

PROCEDURE:
**from the doctoral thesis topic application to the defence of the
doctoral thesis and promotion**

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1. GENERAL INFORMATION

Since the academic year 2005/2006, Faculty of Agriculture has a postgraduate doctoral studies database of all students that have been doctoral candidates of the postgraduate doctoral study "Agricultural Sciences" (PDS PZ) http://www.agr.unizg.hr/hr/category/poljoprivredne_znanosti/204

These instructions clarify the rules and procedures followed by the Committee for Postgraduate Doctoral Studies and Doctorates (*PhD Committee*) of the University of Zagreb Faculty of Agriculture (FAZ), in the process from the submission to the defence of the doctoral thesis. The PhD Committee is an expert council consisting of 13 members, appointed by the FAZ Faculty Council. The jurisdiction of the PhD Committee in the procedure from the submission to the defence of the doctoral thesis is as follows:

1. Consideration of the doctoral thesis topic submission,
2. Consideration and proposal of the Committee for the public defence of the doctoral thesis topic and assessment of the doctoral thesis topic,
3. Consideration and proposal of the doctoral thesis topic assessment and proposal of the mentor,
4. Consideration and proposal of the Committee for the doctoral thesis evaluation,
5. Consideration of the doctoral thesis evaluation and proposal for doctoral thesis acceptance,
6. Consideration and proposal of the Committee for the doctoral thesis defence.

The basic guidelines for the PhD Committee are aligned with the Regulation on Doctoral Studies at the University of Zagreb - UNIZG

(http://www.agr.unizg.hr/multimedia/pdf/unizg_pravilnik_o_doktorskim_studijima.pdf)

The PhD Committee meetings are typically held once a month, prior to the Faculty Council meeting. The deadline for submitting documentation to the PhD Committee is 7 days before the scheduled meeting. The proposals put forth by the PhD Committee are reviewed and confirmed by the Faculty Council of the University of Zagreb Faculty of Agriculture (FAZ FC).

Correspondence with the PhD Committee is conducted via email at OdborPDSD@agr.hr. Information related to the procedure from the submission of the topic to the doctoral promotion can be obtained from the administrator at the Postgraduate Office, located on the ground floor of the 5th pavilion (phone: 0038512393674).

Printed materials are submitted to the FAZ registry office (VI. pavilion, ground floor) or by mail (to the address: Committee for Postgraduate Doctoral Studies and Doctorates, University of Zagreb Faculty of Agriculture, Svetošimunska 25, 10000 Zagreb).

University of Zagreb Faculty of Agriculture forms in Croatian or English language (http://www.agr.unizg.hr/hr/category/obraci_dr_sc/211) should be used for: the doctoral thesis topic submission, doctoral thesis topic assessment, formatting of the doctoral thesis assessment report and the minutes of the doctoral thesis defence.

In addition to the mentioned forms, internal forms should be used when proposing the Committee for doctoral thesis topic evaluation and the Committee for doctoral thesis evaluation and defence (DR. SC. AFZ-01 and DR. SC. AFZ-10).

1. DR. SC. AFZ-01 Proposal of the Committee for Topic Assessment and Mentoring
2. DR. SC. AFZ-10 Proposal of the Committee for evaluation and defence of doctoral thesis

According to the decision of the University of Zagreb Office for Doctoral Studies and Programs, the entire procedure is conducted through the OBAD system (Online Database of Doctoral Candidates; <http://doktorski.unizg.hr/obad>). The PhD Committee recommends that doctoral candidates should regularly monitor the UNIZG Office for Doctoral Studies and Programs websites at <http://www.unizg.hr/istrazivanje/doktorski-studiji/>. Doctoral candidates are encouraged to attend workshops at UNIZG.

- Requirement for enrolment in the second year of study: applied doctoral thesis topic and passed System of Scientific Research Work course;

- Requirement for enrolment in the third year of study: accepted doctoral thesis topic - approved by UNIZG and passed course where the mentor is the leader or collaborator;
- Requirement for the doctoral thesis defence admission: all remaining study requirements must be fulfilled (Form 4 - Proof of Fulfillment of PDS PZ Conditions).

