

JOSIP JURAJ STROSSMAYER UNIVERSITY OF OSIJEK
FACULTY OF FOOD TECHNOLOGY OSIJEK



RULES OF THE PhD STUDY
FOOD TECHNOLOGY AND NUTRITION

Osijek, March 2024.

On the basis of Article 1, Paragraph 2 of the Ordinance on Postgraduate Studies at the Josip Juraj Strossmayer University of Osijek and Article 78 of the Statute of the Faculty of Food Technology Osijek, and at the proposal of the Committee for the Acquisition of Doctorate of Science, the Faculty Council of the Faculty of Food Technology Osijek, at its 6th session, academic year 2023/2024. year, held on March 28th 2024, under item 7 of the agenda, passed

RULES OF THE PhD STUDY FOOD TECHNOLOGY AND NUTRITION

Article 1.

The rules of the PhD study Food Technology and Nutrition (hereinafter: Rules) regulate in more detail the conditions for enrolment in the study, the method of conducting the study and other issues important for the PhD study Food Technology and Nutrition at the Faculty of Food Technology Osijek (hereinafter: the Faculty).

The provisions of the Statute of the University of Osijek, the Statute of the Faculty and the Ordinance on postgraduate studies at the Josip Juraj Strossmayer University of Osijek (hereinafter: Ordinance) are directly applied to matters not regulated by these Rules, which relate to the performance of doctoral studies.

All terms used in these Rules, which have a gender meaning, regardless of whether they are used in the masculine or feminine gender, include all genders equally.

Article 2.

The competent bodies for the PhD study are: the Faculty Council, the Dean of the Faculty and the Committee for the Acquisition of a Doctorate of Science.

Article 3.

The Faculty Council appoints the Committee for the Acquisition of a Doctorate of Science (hereinafter: the Committee) as its permanent working body. The committee has seven (7) members. The members of the Committee are elected for a period of three (3) years.

A member of the Committee can be a professor who has a work contract at the Faculty and teaches at a doctoral programme. The committee is presided over and convened by the president, who is elected by the members of the Committee from among themselves.

Article 4.

The Faculty Council performs the following tasks within the framework of doctoral studies:

1. adopts the teaching plan at the doctoral study,
2. appoints mentors and commentors of doctoral theses,
3. accepts the topics of doctoral theses,
4. appoints committees for acceptance of the topic, evaluation and defence of the doctoral thesis, determines the dates for the defence of the topic and thesis,
5. considers and adopts reports of commissions and

6. performs other tasks within its jurisdiction, as well as other tasks related to the organization and implementation of studies and material issues in the field of study.

Article 5.

The Committee performs the following tasks:

1. prepares materials for the sessions of the Faculty Council within its jurisdiction,
2. prepares the teaching plan,
3. drafts proposals for general acts on doctoral studies,
4. conducts the tender procedure and enrolls applicants for doctoral studies,
5. assigns study advisors,
6. resolves student requests as authorized by the Faculty Council,
7. cooperates directly with the Students' Office in performing administrative tasks related to conducting studies,
8. performs other tasks related to the organization and implementation of doctoral studies and
9. makes proposals to the dean and the Faculty Council regarding the material management of the study.

Article 6.

Administrative work for the needs of doctoral studies is performed by the Students' Office.

The Students' Office maintains: records of registered applicants for the enrolment procedure, which also includes the results of the procedure, personal records of enrolled students, records on the assignment of study advisors, records on the appointment of mentors (commentors) of doctoral theses and committee members in the process of obtaining a doctorate of science, records of issued certificate of completion of studies and acquired academic degrees, archives examination records and provides other requirements for the administrative operations of doctoral studies.

Article 7.

The Faculty organizes and conducts the doctoral study Food Technology and Nutrition in the scientific area of Biotechnical Sciences, scientific fields: 4.05. Food technology and 4.06. Nutrition.

Article 8.

PhD study is carried out according to the teaching plan adopted by the Faculty Council on the proposal of the Committee. The teaching plan is adopted and published before enrolment in the study programme, i.e. the higher study year. The teaching plan is published on the Faculty's website.

Article 9.

As a rule, teaching at the doctoral studies is conducted in the Croatian language. Classes can also be held in a foreign language as determined by the study programme.

Article 10.

By enrolling in the PhD study, one acquires the status of a doctoral student, which is proven by a student document, in accordance with the Ordinance.

A PhD student can be a full-time or part-time student or a visiting PhD student.

A PhD student has a full-time or part-time status during the prescribed duration of the doctoral studies, and at most twice as long as the prescribed duration of studies.

The period of pause (rest) of the rights and obligations of the doctoral student is not included into the duration of the study.

A PhD student in full-time status does not bear the cost of tuition and studies in the full teaching hours in accordance with the teaching plan of the doctoral study.

A part-time PhD student studies in a full or adjusted hourly rate in accordance with the teaching plan of the PhD study and, as a rule, bears the costs of the tuition fees personally or the employer pays the tuition fees for him. The material costs of creating the experimental part of the doctoral thesis are not included in the tuition fee, about which the applicant signs a declaration at the time of enrolment.

