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# REGULATIONS ON DOCTORAL STUDIES "AGRICULTURAL SCIENCES"

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Based on articles 19, paragraph 2, subparagraph 2, articles 61 and 62 of The Act on Scientific Activity and Higher Education (Gazette 119/22), article 95, paragraph 1, subparagraph 5, article 145, paragraph 1, subparagraph 4 of the Statute of Josip Juraj Strossmayer University of Osijek, article 30, paragraph 1, subparagraph 5 and article 73, paragraph 1, subparagraph 4 and paragraph 3 of the Statute of Faculty of Agrobiotechnical Sciences Osijek and article 1, subparagraph 2 of the Ordinance on postgraduate studies at Josip Juraj Strossmayer University of Osijek, Faculty Council of Faculty of Agrobiotechnical Sciences Osijek on the 8<sup>th</sup> meeting of academic year 2023/2024, in item 3 of agenda, held on June 10, 2024 adopted

## **REGULATIONS**

### **ON DOCTORAL STUDY PROGRAM**

### **“AGRICULTURAL SCIENCES”**

#### **I. GENERAL PROVISIONS**

##### **Article 1.**

(1) The Regulations determine in details the structure of the study, the study provider, duration of the study, the enrollment conditions, methods of study realization, rights and obligations of students, rights and obligations of mentors, monitoring of the study quality, as well as other issues relevant for Doctoral study program “Agricultural Sciences” (hereinafter: Doctoral study program).

(2) All gender-oriented terms used in these Regulations refer in the same way to male and female gender irregardless if used in the masculine or feminine gender.

##### **Article 2.**

(1) Josip Juraj Strossmayer University of Osijek, Faculty of Agrobiotechnical Sciences Osijek organizes and carries out the Doctoral study program “Agricultural Sciences” (hereinafter: Faculty).

(2) The basic tasks of doctoral study are science and research, learning through research, internationalization and transparency.

##### **Article 3.**

(1) Doctoral study program “Agricultural Sciences” integrates eight modules from various scientific branches of the scientific area biotechnical sciences, scientific field Agriculture (Agronomy):

<b>Doctoral study module</b>	<b>Scientific branch</b>
1. <u>Agroeconomics</u>	4.01.04. Economics
2. <u>Agrochemistry</u>	4.01.01. Agrochemistry

3. Plant Breeding and Seed Production	4.01.15. Seed Production, 4.01.06. Genetics and Breeding of plants, animals and microorganisms
4. Plant Protection	4.01.05. Phytomedicine
5. Animal Breeding	4.01.16. Animal Breeding
6. Animal Nutrition and Forage	4.01.07. Animal Nutrition Technology
7. Hunting and Cynology	4.01.09. Hunting
8. Technical System in Agriculture	4.01.11. Agricultural Techniques and Technology

## II. ENROLLMENT IN THE DOCTORAL STUDY PROGRAM

### Article 4.

(1) Candidates who have completed „pre-Bologna“ graduate study within higher education system before 2005 in the Biotechnical sciences, field of Agriculture (Agronomy) can enroll into Doctoral Study.

(2) Exceptionally, candidates who did not complete graduate study or pre-Bologna graduate study in Biotechnical Sciences, field of Agriculture, can enroll particular module within the Doctoral study program if having completed graduate university study, or preBologna graduate study within the following scientific fields:

- a) Forestry, except for wood processing modules (modules: Agrochemistry, Plant Protection, Hunting and Cynology, Agroeconomics, Plant Breeding and Seed Production)
- b) Biotechnology and Food Technology (with additional courses in modules: Agrochemistry, Agroeconomics, Plant Protection, Animal Breeding, Animal Nutrition and Forage Technology, Technical System in Agriculture, Plant Breeding and Seed Production)
- c) Biology (with additional courses in modules: Agrochemistry, Plant Protection, Hunting and Cynology, Plant Breeding and Seed Production)
- d) Veterinary Medicine (modules: Animal Breeding, Animal Nutrition and Forage Technology, Hunting and Cynology, and with additional courses in module Technical System in Agriculture)
- e) Mechanical Engineering (with additional courses in module Technical System in Agriculture)
- f) Economics (with additional courses in module Agroeconomics)
- g) Sociology (with additional courses in module Agroeconomics).

(3) Doctoral study program can be also enrolled by candidates that have completed graduate university study or “pre-Bologna” graduate study in the scientific fields that are not stated above. In such cases, individual applications and requirements of additional courses will be discussed by the Committee for PhD degree award, according to their analysis or according to suggestions submitted by the Doctoral study module board.

- (4) Candidates enrolling in doctoral study programs should have achieved a grade of at least 3.5 average (GPA; Croatian grading system) or the equivalent of other grading systems.
- (5) Candidates with a lower GPA (from 3.0 to 3.49) can enroll in the Doctoral study program upon obtaining three letters of recommendation from faculty professors, experts in the subjects of the chosen study course, and an explanation and suggestion letter from the Doctoral Study Course Council.
- (6) The Committee can reach its decision on permission for enrollment as of the above article only based on reviewing detailed written recommendations.
- (7) The precondition of having knowledge of at least one global foreign language can be fulfilled later after enrolment, until the enrollment in the third study year, in form of certificate issued by an authorized foreign language school (for the minimum level of A2+ as of the Common European Framework of Reference for Languages).

#### **Article 5.**

- (1) All candidates enrolled in ongoing postgraduate university doctoral studies, candidates in postgraduate professional studies, university specialists, as well as masters of sciences can enroll in the Doctoral study program (analogy of the scientific branch of previous diploma and study program will be the same as the analogy of the scientific branches for enrolment into modules within this Doctoral study program as defined in the Article 4). Candidates from previous categories apply for enrolment into the first study year of the Doctoral study program.
- (2) After being enrolled in the first study year of the Doctoral study program, students can submit a request for ECTS recognition based on their previous activities completed at postgraduate level, and enroll the 2nd study year (if having been already enrolled in postgraduate study) or the 3rd study year (for university specialists and masters of sciences) of the Doctoral study program, if having enough ECTS credits.
- (3) Content of the ECTS recognition form is brought by these Regulations.
- (4) The Doctoral Study Course Council submits the proposal for recognition of ECTS credits awarded for previous activities at postgraduate studies to the Committee for PhD degree award. All criteria for recognition of ECTS credits determined by these Regulations shall be fulfilled. The decision on recognition of ECTS credits is to be brought by the Committee for PhD degree award.
- (5) Form and content of the proposal for recognition of ECTS credits and the following decision on recognition of ECTS credits are defined in these Regulations.

#### **Article 6.**

- (1) Enrolment into Doctoral study program is based on a public call for enrolment that is announced by the Faculty Council of the Faculty of Agrobiotechnical Sciences Osijek upon a suggestion made by the Committee for PhD degree award.

- (2) The call for enrolment is usually announced six months before classes start in daily newspapers and on the Faculty web pages, as well as on the web pages of Josip Juraj Strossmayer University of Osijek.
- (3) The call for enrolment of candidates contains:
- title of the Doctoral study program and the program provider,
  - enrolment conditions and procedure,
  - enrolment quota,
  - tuition fee,
  - list of documents and other appendixes required for application,
  - deadline for candidate complaints,
  - deadline for applications,
  - deadline for enrolment in the Doctoral study program and enrollment date which ensures equality to all candidates.

#### **Article 7.**

- (1) Candidates submit their application on a determined form.
- (2) Along with the application form, applicant is required to submit all documents as specified in the call, by stating if they apply for the full-time study or for part-time study.
- (3) Application to the call has to contain the following data:
- applicant's personal data,
  - proof of citizenship,
  - copy of diploma on completed university graduate study i.e. pre-Bologna graduate study, or specialist study
  - certified transcript of records from university graduate study i.e. pre-Bologna graduate study, or specialist study
  - Curriculum Vitae,
  - Decision of the company or institution (if legal entities pay for the tuition fee) or signed statement on tuition fee payment (if candidates pay the tuition fee for themselves).
- (4) Form and content of the application to the call are determined in these Regulations.

#### **Article 8.**

- (1) Based on the determined criteria in the article 7, the Committee for PhD degree award sets up a list of candidates that are eligible to enroll the Doctoral study program. The list is announced in public on boards and web pages of the Faculty.
- (2) An interview with the candidate is mandatory for choosing candidates for enrollment.
- (3) All evaluation data, i.e. choosing candidates, list of candidates, and other enrollment data – according to the Law of Protection of Personal Data, is available for candidates to see
- (4) The Faculty Council should consider candidate complaints and determine the final enrollment.

#### **Article 9.**

(1) Foreign citizens can enroll the study if fulfilling all conditions valid for Croatian citizens, and if having completed appropriate study at a foreign higher education institution and if having obtained at least 300 ECTS at undergraduate and graduate university study program, by respecting the criteria of ECTS transfer.

(2) After applying to the call for enrolment, a candidate who obtained a diploma within the completed study at a foreign university, is obliged to provide the decision of an authorized body about the academic recognition of foreign higher education qualification or recognition of a study period, i.e. ECTS credits, issued for enrolment into the Doctoral study program.

#### **Article 10.**

(1) The tuition fee for the Doctoral study program is 8.000,00 Euros.

(2) While enrolling in the Doctoral study program, a candidate is obliged to pay tuition fee either in full or in installments, as follows:

1. 40% while enrolling into the 1st study year of the Doctoral study program,
2. 20% while enrolling into the 2nd study year of the Doctoral study program,
3. 20% while enrolling into the 3rd study year of the Doctoral study program,
4. 20% before public defense of the doctoral thesis.

(3) Refund of the paid amount is not possible after enrollment into the Doctoral study program regardless of who paid for the tuition fee.

### **III. STUDENT STATUS, RIGHTS AND OBLIGATIONS OF STUDENTS OF THE DOCTORAL STUDY PROGRAM**

#### **Article 11.**

(1) Student status is acquired upon enrolment into Doctoral study program, which is proved by an appropriate student card, whose content and form are defined at the ministry level.

#### **Article 12.**

(1) Students of the Doctoral study program can study as full-time students or part-time students or visiting student.

(2) Student has a full-time or a part-time student status during the proscribed duration of doctoral study, or at most, twice the time of doctoral study duration.

(3) Study duration does not include an off period, i.e. study deadline is prolonged for the duration of an off period.

(4) A full-time doctoral student enrolls in 60 ECTS credits in an academic year by the curriculum of the doctoral program and studies within the full teaching schedule.

(5) A part-time doctoral student studies within the full teaching schedule and enrolls in 60 ECTS credits in an academic year by the curriculum of the doctoral program.

(6) Tuition fees for part-time doctoral students who study with part-time status and an adopted teaching program are paid by the students themselves, the company or institution where they are employed, or another company.

### **Article 13.**

1) (2)

(3) By signing the agreement and paying the agreed financial obligations, candidates acquire the status of Doctoral Students in the Doctoral program. The doctoral student completes the program by defending their doctoral thesis.

(4) The doctoral student is required to submit an annual report on their work to the Course Council.

(1) Upon enrollment in the Doctoral program, the doctoral student signs a study agreement with the Faculty in which all details on mutual rights and obligations during the doctoral studies, the tuition fees, and other important matters for the contractual parties are determined.

(2) Candidates who have been granted admission to the Doctoral program as full-time students and are employed by the Faculty as assistants do not participate in the costs of the doctoral program, meaning they do not pay tuition fees, and they sign a study agreement without tuition payment.

(3) By signing the contract and paying the tuition fee, candidates acquire student status within the Doctoral study program. Student completes the studies by defending the doctoral thesis.

(4) The doctoral student is required to submit an annual report on their work to the Course Council.

### **Article 14.**

(1) Students have rights to off period:

- during pregnancy
- as mothers or fathers who use maternity and paternity leave until their child turns one
- for longer illness conditions that cause inability for a student to fulfill the obligations within the study
- during leave granted based on regulations governing maternity and parental benefits
- during incapacity due to illness or another comparable reason lasting longer than three months
- in other justified cases by the decisions of the authorized council of the doctoral program provider.

(2) The student has a right to off period only if he/she submits a written request for approval of such status and credible documentation justifying the request to the Committee for PhD degree award within 30 days after the reasons for the off period occur.

(3) The Committee for PhD degree award is required to issue a Decision on the approval of an off period by paragraph 1 of this article within 15 days of receiving the doctoral

student's request from paragraph 2 of this article, or to deny the off period if the conditions have not been met, if there are no justified reasons for the suspension, or if the request for suspension was not submitted within the period specified in paragraph 2 of this article.

(4) No appeal is allowed against the decision from paragraph 3 of this article, but an administrative dispute may be initiated.

(5) During the off period, the doctoral student may take exams for which they have met the requirements, and the off period does not count toward the study duration.

### **Article 15.**

A doctoral student loses their status in the following cases:

- if they do not complete the doctoral program within twice the standard duration of the program,
- if their public defense of the doctoral thesis topic or the doctoral thesis itself is negatively evaluated for the second time,
- if the Faculty Council decides to terminate the process of obtaining the doctoral degree by the University Statute and these Regulations,
- upon completion of the Doctoral program,
- upon withdrawal from the Doctoral program,
- if they are expelled from the Doctoral program under conditions determined by the University's general act,
- for other reasons determined by the Statute or other general acts of the Faculty.

### **Article 16.**

(1) A doctoral student whose status has ceased due to the interruption of the Doctoral program may resume the Doctoral program provided that no more than three years have passed since the interruption and that the study program has not been significantly altered from the one the student originally enrolled in.

(2) The request for approval to resume the interrupted study must be submitted to the Committee for PhD degree award, along with the relevant documentation specified by the Faculty.

(3) The decision to approve the resumption of the interrupted study is made by the Committee for PhD degree award and includes approval for the continuation of the studies, recognition of exams with grades and acquired ECTS credits during the study, and the amount of study costs or tuition fees.

## **IV. TEACHING AND EXAMS, ENROLLMENT INTO THE FOLLOWING STUDY YEAR, DURATION AND COMPLETION OF THE STUDY**

### **Article 17.**



- (1) Teaching within the Doctoral study program is carried out according to the study program as a basic document of the Doctoral study program.
- (2) The study program, as well as the changes of the same, are approved by the Faculty Council upon proposal of the Committee for PhD degree award.

#### **Article 18.**

- (1) Lectures of the Doctoral study are carried out according to the Doctoral study program and Implementation plan of Doctoral studies, approved by the Faculty Council.
- (2) Apart from regular lectures within each course, teaching can be realized in the form of seminars, exercises, presentations, research, and other activities, as foreseen in each course and according to the study conditions.
- (3) Lectures are the main form of teaching within obligatory courses, and consultations are foreseen within elective courses. Teaching within obligatory courses can be also realized through consultations if there are not enough students for each module of the Doctoral study program, and teaching within elective courses can be organized as lectures if there are enough students to enroll in the specific course of the Doctoral study program.

#### **Article 19.**

- (1) Only teachers in the scientific-teaching status can act as course coordinators within the Doctoral study. Additional conditions for the appointment of coordinators are published papers that prove their qualifications for the specific area of each course. Course coordinators are appointed by the Faculty Council, upon accepting a proposal by the Committee for PhD degree award.
- (2) Associates within specific courses are also required to have scientific-teaching status and are appointed by the Faculty Council based on a proposal by the Committee for PhD degree award.
- (3) Based on a proposal by the Committee for PhD degree award, the Faculty Council can entrust one part of teaching and other forms of lectures within the teaching process to well known professionals and scientists from home or abroad. Such associates need to have a PhD degree and published scientific or professional papers or recognized business results.

#### **Article 20.**

- (1) Doctoral study program lasts for six semesters (3 years).
- (2) Student has a full-time or a part-time status during the given duration of doctoral studies, most, twice the given duration.
- (3) The curriculum is published on the website of the study holder.

#### **Article 21.**

- (1) Study program is assigned by credits as of the ECTS (European Credit Transfer System). During the study, a student has to collect at least 180 ECTS.

Within this Doctoral study program, ECTS credits are assigned to activities divided in 7 (seven) groups, of which first 4 (four) groups are obligatory, and the rest 3 (three) groups are additional.

(2) Obligatory groups of activities:

- a) Obligatory and elective courses – student enrolls all obligatory courses and elective courses, so that the total value of all courses is at least 30, and the most 60 ECTS,
- b) Scientific research,
- c) Scientific training,
- d) Doctoral thesis.

(3) Additional groups of activities:

- a) Professional activities,
- b) Teaching activities,
- c) Postgraduate studies.

### **Article 22.**

(1) The list of obligatory and elective courses according to each study module with corresponding number of teaching hours required for realization and the number of ECTS is an integral part of these Regulations.

(2) All courses are assigned with ECTS credits based on total teaching hours, by following the principle 1 ECTS equals 10 teaching hours.

### **Article 23.**

(1) From each obligatory group of activities, a student must collect at least the number of credits that is determined as the minimum. The sum of a minimum number of credits from the obligatory group is 140, and the remaining 40 credits a student has to collect from the same groups or the groups of additional activities. For example, a student can collect the remaining 40 credits collect from the group of additional activities (professional activities 10 + teaching activities 30), or the scientific training because that group of activities allows a maximum 100 credits (40 more than the required minimum). In addition, 40 credits can be collected by combining various activities, for example, 10 from the additionally enrolled courses, 10 from scientific training, 10 from scientific presentation, 5 from professional activities, and 5 from teaching activities.

(2) Students of the Doctoral study program can submit a request to the Doctoral study module board for recognition of ECTS if having been enrolled in the compatible postgraduate university study program and if having fulfilled a certain scope of obligations. Masters of sciences and advanced masters can get recognition of a maximum of 80 ECTS credits (which is enough for enrollment into the 3rd study year), within which the ECTS credits can be recognized for the groups of Obligatory and elective courses (by assessing compatibility with the teaching module of respective Doctoral study program), „Scientific training“, „Scientific presentation“ and „Postgraduate studies“. In the category „Postgraduate studies“, a master of sciences can be awarded maximum 15-30 ECTS credits for the master of science diploma, and an advanced master can be awarded 10-20 ECTS credits, regardless of the scope and type of completed courses and/or published papers, i.e. completed courses/courses, scientific papers

and scientific presentations can be additionally recognized within an appropriate group of activities.

