

Fakulteta za industrijski inženiring Novo mesto <i>Faculty of Industrial Engineering Novo mesto</i>	PRAVILNIK DOKTORSKI ŠTUDIJ	Številka/No: SA-FINI-37
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Na podlagi 33. člena Zakona o visokem šolstvu (Uradni list RS, št. 32/12 – uradno prečiščeno besedilo, 40/12 – ZUJF, 57/12 – ZPCP-2D, 109/12, 85/14 in 75/16) in 40. člena Statuta Fakultete za industrijski inženiring Novo mesto je Senat Fakultete za industrijski inženiring Novo mesto na svoji 70. seji dne 4. 10. 2016 sprejel in na svoji 74. dopisni seji dne 9. 1. 2017 sprejel Pravilnik o spremembi Pravilnika o doktorskem študiju, prečiščeno besedilo je

Based on Article 33 of the Higher Education Act (Official Gazette RS, no. 32/12 - Personal Income Tax Act, 40/12-Fiscal Balance Act, 57/12- Act Amending the Road Transport Act, 109/12, 85/14 and 75/16) and Article 40 of the Statute of the Faculty of Industrial Engineering Novo mesto, the Senate of the Faculty of Industrial Engineering Novo mesto, on October 4, 2016 on its 70th session accepted and on its 74th session on January 9, 2017 accepted the consolidated Doctoral Degree Rules and Regulation

PRAVILNIK O DOKTORSKEM ŠTUDIJU

DOCTORAL DEGREE RULES AND REGULATIONS

1. člen

Article 1

(1) Fakulteta za industrijski inženiring Novo mesto (v nadaljnjem besedilu: fakulteta) organizira izobraževanje za pridobitev doktorata znanosti skladno s predpisi na tistih področjih in iz tistih znanstvenih disciplin, na katerih v skladu s svojim statutom opravlja znanstvenoraziskovalno dejavnost.

(2) Doktorska disertacija je pisno delo, ki pomeni samostojen in izviren prispevek na znanstvenem področju, s katerega je tema disertacije.

(1) The Faculty of Industrial Engineering Novo mesto (hereinafter referred to as: Faculty) organizes the education for obtaining the title of Doctor of Science (PhD) in accordance to the rules in those areas and from those scientific disciplines in which in accordance to their statute scientific research is being conducted.

(2) The doctoral dissertation is written work that represents an independent and original contribution to the scientific field from which the topic of the dissertation originates.

2. člen

Article 2

Izobraževanje za pridobitev doktorata znanosti je organizirano v obliki predavanj, seminarskega in mentorskega dela.

Education for obtaining the Doctor of Science (PhD) degree is organized in the form of lectures, seminars, and mentoring.

3. člen

Article 3

(1) Ta pravilnik podrobneje določa:

- pogoje za pridobitev doktorata znanosti;
- postopek za prijavo teme doktorske disertacije;
- postopek za prijavo dispozicije doktorske disertacije;
- postopek za odobritev doktorske disertacije;
- postopek oddaje, ocenjevanja in zagovora doktorske disertacije;
- postopek za odvzem doktorata znanosti.

(1) These rules and regulations determine in greater detail:

- the requirements in obtaining a Doctor of Science degree;
- the procedure for the doctoral dissertation topic application;
- the procedure for the doctoral dissertation proposal application;
- the procedure for the approval of the doctoral dissertation;
- the procedure for submission, evaluation, and defence of the doctoral dissertation;
- the procedure for revocation of the Doctor of Science title.

(2) V besedilu pravilnika se uporablja moška

(2) The rules and regulation text uses the male

Izdaja / Ver: 02	Velja od / Valid from: 10. 1. 2017	Sprejel / Confirmed by: Senat FINI / Senate FINI
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Fakulteta za industrijski inženiring Novo mesto <i>Faculty of Industrial Engineering Novo mesto</i>	PRAVILNIK DOKTORSKI ŠTUDIJI	Številka/No: SA-FINI-37
<small>IZPIS JE NEOBVLADOVAN DOKUMENT-VELJAVEN DOKUMENT THIS DOCUMENT IS UNCONTROLLED- VALID DOCUMENT</small>	<i>RULES AND REGULATIONS</i> <i>DOCTORAL DEGREE</i>	Stran/Page: 2/20

samostalniška oblika, ki se nanaša na oba spola.

gender form, but refers to both genders.

1. POGOJI ZA PRISTOP K ŠTUDIJU

1. ACCESS TO STUDY REQUIREMENTS

4. člen

Article 4

(1) V prvi letnik doktorskega študijskega programa se lahko vpiše:

(1) In the first year of the doctoral education programme, those individuals may register who:

- kdor je končal študijski program druge stopnje (po bolonjskem sistemu) in pri tem na prvi in drugi stopnji ali na enovitem magistrskem študiju dosegel skupno najmanj 300 ECTS (po bolonjskem sistemu);
- kdor je končal dosednji (star, tj. pred bolonjskim sistemom) dodiplomski študijski program za pridobitev univerzitetne izobrazbe;
- kdor je končal študijski program za pridobitev specializacije naravoslovno-tehničnih usmeritev, ki so pred tem končali visokošolski strokovni program. Do vpisa v tretji letnik doktorskega študijskega programa mora opraviti dodatne študijske obveznosti v skupnem obsegu od 30 do 60 ECTS iz študijskega programa 2. stopnje Inženiring in avtomobilska industrija, ki jih predpiše pristojni organ fakultete na osnovi dosedanje študijske poti kandidata.

- finished the second cycle of studies (according to the Bologna Process) and achieved at least 300 ECTS (according to the Bologna Process);
- finished the previous (pre-bologna process) undergraduate study programme and achieved a university education;
- finished the study programme in obtaining a specialization in scientific-technical fields and who beforehand completed an undergraduate degree from a higher professional programme. Until admission into the third year of the doctoral programme, the student must complete additional study requirements totalling 30 to 60 ECTS from the 2nd cycle degree programme Engineering and Automotive Industry. These requirements are determined by the designated authority at the Faculty that base their determination on the education of the candidate to date.

(2) Po Merilih za prehode se v 2. letnik študijskega programa 3. stopnje Inženiring in avtomobilska industrija lahko vpiše kandidat, ki je zaključil:

(2) In accordance with the Criteria for Transfer between Study Programmes candidates may enrol into the second year of the 3rd cycle study programme Engineering and Automotive Industry if they have completed:

- študijski program za pridobitev magisterija znanosti, sprejet pred 11.6.2004, in se mu ob vpisu prizna 60 ECTS,
- univerzitetni študijski program, sprejet pred 11.6.2004, in študijski program za pridobitev specializacije in se mu ob vpisu prizna 60 ECTS, pri čemer pa mora imeti do konca drugega semestra 2. letnika potrjeno dispozicijo svoje doktorske disertacije.

- the study programme and received a scientific master's degree accepted before 11 June 2004. At enrolment 60 ECTS is awarded.
- university study programme accepted before 11 June 2004 and study programmes for obtaining a specialization. At enrolment 60 ECTS is awarded.

(3) Pogoji tega člena veljajo tudi za kandidate, ki so začeli magistrski študij v tujini. V tem primeru je potrebna predhodno priznavanje in vrednotenje doseženega rezultata študija.

where candidates have to have their dissertation proposal approved by the end of the second semester in year 2.

(4) Če kandidat pridobi naslov magistra/magistrice znanosti v tujini, mora biti njegova diploma priznana, preden se mu dovoli študij za pridobitev doktorata znanosti. Potrdilo o nostrifikaciji mora biti priloženo k prijavi doktorske disertacije.

(3) Requirements of this article are applicable also for candidates that started their master's studies abroad. In such cases, verification is required of obtained study results.

(5) Fakulteta lahko omeji vpis, če število prijav bistveno presega število razpisanih mest. V primeru

(4) If the candidate received a scientific master's degree, the candidate's diploma needs to be verified before the candidate is allowed to study in receiving a scientific doctorate. A verification

Izdaja / Ver: 02	Velja od / Valid from: 10. 1. 2017	Sprejel / Confirmed by: Senat FINI / Senate FINI
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Fakulteta za industrijski inženiring Novo mesto <i>Faculty of Industrial Engineering Novo mesto</i>	PRAVILNIK DOKTORSKI ŠTUDIJ	Številka/No: SA-FINI-37
IZPIS JE NEOBVLADOVAN DOKUMENT-VELJAVEN DOKUMENT THIS DOCUMENT IS UNCONTROLLED- VALID DOCUMENT	<i>RULES AND REGULATIONS</i> <i>DOCTORAL DEGREE</i>	Stran/Page: 3/20

omejitve vpisa bodo kandidati izbrani glede na povprečno oceno magistrskega študija brez ocene magistrske naloge (ali povprečno oceno zadnjih dveh letnikov študija v primeru, da gre za enovit magistrski študij) in glede na oceno magistrske naloge. Vsak od omenjenih dveh kriterijev ima enako težo. V primeru, da magistrski študij ni vključeval magistrske naloge ali se le-ta ni ocenjevala, se kot edini kriterij šteje povprečna ocena magistrskega študija. V primeru diplomantov univerzitetnih pred bolonjskih študijev bodo kandidati izbrani glede na povprečno oceno zadnjih dveh letnikov in ocene diplomske naloge.

statement needs to be enclosed with the application of the doctoral dissertation.

(5) The Faculty may limit enrolment if the number of applications considerably exceeds the number of available open seats. If admission is limited, the candidates will be chosen based on the grade point average from their second cycle Master's study programme without the grade of their Master's thesis (or the grade point average of the last two years of studies for unified Masters track programmes) and based on the grade of their Master's thesis. Both criteria are equally important. If the Master's study programme did not require a Master's thesis or if it had not been assessed, the only criterion is the grade point average from the Master's study programme. Graduates from the pre-bologna university studies will be chosen based on the grade point average of their last two years of studies and the grade of their undergraduate thesis paper.

5. člen

Article 5

(1) V skladu z 39. členom Zakona o visokem šolstvu in Merili za prehode med študijskimi programi je možen prehod v študijski program tretje stopnje iz študijskih programov iste stopnje. Vloge za prehode se obravnavajo individualno skladno s pravili fakultete. Obveznosti, ki jih je študent že opravil, se primerjajo z zahtevanimi obveznostmi na fakulteti tako po vsebini kot obsegu v ECTS in se lahko študentu priznajo kot opravljene obveznosti v novem programu. Za manjkajoče vsebine se študentu predpišejo dodatne obveznosti. O tem odloča pristojni organ fakultete.