A visiting student is a PhD student from another university who enrolls in parts of the doctoral degree holder's study programme in accordance with a special agreement with other universities on the recognition of ECTS credits.

The provisions of the Ordinance on postgraduate studies at Josip Juraj Strossmayer University of Osijek are directly applicable to the exercise of rights and the fulfilment of obligations of doctoral students (e.g. reimbursement of actual study costs for doctoral students in full-time status, suspension of obligations, etc.).

Article 11.

Candidates who have completed university graduate studies or university integrated undergraduate and graduate studies or university specialist studies in the fields of food technology, biotechnology or nutrition are eligible to enrol in the doctoral study in food technology and nutrition.

A person who has completed a study that is not in the corresponding scientific area or field (e.g. pharmacy, chemical-technological engineering, agronomy, biology, chemistry, etc.) in the Republic of Croatia or abroad has the right to enrol on the condition that they pass the exams from the university's undergraduate courses and/or university graduate studies at the Faculty of Food Technology Osijek, which are considered necessary for attending doctoral studies. The mentioned exams must be passed before taking the exams from the corresponding courses in the PhD study. The Faculty Council makes the decision on the list of necessary exams on the proposal of the Committee. These exams are not included in the total number of ECTS credits for the PhD study.

A person who has completed the corresponding study with the lowest average grade of 3.50, or an equivalent grade from other grading systems, can enrol in doctoral studies.

Exceptionally, the right to enrol is granted to persons whose average grade of the respective study is below 3.50, provided that they have the recommendations of two university professors of the higher education institution from which they graduated. If admission to a doctoral study

is based on a specialist study diploma, the recommendation can be from the teacher of that specialist study. The decision on enrolment approval is made by the Faculty Council on the proposal of the Committee.

Candidates with an academic degree of Master of Science are recognized at the time of enrolment with the corresponding ECTS credits that are earned by the Master of Science, in accordance with the Decision of the University Senate.

Candidates with a completed university postgraduate specialist study in the corresponding scientific field can, in accordance with the study programme, be recognized with corresponding ECTS credits from the group of elective courses. It is possible to recognize a maximum of 18 ECTS credits for courses from specialist studies, the curriculum of which coincides at least 80% with the curriculum of the PhD study course.

The completed university postgraduate specialist study is evaluated in extracurricular activities with 10 ECTS credits.

Article 12.

Enrolment in the PhD study is carried out on the basis of a public call announced by the Faculty Council. The public call for admission to doctoral studies is published in the daily press and on the Faculty's website, as a rule, six months before the start of classes. The tender for enrolling candidates for the PhD study includes:

- name of doctoral study, scientific area and fields,
- holder of the Study,
- enrolment conditions,
- number of enrolment places,
- tuition fees and enrolment costs,
- a list of documents and other attachments required with the application,
- the deadline for submitting applications,
- criteria for selecting applicants,
- the deadline for submitting complaints,
- deadlines for enrolment in the PhD study,
- registration documents.

The Faculty Council makes the final decision on the performance of the PhD study for which a public tender has been announced, if it determines that there is a sufficient number of applicants who meet the requirements for admission.

Article 13.

Applicants submit an application on the prescribed form within the deadline set by the tender. With the application, the applicant is obliged to attach all the documentation specified in the call and is obliged to indicate whether they are applying for studies in full-time or part-time status.

Article 14.

The criteria for selecting candidates for the PhD study are:

- a) scoring the grade point average at the university graduate or integrated undergraduate and graduate studies, or university specialist studies;
- b) motivation for scientific research work (oral interview with applicants).

Scoring in the criteria for selecting applicants for admission to the PhD study is proposed by the Committee for the Acquisition of a Doctorate of Science, and the final decision is made by the Faculty Council.

Article 15.

Applications for the call and the fulfilment of the applicant's requirements for admission to the PhD study are considered by the Committee.

Based on the established criteria in the previous article, the Committee determines the list of selected applicants for admission to doctoral studies and publishes it on the Faculty's website.

Article 16.

An applicant whose application for admission is not accepted can file a complaint to the Faculty Council through the Committee within 24 hours after the announcement of the results.

The decision of the Faculty Council is final.

Article 17.

Foreign citizens enrol in the PhD study under the same conditions as Croatian citizens, if they have completed the appropriate study. An applicant who obtained a degree at a foreign university is obliged to submit a decision of the competent body on the academic recognition of the foreign higher education qualification at their own expense when applying for the call.

Article 18.

Acquiring student status or continuation of student status in doctoral studies is possible by transferring from doctoral studies conducted within the same scientific field:

- at the University of Osijek,
- from other higher education institutions in the Republic of Croatia and
- from other universities abroad.

The student is obliged to submit the request for approval of the transfer to the Faculty. The student status must be specified in the request. The applicant for the transfer is obliged to attach the appropriate student document, a certified transcript of grades and ECTS credits to the application. The transfer of a student is approved based on the decision of the Faculty Council.

Article 19.

