professor or the equivalent.

The Commission for the Assessment of the Eligibility of the Doctoral thesis and the candidate has a task to determine whether:

- The proposed theme is suitable in its content for Doctoral studies (in comparison to outcomes),
- The proposed theme provides original scientific research work adequate for the international criteria of thesis quality and
- Based on his/her own academic quality and acquired knowledge, a candidate may, with adequate mentorship, achieve the defined goal and prove their hypotheses.

3.6. The ELIGIBILITY ASSESMENT OF THE DOCTORAL THESIS AND THE CANDIDATE (Fourth Assembly of the Board)

Each student shall, before the Commission for the Assessment of the Eligibility of the Doctoral thesis and the candidate, publicly present the goals and expected results, or else provide a research programme with conditions for the successful completion of the thesis, within 30 days from the day of the appointment of the Commission.

The applied theme of the Doctoral thesis is defended publicly, before the Commission for the Assessment of the Eligibility of the Doctoral thesis and the candidate and other interested parties. The procedure of the public defense of the theme of the Doctoral thesis is managed by the Chairperson of the Commission for the Assessment of the Eligibility of the Doctoral thesis and the candidate.

The Chairperson of the Commission arranges the date, time and place of the public presentation of the research (in cooperation with the mentor, the doctoral candidate and other Commission members) and delivers the information to the President of the Commission for Doctoral Studies. At least seven days before the Public defence, the President of the Commission for Doctoral Studies of the Organizational unit publishes on the website of the Organizational unit information about the date, time and place of the Public defence of the theme of the Doctoral thesis. This information is also published on the website of the University (on the Doctoral Studies portal).

During the Public defence, the candidate, in a period of 20 minutes, with a visual presentation, presents the basic idea of their research- an introduction to the subject, the studied (current) literature and previous research in that area, explains their hypothesis and goals, the material and methods of the research, as well as the expected scientific contribution of the Doctoral thesis.

Members of the Commission and others present may ask questions. The Public defence (the presentation of the doctoral candidate and the discussion) lasts a total of 45 minutes.

Based on the written application, the presentation of the candidate, the discussion and the answers, the Commission for the Assessment of the Eligibility of the Doctoral thesis and the candidate defines a grade on the clarity and organization of the presentation, the scientific justification of topic and the possibilities of conducting the research. The Commission proposes a grade for original scientific contribution and an estimation of the organizational feasibility of the research and submits the report containing the grade on the eligibility of the Doctoral thesis and the candidate to the Council of the Organizational unit, within 45 days from the day of the Public presentation of the student (**Template D1**).

If there is need to amend the application of the Doctoral thesis, the student shall act according to

the remarks of the Commission and an altered version shall be delivered to the Chairperson of the Commission, who delivers it together with the report on the Eligibility Assessment of the Doctoral thesis and the candidate to the Council of the Organizational unit.

The report of the Commission on the eligibility assessment of the Doctoral thesis and the candidate is delivered by the Council of the Organizational unit together with its opinion to the Board.

At the Assembly of the Board, there is a discussion about the eligibility assessment of the Doctoral thesis and the candidate, reaching one of the following decisions:

1. The Board agrees with the Report on the eligibility assessment of the Doctoral thesis and the candidate and forwards it to the Senate;
2. The Board does not agree with the Report on the eligibility assessment of the Doctoral thesis and the candidate – it has objections and it may, if it is found necessary, require an explanation from the mentor, and only afterwards is the proposal delivered to the Senate. After the Senate makes a decision on approving the eligibility of the Doctoral thesis and the candidate, the student gains the right to enroll in the semester and to continue developing their Doctoral dissertation.

3.7. THE SECOND REPORT OF THE MENTOR (Fifth Assembly of the Board)

After Semester IV, the mentor (and co-mentor) deliver to the Council of the Organizational unit a report on student's conducted research and the achieved results (**Template IM**). An integral part of the Report is also formed of the published results of developing the Doctoral thesis.

This Report is considered by the Council of the Organizational unit and, along with an opinion, it is delivered to the Board for consent.

When this Report is accepted, a student may enroll in Semester V. If the opinion of the Board is negative, the report is returned for amendment.

