

# **THE RULES OF DOCTORAL STUDIES**

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## **1. BASIC PROVISIONS**

### **Article 1**

These rules shall prescribe the organization and performance of Doctoral studies, enrolment in Doctoral studies, the way of conducting exams and research work, the procedure for the application and defense of a Doctoral thesis or else a Doctoral artistic project, the issuing of diplomas, the procedure for awarding the title of Doctor of Science or else of Doctor of Arts, as well as other issues significant to the implementation of Doctoral studies at the University of Montenegro (hereinafter: the University).

### **Article 2**

Doctoral studies shall be considered to be any Study programme giving the right to gain a diploma awarding the academic title of Doctor of Science/Arts, in accordance with the Law, the University Statute and these Rules.

Aiming to harmonize criteria for gaining Doctoral degree, better cost effectiveness, motivation for interdisciplinarity, strengthening of research and teaching capacities, all accredited study programmes of Doctoral studies of the University of the paragraph 1 of this article are considered to be part of the Doctoral School of the University of Montenegro.

Several study programmes in areas that are internationally recognized could be developed as a separate Doctoral School, by the Senate decision, upon the proposal of the Center for Doctoral Studies.

Doctoral studies at the University are organized and implemented in accordance with the Rules of Study, based on the European System of Credit Transfer (hereinafter: ECTS).

### **Article 3**

Issues regarding the status, suspension of rights and obligations and mobility of students of Doctoral studies, as well as other Rules of Studies not being regulated by these Rules, are accordingly tied to the provisions of the Law, the Statute of the University and with the Rules of Study at Undergraduate Level at the University..

Scientific research work performed by each student at a University which does not implement the ECTS ranking rule for Doctoral studies is to be evaluated in accordance with the ECTS rules of the mother institution, depending on the time spent at the other university and the results that are relevant for preparation of the thesis or Doctoral artistic project.

### **Article 4**

After finishing their Doctoral studies, a student shall:

- Show competence for independent research work within the study area, and independence in applying skills and methods within his/her area;
- Show ability to synthesize, explain, shape, apply, design, implement and accept processes based on science and art;
- By authentic research, he/she shall contribute to widening the limits of knowledge through scientific/artistic work, where some parts deserve to be published in domestic and international referential publications;
- Be capable of the critical analysis, evaluation and synthesis of new and complex ideas;
- Promote, in academic and professional contexts, technological, social or cultural progress in a knowledge based society.

### **Article 5**

During Doctoral studies for gaining a diploma awarding the academic title of Doctor of Science or Doctor of Arts, students acquire education within their scientific/artistic areas of study by participating in teaching, scientific research or artistic research work and conduct independent research.

Together with the awarded diploma of Doctor of Science/Arts, a diploma supplement is issued providing a more detailed insight into the level, content, system and Rules of Study and the results achieved during those studies.

In the case of interdisciplinary and multidisciplinary Study programmes, scientific titles are determined by the Senate, at the proposal of the Centre for Doctoral Studies, during the establishment of the individual Study programme of PhD studies, which is submitted for accreditation.

While formulating the scientific expressions referred to in Paragraph 3 of this Article, a combination of the whole or parts of the two most important scientific elements comprising the Doctoral programme is used.

## **2. THE ORGANISATION OF DOCTORAL STUDIES**

### **The Organizer of Doctoral Studies**

#### **Article 6**

The University shall organize and conduct Doctoral studies for students within scientific/artistic areas for which he/she is accredited (hereinafter: the Organizer of Studies).

The University can accredit and organize Doctoral study programmes in cooperation with another higher education institution in Montenegro or abroad, in accordance with the Law, for gaining a joint degree or double degree.

Double degree is gained after the completion of a study programme realized at two higher education institutions and is confirmed with two institutional diplomas.

Joint degree diploma is issued by at least two or more higher education institutions, according to the study programme for a joint degree, that are licensed to perform teaching for a certain study programme.

The University can realize a certain doctoral study programmes from paragraph 2 of this article on the basis of bilateral agreement (“cotutelle de these”) signed between the University of Montenegro and higher education institution from the country where it is accredited to issue doctoral diplomas, in accordance with the general act brought by the Senate.

The University shall organize Doctoral studies and provide for the acquisition of a PhD within science/the arts from interdisciplinary and multidisciplinary scientific/artistic areas.

In realization of interdisciplinary and multidisciplinary Doctoral studies, the University may organize seminars, courses, summer schools and other forms of teaching.

## **The Implementation of Doctoral Studies**

### **Article 7**

For the implementation of Doctoral studies at the University, the Centre for Doctoral Studies has been established, as an internal unit of the University.

The Centre for Doctoral Studies shall operate to improve the quality of Doctoral studies, gain higher international recognition of the University within the European research environment and the area of Higher Education and encouraging a multidisciplinary approach to Doctoral studies, in terms of their function and connection to the economy and society.