When enrolling in the Study, the Committee assigns a study advisor to the student, who helps him during his studies and monitors his work and achievements. The study advisor is a teacher at the PhD study.

A study advisor can also be a student's mentor/commentor for the preparation of a doctoral thesis.

Article 20.

A PhD student has the rights and obligations established by the Law, the University Statute, the Faculty Statute, the Ordinance, these rules, the study programme and teaching plan of the doctoral study, and the study contract.

The PhD student is obliged to carry out his teaching and extracurricular activities determined by the study programme.

A PhD student has the right to change the mentor, the doctoral research proposal and the topic of the doctoral thesis once. To implement the change, the PhD student submits a written request and explanation along with the statement of the previous mentor, and the decision on the request is made by the Faculty Council.

The PhD student is obliged to submit a report on their work to the Faculty Council once a year. A PhD student in the final year of the PhD study, and before the public defence of the doctoral thesis, must have published or accepted for publication in an international or domestic scientific journal at least one scientific paper in the field of research of the doctoral thesis, as the sole author or one of the main authors.

Article 21.

In order to obtain the academic degree of Doctor of Science, the student must acquire at least 180 ECTS credits during the PhD study in accordance with the study programme, which includes:

- teaching activities (at least 50 ECTS credits),
- extracurricular activities (at least 60 ETCS points),
- proposal and defence of the topic of the doctoral thesis (20 ETCS points) and
- creation and defence of a doctoral thesis (50 ETCS points).

ECTS credits for extracurricular activities are defined in the following table:

Nr.	Activity	Credits
1.	Scientific training abroad (one month)	7
2.	Scientific articles in category a1	15
3.	Scientific articles in category a2	7
4.	Scientific articles in category a3	4
5.	Scientific articles reviewed and published in Proceedings of domestic conferences	2
6.	Scientific book or monograph	15
7.	A chapter in a book or monograph	10
8.	Oral presentation in an international scientific conference	5

Nr.	Activity	Credits
9.	Oral presentation in a domestic scientific conference	3
10.	Participation in an international scientific conference	2
11.	Participation in a domestic scientific conference	2
12.	Project team member	5
13.	Awards*	1-5

* Awards: international 5 credits, national 4 credits (e.g. MZO), organization 3 credits (e.g. HATZ), university 2 credits, faculty 1 credit.

Note: If the student completed some of the activities from the table above before enrolling in the doctoral programme, the Committee may recognize points reduced by 50%.

Article 22.

The PhD study Food Technology and Nutrition contains two majors:

- Food technology,
- Nutrition.

The curriculum of both majors consists of two types (groups) of courses:

- basic and
- elective.

In the first year of study, the student enrolls a minimum of 20 and a maximum of 30 ECTS credits from the group of basic and elective courses, where they must enrol in at least 2 basic courses.

In the second year of study, the student enrolls in the rest of the courses from the group of basic and/or elective courses.

From the group of elective courses, the student of the Food Technology major must enrol a minimum of 18 ECTS credits from the field of Food Technology, that is, the student of the Nutrition major must enrol a minimum of 18 ECTS credits from the field of Nutrition.

Obligations of participants by year

	1 st year	2 nd year	3 rd year
Credits from the curricular activities	<ul style="list-style-type: none"> • 20 - 30 ECTS credits from the group of basic and elective courses, • at least 2 basic courses 	<ul style="list-style-type: none"> • the rest of the courses from the group of basic and/or elective courses (20 – 30 ECTS) 	-
	Min 50 ECTS credits from basic and elective courses		
Extracurricular activities	Credits from extracurricular activities		

The conditions for enrolling a PhD student in the senior year are completed obligations in classes from the previous year.

There are no prerequisites for enrolling and passing a single course in the doctoral studies.

The prerequisite for submitting a doctoral thesis topic is that at least 40 ECTS credits have been achieved from curricular and extracurricular activities, whereby at least 20 ECTS credits must be achieved by passing the courses.

Students must submit and defend the topic of their doctoral thesis within three years after enrolling in the course.

Until the defence of the doctoral thesis, the applicant must achieve at least 30 credits by publishing scientific papers from groups a1, a2 and a3, of which at least one paper must be from group a1 (conditions for elections in the area of Biotechnical Sciences).

Article 23.

A PhD student enrolled in a doctoral programme in full or part-time status ceases to have the status of a PhD student:

- if they do not complete their doctoral studies within a period twice as long as the duration of the study,
- if their public defence of the topic of the doctoral thesis or the doctoral thesis was negatively evaluated for the second time,
- if the Faculty Council makes a decision to suspend the procedure for obtaining a doctorate in science in accordance with the University Statute and Ordinance,
- upon completion of the PhD study,
- by deregistration from the doctoral study,
- by exclusion from the PhD study in the process and under the conditions established by the general act of the University.

In case of interruption of doctoral studies, continuation of studies is possible if no more than three (3) years have passed since the day of interruption of studies, under the conditions and in the manner determined by the Ordinance on postgraduate studies at Josip Juraj Strossmayer University of Osijek.

