



Pursuant to the Statute of the Jožef Stefan International Postgraduate School (hereinafter IPS), the IPS Senate at its 114th session of February 14th, 2017, amended the following

REGULATIONS ON MASTER AND DOCTORAL STUDIES

Article 1

IPS organizes second-level study programmes, master of science study programmes and doctoral study programmes in accordance with the relevant regulations in the areas and within the scientific disciplines in which the IPS performs its scientific, research and postgraduate educational activities.

These Regulations specify:

1. conditions for undertaking studies,
2. the application procedure for the topic of the master thesis or doctoral dissertation,
3. responsibilities of students, supervisors, co-supervisors and working supervisors for preparing the master thesis or doctoral dissertation,
4. the master thesis or doctoral dissertation submission and assessment procedures,
5. the master thesis or doctoral dissertation defence procedure,
6. the procedure for revocation of the master degree or doctoral degree.

1. REQUIREMENTS FOR UNDERTAKING MASTER OR DOCTORAL STUDIES

Article 2

1. Second-level master studies: candidates enrol in the educational process for acquiring the master degree upon the conclusion of the corresponding undergraduate studies.

2. Third-level doctoral studies: candidates enrol in the third-level doctoral studies upon the conclusion of the second-level studies, direct master's degree study programme, if evaluated with 300 ECTS, or previous study programme for the university degree. Detailed definition of the educational process for acquiring the doctoral degree is laid down in the study programme.

Upon enrolment, the candidate chooses a supervisor as well as one or more co-supervisors, if necessary, who are to be approved by the IPS Senate. Supervisors or co-supervisors may be habilitated university teachers or researchers with academic status at least "doktor znanosti"ⁱ, who meet the Slovenian Research Agency conditions of supervising young researchers. Supervisor, co-supervisors and working supervisors shall have profound knowledge in the field of research relevant to the master thesis or doctoral dissertation research. Supervisor



shall have scientific articles published in impact factor journals from the field of the candidate's study in the past five years. Industry co-supervisors may be recognized professionals from the industry. Applications for any change of supervisor, co-supervisor or working supervisor shall be considered by the IPS Central Study Commission and then decided upon at the IPS Senate, who can accept or reject the proposed change. By the end of the first semester, the student or the supervisor may propose a change of the supervisor, co-supervisor or working supervisor without the aforementioned procedure by submitting a written request to the IPS, signed by the student and the new supervisor.

Detailed Regulations concerning enrolment, continuance and completion of studies are laid down in Annex 1, which constitutes a part of these Regulations.

2. APPLICATION FOR REGISTRATION OF THE TOPIC OF A MASTER THESIS OR DOCTORAL DISSERTATION

Article 3

Candidates who have a student status and who wish to acquire a master or doctoral degree at the IPS shall submit to the IPS Senate their applications for the registration of topic of their master thesis or doctoral dissertation at least 4 months before the estimated defence.

The application of the topic should be submitted on paper and in electronic form to the IPS Secretariat. The hard copy shall be signed by the candidate and the supervisor.

Article 4

Normally, the IPS Central Study Commission ascertains whether the candidate meets all the requirements laid down in these Regulations at its first session after receiving an application for registration of the topic of a master thesis or doctoral dissertation. If all the requirements are met, the IPS Central Study Commission appoints a Commission to assess the suitability of the proposed topic of the master thesis or doctoral dissertation, and the IPS Senate decides upon it.

The Commission assessing the suitability of the proposed topic of the master thesis or doctoral dissertation shall prepare its report within one month of its appointment at the IPS Senate.

Article 5

The Commission for the Assessment of the Topic of the Doctoral Dissertation consists of three members from at least two different research groups or departments with. At least one member of the Commission shall come from the ranks of IPS teachers. The Head of the Commission is the supervisor, the other two members of the Commission are from the ranks of university teachers and research scientists with appropriate academic status in the areas in which the candidate wishes to acquire the doctoral degree. With foreign members the rules of



their country's habilitation system apply. According to these Regulations, the IPS teacher is a higher education teacher or associate who meets at least one of the following conditions:

- is a lecturer or co-lecturer at the IPS,
- has a valid habilitation at the IPS,
- is a supervisor to an IPS student with a student status or a valid topic of the doctoral dissertation or master thesis,
- is a renowned higher education teacher approved to be an IPS teacher by the IPS Senate upon proposal of the IPS Dean.

