Pursuant to Article 63 of the Statute of the Faculty of Medicine Osijek of Josip Juraj Strossmayer University of Osijek (February 2014) and Article 2 of the Ordinance on Postgraduate Study Programmes at Josip Juraj Strossmayer University of Osijek (July 2015), the Faculty Council of the Faculty of Medicine Osijek, at the 8th regular session in the academic year 2015/2016, held on 23 May 2016, under item 6.1.3.1 of the Agenda, adopted the

## RULES FOR CARRYING OUT THE

## POSTGRADUATE PhD STUDY PROGRAMME OF

## BIOMEDICINE AND HEALTH

**I. GENERAL PROVISIONS**

**Article 1**

These implementing rules define in more detail the structure and conduct of the University Postgraduate PhD Study Programme of Biomedicine and Health (hereinafter: the PhD study programme), general requirements for the proposal, evaluation and defence of doctoral dissertations and other matter relevant for the conduct of the PhD study programme.

## II. STRUCTURE AND CONDUCT OF THE PhD STUDY PROGRAMME

**Article 2**

Faculty of Medicine (hereinafter: the Faculty), pursuant to the Licence issued by the Minister of Science, Education and Sports on 14 February 2007, structures and carries out the PhD Study Programme of Biomedicine and Health in the scientific area Biomedicine and Health, scientific fields Basic Medical Sciences, Clinical Medical Sciences, Public Health and Health Protection and other clinical medical sciences.

PhD study programme lasts for three years and upon completing the PhD study programme, students acquire 180 ECTS credits.

Maximum duration of studying at the PhD study programme is defined in the provisions of the Ordinance on Postgraduate Study Programmes at Josip Juraj Strossmayer University of Osijek (July 2015).

In accordance with the Act on Scientific Activity and Higher Education, Statute of Josip Juraj Strossmayer University of Osijek and Statute of the Faculty of Medicine Osijek, the Faculty also carries out procedures for acquiring the academic title of Doctor of Science outside of the PhD study programme from the scientific area Biomedicine and Health, i.e. in the scientific fields Basic Medical Science, Clinical Medical Science and Public Health and Health Protection.

## III. PhD STUDY PROGRAMME ENROLMENT PROCEDURE AND REQUIREMENTS

**III.1. Right to enrol in the PhD study programme**

**Article 3**

Enrolment in the PhD study programme is carried out in accordance with a public call announced by the Faculty Council.

Public call for enrolment in the PhD study programme is announced at least one month prior to the beginning of classes at the PhD study programme.

## III.2. Public call for enrolment

**Article 4**

Public call for enrolment is announced in daily newspapers and on the Faculty’s web page.

Public call for enrolment contains information defined in the Ordinance on Postgraduate Study Programmes at Josip Juraj Strossmayer University of Osijek (July 2015).

## III. 3. Application for enrolment procedure

**Article 5**

Candidate is obligated to submit the application for enrolment in the PhD study programme within the time limit defined in the call for enrolment.

In addition to the application, the candidate is also obligated to enclose all documentation indicated in the call for enrolment. Candidate is also obligated to indicate in his application whether he is applying for the full-time PhD study programme or part-time PhD study programme.

## III. 4. Criteria and procedures for the selection of PhD study programme candidates

**Article 6**

Persons who completed a corresponding university graduate study programme may enrol in the PhD study programme.

Applications for enrolment procedure and candidates’ fulfilment of requirements for enrolment in the PhD study programme is reviewed by the Committee for Postgraduate Studies.

In accordance with the curriculum of the PhD study programme of Biomedicine and Health, the following candidates may enrol in the PhD study programme:

* + - Persons who completed (usually) the Integrated Undergraduate and Graduate University Study Programme of Medicine.
    - Exceptionally, persons who completed a university graduate study programme in related areas may also enrol in the PhD study programme if they, upon completing a university graduate study programme, are employed in the area of Biomedicine and Health.
    - Written recommendation from a study advisor with a statement on accepting study advisor duties must be presented at the moment of enrolment.
    - Candidates who had a grade average of at least 3.50 (7.50 in the 5-10 grading scale system) during the Integrated Undergraduate and Graduate University Study Programme of Medicine, excluding the final exam.
    - Exceptionally, candidates whose grade average was lower than 3.50 (7.50 in the 5-10 grading scale system) may also apply for enrolment in the study programme. Additional requirements for such candidates are the following:
      * Recommendations from at least two persons who hold scientific-teaching or scientific titles, of which one must be a study advisor or a mentor for the doctoral dissertation.
      * When enrolling in the study programme, such candidates must clearly demonstrate their results and motivation for scientific research through their scientific publications; candidate must be either the author or co-author of at least one paper indexed in the Current Contents (CC) database or SCI and published in the period no longer than 5 years prior to the enrolment in the study programme.
    - Candidates with a level of proficiency in English that enables them to communicate orally and in writing, keep themselves informed about the latest scientific literature and teaching materials, write scientific papers and use computer programs. Candidates may prove their knowledge of English by presenting a certificate on proficiency level (at least level 3 or level 4, i.e. intermediate level) or by the Cambridge Certificate (at least level 1) acquired at authorised language schools or by an assessment of knowledge organised by the Committee for Postgraduate Studies and carried out at the moment of enrolment.
* Candidates with basic knowledge of computer use - use of office software for writing and editing text, creating presentations, searching the internet and e-mail communication (MS Word, MS Power Point, MS Internet Explorer, MS Outlook and other similar and open-source based software). Candidates may prove their knowledge of computer use by presenting the ECDL Certificate or a certificate on completed course issued by authorised organisers of such courses (CARNet or equivalent) or by an assessment of knowledge organised by the Committee for Postgraduate Studies and carried out at the moment of enrolment.
* Candidates must present a written project proposal, i.e. a proposal for doctoral research, which they submit together with other documentation. During the interview with the candidate, the project proposal is evaluated by the Committee for Enrolment appointed by the Committee for Postgraduate Studies.
* For candidates who completed equivalent courses with corresponding assessment of knowledge at PhD study programmes in the area of biomedicine and health at other schools of medicine and related faculties in the Republic of Croatia and abroad, the Committee for Postgraduate studies appoints an expert commission for recognising certain exams and determining differential subject-matter that the candidate must pass.