3.8. MEETING THE CONDITIONS BY A DOCTORAL CANDIDATE AND THE APPOINTMENT OF THE COMMISSION FOR THE ASSESSMENT OF THE FINALISED DOCTORAL THESIS (Sixth Assembly of the Board)

The student acquires the right to submit their Doctoral thesis after receiving a stamp for completing Semester V.

The Doctoral thesis is submitted to the Organizational unit.

When submitting the Doctoral thesis, the student should have, as first author, published results entirely or partially of his/her own research within the development of the Doctoral thesis in at least one journal on the SCI/SCIE list; when the Doctoral thesis is within the Natural Mathematical, Medical, Technical Technological or Agricultural Sciences, or else in a journal on the SSCI or A&HCI list, when the Doctoral thesis is within Social or Humanist Sciences.

The Doctoral thesis should be correct in language, style and technical writing and form in accordance with current procedures, technique and technology for the development of publications within the relevant area of scientific or artistic work.

The form, content and instruction for formatting the Doctoral thesis are explained in more detail in the Instructions for Formatting Doctoral Theses.

The means of quotation and stating literature sources is given in the Guidelines for the Quotation of Papers.

In accordance with the Code of Ethics of the University of Montenegro, in scientific and research work the following situations are not acceptable:

- Flaming results: the intentional presentation of the results of scientific and research work despite knowing that this work was not implemented in reality;
- Forging results: intentional setting or intentionally wrongly interpreting the results of scientific research;
- Plagiarism: in scientific, research and artistic work, all members of the academic community shall guarantee the originality of their published scientific papers and artistic works for which they sign as authors and they shall precisely state information about the origin of the ideas and quotations used in the paper (the protection of rights and intellectual property for research results and gathered data).

The procedure of plagiarism determination includes testing the Doctoral thesis for plagiarism in accordance with the available software.

The mentor shall review the Doctoral thesis, or Doctoral artistic project within 90 days from the day of the delivery of the work and he/she shall decide on giving their written consent that the student may submit the thesis for assessment. If the mentor, for no justified reason, over longer time period does not meet their obligations or for justified reasons is not able to perform them, the candidate, or else the Council of the Organizational unit may initiate

the process of mentor replacement.

While submitting the request in accordance with **template D2**, the candidate shall deliver:

- a) The written consent of the mentor (and co-mentor, if any) saying that the paper satisfies the criteria for a Doctoral thesis;
- b) A document, signed by the mentor (and co-mentor, if any) confirming that the Doctoral thesis has been reviewed based on the programme for revealing plagiarism at the University of Montenegro, in cooperation with the ISC/University Library of the University of Montenegro;
- c) Seven copies of the Doctoral thesis;
- d) A CD with the entire content of the Doctoral thesis in PDF/A format;
- e) Photocopies of published papers thematically related to the Doctoral thesis;
- f) A scanned and signed Statement, given as Attachment 1 to the Instructions for formatting the Doctoral thesis.

After it is determined that the candidate meets the conditions for the assessment of the thesis, the Commission for the Assessment of the Doctoral Thesis is proposed.

The Commission for the Assessment of the Doctoral Thesis shall have at least three members (3), out of which at least one does not work at the University. Each member of the Commission must be an expert within the scientific/artistic area within which the Doctoral thesis is to be defended. In cases where both a mentor and a co-mentor are involved, the Commission should be composed of five (5) members. Members of the Commission shall have at least the academic title of Assistant Professor or its equivalent.

The Commission for Doctoral theses of the Organizational unit analyses the fulfillment of the formal conditions for the defence of the Doctoral thesis and, following the competency principle, it initiates the proposal for the composition of the Commission for the Assessment of the Doctoral Thesis.

Based on the submitted application and the initial proposal of the Commission for Doctoral Studies of the Organizational unit, the Council of the Organizational unit proposes the composition of the Commission for the Assessment of the Doctoral Thesis.

The Board discusses the competences of the proposed members of the Commission and, if needed, gives suggestions for changing the Commission member/members.

The Senate, at the proposal of the Board, appoints the Commission for the Assessment of the Doctoral Thesis.