The IPS Central Study Commission appoints one member of the Commission for the Assessment of the Topic of the Master Thesis or Doctoral Dissertation to act as the President of the Commission whose task is to coordinate the Commission's work and write the report. The Commission may propose improvements to the candidate already during the assessment of the application of the topic, but only once. The candidate shall reply to such a proposal within one month at the latest.

For the second-level master degree, the supervisor takes over the tasks of the Commission for the Assessment of the Topic of the Master Thesis and prepares the report for the assessment of the proposed topic.

In exceptional cases, the IPS Central Study Commission can propose to the IPS Senate to substitute a member of the Commission by stating the reason for such a substitution.

Article 6

In its written report, the Commission for the Assessment of the Topic of the Master Thesis or Doctoral Dissertation shall assess whether:

- the topic can be the subject-matter of scientific research, and whether it is designed in a way that it can be expected to produce an independent and original contribution to the relevant scientific area;
- the application of the topic clearly defines the key theses and issues that the candidate intends to study;
- a suitable research method for the preparation of the master thesis or doctoral dissertation has been planned;
- the stated title and subject area of the master thesis or doctoral dissertation correspond with the planned contents.

The report shall contain:

- the title of the proposed master thesis or doctoral dissertation with the annotation "Proposed topic adequacy assessment",
- keywords,
- the presentation of the topic and exposition of its scientific relevance;
- an indication and assessment of the topic of the proposed master thesis or doctoral dissertation;
- an assessment of the feasibility of the proposed master thesis or doctoral dissertation;



- a conclusion stating and substantiating the assessment and the scientific area in which the master or doctoral degree can be obtained;
- date and the signatures of the Commission members – the annotation “President of the Commission” shall be added to the name of president.

Article 7

The report of the Commission assessing the proposed topic of the master thesis or doctoral dissertation is considered and discussed by the IPS Senate after receiving the opinion of the IPS Central Study Commission.

If the IPS Senate:

- accepts the topic, the IPS shall inform the candidate about the decision;
- adopts a negative assessment of the proposed topic of master thesis or doctoral dissertation, IPS informs the candidate of the remarks and suggestions from the Commission for the Assessment of the Topic. The candidate shall submit amendments and revisions and/or an appropriately revised application for the topic of the master thesis or doctoral dissertation within a period of two months. Within one further month, the Commission shall prepare a written evaluation of the revisions, which then forms an attachment to the Commission’s report on the adequacy of the topic. This assessment shall again be considered by the IPS Central Study Commission. If the candidate has failed to observe the remarks, the IPS Senate shall reject the proposed topic following the proposal of the IPS Central Study Commission or reaffirm the previous negative assessment. If the candidates disagree with the rejection, they can file an appeal with the IPS Senate within fifteen (15) days of the date of the delivery of such a decision.

3. RESPONSIBILITIES OF STUDENTS, SUPERVISORS, CO-SUPERVISORS AND WORKING SUPERVISORS FOR PREPARING THE MASTER THESIS OR DOCTORAL DISSERTATION

Article 8

The preparation of a master thesis or doctoral dissertation is conducted by a supervisor or supervisory group which is headed by the supervisor and can consist of co-supervisors and working supervisors directed by the supervisor.

The student’s duties are in particular:

- consistent implementation of all the IPS regulations governing the student status and implementation of scientific, research, educational, development and innovation activities of the students;
- adding the IPS affiliation to the publications related to the studies;
- quality and regular implementation of study obligations;
- implementation of research work in accordance with the plan outlined with the supervisor;
- organisation of work, keeping a research diary and documentation regarding the performed work;



- participation and active collaboration in regular meetings with the supervisor and keeping a pertinent documentation;
- regularly informing the supervisor in an oral or written form about the carried out study and research activities and other facts related to the studies and research work;
- writing articles and other documents on the achieved results of the research work.