## III. 5. Enrolment in the PhD study programme and acquiring the PhD student status

**Article 7**

Pursuant to the criteria defined in Article 6 and Table 1 of these Rules, the Committee for Postgraduate Studies defines the list of candidates selected for enrolment in full-time and part-time PhD study programmes and announces it on the noticeboard and web page of the Faculty of Medicine Osijek.

Faculty Council of the Faculty of Medicine Osijek approves enrolment of candidates who fulfilled the prescribed criteria, appoints study advisors for each student enrolled in the study programme, acknowledges the type of study programme (full-time or part-time) and the field and branch of biomedicine and health in which doctoral candidates prepare their doctoral dissertations.

Candidates who exercised their right for enrolment in the full-time PhD study programme and are employed as assistants at the Faculty of Medicine Osijek or other scientific-teaching constituent of the University, conclude a fixed-term employment agreement for the associate title of assistant and position of assistant lasting for 6 years at most.

If a person holding the associate title of assistant and position of assistant from a public science institute enrols in the PhD study programme, but the costs for the PhD study programme are not covered by the public science institute’s own resources, but are provided from the state budget, consent for conclusion of the employment agreement is given by the Minister of Science, Education and Sports (hereinafter: the Minister). If the Minister does not grant consent for conclusion of the employment agreement for the associate position of assistant referred to in the previous paragraph, the candidate concludes an Agreement on Studying with Payment of Tuition Fee and exercises his right to enrol in the part-time PhD study programme.

For tuition-paying candidates who exercise their right to enrol in PhD study programmes, an Agreement on Studying with Payment of Tuition Fee is concluded, defining mutual rights and obligations.

If the number of candidates for the PhD study programme exceeds the enrolment quota, the Faculty Council may carry out a classification procedure.

**Table 1.** Elements for candidate selection in classification procedure and their point-based value.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ELEMENTS FOR CANDIDATE SELECTION** | | | **POINTS** | |
| RESULTS IN GRADUATE STUDY PROGRAMME | | | | |
| 1 | | Grade point average achieved in undergraduate and graduate study programme (excluding graduation examination), rounded to one decimal place x 4  x 1\* for completed university study programmes corresponding to 300 ECTS credits  x 1.2\*\* for completed university study programme(s)  corresponding to 360 ECTS credits | | 14 - 20 points\*  16.8-24 points\*\* |
| 2 | | Exceptionally successful students of graduate study programmes\*\*\* | | 2.5 points |
| 3 | | Award of the Rector of Josip Juraj Strossmayer University of Osijek or Rector’s Award of some other University in Croatia | | 2.5 points |
| DEMONSTRATING RESULTS AND MOTIVATION FOR SCIENTIFIC RESEARCH | | | | |
| 1 | Authorship or co-authorship of a complete, original scientific research paper (CC or SCI) | | | 15 points per paper |
| 2 | Authorship or co-authorship of a complete, original scientific research paper (SCIE) | | | 10 points per paper |
| 3 | Authorship or co-authorship of a complete, original scientific research paper (Excerpta Medica, Index Medicus, Scopus) | | | 5 points per paper |
| 4 | Oral presentation at an international scientific conference | | | 5 points |
| 5 | Oral presentation at a national scientific conference (with or without international participation) | | | 2.5 points |
| 6 | Poster at an international scientific conference | | | 2.5 points |
| 7 | Poster at a national scientific conference (with or without international participation) | | | 1 point |
| 8 | Research assistant position on a current scientific and research project financed by the  Ministry of Science, Education and Sports of the Republic of Croatia\*\*\*\* | | | 15 points |
| 9 | Previous participation in scientific and research work on a scientific project conducted in country and/or abroad, lasting  no less than 1 month \*\*\*\*\* | | | 5 points |
| 10 | Prepared and defended scientific master thesis | | | 5 points |
| 11 | Interview with candidates and evaluation of their project proposal (i.e. proposal for doctoral research) | | | 5-15 points |
| ADDITIONAL POINTS | | | | |
| 1 | Completed medical specialisation | | | 15 points |
| 2 | Prepared and defended professional master thesis | | | 1 point |

\*Grade point average 3.5 – 5.0 x 4x1 = 14 – 20 points; \*\* Grade point average 3.5 – 5.0 x 4x 1.2 = 16.8 – 24 points;

\*\*\*Defined by the new University Statute as the students who completed all previous years of study programme during summer or autumn examination period, with 4.0 grade point average; \*\*\*\*Requires certificate of the Ministry of Science, Education and Sports of the Republic of Croatia or employment contract concluded with home institution; \*\*\*\*\*To be evidenced by a written confirmation of the head of the scientific project.

# IV. Advisory system and system of guidance of doctoral candidates during their studies (study advisors, mentor for doctoral dissertation, co-mentor for doctoral dissertation, mentor and co-mentor selection procedure, annual seminar paper, Study Advisor’s and/or Mentor’s Report and Individual Study Plan)

**IV.1. Study advisor**

**Article 8**

It is obligatory that PhD students be appointed a study advisor.

Study advisor should be involved in the work with doctoral candidates from the beginning of study to help them choose the subject matter covered by organised classes within and outside the Faculty and to include doctoral candidates in scientific research as early as possible. Written recommendation from a study advisor with a statement on accepting the study advisor duties must be presented at the moment of enrolment (Article 6).

Students in the PhD study programme are appointed a study advisor holding a scientific title (Scientific Associate, Senior Scientific Associate and/or Scientific Advisor) and/or a scientific-teaching title (Assistant Professor, Associate Professor or Full Professor) employed at the Faculty of Medicine Osijek.

Every employee at the Faculty of Medicine of Josip Juraj Strossmayer University of Osijek

holding a scientific-teaching title, from Assistant Professors to Full Professors, are potential nominees who may be appointed as study advisors for students of the PhD study programme and as such they have the obligation to act as study advisors to at least one candidate in 3 years.