(3) Proposal for recognition of ECTS credits awarded within previous postgraduate university studies is to be submitted to the Committee for PhD degree award by the Doctoral study module board. Doctoral study module board and the Committee for PhD degree award are not obliged to recognize a student the ECTS credits from previous postgraduate university studies if they estimate that previous activities do not have a significant contribution in the process of PhD degree award within the scientific field of Agriculture.

(4) For their scientific and professional work, students may collect more credits than the maximum specified in the table below, however, these ECTS that exceed the maximum limit in each group of activities as of the table below, cannot be recorded in the student's records:

Group of activities		No. ECTS credits	
		minimum	maximum
No.			
1.	Obligatory and elective courses	30	60
2.	Scientific research	60	100
3.	Scientific training	10	30
4.	Doctoral thesis	40	40
5.	Professional activities	-	10
6.	Teaching activities	-	30
7.	Postgraduate studies	-	30
Sum total		180	300

(5) Within the groups of additional activities, students are not obliged, but they can collect credits up to the determined maximum amount.

#### **Article 24.**

(1) Elective courses are enrolled by each student upon having consulted a mentor and study advisor, and he/she can choose elective courses from other postgraduate doctoral studies, apart of the Postgraduate doctoral study program „Agricultural Sciences“. The value of such elective courses as of the ECTS credits can be proposed by the Doctoral study module board, and accepted by the Committee for PhD degree award by considering the teaching hours and ECTS credits awarded by the specific doctoral study program provider that carries out the teaching program and the course in question.

(2) During the studies, the student of the Doctoral study program is allowed to change the selected course once, if requesting this change in written form and if getting the consent of the mentor and of the Doctoral study module board. The decision about the change of selected course is reached by the Committee for PhD degree award.

(3) Obligatory and elective courses that each student needs to enroll and obtain towards the minimum of required 30 ECTS credits within particular Doctoral study module is as follows:

Module	No. of obligatory courses	minimum required elective courses
1. Agroeconomics	2	5
2. Agrochemistry	4	2
3. Plant Breeding i Seed Production	4	3
4. Plant Protection	2	5
5. Animal Breeding	4	6
6. Animal Nutrition and Forage Technology	5	3
7. Hunting and Cynology	2	7
8. Technical System in Agriculture	2	5

### Article 25.

- (1) Each student of the Doctoral study program is obliged to enroll, actively participate and pass all constituent parts of an exam for each obligatory and elective courses, as entered in the Student Book.
- (2) Exams are public, written and / or oral and taken in the presence of the course coordinator.
- (3) Successfully passed exams are graded by marks: excellent (5), very good (4), good (3) and sufficient (2) and recorded in the Student Book. Insufficient (1) is a negative grade, which is recorded only in the exam application.
- (4) Each passed exam, defended seminar paper and other forms of examination are recorded in an exam application, in Student Book, as well as in the student records.
- (5) Exams are organized with a course coordinator. Exact date and time of exam is determined by course coordinator.

### Article 26.

- (1) ECTS credits can be awarded to the student of the Doctoral study program not only for passed obligatory and elective courses, but also within the remaining 6 groups of activities, as presented in the table in the Article 23.
- (2) List of obligatory and elective activities and their value in ECTS are overviewed in the table below:

<b>Activities</b>	<b>ECTS</b>
Scientific research	
Set up and realization of experiment/research <sup>1)</sup>	15
Laboratory/field analytical activity <sup>1)</sup>	15
Statistical data processing <sup>1)</sup>	10
Paper presented in secondary publications - category A1	20
A1 paper Q1/Q2 quartile	
A1 paper Q3/Q4 quartile	
Paper presented in secondary publications - category A2	15

Paper in proceedings of an international conference – category A3	10
Paper in proceedings of a national conference	5
Other papers	3
Abstract in an Abstract Book	1
<b>Scientific training</b>	
Oral presentation at an international conference	10
Poster at an international conference	5
Oral presentation at a national conference	5
Poster at a national conference	3
Training in scientific institution abroad (minimum duration of a course or 30 days)	15
Training at other university/institute in Croatia (minimum 3 months)	10
Researcher in international projects	10
Awards and acknowledgments for scientific paper <sup>2)</sup>	10
<b>Dissertation</b>	
Application and public presentation of a dissertation topic	10
Dissertation	30
<b>Professional activities</b>	
Participation in seminars, conferences, round tables, panel discussions	3
Public presentation about dissertation topic	2
Case study preparation	3
Patents	10
Awards and acknowledgments for professional work <sup>2)</sup>	4
<b>Teaching activities</b>	
University textbook	10
Book	10
Intern manuscript	5
Teaching at undergraduate or graduate study (seminars or practices)	43)
<b>Postgraduate studies</b>	
Master of Science degree	15-30
Advanced Master degree	10-20

1) Mentioned activities referring to scientific research should cover the topic of doctoral thesis by public presentation of a seminar paper (presentation is not accredited in other categories), and ECTS is recommended by the Doctoral study module board, and confirmed by the Committee for PhD degree award.

2) Awards for scientific or professional work given by the Ministry, universities, faculties, institutes, scientific or organizational committees of scientific or professional conferences. ECTS value for the awards proposes the Doctoral study module board, and accepts the Committee for PhD degree award.

3) 2 ECTS credits are awarded for a public presentation of a positively evaluated doctoral thesis topic, organized as part of the Doctoral Days at the Faculty of Agrobiotechnical Sciences in Osijek

or at one of the units of the J. J. Strossmayer University of Osijek as part of the Young Researchers' Days or similar events

4) 4 ECTS is awarded for practices or seminars per each semester and course if being fully realized as of the teaching plan of specific course. If not, then there is a proportional number of credits awarded for participation of student in teaching. ECTS credits for teaching activities proposes the Doctoral study module board, and accepts the Committee for PhD degree award.

#### **Article 27.**

(1) Student of the Doctoral study program is initially enrolled into the 1st semester of the first study year that comprises all obligatory courses. After appointment of the study advisor, the student enrolls the 2nd semester of the 1st study year by choosing elective courses. Students in coordination with their study advisor and proposed mentor can select elective courses.

Selection of courses from other postgraduate studies have to be approved to each student by the Doctoral study module board.

(2) Student is obliged to enroll the 2nd semester of the Doctoral study program at the latest in March of the 1st study year within the Doctoral study program.

#### **Article 28.**

(1) Students are recommended first to pass exams within obligatory courses, and then within elective courses.

(2) During the second or the third semester student must submit the doctoral thesis topic.

(3) Student is obliged to submit, on a provided form, to the Doctoral study module board a report about student's activities once a year when submitting request for ECTS credits recognition

(4) The form and content of the student's annual report on his/her activities are prescribed by these Rules.

#### **Article 29.**

(1) In order to enroll the second study year, students of the Doctoral study program are obliged to obtain minimum 40 ECTS credits and have a positive grade on the annual report from the study advisor or mentor about the progress during the first year.

(2) Student has to submit the request for recognition of ECTS credits to the Doctoral study module board and the annual report about his/her progress.

(3) Form and content of the request for recognition of ECTS credits are determined by these Regulations.

(4) Form and the content of annual report of the study advisor or mentor on the progress of the student has been given by these Rules.

(5) After receiving the request for recognition of ECTS credits, and the annual report of student about his/her work and annual report from student advisor/mentor about the student's progress

Doctoral study module board proposes a decision on recognition of ECTS credits, and proposal for an annual student progress report which needs to be adopted by the Committee for PhD degree award.

(6) After reaching of the decision on recognition of ECTS credits, Doctoral study program coordinator signs decisions for each student and submits them to the Office for Postgraduate Studies.

(7) Based on that decision, ECTS credits recognized for each activity are entered in the Student Book for each student.

(8) If there is a minimum of 40 ECTS credits recognized, and the student advisor/mentor's annual report about the progress during the first year of study is evaluated with a positive grade the student has a right to enroll the 2nd study year of the Doctoral study program.

### **Article 30.**

(1) When enrolling the 2nd study year, student of the Doctoral study program enrolls at the same time the 3rd and 4th semester.

(2) During the 3rd and 4th semester student can, if approved by study advisor and mentor, enroll new elective courses.

### **Article 31.**

(1) Student of the second study year can progress to the third year if having obtained at least 80 ECTS credits and if having positive evaluation of the doctoral thesis topic, and have a positive grade on the annual report from the mentor about the progress during the second year.

(2) Student has to submit a request to the Doctoral study module board for recognition of ECTS credits during the second study year along with the decision to recognize ECTS credits from the first study year and the annual report about his/her progress.

(3) After receiving the request for ECTS credits recognition and the student's annual report about his/her activities and the annual mentor's report about student's progress Doctoral study module board proposes a decision on ECTS credits recognition and preposition for the annual report about student's progress to be adopted by the Committee for PhD degree award.

(4) After adopting the decision for ECTS credits recognition, the Doctoral study program coordinator signs the decision for each student and hands it into the Office for Postgraduate Studies.

(5) Based on the decision, ECTS credits recognized to each student are recorded in the student book for each activity completed during the second study year.

(6) If a minimum of 80 ECTS credits is recognized and if having a positive evaluation of the doctoral thesis topic, and having positive evaluation of the mentor's report about the progress during the second year student of the 2nd study year is approved enrollment into the 3rd study year of the Doctoral study program.

### **Article 32.**

(1) During the 2nd or the 3rd semester of the Doctoral study program student is expected to initiate a procedure for PhD degree award by reporting a topic of doctoral thesis to the

Committee for PhD degree award. Student reports a topic after coordination with the mentor and/or study advisor and/or Module coordinator.

(2) Doctoral thesis topic report must include:

- a) general information about the doctoral student,
- b) title of the proposed topic,
- c) information about the proposed mentor and their competencies,
- d) justification of the topic,
- e) review of previous research,
- f) aim and hypotheses of the research,
- g) methods and research plan,
- h) expected scientific contribution of the proposed research,
- i) proposed list of references, and
- j) a statement by the doctoral student that they have not submitted a doctoral thesis with the same topic at another faculty of the University or at another university.

(3) Student of the Doctoral study program has a right to change a mentor or a topic once by submitting a written request to the Module board and to the Committee for PhD degree award, along with the written explanation of the former mentor. Final decision is brought by the Committee for PhD degree award.

(4) These Regulations determine the Form and content of the doctoral thesis topic report.

(5) On the Faculty's web site, at least eight days before doctoral thesis defense, name of the student, title of the doctoral thesis, date and place of the dissertation defense are publicly announced.

### **Article 33.**

(1) Student of the third study year of the Doctoral study program is obliged to collect 150 ECTS and to obtain positive evaluation of the doctoral thesis topic, and have a positive evaluation by mentor about the progress during the previous year to get a right to initiate the procedure for doctoral thesis assessment.

(2) Student needs to submit, to the Doctoral study module board a request for ECTS credits recognition during the third study year, and to add decisions on ECTS credits recognition completed during the first two study years and an annual report about his/her progress.

(3) After having submitted the request for ECTS credits recognition, the annual student's report about his/her work, and the annual mentor's report about student's progress, Doctoral study module board proposes a decision for ECTS credits recognition and proposition for the annual report about student's progress which is adopted by the Committee for PhD degree award.

(4) After the decision for the recognition of ECTS credits is adopted, the Head of Doctoral Studies signs the decision and submits it to the Office for Postgraduate Studies.

(5) Student of the third study year of the Doctoral study program is eligible to initiate a procedure for doctoral thesis assessment if having fulfilled the following:

- a) recognized at least 150 ECTS credits in total,
- b) recognized at least 30 ECTS credits within obligatory and elective courses,



- c) recognized at least 60 ECTS credits in scientific training,
  - d) recognized at least 10 ECTS credits within scientific presentation,
  - e) recognized 10 ECTS credits within a positive evaluation of the doctoral thesis topic.
- (6) The procedure for the evaluation of the doctoral thesis is initiated by the doctoral student by submitting a request to the Committee for PhD degree award. The doctoral student attaches a bound and electronic version of the doctoral thesis, which is approved by the mentor's signature, as well as a statement on the authenticity of the doctoral thesis and academic integrity.
- (7) Prior to doctoral thesis defense, student of the third study year of the Doctoral study program is obliged to have at least one published and indexed scientific paper of A1 category (published in the journals indexed in the WoS) or two scientific papers of A2 category related to the field of doctoral thesis topic in which the student needs to be only or one of the main authors. Each paper, except if being specifically justified, can be qualified only for one student.
- (8) Form and content of the request for initiation of the doctoral thesis topic, and the statement on doctoral thesis authenticity and academic integrity are determined by these Regulations.

### **Article 34.**

- (1) Doctoral thesis has to be independent and original work of student, by which the student needs to prove independent scientific research and application of scientific methods, and in which there will be scientific contribution contained in the scientific field of biotechnical sciences, area of Agriculture.
- (2) Forms of doctoral thesis can be:
- a) Scientific monograph
  - b) scientific work that is based on published scientific papers, with written review (collection of original scientific papers, so-called Scandinavian model).
- (3) The Ordinance on the International Dual Doctorates of Science at the Josip Juraj Strossmayer University of Osijek proscribes the rules and procedure for applying, drafting and defending an international dual doctoral degree in science.
- (4) The doctoral thesis is written in Croatian, linguistically, stylistically, and technically formatted, and aligned with the preparation of scientific papers. However, at the suggestion of the Committee for PhD degree award, it may also be written in one of the world's languages. The title, abstract, and keywords of the doctoral thesis must be written in both Croatian and English.
- (5) The scope of doctoral thesis as a scientific monograph is not defined precisely, however, it should contain more than 100 and less than 200 pages, with 1.5 space line, A4 format, font size 12, resulting in about 2.000 – 2.500 characters per page, with title, abstract and key words in English language.
- (6) Doctoral thesis as a collection of original scientific papers is based on published scientific papers that are aligned with the methodology and objectives of research, and accepted topic of the doctoral thesis. By these Regulations, there are defined minimum number and quality of papers:

(7) Minimum number of scientific papers that has to comply the stated criteria:

- a) three (3) scientific papers presented in the first (A1) group of databases (WoS), at least one of those papers needs to be in the Journal rated as Q1 by the Regulations on the conditions for the election to scientific titles (for Biotechnical sciences);
- b) all papers have to be published in different publications
- c) student has to be the first author of all the papers
- d) at least two papers must be published, while the remaining papers must be accepted for publication in journals covered by the WOS database. Papers that are under review can be included in the doctoral thesis (for the completeness of the results), but they do not count towards fulfilling the requirements of this section.

(8) Doctoral thesis written as a collection of original scientific papers has to contain the following main chapters:

1. Basic Documentation Card in Croatian
2. Basic Documentation Card in English
3. Extended Abstract (25-50 pages) in Croatian language
4. Scientific paper No. 1 in original language
5. 5. Scientific paper No. 2 in original language
6. Scientific paper No. 3 in original language
7. Extended Abstract or the translation of the whole paper in Croatian language for all papers which originals are not in Croatian language
8. Abstract (up to 2 pages)
9. Summary (up to 2 pages)
10. Curriculum Vitae in Croatian
11. Curriculum Vitae

(9) Form and content of the doctoral thesis are determined by these Regulations.

### **Article 35.**

(1) Doctoral thesis is evaluated by the Committee for doctoral thesis assessment.

The report of the Committee for doctoral thesis assessment contains:

1. overview of the dissertation content,
2. opinion and dissertation assessment considering applied methods,
3. scientific content of the dissertation,
4. suggestion of the Committee.

(2) Suggestion of the Committee for doctoral thesis assessment can be as follows:

1. doctoral thesis shall be accepted and the student shall be allowed to proceed with the doctoral thesis defense,
2. doctoral thesis shall be amended by the student,
3. doctoral thesis shall be declined.

(3) The Faculty is obligated to make the doctoral thesis available to the public by publishing it on its website at least 30 days before the date of the doctoral defense.

(4) If, during the public disclosure of the doctoral thesis, comments and feedback from the public are received that the Doctoral thesis Evaluation Committee determines should be considered, the Committee will request the doctoral student to revise the dissertation within a deadline of no later than 30 days before the deadline for submitting the Committee's report.

(5) The form and content of the report of the Doctoral thesis Evaluation Committee are specified by these Regulations.

### **Article 36.**

(1) If the Committee for PhD degree award suggests and the Faculty Council accepts the report in which it is stated that doctoral thesis shall be amended, the Committee for PhD degree award informs the student about the necessity to correct the dissertation according to the instructions given by the Committee for doctoral thesis assessment within the 90 days from the receipt of the Faculty Council decision. If the student does not correct the doctoral thesis within 90 days, without having justified reasons, the doctoral thesis will be considered declined.

(2) The Committee for PhD degree award can suggest and the Faculty Council can state that the report of the Committee for doctoral thesis assessment does not provide enough basis for reaching of decision on the doctoral thesis assessment. In this case, the Faculty Council can, independently or upon suggestion of the Committee for PhD degree award, appoint new members in the Committee for Doctoral thesis Assessment and request a submission of new report, or it can appoint new Committee for doctoral thesis assessment, which will be in charge to review again the doctoral thesis.

(3) Each member of the committee has the right to submit a separate opinion

### **Article 37.**

(1) If the suggestion of the Committee for doctoral thesis assessment contains negative evaluation of the doctoral thesis, and the Committee for PhD degree award does not suggest and the Faculty Council does not reach a decision on the new members appointed to the Committee or the new Committee as a whole, the Faculty Council shall decide that the doctoral thesis shall be declined and that the procedure for the PhD degree award shall be ceased.

(2) The elaborated decision on suspension of the procedure shall be sent to student within eight (8) days, and the student cannot repeat the procedure of the PhD degree award at the University with the same topic of the dissertation.