The supervisor's duties are in particular:

- including the candidate into the research work in accordance with the academic standards and regulations of the school;
- planning, ensuring the conditions for the implementation, directing and supervising the research work considering: the selection of research methods and techniques, meeting the research deadlines, giving instructions for writing research articles and the master thesis or doctoral dissertation, ensuring safety at work and ethical norms;
- keeping a record of the plan and implementation of the agreed upon tasks together with the candidate;
- maintaining systematic collaboration with all co-supervisors, coordinating their work and preparing joint written reports;
- organising research seminars for the 2nd, 3rd, and 4th year;
- implementation of compliance with the regulations and agreements related to the research work of the candidate, especially regarding the confidential data protection and intellectual property;
- ensuring that the correct IPS affiliation is stated on the candidate's publications related to the studies;
- submitting obligatory written reports and forms to the designated IPS bodies at least at the end of each academic year, indicating whether: (1) the candidate has acquired the knowledge and techniques required in the current phase of his/her research, (2) the candidate has performed research work of such a scope and at such a level that it can be continued in accordance with the schedule, (3) the candidate's research results show that the complete thesis/dissertation will represent an original contribution to science, (4) the conclusion of the master thesis and/or doctoral dissertation can be expected by the planned deadline;
- informing the designated IPS bodies about the eventual problems arising during the studies.

A co-supervisor from the industry is a vital member of the supervising group who is responsible in particular for the incorporation of the interests of a partner company or institution into the concept, organization, implementation and evaluation of a master thesis or doctoral dissertation, as well as for regular informing of the responsible person in the company about the progress of the student and the transfer of research outcomes to the company's research activities.

4. SUBMISSION AND ASSESSMENT OF A MASTER THESIS OR DOCTORAL DISSERTATION

Article 9



Candidates for a master degree shall submit to the school a completed master thesis no later than within two years of the date when the topic of the master thesis was accepted.

Candidates for a doctoral degree shall submit to the school a completed doctoral dissertation no later than within four years of the date when the topic of the doctoral dissertation was accepted.

Candidates, who cannot submit their thesis/dissertation within this period for justifiable reasons, may in exceptional cases request an extension of the time limit for a maximum of one year. This request is decided upon by the IPS Central Study Commission who may extend the deadline for the submission of a master thesis or doctoral dissertation.

Should the candidate fail to submit his/her master thesis or doctoral dissertation by the time limit referred to in the first and second paragraphs of this article, and also fail to request the extension of the time limit before its expiration, it shall be deemed that the candidate has abandoned the declared topic of the master thesis or doctoral dissertation, and IPS shall have no further obligations towards the candidate.

Article 10

A master thesis or a doctoral dissertation shall be written in Slovene or English.

When preparing a master thesis or doctoral dissertation, the candidate shall observe the relevant instructions and the templates for the master thesis or doctoral dissertation preparation provided on the IPS website.

The title of the master thesis or doctoral dissertation is in principle the same as indicated in the application for the topic. Minor modifications of the title may be approved by the candidate's supervisor.

The Preface to the master thesis or doctoral dissertation must clearly summarize the thesis from the topic application of the master thesis or doctoral dissertation. Achievements are in principle presented to the professional community. The body of text of the master thesis or doctoral dissertation may be substituted by publications (or papers accepted for publication) in internationally recognized journals. In this case, the Preface shall clearly describe the scientific method and the candidate's contribution to any publication which has been produced by several authors. In Discussion, the candidate shall summarize coherently the results of his/her dissertation.

The candidate shall be responsible for the content, language and technical adequacy of the master thesis or doctoral dissertation. The Commission for the Evaluation of the Master Thesis or Doctoral Dissertation rejects the work if it is not prepared in conformity with the instructions laid down in this article.

Article 11



A master thesis must represent an independent and original work from the study programme area.

A doctoral dissertation must be an independent and original contribution to science.
A master thesis or a doctoral dissertation may be a component part of a collective work provided that the independent contribution of the candidate is clearly evident.

Article 12

The candidate shall first submit four spiral-bound copies of the master thesis or doctoral dissertation, an electronic copy and the statement of authorship that the master thesis or doctoral dissertation is an original copyright work. This statement of authorship shall be signed by the candidate and his/her supervisor.