The Centre for Doctoral Studies shall:

- Propose to the Senate a strategy for the development of Doctoral studies;
- Define areas of Doctoral studies;
- Define the text of the public competition for enrolment in the first year of Doctoral studies;
- Monitor and analyses the pass rate of students and propose an enrolment quota and the amount of scholarships;
- Handle fulfilment of working conditions of Doctoral studies, in compliance with the norms and standards for accreditation of Doctoral studies;
- Inspire, organize and carry out research ventures of a multidisciplinary character;
- Participate in the implementation of mutual projects with domestic and foreign partners of the University and create initiatives for establishing bilateral and multilateral forms of cooperation;
- Organize scientific assemblies, seminars and counselling; promotes Doctoral studies;
- Adopt an Annual Programme for work of the Centre;
- Adopt the Rulebook on the work of the Centre;
- Prescribe the form of templates for all phases of the application procedure and defence of the Doctoral thesis, or else the Doctoral artistic project;
- Perform other tasks in accordance with these Rules.

The Centre for Doctoral Studies may organize multidisciplinary Doctoral studies and particular forms of studies for innovations in knowledge within multidisciplinary

scientific/artistic areas. The University may delegate certain organization tasks related to multidisciplinary studies to some of its Organizational units, in accordance with the programme of studies.

### **Article 8**

At the Centre of Doctoral Studies, the Board for Doctoral Studies is formed, as a professional body, which manages Doctoral studies and is accountable for the procedures of self-evaluation, continuous monitoring and the provision and improvement of quality.

The Board has a President and ten members, appointed by the Senate, at the proposal of the Rector, from those employees with academic and vocational titles at the University, from different scientific and artistic areas.

The President of the Board for Doctoral Studies is the Head of the Centre for Doctoral studies as part of his/her function.

The Board considers all issues related to the organization of Doctoral studies and the course of studies and the curricula of Doctoral studies and proposes decisions adopted by the Senate related to the implementation of Doctoral studies.

The Board gives an opinion to the Senate in procedure of establishing each Study programme of Doctoral studies.

The Board makes a decision regarding all issues by public vote, by a majority of the votes of the total number of Board members.

### **Article 9**

Each Organization unit of the University where Doctoral studies are implemented has a Commission for Doctoral Studies, which is appointed by the Committee of the Organization unit, at the proposal of the Dean.

The Commission for Doctoral Studies shall provide professional assistance in organizing and managing Doctoral studies at the level of the Organizational unit.

The president of the Commission for Doctoral Studies can only be the teacher who fulfills the criteria for a mentor, in accordance with this Rules.

## **The Realization of Doctoral Studies**

### **Article 10**

Doctoral studies may also be organized in a foreign language.

### **Article 11**

A Doctoral thesis or Doctoral artistic project is prepared and elaborated in the language used in the implementation of Doctoral studies.

Doctoral theses may be written and orally elaborated in English even when the Doctoral studies are not implemented in English, under the condition that study program provides so and that the members of the Commission for the Evaluation and

Defence speak the language, where the expanded abstract is made in one of the official languages of Montenegro, covering at least 10, and not more than 25, pages of formatted A4 or an adequate amount in another format.

Reports, grade and other documentation, as well as the Doctoral dissertation or Doctoral artistic project, are written in both one of the official languages of Montenegro and English, if there is a person who does not speak any of the official languages of Montenegro who is a member of the Commission and who participates in the procedure of applying, developing and elaborating the doctoral thesis as the final part of a Study programme implemented in one of the official languages of Montenegro. Notwithstanding, only a summary of the Doctoral thesis, covering at least 10, and not more than 25, pages of formatted A4 or an adequate amount in another format.

#### **Article 12**

During the defence of a Doctoral thesis or artistic project, the Organizer of Studies ensures that conditions are provided for the mutual understanding of all participants as well as the following and understanding of the public defence of the Doctoral thesis participated in by other interested parties.

### **The Duration of Doctoral Studies**

#### **Article 13**

Doctoral studies last for three study years (six semesters), i.e. the total weight of the Study programme is 180 ECTS credits.

The Study programme of Doctoral studies is divided into study years and semesters.

The weight of the Study programme is 60 ECTS in one study year, i.e. 30 ECTS in one semester.

### **The Structure of the Study Programme**

#### **Article 14**

A Study programme of Doctoral studies is comprised of:

- The study area, subarea and discipline;
- Obligatory modules/subjects (courses);
- Elective modules/ subjects (courses);
- Research, field and practical work, and
- Learning outcomes.

#### **Article 15**

Each Study programme of Doctoral studies contains general and specific conditions which must be met by a student in order to acquire certain knowledge, as follows:

1. A review of the subjects (courses) systematized according to: study years, semesters and whether they are obligatory common subjects (a scientific basis, fundamental and professional subjects), optional professional subjects or free optional subjects;
2. The number of ECTS for each subject (course);
3. A description of the organization and form of teaching (lectures, seminars, research, artistic work, field and practical work);

4. The number of lessons of active teaching;
5. A description of the structure of the Doctoral thesis with the number of ECTS and the planned periods for beginning and ending its development.