2. APPLICATION OF THE DOCTORAL THESIS TOPIC *(first PhD Committee session)*

The doctoral student initiates the procedure for accepting the doctoral thesis topic by submitting an application. The application includes general information about the doctoral student, curriculum vitae and a list of students' scientific publications. It also includes the proposed topic title, information about the proposed mentor and their qualifications, justification of the topic, the expected original scientific contribution of the proposed research, cost estimation of the research and a statement confirming that the student has not submitted a doctoral thesis with an identical topic in another study at the UNIZG or at another university. The doctoral thesis topic is submitted using the UNIZG form (DR.SC.01 in the OBAD system).

List of forms DR.SC. for use in the procedure of submitting the doctoral thesis topic at FAZ:

- DR.SC.-01 Application for the topic (OBAD database)
- DR.SC.AFZ-01 Proposal of the Committee for topic evaluation and mentor recommendation

Electronic forms need to be sent to: OdborPDSD@agr.hr, and two original and signed copies of Forms DR.SC.-01 and DR.SC.AFZ-01 are submitted to FAZ Registry office.

After initiating the procedure for accepting the doctoral thesis topic (by submitting Forms DR.SC.-01 and DR.SC.AFZ-01 in electronic and written form to FAZ), the doctoral student is required to present the proposed doctoral thesis topic to the members of the PhD Committee. The presentation is held at the meeting scheduled for the consideration of the submitted application. It lasts for 15 minutes, and the presentation should follow the designated template (available on the FAZ website: Forms DR.SC.). The academic advisor (potential mentor) may attend the presentation of the doctoral thesis topic (but it is not mandatory). The PhD Committee discusses the presented (submitted) doctoral thesis topic, including its scientific foundation, relevance, replicability, originality, and title. The Committee also verifies the completeness of the application and whether the necessary conditions for submitting the topic are met. Additionally, they discuss the qualifications of the proposed mentors and, if necessary, suggest changes to the Committee members.

The Committee then makes one of three possible decisions:

1. **The application for the doctoral thesis topic is acceptable in its current form** - if the application contains all necessary elements and the student/candidate meets the legal requirements for initiating such a procedure, and if the Committee has no significant objections to the content of the application. The PhD Committee then discusses the qualifications of the mentor and proposes the Committee for the Evaluation of the Thesis Topic. The proposed title of the doctoral thesis, potential mentor and Committee members for evaluating the thesis topic are sent to the Faculty Council meeting.
2. **The application for the doctoral thesis topic will be reconsidered after corrections** - if there are remarks for the student/candidate, the application is returned. It will be reconsidered after corrections and adjustments. The new version of the topic application is submitted using the same process (sending printed and electronic versions with a new date).
3. **The application for the doctoral thesis topic is not acceptable** - if the student/candidate: (1) does not meet the legal requirements for submitting the doctoral thesis topic, i.e., does not meet the requirements of the doctoral study (prior to assessing the quality of the topic), or (2) if the student/candidate's application does not comply with the instructions, is incomplete, is not in the field of biotechnical sciences, or does not meet the fundamental quality criteria according to the standards of the PhD Committee. A decision with a written explanation is sent to the student/candidate, and if necessary, to the Faculty Council.

The Faculty Council (FC), upon the proposal of the PhD Committee, accepts (or rejects) the application for the thesis topic and appoints (or changes) the Committee for the Evaluation of the Topic and Mentor Recommendation. After the Faculty Council's decision, a Decision on the selection of the expert Committee for evaluating the topic is issued to each member of the Committee. This decision is sent together with Form DR.SC.01: Application for the topic.

2.1. The requirements for mentorship

The requirements for mentorship are as follows: a) The mentor must hold at least the academic rank of assistant professor or the title of research associate, b) The mentor must be a faculty member in the doctoral program (i.e. a leader or collaborator on a module) and a leader or collaborator on a scientific research project; c) The mentor cannot be a member of the Committee for the Evaluation of the Thesis Topic, the Committee for the Evaluation of the Doctoral Thesis, or the Committee for the Defence of the Doctoral Thesis.