The IPS Central Study Commission shall appoint a Commission for the Evaluation of Master Thesis or Doctoral Dissertation consisting of at least three higher education teachers (among which at least one IPS teacher) or research scientists who meet the supervisor standards. The IPS Central Study Commission shall appoint one of the members to act as the President of the Commission.

The members of the Commission for the Evaluation of Master Thesis or Doctoral Dissertation are obliged to examine the master thesis or doctoral dissertation within two months from their appointment, and submit to the IPS Central Study Commission their separate written reports on their evaluations of the master thesis or doctoral dissertation. If a member of the Commission for the Evaluation of Master Thesis or Doctoral Dissertation requires the candidate to amend the master thesis or doctoral dissertation, the IPS Secretary General shall also notify the candidate and his/her supervisor accordingly, specifying a time limit for such amendment of the master thesis or doctoral dissertation. If the candidate fails to amend the master thesis or doctoral dissertation in the specified time limit, the master thesis or the doctoral dissertation shall be rejected. The candidate cannot resubmit the rejected master thesis or doctoral dissertation. The supplemented and amended master thesis or doctoral dissertation, approved by the supervisor, shall then be re-evaluated by the Commission for the Evaluation of the Master Thesis or Doctoral Dissertation and a new report shall be submitted to the IPS Central Study Commission.

The President of the IPS Central Study Commission informs the President of the Commission for the Evaluation of Master Thesis or Doctoral Dissertation about the content of the reports. If all reports are positive, the IPS Dean shall inform the candidate and call upon him/her to submit to the IPS Secretariat six bound copies of the master thesis or eight bound copies of the doctoral dissertation and one electronic copy.

The supervisor shall prepare a short report of up to 400 characters with spaces for the master thesis or up to 1000 characters with spaces for the doctoral dissertation. The report shall be submitted together with the master thesis or doctoral dissertation and is a constituent part of the material for the IPS Central Study Commission, the IPS Senate and the Promotion ceremony.



The evaluation of the master thesis or doctoral dissertation shall be presented at the IPS Central Study Commission by the President of the Commission for the Evaluation of Master Thesis or Doctoral Dissertation or a member of the Commission authorised by the President. The supervisor or his/her authorised representative, who can answer the questions regarding the thesis or dissertation, shall also be present at the IPS Central Study Commission.

The IPS Central Study Commission shall accept or reject the master thesis, or return it to the candidate to amend or supplement it, specifying an appropriate time limit for resubmission. If the IPS Central Study Commission accepts the master thesis, they also appoint the Commission for the Defence and the President. In principle, the Commission for the Defence consists of three members including the President of the Commission.

Article 13

The master thesis or doctoral dissertation evaluation report shall comprise:

- the title in the form “Evaluation of the Master Thesis/Doctoral Dissertation by (name and surname of the candidate) entitled ».....«;
- an analysis of the structure of the work and methods used, and evaluation of the originality of the thesis;
- a final evaluation and recommendation as to whether or not the defence of master thesis or doctoral dissertation is possible.

The report is normally written in the same language as the master thesis or doctoral dissertation.

Article 14

After the candidate has submitted the bound copies of his/her doctoral dissertation, the IPS Senate shall either accept or reject the doctoral dissertation on the basis of the submitted reports, or return it to the candidate to supplement or amend it, specifying an appropriate time limit for resubmission.

President of the Commission for the Evaluation of the Doctoral Dissertation or a member of the Commission authorised by the President reports at the IPS Senate regarding the dissertation. The supervisor or his/her authorised representative, who can answer the questions regarding the dissertation, shall also be present at the IPS Senate session.

Article 15

If the IPS Senate accepts the doctoral dissertation, they also appoint the Commission for the Defence and its President. In principle, the Commission for the Defence consists of four members including the President. Supervisor and co-supervisor are also members of the Commission for the Defence, but do not have the right to vote.



