

Pursuant to the Higher Education Act (Official Gazette of the RS, no. 67/1993 and amendments) and the Statute of the IEDC – Bled School of Management, Postgraduate Studies, (Official Gazette of the RS, no. 8/2005 and amendments), at its session on 15 May 2011 the Senate of the IEDC – Bled School of Management, Postgraduate Studies adopted the

## **REGULATIONS ON THE EXECUTIVE PHD PROGRAM AT IEDC - BLED SCHOOL OF MANAGEMENT, POSTGRADUATE STUDIES**

### ***GENERAL PROVISIONS***

#### Article 1

These regulations define in detail the academic disciplines for which the IEDC – Bled School of Management, Postgraduate Studies (hereinafter: IEDC) organizes research and education for earning a doctorate degree (hereinafter: the doctoral program), the admission requirements, the criteria for selecting doctoral students and the selection procedure in the case of limited enrollment, the conditions for advancing to the next year and completing the program, the conditions for registering the dissertation topic, the process for approving the dissertation topic, the process for assessing and defending the dissertation, and the process for the withdrawal of a doctorate.

#### Article 2

The IEDC offers and organizes research-based activities and education for earning a doctorate in ISCED area 34 (business and administration).

The doctoral program lasts three years and comprises classroom instruction, research seminars and individual research work.

### ***ADMISSION REQUIREMENTS***

#### Article 3

Anyone who has completed the following is eligible to enroll in the doctoral program:

- A second-cycle degree program (the Bologna master degree),
- A pre-Bologna university undergraduate degree program (equivalent to 300 ECTS),
- A specialization program and a pre-Bologna professional higher education program if they together meet the program academic requirements of 300 ECTS.

Pursuant to the transfer criteria, candidates can enter the doctoral program if they hold a pre-Bologna master degree or if they have completed a pre-Bologna university undergraduate degree program and subsequently completed a postgraduate specialization program, altogether equivalent to at least 360 ECTS. Upon entering the program, such doctoral students may be awarded up to 60 ECTS credits pursuant to the law.

The Committee for Postgraduate Studies may define the limited number of places for enrollment into the PhD Program, based on the number of available mentors or other limitations applicable.

#### Article 4

An application documentation package for the doctoral program must include the following:

- Completed Application form,
- Certified copy of highest degree diploma, translated into Slovene or English by a court interpreter,
- Academic transcript of course grades related to the highest degree diploma obtained,
- 3 letters of recommendation,
- Preliminary research proposal in which the candidate describes the topic of her or his doctoral research,
- Motivational letter in which the candidate explains the reasons for enrolling into the doctoral program,
- Candidate's CV with the list of publications (co-)authored by the candidate.

Candidates must submit their applications with all the enclosures within the publicly announced application deadline.

### ***SELECTION PROCEDURE***

#### Article 5

Within 7 days after the application deadline, the IEDC Academic Director will give written feedback about each candidate to the Committee for Postgraduate Studies. The Committee will in its next meeting, to be held not more than 15 days after the application deadline, review and approve the feedbacks, as well as decides on the list of candidates who will be invited for the second cycle of admission process – the PhD interviews.

#### Article 6

The Committee for Postgraduate Studies meeting will invite the selected eligible candidates for a PhD admission interview, which is a precondition for final admission. The Committee will for each candidate appoint a senior IEDC faculty member, who will conduct the interview.

Candidates that have submitted complete applications and are selected by the Committee for Postgraduate Studies will be invited for the interview within 15 days after the Committee meeting.

The faculty member conducting the interview will provide the written feedback about the results of the interview to the Committee for Postgraduate Studies.

#### Article 7

Within 15 days after the last interview with the candidates is conducted the Committee for Postgraduate Studies will in its meeting decide on the final list of accepted candidates.

The candidates will be ranked based on the following criteria:

- Assessment of the candidate's personal track record; in case that the candidate had studied at IEDC before, the track-record during those studies will be taken into account, while both for such candidates and those without IEDC experience their professional achievements as well as their professional reputation will be taken into account: up to 20 points,
- Assessment of the candidate's motivation, clarity of the career goals and interests and their compatibility with the purpose of the doctoral program: up to 20 points,
- Assessment of the candidate's doctoral research draft structure and content: up to 30 points,
- Assessment of the interview: up to 30 points.