3.9. ASSESMENT OF THE DOCTORAL THESIS AND THE APPOINTEMNT OF THE COMMISSION FOR THE DEFENCE OF THE DOCTORAL THESIS (Seventh Assembly of the Board)

The Commission for the Assessment of the Doctoral Thesis shall submit the report containing the assessment grade of the Doctoral thesis to the Council of the Organizational unit within 45 days from the day of the appointment of the Commission.

A Commission member may separate his/her opinion from the opinion of the majority of the Commission members, which shall be signed and justified in written form. This separated or dissenting opinion is an integral part of the commission report.

Members of the Commission for the Assessment of the Doctoral Thesis and everyone who has insight into the Doctoral Thesis, shall, until the publishing of the grade with information and the results of the thesis, act confidentially, for the protection of the scientific contribution of the Doctoral thesis and the rights of intellectual property.

The Chairperson of the Commission prepares the report based on the gathered opinions of the Commission members, and the report is signed by all members of the Commission.

The Commission for the Assessment of the Doctoral Thesis in its report (**template D3**) proposes:

1. The acceptance of the Doctoral thesis with an explicit statement on the achieved original scientific or artistic contribution, or
2. The amendment of the Doctoral thesis and subsequent assessment, or
3. The rejection of the Doctoral thesis.

After receiving the report of the Commission for the Assessment of the Doctoral Thesis, the Organizational unit publishes, on its bulletin board, the bulletin board of the University and in a daily newspaper published in Montenegro, information that the report of the Commission and the Doctoral thesis are available to the public. The announcement shall contain: the name and surname of the candidate, the institution where candidate is employed, the title of the Doctoral thesis, the composition of the Commission for the review and analysis of the thesis and the place and time of the thesis review.

The Doctoral thesis and the report on the thesis assessment are available to the public for 30 days. After the public deadline expires, based on the information of the Central University Library, the Council of the Organizational unit considers the report of the Commission for the Assessment of the Doctoral Thesis as well as the remarks made by the public and proposes that the dissertation is accepted, rejected or returned for amendment.

In cases of remarks from the public, the Commission for Doctoral Studies of the Organizational unit has the assignment to prepare a proposal and opinion to be considered by the Council of the Organizational unit.

Before the Senate makes a decision, the Board considers the report of the Commission for the Assessment of the Doctoral Thesis. If the Board does not give a positive opinion on the Doctoral thesis assessment or the Doctoral artistic project and deems that the conditions for giving consent have not been met, it is obliged to justify such a decision and state the reasons for not giving a positive opinion.

If Senate returns the thesis for amendment, and the candidate does not act in accordance with the remarks and suggestions within six months of the day of receiving the notification, the Senate makes the decision to abort the procedure for acquiring the academic title of Doctor of Science/Arts.

3.10. THE DEFENCE OF THE DOCTORAL THESIS

The Public defence of the Doctoral thesis is organized eight days at the earliest, and 30 days at the latest from the day of appointing the Commission for the Defence of the Doctoral Thesis, being that the Commission determines the location, date and time of the defence of the thesis.

The Council of the Organizational unit informs the public about the Doctoral thesis defence via its bulletin board, the bulletin board of the University, and an announcement in a daily newspaper published in Montenegro, as well as on the websites of the Organizational unit and the University. The Announcement on the Defence should contain: the name and surname of the candidate, the title of the Doctoral thesis, the composition of the Commission for the Defence of the Thesis, and the place and time of the thesis defence.

The Doctoral thesis defence before the Commission takes the following course: the Chairperson of the Commission presents data and information about the doctor, giving a summary of the thesis,

then the doctor presents a summary, his/her results and conclusions, and then Commission member ask questions. Each Doctoral thesis defence is public. The procedure of the defence is determined by Protocol, adopted by the Board for Doctoral Studies. The defence must take place within the Facilities of the University, or else in one of its Organizational units, in the language used for writing the Doctoral thesis. In the case of common or dual diplomas, the defence may take place at another University.

The organization of the procedure of the defence of the Doctoral thesis is managed by the Commission for the Defence of the Doctoral Thesis.

The Commission for the Defence of the Doctoral Thesis, after completing the procedure, makes a decision on whether the doctor defended or did not defend the dissertation. The decision is made by majority votes of the Commission for the Defence of the Doctoral Thesis.