5. DEFENCE OF MASTER THESIS OR DOCTORAL DISSERTATION

Article 16

The defence of a master thesis or doctoral dissertation shall take place no later than six months from the date of the decision on the acceptance of master thesis or doctoral dissertation. The President of the Commission for the Defence in agreement with the candidate and members of the Commission for the Defence shall determine the place and date for the master thesis or doctoral dissertation defence and inform the IPS Secretariat at least 3 working days prior to the defence of the master thesis and at least 6 working days prior to the defence of the doctoral dissertation. The date of the master thesis or doctoral dissertation defence shall be made public on the IPS website.

The master thesis or doctoral dissertation defence is conducted in Slovene or English.

The President of the Commission for the Defence starts the defence with the presentation of the candidate, the title and the scientific area of the master thesis or doctoral dissertation, as well as the procedure of acceptance of the master thesis or doctoral dissertation.

The candidate has the right to present his/her master thesis or doctoral dissertation in 30 minutes, during which various audio-visual aids may be used.

Following the candidate's presentation of his/her master thesis or doctoral dissertation, the members of the Commission for the Defence have the right to ask questions in connection with the master thesis or doctoral dissertation. Thereafter, and upon the permission of the President of the Commission for the Defence, others attending the defence may also ask questions. Questions should be asked in such a way that the candidate is able to answer all of them within 90 minutes.

When the defence is finished, the Commission for the Defence shall hold a separate meeting to decide whether the candidate has successfully defended his/her master thesis or doctoral dissertation. This decision is presented in the prescribed form of a Defence Report. The President of the Commission for the Defence will then read this decision to the candidate and others attending the defence.

After a successful defence and prior to the conferment of the Confirmation of Award of Doctoral Degree, the President of the Commission for the Defence shall explain to the candidate the rights and obligations of a "doktor znanosti"¹ and the importance of the given title for future professional career.

Article 17



In the case that the master thesis or doctoral dissertation is published in whole or in part, the author shall indicate that the publication is based on a master thesis or doctoral dissertation defended (year of defence) at the IPS.

Article 18

When the studies for the master or doctoral degree are successfully concluded, the IPS shall issue a diploma on the award of the academic title of “magister”, “magister znanosti” or “doktor znanosti”ⁱ.

The IPS keeps a register of master and doctoral degrees attained at the IPS.

6. REVOCATION OF THE TITLE OF “MAGISTER”, “MAGISTER ZNANOSTI” OR “DOKTOR ZNANOSTI”ⁱ

Article 19

The title of “magister”, “magister znanosti” or “doktor znanosti”ⁱ may be withdrawn if it is found that the master thesis or doctoral dissertation, respectively, is not the result of the candidate’s own creativity and achievements. The procedure of revocation can be initiated at any time, and it shall be conducted by the IPS Senate.

Article 20

A written proposal for issuing a decision on the revocation of a “magister”, “magister znanosti” or “doktor znanosti”ⁱ title including an explanation thereof is submitted to the IPS Senate who shall appoint a committee consisting of at least two higher education teachers who shall present their opinion of the validity of such proposal within 30 days.

The resolution on the revocation of a degree is published in the Official Gazette of the Republic of Slovenia, i.e., the validity of the degree conferred shall be revoked in the Gazette.

Article 21

The provisions of these Regulations shall be interpreted by the IPS Senate.

Article 22

These Regulations shall enter in force on the day of the adoption by the IPS Senate and shall replace the Regulations from 11 June 2013.

Prof. Dr. Milena Horvat,
IPS Dean

Ljubljana, 14 February 2017



ANNEX 1

REGULATIONS ON ENROLMENT, CONTINUANCE AND COMPLETION OF STUDIES

1. ENROLMENT REQUIREMENTS

Enrolment in second-level study programmes:

Eligible for enrolment in the first academic year of second-level study programmes are candidates who have graduated in the first-level study programmes in the relevant fields earning at least 180 credit points (ECTS), or have completed higher education studies in these fields comprising at least three years of lectures. Candidates must also be proficient in English, which they can prove by language proficiency certificates.