### **Article 38.**

(1) After accepting the positive assessment of the doctoral thesis, the Faculty Council, as following the proposal of the Committee for PhD degree award, appoints the Committee for doctoral thesis defense.

(2) Date of doctoral thesis defense is to be agreed by the student and the Committee for doctoral thesis defense, and public defense of doctoral thesis should take place within 30 days from the day when the Faculty Council decided on accepting positive assessment of the doctoral thesis and appointing the Committee for doctoral thesis defense.

- (3) Decision about the date of the public defense of the doctoral thesis is also determined by the Faculty Council.
- (4) The notification on public defense of doctoral thesis is announced on the Faculty and University web site and boards at least eight (8) days prior to the public defense of doctoral thesis. Date, and place of defense, student's name, mentor's name and the Committee for doctoral thesis defense are stated.
- (5) The defense is held in the language in which the doctoral thesis is written.
- (6) Based on the proposal of the Module Council, and the decision of the Committee for PhD degree award, in exceptional cases, the public defense of the doctoral thesis may be organized in a hybrid format using online communication tools, provided that at least one member of the committee is physically present at the public defense. A link for the public to follow the defense must be made available.
- (7) If the doctoral student, without a valid reason, does not attend the public defense of the dissertation on the determined date and location, the Faculty Council will decide to suspend the procedure for obtaining the PhD and will inform the doctoral student and the mentor of this decision.

#### **Article 39.**

- (1) Positively assessed doctoral thesis is publicly defended by the student in front of the Committee for doctoral thesis defense.
- (2) Doctoral thesis defense is performed according to the protocol on doctoral thesis defense that is determined by the Committee for PhD degree award.
- (3) After completed protocol of the doctoral thesis defense, the Committee for doctoral thesis defense decides if the student has successfully defended the doctoral thesis.
- (4) Recording secretary keeps minutes on the public defense of the doctoral thesis, which is signed by all members of the Committee, including the recording secretary. The minutes contain the decision of the Committee on the defense of doctoral thesis, which can be as follows:
  1. defended by unanimous decision of the Committee
  2. defended by the majority of votes of the Committee
  3. not defended.
- (5) After the successful defense of the doctoral thesis, a page is added to the dissertation containing information about the author of the dissertation, the composition of the defense committee with the signatures of the committee members, and the date of the defense

#### **Article 40.**

- (1) Within 25 days from the date of the doctoral thesis defense, the doctoral student shall hand in four (4) hardbound copies and an electronic version of doctoral thesis to the Faculty Secretary.
- (2) A correction (corrigendum or errata) of a doctoral thesis is possible both before and after binding, using a specific form, and will be published alongside the doctoral thesis.

(3) When handing in the doctoral thesis, the doctoral student is obliged to complete and sign a permission for archiving and publication of doctoral thesis in publicly accessible faculty, university, and national repository.

(4) The faculty is required to publish the doctoral thesis within 30 days of the defense in the national repository or the repository of the doctoral program provider. One printed copy of the doctoral thesis is submitted to the National and University Library, the City and University Library of Osijek, and the University.

(5) Form and content of the permission for archiving and publication of doctoral thesis in publicly accessible faculty, university, and national repositories is contained in these Regulations.

#### **Article 41.**

(1) If research results obtained within the preparation of the doctoral thesis are to be used in the economy sector, and they involve innovation that is subject to intellectual property rights, the student and supervisor are obliged to inform the Committee for PhD degree award and the Technology Transfer Office of the University.

(2) Student, with the mentor's consent, may request that the submitted doctoral thesis be treated confidentially until the public defense, which may be postponed for up to one year.

(3) Doctoral thesis that is subject to delayed publication shall be defended in front of committee, members sign a statement of confidentiality.

#### **Article 42.**

Student that has not defended doctoral thesis is entitled to re-apply for preparation and defense of doctoral thesis after 90 days, but not with the same topic.

#### **Article 43.**

Doctoral thesis that is not defended within 5 years from the day of doctoral thesis topic approval is subject to repeated evaluation procedures.

#### **Article 44.**

A student who has successfully defended their doctoral thesis is issued a diploma and a supplementary certificate of study.

#### **Article 45.**

(1) Upon completion of the doctoral study program and successful defense of doctoral thesis, the University issues a diploma that is confirming the doctoral study program completion and the award of the academic degree of the doctor of sciences, as following the legal acts.

(2) Diploma on the doctorate of sciences is awarded by the rector of the University on the graduation ceremony, when each doctoral graduate student has to sign up in the Doctors of Sciences Book.

(3) Besides the diploma, each doctoral graduate student is issued free of charge the Diploma Supplement in English and Croatian language that contains relevant information necessary for understanding of the acquired academic degree.

## **V. MANAGEMENT OF THE STUDY**

### **Article 46.**

Professional bodies of the Doctoral study program are: Committee for PhD degree award, Doctoral study module board, Doctoral study program coordinator and Doctoral study module coordinator.

### **Article 47.**

(1) Faculty Council decides on:

- study program and changes to the study program,
- curriculum of the Doctoral study program,
- appointment of coordinators and associates within courses,
- announcement of calls for enrollment of students,
- acceptance of the doctoral thesis topic application,
- appointment of members of the Committee for evaluation of the doctoral thesis topic,
- acceptance of the doctoral thesis topic evaluation,
- appointment of mentors and co-mentors for advisory work within the doctoral thesis preparation,
- appointment of members of the Committee for doctoral thesis assessment,
- acceptance of the doctoral thesis assessment,
- appointment of the Committee for doctoral thesis defense and the date of defense,
- appointment of the Doctoral study module coordinators,
- rights on off time in other justified cases as suggested by the Committee for PhD degree award,
- other issues referring to organization and management of the Doctoral study program as suggested by the Committee for PhD degree award.

### **Article 48.**

(1) Committee for PhD degree award is composed of: vice-dean for science and postgraduate students and Doctoral study module coordinators. Head of Faculty administration is taking part in the work of the Committee for PhD degree award without voting rights.

(2) The Committee for PhD degree award is chaired by the vice-dean for science and postgraduate studies in the capacity of president. The Committee for PhD degree award can function if at least half of the members are present at meetings. Members of the Committee for PhD degree award who are unable to participate in a meeting, can appoint a substitute – secretary of the Doctoral Study Module Council.

(3) Regular meetings of the Committee for PhD degree award are convened usually once a month by the vice-dean for science and postgraduate studies. Meetings shall be attended by all members of the Committee for PhD degree award and reporters for each dissertation topic application, topic evaluation, or doctoral thesis assessment.

(3) The reporters are usually mentors or co-mentors on doctoral thesiss or presidents of the Committee for dissertation topic evaluation or Committee for doctoral thesis assessment. Reporters participate in discussions at the meetings of the Committee for PhD degree award, but they do not participate in decision-making.

(4) Committee for PhD degree award accepts proposals by a majority of votes of present members of the Committee.

#### **Article 49.**

(1) Committee for PhD degree award proposes to the Faculty Council:

- study program and changes to the study program,
- curriculum of the Doctoral study program,
- Doctoral study module coordinators,
- Coordinators of courses and associates at courses of the Doctoral study program,
- Evaluation of the doctoral thesis topic and doctoral thesis assessment,
- Committee for evaluation of the doctoral thesis topic, Committee for doctoral thesis assessment and Committee for doctoral thesis defense,
- mentors for advisory work during the doctoral thesis preparation,
- co-mentor for advisory work during the doctoral thesis preparation.

(2) Committee for PhD degree award discusses:

- proposed topic of the doctoral thesis, proposed evaluation of the doctoral thesis topic, and proposed doctoral thesis assessment,
- proposed mentor and co-mentor for advisory work during the doctoral thesis preparation,
- proposed Committee for dissertation topic evaluation, Committee for doctoral thesis assessment, and Committee for doctoral thesis defense.

(3) Committee for PhD degree award reaches decisions on:

- proposals of the Doctoral study module board on additional exams for a student of the Doctoral study program,
- enrollment of students in the Doctoral study program based on proposal of the Doctoral study module board,
- award of ECTS credits to students of the Doctoral study program based on proposal of the Doctoral study module board,
- the student's annual report on their activities,
- an annual report by a student advisor or mentor on student progress
- regular enrollment of students in the second and the third study year of the Doctoral study program according to the awarded ECTS credits,
- part-time enrollment of students in the second and the third study year of the Doctoral study program based on fulfillment of the special conditions and other activities as defined by these Regulations.

#### **Article 50.**



(1) Doctoral study module board consists of all employees of the Faculty of Agrobiotechnical Sciences Osijek who hold scientific-teaching title and are involved in teaching within specific module of the Doctoral study program, as well as representatives of teachers in scientific-teaching title within the same Doctoral study program that are not employed by the Faculty of Agrobiotechnical Sciences Osijek, but they participate in teaching within the Doctoral study program as regulated by specific agreement.

(2) Number of representatives of associates in the Module board is suggested by the Committee for PhD degree award or by the Module coordinator for each module of the Doctoral study, and the decision on the number of the representatives of associates is reached by the Committee for PhD degree award.

(3) Doctoral study module board is gathered and presided over by the Module Coordinator. In order to be able to hold sessions of the Doctoral study module board, presence of more than half of all members of the Module board is required.

(4) Doctoral study module board reaches decisions by majority of votes of all members of the Module board.

### **Article 51.**

(1) Doctoral study module board proposes to the Committee for PhD degree award the following:

- study program and changes to the study program,
- curriculum of the Doctoral study program
- module coordinators of the Doctoral study program
- coordinators and associates within courses of the Doctoral study program,
- additional exams for students of the Doctoral study program,
- enrollment of students at the Doctoral study program,
- recognition of the ECTS credits to students of the Doctoral study program, as requested in writing by each student,
- the student's annual report on their activities,
- an annual report by a student advisor or mentor on student progress
- enrollment of full-time students in the Doctoral study program in the second and the third study year, according to the number of recognized ECTS credits,
- enrollment of part-time students in the Doctoral study program at the second and the third study year, based on fulfillment of special conditions.

(2) Doctoral study module board shall:

- appoint a study advisor to each student of the Doctoral study program during the first semester,
- suggest to students of the Doctoral study program a mentor for preparation of doctoral thesis,
- suggest to students of the Doctoral study program co-mentor for preparation of doctoral thesis,
- reaches decision about appointment of Doctoral study module secretary, as suggested by the Module coordinator and
- perform all other tasks as determined by these Regulations.



## **Article 52.**

- (1) Doctoral study program coordinator is a vice-dean for science and postgraduate studies at the Faculty of Agrobiotechnical Sciences Osijek.
- (2) Doctoral study program coordinator calls sessions and presides over the Committee for PhD degree award.
- (3) Doctoral study program coordinator confirms the minutes and decisions of the Committee for PhD degree award sessions by signing the same.
- (4) All decisions reached by the Committee for PhD degree award are forwarded to the Office for Postgraduate Studies by the Doctoral study program coordinator. All suggestions made by the Committee for PhD degree award are presented at the Faculty Council sessions also by Doctoral study program coordinator.

## **Article 53.**

- (1) Doctoral study module coordinator must be a faculty member in a scientific and teaching position and actively involved in the teaching activities of the specified module of that Doctoral program.
- (2) Doctoral study module coordinator is elected by the majority of votes of all members of the Doctoral study module board.
- (3) The change of module coordinator is suggested by the president of the Committee for PhD degree award. The change of the module coordinator can be suggested by the module coordinator or by any other member of the Doctoral study module board. However, that suggestion shall be supported by at least two members of the Doctoral study module board.
- (4) Suggestion for the change in the Module coordinator is accepted by the majority of votes of all members of the Doctoral study module board.
- (5) Module coordinator is entitled to receive financial compensation for the work that is defined by these Regulations.

## **Article 55.**

- (1) Doctoral study module coordinator:

- calls and presides over regular sessions of the Doctoral study module board, which are held at least once during each semester,
- calls and presides over special sessions of the Doctoral study module board, which are held as needed or at the request of any member of the Doctoral study module board,
- suggests to the Doctoral study module board appointment of the secretary of the Doctoral study module board,
- organizes, supervises and coordinates the functioning of the Doctoral study module, while having assistance of the secretary of the Doctoral study module for realization of the decisions reached by the Doctoral study module board as in line with these Regulations,

- represents the Doctoral study module board in the sessions held by the Committee for PhD degree award by presenting suggestions and decisions of the Doctoral study module board,
- Doctoral study module coordinator confirms the minutes of Module board sessions and signs all decisions of the Module board.
- Performs other activities as determined by these Regulations.

#### **Article 55.**

- (1) Doctoral study module secretary provides assistance to Doctoral study module coordinator in organization and supervision of the Doctoral study module realization. Special duty of the Doctoral study module secretary refers to correspondence with students of the Doctoral study program and duly administration of all documents for the Doctoral study module, as defined by these Regulations.
- (2) Doctoral study module secretary has to be employed by the Faculty of Agrobiotechnical Sciences Osijek, appointed with the scientific-teaching title and involved in teaching activities realized within the respective Doctoral study module.
- (3) Doctoral study module secretary is entitled to receive financial compensation for the work that is defined by these Regulations.

#### **Article 56.**

- (1) Each student of the Doctoral study program is eligible to have a study advisor, who is suggested by the Doctoral study module coordinator, as agreed by the student. As a rule, study advisor is appointed during the first semester of the first study year of the Doctoral study program. Study advisor must be Doctoral study module member.
- (2) Study advisor provides assistance to a student in selection of elective courses and coordinates them with planned student's scientific-research activities. The advisors help students during their studies and supervises their work.
- (3) Study advisor makes a report about student activities during the study until the mentor is chosen, and the form of the report is part of these Regulations.
- (4) The enrollment of a student in the senior year of study depends on a positive report.
- (5) The study advisor shall make a statement of acceptance of the obligations of the study advisor upon his appointment, which is an integral part of these Regulations.
- (6) The study advisor must be elected to a scientific-educational title and is usually an employee of the Faculty.
- (7) Study advisor manages other tasks prescribed by these Regulations.
- (8) Study advisor is entitled to receive financial compensation for the work that is defined by these Regulations.
- (9) Exceptionally, the study advisor has the right to withdraw from the counseling for objective reasons (non-cooperation of the student, the objective circumstances of the student's work and life, the objective circumstances of the work and life of the study advisor). The aforementioned reasons should be explained in writing and further explained.

## **Article 57.**

- (1) After consultations with the student and advisor, and with the written consent of the proposed mentor, the Doctoral study module board proposes the mentor for advisory work in preparation of doctoral thesis (hereinafter: the mentor). Doctoral study module board proposes the mentor at the latest parallel with the application of the doctoral thesis topic. The Committee for PhD degree award considers the appointment of mentors and proposes its decision to the Faculty
- (2) One person can act as a mentor and study advisor.
- (3) Prior to taking up the first mentorship, the mentor is required to participate in the mentoring workshop organized by the Faculty, University or recognized international schools, and needs to bring a certificate of participation.
- (4) Mentor has to hold a scientific-teaching title, and as of rule, has to be employed by the Faculty of Agrobiotechnical Sciences Osijek. In the last five years, the mentor has to have published two scientific papers (at least one indexed in WoS) related to the research topic of the doctoral thesis and has to fulfill at least 4 of the following 9 conditions:
  1. Participates in the realization of the Doctoral study program
  2. Participates in the realization of some other postgraduate doctoral study program
  3. Coordinated at least one scientific project or participated in at least one international project
  4. Was at least once president of the scientific or organizational committee of a scientific conference in Croatia, or acted as a member of the scientific committee or as a section moderator in international scientific conference organized by an international association
  5. Was at least three times member of scientific committee or section moderator of a scientific meeting in Croatia or abroad
  6. Acted as a mentor or co-mentor for at least one defended doctoral thesis or master thesis at postgraduate university study or has attended the mentor school at the University or has successfully participated in a mentoring workshop organized by a university / faculty in that academic year.
  7. Acted as a member of in at least two committees for doctoral thesis defense
  8. Was a co-author of at least 4 scientific papers of the A1 category or of at least 8 scientific papers of the A2 category
  9. Participated in oral presentation at least 2 scientific meetings or held poster presentation at least 4 scientific meetings.
- (5) Mentor can be:

he following individuals may be appointed as mentors:

- An emeritus professor who participates in teaching in the Doctoral program.
- An instructor who is not an employee of the University or Faculty, but is an external collaborator participating in the implementation of the doctoral program, has scientific achievements over the past five years and has published relevant scientific papers related to the research topic of the doctoral thesis.

- An esteemed international scientist who is not employed at the Faculty of Agro-Bioengineering Sciences in Osijek, but participates in teaching in the Doctoral program based on a special contract, or is a leader or collaborator on a research project under which the research for the doctoral thesis would be conducted.
- Exceptionally, a scientist in a research position (research associate, senior research associate, research advisor, or research advisor in a permanent position) may be appointed if they have scientific works that represent a significant contribution to the research area of the doctoral thesis, or if they are the leader or collaborator on a research project under which the research for the doctoral thesis would be conducted.

(6) The mentor should have a positive opinion about their mentoring work and, as a rule, may supervise a maximum of three doctoral candidates at the same time.

(7) If the appointed mentor is neither a faculty member, an external collaborator, nor an emeritus professor of the Faculty, a co-mentor who is a faculty member will be appointed.

(8) Mentor is obliged to:

- guides students through the study and through the research activities,
- help students in their scientific-research work,
- help students in definition of methods for doctoral thesis,
- help students to define structure of research for each part of doctoral thesis,
- help students to search for scientific and professional literature,
- provides to students other professional and scientific support,
- provides report about student's continuous progress during the study,
- performs other tasks as defined by these Regulations.

(9) Mentors cannot be appointed if they are related by family ties (spouses, children, parents, or siblings) to the doctoral candidate of the Doctoral program.

(9) A mentor who was appointed before retirement may remain a mentor until the end, upon the proposal of the Council of the Doctoral program, with the consent of the Commission for the Acquisition of a Doctorate, based on a decision by the Faculty Council.