Before assuming the role of a mentor for the first time, it is necessary to attend a mentorship workshop organized by the Faculty, UNIZG (Office for Doctoral Studies and Programs) or recognized international schools. A mentor who has taken on mentorship before retirement has the right to see the mentorship through to completion.

The proposal for two doctoral thesis mentors should be justified based on the interdisciplinary nature and implementation of the research. This justification should be provided in the "Mentor's Competencies" section of the Thesis Topic Application Form, as well as in the section "Consent of the Mentor and Doctoral Candidate to the Thesis Submission".

In the Thesis Topic Application Form, the mentor must list 5 relevant scientific papers from the last 5 years in the field of the doctoral thesis topic, at least one of which must be published in a journal covered by the CC or Web of Science database. These publications are among the criteria used to assess the mentor's competencies.

In exceptional cases, the mentor may be a scientist from outside the Faculty of Agriculture (FAZ) if they meet the criteria. In such cases, a faculty member from FAZ is appointed as the second mentor. The student/candidate proposes the mentor, and their competence is verified by the Committee for the Evaluation of the Thesis Topic and Mentor Recommendation. The mentor is then chosen by the Faculty Council upon the recommendation of the PhD Committee as part of the process of accepting the Evaluation of the Thesis Topic.

The mentor is obliged to guide the doctoral candidate during the thesis work, monitor the quality of the candidate's work, encourage publication of their papers and facilitate participation in scientific projects. The mentor must submit an annual report on the candidate's work to the doctoral study council using the University's form.

2.2. The Committee for the Evaluation of the doctoral thesis

All Committees must consist of 3 or 5 members, with at least one member employed outside of the Faculty of Agriculture. Additionally, all members of the Committees must hold at least the academic rank of assistant professor or the title of research associate, or an equivalent title if the member obtained their title abroad.

2.3. Writing doctoral thesis in English

If the candidate chooses to write the doctoral thesis in English when submitting the topic, it is necessary to fill out forms in both Croatian and English languages. Forms in English are mandatory alongside the Croatian forms for writing the doctoral thesis in English, as well as for writing the Scandinavian model of the doctoral thesis in English.

The forms in languages other than English are available on the website:

<https://www.agr.unizg.hr/hr/690/Dokumenti+i+obraci>

3. EVALUATION OF THE DOCTORAL THESIS TOPIC (*second PhD Committee session*)

Required forms are available on the website: <https://www.agr.unizg.hr/hr/690/Dokumenti+i+obrasci>

Public Defence of the Doctoral Thesis Topic

The public defence of the doctoral thesis topic is an integral part of the evaluation process conducted by the Committee for the Evaluation of the Doctoral Thesis Topic. The proposed doctoral thesis topic is defended publicly before the Committee for the Evaluation of the Doctoral Thesis Topic, other doctoral students, and interested parties. The procedure for the public defence of the doctoral thesis topic is conducted at least seven days and no later than two months after the appointment of the Committee for the Evaluation of the Doctoral Thesis Topic.

The procedure for the public defence of the doctoral thesis topic is led by the Chairperson or a member of the Committee for the Evaluation of the Doctoral Thesis Topic. The Chairperson of the Committee for the Evaluation of the Doctoral Thesis Topic coordinates the date, time, and location of the public defence of the doctoral thesis topic (in collaboration with the student, other Committee members, and proposed mentor) and sends a notice of the public defence to the email OdborPDSD@agr.hr at least seven days before the public defence so that the defence can be publicly announced on the FAZ website. Along with the text, it is necessary to attach an image related to the content of the doctoral thesis.

Example:

defence of the doctoral thesis topic: Name Surname, B.Sc.xxx

Proposed full title of the doctoral thesis.

Date: Time: Venue:

Committee for the Evaluation of the Doctoral Thesis Topic:

Proposed mentor:

During the public defence, the doctoral candidate has up to 20 minutes, along with a visual presentation, to present the basic idea of the research. This includes introducing the problem, fundamental literature, explaining hypotheses and objectives, materials and research methods, and the expected scientific contribution. Committee members and other attendees (the public) may ask questions. The public defence of the doctoral thesis topic (presentation by the student and discussion) lasts up to 45 minutes.