Same person may be both the study advisor and mentor or co-mentor for a doctoral dissertation. Study advisor’s main tasks are:

* + - Giving recommendation to candidates when enrolling in the PhD study programme.
    - Helping students with selecting the relevant subject-matter covered by organized classes both within and outside the Faculty and with preparing an Individual Study Plan.
    - Ensuring that doctoral candidates are included in scientific research as soon as possible by finding them a good mentor for doctoral dissertations
    - Submitting a report on doctoral candidates’ advancement during studies, usually after their annual seminar papers.
    - Participation in the presentation of annual student seminar papers (Doctoral Candidates’ Day) for the purposes of evaluation of doctoral candidates’ advancement

Exceptionally, a study advisor has the right to terminate his advisorship for objective reasons (student’s noncompliance, objective circumstances of the student’s work and life, objective circumstances of the study advisor’s work and life). Reasons for terminating the advisorship must be explained in writing and forwarded to the Committee for Postgraduate Studies. At the proposal of the Committee for Postgraduate Studies, the Faculty Council may appoint a new study advisor to a doctoral candidate.

# IV. 2 Mentor for doctoral dissertation

**Article 9**

By adopting the proposal of the curriculum of the PhD study programme of Biomedicine and Health, the Faculty Council of the Faculty of Medicine Osijek has also adopted the List of Potential Mentors for postgraduate students, which is an integral part thereof. The List, as well as e-mail addresses, is available on the Faculty’s website to enable each candidate to timely get in touch with and choose a potential mentor.

Based on the submitted proposal by the Committee for Postgraduate Studies regarding the appointment of mentors, the Faculty Council adopts a decision on appointing a mentor for the doctoral dissertation to a PhD student.

Same person may be both the mentor and study advisor.

To be appointed mentor, one must fulfil the following criteria: he/she may be either a teacher elected to the scientific-teaching title (Assistant Professor, Associate Professor and/or Full Professor), or a scientist holding the scientific title (Scientific Associate, Senior Scientific Associate and/or Scientific Advisor) who is employed at the Faculty of Medicine Osijek or elected to a nominal scientific-teaching or scientific title. He/she also must fulfil three of six of the following requirements:

* + - Participation in teaching at least one PhD study programme course.
    - Worked as a project manager and/or associate on at least one scientific research project.
    - Publication of at least 3 papers in internationally indexed journals in the area in which the doctoral dissertation is proposed.
    - Defence of at least one doctoral dissertation under his/her mentorship.
    - Defence of at least four graduation theses and/or final theses at the Faculty of Medicine Osijek under his/her mentorship.
    - Attended a workshop for mentors organised by the Faculty of Medicine Osijek.

If a proposed doctoral dissertation research is extremely specific and a PhD student therefore cannot find an adequate mentor among the employees of the Faculty of Medicine Osijek elected to scientific-teaching and scientific titles, or among the teachers of the Faculty of Medicine Osijek elected to nominal scientific-teaching and scientific titles, then the student may, with justification, request the Committee for Postgraduate Studies to grant its consent for selection of a mentor from an institution other than the Faculty. In that case, it is obligatory that the student be appointed a co-mentor, who must be an employee of the Faculty of Medicine Osijek elected to a scientific-teaching or scientific title.

Tasks of mentors for doctoral dissertations are the following:

* + - Design and draw up an Individual Study Plan, especially for the research part of the dissertation, in cooperation with the doctoral candidate.
    - Choose a good and viable scientific doctoral dissertation topic in cooperation with the doctoral candidate.
    - Help the doctoral candidate in the preparation of the doctoral dissertation research plan, as well as in its execution and presentation on Doctoral Candidates’ Day, in the form of annual seminar paper.
    - Guide and direct the doctoral candidate in scientific work for the doctoral dissertation.
    - Encourage, guide and direct the doctoral candidate in extracurricular scientific activity during the PhD study programme.
* Encourage, guide and direct the doctoral candidate in publishing the results of his/her scientific research.
* Examine and evaluate the doctoral candidate’s work in general, encourage him/her to succeed and point out his/her objective mistakes in scientific research.
* Help the doctoral candidate with the public presentation of the doctoral dissertation topic.
* Based on the Individual Study Plan and annual seminar paper, file a written report on the doctoral candidate’s research work to the Committee for Postgraduate Studies (Mentor’s Report) once a year, using a prescribed form.
* Exceptionally, mentors for doctoral dissertations have the right to terminate their mentorship for objective reasons (student’s noncompliance, objective circumstances of the student’s work and life, changes in the objective circumstances of the study advisor’s work and life). Reasons for terminating the mentorship must be explained in writing and the explanation must be forwarded to the Committee for Postgraduate Studies. At the proposal of the Committee for Postgraduate Studies, the Faculty Council may appoint a new mentor for the doctoral dissertation to a doctoral candidate.

## IV.3. Co-mentor

**Article 10**

Based on the submitted proposal by the Committee for Postgraduate Studies regarding the appointment of co-mentors, the Faculty Council adopts a decision on appointing a co-mentor for the doctoral dissertation to a PhD student.

Same person may be both the co-mentor and study advisor.

To be appointed co-mentor, one must fulfil the following criteria: he/she may be either a teacher elected to the scientific-teaching title (Assistant Professor, Associate Professor and/or Full Professor), or a scientist holding the scientific title (Scientific Associate, Senior Scientific Associate and/or Scientific Advisor) who is employed at the Faculty of Medicine Osijek or elected to a nominal title and he/she also must fulfil three of six of the following requirements:

* + - Participation in teaching at least one PhD study programme course.
    - Worked as a project manager and/or associate on at least one scientific research project.
    - Publication of at least 3 papers in internationally indexed journals in the area in which the doctoral dissertation is proposed.
    - Defence of at least one doctoral dissertation under his/her mentorship or co-mentorship.
    - Defence of at least four graduation theses and/or final theses under his/her mentorship.
    - Attended a workshop for mentors organised by the Faculty of Medicine Osijek. Tasks of co-mentors for doctoral dissertations are the following:
    - Design and draw up an Individual Study Plan, especially for the research part of the dissertation, in cooperation with the mentor for the doctoral dissertation and the doctoral candidate.
    - Choose a good and viable scientific doctoral dissertation topic in cooperation with the mentor for the doctoral dissertation and the doctoral candidate.
    - Direct the doctoral candidate in his/her scientific work for the doctoral dissertation in cooperation with the mentor for the doctoral dissertation.
    - Direct the doctoral candidate in his/her extracurricular scientific activity during PhD studies in cooperation with the mentor for the doctoral dissertation.
    - Direct the doctoral candidate in publishing the results of his/her scientific research in cooperation with the mentor for the doctoral dissertation.
    - Help the doctoral candidate with the public presentation of the doctoral dissertation topic in cooperation with the mentor for the doctoral dissertation.