(10) A mentor who is not an employee of the Faculty must sign a cooperation and responsibility agreement with the Dean of the Faculty.

(11) A mentor has the right to request the termination of their mentorship from the Faculty Council with special justification. Termination of mentorship can be requested if the doctoral candidate does not fulfill their study obligations and receives negative reports for two consecutive years, or if they do not adhere to the mentor's instructions and guidelines during the doctoral research related to the topic of the doctoral thesis. The Faculty Council makes the decision on the termination of mentorship and the appointment of a new mentor.

(12) A mentor whose doctoral thesis has been rejected cannot be appointed as a mentor for the next six years.

(13) A mentor is entitled to financial compensation for the work performed, as stipulated by these Regulations.

## **Article 58.**

(1) Doctoral study module board, if agreed with the student and mentor, can suggest a comentor for advisory work within doctoral thesis preparation (herein forth: comentor), if having a written consent of the suggested co-mentor. Doctoral study module board suggests a co-

mentor at the earliest after adoption of the positive evaluation of doctoral thesis topic, and at the latest before the enrolment of the student in the 3rd study year. The Committee for PhD degree award considers the appointment of co-mentors and suggests its decision to the Faculty Council, which reaches its decision on the appointment of co-mentor.

- (2) The same person can be appointed as a co-mentor and study advisor.
- (3) Josip Juraj Strossmayer employees, prior to becoming co-mentors, must attend mentor workshops organized by Faculties, Universities or accredited international schools which is confirmed by certificate of attendance.
- (4) While proposing the appointment of a co-mentor, Doctoral study module board and the Committee for PhD degree award shall respect the following principles:
  - a. co-mentor can be scientist from other institution in order to provide for efficient scientific research linking of institutions and for intensifying cooperation with the student of the Doctoral study program,
  - b. co-mentor can be an employee of the Faculty of Agrobiotechnical Sciences Osijek in the scientific-teaching title if the scientific title is affiliated with the field or branch that is different from the one of the mentor, because of more efficient performance of interdisciplinary research,
  - c. co-mentor can be scientist who is a principal investigator of a scientific project or an international project within which the scientific research or exchange of scientific staff is realized, with the aim to provide for quality research conditions to the student.
- (5) Co-mentor is not obliged to be elected into a scientific-teaching title, however, they have to be elected into scientific title and have to comply with at least 3 conditions defined in the above-described article.
- (6) Co-mentor cooperates with the mentor to:
  - guide students through the study and through the research activities,
  - help students in their scientific-research work,
  - help students in definition of methods for doctoral thesis,
  - help students to define structure of research for each part of doctoral thesis,
  - help students to search for scientific and professional literature,
  - provides to students other professional and scientific support,
  - performs other tasks as defined by these Regulations.
- (7) Teachers that are personally related to the student of the Doctoral study program (spouses, children, parents, and siblings) cannot be appointed student's co-mentor.
- (8) Co-mentor is entitled to receive financial compensation for the work that is defined by these Regulations.

### **Article 59.**

Within the procedure for PhD degree award, the following committees are appointed:

- (1) Committee for evaluation of the doctoral thesis topic,
- (2) Committee for doctoral thesis assessment,

(3) Committee for doctoral thesis defense.

#### **Article 60.**

(1) Members of the Committee for evaluation of the doctoral thesis topic, of the Committee for doctoral thesis assessment and of the Committee for doctoral thesis defense are appointed by the Faculty Council, upon being suggested by the Committee for PhD degree award.

(2) Members of the committees are entitled to receive financial compensation for their work that is defined by these Regulations.

#### **Article 61.**

(1) The Committee for the Evaluation of the Doctoral thesis Topic consists of at least three members and no more than five members, usually employed in research and teaching positions within the scientific field of the doctoral thesis topic. At least one member of the Committee is not an employee of the Faculty. The Committee includes a Chairperson (usually a faculty member) and two additional members.

(2) Apart of the mentioned members of the Committee (at least three members, i.e. president and two members), it is obligatory to appoint a substitute member to the Committee, who is usually elected into a scientific-teaching title at the Faculty of Agrobiotechnical Sciences Osijek . The Committee for evaluation of the doctoral thesis topic can have two substitute members at the most.

(3) Exceptionally, a member of the Committee for evaluation of the doctoral thesis topic can be an employee of other scientific or educational institutions that is elected only into a scientific title, without scientific-teaching title.

(4) Members of the Committee for evaluation of the doctoral thesis topic are suggested by the Committee for PhD degree award within the application of the doctoral thesis topic that is submitted by the student of the Doctoral study program, as agreed by the Module coordinator of the Doctoral study program. Suggested or appointed mentor for advisory work within the doctoral thesis preparation cannot be appointed to the Committee for evaluation of the doctoral thesis topic.

(5) All scientific researches on animals or with animals have to be in line with regulations and have to be approved by the Faculty Council for animal welfare, as well as by the institution in which the research is being realized.

(6) If the student fulfills conditions for doctoral thesis topic application, based on a suggestion of the vice-dean for science, the Faculty Council reaches a decision on the appointment of the Committee for evaluation of the doctoral thesis topic at its following session.

(7) The public defense of the dissertation topic must occur within the ninety (90) days established by the University Statute for submitting the report of the Committee for the Evaluation of the Doctoral Thesis Topic to the authorized council of the doctoral program.

(8) The public defense of the topic may be organized in a hybrid format or entirely online, upon the proposal of the Module Council and with the consent of the the Committee for PhD degree award, using online platforms for remote access, provided that at least one member of

the committee is physically present at the public defense of the doctoral thesis. A link for the public to follow the defense of the doctoral thesis topic must be made available.

(9) President of the Committee for PhD degree award suggests public presentation of the doctoral thesis topic to be prepared for agenda of the following session. At the session of the Committee for PhD degree award, the student presents their topic in duration of no longer than 15 minutes, by using maximum 20 slides structured as follows:

- a) Introduction (1-3)
- b) Hypothesis and objectives (2-3)
- c) Material and research methods (4-6)
- d) Expected results and scientific contribution (4-6)
- e) References (1-2).

(10) After presentation of the topic, the president of the Committee for PhD degree award opens a discussion by inviting the Committee for evaluation of the doctoral thesis topic, as well as members of the Committee for PhD degree award, to ask questions and present their opinions on the topic. Explanations of the topic and answers to the questions are given by the student and/or proposed mentor.

(11) After discussion, the Committee for evaluation of the doctoral thesis topic gives oral announcement by majority of votes whether presented topic of the doctoral thesis should be accepted or rejected.

Within 7 days after public presentation of the doctoral thesis topic, the Committee for evaluation of the doctoral thesis topic submits written report about

(12) Suggestion for acceptance or rejection of the doctoral thesis topic to the Committee for PhD degree award.

(13) The report of the committee on the evaluation of the doctoral thesis topic is submitted to the Commission for the Acquisition of a Doctorate and must contain:

1. General information about the doctoral candidate
2. Evaluation of the doctoral thesis topic
3. Evaluation of the public defense of the doctoral thesis topic
4. Proposal for the acceptance or rejection of the doctoral thesis topic
5. Date and signatures of the members of the evaluation committee.

(14) The Committee for the Evaluation of the Doctoral Thesis Topic may propose in its report to the Faculty Council:

1. A positive evaluation of the doctoral thesis topic
2. A positive evaluation of the doctoral thesis topic conditional on a change of title or a proposal for amendments and supplements to the title of the doctoral thesis
3. A positive evaluation of the topic with changes and supplements regarding expected
4. Scientific contributions of the proposed research, research methodology,
5. Literature review and other sections related to the area of research of the doctoral thesis
6. A negative evaluation of the topic that includes a negative evaluation of the public defense of the topic.



(15) Upon the proposal of the Committee for the Evaluation of the Doctoral Thesis Topic, the Faculty Council may:

1. Accept the proposed topic and the positive evaluation of the doctoral thesis topic
2. Propose reconsideration of the topic after amendments and corrections to the title without requiring a new public defense of the doctoral thesis topic
3. Propose further development of the topic and a new public defense of the doctoral thesis topic
4. Reject the doctoral thesis topic as unacceptable due to a lack of scientific justification for obtaining a doctorate
5. Suspend the procedure for acquiring a doctorate.

(16) The Faculty Council is required to make a decision on the acceptance or rejection of the topic, or on the suspension of the procedure for acquiring a doctorate, within sixty (60) days of receiving the report from the Committee for the Evaluation of the Doctoral thesis Topic.

(17) Once the Faculty Council accepts the report from the Committee with a positive evaluation of the doctoral thesis topic, it will make a decision on the acceptance of the doctoral thesis topic and inform the doctoral candidate that they may proceed with the preparation of the doctoral thesis and appoint the Committee for the Evaluation of the Doctoral Thesis.

(18) If the Committee for the Evaluation of the Doctoral Thesis Topic proposes a negative evaluation after revisions and the public defense of the topic, the Faculty Council may decide to allow the submission of a new doctoral thesis topic if conditions permit or suspend the procedure for acquiring a doctorate and inform the doctoral candidate.

(19) The format and content of the written report from the Committee for the Evaluation of the Doctoral Thesis Topic are prescribed by these Rules.

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## **Article 62.**

- (1) Committee for doctoral thesis assessment consists of at least three (to five the most) members with scientific-teaching title related to the scientific area of the doctoral thesis topic, with recommendation that at least one member shall be a scientist not employed by the Faculty of Agrobiotechnical Sciences Osijek . The Committee is composed of the President of the Committee (usually employed by the Faculty of Agrobiotechnical Sciences Osijek ) and two members of the Committee. Mentor cannot be the member of Doctoral thesis assesment committee. If the Faculty Council appoints the comentor for advisory work with the student for the preparation of the doctoral thesis, then the co-mentor can also not be a member of the Committee for doctoral thesis assessment.
- (2) Apart of the mentioned members of the Committee, it is obligatory to appoint one substitute member to the Committee, who is usually elected into a scientific-teaching title and employed by the Faculty of Agrobiotechnical Sciences Osijek .
- (3) As defined the members of the Committee for doctoral thesis assessment can also be employees of other scientific or educational institutions that are elected only into a scientific title, without scientific-teaching title.



- (4) If the appointed members of the Committee for doctoral thesis assessment are retired after the appointment, they can still retain the acquired status as members of the Committee, but they cannot act as Presidents of the Committee.
- (5) Suggestion of the members to the Committee for doctoral thesis assessment is done by the student of the Doctoral study program, as agreed with the appointed mentor (and with co-mentor if one is appointed), with the Module coordinator and other suggested members of the Committee.
- (6) The doctoral thesis for evaluation must be submitted in both bound and electronic form.
- (7) The Faculty is required to make the doctoral thesis publicly available by publishing it on its website at least 30 days before the defense of the doctoral thesis.
- (8) If comments and feedback from the public are received during the public disclosure of the doctoral thesis, and the Committee for the Evaluation of the Doctoral Thesis determines that they should be considered, it will request the doctoral candidate to revise the thesis within a deadline no later than 30 days before the deadline for submitting the report of the Committee for the Evaluation of the Doctoral Thesis.
- (9) The report of the Committee for the Evaluation of the Doctoral Thesis includes: an overview of the content of the doctoral thesis, an opinion and evaluation of the work regarding the methods used, the scientific content of the thesis, and the Committee's proposal.
- (10) Members of the Committee for the Evaluation of the Doctoral Thesis must submit their evaluation report no later than ninety (90) days from the receipt of the doctoral thesis, proposing:
1. That the doctoral thesis be accepted and the doctoral candidate be allowed to proceed to the defense of the dissertation
  2. That the doctoral thesis be returned to the doctoral candidate for revisions or corrections
  3. That the doctoral thesis be rejected.
- (11) The specified 90-day period begins upon the fulfillment of two conditions:
1. The appointment of the Committee for the Evaluation of the Doctoral thesis
  2. The officially registered doctoral thesis is submitted to all members of the Committee for the Evaluation of the Doctoral thesis.
- (12) The doctoral candidate must submit the doctoral thesis for evaluation no later than two years after completing the last year of the doctoral program. If the doctoral candidate fails to submit the thesis within the established timeframe for justified reasons, the Faculty Council may extend the submission deadline at the request of the doctoral candidate by a maximum of one (1) year, or until the deadline for the double duration of the study program expires.
- (13) If the doctoral candidate does not submit the doctoral thesis within the extended deadline, their status as a doctoral candidate in the program will cease.
- (14) The oral explanation of the report with a proposal on behalf of the Committee for the Evaluation of the Doctoral Thesis is presented at the meeting of the Commission for the Acquisition of a Doctorate by the Chair of the committee or the mentor for advisory work during the preparation of the doctoral thesis.

(15) The format and content of the written report from the Committee for the Evaluation of the Doctoral Thesis are prescribed by these Regulations.

### **Article 63.**

(1) The Committee for the Defense of the Doctoral thesis consists of at least three members and no more than five members, usually employed in scientific and teaching positions within the scientific field of the doctoral thesis topic, and these are typically members of the Committee for the Evaluation of the Doctoral thesis. At least one member of the Committee is not an employee of the Faculty. The Committee for the Defense of the Doctoral thesis also includes two alternate members in research and teaching positions, as well as a secretary and an alternate secretary with a doctoral degree.

(2) The Committee includes a President (usually a faculty member) and two other members. The appointed mentor for the doctoral thesis cannot be a member of the Committee for the Defense of the Doctoral Thesis. If the Faculty Council has appointed a co-mentor for advisory work during the preparation of the doctoral thesis, the co-mentor cannot be a member of the Committee for the Defense of the Doctoral thesis.

(4) A member of the Committee for the Defense of the Doctoral Thesis can be an employee of scientific, educational, and other institutions who is not appointed to a research and teaching position.

(4) If the appointed Chairperson or member of the Committee for the Evaluation of the Doctoral thesis is retired in the meantime, they can remain a member of the Committee but cannot continue as Chairperson.

(6) The proposal for the composition of the Committee for the Defense of the Doctoral thesis is submitted to the Commission for the Acquisition of a Doctorate by the doctoral candidate in consultation with the appointed mentor (and co-mentor if appointed) for advisory work during the preparation of the doctoral thesis, the Head of the Doctoral Program module, and all proposed members of the Committee.

(7) The Committee for the Defense of the Doctoral thesis attends the public defense of the doctoral thesis in accordance with these Regulations and compiles and signs the minutes of the public defense, which includes the Committee's decision on the defense of the doctoral thesis, which may be:

1. defended unanimously by the Committee
2. defended by a majority of the votes of the Committee
3. not defended.

(8) The format and content of the minutes of the public defense of the doctoral thesis are prescribed by these Regulations.

### **Article 64.**

(1) Administrative work related to the Doctoral study program is performed by the Department for postgraduate studies of the Faculty of Agrobiotechnical Sciences Osijek .

- (2) Each Doctoral study module is a unit with separate calculations of income, expenses, and financial results.
- (3) Income is collected from tuition fees, Ministry of Science and Education - MSE, Croatian Science Foundation, University and from other sponsorships and donations.
- (4) Accounting within the Doctoral study program is performed by the Division in the Central office for accounting and finance of the Faculty of Agrobiotechnical Sciences Osijek

## **VI. DISTRIBUTION OF INCOME AND FINANCIAL COMPENSATIONS FOR WORK PERFORMED WITHIN THE DOCTORAL STUDY PROGRAM**

### **Article 65.**

Revenue generated from fees and tuition for the Doctoral Program is distributed per the Regulation on the Generation and Use of Own, Designated, and Other Revenues of the Faculty of Agrobiotechnical Sciences Osijek.

### **Article 66.**

- (1) The costs of scientific research and fieldwork necessary for the doctoral thesis preparation must be covered by the doctoral student if the Doctoral Program, research projects, and the Faculty do not have the funds.

### **Article 67.**

- (1) The right for financial compensation for work performed within the Doctoral study program can be used by:
  - a) Doctoral study module coordinator,
  - b) Doctoral study module secretary,
  - c) Coordinators of obligatory and elective courses,
  - d) Teachers (coordinators and associates of the course),
  - e) Study advisors,
  - f) Mentors,
  - g) Co-mentors,
  - h) Members of the Committee for evaluation of the doctoral thesis topic,
  - i) Members of the Committee for doctoral thesis assessment,
  - j) Members of the Committee for doctoral thesis defense.
- (2) The right of individuals for financial compensation is mutually excluded in cases of module coordinators and module secretaries.

### **Article 68.**

- (1) Doctoral study module coordinator is entitled to receive compensation of 266.00 euros during each semester in which he/she manages and organizes lectures and performs other

activities related to the Doctoral study module. The amount of this compensation does not depend on the number of students within a specific Doctoral study module.

(2) In addition to this right, the Doctoral study module coordinator may earn other financial contributions based on other completed tasks as defined in Article 67.

#### **Article 69.**

(1) Doctoral study module secretary is entitled to receive compensation of 133.00 euros during each semester in which he/she assists the module coordinator in organizing lectures and other activities related to the Doctoral study module. The amount of this compensation does not depend on the number of students within specific Doctoral study module.

(2) In addition to this right, the Doctoral study module secretary may earn other financial contributions based on other completed tasks as defined in Article 67.

#### **Article 70.**

(1) Course coordinators are entitled to receive compensation of 66.00 euros for each student of the Doctoral study program and each course if the student enrolled and passed each course. This compensation is determined for realized work related to organization of exam within specific course, both obligatory and elective ones. The amount of this compensation does not change concerning the number of exam taken by the student.

(2) In addition to this right, course coordinators may earn other financial contributions based on other completed tasks as defined in Article 67.

#### **Article 71.**

(1) Teachers (coordinators and associates within each course) are entitled to receive compensation for realized teaching activities within each course (lectures, seminars, practices, and others).