Based on the presentation, discussion, and responses to questions, the Committee assesses the clarity and organization of the presentation, the scientific foundation of the topic, the feasibility of the research and proposes a mentor.

The duty of the Committee for the Evaluation of the Doctoral Thesis Topic is to propose one or two mentors. Subsequent changes to the mentor are possible with written consent from the previous mentor (who committed to it during the topic submission process), the new mentor (who is proposed), and the student, which are submitted to the PhD Committee.

The Committee for the Evaluation of the Thesis Topic and Mentor Recommendation proposes an assessment of the original scientific contribution and an assessment of the financial and organizational feasibility of the research and proposes a mentor no later than two months after the public defence of the doctoral thesis. The report on the public defence of the doctoral thesis topic is an integral part of the Thesis Topic Evaluation Report (Form DR.SC.-02 - A. Report on the Public Defence of the Topic... B. Evaluation of the Topic...).

The Chairperson of the Committee should send the completed Form DR.SC.-02, properly named with the surname and name of the doctoral candidate and the date of material submission, to the email of the PhD Committee, and deliver two signed copies to the Registry office.

If there is a justified need for revision of the doctoral thesis topic submission, the student is required to correct the text of the topic submission according to the Committee's comments and provide the corrected version to the Chairperson of the Committee. The Chairperson, along with the Evaluation of the Topic Committee, sends it via email to the PhD Committee (OdborPDSD@agr.hr) and submits it to the FAZ Registry office.

During the meeting of the PhD Committee, the Evaluation of the Doctoral Thesis Topic is discussed, and one of the following decisions is made:

1. The PhD Committee agrees with the Report, and the Evaluation of the Doctoral Thesis Topic is forwarded to the Faculty Council (FC).
2. The PhD Committee does not agree with the Report and has objections. In this case, the Chairperson of the Committee is invited to the next meeting of the PhD Committee.

Upon the proposal of the PhD Committee, the Faculty Council (FC) accepts the Evaluation of the Doctoral Thesis Topic and appoints the mentor(s). A Decision is issued by the FC and delivered to both the student and the mentor. After the FC meeting where the evaluation of the doctoral thesis topic is accepted, or after the Decision is issued, the forms (DR.SC.-01, DR.SC.-02, and DR.SC.-03) are sent to the University of Zagreb as follows:

- DR.SC.-01: filled out by the doctoral candidate via OBAD,
- DR.SC.-03: filled out by the doctoral candidate and sent to the email of the PhD Committee,
- DR.SC.-01, DR.SC.-02, and DR.SC.-03: sent by the postgraduate studies administration office.

The final decision on accepting the doctoral thesis topic is made by the University of Zagreb (when the topic passes the Doctoral Thesis Committee, the Council of the Biotechnical Area, and the Senate). The Senate's decision to approve the initiation of the doctoral degree acquisition process is communicated to the postgraduate studies administration office, who forwards copies to the student and the mentor.

After the decision on accepting the doctoral thesis topic and mentor, the student can proceed with the preparation of the doctoral thesis. The formal formatting of the thesis is specified by Form DR.SC.08 - Formal Formatting of the Doctoral Thesis.

4. PREPARATION OF THE DOCTORAL THESIS FOR EVALUATION

After gathering literature, during or after conducting research, the doctoral candidate proceeds to the formatting of the doctoral thesis. The formatting of the doctoral thesis should comply with the guidelines for formal formatting (DR.SC.-08 Formal Formatting of the Doctoral Thesis) available at the following web link:

https://www.agr.unizg.hr/upload/nastava/drsc_afz_08_oblikovanje_doktorskog_rada_upute_20220707.pdf

If the doctoral thesis is prepared in the form of a monograph, the Instructions should be followed (except for pages 5-6, which relate to the Scandinavian model of writing the doctoral thesis).