In order to be accepted, the candidates must have at least 70 points in total and not less than 50% of points for any among the criteria.

In case of limited enrollments, candidates having the highest number of points will be accepted. In case of more candidates having same number of points at the borderline, all candidates with the same number of points will be accepted.

#### Article 8

After the selection procedure is completed, the Committee for Postgraduate Studies will in written form invite the accepted candidates to sign the contract.

Those candidates who were not accepted will be informed in written form about the outcome, but IEDC is not obliged to release any detailed information about how far they progressed in the admission process, how many points they received or at which place they were ranked. Candidates not accepted in one academic year will have the right to re-apply for another academic year.

#### Article 9

The selected candidates must sign a contract within 15 days after they are notified of their selection and pay the first installment of the tuition according to the contract conditions. Only by doing that, they will obtain the status of the doctoral student.

### **ACADEMIC REQUIREMENTS**

#### Article 10

The academic requirements of the doctoral program include 60 ECTS credits per academic year. The total academic requirements for all three years are 180 ECTS credits.

Participants may not be absent for any courses or research seminars during the Program. In case of justified absence, he/she will be required to take substitute course(s) in the PhD Program in the following year and will not be entitled to receive the degree until all course requirements are met.

Under exceptional circumstances only, the PhD Program Director in consultation with the Faculty member(s) in question may decide to substitute remedial work to compensate for minimal absences during courses or research seminars. In such cases, the participant would still need to submit satisfactory remedial work, on time, as a condition to receive the degree.

There are specific deadlines for essay exams. The participants are required to submit their essays latest 30 days after the completion of the course. If a participant misses the

deadline, the exam is failed. In exceptional cases students may seek an extension from the faculty member responsible for the essay exam prior to the deadline.

**Grading scheme:**

<b>ECTS Scale</b>	<b>IEDC Grading scale</b>	<b>Definition</b>
A	10, 9	Excellent (outstanding achievement with minor, almost negligible errors)
B	8	Very Good (above the average standard but with some errors)
C	7	Good (generally sound work with a number of notable errors)
D	6	Sufficient (performance meets the minimum criteria)
E	5	Fail (some more work or considerable further work required before the credit can be awarded)

***CONDITIONS FOR ADVANCING TO THE NEXT YEAR***

Article 11

In order to advance from the first to the second year, doctoral students must complete all four required courses, attend the research seminar, publicly present their dissertation proposal and obtain approval of the doctoral dissertation proposal from the Committee for Postgraduate Studies.

In order to advance from the second to the third year, doctoral students must complete two elective courses, attend two research seminars and submit an article for publication in an international academic journal. The submission must be approved by the mentor, but acceptance for publication is not the condition for advancing, since review periods might be prohibitively long.

By way of exception, the Committee for Postgraduate Studies may allow advancement to doctoral students that have justifiable reasons for this and set a deadline for them to fulfill all of the requirements.

***THE MENTOR***

Article 12

After a doctoral student enrolls into the doctoral program, the Committee for Postgraduate Studies appoints mentor at the proposal of the Director of PhD program and by agreement with the doctoral student and the potential mentor.

The mentor must monitor the study progress of the mentee, advise her or him in selecting elective courses, as well as facilitate the work on the doctoral research. The mentor approves the doctoral research proposal as well as the article to be submitted for publication during the second study year. The mentee must report to her or his mentor on the progress in the doctoral program once a quarter.

## **PRESENTING AND REGISTERING THE DISSERTATION PROPOSAL**

### Article 13

The doctoral student presents the dissertation proposal at a research seminar. The doctoral student must submit the dissertation proposal to the mentor for approval prior to the presentation.

The faculty members attending the presentation in this case perform the function of the Dissertation Proposal Evaluation Committee. At least three members of the IEDC faculty and the mentor must attend the presentation. After the presentation of the dissertation proposal, the faculty members in attendance prepare a written report assessing the presentation of the dissertation proposal, with comments and suggestions for corrections, and submit it to the student and to the Committee for Postgraduate Studies.