(2) Amount of compensation in case of full realization of teaching as planned in the curriculum (if course is enrolled by 5 or more students) is determined according to the number of teaching hours held by each teacher. The amount is 13.00 euros per teaching hour regardless of the teaching activity (lectures, seminars, practices and others) and of the status within the course (coordinators and associates). The amount of this compensation does not change in proportion to the number of students enrolled in the course.

(3) Amount of compensation in case of consultations without full realization of teaching as planned in the curriculum (if course is enrolled by less than 5 students) is determined as 66.00 euros per course. If consultations are realized only by a coordinator, the determined amount is awarded to the coordinator, and if consultations are done also by associates, then the determined amount shall be divided as in proportion to the number of hours in the curriculum of specific course. The amount of this compensation does not change in proportion to the number of students enrolled in the course.

(4) In addition to this right, teachers may earn other financial contributions based on other completed tasks as defined in the Article 67.

#### **Article 72.**

- (1) Study advisors are entitled to receive compensation in the amount of 66.00 euros per student for each semester during the first study year of the Doctoral study program. During the second and the third study year, the study advisor does not have a right to financial compensation mainly because their role is substituted/merged by the role of a mentor or co-mentor.
- (2) If a study advisor is appointed as a mentor or co-mentor during the 2nd semester, she/he does not have a right to receive financial compensation as a study advisor for the 2nd semester but receives compensation as a mentor or co-mentor.
- (3) In addition to this right, study advisors may earn other financial contributions based on other completed tasks as defined in Article 67.

#### **Article 73.**

- (1) Mentors are entitled to receive a one-time compensation of 266.00 euros per student during the whole Doctoral study program, and after doctoral thesis topic application.
- (2) Co-mentors are entitled to receive a one-time compensation of 133.00 HRK per student during the whole Doctoral study program, immediately after being appointed as co-mentors.
- (3) In addition to this right, mentors and co-mentors may earn other financial contributions based on other completed tasks as defined in the Article 67.

#### **Article 74.**

- (1) President of the Committee for evaluation of the doctoral thesis topic, President of the Committee for doctoral thesis assessment and President of the Committee for doctoral thesis defense are entitled to receive compensation in the amount of 100.00 euros for presiding over each Committee session.
- (2) Other members of the Committee for evaluation of the doctoral thesis topic, Committee for Doctoral Thesis Assessment and Committee for doctoral thesis defense are entitled to receive a compensation of 66.00 euros for participation in the session of each Committee.
- (3) Substitute members of the Committee for doctoral thesis defense, as well as the recording secretary or substitute recording secretary are entitled to receive a compensation in the amount of 33.00 euros for participation in the public defense of doctoral thesis.
- (4) In addition to this right, members of the committees may earn other financial contributions based on other completed tasks as defined in Article 67.

#### **Article 75.**

- (1) Doctoral study module coordinator prepares proposals for payments of financial compensations for all associates that are using the right for financial compensations according to these Regulations (articles 67.-74.) at least two times a year (February and July).
- (2) Proposal for payments has to be approved by the Doctoral study module board, as well as by the Faculty Dean.

#### **Article 76.**

(1) Associates within the Doctoral study program that are entitled to receive a financial compensation as of these Regulations, may renounce the acquired right to financial compensation, but such decision shall be submitted in writing to the Doctoral study module coordinator.

(2) If the monetary compensation for all collaborators in the Doctoral Program who are entitled to monetary compensation according to these Regulations (Articles 67-74) during a given academic year exceeds the total revenue for the improvement of the Faculty's activities, in accordance with the Regulation on the Generation and Use of Own, Designated, and Other Revenues of the Faculty, the total monetary compensation for all collaborators during the same academic year will be paid out in a proportionally reduced amount so that the total payments do not exceed the specified revenue.

(3) Doctoral study module coordinator cannot independently decide on proportional reduction or non-payment of financial contributions.

#### **Article 78.**

(1) Remaining financial means available for each Doctoral study module shall be used according to the decision of the Doctoral study module board and in line with these Regulations for:

- a) purchase of scientific equipment and consumable analytical material,
- b) purchase of teaching equipment and consumable teaching material,
- c) purchase of scientific and professional literature,
- d) costs of business travel and accommodation for teachers from outside of Osijek.

(2) Financial means available within specific modules can be additionally divided to associates of the Doctoral study program that have a right to financial compensation as of these Regulations in former two-year long period, but not selectively and exclusively for several associates, but for all associates in proportion to their rights to financial compensation. Such proposal shall be adopted by the Doctoral study module board, and the payment shall be approved by the Dean.

### **VII. DOCUMENTS USED WITHIN THE DOCTORAL STUDY PROGRAM**

#### **Article 78.**

(1) Form, content and application of documents defined by these Regulations are:

- (1) Application for enrollment in the Doctoral study program (Form\_No.\_1\_Application to the call+Statement on knowledge of one world language and on payment of the tuition fee)
- (2) Study Advisor Commitment Statement (Form\_ No.\_2\_Study Advisor Commitment Statement),
- (3) Student's annual study activity report (Form\_ No.\_3\_Student's annual study activity report),

- (4) Annual Study Advisor / Mentor Report on Student Progress (Form\_ No.\_45\_ Annual Student Advisor / Mentor Report on Student Progress)
- (5) Request for recognition of ECTS credits (Form\_ No.\_5\_ Request for recognition of ECTS credits),
- (6) Proposal for recognition of ECTS credits (Form\_ No.\_6\_ Proposal for recognition of ECTS credits),
- (7) Decision on recognition of ECTS credits (Form\_ No.\_8\_ Decision on recognition of ECTS credits),
- (8) Application for the initiation of the procedure for obtaining a PhD and application for the doctoral thesis topic (Form No. 8 - Application for Doctoral Thesis Topic)  
8a Doctoral thesis topic application on Faculty of Agrobiotechnical Sciences Osijek (Form\_ No.\_8a\_ Doctoral thesis topic application),
- (9) Request for appointment of co-mentor for doctoral thesis  
(Form\_ No.\_9\_ Appointment of co-mentor),
- (10) Doctoral thesis topic evaluation (Form\_ No.\_10\_ Doctoral thesis topic evaluation),
- (11) Request for appointment of the Committee for doctoral thesis assessment (Form\_ No.\_11\_ Committee for doctoral thesis assessment),
- (12) Request for initiation of procedure for doctoral thesis assessment (Form\_ No.\_12\_ Doctoral thesis assessment),
- (13) Doctoral thesis as a monograph (Form\_ No.\_13\_ Doctoral thesis as a monograph),
- (14) Doctoral thesis as a collection of scientific papers (Form\_ No.\_14\_ Doctoral thesis as a collection of scientific papers),
- (15) Statement on doctoral thesis authenticity and academic integrity (Form\_ No.\_15\_ Doctoral thesis authenticity and academic integrity)
- (16) Request for initiation of procedure for doctoral thesis assessment and appointment of the Committee for doctoral thesis assessment (Form\_ No.\_16\_ Committee for doctoral thesis assessment),  
16a Mentor's statement that the doctoral thesis meets the criteria for a doctoral thesis (Form No. 16a - Mentor's Statement that the Doctoral Thesis Meets the Criteria for a Doctoral Thesis)  
16b Co-mentor's statement that the doctoral thesis meets the criteria for a doctoral thesis (Form No. 16b Co-mentors's Statement that the Doctoral Thesis Meets the Criteria for a Doctoral Thesis)  
16c. Brief doctoral thesis summary (Form No. 16c – Brief doctoral thesis Summary)
- (17) Doctoral thesis assessment Form\_ No.\_17\_ Doctoral thesis assessment),

- (18) Permission for archiving and publication of doctoral thesis (Form\_No.\_18\_Archiving and publication of doctoral thesis)
  - (19) Minutes of public defense of doctoral thesis (Form\_No.\_19\_Minutes of public defense of doctoral thesis),
  - (20) General form (Form\_No.\_20\_General Form)
  - (21) Basic documentation card of the student (Form\_No.\_21\_Basic documentation card of the student).
  - (22) Doctoral thesis Form (Form\_No.\_22\_Doctoral thesis form)
- (2) Forms of the listed documents are contained in the Appendix of these Regulations and are considered as its integral part. These forms are to be found in electronic format at the Faculty of Agrobiotechnical Sciences Osijek web pages.
- (3) Titles of the electronic forms are stated in the brackets in article 1.



## **VIII. FINAL PROVISIONS**

### **Article 79.**

The procedures and documents, which are not regulated by these Regulations, but are an integral part of the Doctoral study program, shall be carried out in accordance with the Act on Scientific Activity and Higher Education, with the Statute of Josip Juraj Strossmayer University of Osijek, the Statute of the Faculty of Agrobiotechnical Sciences Osijek, and Regulations on Postgraduate Studies of Josip Juraj Strossmayer University of Osijek.

### **Article 80.**

Students enrolled in the Doctoral study program before these Regulations entered into force are entitled to complete the study according to the study program and conditions that were valid at the time of enrollment.

### **Article 81.**

Amendments and changes to these Regulations shall be made in the same procedure as applied for adoption of these Regulations.

### **Article 82.**

With the enactment of these Regulations, the Rules on the Postgraduate Doctoral Program in "Agricultural Sciences" dated September 25, 2019, and the Decision on Amendments to the Rules on the Postgraduate Doctoral Program in "Agricultural Sciences" dated June 30, 2022, shall cease to be in effect.

### **Article 83.**

These regulations come into effect eight days after their publication on the Faculty's website and notice board.

**DEAN**

**Prof. dr. sc. Krunoslav Zmaić**

The Regulations for the Doctoral Program in "Agricultural Sciences" were published on the Faculty's website and notice board on June 10, 2024, and came into effect on June 18, 2024.

**HEAD OF FACULTY ADMINISTRATION**

**Renata Meleš, LLM**

CLASS:

REF. NO.:

**Josip Juraj Strossmayer University of Osijek Faculty of Agrobiotechnical Sciences  
Osijek**

Vladimira Preloga 1, 31000 Osijek; phone: 031/554-844; fax: 031/554-853; e-mail:studentska@pfos.hr

**Application for enrollment in the Doctoral study program Agricultural  
Sciences\* Application No. \_\_\_\_\_**

*(filled in by the Department for postgraduate studies)*

<b>Personal data of applicant</b>	
Name and Surname	
PIN	
Address	
Phone/mobile	
e-mail	

<b>Data on previous studies</b>		
<b>Completed undergraduate study</b>	<b>Study title</b>	
	<b>Awarded academic degree</b>	
	<b>Date of graduation</b>	
	<b>Grade point average</b>	
<b>Completed graduate study</b>	<b>Study title</b>	
	<b>Awarded academic degree</b>	
	<b>Date of graduation</b>	
	<b>Grade point average</b>	
<b>Completed master of science study</b>	<b>Study title</b>	
	<b>Awarded academic degree</b>	
	<b>Date of graduation</b>	
	<b>Grade point average</b>	
<b>Completed postgraduate specialist study</b>	<b>Study title</b>	
	<b>Awarded academic degree</b>	
	<b>Date of graduation</b>	
	<b>Grade point average</b>	
<b>Total ECTS credits at studies:</b>		
<b>Work experience</b> <i>(chronological starting from present):</i>		
<b>List of papers and active participation at symposia:</b>		
<b>Others:</b>		

**Application for enrollment in the Doctoral study program Agricultural Sciences, module (mark relevant):**
☐ Agroecconomics  
Hunting and

☐ Agrochemistry ☐ Technology Animal Nutrition and Forage

☐ Cynology

<input type="checkbox"/> Plant Breeding and Seed	<input type="checkbox"/> Animal	<input type="checkbox"/> Technical System in Agriculture	<input type="checkbox"/> Plant Protection
Production	Breeding		
<b>Status of studies (mark relevant):</b>		<input type="checkbox"/> full time studies	<input type="checkbox"/> part time studies
<b>Cost of tuition fee is</b> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> young company/institution scholarship researcher at assistant (selffinancing)	<input type="checkbox"/> covered by (mark relevant): candidate	PEOS at PEOS

**LIST OF APPENDICES:**

1. Certified copy of the diploma of university study (undergraduate pre-Bologna program and graduate study),
2. Certified transcript of records of the undergraduate pre-Bologna study program with calculated grade point average without the grade for final thesis, or transcript of records of undergraduate and graduate studies with calculated grade point average,
3. Recommendations of three teachers from the Faculty from which the candidate graduated (only for candidates with the grade point average of previous studies ranging from 3.49 to 3.00),
4. Copy of the birth certificate,
5. Copy of the citizenship certificate or other proof of citizenship,
6. Curriculum Vitae (Europass template),
7. Proof of requesting a decision from the competent authority regarding the academic recognition of a foreign higher education qualification (only for degrees obtained at foreign universities)
8. A copy of the employment contract (only for research fellows and assistants at FAZOS)
9. Confirmation from the company/institution regarding payment of tuition fees (for candidates whose studies are funded by their employer)
10. One photograph (4x5)
11. Personally signed statement regarding payment of tuition fees (if candidates are paying the tuition themselves).

**STATEMENT OF THE CANDIDATE ON THE KNOWLEDGE OF ONE WORLD**
**LANGUAGE (mark relevant):**

I enclose a certificate of knowledge of the foreign language which is at a level that enables communication and reading of professional literature needed for preparation of doctoral thesis ☐

Hereby I commit myself that prior to enrollment into the third study year of the Doctoral study program, I will meet the required condition related to knowledge of world language at a level that enables communication and reading of professional literature needed for preparation of doctoral thesis (level A2+ according to the Common European Framework of Reference for Languages). ☐

Signature of candidate: \_\_\_\_\_

In Osijek, \_\_\_\_\_

Signature of candidate:

\_\_\_\_\_

\* Please, send filled and signed Application for enrollment as a hard copy together with all required attachments and statements to the address of the Faculty of Agrobiotechnical Sciences

Osijek , Vladimira Preloga 1, 31000 Osijek, PO Box 310 (with a note "Application for Doctoral study program") within 30 days from the date of call announcement. Please, send the filled application saved with your name and surname in electronic form to the e-mail [studentska@pfos.hr](mailto:studentska@pfos.hr).

## STATEMENT

by which I \_\_\_\_\_,

PIN: \_\_\_\_\_

permanent address

\_\_\_\_\_

Faculty of Agrobiotechnical Sciences Osijek

Form\_Dr\_1\_Application to the call+Statement on knowledge of one world language and payment of the tuition fee

declare that I will personally cover all costs related to tuition fee determined for  
the University postgraduate (doctoral) study program Agricultural Sciences, in  
the amount of 60,000.00 HRK.

In Osijek, \_\_\_\_\_

\_\_\_\_\_  
(candidate's signature)

**Name, Surname,**

**Employer**

**Adress**

E-mail:

Telephone:

Doctoral study module board

\_\_\_\_\_  
Doctoral studies

Agricultural Sciences

Module coordinator: \_\_\_\_\_

Subject: **Study Advisor Commitment Statement**

I declare that I agree to be a study advisor to \_\_\_\_\_ student of the  
postgraduate doctoral studies Agricultural Sciences

\_\_\_\_\_.

I acknowledge familiarity with the obligations of the study advisor under Article 56 of the Rules of postgraduate doctoral studies Agricultural Sciences as follows:

Doctoral study module board appoints each PhD student with a study advisor at the proposal of the coordinator of doctoral study module and with the agreement of the student during the first semester of the first year of the Doctoral Study.

The study advisor must be elected to a scientific-educational title and is usually an employee of the Faculty.

Study advisor provides assistance to a student in selection of elective courses and coordinates them with planned student's scientific-research activities. The advisors help students during their studies and supervises their work and submits a report about continuous student monitoring

The study advisor will make a statement of acceptance of the obligations of the study advisor upon his / her appointment, which is an integral part of these Rules.

Exceptionally, the study advisor has the right to withdraw from the counselling for objective reasons (non-cooperation of the student, the objective circumstances of the student's work and life, the objective circumstances of the work and life of the study advisor). The aforementioned reasons should be explained in writing and further explained.

Study advisor

\_\_\_\_\_

**Name, Surname, Title**

Student of the \_\_\_\_year of doctoral study Agrobiotechnical Sciences

Module: \_\_\_\_\_

Osijek, day/month/year

Doctoral study module board

Postgraduate

doctoral

studies

Agricultural Sciences

module \_\_\_\_\_

Doctoral study program coordinator

**Title, Name**

Subject: **Student's annual report on study activities**

Please accept the Annual report on postgraduate doctoral study activities for the \_\_\_\_year of study.

Evidences for my activities during the academic year \_\_\_\_\_, which I enrolled full time/  
part time:

Activity	Student's answer (yes/no/in progress) or textual display
Work plan developed	
Work plan implemented	
If not, why (100 words max)	
Describe the progress for the reported period (500 words max)	
Work plan developed for the next period	
If not, why (100 words max)	
Describe the work plan for the next period (500 words max)	
Highlight possible difficulties in implementing the work plan	
Grade your so far activities and quality of your research progress (circle 1 to 5)	1-insufficient; 2-sufficient; 3-good; 4-very good; 5excellent
Explain the previous grade (especially if 1 or 2)	
Satisfaction with the quality of the annual study program (1 to 5)	1-insufficient; 2-sufficient; 3-good; 4-very good; 5excellent
Explain the previous grade (especially if 1 or 2) and suggested methods of improvement	

Evaluate mentor / study advisor work (circle 1 to 5)	Satisfaction with the availability of a senior advisor/mentor? (1 - 2 - 3 - 4 - 5) Help in planning your annual activity? (1 - 2 - 3 - 4 - 5) Encouraging research? (1 - 2 - 3 - 4 - 5) Help with publishing scientific papers? (1 - 2 - 3 - 4 - 5) Satisfaction with overall work? (1 - 2 - 3 - 4 - 5)
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Student

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**Name, Surname, Title**

Study advisor / mentor of \_\_\_\_\_ student of \_\_\_\_ year of doctoral study Agrobiotechnical Sciences

Module: \_\_\_\_\_

Osijek, day/month/year

Doctoral study module board

Doctoral studies

Agricultural

Sciences

module \_\_\_\_\_

Doctoral

study program coordinator

**Title, Name**

**Subject: Study advisor / mentor annual report on student progress**

Please accept the Study advisor / mentor annual report on student progress, name of student \_\_\_\_\_, student of the\_\_ year of postgraduate doctoral study agrobiotechnical Sciences, module \_\_\_\_ for academic year \_\_\_\_\_.