Article 24.

The doctoral thesis must be an independent and original work of the PhD student, which proves independent scientific research with the application of scientific methods and which contains a scientific contribution in the corresponding scientific area, that is, the corresponding scientific field.

The doctoral thesis is a public scientific work and is course to public scientific assessment.

The forms of doctoral thesis can be:

- a scientific monograph,
- a set of published scientific papers accompanied by a critical review chapter consisting of an introduction, discussion, conclusion and review of relevant literature. The papers must fully correspond to the chosen topic of the doctoral thesis, so that the hypotheses, methodology and scientific contribution from the accepted topic can be unambiguously referenced in the proposed papers. This form of doctoral thesis is possible only as part of research work on the

PhD study, and scientific articles that are combined into a doctoral thesis must consist of at least three original scientific papers in indexed journals in databases relevant to the scientific field of the doctoral thesis, on which the doctoral student is either the sole author or one from the main authors. At least one of the published papers must be in a Q1 quartile journal.

As a rule, the doctoral thesis is written in the Croatian language, and with the consent of the Faculty Council, it can also be written in one of the world's languages.

The title, abstract and keywords of the doctoral thesis must be written in Croatian and English. The abstract should enable understanding of the aim of the doctoral thesis, research methods, results and conclusions.

The doctoral thesis is submitted in electronic and printed form. The form and content of the doctoral thesis is prescribed in the Instructions for writing a doctoral thesis and/or the Template for writing a doctoral thesis.

Proposal and defence of topic of a PhD thesis

Article 25.

The procedure for obtaining a doctorate in science is initiated by submitting a proposal, on the prescribed form for the proposal of the topic, to the Committee, which determines the fulfilment of the conditions for initiating the procedure for accepting the topic of the doctoral thesis. The proposal must contain:

- general information about the PhD student,
- the title of the proposed topic of the doctoral thesis in Croatian and English,
- explanation of the topic,
- methodology of work (research),
- the expected scientific contribution of the doctoral thesis,
- the proposal of the mentor and commentor (if any) of the doctoral thesis and their competence,
- the proposal of the members of the Committee for acceptance of the topic of the doctoral thesis,
- a proposal for the term of defence of the topic
- consent of the competent ethics committee if the doctoral thesis includes testing on humans and/or animals and
- declaration of the doctoral student on the authenticity of the doctoral work and academic honesty.

The student submits the following to the application:

1. transcript of grades from doctoral studies,
2. list of papers and other evidence for obtaining ECTS credits for extracurricular activities (if necessary).

Article 26.

The Faculty Council, on the proposal of the Committee, appoints the Committee for acceptance of the topic of the doctoral thesis of at least 3 and at most 5 members and alternate member.

Members of the committee can be teachers in an academic position who are permanently employed at the Faculty, teachers who, based on an employment contract, are employed in corresponding academic positions at other universities or higher education institutions in the country and abroad, scientists in a scientific position, scientists with academic ranks who are employees outside the university, in the scientific area and the scientific field of the course of the doctoral thesis. The mentor and commentors cannot be presidents or members of the committee for accepting the topic of the doctoral thesis or of the committee for the evaluation and defence of the doctoral thesis. At least one member of the Committee for the evaluation of the topic of the doctoral thesis must be employed outside the Faculty.

Exceptionally, and at the proposal of the Committee, if necessary for quality assessment of the topic of the doctoral thesis, the Faculty Council may appoint one additional member of the Committee for acceptance of the topic of the doctoral thesis from another scientific area or field, provided that they are a recognized expert in the field of the topic of the doctoral thesis.

The student publicly defends the submitted topic before the Committee for Evaluation the Topic of the Doctoral Thesis. The reality of achieving the expected scientific contribution is evaluated more closely through a public discussion.

The Faculty Council determines the date and place of the public defence of the topic of the doctoral thesis. The notification about the public defence of the topic of the doctoral thesis is published on the website of the University or Faculty, and the name and surname of the doctoral student, the title of the proposed topic of the doctoral thesis, the name and surname of the mentor/commentor, and the committee for the public defence of the topic of the doctoral thesis are stated.

The public defence of the topic must be within the deadline of ninety (90) days established by the University Statute for submitting the report of the committee for the evaluation of the topic of the doctoral thesis to the authorized council of holders of doctoral studies.

With the consent of the Faculty Council, the public defence of the topic can be organized in a hybrid way or completely online, with the use of online platforms for remote access, with at least one committee member physically present at the public defence of the doctoral thesis (in the Faculty's premises). A link to follow the public defence of the topic of the doctoral thesis should be available to the public.

The evaluation of the public defence of the topic of the doctoral thesis is a part of the report of the committee for the evaluation of the topic of the doctoral thesis.

The public defence of the topic of the doctoral thesis is carried out according to the protocol provided in writing by the Students' Office.

Article 27.

The report for the evaluation of the topic of the PhD thesis is prepared by the chairman of the committee for the evaluation of the topic, and it is adopted by the majority of the members of the committee. A member of the Committee who disagrees with the committee's report may give a dissenting opinion, which is attached to the committee's report.