## IV. 4 Procedure of selecting mentors and co-mentors for doctoral dissertations

**Article 11**

To receive approval for conducting the planned research, students must choose a mentor and a co-mentor for the doctoral dissertation prior to the submission of a proposal to the Ethics Commission of the Faculty. Students also have to request consent for the selected mentor from the Committee for Postgraduate Studies using a prescribed form.

Committee for Postgraduate Studies submits a proposal for the appointment of the mentor and co-mentor to the Faculty Council. Based on that proposal, the Faculty Council adopts a decision on the appointment of

the mentor and co-mentor for the doctoral dissertation to the PhD student.

For students who, at the moment of entering into effect of these Rules, had already obtained the consent of the Faculty’s Ethics Commission for conducting the planned research, it shall be assumed that the Committee for Postgraduate Studies had given consent for the mentor (and co-mentor) appointed by virtue of said consent of the Ethics Commission. Based on the above-mentioned consent, the Committee for Postgraduate Studies shall submit to the Faculty Council a proposal for the appointment of a mentor and co-mentor. Based on the proposal, the Faculty Council shall adopt a decision on the appointment of a mentor and co-mentor for the doctoral dissertation to the PhD student.

## IV. 5 Annual seminar paper

**Article 12**

Annual seminar paper is an overview of the results of research related to the doctoral dissertation topic that consists of a summary with the length of 2700 characters and a presentation poster. Doctoral candidates present their annual seminar papers on Doctoral Candidates’ Day during their second and third year of study.

In accordance with that, during their study, doctoral candidates must have a total of two annual seminar papers that received positive evaluation.

Evaluation of the annual seminar paper presented on Doctoral Candidates’ Day is carried out by the Commission for Obtaining a Doctoral Degree, which submits a written report on said evaluation to the Head of the PhD study programme.

## IV. 6. Study Advisor’s and/or Mentor’s Report

**Article 13**

Study Advisor’s and/or Mentor’s Report represent forms of continual monitoring of students with the aim of encouraging doctoral candidates to complete the PhD study programme within the prescribed time-limit.

After the first year of study, the report on doctoral candidates’ advancement during the studies is submitted by the mentor for the doctoral dissertation or a study advisor (if the student is not yet appointed a mentor). Said report is submitted to the Committee for Postgraduate Studies after the annual seminar paper, using a prescribed form. Students’ enrolment in the following year of study depends on a positive evaluation of the report.

After the second and third year of study, the report on doctoral candidates’ advancement during the study is submitted exclusively by the mentor for the doctoral dissertation. Said report is submitted to the Committee for Postgraduate Studies follow after the annual seminar paper, using a prescribed form. Students’ enrolment in the following year of study depends on a positive evaluation of the report.

## IV.7 Individual Study Plan

**Article 14**

In cooperation and agreement with study advisors and/or mentors and/or co-mentors for doctoral dissertations, doctoral candidates design their Individual Study Plan for each study year they enrol in.

In an Individual Study Plan for the first year of study, doctoral candidates provide information about their study advisor, planned mentor and co-mentor for the doctoral dissertation, planned type of the study programme, information about the planned scientific and research work for the doctoral dissertation, planned elective scientific and extracurricular activities and core courses that they will register for, attend and take exams in during their first year of study.

In an Individual Study Plan for the second year of study, doctoral candidates provide information about the mentor and co-mentor for the doctoral dissertation, information about the planned scientific and research work for the doctoral dissertation, planned elective scientific and extracurricular activities and optional core courses, practicums and workshops that they will register for, attend and take exams in during their second year of study.

In an Individual Study Plan for the third year of study, doctoral candidates provide information about the mentor and co-mentor for the doctoral dissertation, information about the planned scientific and research work for the doctoral dissertation, planned elective scientific and extracurricular activities and optional courses, practicums and workshops that they will register for, attend and take exams in during their third year of study.

With the help from study advisors and/or mentors and/or co-mentors for doctoral dissertations, students must submit their Individual Study Plan for the following year to the Committee for Postgraduate Studies at least two months prior to enrolment in the following year of study.

Committee for Postgraduate Studies approves the Individual Study Plan no later than the day of enrolment in the following year of study. Approved Individual Study Plans for the current year of study cannot be changed.

Approved Individual Study Plans for each year of study represents a basis for the written report on the doctoral candidate’s work that the mentors for doctoral dissertations are obligated to submit to the Committee for Postgraduate Studies at least once a year (Mentor’s Report).

Individual Study Plan is signed both by the mentor, study advisor or co-mentor and the doctoral candidate and it is submitted using a prescribed form.

# V. Language

**Article 15**

Classes at the PhD study programme are held in Croatian.

Core and optional classes may be held in English.

# VI. PhD study programme organisation and structure

**Article 16**

Structure of the PhD study programme is determined by the PhD study programme curriculum. PhD study programme lasts for at least three years, i.e. six semesters. To complete the PhD study programme successfully, students must acquire a minimum of 180 ECTS credits.

Said minimum of 180 ECTS credits required to complete the PhD study programme successfully must be acquired as follows:

* + organised classes 45 ECTS credits (Table 2)
  + compulsory scientific activity, i.e. individual scientific and research work of doctoral candidates on their doctoral dissertations, which is evaluated through their scientific research publications related to the doctoral dissertation and the field in which the doctoral candidates prepare their doctoral dissertations 90 ECTS credits, i.e. 1/2 of the total number of credits;
  + elective scientific and extracurricular activities 45 ECTS credits, i.e. 1/4 of the total number of credits.

Table 2.