## **The Realization of the Study Programme and Teaching**

### **Article 16**

Each Study programme is organized into two semesters: winter and summer.

Each Study programme at Doctoral studies is implemented through:

- a) Lessons,
- b) Scientific research or artistic work, and
- c) The development and defence of a Doctoral thesis or else a Doctoral artistic project.

### **Article 17**

The teaching process is conducted through lectures, seminars, consultations and other determined forms of teaching.

The implementation of the Study programme i.e. lectures starts, in accordance with the Rules, in the winter semester of a study year, and it can also begin in the summer semester in accordance with the decision of the Senate, at the proposal of the Centre for Doctoral Studies.

Teaching is conducted if one subject has three or more students.

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

The decision on the means of providing the lessons to be organized is made by the Commission of the Organizational unit of the University, in accordance with these Rules.

Teaching at Doctoral level may be performed by the academic staff with an academic title that has adequate references in the area being taught.

### **Article 18**

The Study programme of Doctoral studies is implemented as follows:

- In Semester I and II through five subjects/courses and work on research that is relevant to the thesis (starting research);
- In Semesters III, IV and V through publishing research work and preparation of doctoral thesis;
- In Semester VI through the preparation and defence of the doctoral thesis.

A student can elect up to two subjects/courses from another study programme within the same Doctoral School, with the consent by mentor and the Commission for Doctoral Studies.

Lectures in Semesters I and II are organized in range from 12 to 20 hours weekly during 16 (15+1) weeks of teaching and consultations, in accordance with the determined curriculum.

Examinations are assessed by a maximum of 40 ECTS credits.

The Doctoral thesis is assessed by a maximum of 140 ECTS credits, out of which starting research is awarded by at the most 20 ECTS credits, for application and thesis development a maximum of 90 ECTS, and for the preparation and defence of the Doctoral thesis a maximum of 30 ECTS.

### **Article 19**

Teaching subjects according to their scope, content and form of implementation or else the forms of teaching, as well as the obligations of students, are defined by the Study programme of Doctoral studies.

Scientific or else artistic expressions include publishing achieved results in scientific papers and presentations at international scientific assemblies, or else the presentation of achieved artistic results in any form of artistic communication with the public considered usual for certain forms of art.

Starting research is decided by the student with the aim of preparing for the development of a Doctoral dissertation.

Starting research can be submitted by a student after passing the relevant exams.

Starting research or specific scientific research work for a Doctoral thesis is performed by a student under the supervision of a mentor, and the results of that research work are published in scientific and professional papers.

### **Article 20**

A Doctoral thesis or else a Doctoral artistic project is the final part of the Study programme of Doctoral studies.

A Doctoral thesis or else a Doctoral artistic project is an authentic scientific paper or an original innovative artistic project of a student of Doctoral studies in a specific science or interdisciplinary or multidisciplinary area or art, which gives new scientific or artistic results and contributes to the development of scientific thought or to art.

Acquiring a PhD diploma of Art and the procedure for the implementation of Doctoral artistic projects is more closely defined by an Act of the Senate, at the proposal of the Centre for Doctoral Studies and with the opinion of those Faculties within the area of the Arts.

### **Article 21**

The knowledge, competences and skill of students are monitored and assessed during teaching, and the final grade is determined by an exam. The exam is taken after lectures have been completed, or else after all the executed teaching obligations prescribed by the curricula of studies have been completed. Research work is

assessed through each activity of the student determined by these Rules and the curriculum and they are expressed in ECTS.

#### **Article 22**

The rejected Doctoral thesis cannot be resubmitted.

### **3. ENROLLMENT IN DOCTORAL STUDIES**

#### **Article 23**

Enrolment in Doctoral studies is made based on a public competition announced by the Centre for Doctoral Studies, in accordance with the decision by the Government Board on the number of students for enrollment.

The Governing Board of the University, at the proposal of the Senate, with the prior opinion of the Centre for Doctoral Studies and the Committees of the Organizational units of the University, shall determine the number of students for enrolment in the Study programmes of Doctoral studies, in accordance with the License.

The competition call is published in a daily newspaper issued in Montenegro and on the website of the University.

The call is, by regulation, published 15 days before the beginning of the study year at the latest.

The competition includes the number of students to be enrolled, the conditions of enrolment, the procedure of the competition, deadlines for enrolment and scholarship fee.

#### **Article 24**

The right to enter the competition for enrolment in Doctoral studies is gained by candidates who have acquired a diploma with the academic title of Master within suitable areas of science/the arts, or else an academic diploma of the regulated professions after gaining at least 300 ECTS credits.

Each candidate for enrolment is obliged to file an application and evidence of meeting the conditions.