The committee's report on the assessment of the topic of the doctoral thesis is submitted to the Faculty Council and should contain:

- general information about the doctoral student,
- evaluation of the topic of the doctoral thesis,
- evaluation of the public defence of the topic of the doctoral thesis,
- proposal for accepting or rejecting the topic of the doctoral thesis,
- date and signature of the committee members for the evaluation of the topic.

The committee for the evaluation of the topic of the doctoral thesis can propose to the Faculty Council in its report for the evaluation of the topic of the doctoral thesis:

- a positive evaluation of the topic of the doctoral thesis,
- a positive evaluation of the topic of the doctoral thesis with the condition of changing the title of the doctoral thesis or a proposal to amend the title of the doctoral thesis,
- a positive evaluation of the topic with changes and additions in the part related to the expected scientific contribution of the proposed research, research methodology, literature review and other parts related to the research area of the doctoral thesis,
- a negative evaluation of the topic, which also includes a negative evaluation of the public defence of the topic.

Article 28.

At the proposal of the committee for the evaluation of the topic of the doctoral thesis, the Faculty Council can:

- accept the proposed topic and a positive evaluation of the topic of the doctoral thesis,
- to propose reconsideration of the topic after amendments to the title and correction of the topic of the doctoral thesis without public defence of the topic of the doctoral thesis,
- to propose refinement of the topic and repeated public defence of the topic of the doctoral thesis,
- reject the topic of the doctoral thesis because it is not acceptable due to the lack of scientific basis for obtaining a doctorate of science and suspend the process of obtaining a doctorate of science.

Article 29.

Within sixty (60) days from the date of receipt of the report of the committee for the evaluation of the topic of the doctoral thesis, the Faculty Council is obliged to make a decision on accepting the topic or rejecting the topic, i.e. suspending the procedure for obtaining a doctorate in science.

After the Faculty Council accepts the committee's report with a positive assessment of the topic of the doctoral thesis, it will make a decision on accepting the topic of the doctoral thesis and appointing a mentor, inform the doctoral student that they can proceed with the preparation of

the doctoral thesis, and appoint a committee for the evaluation of the doctoral thesis in accordance with the Statute of the University.

If the committee for the evaluation of the topic of the doctoral thesis proposes a negative evaluation of the topic after refinement and public defence of the topic, the Faculty Council can make a decision on the proposal of a new topic for the doctoral thesis if there are conditions for this, or suspend the procedure for obtaining a doctorate of science and inform the PhD student.

Mentor

Article 30.

The doctoral student is assisted in the preparation of the doctoral thesis by a mentor who is appointed by the Faculty Council at the proposal of the doctoral student and with the approval of the Committee in accordance with the study programme. In addition to the mentor, a commentator from the Faculty or other institutions in the country and abroad can be appointed in accordance with the study programme and the Ordinance.

The Faculty Council determines the list of doctoral study mentors and publishes it publicly on the Faculty's website. The PhD student has the right to choose one or more possible mentors from the list of mentors and submit his proposal to the Faculty Council on the prescribed form. The Faculty Council, taking into account the PhD student's proposal and the Faculty's mentoring capacities, appoints a mentor with his prior written consent to accept mentoring.

Article 31.

The following can be appointed as mentors for doctoral studies:

- a Faculty teacher who is in an academic position (assistant professor, associate professor, full professor or full professor with tenure) and who participates in the performance of doctoral studies,
- Faculty teacher who is in an academic position, but does not participate in the performance of doctoral studies,
- a teacher who is not an employee of the University or Faculty, but is an external associate and participates in the performance of the doctoral study,
- professor emeritus who participates in the performance of doctoral studies.

A teacher or external associate of the Faculty from paragraph 1 of this article can be appointed as a mentor if they are actively involved in scientific research and have scientific achievements during the last five years and have published relevant scientific articles related to the research topic of the doctoral thesis.

A person who is a distinguished international scientist and is not employed at the institution of the holder of the doctoral degree, but on the basis of a special contract participates in the teaching of the doctoral degree or is the leader or collaborator of a scientific research project in the framework of which the research would be carried out and the doctoral thesis would be produced, can be appointed as a mentor.

Exceptionally, a scientist in a scientific position (scientific associate, senior scientific associate, scientific advisor or scientific advisor with tenure) can be appointed as a mentor, if they have scientific articles that represent a significant contribution in the field of doctoral research or is

the leader or associate of a scientific research the project within which the research would be carried out and a doctoral thesis would be made.

If the appointed mentor is not a teacher, external associate or professor emeritus of the Faculty, a mentor who is an employee of the Faculty and employed in an academic position is appointed.

A person whose behaviour has been determined to have violated the provisions of the University's Code of Ethics cannot be appointed as a doctoral mentor.

All persons proposed as mentors or commentators must have published/accepted for publication at least 3 scientific papers in the field of doctoral thesis in journals indexed in CC or WoS databases during the last five years.

Article 32.

