Doctoral thesis topic approval

Univerza v Mariboru

TOPIC APPLICATION

Student + agreement with supervisor
form = annex 1

Attachments to form:
- supervisor's agreement,
- proposal,
- own COBISS,
- Supervisor's topic opinion + proposal of external evaluator,
- Justification for co-supervisor,
- Justification that the supervisor meets the conditions (article 10).

STUDENT AFFAIRS OFFICE

(article 19) checks the number of supervisions and/or
is employment with UM. Within **5 working days**
forwards it to the study programme head.

STUDY PROGRAMME HEAD

Within **5 working days** checks the supervisor/co-
supervisor (if they don't meet the criteria, the chair
proposes a new supervisor). Study programme head
forwards the proposal to the head of the
chair/faculty's committee, responsible for doctoral
study..

HEAD OF CHAIR/FACULTY COMMITTEE, responsible for dr. study

CHAIR/COMMITTEE

Session of the chair/committe, responsible for dr. study (article
20) **drafts an opinion** within 30 days. Can propose corrections to
the student and sets a deadline for corrections (notifies the
supervisor and head of study programme:
- Change of the topic,
- Change/supplement the content of the proposal,
- Appoints another supervisor/co-supervisor.

Deliver favourable opinion on supervisor and
topic and suggests to supervisor to appoint **at
least one external expert**, that meets the
criteria of article 21 (is independent from the
candidate).

Student complies with comments: once again processed at chair/committee within 30 days.

Student doesn't correct/doesn't comply with comments: topic aproval procedure is stopped with a decision.

HEAD OF STUDY PROGRAMME

Requests an expert opinion **within 2 months**
(collective or separate by each external expert)

When no expert opinion
requires any more revisions.

Sets a deadline for
the student to
correct/revise the
proposal according
to comments.

Supervisor's opinion

External experts' opinion

(Article 22) COMPETENT COMMITTE OF THE FACULTY SENATE

Adresses the proposal (deadline: 30 days) and proposes to the faculty senate to:
- Approve the proposal, supervisor/co-supervisor,
- revision/correction of the title, content, change of supervisor/co-supervisor,
- Propose a DECISION to stop the procedure.

(Article 23) FACULTY SENATE

Adopts A DECISION TO STOP THE PROCEDURE if
- The proposal is not revised/corrected,
- Are all expert oppinions negative
- the faculty senate opinion is negative

Revision/correction of
content, title (student has 1
month)

Approves with a DECISION and forwards it to UM Senate for decision.

(Article 24) COMPETENT COMMITTEE OF THE UM SENATE(KPŠ)

Processing the application(presented by supervisor)

Positive opinion

Negative opinion

Revision/correction.
The proposal is returned to the faculty
with a decision and correction
instructions (the faculty is to decide to
which stage of the procedure it is
returned to).

(Article 25) UM SENATE

Revision/correction.
The student has 1 year time for
corrections. If within 1 year he
doesn't do so, the rector issues A
DECISION TO STOP THE PROCEDURE
(to notify the candidate, supervisor,
head of study programme.

Within 2 months of receiving
the complete proposal

CONFIRMATORY DECISION

REJECTIVE DECISION

Notify the student affairs office, supervisor/co-
supervisor, head of study programme.