Activity and the grade of the student for academic year \_\_\_\_\_.

Activity	Study advisor's / mentor's answer (yes/no/in progress) or textual display
Work plan developed	
Work plan implemented	
If not, why (100 words max)	
Describe the progress for the reported period (500 words max)	
Work plan developed for the next period	
If not, why (100 words max)	
Describe the work plan for the next period (500 words max)	
Highlight possible difficulties in implementing the work plan	
Evaluate student's progress quality in curricular activities (circle 1 to 5)	1-insufficient; 2-sufficient; 3-good; 4-very good; 5-excellent
Explain the previous grade (especially if 1 or 2)	
Evaluate student's progress quality in research activities (circle 1 to 5)	1-insufficient; 2-sufficient; 3-good; 4-very good; 5-excellent

Evaluate the student (circle 1 to 5), if applicable	Student willingness for consultation? (1 - 2 - 3 - 4 - 5) Carrying out planned annual activities? (1 - 2 - 3 - 4 - 5) Progress in teaching activities? (1 - 2 - 3 - 4 - 5) Progress in research activities? (1 - 2 - 3 - 4 - 5) Satisfaction with overall work? (1 - 2 - 3 - 4 - 5)
---	---

Approval of student quality (circle 1 to 5)	1-insufficient; 2-sufficient; 3-good; 4-very good; 5-excellent
Explain the previous grade (especially if 1 or 2) and suggested methods of improvement	

Study advisor / mentor

---

**Name Surname, title**

Student of the \_\_\_\_\_ study year of Doctoral study program

„Agricultural Sciences“

Module \_\_\_\_\_

To the attention of:

Module Board of the Doctoral study program  
module:

„Agricultural Sciences“

Coordinator of the module of the

\_\_\_\_\_  
Doctoral study program

**Name, Surname, Title**

Subject: **Request for recognition of ECTS credits**

Respected,

Within the defined program and curriculum of the postgraduate university (doctoral) study program, I have met the requirements for the award of ECTS credits, so I submit the required documentation and request the recognition of the ECTS credits for activities completed according to the study program within the period:

Since previous ECTS credits recognition (**day/month/year**)

Since the date of request submission (**day/month/year**)

Request for

Within my scientific, professional and teaching activities realized during the stated period, I have fulfilled the conditions for the award of ECTS credits within the groups of activities (17), as follows:

**1st group of activities: Obligatory and elective courses**

Course

obligatory/elective ECTS credits


**Total**

<b>2nd group of activities: Scientific training</b>	<u>number</u>	<u>ECTS value</u>	<u>ECTS credits</u>
Seminar: Setting up and realization of research		15	
Seminar: Laboratory/field analytic activity		15	
Seminar: Statistical data processing		10	
Paper published in secondary publications – category A1		20	
a1/quartile Q1/Q2		5	
a1/ quartile Q3/Q4		3	
Paper published in secondary publications – category A2		15	
Paper published in proceedings of international scientific meeting – category A3		10	
Paper published in proceedings of national scientific meeting		5	
Other papers		3	
Abstract in the book of abstracts		1	
<b>Total</b>			

<b>3rd group of activities: Scientific presentation</b>	<u>number</u>	<u>ECTS value</u>	<u>ECTS credits</u>
Oral presentation at international meeting		10	
Poster at international meeting		5	
Oral presentation at national scientific meeting		5	
Poster at national scientific meeting		3	
Training in scientific institution abroad		15	
Training at other university or institute in Croatia		10	
Researcher in international projects		10	
Awards and acknowledgments for scientific paper		10	
<b>Total</b>			

<b>4th group of activities: Dissertation</b>		<u>ECTS value</u>	<u>ECTS credits</u>
Dissertation topic application		10	
Public defense of dissertation		30	
<b>Total</b>			

<b>5th group of activities: Professional activities</b>	<u>number</u>	<u>ECTS value</u>	<u>ECTS credits</u>
Work in professional seminars, conferences, round tables, discussions		3	
Public lecture on dissertation topic		2	
Preparation of study		3	
Patents		10	
Awards and acknowledgments for professional work		4	

**Total**

<b>6th group of activities: Teaching activities</b>	<u>number</u>	<u>ECTS value</u>	<u>ECTS credits</u>
University handbook		10	
Book		10	
Manual		5	
Teaching at undergraduate or graduate study		4	
<b>Total</b>			

<b>7th group of activities: Postgraduate study</b>	<u>number</u>	<u>ECTS value</u>	<u>ECTS credits</u>
Diploma M.Sc.		15-30	
Diploma Univ. spec.		10-20	
<b>Total</b>			

**TOTAL 1-7 group of activities**

Request for

Based on previous decisions reached by the Committee for PhD degree award, there were ECTS credits recognized as follows:

<b>Group of activities</b>	<b>minimum</b>	<b>maximum</b>	<b>Study year</b>			<b>Total</b>
			<b>1st</b>	<b>2nd</b>	<b>3rd</b>	
1st group of activities: Obligatory and elective courses	30	60				
2nd group of activities: Scientific training	60	100				
3rd group of activities: Scientific presentation	10	30				
4th group of activities: Dissertation	40	40				
5th group of activities: Professional activities	0	10				
6th group of activities: Teaching activities	0	30				
7th group of activities: Postgraduate study	0	30				
<b>TOTAL</b>						

Osijek, \_\_\_\_\_

**Student of postgraduate University (doctoral) study**  
**Name, Surname, title**

\_\_\_\_\_

Appendix:

1. Copy of Student Book

2. Copy of proof of all activities stated in the application of ECTS credits recognition (certificates about seminars, list from the database WoS for papers of A1 category, list from databases Scopus, CAB, Agricola ... for papers of A2 category, list of papers of A3 category with a proof of belonging to the A3 category – list from database of SCI Proceedings or CC Proceedings or proof of the international organization of a meeting and ISBN number of proceedings, copy of one part of the scientific meeting program showing the student participation...)
3. Copies of previous decisions on ECTS credits recognition



Doctoral study module board

Doctoral study

“Agricultural Sciences” module \_\_\_\_\_

Committee for PhD degree award

Subject: **Proposal of the decision on ECTS credits recognition**

Within the Postgraduate university (doctoral) study program “Agricultural Sciences”, and based on the request of the student of the \_\_\_study year Name Surname, title, at its session held on (day/month/year), the Doctoral study board for the module \_\_\_\_\_adopted the

### PROPOSAL OF DECISION

to recognize ECTS credits to the student of postgraduate university study within obligatory and elective activities defined in the study program for the period from the previous ECTS credits recognition (day/month/year) until the date of request submission (day/month/year).

Within student’s scientific, professional and teaching activities realized during the stated period, the student of the \_\_ study year of postgraduate university study “Agricultural Sciences”, **module \_\_\_\_\_, Name Surname, Title**, has fulfilled the conditions for recognition of total ECTS credits:

1st group    ECTS credits,  
2nd group    ECTS credits,  
3rd group    ECTS credits,  
4th group    ECTS credits,  
5th group    ECTS credits and 6th  
group    ECTS credits.

According to minimum and maximum number of ECTS credits per each group as presented in the structure and organization of the doctoral study program, and by taking into consideration ECTS credits recognized within previous requests, the student is awarded the following number of ECTS credits per each group:

Group activities	minimum	maximum	previously recognized	Recognized as of this request	Total
------------------	---------	---------	-----------------------	-------------------------------	-------



1st group: Obligatory and elective courses	30	60
2nd group: Scientific training	60	100
3rd group: Scientific presentation	10	30
4th group: Dissertation	40	40
5th group: Professional activities	0	10
6th group: Teaching activities	0	30
7th group: Postgraduate studies	0	30
<b>TOTAL</b>		<b>300</b>

Osijek, \_\_\_\_\_

Doctoral study program  
 „Agricultural Sciences“  
 Coordinator of Module  
**Title, Name**

**Surname**

\_\_\_\_\_

Appendix:

1. Request for recognition of ECTS credits (Form\_Dr\_6)

Faculty of Agrobiotechnical Sciences Osijek  
 Form\_Dr\_7\_ Decision on recognition of ECTS credits



Committee for PhD degree award  
 Ddoctoral study program  
 „Agricultural Sciences“  
 Module Coordinator  
 Department for postgraduate studies

Subject: **Decision on ECTS credits recognition**

On its session held on \_\_\_\_\_(day/month/year), the Committee for PhD degree award considered the proposal of the coordinator of the module of the Postgraduate university (doctoral) study program „Agricultural Sciences“, and according to available documentation, the Committee reaches the following

## **D E C I S I O N**

to recognize ECTS credits to candidates of the postgraduate university study for completion of obligatory and elective activities defined in the curriculum for the period from previous recognition of ECTS credits (day/month/year) to the date of request submission (day/month/year).

Within their scientific, professional and teaching activities realized during the stated period, the students of postgraduate university study „Agricultural Sciences“ have met all conditions for the recognition of ECTS credits, which are defined by this decision as follows:

## postgraduate studies

**Title, Name, Surname**



**Name Surname, Title**

Student of the \_\_\_\_ study year of the Doctoral study program „Agricultural Sciences“,

Module: \_\_\_\_\_

Address (street and number), Place

Josip Juraj Strossmayer University of Osijek  
Faculty of Agrobiotechnical Sciences Osijek  
Committee for PhD degree award

**Faculty Council**

**Subject: Application for initiation of the procedure for PhD degree award and doctoral thesis topic report**

I submit my request to the Council of Faculty of Agrobiotechnical Sciences Osijek to accept my doctoral thesis topic with the title:

**“Title of Doctoral thesis Topic”**

For my mentor I suggest **Title, Name, Surname**

For my co-mentor I suggest **Title, Name, Surname**

Committee for evaluation of the doctoral thesis topic:

1. Title, Name Surname – president
2. Title, Name Surname – member
3. Title, Name Surname – member
4. Title, Name Surname – substitute member

My doctoral thesis will be:

- a) Scientific monograph
- b) A collection of published papers

Doctoral thesis will be written in \_\_\_\_\_ language.

Doctoral thesis defense will be held in \_\_\_\_\_ language.

1. Curriculum Vitae
2. Bibliography
3. Proposal of Doctoral thesis Topic
4. Copy of citizenship certificate
5. Copy of diploma

Osijek, \_\_\_\_\_

Consent of the suggested mentor  
**Title, Name, Surname**

\_\_\_\_\_

Consent of the suggested co-mentor  
**Title, Name, Surname**

\_\_\_\_\_

Consent of the Module coordinator:  
**Title, Name, Surname**

\_\_\_\_\_

Applicant  
**Name, Surname, Title**

\_\_\_\_\_

## CURRICULUM VITAE

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## LIST OF PAPERS

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## MENTORING COMPETENCIES

(Please list the activities through which the mentor fulfills 4 out of 9 mentoring conditions according to Article 58, paragraph 4 of the Rules for the Doctoral Study "Agricultural Sciences")

1. Participates in the delivery of classes in the Doctoral Program:
2. Participates in the delivery of classes in another Doctoral Program:
3. Has been the leader of at least one scientific project or a collaborator on at least one international project:
4. Has been the chair of a scientific or organizing committee for a scientific conference in Croatia, or a member of a scientific committee or moderator of a section at an international scientific conference organized by an international association:
5. Has been a member of a scientific committee or moderator of a section at least three times for a scientific conference in Croatia or abroad:
6. Has been a mentor or co-mentor for at least one defended doctoral or master's thesis in a Doctoral/Postgraduate program or has successfully participated in a mentoring workshop organized by the university/faculty in that academic year:
7. Has been a member of at least two committees for the defense of doctoral theses:
8. Is a co-author of at least 4 scientific papers in category A1 or at least 8 scientific papers in category A2:
9. Has participated with an oral presentation at least twice at scientific conferences or with a poster presentation at least four times at scientific conferences:

## CO-MENTORING COMPETENCIES

(Please list the competencies fulfilled by the co-mentor according to Article 59, paragraphs 5 and 6 of the Rules for the Doctoral Study "Agricultural Sciences Osijek")

1. Participates in the delivery of classes in the Doctoral Program:

2. Participates in the delivery of classes in another Doctoral Program:
3. Has been the leader of at least one scientific project or a collaborator on at least one international project:
4. Has been the chair of a scientific or organizing committee for a scientific conference in Croatia, or a member of a scientific committee or moderator of a section at an international scientific conference organized by an international association:
5. Has been a member of a scientific committee or moderator of a section at least three times for a scientific conference in Croatia or abroad:
6. Has been a mentor or co-mentor for at least one defended doctoral or master's thesis in a Doctoral/Postgraduate program or has successfully participated in a mentoring workshop organized by the university/faculty in that academic year:
7. Has been a member of at least two committees for the defense of doctoral theses:
8. Is a co-author of at least 4 scientific papers in category A1 or at least 8 scientific papers in category A2:
9. Has participated with an oral presentation at least twice at scientific conferences or with a poster presentation at least four times at scientific conferences:

**PROPOSAL OF DOCTORAL THESIS TOPIC**

**1. INTRODUCTION**

**2. PREVIOUS RESEARCH**

**3. RESEARCH OBJECTIVE AND HYPOTHESIS OF DISSERTATION**

**4. MATERIALS AND RESEARCH METHODS**

**5. EXPECTED SCIENTIFIC CONTRIBUTION**

**6. LITERATURE**



**Name Surname, Title**

Student of the \_\_\_\_\_ study year of the Doctoral study program „Agricultural Sciences“,

Module: \_\_\_\_\_

Address (street and number), Place

“Agricultural Sciences”  
Module Board of the Doctoral study program  
module:  
Committee for PhD degree Award

Faculty Council

**Subject:** Request for appointment of co-mentor for doctoral thesis

Decision by the Faculty Council of the Faculty of Agrobiotechnical Sciences Osijek at the meeting of the academic year \_\_\_\_\_ (insert academic year) held on \_\_\_\_\_ (date and year), the positive evaluation of the doctoral thesis topic of the doctoral candidate \_\_\_\_\_ (name and surname) from the biotechnical scientific area, in the scientific field of agriculture, titled:

“Title of the Doctoral Thesis”

was accepted based on the positive report of the Committee for the Evaluation of the Doctoral Thesis Topic consisting of:

1. Name and surname, institution – president
2. Name and surname, institution – member
3. Name and surname, institution – member

At the same meeting, the Faculty Council appointed \_\_\_\_\_ (name and surname) as the mentor for advisory work on the doctoral thesis.

Considering that the Rules for the Doctoral Study "Agricultural Sciences" in Article 59 provide for the possibility of appointing a co-mentor for advisory work on the doctoral thesis, I kindly request the Committee for PhD degree award and the Faculty Council to appoint \_\_\_\_\_ (name and surname) as the co-mentor for advisory work on the doctoral thesis. This request is based on the principle that (provide reason for proposing the co-mentor according to Article 59) as stated in Article 59 of the Rules for

Faculty of Agrobiotechnical Sciences Osijek  
Form\_Dr\_9\_Doctoral dissertation topic application  
the Doctoral Study "Agricultural Sciences" of the Faculty of Agrobiotechnical Sciences  
Osijek.

Osijek, \_\_\_\_\_(date and year)

Consent of suggested mentor:

(name and surname)

\_\_\_\_\_

Consent of suggested co-mentor:

(name and surname)

\_\_\_\_\_

Consent of module coordinator:

(name and surname)

\_\_\_\_\_

Applicant (name and surname)

\_\_\_\_\_



Committee for evaluation of the doctoral thesis topic  
student **Name Surname, Title**,  
Student of the \_\_\_ study year of Doctoral study program  
“Agricultural Sciences”  
Module: \_\_\_\_\_

Josip Juraj Strossmayer University of Osijek  
Faculty of Agrobiotechnical Sciences Osijek  
Committee for PhD degree award

**Faculty Council**

Subject: **Evaluation of the doctoral thesis topic of the student Name Surname, Title**

Based on the doctoral thesis topic application contained in the Application for initiation of the procedure for PhD degree award, the Committee for evaluation of the doctoral thesis topic of the student **Name Surname, Title**, has evaluated the topic, upon which it submits the proposal to the Faculty Council as stated in the appendix.

Osijek, \_\_\_\_\_

President of the Committee for dissertation  
topic evaluation  
**Title, Name, Surname**  
\_\_\_\_\_

Appendix:

1. Doctoral thesis topic evaluation

**Title, Name, Surname, Institution** – president of the Committee

**Title, Name, Surname, Institution** – member

**Title, Name, Surname, Institution** – member

Faculty of Agrobiotechnical Sciences Osijek  
Committee for PhD degree award

**Faculty Council**

Subject: **Evaluation of the doctoral thesis topic of the student Name Surname, Title**

Based on the decision reached by the Council of the Faculty of Agriculture of Josip Juraj Strossmayer University of Osijek at the \_\_\_ session in the academic \_\_/\_\_\_ year, on \_\_\_\_\_ (day/month/year) the Committee approved the application for preparation of the doctoral thesis of the student **Name Surname, Title**, in biotechnical scientific area, scientific field Agriculture, and appointed the above-stated Committee to evaluate the topic of the doctoral thesis entitled:

**“Title of Doctoral thesis”**

After reviewing the attached application that apart of the Curriculum Vitae and bibliography of the student, contains the necessary elements of doctoral thesis topic application (Introduction and relevance of the proposed research, a review of previous research, research objectives and hypothesis, material and research methods, and the expected scientific contribution), the Committee submits the following:

**REPORT ON EVALUATION OF THE DOCTORAL THESIS TOPIC**

**Relevance of research**

**Research objectives and hypothesis**

**Materials and research methods**

<b>Scientific contribution of the doctoral thesis</b>
---

**REPORT ON THE PUBLIC DEFENSE OF THE DOCTORAL THESIS TOPIC**

**Location and Time of the Event:**

**Duration of Presentation:**

**Questions from Committee Members:**

**QUESTION:**

(Name and surname)

**Other Questions:**

**Evaluation of the Defense of the Topic:**

POSITIVE

NEGATIVE

**Proposal of the Committee**

According to the aforementioned analysis of the relevance, goals, methods and scientific contribution, the Committee proposes to the Faculty Council that the topic of doctoral thesis:

**“Title of Doctoral thesis”**

Shall be approved and that the student shall be allowed to continue the procedure for PhD degree award.