As a rule, a mentor should be a leader or collaborator on a domestic or international scientific project, a leader or collaborator on institutional projects, or a leader or collaborator in research groups.

The mentor should have a positive opinion of the holder of the doctoral study about his mentoring work and can, as a rule, supervise a maximum of three doctoral students at the same time.

Before taking on the first mentorship, the potential mentor should participate in a mentoring workshop organized by the University or Faculty or other Croatian or foreign universities. All mentors in doctoral studies, for the purpose of further training, should continuously attend mentoring workshops organized by the University or other Croatian or foreign universities in order to exchange experience. Mentoring workshops can also be held at the level of doctoral studies by transferring the experiences of experienced mentors.

Article 33.

The mentor helps the PhD student during their studies and is obliged to guide the student through the doctoral studies.

The doctoral mentor is obliged to guide the student in scientific work and the application of scientific methods during the preparation of the doctoral thesis, monitor the quality of their work, encourage them to publish scientific articles and enable them to participate in scientific projects.

If there is more than one mentor, i.e. a mentor and a commentator, each of them assumes responsibility for a predetermined part of the research and the process of preparing the doctoral thesis.

A mentor who is not an employee of the Faculty must sign a statement and/or agreement on assuming responsibility with the dean of the Faculty.

If the mentor who took over the mentorship in the doctoral studies retires before the completion of the doctoral thesis, he has the right, with the consent of the Faculty Council, to end the mentorship until the completion of the defence of the doctoral thesis.

In accordance with the general act of holders of doctoral studies, the mentor submits a report on the PhD student's progress on the prescribed form.

The mentor has the right to request, with a special explanation, from the Faculty Council the dismissal of the mentorship.

Dismissal from the mentorship can be requested if the doctoral student does not fulfil his study obligations and the report on their progress is negative for two consecutive years, or when preparing the doctoral thesis, student does not respect the instructions and guidelines of the mentor in the doctoral research related to the topic of the doctoral thesis.

If the Faculty Council makes a decision to dismiss the mentor, a new mentor is appointed to the doctoral student in accordance with Article 29, Paragraph 2 of the Ordinance.

Article 34.

An applicant, whose doctoral thesis topic has been accepted, can start the procedure for the evaluation of the doctoral thesis when he has acquired at least 130 ECTS credits in accordance with the PhD study programme, provided that they have paid the study costs.

Evaluation of PhD thesis

Article 35.

The applicant initiates the procedure for the evaluation of the doctoral thesis by submitting a request on the prescribed form together with the proposal of the members of the Committee for the Evaluation of the Doctoral Thesis. The request is submitted with the consent of the mentor of the doctoral thesis.

The request is submitted on the prescribed form and the following are attached to the request:

- CV of the PhD student,
- certificate of fulfilment of all study obligations in accordance with the study programme,
- a written statement from the mentor that the doctoral thesis meets the criteria for a doctoral thesis,
- doctoral thesis in electronic form,
- a short summary of the doctoral thesis (one card of the author's text).

The form and contents of the doctoral thesis are prescribed by a special act of the Faculty.

The PhD student submits the doctoral thesis for evaluation no later than two years after the end of the last year of doctoral studies.

If the doctoral student does not submit the doctoral thesis within the established deadline from the previous paragraph, and there are justified reasons for this, the Faculty Council may, at the request of the doctoral student, extend the deadline for submitting the doctoral thesis by a maximum of one (1) year, i.e. until the deadline for the double duration expires study.

If the doctoral student does not submit the doctoral thesis even within the extended deadline, their status as a doctoral student in the doctoral programme ends.

Article 36.

The Faculty Council, on the proposal of the Committee, appoints the Committee for the evaluation of the doctoral thesis of at least three (3) members and two (2) alternate members. The same requirements apply to the members of the Committee for the Evaluation of the

Doctoral Thesis that must be met by the members of the Committee for the Evaluation of the Topic of the Doctoral Thesis.

Article 37.

The doctoral thesis is evaluated by the Committee for the Evaluation of the Doctoral Thesis appointed by the Faculty Council in accordance with the University Statute.

The members of the Committee for the evaluation of the doctoral thesis submit a report for the evaluation of the doctoral thesis no later than ninety (90) days from the receipt of the doctoral thesis.

Within the deadline specified in paragraph 2 of this article, the Faculty is obliged to make the doctoral thesis available to the public by publishing it on the website at least 30 days before the day of the defence of the doctoral thesis.

If in the process of public availability of the doctoral thesis, public remarks and comments arrive that the committee for the evaluation of the doctoral thesis determines should be taken into account, they will ask the doctoral student to refine the doctoral thesis no later than 30 days before the deadline for submitting the report of the committee for the evaluation of the doctoral thesis.

The report of the committee for the evaluation of the doctoral thesis contains: presentation of the content of the doctoral thesis, opinion and evaluation of the work with reference to the applied methods, scientific content of the work and the proposal of the committee.

The chairman of the committee drafts the report of the committee based on the collected opinions of all the members of the committee. Each member of the committee has the right to submit a dissenting opinion.