### Article 14

Exceptionally, two candidates may propose to do a joint doctoral research and write a joint doctoral dissertation. This will be allowed if:

- Clear synergy of joint work is evident, leading to higher quality of the research output than it would be the case with separate individual effort;
- The contribution of each of the two doctoral student to the doctoral research and to the dissertation text can be clearly identifiable and separable;
- It is clear from the proposal that the contribution of each of the two doctoral students will have the volume and quality corresponding to the one expected for an individual doctoral research and dissertation.

### Article 15

Based on the presented research proposal and after taking into considerations the faculty comments and suggestions, doctoral students must register their dissertation topics with the Committee for Postgraduate Studies.

The dissertation topic (a maximum of 12 pages; 3,600 words or 24,000 characters, excluding references) must contain the following:

- The title;
- A description of the dissertation topic area and the issues that the dissertation addresses, including the definition of the issues;
- The research topic, research questions, and an assessment of the dissertation's contribution to the field of knowledge;
- A description of methodology that the student will use to produce the dissertation;
- The structure of the dissertation (a table of contents); and
- A bibliography of the relevant literature that will be used for the dissertation.

The doctoral dissertation topic should be written in English language, while the title of the dissertation topic should be presented in Slovenian and English language.

### Article 16

If estimated as needed, the Committee for Postgraduate Studies may form an ad-hoc Doctoral Topic Evaluation Committee, consisting of 3 senior faculty members, who will be in charge of deciding whether the proposed topic is an eligible subject of doctoral research within the IEDC Executive PhD study program, as well as whether the proposed research methodology is appropriate. In case that eligibility is evident, the Committee for Postgraduate Studies may register the topic without asking for additional assessment.

The Committee for Postgraduate Studies will vote about the registration of the proposed topic. In accordance to statutory regulations all members must agree for the registration in order that it is accepted.

If a doctoral student registers an interdisciplinary dissertation topic, the Committee will appoint a co-mentor in addition to the mentor by correspondingly applying the provisions for appointing a mentor. The co-mentor shares all the responsibilities with the mentor. All decisions made by the mentor and the co-mentor must be by consensus.

#### Article 17

In case that the Committee for Postgraduate Studies rejects the research topic, it must set a deadline for the doctoral student to modify or supplement the proposed topic, or otherwise take into consideration the comments.

In case that the doctoral student would fail to register the research topic two times, the Committee for Postgraduate Studies has the right to expel that student from the studies, in accordance with the procedure set in Article 32.

### ***PREPARING THE DISSERTATION***

#### Article 18

Doctoral students must present the progress of their research work at regular research seminars.

Prior to submitting the doctoral dissertation, students must prove the results of their work on the dissertation by authorship or co-authorship of an article that has been submitted for publication in an international academic journal. The article must address the dissertation subject area and be logically incorporated into the dissertation text.

#### Article 19

The doctoral student must submit at least 10 bound copies of the dissertation to the IEDC within at latest six years after the day when the Committee for Postgraduate Studies officially enrolled her or him into the study program.

The doctoral student brings one bound copy of the dissertation with her or him on the day of the defense. Each copy must include a signed statement about the student's authorship of the dissertation. The dissertation may be written in the form of a monograph or a series of articles.

A doctoral dissertation in the form of a collection of published articles, articles accepted for publication, and articles suitable for publication is a collection of scholarly contributions in a specific area, accompanied by an introduction and a summary.

A doctoral dissertation in the form of a monograph is an extensive, comprehensive, and detailed treatment of a defined research issue.

In addition to the bound copies, doctoral students also submit an electronic version of the dissertation. An online version of the dissertation is available at the IEDC Library. The IEDC has the right to use the dissertation for its educational and research purposes.

Doctoral dissertation must be written by the rules of "Technical guidelines for written works, IEDC – Bled School of Management, Postgraduate Studies".

## **ASSESSING THE DOCTORAL DISSERTATION**

### Article 20

After the dissertation is submitted, the Committee for Postgraduate Studies proposes that the Faculty Senate appoints at least three reporters for evaluating the doctoral dissertation. The Senate appoints them from among the teaching faculty and research staff members that have a doctorate in the area or discipline in which the student wishes to receive a doctorate and fulfill the academic qualification standards. As a rule, at least one reporter is a member of the teaching faculty or a research staff member from an outside faculty, university, or institute. The doctoral student's mentor and co-mentor do not serve as dissertation evaluation reporters.