Mentor for advisory work within preparation of the doctoral thesis shall be **Title, Name Surname, Institution.**

Osijek, \_\_\_\_\_

Members of the Committee:

**Title, Name, Surname – president**

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**Title, Name, Surname** – member

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**Title, Name, Surname** – member

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**Name Surname, Title**

Student \_\_\_\_\_ study year of Doctoral study program „Agricultural Sciences“

Module: \_\_\_\_\_

Address (street and number), Place

Doctoral study module board  
Committee for PhD degree award

**Faculty Council**

Subject: **Request for appointment of Committee for Doctoral Thesis Assessment**

As of the decision reached by the Council of the Faculty of Agriculture of Josip Juraj Strossmayer University of Osijek on the \_\_\_\_\_ session in the academic \_\_\_\_/\_\_\_\_ year on \_\_\_\_\_ (day/month/year) , positive Evaluation of the doctoral thesis topic of the student **Name Surname, Title**, was accepted within the biotechnical scientific area, scientific field Agriculture. Positive Doctoral thesis topic evaluation with the title:

**“Title of Doctoral thesis”**

has accepted as of the positive report and evaluation of the Committee for doctoral thesis topic evaluation that consists of:

1. **Title, Name Surname** – president
2. **Title, Name Surname** – member
3. **Title, Name Surname** – member

At the same session, Faculty Council has appointed **Title, Name Surname** for the mentor for advisory work within preparation of doctoral thesis.

At the Faculty Council held on insert date **Title, Name Surname** was appointed for the co-mentor for advisory work within preparation of doctoral thesis.

I hereby submit my request to the Committee for PhD degree award and to the Faculty Council to appoint the Committee for doctoral thesis assessment that consists of:

1. **Title, Name Surname** – president
2. **Title, Name Surname** – member
3. **Title, Name Surname** – member
4. **Title, Name Surname** – substitute member

Osijek, \_\_\_\_\_

Consent of the mentor:

**Title, Name Surname**

\_\_\_\_\_

Consent of the module coordinator:

**Title, Name Surname**

\_\_\_\_\_

Applicant:

**Name, Surname, Title**

\_\_\_\_\_

**Name Surname, Title**



Committee for PhD degree award

Faculty Council

Subject: Request for initiation of procedure for doctoral thesis assessment

By the decision made by the Faculty Council of the Faculty of Agrobiotechnical Sciences Osijek at the meeting on \_\_\_\_\_ (insert academic year) on \_\_\_\_\_ (date and year), the positive evaluation of the doctoral thesis topic of the doctoral candidate \_\_\_\_\_ (name and surname) from the biotechnical scientific field, scientific area of agriculture, titled:

“Title of the Doctoral Thesis”

The Faculty Council at the meeting on \_\_\_\_\_ (date and year) appointed the Committee for the Evaluation of the Doctoral Thesis, consisting of:

1. Name and surname, institution – President
2. Name and surname, institution – Member
3. Name and surname, institution – Member
4. Name and surname, institution – Substitute Member

The mentor for the preparation of the doctoral thesis has been appointed as \_\_\_\_\_ (name and surname).

The co-mentor for the advisory work on the doctoral thesis has been appointed as \_\_\_\_\_ (name and surname).

The rules of the doctoral study "Agricultural Sciences" at the Faculty of Agrobiotechnical Sciences Osijek, in Article 33, paragraph 5, stipulate that a third-year doctoral student acquires the right to initiate the evaluation process of the doctoral thesis when they meet the following conditions:

1. A total of at least 150 ECTS credits recognized,
2. At least 30 ECTS credits recognized from compulsory and elective courses,
3. At least 60 ECTS credits recognized from scientific research,
4. At least 10 ECTS credits recognized from scientific training,
5. Recognized 10 ECTS credits for the positive evaluation of the doctoral thesis topic.

Since I meet the aforementioned conditions, I kindly request the Faculty Council to initiate the evaluation process of the doctoral thesis.

Osijek, (date and year)

Attachments:

1. Curriculum Vitae of the doctoral candidate
2. Confirmation of the completion of all study obligations in the doctoral program in accordance with the study program
3. Written statement from the mentor that the doctoral thesis meets the criteria for doctoral work
4. Doctoral thesis in electronic format
5. Brief summary of the doctoral thesis (one page of author's text).

Mentor consent

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Co-mentor consent

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Applicant (name and surname)

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Form No. 13. Technical description and structure of the doctoral thesis as a monograph

REPUBLIC OF CROATIA

JOSIP JURAJ STROSSMAYER UNIVERSITY OF OSIJEK  
FACULTY OF AGROBIOTECHNICAL SCIENCES OSIJEK

**Name Surname, Title**

**DOCTORAL THESIS TITLE**

**DOCTORAL THESIS**

Osijek, (year)

REPUBLIC OF CROATIA

JOSIP JURAJ STROSSMAYER UNIVERSITY OF OSIJEK  
FACULTY OF AGROBIOTECHNICAL SCIENCES OSIJEK

**Name Surname, Title**

**DOCTORAL THESIS TITLE**

- Doctoral thesis -

Osijek, (year)

REPUBLIC OF CROATIA

JOSIP JURAJ STROSSMAYER UNIVERSITY OF OSIJEK  
FACULTY OF AGROBIOTECHNICAL SCIENCES OSIJEK

**Name Surname, Title**

**DOCTORAL THESIS TITLE**

- Doctoral thesis -

Mentor: Title, Name Surname

Co-mentor: Title, Name Surname

**Committee for evaluation:**

- 1. Name Surname, PhD, full professor of the Faculty of Agrobiotechnical Sciences  
Osijek , president**

REPUBLIC OF CROATIA

2. **Name Surname, PhD, associate professor of the Faculty of Agrobiotechnical Sciences Osijek , mentor and member**
3. **Name Surname, PhD, full professor of the Faculty of Agriculture in Zagreb, member JOSIP JURAJ STROSSMAYER UNIVERSITY OF OSIJEK**

FACULTY OF AGROBIOTECHNICAL SCIENCES OSIJEK

**Name Surname, Title**

**DOCTORAL THESIS TITLE**

- Doctoral thesis -

Mentor: Title, Name Surname

Co-supervisor: Title, Name Surname

**Public defense of the doctoral thesis was held on \_\_\_\_\_(day/month/year) in front of Committee for doctoral thesis defense:**

REPUBLIC OF CROATIA

1. **Name Surname, PhD, full professor of the Faculty of Agrobiotechnical Sciences Osijek , president,**
2. **Name Surname, PhD, associate professor of the Faculty of Agrobiotechnical Sciences Osijek , mentor and member,**
3. **Name Surname, PhD, full professor of the Faculty of Agriculture in Zagreb, member**



## **BASIC DOCUMENTATION CARD**

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**Josip Juraj Strossmayer University of Osijek**

**Doctoral thesis**

**Faculty of Agrobiotechnical Sciences Osijek**

**Doctoral study program: Agricultural Sciences Module:**

**UDK:**

**Scientific area: Biotechnical Sciences**

**Scientific field: Agriculture Branch:**

**Doctoral thesis Title**

**Name Surname, title**

**The Thesis is prepared at the Faculty of Agriculture of Josip Juraj Strossmayer University of Osijek**

**Mentor: Prof. Dr. Name Surname**

**Co-supervisor: Prof. Dr. Name Surname**

**Abstract (up to 2000 characters)**

**Number of pages: Number of figures: Number of tables:**

**Number of references:**

**Language of the original:**

**Key words:**

**Date of Doctoral thesis defense: 15 October 2015**

**Committee for doctoral thesis defense:**

1. **Prof. Dr. Name Surname** – function
2. **Prof. Dr. Name Surname** – function
3. **Prof. Dr. Name Surname** – function

**Doctoral thesis is archived in:**

National and University Library in Zagreb, Josip Juraj Strossmayer University of Osijek, University of Zagreb, University of Rijeka, University of Split

## **CONTENT**

## **1. INTRODUCTION**

The scope of doctoral thesis is not defined precisely, but in general, the dissertation should not contain less than 100 nor more than 200 pages, with 1.5 line spacing, A4 format, font size 12, which results in approximately 2000-2500 characters per page.

Doctoral thesis is written in Croatian language, it should be linguistically, stylistically and technically correctly designed and should be in line with all rules for preparation of scientific papers.

Doctoral thesis shall contain the following parts: Introduction, References review, Research objective, Material and research methods, Research results, Discussion, Conclusion, References, Abstract, Summary, (Appendix) and Curriculum Vitae. The content structure shown in this form is only a proposal, so it can be slightly altered. The most extensive parts of the doctoral thesis refers to research results, discussion and references review, by following this order.

## 1.1. References Overview

## **1.2. Research objective**

## **2. MATERIAL AND RESEARCH METHODS**

---

Discussion

## **4. DISCUSSION**

Conclusion

---

## 5. CONCLUSION



## 6. REFERENCES

1. Ahn, H.K., T.L. Richard, H.L. Choi (2007.): Mass and thermal balance during composting of a poultry manure – Wood shavings at different aeration rates. *Process Biochemistry* 42: 215223.
2. Airaksinen, S., Heinonen-Tanski, H., Heiskanen, M-L. (2001.): Quality of different bedding materials and their influence on the compostability of horse manure. *Journal of Equine Veterinary Science*, 21: 125-130.
3. Araujo, A.S.F., Monteiro, R.T.R., Carvalho, E.M.S. (2007.): Effects of composted textile sludge on growth, nodulation and nitrogen fixation of soybean and cowpea. *Bioresource Technology* 98:1028-1032.
4. Ball, A.S., Shah, D., Clare F. Wheatley (2000.): Assessment of the potential of novel newspaper/horse manure-based compost. *Bioresource Technology* 73: 163-167.
5. Epstein, E. (1997.): *The science of composting*. Technomic Publishing Company. Lancaster, Pennsylvania, USA.

- 
6. ISO (1998.): Soil Quality. Determination of organic carbon by sulfochromic oxidation. International standard. ISO 14235:1998(E). International Organization for Standardization. Geneva. Switzerland.
  7. Pavlek, P., (1979.): Specijalno povrćarstvo. Faculty poljoprivrednih znanosti, Zavod za povrćarstvo, Zagreb.

Abstract

Abstract of the doctoral thesis shall be written on maximum two pages and shall facilitate clear understanding of the dissertation objective, research methods, results and conclusions.

1. **SUMMARY**

**Doctoral thesis Title**

The scope of doctoral thesis is not defined precisely, but in general, the dissertation should not contain less than 100 nor more than 200 pages, with 1.5 line spacing, A4 format, font size 12, which results in approximately 2000-2500 characters per page.

Doctoral thesis is written in Croatian language, it should be linguistically, stylistically and technically correctly designed and should be in line with all rules for preparation of scientific papers.

Abstract of the doctoral thesis shall be written on maximum two pages and shall facilitate clear understanding of the dissertation objective, research methods, results and conclusions.

## **2. APPENDIX**

The scope of doctoral thesis is not defined precisely, but in general, the dissertation should not contain less than 100 nor more than 200 pages, with 1.5 line spacing, A4 format, font size 12, which results in approximately 2000-2500 characters per page.

Doctoral thesis is written in Croatian language, it should be linguistically, stylistically and technically correctly designed and should be in line with all rules for preparation of scientific papers.

## **CURRICULUM VITAE**

Short Curriculum Vitae at up to two pages.

Form No. 14. Technical description and structure of the Doctoral thesis written as a collection of original scientific papers

REPUBLIC OF CROATIA

JOSIP JURAJ STROSSMAYER UNIVERSITY OF OSIJEK

FACULTY OF AGROBIOTEHNICAL SCIENCES OSIJEK

**Name Surname, Title**

**DOCTORAL THESIS TITLE**

DOCTORAL THESIS

Osijek (year)



REPUBLIC OF CROATIA  
JOSIP JURAJ STROSSMAYER UNIVERSITY OF OSIJEK  
FACULTY OF AGROBIOTEHNICAL SCIENCES OSIJEK

**Name Surname, Title**

**DOCTORAL THESIS TITLE**

- Doctoral thesis -

REPUBLIC OF CROATIA  
JOSIP JURAJ STROSSMAYER UNIVERSITY OF OSIJEK

Osijek (year)  
FACULTY OF AGROBIOTEHNICAL SCIENCES OSIJEK

**Name Surname, Title**

**DOCTORAL THESIS TITLE**

- Doctoral thesis -

Mentor: Title, Name Surname

Co-mentor: Title, Name Surname

**The Committee for evaluation:**

- 1. Name Surname, PhD, full professor of the Faculty of Agriculture in Osijek, president**
- 2. Name Surname, PhD, associate professor of the Faculty of Agriculture in Osijek, mentor and member**

REPUBLIC OF CROATIA  
JOSIP JURAJ STROSSMAYER UNIVERSITY OF OSIJEK

- 3. Name Surname, PhD, full professor of the Faculty of Agriculture in Zagreb,  
member FACULTY OF AGROBIOTEHNICAL SCIENCES OSIJEK**

**Name Surname, title**

**DOCTORAL THESIS TITLE**

- Doctoral thesis -

Mentor: Title, Name Surname

Co-mentor: Title, Name Surname

**Public defense of Doctoral thesis is held on 15 October 2015 in front of the Committee  
for doctoral thesis defense:**

- 1. Name Surname, PhD, full professor of the Faculty of Agriculture in Osijek,  
president**

REPUBLIC OF CROATIA  
JOSIP JURAJ STROSSMAYER UNIVERSITY OF OSIJEK

2. **Name Surname, PhD, associate professor of the Faculty of Agriculture in Osijek, mentor and member**
3. **Name Surname, PhD, full professor of the Faculty of Agriculture in Zagreb, member**

## BASIC DOCUMENTATION CARD

---

**Josip Juraj Strossmayer University of Osijek**

**Doctoral thesis Faculty of**

**Agriculture in Osijek**

**Postgraduate university (doctoral) study program: Agricultural Sciences Module:**

**UDK:**

**Scientific area: Biotechnical Sciences**

**Scientific field: Agriculture Branch:**

**Doctoral thesis Title**

**Name Surname, Title**

**The Dissertation is prepared at the Faculty of Agriculture of Josip Juraj Strossmayer University of Osijek**

**Mentor: Prof. Dr. Name Surname**

**Co-mentor: Prof. Dr. Name Surname**

**Abstract (up to 2000 characters)**

**Number of pages:**

**Number of figures:**

**Number of tables:**

**Number of references:**

**Language of the original: Croatian**

**Key words:**

**Date of defense: 15 October 2015**

**Committee for doctoral thesis defense:**

- 1. Prof. Dr. Name Surname – function**
- 2. Prof. Dr. Name Surname – function**
- 3. Prof. Dr. Name Surname – function**

**Doctoral thesis is archived in:**

National and University Library in Zagreb, Josip Juraj Strossmayer University of Osijek, University of Zagreb, University of Rijeka, University of Split

## TEMELJNA DOKUMENTACIJSKA KARTICA

---

Sveučilište Josipa Jurja Strossmayera u Osijeku

Doktorska disertacija

Fakultet agrobiotehničkih znanosti Osijek

Poslijediplomski sveučilišni (doktorski) studij: Poljoprivredne znanosti

Smjer:

UDK:

Znanstveno područje: Biotehničke znanosti

Znanstveno polje: Poljoprivreda

Grana:

Naslov doktorske disertacije

Ime Prezime, zvanje

Disertacija je izrađena na Fakultetu agrobiotehničkih znanosti Osijek Sveučilišta Josipa Jurja Strossmayera u Osijeku

Mentor: Prof. dr. sc. Ime Prezime

Komentor: prof. dr. sc. Ime Prezime

Sažetak (do 2000 karaktera)

Broj stranica:    Broj

slika:    Broj tablica:

Broj literaturnih navoda:

Jezik izvornika: hrvatski

Ključne riječi:

Datum obrane:

Povjerenstvo za obranu:

1. prof. dr. sc. Ime Prezime – funkcija
2. prof. dr. sc. Ime Prezime – funkcija
3. prof. dr. sc. Ime Prezime – funkcija

Disertacija je pohranjena u:

Nacionalna i sveučilišna knjižnica u Zagrebu, Sveučilište Josipa Jurja Strossmayera u Osijeku, Sveučilište u Zagrebu, Sveučilište u Rijeci, Sveučilište u Splitu

## **CONTENT**

## 1. INTRODUCTION

Doctoral thesis shall be typed in 1.5 line spacing, A4 format, font size 12, which results in approximately 2000-2500 characters per page, or in other format (e.g. B5) with appropriate font and by keeping similar number of characters per page.

Doctoral thesis is written in Croatian language, it should be linguistically, stylistically and technically correctly designed and should be in line with all rules for preparation of scientific papers. If suggested by the Committee for PhD degree award and if approved by the Faculty Council, the Doctoral thesis can be written in a foreign widely spread language.

It is allowed to use combination of Croatian and English language (or some other world language), according to these Regulations and upon decision of the Faculty Council, depending on the language in which the contained original scientific papers are written.

Extended Abstract of the doctoral thesis shall not contain less than 25 nor more than 50 pages.

Extended Abstract shall contain the following parts: Introduction, References review, Research objective, Material and research methods, Research results with discussion, Conclusion, References, Abstract, Summary, (Appendix) and Curriculum Vitae. The content structure shown in this form is only a proposal, so it can be slightly altered. The most extensive parts of the doctoral thesis refers to research results with discussion and references review, by following this order.