For enrolment in Doctoral studies it is obligatory to speak one international language, level B2, in accordance with the Common European Framework of Reference for Languages.

#### **Article 25**

Enrolment is conducted at a competitive level according to the rules for enrolment in doctoral studies brought by the Senate.

A foreigner may enroll in a Study programme of Doctoral studies under equal conditions and criteria as a Montenegrin citizen, with prior diploma validation from the previously finalized cycle/grade/level of studies.



The procedure of ranking is conducted by the Committee for Doctoral studies at each Organizational unit of the University, in line with rules from paragraph 1 of this Article.

Any candidate who believes that the ranking procedure is not regular has the right to object to the Commission of the Organizational unit, within the 48 hours after the ranking list is published.

The Commission is obliged to reach the decision upon the object at least 7 days after the ranking list is published. The decision of the Commission mentioned in Paragraph 5 of this Article is final.

Any candidate who exercised their right to enrolment and did not enroll within the foreseen deadline loses the right and the next qualified candidate on the ranking list gains the right instead.

The Senate verifies decisions on enrolment, based on the consent of the Centre for Doctoral Studies.

#### **Article 26**

The right to enrol in interdisciplinary or multidisciplinary Study programmes of Doctoral studies organized by the University is gained by candidates who fulfill the conditions outlined in Article 24 of these Rules at one of the Master's Study programmes included in the implementation of a interdisciplinary and multidisciplinary programme of Doctoral studies.

#### **Article 27**

The performance of a Joint Study programme of Doctoral studies with other Higher Education Institutions, from scientific or artistic areas for which the mother is one of the Organization units of the University, is understood to include accredited Study programmes within the same scientific/artistic area and a concluded agreement between the universities on the terms and means of the organization of Jointstudies.

The organization, conditions for enrolment of candidates and other issues related to the implementation of each Joint Study programme of Doctoral studies are applied according to these provisions of these Rules.

#### **Article 28**

Each student concludes with the University the contract of study, which more closely determines their mutual rights and obligations and the scholarship amount.

### **4. APPLICATION FOR THE DOCTORAL THESIS AND THE DEFENCE OF THE DOCTORAL THESIS**

#### **The Mentor**

#### **Article 29**

The Commission of the Organizational unit of the University, after the enrollment, proposes to the Centre for Doctoral Studies a candidate for mentor.

The Senate, at the proposal of the Centre for Doctoral Studies, delegates to student his/her mentor.

The mentor, as a rule, is appointed from University staff with academic and scientific titles, or staff from another university with academic or scientific title.

Alongside the condition set out in Paragraph 3 of this Article, the mentor shall also fulfil additional conditions as follows:

- 1) Within the area of Natural Mathematical, Medical, Technical Technological and Agricultural Science, the role of mentor may be held by a person meeting the criteria stated in Paragraph 3 of this Article who has at least three science papers in journals on the SCI/SCIE list or at least one science paper in journals on the SCI/SCIE list being the first author;
- 2) Within the area of Social and Humanist Science, the role of mentor may be held by a person meeting the criteria stated in Paragraph 3 of this Article who has:
  - at least two science papers in journals on the SSCI, SCI/SCIE or A&HCI list, or
  - at least one science paper in journals on the SSCI, SCI/SCIE or A&HCI lists being the first author;
- 3) In the area of the Arts, the role of mentor may be held by a person who has at least five representative references which have been determined as a condition for promotion to academic titles at the University.

In the case of a multidisciplinary theme, a student may have one additional mentor at the most (co-mentor).

### **Article 30**

A mentor may simultaneously tutor three students at the most.

### **Article 31**

Each mentor for a Doctoral thesis or a doctoral artistic project shall assist the student in the selection of the methods of scientific or artistic research work, the relevant literature, preparing the structure of the work, in defining the research activities and planning the time frame for the research which can be used to monitor the progress of the student, as well as to provide him/her with professional assistance.

If mentor or student, without a justified reason, do not comply with his/her obligations for a longer period of time, or he/she is not in a position to perform obligations due to justified reasons, student or mentor can address the Committee with a justified initiative for the replacement of a mentor.

### **Article 31a**

At the end of each study year, and not later than September 20<sup>th</sup>, mentor is obliged to submit a report on the student work on a conducted research to the Commission for Doctoral Studies of the organizational unit of the University.

If the report is negative, mentor is obliged to inform student about its content before the report is submitted, so as to enable student to file a written response within the same period as stated in paragraph 1 of this Article.

The Commission for Doctoral Studies is obliged to evaluate all reports until October 1<sup>st</sup>.

The Committee of an organizational unit of the University states on all reports on doctoral students work. In a case of negative report, the Committee may, upon the proposal by the Commission for Doctoral Studies of an organizational unit, reach a decision on termination of mentorship, withdrawal of a student from studies, or another measure according to the preposition by the Commission or the Committee.