Acquiring ECTS credits during PhD studies through organised classes

|  |  |  |
| --- | --- | --- |
| No. | Organised classes (total of 45 ECTS) | ECTS credits |
| 1 | Core module - Foundations of Scientific Research  (practicums and courses) | 15.0 |
| 2 | Optional core modules - Module Experimental Biomedicine and/or Module Clinical Medicine (practicums or courses) | 10.0 |
| Optional core module - Modul Interdisciplinary Knowledge and  Skills (courses or practicums) | 5.0 |
| 3 | Optional (elective) modules (courses and practicums) | 15.0 |
| TOTAL | | At least 45.0 |



## VI. 1. Mandatory scientific activities defined by the curriculum of the PhD study programme

**Article 17**

PhD study programme is based on direct scientific and research work for doctoral dissertations. Research part of the study programme is evaluated through doctoral candidates’ scientific and research publications related to the doctoral dissertations, i.e. the field of doctoral dissertations in which doctoral candidates prepare their doctoral dissertations (90 ECTS credits). Through the above-mentioned publications, doctoral candidates acquire 90 ECTS credits and therefore prove that they are working on their doctoral dissertation and in the field of the doctoral dissertation. If a doctoral candidate is not an employee of the Faculty, he must indicate the Faculty of Medicine in addition to the institution at which he is employed.

Of the 90 ECTS credits necessary to complete the PhD study programme successfully, a student enrolled in said study programme by the academic year 2013/2014 must acquire 60.0 ECTS credits based on being the first author of an original scientific article related to the topic of the doctoral dissertation and published in a journal indexed in CC, SCI or SCIE.

Of the 90 ECTS credits necessary to complete the PhD study programme successfully, a student enrolled in said study programme from the academic year 2013/2014 onwards must acquire 60.0 ECTS credits based on being the first author of an original scientific article related to the topic of the doctoral dissertation and published in a journal indexed in CC, SCI or SCIE. Candidate also must acquire additional 10.0 ECTS credits through presentations of annual seminar papers on Doctoral Candidates’ Day.

Table 3. shows mandatory scientific activity of PhD students and its evaluation by ECTS credits.

Table 3. Acquiring ECTS credits during PhD studies through mandatory scientific activity of PhD students

|  |  |  |
| --- | --- | --- |
| No. | Mandatory scientific activity of PhD students  (total of 90 ECTS credits) | ECTS  credits |
| 1 | Complete, original scientific paper with doctoral candidate being the first author, within the subject of his/her doctoral dissertation, published in a journal indexed in CC or SCI or SCIE | 60.0 |
| 2 | Complete, original scientific paper with doctoral candidate being one of the authors (no matter the order in which authors are listed), within the subject of his/her doctoral dissertation, published in a journal indexed in CC or SCI\* | 30.0 |
| 3 | Complete, original scientific paper with doctoral candidate being one of the  authors (no matter the order in which authors are listed), within the subject of his/her doctoral dissertation, published in a journal indexed in SCIE\* | 25.0 |
| 4 | Complete, original scientific paper with doctoral candidate being one of the authors (no matter the order in which authors are listed), within the subject of his/her doctoral dissertation, published in a journal indexed in Excerpta Medica or Index Medicus\* | 20.0 |
| 5 | Complete, original scientific paper with doctoral candidate being one of the authors (no matter the order in which authors are listed), within the subject of his/her doctoral dissertation,  published in a journal indexed in Scopus\*\* | 15.0 |
| 6 | Complete, original scientific paper with doctoral candidate being one of  the authors (no matter the order in which authors are listed), within the subject of his/her doctoral dissertation, published in a peer-reviewed scientific journal, book or proceedings of papers\* | 10.0 |
| 7 | Complete review paper with doctoral candidate being the first author, within the subject of his/her doctoral dissertation, published in a journal indexed in CC or SCI or SCIE\* | 20.0 |
| 8 | Complete, review paper with doctoral candidate being the first author, within the subject of his/her doctoral dissertation, published in a journal indexed in  Excerpta Medica or Index Medicus or Scopus\* | 10.0 |
| 9 | Presentation of annual seminar paper on the Doctoral Candidates’ Day | 5.0 |
| 10 | Number of independent citations according to Scopus, from the paper referred to under item 1, per citation | 1.0 |
| TOTAL | | At least 90.0 |

\*Paper accepted for publication in a journal (publication) of certain category will be recognised as equivalent, with enclosed certificate of the journal’s editorial board confirming the acceptance of the paper.

## VI. 2 Elective scientific and extracurricular activities defined by the curriculum of the PhD study programme

**Article 18**

Table 4. shows elective scientific activity and extracurricular activity of PhD students and its evaluation by ECTS credits.

Table 4. Acquiring ECTS credits during PhD study programme through elective scientific and extracurricular activities of PhD students

|  |  |  |
| --- | --- | --- |
| No. | Elective scientific and extracurricular activities of  PhD students (total of 45 ECTS credits) | ECTS  credits |
| 1 | Oral presentation and abstract at an international scientific conference | 15 |
| 2 | Poster and abstract at an international scientific conference | 12.5 |
| 3 | Oral presentation and abstract at a national scientific conference (with or without international participation) | 12.5 |
| 4 | Poster and abstract at a national scientific conference (with or without international  international participation) | 10.0 |
| 5 | Doctoral candidate’s guest lecture abroad | 15.0 |
| 6 | Doctoral candidate’s guest lecture in country | 12.5 |
| 7 | Doctoral candidate’s stay at another laboratory/institution/clinic  for the purposes of scientific research, in country or abroad - 1 month | 8.0 |
| 8 | Doctoral candidate’s participation in classes (seminars or practicums) in the Integrated Undergraduate and Graduate University Study Programme of Medicine or other graduate university study programme in scientific area of biomedicine and health / no more than 150 norm hours | 1.0 |
| 9 | Doctoral candidate’s participation in classes (seminars or practicums) in undergraduate university study in scientific area of biomedicine and health / no more than 150 norm hours | 0.5 |
| 10 | Doctoral candidate’s participation in activities aimed to popularise science, organised by the Faculty of Medicine, University or other institutions (Science Festival, Brain Awareness Week and similar) - lectures or workshops | 5.0 |
| TOTAL | | At least  45.0 |

## VI. 3. Course of study, students’ obligations and requirements for advancement through the study programme

**Article 19**

During the PhD study programme, in each year of organised classes, students are obligated to acquire a minimum of 15 ECTS credits through organised classes. Initially, in the first semester of study, each student shall register for and attend each course and practicum in the core module “Foundations of Scientific Research”. Therefore, each academic year the Faculty organises classes in all courses and practicums within the core module.