If the doctoral thesis is prepared according to the Scandinavian model, the Instructions should be followed with an emphasis on the explanations given on pages 5-6. When the doctoral candidate and mentor(s) conclude that they have the anticipated number of original scientific papers they initiate the procedure for approving the writing of the doctoral thesis according to the Scandinavian model. Consolidated scientific papers proposed as a doctoral thesis must constitute a complete research thematic unit comprising at least three original scientific papers published in journals covered by the Web of Science database, with at least one paper published in a journal with an impact factor greater than the median impact factor of journals in the doctoral research area. The doctoral candidate must be the main (first) author in at least two published original scientific papers included in the doctoral thesis, including an original scientific paper published in a journal with an impact factor greater than the median impact factor of journals in the doctoral research area.

It is necessary to submit to the PhD Committee: a) a written request and a brief explanation for approving the writing of the doctoral thesis according to the Scandinavian model (co-signed by the mentor(s)), and b) a list of original scientific papers (tabular representation of the original scientific qualification papers of the applicant included in the doctoral thesis) and an explanation of the connection between research hypotheses and published (accepted) original scientific papers.

List of original scientific papers (tabular presentation of the original scientific qualification papers of applicants included in the doctoral thesis)

Published (<i>accepted</i>) original scientific papers				
Scientific work	Base	Category	Quartile	Impact factor (IF)
Author/s (year): title of the paper. Journal year: pages.	WoS, ...	A ₁ , A ₂ , ..	Q ₁ , ...	
Author/s (year): title of the paper. Journal year: pages.	WoS, ...	A ₁ , A ₂ , ..	Q ₁ , ...	
Author/s (year): title of the paper. Journal year: pages.	WoS, ...	A ₁ , A ₂ , ..	Q ₁ , ...	
Explanation of the connection between research hypotheses and published (<i>accepted</i>) original scientific papers				
Research hypothesis (<i>cite from the report of the topic</i>)	Explanation of the hypothesis and scientific work connection			
H1.				
H2.				
H3.				

If the initial application for the doctoral thesis stated that it would be written in Croatian but there is a desire to prepare it according to the Scandinavian model, a written request should be submitted to also seek approval for writing the doctoral thesis in English. After obtaining a positive opinion from the PhD Committee, the Committee forwards the request to the competent bodies of the University of Zagreb. In case of a positive opinion from the competent bodies of the University of Zagreb, the Senate of the University of Zagreb supplements the Decision and approves the writing of the thesis according to the Scandinavian model and in English.

5. APPOINTMENT OF THE DOCTORAL THESIS EVALUATION COMMITTEE (*third PhD Committee session*)

The necessary forms are available on the website: <https://www.agr.unizg.hr/hr/690/Dokumenti+i+obraci>

Before submitting the thesis for evaluation, the head of the doctoral study program verifies whether the doctoral student has fulfilled all obligations prescribed by the study program. The completed Form 4, certified by the mentor, along with the necessary attachments, is sent by the doctoral student via email to pds@agr.hr. This form is used to issue a Certificate of Fulfillment of Conditions in the doctoral study program, which is a requirement for appointing the Committee for the evaluation of the doctoral thesis.

The mentor and the doctoral student propose members of the Committee for the Evaluation of the doctoral thesis and the Defence of the doctoral thesis using Form DR.SC.AFZ-10, along with a list of 5 relevant publications from the last 5 years (including at least 1 from category a1) by the proposed Committee members.

The doctoral student sends Form DR.SC.AFZ-10 along with the doctoral thesis in PDF format to the email of the PhD Committee (OdborPDSD@agr.hr), and delivers the signed Form DR.SC.AFZ-10 and a spiral-bound copy of the doctoral thesis to the Faculty's Registry office for review by the Committee for Doctoral Studies and Scientific Research.

Notes:

- The mentor cannot be a member of the Committee for the Evaluation of the doctoral thesis or the Committee for the Defence of the doctoral thesis.
- The Committee should consist of three or five members, with at least one member employed outside the Faculty of Agriculture.
- Members of the Committee are at least in the rank of assistant professor/research associate, or in equivalent ranks if the member obtained their rank abroad.