(1) In accordance with Article 39 of the Higher Education Act and the Criteria for Transfer between Study Programmes it is possible to transfer into a third cycle study programme from study programmes in the same cycle. Applications for transfers are dealt with individually and in accordance with Faculty rules. Requirements that the student has already completed are compared with the requirements from the Faculty in terms of content and ECTS scope and may be recognized as completed requirements in the new programme. The student is given additional requirements for missing content. This is decided by the designated authority at the Faculty.

(2) Diplomantom dosedanjih (starih, tj. pred bolonjskim sistemom) študijskih programov za pridobitev magisterija znanosti oziroma specializacije po končanem študijskem programu za pridobitev univerzitetne izobrazbe v doktorskem študijskem programu tretje stopnje se skladno s 3. alinejo 16. člena Zakona o spremembah in dopolnitvah Zakona o visokem šolstvu (Ur. l. RS, št. 94/06) priznajo študijske obveznosti v obsegu 60 ECTS. Na tej podlagi se vpišejo neposredno v drugi letnik, pri čemer pa morajo do konca drugega semestra tega letnika predložiti dispozicijo svoje doktorske disertacije.

(2) Graduates of the previous (old, i.e. pre-bologna process) study programmes for a scientific master's degree or a specialization after a completed study programme of a university education, are awarded in the third cycle doctoral study programme study requirements up to the scope of 60 ECTS in accordance with Indent 3 of Article 16 of the Act Amending the Higher Education Act (Official Gazette RS, no. 94/06). Based on this, students may register directly into the second year of studies, but have to submit their doctoral dissertation proposal by the end of the second semester of this year.

(3) Skladno z drugo alinejo 16. člena istega zakona morajo diplomanti dosedanjih študijskih programov za pridobitev specializacije, ki so pred tem končali visokošolski strokovni program, do vpisa v tretji letnik doktorskega študijskega programa opraviti dodatne študijske obveznosti v skupnem obsegu od 30 do 60

(3) In accordance with Indent 2 of Article 16 of the same Act, graduates of previous specialization study programmes, who have previously completed a higher education professional programme have to complete

Izdaja / Ver: 02	Velja od / Valid from: 10. 1. 2017	Sprejel / Confirmed by: Senat FINI / Senate FINI
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Fakulteta za industrijski inženiring Novo mesto <i>Faculty of Industrial Engineering Novo mesto</i>	PRAVILNIK DOKTORSKI ŠTUDIJ	Številka/No: SA-FINI-37
<small>IZPIS JE NEOBVLADOVAN DOKUMENT-VELJAVEN DOKUMENT THIS DOCUMENT IS UNCONTROLLED- VALID DOCUMENT</small>	<i>RULES AND REGULATIONS</i> <i>DOCTORAL DEGREE</i>	Stran/Page: 4/20

ECTS iz študijskega programa 2. stopnje Inženiring in avtomobilska industrija, ki jih predpiše pristojni organ fakultete na osnovi dosedanje študijske poti kandidata.

additional study requirements totalling 30 to 60 ECTS from the 2nd cycle Engineering and Automotive Industry that is determined by the designated authority at the Faculty based on the education of the candidate to date

2. STRUKTURA POTEKA DOKTORSKEGA ŠTUDIJA

2. STRUCTURE OF DOCTORAL STUDIES

6. člen

Article 6

(1) V prvem letniku kandidat izbere mentorja (in morebitnega somentorja) na podlagi zaželenih teme študija. Izbiro svojega mentorja kandidat formalno opravi z oddajo OBR-FINI-50 Prijava teme doktorske disertacije. Mentor (ali somentor) lahko sprejme ali zavrne svoje mentorstvo (ali somentorstvo).

(1) In the first year, the candidate chooses a mentor (and possible co-mentor) that is based on the requested topic. The candidate formally chooses a mentor by submitting form OBR-FINI-50 Doctoral Dissertation Topic Application. Mentor (or co-mentor) may accept or deny mentorship (or co-mentorship).

(2) Za napredovanje iz prvega v drugi letnik mora študent doseči najmanj 30 ECTS iz prvega letnika, imeti odobreno temo doktorske disertacije, izbrati mentorja in morebitnega somentorja, ter oddati na Komisijo za znanstveno raziskovalno delo dispozicijo doktorske disertacije, kar se dokazuje s podpisom mentorja na obrazcu OBR-FINI-51 (Prijava dispozicije doktorske disertacije). Ob oddaji s strani mentorja podpisane Prijave doktorske dispozicije na obrazcu OBR-FINI-51 (Prijava dispozicije doktorske disertacije) z dispozicijo doktorske disertacije Komisiji za znanstveno raziskovalno delo se študentu prizna 10 ECTS za predmet Dispozicija doktorske disertacije.

(2) To advance from the first to the second year, the student must achieve at least 30 ECTS from year one, have an approved doctoral dissertation topic, choose a mentor and a potential co-mentor, and submit their doctoral dissertation proposal to the Scientific Research Works Committee, which is evidenced by the mentor's signature on form OBR-FINI-51 (Doctoral Dissertation Proposal Application). The student receives 10 ECTS for the Doctoral Dissertation Proposal course when the dissertation proposal is submitted along with the form OBR-FINI-51 (Doctoral Dissertation Proposal Application) signed by the mentor to the Scientific Research Works Committee.

(3) Pogoji za napredovanje iz drugega v tretji letnik so opravljene vse obveznosti prvega letnika v obsegu 60 ECTS, vključno s potrjeno dispozicijo in opravljeno individualno raziskovalno delo drugega letnika v obsegu 60 ECTS.

(3) To advance from the second to the third year, all requirements have to be completed from the first year of studies in the scope of 60 ECTS including the approved dissertation proposal as well as individual work from the second year is completed in the scope of 60 ECTS.

(4) Individualno raziskovalno delo se v drugem in tretjem letniku posebej dokazuje s podpisom mentorja na obrazcu OBR-FINI-49. Ocena individualnega dela doktoranda. Individualno raziskovalno delo za vsak letnik šteje ustrezno število ECTS ter se nanaša tudi na pripravo dispozicije in disertacije.

(4) Individual research work in the second and third years of studies is evidenced by the mentor's signature on form OBR-FINI-49 Individual research work for each year is the appropriate number of ECTS and also relates to the preparation of the proposal and dissertation.

(5) Senat fakultete lahko odobri napredovanje v višji letnik, tudi če študent ni dosegel zahtevanih pogojev v primeru naslednjih okoliščin: materinstvo, daljša bolezen, izjemne družinske ali socialne okoliščine, sodelovanje na vrhunskih kulturnih, športnih ali strokovnih prireditvah. Študent mora v tem primeru predložiti ustrezna dokazila.

(5) The Faculty Senate may approve advancement into the next year of studies if the doctoral student has not fulfilled the requirements due to the following circumstances: motherhood, prolonged illness or disease, exceptional family and social circumstances, taking part in important cultural, sports, or professional events. In such cases, the doctoral student has to submit appropriate evidence.

(6) Študent, ki ne izpolnjuje pogojev za vpis v višji letnik, lahko v času študija enkrat ponavlja letnik ali spremeni študijski program ali smer zaradi

(6) The doctoral student that does not fulfil the

Izdaja / Ver: 02	Velja od / Valid from: 10. 1. 2017	Sprejel / Confirmed by: Senat FINI / Senate FINI
---------------------	---------------------------------------	--

Fakulteta za industrijski inženiring Novo mesto <i>Faculty of Industrial Engineering Novo mesto</i>	PRAVILNIK DOKTORSKI ŠTUDIJ	Številka/No: SA-FINI-37
IZPIS JE NEOBVLADOVAN DOKUMENT-VELJAVEN DOKUMENT THIS DOCUMENT IS UNCONTROLLED- VALID DOCUMENT	<i>RULES AND REGULATIONS</i> <i>DOCTORAL DEGREE</i>	Stran/Page: 5/20

neizpolnitve obveznosti v prejšnji smeri ali študijskemu programu.

requirements for advancement into the next year may repeat the same year once during their studies or change study programmes or majors due to non-compliance with requirements in the previous major or study programme.

3. POGOJI ZA PRIDOBITEV NASLOVA DOKTOR ZNANOSTI

3. REQUIREMENTS IN OBTAINING THE TITLE DOCTOR OF SCIENCE

7. člen

Article 7

(1) Pogoj za dokončanje študija so:

- uspešno opravljene vse s programom predpisane študijske obveznosti;
- objava ali sprejetje v objavo enega znanstvenega članka v reviji abstrahirani v SCI ali SSCI/SCIE ali A&HCI ali SCOPUS ali dveh znanstvenih člankov v mednarodnih znanstvenih revijah abstrahiranih na seznamu ARRS Mednarodne bibliografske baze podatkov in revije oziroma abstrahiranih v ABI/INFORM Global, EBSCO, IEEE *Xplore*, ProQuest Materials Science Journals, STMA-Z oziroma v drugih ekvivalentnih mednarodnih bazah, ki so pomembna za področja, ki jih razvija fakulteta, in sicer s področja teme doktorske disertacije;
- priprava in uspešen zagovor doktorske disertacije.

(4) Requirements for the completion of the studies are:

- successful completion of all study programme requirements;
- publication or confirmation of acceptance of a scientific article in a journal indexed in SCI or SSCI/SCIE or A&HCI or SCOPUS or two scientific articles in international scientific journals indexed in Slovenian Research Agency's (ARRS) List of International Databases and Journals, or indexed in ABI/INFORM Global, EBSCO, IEEE *Xplore*, ProQuest Materials Science Journals, STMA-Z, or in other equivalent international databases that are important in the areas that the Faculty is developing and is from the same topic as the doctoral dissertation;
- preparation and successful defence of the doctoral dissertation.

4. IZBIRA MENTORJA IN ODNOS Z MENTORJEM

4. CHOOSING A MENTOR AND RAPPORT

8. člen

Article 8

(1) Za mentorja in somentorja pri doktorski disertaciji lahko kandidira visokošolski učitelj, ki ima najmanj naziv docenta, ob tem pa mora izkazovati ustrezne znanstvene dosežke. V primeru, ko mentor ni član akademskega zbora fakultete, se kandidatu lahko določi somentorja, ki mora biti član akademskega zbora fakultete.