The committee for the evaluation of the doctoral thesis can propose in its report:

- that the doctoral thesis is accepted and the doctoral student is allowed to participate in the defence of the doctoral thesis,
- to return the doctoral thesis to the doctoral student for additions or corrections,
- to reject the doctoral thesis.

The report on each proposal from this article must include an explanation, and the final part of the report must include the original scientific or artistic contribution of the doctoral thesis.

Article 38.

If the Faculty Council concludes that the report of the committee for the evaluation of the doctoral thesis does not provide a reliable basis for making a decision on the evaluation of the doctoral thesis, it may include new members in the evaluation committee and request that they submit a report or appoint a new committee for the evaluation of the doctoral thesis that will reconsider the doctoral thesis and submit a report to the Faculty Council.

If, on the basis of the committee's report and proposal, the Faculty Council determines that the doctoral thesis has deficiencies, it will return the doctoral thesis to the PhD student for revision and elimination of deficiencies according to the instructions and remarks of the committee for the evaluation of the doctoral thesis.

The PhD student is obliged within ninety (90) days from the date of receipt of the conclusion of the Faculty Council to complete the doctoral thesis, i.e. eliminate its deficiencies or supplement and correct the doctoral thesis.

If the doctoral student does not act within the deadline specified in paragraph 3 of this article or does not act according to the instructions and remarks of the committee for the evaluation of the doctoral thesis, and there is no justified reason for this, it will be considered that the doctoral thesis has been rejected.

The procedure for repeated evaluation of the doctoral thesis after revision is identical to the procedure for the first submission of the doctoral thesis.

The Committee for the Evaluation of Doctoral Thesis can propose to the Faculty Council the acceptance or rejection of the doctoral thesis in the repeated evaluation process of the completed or supplemented doctoral thesis.

If a negative evaluation of the doctoral thesis is proposed in the report of the committee for the evaluation of the doctoral thesis, and the Faculty Council does not make a decision on expanding the composition of the committee or appointing a new committee for a new evaluation, the Faculty Council will make a decision to reject the doctoral thesis and suspend the procedure for obtaining a doctorate of science and inform the PhD student about it.

A specially reasoned decision of the Faculty Council on the suspension of the procedure for obtaining a doctorate in science is delivered to the doctoral student within eight (8) days from the date of the decision of the Faculty Council.

A doctoral student whose doctoral thesis was rejected in the repeated process of evaluation of the doctoral thesis loses the right to complete the doctoral studies. A doctoral student cannot repeat the process of obtaining a doctorate of science on the same course at the same doctoral study. The loss of the right to obtain a doctorate does not lead to the loss of the right to apply for a competition at another doctoral programme of the University or a university unit and to apply for another topic of the doctoral thesis.

The mentor of a doctoral student whose doctoral thesis was rejected cannot be appointed as the mentor of any doctoral student on the same doctoral programme in the next six years.

Doctoral thesis defence procedure

Article 39.

If the Faculty Council accepts the report of the committee for the evaluation of the doctoral thesis with a proposal to accept the doctoral thesis, it will make a decision on the positive evaluation of the doctoral thesis and appoint the committee for the defence of the doctoral thesis at the same session.

The composition of the committee for the defence of the doctoral thesis is determined by the Statute of the University and may have the same composition as the committee for the evaluation of the doctoral thesis.

The defence of the doctoral thesis is public and usually takes place within thirty (30) days from the date of the decision of the Faculty Council on the positive evaluation of the doctoral thesis.

The Faculty Council determines the date and place of the defence of the doctoral thesis, and the notification about the public defence of the doctoral thesis must be published on the Faculty's website and bulletin board at least eight (8) days before the day set for the public defence of the doctoral thesis.

In the notification about the public defence of the doctoral thesis, in addition to the date and place of the defence of the doctoral thesis, the name and surname of the doctoral student, the title of the doctoral thesis, the name and surname of the mentor/commentor and the committee for the defence of the doctoral thesis must be stated.

The public defence of the doctoral thesis is held in the premises of the Faculty in the language in which the doctoral thesis was written.

Based on the decision of the Faculty Council, exceptionally, the public defence of the doctoral thesis can be organized in a hybrid way through online means of communication, whereby at least one committee member is physically present at the public defence of the doctoral thesis (in the premises of the Faculty). A link to follow the defence of the doctoral thesis must be available to the public.

If the PhD student does not attend the public defence of the doctoral thesis according to the established date and place of the defence of the doctoral thesis without a valid reason, the Faculty Council will make a decision to suspend the procedure for obtaining the doctorate of science and inform the doctoral student and the mentor thereof.

Doctoral thesis with an innovation suitable for the protection of intellectual property rights

Article 40.

If the results of the research within the framework of the preparation of the doctoral thesis include an innovation that is course to intellectual property rights, the doctoral student and the mentor are obliged to report this to the Faculty Council. In this case, the doctoral student, with the consent of the mentor, may request that the submitted doctoral thesis be handled as confidential document until the moment of the public defence, which in this case can be postponed for up to one year.

Article 41.