## **Application for a Doctoral Thesis**

### **Article 32**

As agreed with mentor, and after exams are passed and initial research has been conducted, a student defines the working title of a Doctoral Thesis.

Student submits the application for the proposed Doctoral Thesis, or doctoral artistic project, to the Committee of an organizational unit.

The application for a Doctoral Thesis comprises: biography, working title of the Doctoral Thesis, topic and aim, hypotheses, methodology to be used in research and expected scientific results to be reached with the Thesis, or scientific professional and artistic contribution.

### **Article 32a**

The Commission of the University Organizational, upon the previous consent by the Board for Doctoral Studies, adopts the application for a Doctoral Thesis and the composition of the Committee for the Evaluation of the Application of the Doctoral thesis.

The Board for Doctoral Studies has the right to comment, object, and recommend the content of Doctoral Thesis application, followed by statements by the Committee for Evaluation of the Doctoral Thesis application, candidate and mentor(s).

The Committee has, as a rule, three members, out of which one member is the mentor.

If a student has two mentors, then the Committee has to comprise of five members, out of which two are mentors.

The Doctoral Thesis can be chosen from scientific/artistic area of a selected study programme.

### **Article 33**

(Deleted)

### **Article 34**

(Deleted)

## **Research Presentation**

### **Article 35**

The student shall, before the Committee for the Evaluation of the Eligibility of the Doctoral thesis and the Candidate, publicly explain the aims and expected results, or else the present research programme with the conditions for successful thesis completion, within 30 days of the day of the appointment of the Committee.

The Committee files a report containing an eligibility assessment for both the Doctoral thesis and the candidate to the Commission of the University Organisational unit, within 10 days of the day of public thesis explanation.

The report mentioned in Paragraph 2 of this Article is delivered by the Commission of the University Organizational unit, together with its opinion, to the Board for Doctoral Studies.

The Board for Doctoral Studies can: a) accept the Committee report, b) reject the Committee report and c) return the Committee report for changes and/or amendments.

If the Board decides to return the Committee report for changes and/or amendments, it is necessary to explain the part where changes are needed, or amendments, as well as the deadline for submission of modified report.

If the Committee does not submit the report from the paragraph 2 of this article, the new Committee shall be established.

The proposal of the Board for Doctoral Studies on the Doctoral thesis and candidate eligibility is submitted to the Senate.

### **Article 36**

Based on the decision of the Senate on accepting the candidate and Doctoral thesis eligibility, the student gains right to continue his/her work on the Doctoral thesis.

## **Evaluation of the Doctoral Thesis**

### **Article 37**

The mentor shall review the Doctoral thesis or else the doctoral artistic project within 45 days from the day of receiving the paper and shall decide on giving their written consent that the student may submit it for evaluation.

### **Article 38**

Each student acquires the right to deliver their Doctoral thesis at the end of Semester V.

To be able to deliver their Doctoral thesis, each student should, as the first author, have published a paper with the results of the thesis in a journal on the SCI/SCIE list, when the Doctorate is in the Natural Mathematical, Medical, Technical Technological or Agricultural Sciences, or else one paper with the thesis results in a journal on the SSCI or A&HCI lists, when it comes to a Doctorate within the Social or Humanist Sciences.

## **Layout and Content of the Doctoral Thesis or Doctoral Artistic Project**

### **Article 39**

Each Doctoral thesis should be correct in the language, style and techniques used and formed in accordance with modern steps, techniques and technologies for publications within the area of scientific or artistic work.

The form, content and instructions for forming the Doctoral thesis are given in the appendix and they form an integral part of these Rules.

### **Article 40**

Each Doctoral thesis is delivered printed and in electronic form to an organizational unit of the University.

### **Article 41**

After receiving the Doctoral Thesis, the Committee of the Organizational unit of the University proposes the constitution of the Committee for Evaluation of the Doctoral Thesis to the Board for Doctoral Studies.

Senate, upon the proposition by the Board for Doctoral Studies, establishes the Committee for Evaluation of the Doctoral Thesis. The Committee has an odd number of members, at least three members.

If a student has two mentors, being members of the Committee for the Evaluation of the Doctoral Thesis, then the Commission shall have five members.

Before submitting the Doctoral Thesis to the Commission from the paragraph 2 of this article, the Board for Doctoral Studies perform the originality of the Doctoral Thesis through the software programme determined by the University.

The report generated through the software programme is to be submitted to the Committee for the Evaluation of the Doctoral Thesis.

Members of the Committee for the Evaluation of the Doctoral Thesis have the right to ask a student to do corrections of a Doctoral Thesis.

If a student, upon the request by the Committee for the Evaluation of the Doctoral Thesis, has made modifications on his/her Doctoral Thesis, he/she is obliged to submit it to the members of the Committee for the Evaluation of the Doctoral Thesis.

The Center for Doctoral studies performs the final originality evaluation of the final version of the Doctoral Thesis.