(1) A higher education teacher may be a mentor and co-mentor of a doctoral dissertation when the teacher is at least an Assistant Professor and has to show appropriate scientific achievements. In cases when the mentor is not a member of the Faculty's Academic Assembly, the candidate may be assigned a co-mentor that has to be a member of the Faculty's Academic Assembly.

(2) Poleg osnovnih kriterijev je minimalni pogoj za izkazovanje raziskovalne aktivnosti mentorja in somentorja, da v primeru temeljnih raziskav z bibliografijo v zadnjih petih letih doseže 100 točk po SICRIS-u, ki se kvantitativno dokazuje po metodologiji ARRS s kazalnikom $Z \geq 100$ oz. v primeru aplikativnih raziskav 40 točk. Ter najmanj 1 objavo članka v reviji prve kategorije (revija s seznama SCI ali SSCI ali

(2) Minimal requirements for providing evidence of research activities of mentors and co-mentor, besides the general criteria, is achieving within the last five years according to SICRIS 100 points for basic research, which is quantitatively measured using Slovenian Research Agency's (ARRS) indicator $Z \geq 100$ or in the case of applicative research 40 points. In

Izdaja / Ver: 02	Velja od / Valid from: 10. 1. 2017	Sprejel / Confirmed by: Senat FINI / Senate FINI
---------------------	---------------------------------------	--

Fakulteta za industrijski inženiring Novo mesto <i>Faculty of Industrial Engineering Novo mesto</i>	PRAVILNIK DOKTORSKI ŠTUDIJ	Številka/No: SA-FINI-37
<small>IZPIS JE NEOBVLADOVAN DOKUMENT-VELJAVEN DOKUMENT THIS DOCUMENT IS UNCONTROLLED- VALID DOCUMENT</small>	RULES AND REGULATIONS DOCTORAL DEGREE	Stran/Page: 6/20

SCOPUS) ali objavo znanstvene monografije pri mednarodni založbi. Te omejitve ne veljajo za kandidata za mentorja, ki ima naziv akademika ali rednega profesorja.

(3) Kandidat za mentorja mora imeti predhodno opravljeno vsaj eno mentorstvo pri magistrski nalogi ali imeti izkušnje pri vodenju raziskovalno-razvojnih projektov.

addition, at least one article publication in a first category journal (from SCI or SSCI or SCOPUS journal list) or a publication of a scientific monograph at an international publishing house. These limitations do not apply to mentor-candidates that have the title of an Academician or a Full Professor.

(3) Mentor candidates must have completed at least one master's thesis mentorship or have experience in leading research-development projects.

9. člen

Article 9

(1) V primeru, da med mentorjem ali morebitnim somentorjem in kandidatom pride do nesoglasij, lahko kandidat zaprosi za zamenjavo mentorja in/ali somentorja. Prošnjo naslovi na Komisijo za znanstveno-raziskovalno delo. Ta imenuje novega mentorja ali somentorja. Če se kandidat z novim mentorjem ali somentorjem ne strinja, se lahko pritoži na Senat fakultete. Ta sprejme končno odločitev glede novega mentorja ali somentorja.

(2) Mentor ali morebitni somentor lahko odstopi od mentorstva. Obrazložitev pošlje Komisiji za znanstveno-raziskovalno delo. Ta imenuje novega mentorja ali somentorja. Če se kandidat z novim mentorjem ali somentorjem ne strinja, se lahko pritoži na Senat fakultete. Ta sprejme končno odločitev glede novega mentorja ali somentorja.

(1) If there are disagreements between the mentor or (if applicable) a co-mentor and the doctoral student, the doctoral student may request a new mentor and/or a new co-mentor. The request is addressed to Scientific Research Works Committee and the committee names a new mentor or a new co-mentor. If the doctoral student does not agree with the new mentor or the new co-mentor he/she may file a complaint to the Faculty Senate. The Senate makes the final decision regarding the new mentor or co-mentor.

(2) A mentor or (if applicable) a co-mentor may withdraw from mentorship. An explanation must be sent to the Scientific Research Works Committee, who then names a new mentor or a co-mentor. If the doctoral student does not agree with the new mentor or the new co-mentor he/she may file a complaint to the Faculty Senate. The Senate makes the final decision regarding the new mentor or co-mentor.

5. PRIJAVA TEME DOKTORSKE DISERTACIJE

5. DOCTORAL DISSERTATION TOPIC APPLICATION

10. člen

Article 10

(1) Kandidat, ki želi na fakulteti pridobiti doktorat znanosti, predloži Komisiji za znanstveno-raziskovalno delo prijavo teme doktorske disertacije na obrazcu OBR-FINI-50 (Prijava teme doktorske disertacije). S to prijavo kandidat predlaga zelenega mentorja in morebitnega somentorja.

(4) Prijava teme doktorske disertacije mora obsegati:

- okvirni naslov disertacije;
- kratek opis disertacije (do dve strani);

(1) The candidate who wishes to receive a scientific doctorate submits to the Scientific Research Works Committee the application for the dissertation topic on form OBR-FINI-50 (Doctoral Dissertation Topic Application). With this application, the candidate suggests a mentor and possible co-mentor.

(2) The doctoral dissertation topic application must include:

- an approximate dissertation title;
- a short description of the dissertation (up to two pages);
- any recommendations towards a mentor and

Izdaja / Ver: 02	Velja od / Valid from: 10. 1. 2017	Sprejel / Confirmed by: Senat FINI / Senate FINI
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Fakulteta za industrijski inženiring Novo mesto <i>Faculty of Industrial Engineering Novo mesto</i>	PRAVILNIK DOKTORSKI ŠTUDIJ	Številka/No: SA-FINI-37
<small>IZPIS JE NEOBVLADOVAN DOKUMENT-VELJAVEN DOKUMENT THIS DOCUMENT IS UNCONTROLLED- VALID DOCUMENT</small>	<i>RULES AND REGULATIONS</i> <i>DOCTORAL DEGREE</i>	Stran/Page: 7/20

- morebitni predlog mentorja in morebitnega somentorja disertacije;
- morebiten predlog za pisanje disertacije v angleškem jeziku.

(3) Prijava teme doktorske disertacije mora biti napisana v slovenskem ali angleškem jeziku (po izbiri kandidata).

(4) Kandidat odda podpisano prijavo teme v enem pisnem izvodu in v elektronski obliki (doc oz. pdf) v referat.

(5) Temo doktorske disertacije obravnava Komisija za znanstveno-raziskovalno delo in sprejme odločitev. Ob odobritvi teme doktorske disertacije sprejme odločitev tudi o primernosti mentorja in morebitnega somentorja. Če kandidat ne predlaga mentorja, mu ga določi komisija na osnovi predhodnega soglasja mentorja.

(6) V primeru, da Komisija za znanstveno-raziskovalno delo zavrne temo in/ali predlaganega mentorja in morebitnega somentorja, se lahko kandidat pritoži na Senat fakultete. Ta sprejme dokončno odločitev o temi ter mentorju in morebitnem somentorju disertacije.

(7) V primeru spremembe teme s strani kandidata se postopek prijave teme doktorske disertacije začne znova.

6. PRIJAVA DISPOZICIJE DOKTORSKE DISERTACIJE

11. člen

(1) Po odobritvi teme kandidat predloži Senatu Fakultete obrazec OBR-FINI-51 (Prijava dispozicija doktorske disertacije) z dispozicijo doktorske disertacije (v nadaljevanju: dispozicija) kot obvezno prilogo. Dispozicija mora biti napisana v slovenskem ali v angleškem jeziku (po izbiri kandidata).

(2) Dispozicija mora obsegati:

- naslov (če je dispozicija napisana v tujem jeziku, mora biti ob naslovu v oklepaju napisan tudi slovenski prevod naslova);
- na relevantni literaturi utemeljeno raziskovalno vprašanje, tezo ali hipotezo/e;
- opis metode raziskovanja;
- odgovor na vprašanje, kaj naj bi bil izvirni prispevek disertacije k razvoju ustreznega znanstvenega področja;
- kratko strukturo disertacije (v obliki kazala);
- spisek temeljne literature in virov, na katero se bo opirala disertacija (najmanj 75 enot).

(3) Celotna dispozicija obsega 8-15 strani, brez

a co-mentor for the dissertation;

- a recommendation to write the dissertation in the English language.

(3) The Doctoral Dissertation Topic Application must be written in Slovene or in English (candidate's choice).

(4) The doctoral student submits the signed topic application in electronic format (doc or pdf) and hardcopy format to the Student Affairs Office.

(5) The 7ea n7of the doctoral dissertation is reviewed by the Scientific Research Works Committee and makes its decision. Once approving the 7ea n7of the doctoral dissertation, the committee also decides on a suitable mentor and if applicable co-mentor. If the doctoral student does not suggest a mentor, the committee determines a mentor for the doctoral student with previous consent by the mentor.

(6) If the Scientific Research Works Committee rejects the topic and/or a proposed mentor and (if applicable) a co-mentor, the doctoral student may file a complaint to the Faculty Senate. The Faculty Senate makes the final decision regarding the topic, mentor, and, if applicable, a co-mentor of the dissertation.

(7) In case of a topic change by the candidate, the topic application procedure must be submitted.

6. THE DOCTORAL DISSERTATION PROPOSAL APPLICATION

Article 11

(1) After approval of the topic, the doctoral student submits to the Faculty Senate form OBR-FINI-51 (The Doctoral Dissertation Proposal Application) with the doctoral dissertation proposal (hereinafter: proposal) as a required enclosure. The proposal has to be written in Slovene or English (candidate's choice).

(2) The proposal must include:

- the title (if the proposal is written in a foreign language, the Slovene translation of the title must be added in brackets next to the title);
- research questions, thesis statements or hypothesis/es based on relevant literature;
- a description of the research methods;
- answering the question on the originality - scientific contribution of the dissertation towards development of the applicable scientific field;
- a short structure of the dissertation (in the form of Table of Contents);
- list of main references that the dissertation is

Izdaja / Ver: 02	Velja od / Valid from: 10. 1. 2017	Sprejel / Confirmed by: Senat FINI / Senate FINI
---------------------	---------------------------------------	--

Fakulteta za industrijski inženiring Novo mesto Faculty of Industrial Engineering Novo mesto	PRAVILNIK DOKTORSKI ŠTUDIJ	Številka/No: SA-FINI-37
<small>IZPIS JE NEOBVLADOVAN DOKUMENT-VELJAVEN DOKUMENT THIS DOCUMENT IS UNCONTROLLED- VALID DOCUMENT</small>	RULES AND REGULATIONS DOCTORAL DEGREE	Stran/Page: 8/20

seznama literature (razmik 1.5, velikost črk 10, font Arial).