The procedure for the public defence of a doctoral thesis is determined by the protocol prepared by the Students' Office.

The PhD student defends the doctoral thesis before the committee for the defence of the doctoral thesis and the interested public.

Minutes are kept on the defence of the doctoral thesis, which are signed by the president and members of the committee for the defence of the doctoral thesis and the recorder. The recorder is appointed by the Faculty Council. The committee's decision on the defence of the doctoral thesis is entered into the minutes.

The president of the committee for the defence of the doctoral thesis opens the procedure for the public defence of the doctoral thesis and determines the fulfilment of the conditions in accordance with the Law and the statute of the holder of the doctoral study for the accession of the doctoral student to the public defence of the doctoral thesis, the composition of the

committee for the defence of the doctoral thesis, states general information about the doctoral student, the results achieved at the doctoral study and its papers and the explanation of the evaluation of the committee for the evaluation of the doctoral thesis.

After the report of the chairman of the committee for the defence of the doctoral thesis, the doctoral student presents the content of the doctoral thesis and explains the conclusions reached in the doctoral thesis.

After the doctoral student's presentation, the members of the committee for the defence of the doctoral thesis ask questions and may ask for additional explanations related to the doctoral thesis. The doctoral student is obliged to answer the committee members' questions and provide additional explanations. After that, questions can be asked by the interested public present, and the doctoral student answers all the questions of the interested public present.

After the completion of all answers to the questions and additional explanations of the doctoral student, the chairman of the committee for the defence of the doctoral thesis concludes the procedure for the public defence of the doctoral thesis and the committee retires to deliberate and decide.

Article 42.

After the completion of the defence of the doctoral thesis, the committee for the defence of the doctoral thesis makes a decision on the defence of the doctoral thesis, which may be:

- defended by a unanimous decision of the committee,
- defended by the majority of the committee's votes and
- did not defend.

The decision of the Committee for the Defence of the Doctoral Thesis is presented publicly by the President of the Committee for the Defence of the Doctoral Thesis and in case of a positive decision, it is established that the doctoral candidate has acquired the conditions for obtaining the academic degree of Doctor of Science by successfully defending the doctoral thesis.

A doctoral student who has not defended his doctoral thesis has the right after ninety (90) days to propose and defence a doctoral thesis again, but not on the same topic.

A doctoral thesis that has not been defended within five years from the date of acceptance of the topic of the doctoral thesis is course to a new procedure for acceptance of the topic.

Article 43.

To an applicant who has successfully defended his doctoral thesis, the Faculty issues a certificate of completed doctoral studies and the academic degree of Doctor of Science. The certificate states the scientific area and field in which the doctorate was obtained and the title of the thesis.

Article 44.

After the successful defence of the doctoral thesis, a sheet with information about the author of the doctoral thesis, the composition of the committee for the defence of the doctoral thesis with the signatures of the members of the committee and the date of the defence of the doctoral thesis is added to the doctoral thesis.

The doctoral student is obliged to submit a bound doctoral thesis and an electronic version of the doctoral thesis through the Students' Office in at least four (4) copies within twenty-five (25) days from the day of the defence.

Correction (corrigendum or errata) of the doctoral thesis is possible before binding and after binding the doctoral thesis according to a special form and is published with the doctoral thesis. The Faculty, through the library, is obliged to publish the doctoral thesis within 30 days from the day of the defence in the national repository or the Faculty's repository.

One printed copy of the doctoral thesis is submitted to the National and University Libraries, the City and University Libraries of Osijek and the University.

Article 45.

After completing the doctoral studies, the doctoral student is issued a diploma and a supplementary study document.

The diploma and supplementary study certificate are public documents issued by the University, which confirm that the doctoral student has completed his doctoral studies and acquired the right to an academic degree in accordance with the Law.

Public documents from paragraph 2 of this article are issued free of charge in Croatian and English, in signed and certified printouts and in digital form, and at the request of the doctoral student and at his expense, they can also be issued in another world language.

Final and transitional provisions

Article 46.

Doctoral students have the right to complete their studies in accordance with the Ordinance that were in force at the time of study enrolment. Students enrolled in doctoral studies before October 1st of the 2023/2024 academic year have the right to complete their studies according to the study programme and conditions that were valid when enrolling in the first year of studies.

The provisions of these Rules cannot reduce or deprive the student of certain rights acquired according to the previous general act of the Josip Juraj Strossmayer University of Osijek.

If the provisions of this Ordinance are more favorable for the student, those more favorable provisions apply to the student, regardless of when the student enrolled in the course.

Article 47.

With the entry into force of these Rules of the PhD Study Food Technology and Nutrition, the Rules of the PhD Study Food Technology and Nutrition (refined text) from 23 November 2022 (CLASS: 602-04/22-02/13, UR NO: 2158-82-01-22-06) are no longer in force.

Article 48.

These Rules enter into force on the eighth day from the day of publication on the Faculty notice board.

DEAN

Jurislav Babić, PhD full prof.

CLASS: 602-04/24-02/05

REG. NR.: 2158-82-06-24-17