The Faculty Council (FC), upon the proposal of the PhD Committee, appoints the Committee for the evaluation of the doctoral thesis and issues a Decision which is delivered to the student, mentor, and members of the Committee.

In accordance with Article 62 (7) of the Law on Higher Education and Scientific Activities (NN 119/22), the University of Zagreb Faculty of Agriculture, as the holder of the doctoral study, is obliged to make the doctoral thesis available to the public by publishing it on the website at least 30 days before the date of the doctoral thesis defence (<https://www.agr.unizg.hr/hr/group/447/Objava+doktorskih+radova>). The doctoral thesis may be made available to the public by its publication on the website during its evaluation by the Committee for the evaluation of the doctoral thesis.

6. EVALUATION OF THE DOCTORAL THESIS AND APPOINTMENT OF THE DOCTORAL THESIS DEFENCE COMMITTEE *(fourth PhD Committee session)*

The required forms are available on the website: <https://www.agr.unizg.hr/hr/690/Dokumenti+i+obraci>

The Committee for evaluating the doctoral thesis is obliged to provide a written report with the evaluation of the doctoral thesis within two months of its appointment. Members of the Committee and anyone granted access to the doctoral thesis must treat all data and findings from the thesis confidentially until the evaluation is published, to protect the scientific contribution of the doctoral thesis and intellectual property.

The Committee chair prepares the Evaluation of the doctoral thesis (form DR.SC.10) based on the collected opinions of the Committee members; all Committee members sign the form. An explanation is an essential part of the evaluation of the doctoral thesis. Each Committee member has the right to submit a separate evaluation. The Committee for evaluating the doctoral thesis proposes:

1. Acceptance of the doctoral thesis with an explicit statement on the achieved original scientific or artistic contribution, or
2. Revision of the doctoral thesis and final evaluation, or
3. Rejection of the doctoral thesis, after which the doctoral candidate loses the right to obtain a doctoral degree in that program.

The Committee chair (or one of the members in their place) is invited to the meeting of the PhD Committee and presents an oral report on the evaluation of the doctoral thesis and the scientific contribution of the doctoral candidate (particularly emphasizing published works of categories a1 and a2). If the PhD Committee agrees with the presented report, the Evaluation of the doctoral thesis is forwarded to the Faculty Council (FC).

Upon the proposal of the PhD Committee, the Faculty Council (FC) decides on the evaluation of the doctoral thesis and appoints the Committee for the defence of the doctoral thesis at the first subsequent meeting. The Committee for the defence of the doctoral thesis consists of three or five members and may have the same composition as the Committee for evaluating the doctoral thesis.

The decision is communicated to the student, mentor, and members of the Committee for the defence of the doctoral thesis.

7. DEFENCE OF DOCTORAL THESIS

The required forms are on the website: <https://www.agr.unizg.hr/hr/690/Dokumenti+i+obrasci>

In accordance with Article 62 (7) of the Law on Higher Education and Scientific Activity (Official Gazette 119/22), the University of Zagreb Faculty of Agriculture, as the holder of the doctoral program, is obliged to make the doctoral thesis available to the public by publishing it on the website at least 30 days before the date of the doctoral thesis defence. Therefore, the doctoral candidate may proceed with the defence of the doctoral thesis when the following conditions are met: (a) at least eight days have passed since the Faculty Council meeting where the positive evaluation of the Committee for the Evaluation of the Doctoral Thesis was accepted, and no later than within two months; (b) the doctoral thesis has been made available to the public by publication on the website at least 30 days before the planned date of the doctoral thesis defence (<https://www.agr.unizg.hr/hr/group/447/Objava+doktorskih+radova>); (c) the defence of the doctoral thesis has been publicly announced on the website of the Faculty of Agriculture at least seven days before the planned date of the doctoral thesis defence.

The defence of the doctoral thesis is public. The procedure for the defence is determined by protocol. The defence should take place in the premises of the University or its constituents, in the language in which the doctoral thesis is written. In the case of a joint doctoral degree, the defence may take place at another university. The organization of the defence procedure is managed by the President of the Committee for the Defence of the Doctoral Thesis in consultation with the mentor and the doctoral candidate (agrees on the date, time, and location of the public defence of the doctoral thesis).