(4) Kandidat, ki je vpisan v prvi letnik doktorskega študija, predstavi svojo dispozicijo v okviru Seminarja za dispozicijo.

(5) Ob oddaji s strani mentorja in morebitnega somentorja podpisane Prijave doktorske dispozicije na obrazcu OBR-FINI-51 (Prijava dispozicije doktorske disertacije) z dispozicijo doktorske disertacije Komisiji za znanstveno raziskovalno delo se študentu prizna 10 ECTS za predmet Dispozicija doktorske disertacije.

7. POSTOPEK POTRDTITVE DISPOZICIJE

12. člen

Komisija za znanstveno-raziskovalno delo v roku 30 dni po vložitvi dispozicije ugotovi, ali vsebuje vse elemente iz 11. člena tega pravilnika. Če ne vsebuje vseh elementov, kandidata povabi k dopolnitvi dispozicije, sicer jo posreduje Senatu skupaj s predlogom Komisije za oceno ustreznosti dispozicije disertacije. Senat imenuje komisijo na prvi naslednji seji.

13. člen

(1) Komisijo za oceno dispozicije sestavljajo: mentor, somentor, predsednik komisije in član, pri čemer morajo biti vsi člani komisije iz vrst visokošolskih učiteljev ali znanstvenih delavcev s področja, na katerem želi kandidat pridobiti doktorat znanosti. Član komisije (ki ni predsednik, mentor ali somentor) mora biti (praviloma) izven akademskega zbora fakultete, predsednik komisije pa mora biti (praviloma) član akademskega zbora fakultete. Predsednik komisije je poročevalec, katerega naloga je, da uskladi delo komisije in da napiše končno poročilo.

(2) Komisija lahko med ocenjevanjem dispozicije pisno posreduje kandidatu morebitne predloge za njeno izboljšanje, vendar lahko to stori praviloma le enkrat, kandidat pa mora nanje odgovoriti v enem mesecu in predložiti popravljeno dispozicijo v referat. Tudi če kandidat na predloge ne odgovori, mora komisija napisati poročilo.

(3) Komisija za oceno dispozicije je dolžna pripraviti poročilo v največ 60 dneh po imenovanju.

based upon (minimum 75 references).

(3) The length of the complete proposal is 8-15 pages, not including references (1.5 spacing, font size 10, font Arial)

(4) The doctoral student that is registered in the first year of the doctoral studies presents the proposal within Seminar for Dissertation Proposal course.

(5) The student receives 10 ECTS for the Doctoral Dissertation Proposal course when the dissertation proposal is submitted along with the form OBR-FINI-51 (Doctoral Dissertation Proposal Application) signed by the mentor and if applicable co-mentor to the Scientific Research Works Committee.

7. PROCEDURE FOR PROPOSAL APPROVAL

Article 12

The Scientific Research Works Committee determines within 30 days after the proposal is submitted whether it includes all the elements from Article 11 of these rules and regulations. If all the elements are not included, then the doctoral student is invited to modify the proposal; otherwise, it is sent to the Senate together with the committee's proposal to evaluate the adequacy of the dissertation proposal. The Senate names committee members at the first following session.

Article 13

(1) The Dissertation Proposal Evaluation Committee consists of: mentor, co-mentor, president of the committee and member. All members of the committee must be higher education teachers or scientific workers from the field from within which the doctoral student wishes to achieve a scientific doctorate. A member of the committee (that is not the president, the mentor or co-mentor) has to be (generally) an outside member of the Faculty Academic Assembly, the president of the committee has to be (generally) a member of the Faculty Academic Assembly. The president of the committee acts as a rapporteur, whose task is to coordinate the work of the committee and to write the final report.

(2) The committee may send to the doctoral student during the evaluation of the proposal written suggestions for improvement, but generally this should happen only once; the student must reply to the suggestions within one month and submit the improved proposal to the Student Affairs Office. Even

Izdaja / Ver: 02	Velja od / Valid from: 10. 1. 2017	Sprejel / Confirmed by: Senat FINI / Senate FINI
---------------------	---------------------------------------	--

Fakulteta za industrijski inženiring Novo mesto <i>Faculty of Industrial Engineering Novo mesto</i>	PRAVILNIK DOKTORSKI ŠTUDIJ	Številka/No: SA-FINI-37
<small>IZPIS JE NEOBVLADOVAN DOKUMENT-VELJAVEN DOKUMENT THIS DOCUMENT IS UNCONTROLLED- VALID DOCUMENT</small>	<i>RULES AND REGULATIONS</i> <i>DOCTORAL DEGREE</i>	Stran/Page: 9/20

if the doctoral student does not respond to the suggestions, the committee must write a report.

(3) The committee for the evaluation of the proposal is obliged to prepare the report in no more than 60 days after it has been named.

14. člen

Article 14

(1) Komisija za oceno dispozicije v pisnem poročilu oceni:

- ali je vsebina dispozicije skladna z odobreno temo in se od disertacije upravičeno pričakuje samostojen in izviren prispevek k ustreznemu znanstvenemu področju;
- ali so v dispoziciji zadosti jasno definirane ključne teze in vprašanja, ki jih kandidat namerava proučevati v disertaciji;
- ali je predvidena primerna metoda priprave disertacije;
- ali navedeni naslov in področje disertacije ustrezata predvideni vsebini;
- ali je navedena temeljna literatura s področja, ki ga kandidat namerava raziskovati v disertaciji.

(4) Pisno poročilo komisije na obrazcu OBR-FINI-52 (Ocena ustreznosti dispozicije doktorske disertacije) je napisano v slovenščini ali v angleščini. Poročilo mora vsebovati:

- naslov predlagane doktorske disertacije s pripisom »ocena ustreznosti dispozicije doktorske disertacije«;
- oceno vsebine strukturirano v smislu prejšnjega odstavka;
- povzetek s sklepno oceno;
- datum in podpise članov komisije – pri poročevalcu mora biti pripis »poročevalec«.

15. člen

Article 15

(4) The Dissertation Proposal Evaluation Committee evaluates in a written report:

- whether the contents of the proposal are in accordance with the approved topic and that an independent and original contribution to the appropriate scientific area is to be expected from the dissertation;
- whether the key thesis statements and questions that the doctoral student intends to examine in the dissertation are sufficiently and clearly defined in the proposal;
- whether the foreseen method of the dissertation is adequate;
- whether the title and field of the dissertation complement the foreseen contents;
- whether the fundamental literature is listed from the area that the doctoral student intends to examine in the dissertation.

(4) A written report from the committee on form OBR-FINI-52 (Evaluation on the Adequacy of the Doctoral Dissertation Proposal) may be written in Slovene language or in English. The report must include:

- the title of the suggested doctoral dissertation with the attribution "Evaluation on the adequacy of the doctoral dissertation proposal";
- evaluation of the content, structured as is mentioned in the previous paragraph;
- a summary with a final evaluation;
- date and signatures of the committee members – the rapporteur must be noted with the word "Rapporteur".

(1) Poročilo komisije za oceno dispozicije obravnava

(1) The report by the Committee for the Evaluation of

Izdaja / Ver: 02	Velja od / Valid from: 10. 1. 2017	Sprejel / Confirmed by: Senat FINI / Senate FINI
---------------------	---------------------------------------	--

Fakulteta za industrijski inženiring Novo mesto <i>Faculty of Industrial Engineering Novo mesto</i>	PRAVILNIK DOKTORSKI ŠTUDIJ	Številka/No: SA-FINI-37
<small>IZPIS JE NEOBVLADOVAN DOKUMENT-VELJAVEN DOKUMENT THIS DOCUMENT IS UNCONTROLLED- VALID DOCUMENT</small>	<i>RULES AND REGULATIONS</i> <i>DOCTORAL DEGREE</i>	Stran/Page: 10/20

Senat.

(2) Če Senat sprejme pozitivno oceno dispozicije, o tem s sklepom obvesti kandidata in komisijo za oceno ustreznosti dispozicije. S tem je kandidatu omogočeno nadaljevanje doktorskega študija.

(3) Če Senat sprejme negativno oceno predlagane dispozicije, izda sklep ter kandidata seznani s pripombami in predlogi komisije za oceno ustreznosti dispozicije. Kandidat mora v roku dveh mesecev oddati dopolnila in spremembe oziroma napisati ustrezno spremenjeno dispozicijo. Poročevalec v roku, ki ne sme biti daljši od enega meseca, pripravi pisno oceno popravkov, ki je dodatek k poročilu komisije za oceno dispozicije. To oceno ponovno obravnava Senat. Če kandidat ne upošteva pripomb, Senat s sklepom zavrne predlagano dispozicijo oziroma ponovno potrdi negativno oceno. V tem primeru mora kandidat pripraviti novo dispozicijo.

the Proposal is reviewed by the Senate.

(2) If the Senate accepts a positive evaluation of the proposal, the doctoral student and the Committee for the Evaluation of the Adequacy of the Proposal are informed about the decision. This enables the doctoral student to continue the doctoral studies.

(3) If the Senate decides on a negative evaluation of the submitted proposal, the doctoral student receives a formal decision and the doctoral student is informed with remarks and suggestions from the Committee for the Evaluation of the Adequacy of the Proposal. The doctoral student must submit corrections and adaptations or write an appropriate modified proposal within two months. The rapporteur prepares a written evaluation within one month of the corrections. These are an addition to the report written by the Committee for the Evaluation of the Proposal. If the doctoral student does not consider the remarks, the submitted proposal is rejected by a Senate decision or another negative evaluation is confirmed. In this case, the doctoral student has to write a new dissertation proposal.

8. IZDELAVA DOKTORSKE DISERTACIJE

16. člen

(1) Doktorska disertacija je obsežen opis kandidatovega doktorskega raziskovalnega dela, ki mora vsebovati uvod in znanstveni kontekst, motivacijo v ozadju raziskovalnega problema, opis in razlago raziskovalnih metod, opis in diskusijo doseženih rezultatov, zaključke, ter reference (IMRAD metoda).

(2) Doktorska disertacija mora biti samostojen in izviren prispevek k znanstveni disciplini, iz katere želi kandidat pridobiti naslov doktor znanosti. Izvirnost doktorskega dela bo potrjena z ustreznimi znanstvenimi objavami.

