



UNIVERZITET „PRIVREDNA AKADEMIJA“
BRČKO DISTRIKT BiH

UNIVERSITY "ECONOMICS ACADEMY"
BRČKO DISTRICT B&H

FLOW SCHEDULE

Application and defense of doctoral dissertation - III cycle of studies

1. STEP – doctoral dissertation - mentor

- a) A doctoral dissertation is an original scientific work by a third-cycle student in a specific scientific field that makes a scientific contribution to the field of research.
- b) At the beginning of the first year of the third cycle, the student is assigned a mentor.
- c) The mentor is appointed by the Senate, upon the proposal of the Faculty's Academic Council.
- d) A mentor for the preparation of a doctoral dissertation may be a teacher who has a scientific teaching title in the narrow scientific field to which the subject of the doctoral dissertation research belongs and at least four papers in the field of research from which the doctoral dissertation is the topic.
- e) The mentor for the doctoral dissertation is selected from among the faculty members of the University where the doctoral dissertation is submitted.
- f) The mentor may be a teacher from another university, provided that the candidate is assigned a co-mentor from the home faculty.
- g) The reviewer must meet the requirements for a doctoral dissertation mentor.
- h) A mentor can supervise a maximum of five doctoral students at the same time.
- i) The mentor is obliged to assist the student in scientific research, in the selection of literature, in the preparation of the structure of the work, and to provide other professional assistance.

2. STEP - submission of a proposal for a doctoral dissertation topic

- a) The candidate can submit the doctoral dissertation at the beginning of the third semester at the earliest.



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- b) The application for a topic proposal for a doctoral dissertation must be submitted in at least three copies on the prescribed form **(Form DD-1)**.
- c) Candidates are required to submit an electronic version of the proposal proposal for the doctoral dissertation.
- j) The completed and signed application is submitted to the competent University service in at least three copies. Two copies are submitted to the Faculty's Scientific and Academic Council, and the third is placed in the student's file.
- k) The Faculty's Academic Council proposes to the University Senate a committee to assess the suitability of the doctoral dissertation topic and candidate. **(Request to the Senate)**
- l) The University Senate appoints a committee to assess the suitability of the doctoral dissertation topic and the candidate **(Decision of the Senate)**.
- m) The commission consists of at least three teachers with a teaching-scientific title in the field of research that is the topic of the doctoral dissertation, of which at least one teacher may be from a related faculty or scientific institution that is not part of the University.
- n) If it is a doctoral dissertation that has an interdisciplinary character, the committee members are appointed from the appropriate fields of research.
- o) The commission is obliged to prepare a report on the assessment of the suitability of the doctoral dissertation topic and the candidate no later **than 15 days** from the date of appointment.
- p) The report is prepared on the prescribed form **(Form DD-2)**.
- q) A member of the committee may submit a separate opinion on the scientific basis of the doctoral dissertation topic, with an explanation.
- r) The committee report is submitted to the Faculty's Scientific and Academic Council, **in material form** in a sufficient number of copies **and in electronic form**.
- s) The Commission for assessing the suitability of the doctoral dissertation topic and the candidate submits a report to the Scientific and Academic



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Council, which forwards the report to the University Senate. **(Request to the Senate)**

- t) The University Senate shall make a decision to accept or reject the report on the assessment of the suitability of the doctoral dissertation topic and the candidate, or shall make a conclusion on postponement with a proposal as to which part and in what manner the committee report needs to be amended or supplemented and within what deadline. **(Decision of the Senate)**
- u) The Senate's decision not to accept the report on the assessment of the suitability of the doctoral dissertation topic and the candidate must be explained.
- v) to the decision not to accept the report on the assessment of the suitability of the doctoral dissertation topic and the candidate to the Senate within 15 days from the date of receipt of the decision.
- w) The Senate's decision on the objection is final.
- x) The Senate's decision is delivered to the faculty where the doctoral dissertation topic proposal was submitted and to the candidate.

3. STEP – evaluation of the doctoral dissertation

- a) The candidate can submit a request for the evaluation of the doctoral dissertation after he has fulfilled all the obligations established by the study program of the third cycle of studies. **(Form DD-3).**
- b) The candidate submits an electronic version of the thesis to the mentor, who informs the Council that the candidate has completed the doctoral thesis.
- c) Along with the doctoral dissertation, the mentor submits to the faculty's scientific and educational council the mentor's written consent that the candidate may submit the doctoral dissertation for evaluation **(Form DD-4).**
- d) The layout and content of the doctoral dissertation are prepared



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according to the instructions and prescribed form.