## 1.1. Literature Overview

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## 1.2. Objectives:

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## **2. MATERIAL AND METHODS**

---

### 3. RESEARCH RESULTS

---

#### 4. DISCUSSION

---

## 5. CONCLUSION

Doctoral thesis shall be typed in 1.5 line spacing, A4 format, font size 12, which results in approximately 2000-2500 characters per page, or in other format (e.g. B5) with appropriate font and by keeping similar number of characters per page.

Doctoral thesis is written in Croatian language, it should be linguistically, stylistically and technically correctly designed and should be in line with all rules for preparation of scientific papers. If suggested by the Committee for PhD degree award and if approved by the Faculty Council, the Doctoral thesis can be written in a foreign widely spread language.

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Doctoral thesis Abstract

---

## 5. REFERENCES

1. Ahn, H.K., T.L. Richard, H.L. Choi (2007.): Mass and thermal balance during composting of a poultry manure – Wood shavings at different aeration rates. *Process Biochemistry* 42: 215223.
2. Airaksinen, S., Heinonen-Tanski, H., Heiskanen, M-L. (2001.): Quality of different bedding materials and their influence on the compostability of horse manure. *Journal of Equine Veterinary Science*, 21: 125-130.
3. Araujo, A.S.F., Monteiro, R.T.R., Carvalho, E.M.S. (2007.): Effects of composted textile sludge on growth, nodulation and nitrogen fixation of soybean and cowpea. *Bioresource Technology* 98:1028-1032.
4. Ball, A.S., Shah, D., Clare F. Wheatley (2000.): Assessment of the potential of novel newspaper/horse manure-based compost. *Bioresource Technology* 73: 163-167.
5. Epstein, E. (1997.): *The science of composting*. Technomic Publishing Company. Lancaster, Pennsylvania, USA.
6. ISO (1998.): *Soil Quality. Determination of organic carbon by sulfochromic oxidation*. International standard. ISO 14235:1998(E). International Organization for Standardization. Geneva. Switzerland.
7. Pavlek, P., (1979.): *Specijalno povrćarstvo*. Faculty poljoprivrednih znanosti, Zavod za povrćarstvo, Zagreb.





Original scientific paper number 1 in the form and original language in which it was published in the scientific journal.

Original scientific paper number 2 in the form and original language in which it was published in the scientific journal.

Original scientific paper number 3 in the form and original language in which it was published in the scientific journal.

Extended Abstract or translation of the whole original scientific paper 1 into Croatian language if the paper is published in a scientific journal in another language.

Extended Abstract or translation of the whole original scientific paper 2 into Croatian language if the paper is published in a scientific journal in another language.

Extended Abstract or translation of the whole original scientific paper 3 into Croatian language if the paper is published in a scientific journal in another language.

## **ABSTRACT**

Abstract of the doctoral thesis shall be written on maximum two pages and shall facilitate clear understanding of the doctoral thesis objective, research methods, results and conclusions.





## SUMMARY

**Doctoral thesis Title**

---

Summary of the doctoral thesis shall be written at up to two pages and shall facilitate clear understanding of the doctoral thesis objective, research methods, results and conclusions.

## **CURRICULUM VITAE**

Short Curriculum Vitae written at two pages maximum.



**Name Surname, Title**

Student of the \_\_\_\_\_ study year of postgraduate university (doctoral) study program

„Agricultural Sciences“

Module: \_\_\_\_\_

Committee for PhD degree award

**Faculty Council**

**Subject: Request for initiation of procedure for doctoral thesis assessment and appointment of the Committee for doctoral thesis assessment**

Within the Decision reached by the Council of the Faculty of Agriculture of Josip Juraj Strossmayer University of Osijek at the \_\_\_\_\_ session in the academic year \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ on (day/month/year), positive doctoral thesis topic evaluation has been made for the student **Name Surname, title**, in biotechnical scientific area, scientific field Agriculture. At the \_\_\_\_\_ session in the academic \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ year held on (day/month/year), the Faculty Council has appointed the Committee for assessment of the doctoral thesis:

**“Title of Doctoral thesis”**

The Committee for doctoral thesis assessment consists of:

1. **Title, Name Surname** – function
2. **Title, Name Surname** – function
3. **Title, Name Surname** – function
4. **Title, Name Surname** – substitute member

In the article 33, the Regulations on postgraduate university (doctoral) study „Agricultural Sciences“ defines that the student of the third study year of postgraduate university (doctoral) study program is entitled to initiate the procedure for doctoral thesis assessment when the following conditions are fulfilled:

1. recognized at least 150 ECTS credits in total,
2. recognized at least 30 ECTS credits within obligatory and elective courses,
3. recognized at least 60 ECTS credits in scientific training,
4. recognized at least 10 ECTS credits within scientific presentation,

5. recognized 10 ECTS credits within positive evaluation of the doctoral thesis topic Since I have fulfilled all stated conditions, I submit my request to the Faculty Council to initiate the procedure for doctoral thesis assessment.

Since I have fulfilled all stated conditions, I submit my request to the Faculty Council to initiate the procedure for doctoral thesis assessment and appoint the Committee for doctoral thesis assessment that consists of the following members:

1. **Title, Name Surname** – function
2. **Title, Name Surname** – function
3. **Title, Name Surname** – function
4. **Title, Name Surname** – substitute member

\_\_\_\_\_ (name, surname) is appointed as mentor.

\_\_\_\_\_ (name, surname) is appointed as co-mentor.

Thesis topic defense was held in \_\_\_\_\_ language.

Doctoral thesis is written in \_\_\_\_\_ language.

Public doctoral thesis defense will be held in \_\_\_\_\_ language.

Osijek, \_\_\_\_\_

Appendix:

- 1) Curriculum Vitae of the doctoral candidate
- 2) Confirmation of the completion of all study obligations in the doctoral program in accordance with the study program
- 3) Written statement from the mentor that the doctoral thesis meets the criteria for doctoral work
- 4) Written statement from the commentator that the doctoral thesis meets the criteria for doctoral work
- 5) Decision of the Faculty Council on the appointment of the mentor
- 6) Decision of the Faculty Council on the appointment of the commentator
- 7) Doctoral thesis in electronic format
- 8) Brief summary of the doctoral thesis (one page of author's text).

Consent of mentor:

**Title, Name Surname**

\_\_\_\_\_

Applicant:

**Name Surname, Title**

\_\_\_\_\_

Faculty of Agrobiotechnical Sciences Osijek

**Consent of co-mentor**

Title, Name Surname

---

## STATEMENT

I, \_\_\_\_\_(name and surname), as the mentor for the  
advisory work on the doctoral thesis titled \_\_\_\_\_(insert  
title of the doctoral thesis) of the doctoral candidate  
\_\_\_\_\_(name and surname), hereby declare that the  
doctoral thesis meets the criteria for doctoral work.

Osijek, \_\_\_\_\_ (date and year)

Mentor of the doctoral thesis  
(name and surname)

\_\_\_\_\_

## STATEMENT

I, \_\_\_\_\_ (name and surname), as the co-mentor for the advisory work on the doctoral thesis titled \_\_\_\_\_ (insert title of the doctoral thesis) of the doctoral candidate \_\_\_\_\_ (name and surname), hereby declare that the doctoral thesis meets the criteria for doctoral work.

Osijek, \_\_\_\_\_ (date and year)

Co-mentor of the doctoral thesis  
(name and surname)

\_\_\_\_\_



Name, surname

Doctoral study 'Agriculturel Ssiences'

Module\_\_\_\_\_

"Doctoral thesis title"

Summary (one text card)<sup>1</sup>:

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<sup>1</sup> One text cars equals minimum of 15000 to a maximum of 18000 characters with all letters, numbers, symbols, and interpunction signs and spaces



Faculty of Agriculture in Osijek

Committee for doctoral thesis assessment

The student **Name Surname, title**

Student of the \_\_\_\_\_ study year of the Doctoral study program

„Agricultural Sciences“

Module: \_\_\_\_\_ .

Josip Juraj Strossmayer University of Osijek

Faculty of Agrobiotechnical sciences Osijek

Committee for PhD degree award

**Faculty Council**

Subject: **Assessment of the doctoral thesis for the student Name Surname, title**

Within the procedure for the PhD degree award and based on attached doctoral thesis, the Committee for assessment of the doctoral thesis of the student **Name Surname, title**, has assessed the doctoral thesis and hereby submits the proposal to the Committee for PhD degree award and to the Faculty Council as stated in the attachment.

Proposal of the members to the Committee for doctoral thesis defense:

1. **Title, Name Surname, Institution** – president of the Committee
2. **Title, Name Surname, Institution** – function
3. **Title, Name Surname, Institution** – function
4. **Title, Name Surname, Institution** – substitute member
5. **Title, Name Surname, Institution** – substitute member
6. **Name Surname, PhD, Institution** – recording secretary

Osijek, \_\_\_\_\_

President of the Committee for doctoral thesis assessment:

**Title, Name Surname**

Appendix:

1. Doctoral thesis assessment

**Title, Name Surname, Institution** – president of the Committee

**Title, Name Surname, Institution** – function

**Title, Name Surname, Institution** – function

Faculty of Agrobiotechnical Sciences Osijek  
Committee for PhD degree award

**Faculty Council**

Subject: **Assessment of the doctoral thesis of the student Name Surname, title**

Within the Decision reached by the Council of the Faculty of Agrobiotechnical Sciences Osijek of Josip Juraj Strossmayer University of Osijek at the\_\_\_\_session of the academic \_\_\_\_/\_\_\_\_year on (day/month/year), positive evaluation of the Doctoral thesis topic was made for the student **Name Surname, title**, in biotechnical scientific area, scientific field Agriculture, and the Committee that consists of the above mentioned members was appointed to assess the doctoral thesis entitled:

**“Title of Doctoral thesis”**

Mentor of the doctoral thesis is \_\_\_\_\_.

Co-mentor of the doctoral thesis is \_\_\_\_\_.

After analyzing the attached doctoral thesis, The Committee has prepared the following

**REPORT ON ASSESSMENT OF THE DOCTORAL THESIS**

**Overview of the dissertation content**

Number of pages, figures, graphs, tables and literature references. Structure of chapters.

**Assessment of the dissertation with reflection on the applied methods**

Time, spatial and analytical structure of performed research. Convenience and compatibility of applied methods with research objectives. Up-to-date, innovativeness and creativity in application of research methods.

**Scientific content of the dissertation**

Overview of objectives realization and confirmation of defined hypothesis. Success in elaboration of results and comparison with other researches. Relevance of presented results. Evaluation of consistency and accuracy of conclusions and their scientific and professional significance and contribution.

### **Conclusion and proposal of the Committee**

In 2-3 short sentences, the Committee shall describe type and relevance of the conducted research, evaluation of the scientific approach and applicability of conclusions.

Short evaluation of the student with respect to their knowledge of up-to-date research methods, statistical analysis, usage of references, explanation of results of their own research and appropriate conclusion making.

When considering all characteristics of the doctoral thesis and upon assessing the scientific capabilities of the student contained in the submitted report, the Committee has positively assessed this doctoral thesis and hereby proposes to the Council of the Faculty of Agriculture of Josip Juraj Strossmayer University of Osijek to accept the doctoral thesis of the student **Name Surname, title**, entitled

#### **“Title of Doctoral thesis”**

and to reach the decision on public defense of the doctoral thesis within the procedure for the award of the PhD degree title, as of the Law and Faculty Statute.

Osijek, \_\_\_\_\_

Members of the Committee for doctoral thesis assessment:

**Title, Name Surname – president**

\_\_\_\_\_

**Title, Name Surname – member**

\_\_\_\_\_

**Title, Name Surname – member**

\_\_\_\_\_

## PERMISSION FOR ARCHIVING AND PUBLICATION OF DOCTORAL THESIS

I the undersigned, \_\_\_\_\_ (*name, surname and permanent address*)  
\_\_\_\_\_, PIN: \_\_\_\_\_, student at the postgraduate  
university (doctoral) study program *Agricultural Sciences*, module  
\_\_\_\_\_ give permission to the

Faculty of Agrobiotechnical Sciences Osijek to archive and publish my **doctoral thesis**:

\_\_\_\_\_ (*dissertation*  
*title*) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ in publicly accessible through the Faculty, University and national repository.

Osijek, \_\_\_\_\_ (*date, month and year*)

\_\_\_\_\_  
*signature*



Josip Juraj Strossmayer University of Osijek  
Faculty of Agrobiotechnical Sciences Osijek  
Ulica Vladimira Preloga 1, Osijek

Subject:

## MINUTES

**of the public defense of the doctoral thesis by the student Name Surname, title,**  
held at the Faculty of Agrobiotechnical Sciences Osijek on *(insert date)*.

President of the Committee for public defense of the doctoral thesis **Title, Name Surname** announced to the public that the Committee consisting of:

1. **Title, Name Surname, Institution** – president of the Committee
2. **Title, Name Surname, Institution** – function
3. **Title, Name Surname, Institution** – function

will attend the public defense of the **Name Surname, title** doctoral thesis

### "Doctoral thesis Title"

The President concluded that the public was informed about this public defense, which is in accordance with the provisions of the Statute of the Faculty, and that the student is present, by which preconditions for maintaining the public defense are fulfilled.

The Committee for PhD degree award and the Committee for evaluation of the doctoral thesis topic at the Faculty of Agrobiotechnical Sciences Osijek reviewed the topic application, as well as the research program along with complete documentation, and determined that the student **Name Surname, title** fulfilled all conditions for topic application, and that proposed topic was accurate and relevant for the area of agriculture.

Report of the Committee with proposal for acceptance of the topic was approved by the Faculty Council at the \_\_\_\_\_ session held on *(insert date)*. On that occasion, the mentor Prof. Dr. Name Surname was appointed for advisory work within preparation of doctoral thesis, as well as the Committee for doctoral thesis assessment:

1. **Title, Name Surname, Institution** – president of the Committee
2. **Title, Name Surname, Institution** – function
3. **Title, Name Surname, Institution** – function.

The appointed Committee positively assessed the doctoral thesis written by the student Name Surname, title and submitted the written report to the Faculty Council with proposal that doctoral thesis of the student shall be accepted for public defense.

The Council of the Faculty of Agrobiotechnical Sciences Osijek at the session held on (insert date) accepted the positive assessment and the proposal of the Committee and invited the student to publicly defend the doctoral thesis in front of the Committee:

1. **Title, Name Surname, Institution** – president of the Committee
2. **Title, Name Surname, Institution** – function
3. **Title, Name Surname, Institution** – function.

President of the Committee, Title, Name Surname, read the Curriculum Vitae of the student, and the doctoral thesis assessment. Afterwards, the president of the Committee invited the student to present the doctoral thesis in duration of 30 minutes.

After presentation of the student, which lasted as foreseen, all members of the Committee asked questions related to the content of the doctoral thesis and to its wider scope. Asked questions are contained in these minutes.

The questions were successfully answered by the student and all members of the Committee were satisfied, upon which they withdrew for counseling.

After short counselling, the President of the Committee announced the unanimous **DECISION**

The student **Name Surname, title** successfully defended the doctoral thesis with the abovementioned title, thus being awarded the right to promotion to the title of the doctor of sciences in biotechnical scientific area, Scientific area Agriculture.

Decision of the Committee will be submitted to the Faculty Council and to the Rectorate of Josip Juraj Strossmayer University of Osijek with proposal for promotion.

Osijek, \_\_\_\_\_

Members of the Committee for Doctoral thesis Defense:

**Title, Name Surname** – president

\_\_\_\_\_

**Title, Name Surname** - member

\_\_\_\_\_

**Title, Name Surname** – member

\_\_\_\_\_

**Name Surname, PhD** – recording secretary

\_\_\_\_\_

**Title, Name Surname**

Questions to the student:

--

**Title, Name Surname**

Questions to the student:

--

**Title, Name Surname**

Questions to the student:

--





## BASIC DOCUMENTATION CARD

---

**Josip Juraj Strossmayer University of Osijek**

**Agriculture in Osijek**

**Doctoral thesis Faculty of**

**Postgraduate university (doctoral) study program: Agricultural Sciences Module:**

**UDK:**

**Scientific area: Biotechnical Sciences**

**Scientific field: Agriculture**

**Branch:**

**Doctoral thesis Title**

**Name Surname, title**

**The Dissertation is prepared at the Faculty of Agriculture of Josip Juraj Strossmayer University of Osijek**

**Mentor: Prof. Dr. Name Surname**

**Co-supervisor: Prof. Dr. Name Surname**

**Abstract (up to 2000 characters)**

**Number of pages:**

**Number of figures:**

**Number of tables:**

**Number of references:**

**Language of the original: Croatian**

**Key words:**

**Date of defense:**

**Committee for doctoral thesis defense:**

4. **Prof. Dr. Name Surname** – function
5. **Prof. Dr. Name Surname** – function
6. **Prof. Dr. Name Surname** – function

**Doctoral thesis is archived in:**

National and University Library in Zagreb, Josip Juraj Strossmayer University of Osijek, University of Zagreb, University of Rijeka, University of Split

## TEMELJNA DOKUMENTACIJSKA KARTICA

---

Sveučilište Josipa Jurja Strossmayera u Osijeku

Doktorska disertacija

Poljoprivredni fakultet u Osijeku

Poslijediplomski sveučilišni (doktorski) studij: Poljoprivredne znanosti

Smjer: \_\_.

UDK:

Znanstveno područje: Biotehničke

znanosti Znanstveno polje: Poljoprivreda

Grana:

Naslov doktorske disertacije

Ime Prezime, zvanje

Disertacija je izrađena na Poljoprivrednom fakultetu Sveučilišta Josipa Jurja Strossmayera u Osijeku

Mentor: Prof. dr. sc. Ime Prezime

Co-supervisor: Prof. Dr. Name Surname

Sažetak (do 2000 karaktera)

Broj stranica:

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