Publishing of papers, which serves as the basis for evaluation of scientific research for doctoral dissertations, cannot be planned in advance so that papers are distributed evenly throughout the years of study. Therefore, to fulfil the requirements pertaining to the group of mandatory scientific activities, it is sufficient to acquire 90 ECTS credits through mandatory scientific activities at any point during the study.

Mandatory scientific activities and elective scientific and extracurricular activities are submitted for evaluation upon acquiring a sufficient number of credits in those groups of activities. Submission of completed doctoral dissertations and public defence of doctoral dissertations may follow after said requirements are fulfilled.

Course of study and obligations of doctoral candidates/students enrolled in the full-time study programme:

* + 1st year of study: Completion of courses and practicums worth 15 ECTS credits and completion of elective scientific activities and extracurricular activities worth (usually) 15 ECTS credits. Prepared and approved Individual Study Plan for that year of study.
  + 2nd year of study: Completion of courses and practicums worth 15 ECTS credits and completion of elective scientific activities and extracurricular activities worth (usually) 15 ECTS credits. Prepared and approved Individual Study Plan for that year of study. Positive evaluation of the annual seminar paper related to the potential research topic, i.e. acquisition of credits based on the annual seminar paper and its presentation on Doctoral Candidates’ Day.
  + 3rd year of study: Completion of courses and practicums worth 15 ECTS credits and completion of elective scientific activities and extracurricular activities worth (usually) 15 ECTS credits. Prepared and approved Individual Study Plan for that year of study. Positive evaluation of the annual seminar paper related to the potential research topic, i.e. acquisition of credits based on the annual seminar paper and its presentation on Doctoral Candidates’ Day.
  + 4th year of study: Sabbatical with regard to organised classes (only taking exams and possible additional work).

Course of study and obligations of doctoral candidates enrolled in the part-time study programme:

* Regarding organised classes and elective scientific and extracurricular activities, it is advised that doctoral candidates enrolled in the part-time study programme act as if they were enrolled in the full-time study programme.

## Article 20

Requirements for enrolment in the following year of the PhD study programme are defined by the curriculum of the PhD study programme as follows:

## 2nd Year of study (3rd semester)

* Individual Study Plan for the 2nd year of study approved by the Committee for Postgraduate Studies
* Completion of courses and practicums worth 15 ECTS credits

## 3rd year of study (5th semester)

* + Individual Study Plan for the 3rd year of study approved by the Committee for Postgraduate Studies
  + Completion of courses and practicums worth 15 ECTS credits
  + Positive evaluation of the annual seminar paper related to the potential research topic, i.e. acquisition of credits based on the annual seminar paper and its presentation on Doctoral Candidates’ Day.

## VII. Requirements under which students obtain the right to receive a certificate on completed courses

**Article 21**

After completing courses and passing all the exams in each semester, students are entitled to receive a certificate on completed courses or a certificate confirming that the entire PhD study programme has been completed, but the doctoral dissertation has not yet been prepared or defended. Such Certificate issued by the Faculty contains a list of passed exams and acquired ECTS credits.

Certificate is issued per the request of a student if he decides to quit studies or continue his studies at another higher education institution in Croatia or abroad.

Per the request of a student, the Faculty issues the certificate on completed PhD study programme as part of the lifelong learning, i.e. as part of the lifelong medical education.

## VIII. Requirements under which students may continue their studies after previously quitting studies or losing their right to study at a certain study programme

**Article 22**

During the PhD study programme, students have the right to quit their studies for a justifiable reason in accordance with the curriculum, the Statute of the Faculty of Medicine Osijek and the Ordinance on Postgraduate Study Programmes at Josip Juraj Strossmayer University of Osijek (July 2015).

Students who quit the PhD study programme or lost the right to study at some other related PhD study programme may continue the PhD study programme at the Faculty of Medicine Osijek at the PhD Study Programme of Biomedicine and Health in accordance with the provisions of the Ordinance on Postgraduate Study Programmes at Josip Juraj Strossmayer University of Osijek (July 2015), provided that they pass differential exams, which may occur due to differences in curriculums at the moment of re-enrolment in the study programme.

## IX. Termination of student status

**Article 23**

Students lose their PhD student status in accordance with the provisions of the Ordinance on Postgraduate Study Programmes at Josip Juraj Strossmayer University of Osijek (July 2015).

## X. Persons who obtain the right to prepare and defend the doctoral dissertation without attending classes and passing exams at the PhD study programme

**Article 24**

Persons who made scientific achievements which by its significance represent a fulfilment of requirements for election to scientific titles (Scientific Associate, Senior Scientific Associate or Scientific Advisor) and, pursuant to the Faculty Council’s decision on fulfilment of requirements for election to said scientific titles, may without attending classes and taking exams, with the consent from the Senate, obtain the Doctoral Degree through preparation and public defence of the doctoral dissertation provided that the following additional requirements are met:

* + Minimum of 6 complete, original scientific papers published in international peer-reviewed scientific journals from the scientific area of Biomedicine and Health, in a corresponding field and branch, indexed in the renowned bibliographic database Current Contents (CC) or Web of Science Core Collection (WoSCC).
  + Maximum of 2 out of 6 of the previously mentioned scientific papers may be unpublished, but they must be accepted for publishing (proved by a written certification of the editorial board).
  + Minimum of 3 out of 6 of the previously mentioned scientific papers must be related to the topic of the doctoral dissertation, the doctoral candidate must be their first author and they must be published in a journal with the impact factor (IF) greater than 1.

## Article 25

Doctoral dissertation of a PhD student who prepares a doctoral dissertation without the obligation of attending the PhD study programme and passing exams may consist of a minimum of 4 - 6 published original, complete scientific papers which, in terms of their topic, represent a whole that is directly related to the topic of the doctoral dissertation.