The Committee from paragraph 2 of this Article shall file a report to the Committee of the University Organisational unit containing an assessment of the Doctoral thesis, within 45 days from the day of the appointment of the Committee.

If the Committee for the Evaluation of the Doctoral Thesis does not submit a report in due time, a new committee shall be appointed.

The Committee for the Evaluation of the Doctoral Thesis can evaluate that the Doctoral Thesis should be:

- Accepted in its original form
- Returned for amendments or changes
- Rejected

Any member of the Commission may separate his/her opinion from the opinion of the majority, and he/she shall sign and justify that opinion in written form. This separated or dissenting opinion is an integral part of the Commission report.

#### **Article 42**

After the receipt of the Commission report described under Article 41 of these Rules, the University Organisational unit is to announce on its public bulletin board, the bulletin board of the University and a daily newspaper published in Montenegro that the Commission report and the Doctoral thesis are available to the public.

The announcement should contain: the name and surname of the candidate, the title of the Doctoral thesis, the composition of the Committees for the review and assessment of the thesis, and the place and time of the review of the thesis.

A printed Doctoral Thesis, report by the Committee for the Evaluation of the Doctoral Thesis and the report on the originality of the text, shall be available to the public for 15 days at the premises of the University Library and library of the organizational unit, while an electronic form of the Thesis is published at the web site of the University.

#### **Article 43**

If there would be any complaints submitted on the Doctoral Thesis, report by the Committee for the Evaluation of the Doctoral Thesis or the report on the originality of the text, the Commission shall respond within 15 days from the day when the complaint was submitted.

After the time period stated in Article 42 Paragraph 3 and Article 43 Paragraph 1 of these Rules expires, the Committee of the Organizational Unit of the University takes the report of the Commission for Evaluation of the Doctoral Thesis, any complaints delivered by the public and responses from the Commission into consideration, and proposes that the thesis is accepted, rejected or returned for amendment or alterations.

If the Committee of the Organizational Unit of the University does not accept the Committee report, it is obliged to deliberate its decision.

Before making the decision at the Senate, the report of the Commission for the Assessment of the Doctoral thesis is considered by the Board for Doctoral Studies, which gives its opinion.

If the Board does not give a positive opinion on the Doctoral thesis assessment or on the Doctoral artistic project and considers that all the conditions have not been met so that it can give consent, it is obliged to explain such a decision, stating the reasons for not giving a positive opinion.

If the Senate decides not to accept the report by the Commission for the Assessment of the Doctoral thesis, a new commission shall be appointed.

If the Senate returns the thesis for amendment or alterations, and the candidate, within six months from the day of the receipt of information on such a decision, does not act according to the remarks and suggestions, the Senate shall make a decision to abort the procedure for gaining the academic title of Doctor of Science/Arts.

If the Senate decides to accept the report by the Commission for the Assessment of the Doctoral thesis which recommends rejection of the Doctoral thesis, the decision has to be deliberated and this thesis can not be submitted again.

The Senate's decision is final.

## **The Defence of the Doctoral Thesis**

### **Article 44**

When the decision is made on the acceptance of the Doctoral thesis, the Senate, together with the opinion of the Board for Doctoral Studies, at the proposal of the Commission of the University Organisational unit, shall appoint a Committee for the Defence of the Doctoral thesis.

The Public defence is organised at the latest 15 days from the day of the appointment of the Committee described in Paragraph 1 of this Article, in such a way that the Committee determines the location, date and time of the Public defence of the Doctoral thesis.

The Committee mentioned in Paragraph 1 of this Article shall have an odd number, at least three members, out of which at least one should not be employed by the University. The Committee members shall be chosen from arrange of experts within the scientific/artistic area relevant to the Doctoral thesis.

If a students has two mentors, who are also members of the Committee for the Defense of the Doctoral thesis, then the Committee has to have five members.

The Committee of the University Organisational unit shall inform the public about the Public defence of the Doctoral thesis through its public bulletin board, the bulletin board of the University and through an announcement in a daily newspaper published in Montenegro.

The announcement of the Public defence shall 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 Public defence of the thesis..

### **Article 45**

Member of the Committee elect a President of the Committee amongst its members.

The oral defence of the Doctoral thesis before the Committee takes the following course: the Chairman of the Committee presents data and information about the doctor

and gives a short review of the paper, then the doctor presents a summary, the results and conclusions he/she reached and finally the Committee members ask questions. The Committee for the Defence of the Doctoral thesis, after conducting this procedure, makes a decision as to whether the doctor defended his/her doctoral dissertation or not. The Committee decides with a majority of votes.

The Chairman of the Committee announces the decision and the result of the defence in public.

A register is made on the course of the Doctoral thesis defence signed by the Committee members and the clerk.

If a thesis is defended in English language, the register is made in English language.

#### **Article 46**

The Committee for the Defence of the Doctoral thesis submits to the Senate a report on the course and result of the Doctoral thesis defence.