- e) The candidate also completes statements relating to his/her doctoral dissertation (**Annex 1, Annex 2, Annex 3**).
- f) The candidate submits a request to the competent University service to verify that the requirements for defending the doctoral dissertation have been met (**Annex 4**).
- g) Based on the student's request, the student services prepare a report on the fulfillment of the requirements and submit it to the faculty dean. If all requirements are met, the student can enter the doctoral dissertation defense procedure (**Form DD-5**).
- h) Upon receipt of the completed doctoral dissertation, the Scientific and Academic Council proposes to the Senate a committee for the evaluation and defense of the doctoral dissertation. (**Request to the Senate**)
- i) The University Senate appoints a committee for the evaluation and defense of the doctoral dissertation (**Decision of the Senate**).
- j) The committee consists of at least three teachers, two of whom hold a teaching-scientific title in the scientific field of research from which the doctoral dissertation is the topic.
- k) The committee for the evaluation and defense of the completed doctoral dissertation may be composed of the same members as the committee for the evaluation of the suitability of the doctoral dissertation topic and the candidate.
- l) The mentor may be a member of the committee.
- m) If it is a doctoral dissertation that has an interdisciplinary character, the committee members are appointed from the appropriate fields of research.
- n) The commission submits a report on the evaluation of the completed doctoral dissertation within 15 - 30 days from the date of appointment.



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- o) The committee for the evaluation and defense of the completed doctoral dissertation submits a report to the faculty's scientific and teaching council, which **forwards the report to the University Senate.**
- p) The report is prepared on the prescribed form. **(Form DD-6)**
- q) A member of the commission may submit a separate opinion, with justification.
- r) The commission report shall be submitted in material form in a sufficient number of copies and in electronic form.
- s) The University Senate considers the report of the committee and makes a decision to accept or reject the report on the completed doctoral dissertation.
- t) If it is assessed that the committee report needs to be amended, the Senate adopts a conclusion on postponing the decision and sets a specific deadline for the necessary amendments.
- u) The Senate's decision is delivered to the faculty where the doctoral dissertation was applied for and to the candidate **(Senate Decision)**

4. STEP - defense of the doctoral dissertation

- a. After the Senate approves the report on the completed doctoral dissertation, the candidate acquires the right to a public defense of the doctoral dissertation.
- b. The public defense of the doctoral dissertation is scheduled by the Rector of the University in agreement with the President of the Committee for the Evaluation and Defense of the Doctoral Dissertation and the candidate. **(Rector's Decision on the Defense of the Doctoral Dissertation)**



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- c. The announcement of the date of the doctoral dissertation defense must be published on the notice board or on the University's website, at least eight days before the defense date.
- d. The defense must be attended by the mentor and all members of the committee for the evaluation and defense of the doctoral dissertation.
- e. The president of the committee for the evaluation and defense of the doctoral dissertation opens the oral defense procedure, according to the Protocol **(Form DD-7)**.
- f. After the words of the chairman of the commission, the candidate presents the content of his doctoral dissertation, the methods he applied and the conclusions he reached in the doctoral dissertation.
- g. After the candidate's presentation, the committee members ask questions and make any comments on the dissertation, and may also request explanations regarding the dissertation. The candidate is obliged to answer the questions asked by the committee members and to provide the requested explanations.
- h. When the commission determines that the defense case has been sufficiently discussed, the commission chairman announces that the defense is concluded and the commission retires for voting and decision-making.
- i. The committee for the evaluation and defense of the doctoral dissertation may decide whether the candidate has defended the doctoral thesis or not. The decision is made by a majority vote of the total number of committee members.
- j. The committee shall prepare minutes of the public defense of the doctoral dissertation. **(Form DD-8)**
- k. The doctoral dissertation is defended only once.
- l. A candidate who has defended a doctoral dissertation acquires the scientific degree of Doctor of Science as stipulated in the third-cycle study program, and receives a diploma and a diploma supplement at the Doctor of Science promotion ceremony.



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