17. člen

(1) Kandidat mora do konca tretjega letnika fakulteti predložiti izdelano doktorsko disertacijo.

(2) Kandidat, ki doktorske disertacije ne more predložiti v tem roku lahko zaprosi za podaljšanje roka. O prošnji odloča Senat fakultete, ki lahko podaljša rok za oddajo doktorske disertacije za eno leto. Če tudi v tem roku kandidat iz opravičljivih

8. WRITING THE DOCTORAL DISSERTATION

Article 16

(1) The doctoral dissertation is a comprehensive description of the candidate's doctoral research work that has to include an introduction and scientific context, the motivation behind the research problem, description and explanation of the research methods, description and discussion of the obtained results, conclusion, and references (IMRAD).

(2) The doctoral dissertation must 10ea n independent and original contribution to the scientific discipline in which the candidate wishes to obtain a doctoral degree. Originality of the doctoral dissertation will be confirmed by relevant scientific publications.

Article 17

(1) The doctoral student has to submit by the end of the third year a finished doctoral dissertation.

(2) The doctoral candidate that cannot submit the doctoral dissertation by the time limit may ask for an extension. The request is considered by the Faculty Senate, which may extend the submission of the doctoral dissertation by up to 1 year. If the doctoral student does not submit the doctoral dissertation due

Izdaja / Ver: 02	Velja od / Valid from: 10. 1. 2017	Sprejel / Confirmed by: Senat FINI / Senate FINI
---------------------	---------------------------------------	--

Fakulteta za industrijski inženiring Novo mesto <i>Faculty of Industrial Engineering Novo mesto</i>	PRAVILNIK DOKTORSKI ŠTUDIJ	Številka/No: SA-FINI-37
IZPIS JE NEOBVLADOVAN DOKUMENT-VELJAVEN DOKUMENT THIS DOCUMENT IS UNCONTROLLED- VALID DOCUMENT	<i>RULES AND REGULATIONS</i> <i>DOCTORAL DEGREE</i>	Stran/Page: 11/20

razlogov ne predloži doktorske disertacije, lahko prosi za ponovno podaljšanje roka za oddajo za največ dve leti.

(3) Če kandidat ne predloži doktorske disertacije v roku iz drugega odstavka tega člena ali pred iztekom roka ne zaprosi za podaljšanje roka, v vsakem primeru pa po preteku 5 let od potrditve dispozicije, mora kandidat ponoviti postopek prijave teme.

to justifiable reasons, then he/she can ask for another extension in submitting the doctoral dissertation for up to two years.

(3) If the doctoral student does not submit the doctoral dissertation by the deadline in Paragraph 2 of this Article or before the expiration of the extension does not ask for an another extension, but in any case after 5 years from the dissertation proposal approval, the doctoral student is obligated to repeat the procedure of the dissertation topic application

18. člen

Article 18

(1) Priprava doktorske disertacije se izvaja v sodelovanju z mentorjem in morebitnem somentorjem, vodilno vlogo ima mentor. Mentor in morebitni somentor sta dolžan v rednih stikih s kandidatom skrbeti za ustrezno znanstveno raven disertacije.

(2) Dolžnosti mentorja so:

- celovita odgovornost za vključitev kandidata v raziskovalno delo v predpisanih rokih; spodbujanje in usmerjanje ter zagotavljanje pogojev za delo in nadzor raziskovalnega dela – od priprave teme in dispozicije doktorske disertacije, spremljanja njegovega potrjevanja ali morebitnega dopolnjevanja, do predložitve doktorske disertacije, ter končne obrambe doktorske disertacije;
- skrb za spoštovanje predpisov in dogovorov v zvezi z raziskovalnim delom kandidata, posebej o varovanju zaupnih podatkov in o intelektualni lastnini;
- skrb za usklajevanje sodelovanja s somentorjem.

(3) Mentor in morebitni somentorji skrbijo zlasti za:

- usmerjanje kandidata glede na naravo raziskave, akademske standarde, načrtovanje raziskovanja, izbor raziskovalnih metod in tehnik, varnost pri delu ter etična vprašanja;
- ugotavljanje potreb kandidata po dodatnih znanjih in podporo pri njihovem pridobivanju;
- pomoč kandidatu, da bo ta izpolnil načrtovane naloge v predpisanih rokih;
- usmerjanje in podporo kandidatu pri pisanju znanstvenih člankov in doktorske disertacije v pravilni obliki in v predpisanem roku;
- sprotno ustno in po potrebi pisno seznanjanje kandidata z morebitnimi nezadovoljivimi dosežki, opozarjanje na nujno potrebne izboljšave, določanje rokov za njihovo

(1) Preparing the doctoral dissertation is carried out in cooperation with a mentor and possible co-mentor, mentor has the lead role. Mentor and (if applicable) co-mentor are required to be in regular contact with the doctoral student and ensure a proper scientific level of the dissertation.

(2) Mentors responsibilities are:

- overall responsibility to include the doctoral student in research work with the given deadlines; encouraging, guiding, and ensuring work conditions and overseeing research work – from preparing the dissertation topic and dissertation proposal, monitoring its approval or possible corrections to submission of the doctoral dissertation and the final defence of the doctoral dissertation;
- concern for compliance with regulations and agreements in connection with the research work of the doctoral student, especially regarding data confidentiality and intellectual property;
- concern for coordinating with the co-mentor.

(4) The mentor and (if applicable) co-mentor are responsible for:

- guiding the doctoral student based on the nature of the research, academic standards, research design, selection of research methods and techniques, safety and ethical issues;
- identifying the needs of the doctoral student for additional knowledge and support in acquiring it;
- assisting the doctoral students to fulfil the foreseen tasks within the determined deadlines;
- guiding and supporting the doctoral student in writing academic papers and doctoral

Izdaja / Ver: 02	Velja od / Valid from: 10. 1. 2017	Sprejel / Confirmed by: Senat FINI / Senate FINI
---------------------	---------------------------------------	--

Fakulteta za industrijski inženiring Novo mesto <i>Faculty of Industrial Engineering Novo mesto</i>	PRAVILNIK DOKTORSKI ŠTUDIJ	Številka/No: SA-FINI-37
<small>IZPIS JE NEOBVLADOVAN DOKUMENT-VELJAVEN DOKUMENT THIS DOCUMENT IS UNCONTROLLED- VALID DOCUMENT</small>	<i>RULES AND REGULATIONS</i> <i>DOCTORAL DEGREE</i>	Stran/Page: 12/20

doseganje ter predlaganje ukrepov, če se delo kandidata ne popravi.

dissertation in the correct form and within the determined deadline;

- evaluating orally and if needed in written format any unsatisfactory achievements, highlighting any necessary improvements, setting deadlines in achieving them, proposing measures, if the doctoral students work does not improve.

19. člen

Article 19

(1) Disertacija je napisana v slovenščini ali angleščini. Če je napisana v angleščini, mora imeti kot sestavni del uvod, sklep in obsežen povzetek v slovenskem jeziku v obsegu 10 odstotkov celotnega besedila. Disertaciji v slovenskem jeziku mora biti priložen ekvivalenten sestani del v angleščini.

(1) The dissertation is written in Slovene or in English. If it is written in English it must include an introduction, a conclusion, and an extensive abstract in Slovene in the extent of 10 per cent of the entire text. Dissertations in Slovene must have an equivalent part in English.

(2) Fakulteta ima pravico do javne objave povzetka.

(2) The Faculty has the right to publish the abstract publicly.

(3) Obseg in oblika doktorske disertacije morata biti skladna SA-FINI-20a. (Navodilo za pisanje strokovnih in znanstvenih del).

(3) The extent and form of the doctoral dissertation must be in accordance with SA-FINI-20a (Guidelines for Writing Scholarly and Scientific Works).

(4) Doktorska disertacija mora biti natisnjena v formatu A4 in vezana v platno modre barve RGB 0,142,207. Na zunanji naslovni strani (platnicah) je z srebrnimi črkami natisnjeno:

(4) The doctoral dissertation must be printed in A4 and bound in blue book-cloth RGB: 0, 142, 207. The outside cover page has silver lettering as follows:

(zgoraj v sredini)

(top center)

FAKULTETA ZA INDUSTRIJSKI INŽENIRING NOVO MESTO

FACULTY OF INDUSTRIAL ENGINEERING NOVO MESTO

(v sredini)

(in the middle)

DOKTORSKA DISERTACIJA

DOCTORAL DISSERTATION

NAZIV ŠTUDIJSKEGA PROGRAMA TRETJE STOPNJE

NAME OF THIRD CYCLE STUDY PROGRAMME

NASLOV DOKTORSKE DISERTACIJE

NAME OF DOCTORAL DISSERTATION

IME in PRIIMEK študenta

NAME in SURNAME of student

IME IN PRIIMEK mentorja

NAME in SURNAME of mentor

IME IN PRIIMEK so-mentorja

NAME in SURNAME of co-mentor

(spodaj v sredini)

(bottom centred)

NOVO MESTO, mesec LETO

NOVO MESTO, month YEAR

Izdaja / Ver: 02	Velja od / Valid from: 10. 1. 2017	Sprejel / Confirmed by: Senat FINI / Senate FINI
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Fakulteta za industrijski inženiring Novo mesto <i>Faculty of Industrial Engineering Novo mesto</i>	PRAVILNIK DOKTORSKI ŠTUDIJ	Številka/No: SA-FINI-37
IZPIS JE NEOBVLADOVAN DOKUMENT-VELJAVEN DOKUMENT THIS DOCUMENT IS UNCONTROLLED- VALID DOCUMENT	<i>RULES AND REGULATIONS</i> <i>DOCTORAL DEGREE</i>	Stran/Page: 13/20

Prvi notranji beli list je prazen. Prva naslednja stran, to je notranja naslovna stran, ima enako besedilo in razpored, kot je navedeno za zunanjo naslovno stran. Pod imenom in priimkom študenta se izpiše še naziv, naslov ter ime in priimek mentorja ter morebitnega somentorja. Spodaj sredinsko je treba napisati NOVO MESTO, mesec in leto izdelave.

Na spodnjem delu hrbtni strani notranje naslovne strani mora biti podpisana izjava o avtorstvu, ki se nahaja v obrazcu Pregled in oddaja doktorske disertacije (OBR-FINI-54).