Papers must include an overview that connects the papers into a comprehensive whole and the doctoral candidate must be its sole author. Overview must comprise: Introduction (overview of relevant scientific literature which resulted in the establishment of a hypothesis of the papers, i.e. of the doctoral dissertation), aim/purpose of the paper (hypothesis tested out in the papers, i.e. in the doctoral dissertation), materials and methods (a short presentation of methods implemented in the papers, i.e. in the doctoral dissertation), results (a review of the most significant results), discussion (critical evaluation of results in light of fundamental scientific theories about the problem, implemented methodology and previously published results by other authors), conclusions (a review of the most significant conclusions, confirmation or rejection of the hypothesis), summary and references.

Excluding the 4-6 enclosed papers, indices of terms and abbreviations, biography of the doctoral candidate and acknowledgements, such doctoral dissertations (usually) should not comprise more than 60 A4 pages. All parts of such doctoral dissertations are bound in a single monograph.

## Article 26

Procedure of submitting a proposal, evaluation and defence of the doctoral dissertation for persons who obtain the right to prepare and defend the doctoral dissertation without attending classes and passing exams at the PhD study programme are implemented in accordance with the Statute of the Faculty of Medicine Osijek.

## XI. Doctoral dissertation

**Article 27**

Doctoral dissertation must be an independent and original work of the doctoral candidate proving independent scientific research that includes implementation of scientific methods and represents a scientific contribution to the scientific area of Biomedicine and Health in a corresponding scientific field.

Research conducted during the PhD study programme for the purpose of preparing the doctoral dissertation is the foundation of the scientific work conducted by the student. Doctoral dissertation is not only proof of successful completion of the PhD study programme, but also a representation of an actual contribution to science. Therefore, the doctoral dissertation is a fundamental part of the PhD study programme.

Doctoral dissertation is written in Croatian. Besides Croatian, it may be written in some other world language provided that there is consent from the Commission for Obtaining a Doctoral Degree.

Title, summary and keywords of the doctoral dissertation must be written in Croatian and English.

## XI.1. Procedure of submitting a proposal, evaluation and defence of the doctoral dissertation

**Article 28**

In accordance with the Act on Scientific Activity and Higher Education, the procedure of submitting a proposal, evaluation and defence of the doctoral dissertation is defined by the Statute of Josip Juraj Strossmayer University of Osijek, the Statute of the Faculty of Medicine Osijek and the Ordinance on Postgraduate Study Programmes at Josip Juraj Strossmayer University of Osijek (July 2015).

## Article 29

Faculty Council of the Faculty of Medicine Osijek has defined and adopted the following requirements for the approval of doctoral dissertation proposal:

* 1. Mentor and co-mentor for the doctoral dissertation must be appointed by the Faculty Council at the proposal of the Committee for Postgraduate Studies.
  2. Compliance with ethical standards by the Ethics Commission of the Faculty of Medicine Osijek must receive a positive evaluation.
  3. Doctoral dissertation proposal must be submitted to the Commission for Obtaining a Doctoral Degree in writing, in accordance with special regulations and using a special form.
  4. Candidate must hold a public presentation of the topic of the doctoral dissertation and receive a positive evaluation

**Article 30**

After consulting with a mentor (and co-mentor if one is also appointed) for the doctoral dissertation, a doctoral candidate submits to the Commission for Obtaining a Doctoral Degree a written proposal of the doctoral dissertation, using a special form.

Commission for Obtaining a Doctoral Degree proposes a multimember (usually three-member) Expert Commission for Evaluating the Proposal of Doctoral Dissertation, whereas the Faculty Council adopts a decision on the appointment of said Commission.

Multimember commissions must have at least one member coming from other related faculties and mentor and co-mentor (if one is also appointed) may be members of the above-mentioned Expert Commission. If, in addition to a mentor, a co-mentor is also appointed to the Expert Commission for Evaluating the Proposal of Doctoral Dissertation of the doctoral candidate, the Expert Commission shall consist of five members.

## Article 31

Prior to the approval of the doctoral dissertation proposal, each student of the PhD study programme must hold a 30-minute public presentation of a potential doctoral dissertation topic at the Faculty.

Public presentation of a potential doctoral dissertation topic is organised by the Commission for Obtaining a Doctoral Degree.

Procedure for public presentation of a potential doctoral dissertation topic is managed, usually, by the same three-member Expert Commission for Evaluating the Proposal of Doctoral Dissertation.

Commission for Obtaining a Doctoral Degree defines when and in which order the public presentations are held, taking into account the order in which potential doctoral dissertation topics were submitted.

## Article 32

When the candidate meets the requirements defined in Articles 29-31 of these Rules, the Expert Commission evaluates the doctoral dissertation proposal.

Expert Commission’s Report must be completed in three months at most and submitted in writing, in accordance with the instructions and using a special form for the report on the evaluation of the submitted doctoral dissertation proposal.

Expert Commission may approve the doctoral dissertation proposal, return it to the candidate for improvements and amendments or propose to reject it.

Decision on approving doctoral dissertation proposal is adopted by the Faculty Council at the suggestion of the Expert Commission and the Commission for Obtaining a Doctoral Degree.

## Article 33

Student of the PhD study programme submits a completed doctoral dissertation for evaluation under the requirements defined by the relevant Act and the Statute of the Josip Juraj Strossmayer University of Osijek.

Faculty Council of the Faculty of Medicine Osijek has defined and adopted the following additional requirements for the approval of completed doctoral dissertations:

1. Credits acquired (passed courses) in organised classes at the PhD study programme worth at least 45.0 ECTS credits
2. Credits acquired through mandatory scientific activity of the student, i.e. his/her direct individual scientific research for the purposes of the doctoral dissertation or research in the scientific field of the doctoral dissertation - evaluated by annual seminar papers and original, complete scientific and research publications by the doctoral candidate, worth at least 90.0 ECTS credits achieved by extracurricular activities and elective scientific activities worth at least 45.0 ECTS credits
3. Submission of a completed doctoral dissertation in writing to the Commission for Obtaining a Doctoral Degree, in accordance with special instructions and using a special form
4. Submission of (usually) five unbound copies of the completed doctoral dissertation to the Commission for Obtaining a Doctoral Degree

Additional requirements mean that students of the PhD programme may be granted approval for the public defence of a completed doctoral dissertation only after presenting clear proof of fulfilling the additional requirements for public defence of the completed doctoral dissertation to the Commission for Obtaining a Doctoral Degree.