#### **Article 47**

A Doctoral thesis is public and may be published after being defended.

A printed thesis is submitted to the library of the Organizational Unit, printed and electronic form is submitted to the Central University Library.

An electronic form of the Doctoral thesis is submitted with the content identical to the printed version in the PDF/A format, due to archiving within the Digital Archive of the University.

Documents must also include scanned and signed statements, which are available as an appendix to the Guidelines for Creation of Repository of Doctoral Thesis.

### **5. PROMOTION TO DOCTORS OF SCIENCE**

#### **Article 48**

The diploma on acquiring the academic title of Doctor of Science/Arts is awarded during the public ceremony of the promotion of candidates for Doctor of Science/Arts.

Promotion to the title of Doctor of Science/Arts and the award of the diploma is performed by the Rector of the University.

Promotion to the title of Doctor of Science/Arts is attended by the Deans, or else the Directors of the University Organisational units, mentors of the candidates and members of the Commissions for the Defence of the Doctoral thesis.

#### **Article 49**

The mentor, or another member of the Commission for the Defence of the Doctoral thesis announces the title and content of the thesis, as well as the scientific result achieved by the candidate during his/her work on the thesis.



#### **Article 50**

The promotion of Doctors of Science is ended by a statement made by the Rector of the University saying that all the conditions have been met for the proclamation of the candidate as a Doctor of Science/Arts during the work on their thesis by awarding the diploma.

#### **Article 51**

Doctors having defended their doctoral dissertation are registered in the Book of Doctors of Science/Arts, kept by the University.

#### **Article 52**

Until the diploma awarding, the certificate on completed Doctoral studies is issued.

#### **Article 53**

The Senate may pronounce null and void a diploma on the acquired academic title of Doctor of Science or Doctor of Arts, not only in cases determined by the Law, but also in case when the diploma is signed by an unauthorized person or if the holder of a diploma did not meet all the exam and other obligations in the manner and procedure determined by the Law, the Statute of the University and these Rules.

#### **Article 54**

The University may issue a new diploma and diploma supplement or make a replacement of a diploma and diploma supplement in accordance with the Law.

### **6. TRANSITIONAL AND FINAL PROVISIONS**

#### **Initiated Proceedings**

#### **Article 55**

The procedure of acquiring the academic title of Doctor of Science at the University initiated prior to the day when these Rules come into force shall be finalized according to these Rules.

Until entering into force of the rule from Article 25 paragraph 1 of these Rules, the enrolment is realized according to the competitive basis in relation to the average grade from previous education cycle, and after the ranking procedure. Candidates having the same grade average have the right to enrol under the same conditions.

#### **Article 56**

On the day when these Rules come into force, the Rules of Doctoral Studies no. 08-583 from February 26<sup>th</sup> 2015 shall cease to be valid.

#### **Article 57**

These rules shall come into force on the eighth day from the day of publishing in the Bulletin of University of Montenegro.

## INSTRUCTION FOR FORMATTING DOCTORAL THESES

Doctoral theses are written in Montenegrin or another language, in accordance with the law and the Rules of Doctoral studies, and contain a comparative title page, an expanded summary (up to 4 pages) and key words in both Montenegrin and English.

The thesis should be printed on A4 paper (210x297mm) with margins of 30 mm. The line space of the basic text of thesis should be 1.5. The text of each page should be logically ordered in sections.

The text is printed on one side of the paper only and pages should be numbered. All pages are counted from the Introduction to the end of the thesis. The numbers are written in the right bottom.

The letter font used for printing a Doctoral thesis should be Antiqua (seraph fonts, such as: Times New Roman, Garamond, Cambria, Minion, Book Antiqua, Linux Libertine, and so on), except for the covers and title page, for which letters t of the grotesque type should be used (beseraph fonts, such as: Arial, Helvetica, Gill Sans, Calibri, Myriad, Linux Biolinum and so on).

The letter font in the text of the Doctoral thesis should be 12 typographic dots. All tables and figures should be adequately titled and numbered. Numbers and titles of tables are always given above tables.

Numbers and titles of figures are always given beneath figures.

If an illustration is not the authentic contribution of the author, he/she shall name the source (if the illustration has already been published), or else the creator (if the illustration has not yet been published) where/whom it was taken from. The source is to be named directly under the illustration.

If illustration is a reproduction of an artistic work, the creator is named (if he/she is known), the title, as well as any other necessary data relevant to certain forms of art.

A general rule states that all written papers must always clearly separate someone else's text and the data from the author's own text, conclusions, ideas, data and so on. Smaller amounts of text may be taken from other authors, but it must always be marked by quotation marks, with the exact quotation in the common form in the text and literature from which the text was taken.

The submitted thesis must be covered by a hard or paperback cover.

The electronic version of the thesis shall be identical to the printed one and formatted for archiving into the Digital Archive of the University of Montenegro.