Na hrbtu platnic se v smeri od spodaj navzgor izpiše ime in priimek avtorja (6,5 cm od spodaj) ter vrsta naloge (doktorska disertacija, 17 cm od spodaj). Velikost pisave 14 točk (4 mm na platnici).

Na naslovnici sta napisa DOKTORSKA DISERTACIJA velikosti 18 točk (5 mm na platnici), vse ostalo je velikosti 14 točk (4 mm na platnici). Mesec je napisan z malimi tiskanimi črkami, vse ostalo pa z velikimi.

Oddaljenost napisov od spodnjega roba je sledeča: Novo mesto (3 cm), ime in priimek (10,5 cm), naslov v dveh vrsticah (14,5 cm), študijski program (18 cm), doktorska disertacija (19,5 cm) in Fakulteta za industrijski inženiring Novo mesto (26 cm).

(5) Disertacija je sestavljena iz kazala, povzetka, uvoda, glavnega besedila, sklepa, seznama referenc ter povzetka po prvem odstavku tega člena. V uvodu mora biti jasno povzeta teza iz dispozicije doktorske disertacije. Disertacija praviloma ne sme biti krajša od 150.000 znakov (brez presledkov) in ne daljša od 300.000 znakov (brez presledkov).

(6) Disertacija mora biti napisana in urejena skladno s fakultetnimi navodili za pisanje strokovnih in znanstvenih del (SA-FINI-20a). Za jezikovno pravilnost disertacije je odgovoren kandidat, komisija za oceno disertacije pa lahko disertacijo zavrne, če ni pripravljena v skladu z navodili iz tega člena.

The first white page is empty. The first next page, which is the inside title page, has the same wording and sequencing as is noted for the cover page. Under the name and last name of the student as well as the mentor's and co-mentor's academic and tenure title. Bottom-centred has to be written NOVO MESTO, month, and year of publication.

At the bottom of the back of the inside title page a declaration of authorship has to be signed, which is located in form Doctoral Dissertation Review and Submission (OBR-FINI-54).

Lettering on the spine runs from top to bottom and includes the name and last name of the author (6.5 cm from the bottom) and type of publication (doctoral dissertation, 17 cm from the bottom). Font size is 14 (4 mm on the cover page).

On the cover page, the inscription DOCTORAL DISSERTATION is 18 points (5mm on the cover page), everything else is 14 points (4 mm on the cover page). The month is written in lowercase letters (except for the first letter), everything else is uppercase.

Distance of inscriptions from the lower edge is as follows: Novo mesto (3 cm), name and surname (10.5 cm), title in two rows (14.5 cm), study programme (18 cm), doctoral dissertation (19.5 cm) and the Faculty of industrial engineering Novo mesto (26 cm).

(5) The dissertation consists of a Table of Contents, an abstract, an introduction, the main text, a conclusion, a reference list and an abstract based on the first paragraph of this article. The introduction must include a clearly defined summary of the thesis from the doctoral dissertation proposal. The doctoral dissertation generally should not be shorter than 150,000 characters (no spaces) and not longer than 300,000 characters (no spaces).

(6) The dissertation must be written and formatted according to the Faculty's Guidelines for Writing Scholarly and Scientific Works (SA-FINI-20a). The candidate is responsible for the linguistic accuracy of the dissertation; the Dissertation Evaluation Committee may reject the dissertation if it is not prepared in accordance with the guidelines from this Article.

Izdaja / Ver: 02	Velja od / Valid from: 10. 1. 2017	Sprejel / Confirmed by: Senat FINI / Senate FINI
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Fakulteta za industrijski inženiring Novo mesto <i>Faculty of Industrial Engineering Novo mesto</i>	PRAVILNIK DOKTORSKI ŠTUDIJ	Številka/No: SA-FINI-37
<small>IZPIS JE NEOBVLADOVAN DOKUMENT-VELJAVEN DOKUMENT THIS DOCUMENT IS UNCONTROLLED- VALID DOCUMENT</small>	<i>RULES AND REGULATIONS</i> <i>DOCTORAL DEGREE</i>	Stran/Page: 14/20

9. ODDAJA IN OCENJEVANJE DOKTORSKE DISERTACIJE

20. člen

- (1) Kandidat odda najprej en nevezan izvod disertacije v pisni in elektronski obliki (doc) v referat fakultete, ki opravi njen predhodni tehnični pregled in svoje ugotovitve zabeleži v obrazec OBR-FINI-54 (Pregled in oddajo doktorske disertacije). Če referat ugotovi pomanjkljivosti, jih mora kandidat odpraviti.
- (2) Po potrditvi referat fakultete o tehnični ustreznosti disertacije, kandidat odda tri (oz. štiri, če ima somentorja) nevezane izvode disertacije v pisni in elektronski obliki (doc in pdf), ki omogoča vnos opomb in pripomb komisije v referat fakultete.
- (3) Kandidat lahko predloži disertacijo v oceno tudi brez poprejšnjega soglasja mentorja, vendar mora mentor pisno pojasniti, zakaj se ne strinja s predložitvijo. Soglasje mentorja oz. mentorjevo pojasnilo mora biti naslovljeno na Senat.
- (4) V kolikor obstajajo morebitni zadržki glede javne dostopnosti disertacije, mora kandidat priložiti tudi pisno prošnjo za omejitev dostopnosti svoje disertacije, ki ji predloži ustrezna dokazila.
- (5) Senat na prvi seji po predložitvi disertacije s sklepom imenuje komisijo za njeno oceno z enako sestavo kot je opredeljena v 13. členu. Člani so praviloma isti kot člani komisije za oceno dispozicije.
- (6) Člani komisije za oceno disertacije so dolžni v največ treh mesecih od svojega imenovanja pregledati disertacijo in predložiti pisna poročila o oceni disertacije v zapečateni ovojnici Komisiji za znanstveno-raziskovalno delo (KZRD) fakultete. KZRD na osnovi poročil ugotovi, ali mora kandidat disertacijo dopolniti in v tem primeru zahteva dopolnitev ter mu za to določi primeren rok. KZRD lahko največ dvakrat zahteva dopolnitev. Dopolnjeno disertacijo KZRD ponovno posreduje komisiji za oceno disertacije. Po drugi dopolnitvi oz. že prej, če so poročila komisije za oceno disertacije pozitivna, KZRD oblikuje predlog senatu, da disertacijo potrdi ali zavrne.
- (7) Senat na podlagi predloga KZRD doktorsko disertacijo s sklepom sprejme ali zavrne.

9. SUBMITTING AND EVALUATING THE DOCTORAL DISSERTATION

Article 20

- (1) The doctoral student first submits one unbound copy of the dissertation in printed and electronic form (doc) to the Faculty's Student Affairs Office, which in turn performs a technical review and notes its findings in form OBR-FINI-54 (Doctoral Dissertation Review and Submission). If the Student Affairs Office determines any shortcomings, the doctoral student must correct them.
- (2) After confirmation of the technical review of the dissertation from the Faculty's Student Affairs Office, the doctoral student submits three (or four, if there is a co-mentor) unbound copies of the dissertation in printed and in electronic form (doc and pdf), making possible inserting comments from the committee, to the Faculty's Student Affairs Office.
- (3) The doctoral student may submit the dissertation to be evaluated without the mentor's approval; however, the mentor has to explain in writing, the reason he/she does not agree to the submission. Mentor's approval or the mentor's explanation has to be submitted to the Senate.
- (4) Whenever there are any restraints with public accessibility of the dissertation, the doctoral student has to submit a written request for limited accessibility of his/her dissertation and appropriate evidence to support the request.
- (5) The Senate at the first session after the submission of the dissertation, names a committee for its evaluation with the same member structure as is defined in Article 13. The members are generally the same as the members in the Dissertation Proposal Evaluation Committee.
- (6) The members of the Dissertation Evaluation Committee are required to review the dissertation and submit written reports on the dissertation evaluation in a sealed envelope to the Faculty's Scientific Research Works Committee (SRWC) in no more than three months from their nomination. Based on the reports received, SRWC determines whether the doctoral student's dissertation needs to be modified and if needed determines an appropriate deadline. SRWC may request corrections up to two times. SRWC submits the modified and corrected dissertation to the Dissertation Evaluation Committee. After the second modification or even earlier, if the reports are positive by the Dissertation Evaluation Committee, SRWC

Izdaja / Ver: 02	Velja od / Valid from: 10. 1. 2017	Sprejel / Confirmed by: Senat FINI / Senate FINI
---------------------	---------------------------------------	--

Fakulteta za industrijski inženiring Novo mesto Faculty of Industrial Engineering Novo mesto	PRAVILNIK DOKTORSKI ŠTUDIJ	Številka/No: SA-FINI-37
IZPIS JE NEOBVLADOVAN DOKUMENT-VELJAVEN DOKUMENT THIS DOCUMENT IS UNCONTROLLED- VALID DOCUMENT	RULES AND REGULATIONS DOCTORAL DEGREE	Stran/Page: 15/20

forms a suggestion to the Senate that accepts or rejects the dissertation.

(7) The Senate based on SRWC's suggestion accepts or rejects the dissertation.

21. člen

Article 21

(1) Poročilo o oceni doktorske disertacije na obrazcu OBR-FINI-53 (Ocena doktorske disertacije) mora obsegati:

- naslov v obliki »Ocena doktorske disertacije (ime in priimek kandidata) z naslovom«;
- analizo strukture disertacije in uporabljenih metod ter oceno izvirnosti teze disertacije, veljavnost njenega dokazovanja, pa tudi skladnosti teze z dispozicijo doktorske disertacije;
- oceno stilistične in jezikovne ravni disertacije;
- sklepno oceno in ugotovitev, ali je možen zagovor disertacije.

(2) Vsak član komisije mora napisati ločeno poročilo. Poročilo je praviloma napisano v slovenščini ali angleščini.

(4) A report on the evaluation of the doctoral dissertation on form OBR-FINI-53 (Evaluation of the Doctoral Dissertation) must include:

- a title in the form "Evaluation of the Doctoral Dissertation of (name and surname of the doctoral student) entitled";
- an analysis of the structure of the dissertation, used methods and an evaluation of the originality of the dissertation thesis, validity of its argumentation, and accordance of the thesis with the doctoral dissertation proposal;
- assessment of the stylistic and linguistic level of the dissertation;
- final evaluation and finding whether the defence of the dissertation is possible.

(2) Each member of the committee must write a separate report. The report is written in Slovene or in English.