Commission for Obtaining a Doctoral Degree proposes a multimember (usually three-member) Expert Commission for Evaluating the Completed Doctoral Dissertation, whereas the Faculty Council adopts a decision on the appointment of said Commission.

Multimember commissions must have at least one member coming from other related faculties and the mentor must be a member of the above-mentioned Expert Commission. If, in addition to a mentor, a co-mentor is also appointed to the Expert Commission for Evaluating the Completed Doctoral Dissertation of the doctoral candidate, the Expert Commission shall consist of five members.

## XII. Diploma and acquiring the academic title of Doctor of Science

**Article 34**

Upon completing the PhD study programme, students obtain a diploma confirming the completion of the PhD study programme and acquisition of the academic title of Doctor of Science (PhD) in accordance with the Act on Academic and Professional Titles and Academic Degree.

Competencies acquired by students upon completing the PhD study programme are skills for conducting independent scientific research in the scientific area of Biomedicine and Health, the possibility of participating in scientific research at higher education institutions, institutes of science and research institutes, clinical hospitals and centres, health departments, state administration, pharmaceutical industry and in the private sector - companies (diagnostics and therapy); companies developing biotechnology and companies for trade of technology and equipment applicable in medicine and biomedical sciences (medical diagnostics and therapy equipment, equipment for scientific research).

## XIII. Procedure of revoking the Doctoral Degree

**Article 35**

Doctoral Degree is revoked if it has been proved that the doctoral dissertation is plagiarised or falsified in the procedure corresponding to the procedure of obtaining the Doctoral Degree, in accordance with the provisions of the Statute of Josip Juraj Strossmayer University of Osijek and the Ordinance on Postgraduate Study Programmes at Josip Juraj Strossmayer University of Osijek (July 2015).

## XIV. Expert bodies of the PhD study programme

**XIV.1. Head of the PhD study programme**

**Article 36**

Postgraduate PhD study programme is managed by the Head of the postgraduate PhD study programme. Head of the postgraduate PhD programme is a teacher at the postgraduate PhD study programme elected to a scientific-teaching title.

At the proposal of the Committee for Postgraduate Studies, with the Dean’s consent, the Head of the postgraduate PhD study programme is appointed by the Faculty Council for an indefinite period of time.

Head of the postgraduate PhD study programme is entitled to select his deputy, who must be a teacher elected to a scientific-teaching title and who actively participates in the realisation of the PhD study programme.

Deputy is appointed by the Committee for Postgraduate Studies at the proposal of the Head of the postgraduate PhD study programme.

## Article 37

Rights and obligations of the Head of the postgraduate PhD study programme are the following:

* he/she is a member of the Committee for Postgraduate Studies,
* he/she structures the postgraduate PhD study programme, is responsible for carrying out the curriculum and the syllabus of the above-mentioned study programme,
* proposes that the Committee for Postgraduate Studies announce the call for enrolment in the above-mentioned study programme,
* evaluates submitted applications for enrolment procedure and the extent to which the candidates for enrolment in the above-mentioned study programme fulfil the prescribed requirements, about which he submits a Report to the Committee for Postgraduate Studies,
* proposes the structure of particular modules and courses within the postgraduate PhD study programme modules,
* proposes the appointment of coordinators and deputy coordinators for particular modules of the above-mentioned study programme,
* proposes the appointment of lecturers for particular courses within particular modules of the above-mentioned study programme,
* and convenes and chairs the meeting of lecturers of particular modules and courses of the study programme,
* convenes and chairs meetings of study advisors and student mentors,
* proposes additional education of study advisors and student mentors, monitors and evaluates their work,
* advises students in selecting study advisors and mentors,
* participates in the organisation of Doctoral Candidates’ Day and in designing the Guide for students and mentors of the postgraduate PhD Programme
* in cooperation with the Vice Dean for postgraduate studies, works on the assurance of the quality of teaching at the postgraduate PhD Study Programme and proposes measures for its improvement
* proposes amendments to the curriculum of the postgraduate PhD study programme,
* submits the annual report on teaching at the postgraduate PhD study programme to the Committee for postgraduate Studies and the Faculty Council
* performs other tasks in accordance with the Faculty’s Statute and these Rules.

## XV. Transitional and final provisions

**Article 38**

Upon entering into effect of these Rules, the following documents shall become null and void: Rules for Carrying Out the Postgraduate PhD Study Programme of Biomedicine and Health adopted on 28 April 2008 (CLASS: 003-06/08-04/04; FILE NO.: 2158-61-05-08-06),

Rules for Carrying Out the Postgraduate PhD Study Programme of Biomedicine and Health adopted on 22 July 2013 (CLASS: 003- 06/13-04-08; FILE NO.: 2158-61-05-13-13),

Rules for Carrying Out the Postgraduate PhD Study Programme of Biomedicine and Health adopted on 23 February 2015 (CLASS: 003-06/15-04-04; FILE NO.: 2158-61-05-15-07),

Rules for Carrying Out the Postgraduate PhD Study Programme of Biomedicine and Health adopted on 29 June 2015 (CLASS: 003-06/15-04-09; FILE NO.: 2158-61-05-15-15).

These Rules shall apply to students of the Postgraduate PhD Study Programme of Biomedicine and Health and they shall be valid until cancellation thereof.

# Article 39

Faculty Council is competent for interpretation of these Rules, whereas the Committee for Postgraduate Studies and the Commission for Obtaining a Doctoral Degree are competent for their implementation.

These Rules are adopted by the Faculty Council at the proposal of the Committee for Postgraduate

Studies.

# Article 40

These Rules enter into effect eight (8) days from the day of their announcement on the notice board and web page of the Faculty of Medicine Osijek.

Class: 003-06/16-04-05

File. No. 2158-61-05-16-16

Osijek, 23 May 2016