### Article 21

The dissertation evaluation reporters must review the dissertation and provide any comments to the doctoral student within two months of being appointed. The doctoral student has one month to correct, change, or supplement the dissertation. After this, each reporter sends his or her report separately to the Committee for Postgraduate Studies in a sealed envelope within a month. These deadlines do not include the time between 16 July and 31 August and between December 10 and January 10.

### Article 22

As a rule, the report on the assessment of the doctoral dissertation comprises 4 to 6 pages of text and must include the following:

- The title "Assessment of Doctoral Dissertation," the doctoral student's full name, and the dissertation title;
- An analysis of the structure of the dissertation and the methodology used;
- An evaluation of the originality of the dissertation thesis, the validity of its argumentation, the agreement of the thesis with the dissertation proposal, and its contribution to the field of knowledge; and
- A final assessment and a statement on whether the dissertation defense may take place.

### Article 23

If the Committee for Postgraduate Studies receives two negative reports from the dissertation assessment reporters, it proposes that the Faculty Senate:

- Accept the negative assessment and reject the dissertation, or
- Set a deadline for the student to modify or supplement the proposed dissertation. The deadline must not be longer than one year.

The dissertation assessment reporters review the modified or supplemented dissertation once again and submit new reports on it to the Committee for Postgraduate Studies, which submits it to the Faculty Senate with an appropriate proposal for consideration.

If one report is negative, the Committee for Postgraduate Studies proposes that the Faculty Senate appoint an additional reporter that submits his or her opinion within one month. If this report is also negative, the process under paragraphs one and two of this article is applied.

If the rejected doctoral dissertation was the result of joint work (under the condition presented in Art. 14), it is rejected as a whole and both doctoral students are affected by the rejection.

If the doctoral student fails to modify the dissertation within the set deadline, the dissertation is rejected.

#### Article 24

The doctoral student cannot submit a rejected doctoral dissertation a second time. The doctoral student may engage in registration of a different research topic and preparation of new doctoral dissertation, but only within the overall time limit applicable for the duration of the study status, defined in Article 18.

### ***DEFENDING THE DISSERTATION***

#### Article 25

If the dissertation is approved and accepted, the Faculty Senate appoints a chairperson and members of the Defense Committee. As a rule, the chairperson is the Dean of the Faculty. In case that the Dean of the Faculty cannot be present at the defense, the Faculty Senate will appoint the chairperson on the basis of recommendation made by the Dean of the Faculty. As a rule, the Defense Committee is composed of dissertation assessment reporters, the mentor, and the co-mentor.

The Dean of the Faculty determines the day of the defense at the proposal of the Defense Committee and by agreement with the doctoral student.

As a rule, the time between the acceptance of the dissertation and its defense should not exceed one month. Minutes of the dissertation defense are kept, and these minutes include the questions that the doctoral student is asked at the defense.

#### Article 26

The public defense of the dissertation is led by the Defense Committee.

The Committee chairperson opens the defense by presenting the doctoral student (her or his biographical information and publications), the title and area of the dissertation, and the manner in which the dissertation was prepared. The doctoral student and the Committee chairperson stand for this presentation. The chairperson then turns the floor over to the doctoral student.

The doctoral student is entitled to up to 30 minutes to present the dissertation and may make use of audiovisual equipment.

After the doctoral student has presented the dissertation, the mentor and other Committee members present the main points of their assessment of the dissertation. The Committee members then present their questions. With the approval of the chairperson, others present at the defense may also submit questions. The questions must not require more than 60 minutes for the doctoral student to answer.

#### Article 27

Following the defense, the Defense Committee meets separately and decides whether the doctoral student has successfully defended the dissertation. The decision is given in writing and includes the doctoral student's name, the title of the dissertation, the Committee's decision, the date and time of the defense, and the signatures of the Committee members.

In case that the Defense Committee evaluates the dissertation as an exceptional contribution to management science, it can declare the doctoral student has obtained the doctoral degree summa cum laude.

Immediately after the Defense Committee meeting, the chairperson reads the decision to the doctoral student and those present at the defense. All present stand for the reading of the decision.