### **The Doctoral Thesis shall consist of:**

A Title page in the language used in the written thesis

After the Title page comes the Title page in English, if the thesis is not written in English, while if it is, then the Title page is in Montenegrin

A Page with information on the Mentor/Mentors and Commission Members

Pages with data on the Doctoral thesis in Montenegrin language (or else in the written language of the thesis) (1)

Pages with data on the Doctoral dissertation in English

Content

Text of the thesis in chapters

Literature/Bibliography (2)

Appendix (not obligatory) (3)

Biography of the author (4)

Statement on Authorship, Statement on the Identical Content of the printed and electronic versions of the Doctoral thesis, Statement on Usage (5)

- 1) Pages with data on the Doctoral thesis in Montenegrin/English
  - Title of the Doctoral thesis
  - Summary. The Summary shall be written in a way to make it possible for the reader to better understand the thesis, the research methods and the results, with relevant explanations and the author's conclusions.
  - Key words Up to ten key words should be stated
  - Area of science
  - Narrower area of science
  - UDC number and, if it exists, additional special classification mark for given area
  - The UDC number is given by the Faculty or University Library, as a unique professional classification of the publication according to Rules of Universal decimal classification.
- 2) Literature in the bibliography is stated in alphabetical order (in accordance with the used language or the letter) or according to the order of appearance in the text (depending on the style of quotation of literature used in the relevant scientific area). All papers of which parts are explicitly stated in the Doctoral thesis, as well as those referred to by the author, are to be included. In the bibliography of the literature, nothing which is not quoted in the thesis or referenced in the work should be included.
- 3) Appendix (not obligatory) If certain appendices are used in the thesis (for example: certain surveys, templates and so on), they should be placed at the end of the thesis. They may be marked as: APPENDIX A, APPENDIX B, OR APPENDIX 1, and APPENDIX 2 and so on.
- 4) Biography of the Author. The Biography should be written in third person singular, and it should not be more than 1800 characters.

- 5) Statement on Authorship, Statement on the Identical Content of the printed and electronic version of the Doctoral thesis, Statement on Usage Completed and signed statements, as additions, are part of the printed and electronic version of dissertation.

**Form of Dissertation:**

**Covers:**

Name of the University (letter font: 16 typographic dots)  
Name of the Organisational unit (letter font: 16 typographic dots)  
Name and surname of the Doctor (letter font: 16 typographic dots)  
Title of the Doctoral thesis (letter font: 22 typographic dots)  
Doctoral thesis (remarks on the type of work – letter font: 16 typographic dots)  
Place, year (letter font: 14 typographic dots)

**Title page:**

The same as on the cover page

**Page with expressions of gratitude, i.e. dedication (not obligatory)**

**Pages with data on the Doctoral thesis (in Montenegrin):**

Name of Doctoral studies  
Title of the Doctoral thesis  
Summary  
Key words (up to 10)  
Area of science  
Narrower area of science

**Pages with data on the Doctoral thesis (in English):**

Name of Doctoral studies  
Title of Doctoral thesis  
Summary  
Key words (up to 10)  
Area of science  
Narrower area of science

**UDK Number and, if it exists, additional special classification mark for the given area**

Preface  
Quotation from the thesis Summary in English

**Content**

**Text of the thesis in chapters**

**Literature (Bibliography)**

**Appendix (not obligatory)**

**Biography of the author**

**Statement on Authorship**

**Statement on the Authenticity of the printed and electronic versions of the Doctoral thesis**

**Statement on usage**

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Appendix I

**Statement on Authorship**

Undersigned: \_\_\_\_\_

Index/enrolment no.: \_\_\_\_\_

**HEREBY STATE**

That the Doctoral Thesis entitled

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

is

- The result of my own research work,
- The proposed thesis, neither partially nor in whole, had not been proposed for the acquisition of any kind of diploma according to Study programmes at other Higher Education Institutions,
- The results are written in a fair way, and
- I have not violated any authorial or intellectual property rights belonging to third parties.

In \_\_\_\_\_

\_\_\_\_\_  
Signature of the Author

---

Appendix II

**Statement on the Authenticity of the printed and electronic version  
of the Doctoral thesis**

Name and Surname of the author \_\_\_\_\_  
Index/enrolment no. \_\_\_\_\_  
Study programme \_\_\_\_\_  
Title of thesis \_\_\_\_\_  
Mentor \_\_\_\_\_  
Mentor signed \_\_\_\_\_

Hereby I state that the printed version of my Doctoral thesis is identical to the electronic version given to be published in the Digital Archive of the University of Montenegro.

Simultaneously, I state that I allow the publishing of my personal data with regard to gaining the academic title of Doctor of Science or Doctor of Arts respectively, including: name and surname, year and place of birth, title of the thesis and the date of the thesis defence.

In \_\_\_\_\_

\_\_\_\_\_  
Signature of the Author