The Chairperson of the Commission announces the decision and publicly declares the defence finalized.

The report on the course of the Doctoral thesis defence is written and signed by the Commission members and the clerk.

In cases that the Doctoral thesis is defended in English, the report is also written in that language.

The Commission for the Defence of the Doctoral Thesis delivers the report on the course of the defence and the result to the Senate, through the Board.

3.11. ANNUAL REPORT ON PERFORMANCE OF DOCTORAL STUDIES

At the end of study year, the Commissions for Doctoral Studies of the Organizational units, develop reports on the performance of Doctoral studies, encompassing all elements, from the enrolment of doctoral candidates to their graduation. The emphasis should be on detected points for improvement in Doctoral studies and proposals of measures for their improvement.

This Report, after being adopted by the Council of the Organizational unit, is forwarded to the Board.

If the Report is not complete, the Board returns it for amendment.

Based on the delivered individual reports of the Organizational units, the Board develops a summary report on the performance of Doctoral studies at the University, which is delivered to the Senate for adoption.

ATTACHMENTS:

Template M

Template PD

Template D1

Template IM

Template D2

Template D3

Report on the Defence of the Doctoral Thesis

Appointment of commission composition for the Assessment of the Eligibility of the thesis and candidate		I		R		I										
Definition of the terms for the public presentation of research		R		I		I			I							
Announcement on public research presentation						I	P	P	R				I			
Public research presentation							P	P	R							I
Research presentation							R	P	P							I
Questions and remarks							P	P	R							P
Announcement of results on introductory research							I	R	P							I
Filing report on the estimation of the eligibility of the thesis and candidate					I	I	I	R	P						I	
Opinion on the report on the eligibility of the thesis and candidate				I	R	P			I							
Proposal of Board for the estimation of the eligibility of the thesis and candidate		I		R				I								
Decision of the Senate on acceptance of the eligibility of the thesis and candidate		R		I			I									
Enrolment in Semester III		I				I	R									
Developing the Doctoral thesis						I	R	P								

Appointment of the Commission for the Defence of the Doctoral Thesis		R		I								I				
Definition of location, day and time of the defence						I	P	P				R				
Public Announcement on the defence				I	R	P	I	I				I	P			I
Defence of the thesis							P	P				R				I
Presentation of results							R	I				I				
Questions							I		P			R				P
Answers							R					P				I
Decision on whether candidate defended the thesis or not							I	P	P			R				I
Decision announcement							I	I	P			R				I
Submitting the report on the course and results of the defence		I		I				P				R				
Definition of the time for the solemn announcement of candidate as a Doctor of Science/Arts			R	I		I								I		
Informing about the public solemn announcement of candidate as a Doctor of Science/Arts			I		I									P		
Public solemn announcement of the candidate as a Doctor of Science/Arts			R	I			P	P								P

Announcement of the candidate's biography, his/her professional, scientific and social activity, attitude of the Commission in terms of the doctoral thesis defence and the date of defence			I				I	I							I	R
Announcement of the title and content of the thesis, as well as the scientific results achieved by the candidate during thesis development			I				I	I							I	R
Concluding the fulfillment of conditions for the candidate announcement within a certain area of science/arts and handing over the diploma			R	I			I	I							I	I
Recording in the Book of Doctors of Science/Arts, led by the University				P			R									
Proposal of the Report on the working of Doctoral studies at the Organizational unit					I	R										
Opinion on the Report on the working of Doctoral studies at the Organizational unit				I	R	P										P
Analysis and adoption of the Report on the working of Doctoral studies at the Organizational unit				R		I										
Report on the functioning of Doctoral studies at the University of Montenegro		I		R		I										

Legend:

R– responsible

P – participating

I – informed

MB – Management Board

S – Senate

R – Rector

CDS – Board/Centre for Doctoral Studies

COU – Committee of the Organizational unit

DCOU – Doctoral Commission of the Organizational unit

Do – Doctor

M – Mentor

CE – Commission for the Estimation of the Eligibility of the thesis and candidate

CA – Commission for Doctoral thesis assessment

CD – Commission for defense of thesis

ST – Subject teacher

ISC – Information System Centre

L – University library

P – Public

D – Dean