#### Article 28

Minutes are kept on the work of the Defense Committee and are signed by all of the Committee members. A list of the questions asked by the Committee members is appended to these minutes.

The doctoral student receives a temporary certificate confirming that she or he has earned a doctorate, that substitutes for the doctoral diploma until the conferral of the doctorate.

### ***CONFERRAL OF THE DOCTORATE***

#### Article 29

At the proposal of the Faculty Senate, the Dean of the Faculty confers the doctorate. The conferral is made within the IEDC Graduation Ceremony in December.

#### Article 30

The doctoral diploma bears the name of the IEDC - Bled School of Management, Postgraduate studies. The diploma includes the full name of the recipient of the doctorate and her or his date and place of birth. The doctoral diploma also includes the dissertation title, the name of the mentor and any co-mentor, and the date of the defense and conferral. It bears the seal of the IEDC - Bled School of Management, Postgraduate studies.

### ***LEAVE OF ABSENCE***

#### Article 31

A PhD student has the right to apply for leave of absence from the Doctoral Program. Application for leave of absence must be approved from Director of PhD program and then sent to the Postgraduate Studies Commission. Leave of absence will normally be granted on the basis of personal or academic reasons.

Application for leave must generally be received by the Postgraduate Studies Commission no later than one month before the beginning of the leave.

All decisions on leave of absence will be based on an individual assessment and with due regard to the subsequent completion of the PhD program. Leave of absence is not usually granted for more than one year however, this does not include leave of absence regulated by law in connection with childbirth/adoption/etc. In connection with leave of absence, the enrolment in the PhD program is extended accordingly.

The student may not actively participate in studies during the leave of absence and is not entitled to supervision from the side of the mentor or school. If accepted by all parties, the student may participate in a planned course provided that this course is of

significance to the student's PhD studies and is not expected to be offered again at a later date.

### **REMOVAL FROM THE STUDY PROGRAM**

#### Article 32

The Director of PhD program may propose to the Committee for Postgraduate Studies that the doctoral student be excluded from further studies and research in the following cases:

- If a doctoral student fails to complete a required or elective course either because of unjustified absence or because of not passing the exam. Exceptionally, a doctoral student failing to complete a course for the first time might be allowed to take the course once more, if the Committee for Postgraduate Studies approves the request made by the doctoral student;
- If a doctoral student does not attend research seminars, does not submit the required article within two years after starting the second year of the studies, or the mentor reports lack of progress in research activities, and the doctoral student does not improve performance after receiving the formal notice from the Director of PhD program;
- If the Committee for Postgraduate Studies does not approve the dissertation proposal or dissertation topic;
- If a doctoral student does not complete the dissertation within six years after being enrolled into the study program;
- If a doctoral student engages in the conduct, which is harming the image of the profession;
- If a doctoral student does not meet financial obligations or other mandatory stipulations defined by the study contract.

In case that the Committee for Postgraduate Studies decides to remove a doctoral student from the program, it has to notify that person in written via registered mail about the decision and the reasons for it.

The doctoral student who was removed from the doctoral program has the right to appeal to the Faculty Senate within 7 days of receiving the registered mail with the Committee decision. The Faculty Senate must review the appeal and accept or reject it within 15 days after it is filed. The decision of the Faculty Senate is final.

The doctoral student's active status is terminated 7 days after the decision of the Committee for Postgraduate Studies in case of no appeal, or on the day of the Faculty Senate decision, in case that the appeal was rejected.

The doctoral student removed from the study program is obliged to pay the remaining part of the full tuition fee within 30 days after the date of removal.

### **WITHDRAWAL OF A DOCTORATE**

#### Article 33

A doctorate may be withdrawn if it is determined that the dissertation in whole or in part is not the result of the doctoral student's own creativity and own achievement.

**TUITION**

## Article 34

The amount of the tuition is defined in the study contract.

**FINAL PROVISIONS**

## Article 35

The provisions of the Regulations on Doctoral Dissertations are interpreted by the Faculty Senate.

These Regulations enter into force on the day when the Committee for Postgraduate Studies adopts them and shall apply from the day they are posted on the IEDC website.

Prof. Danica Purg  
Dean

Bled, 15 May 2011