22. člen

Article 22

(1) Če Senat sprejme pozitivna poročila o oceni doktorske disertacije, zahteva od kandidata, da predloži najmanj sedem izvodov vezane disertacije in identično verzijo v ustrezni elektronski obliki (pdf). Poleg tega predloži tudi svoj življenjepis (Europass) v elektronski obliki.

(2) Kandidat mora v vse vezane izvode disertacije vključiti podpisano "Izjavo o avtorstvu" z besedilom, ki ga predpiše Senat fakultete.

(3) Izdelano disertacijo mora kandidat še pred vezavo predložiti v pregled glede izpolnjevanja Navodil za pisanje strokovnih in znanstvenih del in je dolžan upoštevati na pregledu ugotovljene oblikovno-tehnične pomanjkljivosti in opozorila glede jezikovnih pomanjkljivosti. Za stilno in slovnično čistost naloge je odgovoren študent, ki mora dati nalogo v pregled in potrditev lektorju. Lektor potrди lektoriranje naloge na OBR-FINI-54 (Pregled in oddaja doktorske disertacije), kateremu priloži tudi dokazilo o ustrezni izobrazbi s področja slavistike oz anglistike.

(1) If the Senate accepts positive reports on the evaluation of the doctoral dissertation, the doctoral student is asked to submit at least seven bounded copies of the dissertation and an identical version in the appropriate electronic format (pdf). In addition, the doctoral student submits his CV (Europass) in electronic format.

(2) The doctoral student must include a signed "Statement of Authorship" on all bound copies of the dissertation with the text that is determined by the Faculty Senate

(3) Before binding the dissertation, the doctoral student must submit the dissertation for review regarding adherence to the Guidelines for Writing Scholarly and Scientific Works and the doctoral student is obliged to take into consideration the formal and technical shortcoming determined during the review and warnings about linguistic inadequacies. The doctoral student is responsible for the stylistic and linguistic adequacy of the dissertation and has to

Izdaja / Ver: 02	Velja od / Valid from: 10. 1. 2017	Sprejel / Confirmed by: Senat FINI / Senate FINI
---------------------	---------------------------------------	--

Fakulteta za industrijski inženiring Novo mesto <i>Faculty of Industrial Engineering Novo mesto</i>	PRAVILNIK DOKTORSKI ŠTUDIJ	Številka/No: SA-FINI-37
IZPIS JE NEOBVLADOVAN DOKUMENT-VELJAVEN DOKUMENT THIS DOCUMENT IS UNCONTROLLED- VALID DOCUMENT	<i>RULES AND REGULATIONS</i> <i>DOCTORAL DEGREE</i>	Stran/Page: 16/20

(4) Pregled disertacije izvede referat, svoje ugotovitve pa zabeleži v obrazec OBR-FINI-54 (Pregled in oddaja doktorske disertacije).

(5) Hkrati študentski referat preveri ali ima študent opravljene vse študijske obveznosti skladno s študijskim programom in identičnost ocen v spletnem indeksu ter v arhivu. Pregled zabeleži v obrazec OBR-FINI-54 Pregled in oddaja doktorske disertacije

submit for review and approval to a proof-reader and language editor. The proof-reader approves the edited dissertation on form OBR-FINI-54 (Doctoral Dissertation Review and Submission). The proof-reader also submits evidence of a suitable education from the area of Slavistics or English.

(4) The dissertation is reviewed by the Faculty's Student Affairs Office that notes its findings on form OBR-FINI-54 (Doctoral Dissertation Review and Submission).

(5) At the same time, the Student Affairs Office checks if the student has completed all requirements of the study programme and whether the grades are identical with the online system and archives. The review is completed on OBR-FINI-54 Doctoral Dissertation Review and Submission

10. ZAGOVOR DOKTORSKE DISERTACIJE

23. člen

(1) Če Senat sprejme doktorsko disertacijo, s sklepom določi komisijo za zagovor, ki jo praviloma sestavljajo člani komisije za oceno disertacije.

(2) K zagovoru lahko kandidat pristopi, ko izpolni pogoj objave skladno s 7. členom tega pravilnika, kar na osnovi vloge kandidata ugotovi KZRD s sklepom.

(3) Referat fakultete v soglasju s kandidatom in komisijo za zagovor določi čas in kraj zagovora disertacije. Oboje fakulteta javno objavi. Zagovor doktorske disertacije mora biti sklican najpozneje 3 mesece od sprejema doktorske disertacije na seji Senata.

24. člen

(1) Zagovor disertacije je v slovenščini ali angleščini.

(2) Opis postopka oz. protokola zagovora doktorske disertacije je priloga temu pravilniku.

(3) O zagovoru disertacije predsednik komisije piše zapisnik na obrazcu OBR-FINI-55 (Zagovor doktorske disertacije), v katerem se navedejo vprašanja, ki so bila postavljena kandidatu, in sklep o uspešnosti zagovora.

(4) Po uspešno opravljenem zagovoru kandidat prejme Potrdilo o doktoriranju s katerim pridobi pravico do podelitve znanstvenega naslova doktor(ica)

10 DEFENCE OF THE DOCTORAL DISSERTATION

Article 23

(1) If the Senate accepts the doctoral dissertation, a decision is determined on the Defence Committee. The committee generally consists of members of the Committee for the Evaluation of the Dissertation.

(2) The doctoral student may defend the dissertation when the requirement regarding publishing as required in Article 7 of these rules and regulations have been fulfilled, which is based on the candidates application and determined by decision from SRWC.

(3) The Student Affairs Office in concordance with the doctoral student and the Defence Committee determines the time and place of the dissertation defence. Both are publicly announced by the Faculty. The Doctoral Defence has to be announced no later than 3 months from Senate approval of the Doctoral Dissertation.

Article 24

(1) The dissertation defence is in Slovene or in English.

(2) The dissertation defence procedure or protocol is as an Appendix to these rules and regulations.

(3) The president of the defence committee writes down the minutes on form OBR-FINI-55 (Doctoral Dissertation Defence) in which all questions that were asked to the doctoral student are noted down along with a written decision on the outcomes of the defence.

(4) After the successful defence, the doctoral student

Izdaja / Ver: 02	Velja od / Valid from: 10. 1. 2017	Sprejel / Confirmed by: Senat FINI / Senate FINI
---------------------	---------------------------------------	--

Fakulteta za industrijski inženiring Novo mesto <i>Faculty of Industrial Engineering Novo mesto</i>	PRAVILNIK DOKTORSKI ŠTUDIJ	Številka/No: SA-FINI-37
<small>IZPIS JE NEOBVLADOVAN DOKUMENT-VELJAVEN DOKUMENT THIS DOCUMENT IS UNCONTROLLED- VALID DOCUMENT</small>	<i>RULES AND REGULATIONS</i> <i>DOCTORAL DEGREE</i>	Stran/Page: 17/20

znanosti s področja Inženiring in avtomobilska industrija in s katerim lahko uveljavlja pravice, ki izhajajo iz tega naslova. Znanstveni naslov se podeli na Promociji. Po opravljeni Promociji v naslov doktorja znanosti lahko kandidat začne uporabljati znanstveni naslov.

receives a Certificate of Graduation with which the candidate receives all the rights to receiving the academic title of Doctor of Science from the area of Engineering and Automotive Industry and may evoke the rights from this title. The academic title is conferred at the Promotion Ceremony. After the Promotion Ceremony, the doctoral candidate may use the academic title.

11. OBJAVA DOKTORSKE DISERTACIJE

25. člen

Pri morebitni delni ali celotni objavi doktorske disertacije mora avtor navesti, da objava temelji na disertaciji, zagovarjani (leto zagovora) na Fakulteti za industrijski inženiring Novo mesto. Če je del ali celotno besedilo disertacije objavljeno pred zagovorom doktorske disertacije, mora avtor navesti, da gre za prispevek iz doktorske disertacije podiplomskega študenta Fakultete za industrijski inženiring Novo mesto.

11. PUBLISHING THE DOCTORAL DISSERTATION

Article 25

In cases when a part of or the complete dissertation is published, the author must state that the publication is based on the dissertation that was defended (year of defence) at the Faculty of Industrial Engineering Novo mesto. If a part or the entire dissertation is published before the defence of the doctoral dissertation, the author must indicate that it is a contribution of the doctoral dissertation of the postgraduate student at the Faculty of Industrial Engineering Novo mesto.

12. ODVZEM DOKTORATA

26. člen

(1) Doktorat znanosti se lahko odvzame, če se ugotovi, da doktorska disertacija ni rezultat avtorjeve lastne ustvarjalnosti in lastnih dosežkov. Postopek odvzema lahko sproži kdorkoli, vodi pa ga Senat v skladu s Pravilnikom o disciplinski odgovornosti študentov Fakultete za industrijski inženiring Novo mesto.

(2) Pisni predlog za odvzem doktorata z obrazložitvijo se posreduje Senatu, ki določi komisijo z najmanj tremi visokošolskimi učitelji, ki v roku 30 dni podajo mnenje o utemeljenosti predloga. Član komisije ne more biti oseba ki je na kakršenkoli način sodelovala pri izdelavi ali ocenjevanju doktorata.

12. REVOCATION OF THE DOCTORATE

Article 26

(1) The Doctor of Science title may be revoked if it is discovered that the doctoral dissertation is not a result of the author's own creativity and own achievements. The revocation process may be started by anyone and is headed by the Senate in accordance with the Student Disciplinary Regulations from the Faculty of Industrial Engineering Novo mesto.

(2) Written proposals with grounds for revocation of a doctorate is sent to the Senate that nominates a committee of at least three higher education teachers that within 30 days provide their opinion on the merits of the proposal. Committee members cannot be a person who in anyway participated in the preparation or evaluation of the doctoral dissertation.

27. člen

(1) Ta pravilnik začne veljati naslednji dan po sprejetju na Senatu.
(2) Ta pravilnik se objavi na spletni strani fakultete.

Article 27

(1) These rules and regulations become valid the day after approval by the Senate.
(2) These rules and regulations are published in the

Izdaja / Ver: 02	Velja od / Valid from: 10. 1. 2017	Sprejel / Confirmed by: Senat FINI / Senate FINI
---------------------	---------------------------------------	--

Fakulteta za industrijski inženiring Novo mesto <i>Faculty of Industrial Engineering Novo mesto</i>	PRAVILNIK DOKTORSKI ŠTUDIJ	Številka/No: SA-FINI-37
<small>IZPIS JE NEOBVLADOVAN DOKUMENT-VELJAVEN DOKUMENT THIS DOCUMENT IS UNCONTROLLED- VALID DOCUMENT</small>	<i>RULES AND REGULATIONS</i> <i>DOCTORAL DEGREE</i>	Stran/Page: 18/20

(3) Določbe tega Pravilnika tolmači Senat.