At least seven (7) days before the defence of the doctoral thesis, the doctoral candidate sends a notice of the defence to PhD Committee: OdborPDSD@agr.hr to ensure that the defence is publicly announced on the Faculty's website. The notice should be accompanied by an image related to the content of the doctoral thesis.

Example:

Defence of the doctoral thesis :: Name of the student's surname, MSc. agr.

Full title of doctoral thesis

date: time: venue:

Mentor of doctoral thesis:

Committee for the Defence of the Doctoral Thesis:

Summary of doctoral thesis:

Keywords:

The president of the Committee keeps the protocol and fills out the Minutes of the Doctoral Thesis Defence. The mentor participates in the doctoral thesis defence process but does not participate in the assessment. The Committee for the Defence of the Doctoral Thesis makes the assessment after the defence. The assessment is made by a majority vote of the Committee members. The assessment at the defence can be "it is defended" (with grades rite, cum laude, magna cum laude, summa cum laude) or "it is not defended".

The president of the Committee prepares the Minutes of the Defence, and in the case of a defence in English, the Minutes are filled out in Croatian and in English. After the defence of the doctoral thesis, two copies of the Minutes need to be submitted to the student administration office. The members of the Committee for the Defence of the Doctoral Thesis sign two copies of the Minutes.

Three printed copies of the doctoral thesis, an electronic version of the doctoral thesis in PDF format (on a CD), and two signed copies of the Minutes of the Defence are submitted to the Student administration office within 30 days from the date of the Defence of the Doctoral Thesis (In accordance with Article 62 (7) of the Law on Higher Education and Scientific Activity (NN 119/22), the University of Zagreb, Faculty of Agriculture, as the holder of the doctoral study, is obliged to publish the doctoral thesis within 30 days from the date of the defence on the national repository or the repository of the higher education institution).

* Before defending the doctoral thesis, the doctoral candidate is required to have published or have accepted for publication at least one internationally peer-reviewed scientific paper, thematically related to the doctoral research (where they are the sole or one of the main authors).

** The doctoral candidate must defend the doctoral thesis within five years from the date of acceptance of the doctoral thesis topic by the Senate of the University (otherwise - the topic is subject to reassessment).

8. PROMOTION (*The doctoral diploma award ceremony*)

The required forms are on the website: <https://www.agr.unizg.hr/hr/690/Dokumenti+i+obraci>.

The doctoral candidate acquires the rights of a Doctor of Science as provided by law on the day of successful defence of the doctoral dissertation, and obtains the full rights of the academic title and diploma by taking an oath at the graduation ceremony and being enrolled in the book of Doctors of Science. The Dean of FAZ issues a Certificate of PhD status, which can be used until the issuance of the Doctor of Science Diploma at the formal Graduation Ceremony at University of Zagreb.

To obtain a confirmation of the Doctor of Science degree, the following is required within a month:

- Submit three copies of the bound doctoral thesis and two Defence Reports.
- Submit the doctoral thesis in PDF format on a CD and a completed form: Authorization for Digitization of the Doctoral Thesis.
- Fill out the diploma printing form and send it to the postgraduate studies administration email.
- Fill out and submit the statistical form for Doctors of Science, scanned or in its original form <http://www.dzs.hr/Hrv/important/Obrasci/08-Obrazovanje/Obrasci/SV-70.pdf>,
- Complete the web application for the promotion of Doctors of Science via the Online Doctoral Database (OBAD).
- If you don't have your AAI@EduHr identity to access the web application, complete the Authorization for the Digital Repository form and send it to the email of the postgraduate studies administration.

The doctoral thesis is stored in written form at the National and University Library, in the University archive, and in both written and digital formats at the Central Agriculture Library.

The doctoral diploma is presented by the rector at the ceremonial graduation, held twice a year, which the doctoral candidate is required to attend personally or through an authorized representative who must hold a Doctor of Science or Arts degree.

Procedure compiled and amended by:

Committee for Doctorates (PhD Committee)

University of Zagreb Faculty of Agriculture

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