Higher Education Information System and on the Faculty's web site.

(3) The provisions of these Rules and Regulations are interpreted by the Senate.

Dekanja
Mag. Vera Smodej

Dean
Vera Smodej, MSc

Priloga: Protokol zagovora doktorske disertacije

Appendix: Protocol of the Doctoral Dissertation Defence

1. (vsi stojijo) Predsednik komisije za zagovor predstavi sebe, doktoranda, študijski program v katerega je vpisan, naslov disertacije, mentorja ter morebitnega somentorja. Potem predstavi ostale člane komisije z akademskimi nazivi.
2. (vsi stojijo) Predsednik komisije na kratko predstavi doktorandov življenjepis in postopek sprejemanja disertacije, ter na kratko predstavi potek zagovora doktorske disertacije.
3. Predsednik komisije povabi doktoranda k predstavitvi disertacije in pozove prisotne, da sedejo. Doktorand med svojo predstavitvijo praviloma stoji.
4. Doktorand ima na voljo 30 minut za predstavitev svoje doktorske disertacije. Lahko uporablja računalnik in ostale potrebne pripomočke.
5. Po predstavitvi se predsednik zahvali doktorandu in pozove mentorja, da predstavi povzetek svojega poročila o doktorski disertaciji. Nato povabi ostale člane komisije da predstavijo svoja poročila in na koncu še sam predstavi poročilo o doktorski disertaciji.
6. Sledijo vprašanja komisije. Vsak član komisije postavi svoja vprašanja (praviloma do tri) tako, da jih jasno ustno obrazloži. Doktorand si lahko zapiše vprašanja in prosi za pojasnitev vprašanj. Doktorand tako hkrati dobi vsa vprašanja od vseh članov komisije v pisni obliki. Nato ima na voljo do 45 minut časa ločeno od vseh navzočih, da se

1. (all standing) The President of the Defence Committee present him/herself, the doctoral candidate, the study program in which the student is enrolled in, the title of the dissertation, mentor and possible co-mentor. Then the president presents the other members of the committee and their academic titles.
2. (all standing) The President of the Defence Committee gives a brief outline of the doctoral student's CV and the process of approving the dissertation, and briefly explains the Doctoral Defence procedures.
3. The President of the Committee invites the doctoral candidate to present the dissertation and invites all present to sit. The doctoral candidate, generally stands during the defence.
4. The doctoral candidate has 30 minutes to present the doctoral dissertation. The candidate may use a computer and other needed equipment.
5. After the presentation, the President thanks the doctoral candidate and invites the mentor to present a summary of the report on the doctoral dissertation. Then the president invites other committee members to present their respective reports, and in the end the president presents the report on the doctoral dissertation.
6. Following are questions by the committee. Each member of the committee asks questions (usually up to three) so that they are clearly verbally explained.

Izdaja / Ver: 02	Velja od / Valid from: 10. 1. 2017	Sprejel / Confirmed by: Senat FINI / Senate FINI
---------------------	---------------------------------------	--

Fakulteta za industrijski inženiring Novo mesto <i>Faculty of Industrial Engineering Novo mesto</i>	PRAVILNIK DOKTORSKI ŠTUDIJ	Številka/No: SA-FINI-37
<small>IZPIS JE NEOBVLADOVAN DOKUMENT-VELJAVEN DOKUMENT THIS DOCUMENT IS UNCONTROLLED- VALID DOCUMENT</small>	<i>RULES AND REGULATIONS</i> <i>DOCTORAL DEGREE</i>	Stran/Page: 19/20

pripravi na odgovore. Ko je pripravljen ima na voljo naslednjih 45 minut časa, da predstavi svoje odgovore z diskusijo. Med diskusijo lahko komisija kandidata prosi za dodatna krajša pojasnila. Doktorand ima pravico, da po lastni presoji na nekatera vprašanja odgovori sproti (oz. takoj ko je vprašanje postavljeno). Praviloma so to vprašanja, za katera doktorand ocenjuje, da ne potrebuje priprave na odgovor. Skupni čas za vprašanja, pripravo odgovorov in odgovore je v vsakem primeru največ 90 minut.

7. Po končani diskusiji dobijo pravico do vprašanj tudi ostali navzoči (publika), in sicer samo v primeru, če je diskusija trajala manj kot 90 minut. Navzoči, ki sprašuje, se pred postavitvijo svojega vprašanja predstavi.

8. Po zaključku vseh vprašanj, predsednik ugotovi, da je vsebinski del zagovora zaključen. Predsednik nato povabi doktoranda in publiko, da zapustijo prostor zagovora z namenom, da komisija oceni zagovor in oblikuje končno odločitev o opravljenem zagovoru.

9. Komisija z večino glasov sprejme sklep o tem, ali je doktorand uspešno obranil doktorsko disertacijo. V primeru neodločenega izida glasovanja odloča glas predsednika komisije. Sklep se poda pisno v zapisnik o zagovoru disertacije (OBR-FINI-55). V zapisniku se navedejo podatki o kandidatu in zagovoru, ter vprašanja ki so bila zastavljena. Člani komisije podpišejo zapisnik.

10. (vsi stojijo). Predsednik pozove doktoranda in publiko nazaj v prostor zagovora, ter povabi vse navzoče da vstanejo. Predsednik jasno prebere sklep o zagovoru. V primeru uspešnega zagovora predsednik vroči doktorandu potrdilo o doktoriranju.

11. Formalni del zagovora je zaključen. Sledi neformalni del, fotografiranje z doktorandom, ipd.

The doctoral candidate may write down the questions and ask for clarification on any of the questions. The doctoral candidate may at the same time receive all questions from all members of the committee in written format. The doctoral candidate then has 45 minutes away from everyone else to prepare the answers. When the doctoral candidate is ready, the candidate has the next 45 minutes to present his/her responses to the discussion. During the discussion, the committee may ask the applicant for additional short explanations. The doctoral candidate has the right and at his/her own sole discretion to answer certain questions promptly (i.e. as soon as the question is raised). As a rule, these are questions that the doctoral candidate believes that there is no preparation needed to answer. The total time for questions, to prepare responses to the questions, and replying to the questions may not be more than 90 minutes.

7. After completing the questions, the right to questions is given to the audience, but only in the event that the question and answer period lasted less than 90 minutes. The audience members that do ask questions have to present themselves before posing a question.

8. Upon completion of all questions, the President determines that the substantive part of the defence is completed. The President then invites the doctoral candidate and the audience to leave the room so that the Defence Committee formulates a final decision on the completion of the defence.

9. The committee with majority decision decides whether the doctoral candidate successfully defended his/her doctoral dissertation. In the event of a tie vote, the president has the deciding vote. The decision shall be made in writing on form (OBR-FINI – 55). The record contains information about the candidate and the defence, and the questions that have been solicited. Members of the committee sign the form.

10. (all standing). The President invites the doctoral candidate and the audience back into the room and invites all present to stand. The President reads the decision on the defence out loud. In the event of a successful defence, the President presents to the doctoral candidate a certificate of graduation.

11. Formal part of the defence is concluded. Next is the informal part, taking pictures with the doctoral candidate, etc.

Izdaja / Ver: 02	Velja od / Valid from: 10. 1. 2017	Sprejel / Confirmed by: Senat FINI / Senate FINI
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Fakulteta za industrijski inženiring Novo mesto <i>Faculty of Industrial Engineering Novo mesto</i>	PRAVILNIK DOKTORSKI ŠTUDIJ	Številka/No: SA-FINI-37
<small>IZPIS JE NEOBVLADOVAN DOKUMENT-VELJAVEN DOKUMENT THIS DOCUMENT IS UNCONTROLLED- VALID DOCUMENT</small>	<i>RULES AND REGULATIONS</i> <i>DOCTORAL DEGREE</i>	Stran/Page: 20/20

Izvedbeni dokumenti:

- OBR-FINI-49: Ocena individualnega dela doktoranda
- OBR-FINI-50 : Prijava teme doktorske disertacije
- OBR-FINI-51 : Prijava dispozicija doktorske disertacije
- OBR-FINI-52 : Ocena ustreznosti dispozicije doktorske disertacije
- OBR-FINI-53 : Ocena doktorske disertacije
- OBR-FINI-54 : Pregled in oddaja doktorske disertacije
- OBR-FINI-55: Zagovor doktorske disertacije
- OBR-FINI-56: Predloga diplomske-magistrske naloge in doktorske disertacije
- OBR-FINI-57 : Prošnja za podaljšanje roka oddaje doktorske disertacije
- SA-FINI-20a : Navodila za pisanje strokovnih in znanstvenih del

Executing documents:

- OBR-FINI-49: Assessment of PhD Student's Individual Work
- OBR-FINI-50: Doctoral Dissertation Topic Application
- OBR-FINI-51: Doctoral Dissertation Proposal Application
- OBR-FINI-52: Evaluation on the Adequacy of the Doctoral Dissertation Proposal
- OBR-FINI-53: Evaluation of the Doctoral Dissertation
- OBR-FINI-54: Doctoral Dissertation Review and Submission
- OBR-FINI-55: Doctoral Dissertation Defence
- OBR-FINI-56: Bachelor's, Master's & PhD Template
- OBR-FINI-57: Application to Extend the Submission of the Doctoral Dissertation
- SA-FINI-20a: Guidelines for Writing Scholarly and Scientific Works

OPIS SPREMEMB / Description of Changes

Izdaja / Version	Datum izdaje / Date of Issue	Opis sprememb / Description of Changes
01	4. 10. 2016	Inicialna izdaja
02	10. 1. 2017	V Pravilniku o doktorskem študiju, SA-37, verzija 01, z dne 5. 10. 2015 se s Pravilnikom o spremembi Pravilnika o doktorskem študiju z dne 9. 1. 2017 v 3. odstavku 5. člena beseda »drugi« nadomesti z besedo »tretji«.

Izdaja / Ver: 02	Velja od / Valid from: 10. 1. 2017	Sprejel / Confirmed by: Senat FINI / Senate FINI
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