Graduates from first-level study programmes in other disciplines, totalling 180 ECTS, should address their applications to the IPS Central Study Commission, which defines study obligations to be met by candidates before enrolment in the first academic year. These obligations are defined from the teaching modules of the first-level study programme depending on the dissimilarity of the disciplines concerned, and total between 10 and 60 ECTS. Candidates can fulfil these obligations either during their first-level degree studies, through advanced training programmes or by passing the relevant exams before enrolment in the master's degree study programme.

Candidates who have completed first-level undergraduate study programmes, totalling 240 ECTS, from the fields of computer science, technical disciplines, engineering economics, economy or management may enrol in the second academic year of the second-level studies and will be given recognition for 60 ECTS worth of study obligations. On enrolment, compulsory exams shall be determined individually earning 18 to 21 ECTS so that they can obtain knowledge and skills complementary to their previous studies.

Candidates who have graduated in:

- the second-level study programme,
- direct master's degree study programme, if evaluated with 300 ECTS,
- earlier (before Bologna declaration) study programme for the university degree

are eligible for enrolment in the doctoral study programme.

Graduates from earlier study programmes for acquiring specialisation who have concluded professional higher education programme have to fulfil study obligations worth 30 ECTS of individual research work in order to enrol in the third-level study programmes.

Graduates from earlier study programmes for acquiring the master degree or specialisation who have concluded the study programme for university degree shall be given recognition for 60 ECTS worth of study obligations in the third-level doctoral study programme. Upon enrolling such candidates shall be individually given compulsory supplementary exams worth



24 ECTS to acquire comprehensive entry knowledge required. These exams shall be defined from the doctoral study programme set of courses. The sum of all credits, earned from the compulsory supplementary exams, individual research work, seminars for the academic year 2 and 3 and eventual optional courses of candidate's choice is worth 120 ECTS, meaning that the candidate earns, together with 60 ECTS earned from the recognised obligations, 180 ECTS.

In the case of limited admission at the second-level programme the IPS Central Study Commission shall prepare the list of accepted candidates on the basis of the following criteria:

- achievement in undergraduate studies,
- achievement in optional exam, including the evaluation of eventual prizes and awards, for employed candidates: work experience and recommendations of employers, bibliography of published and accomplished works.

In the case of limited admission at the third-level programme the IPS Central Study Commission shall prepare the list of accepted candidates on the basis of the following criteria:

- achievement in the second-level study (average study grade 10 %, master thesis evaluation 10 %)
- achievement in the optional exam (80 %), which is taking place as a written or an oral exam in presence of a study programme commission, appointed by the Head of the programme. During the exam, the candidate shall also present his/her concluded scientific and professional work, relevant for the chosen study programme. The commission shall evaluate the candidate's achievement in the optional exam and submit the grade of the optional exam together with the study achievement evaluation to the IPS Central Study Commission, which classifies the candidates for enrolling in individual academic year of particular study programme.

The main criteria for the evaluation of candidate's scientific work in the optional exam are the following publications:

- original scientific articles with a review in impact factor journals (JCR) or in journals, indexed in data collection SCI, SSCI or A&HCI,
- scientific monograph or an independent scientific essay in a monograph,
- published papers at congresses, symposia and scientific seminars.

The Commission shall during the optional exam separately consider the patents.

The main criteria for the evaluation of the candidate's professional work in optional course are:

- popular scientific book,
- editor or co-editor of a scientific publication, book,
- scientific paper,
- published presentations, reports or expertises,
- popular scientific papers,
- other documented professional activities on the commission's judgement.



The IPS Central Study Commission normally proposes to the IPS Senate to admit, for each individual study programme in each academic year, 15 candidates with the best achievement on the basis of the criteria stated above.

2. CONTINUATION OF STUDIES IN THE MASTER AND DOCTORAL STUDY PROGRAMMES

2.1. Regulations for enrolment in the second year

To enrol in the second year of master studies or doctoral studies, candidates must have earned at least **45 ECTS**.

2.2. Regulations for enrolment in the third year

To enrol in the third year of studies, candidates must have met the condition specified in clause 2.1, as well as earned at least **60 ECTS**.

2.3. Regulations for repeating the year

Students may re-enrol in the first study year if they have earned at least **15 ECTS**. The second-level student can repeat a study year only once during the study. Students whose student status has terminated shall keep the right to fulfil the remaining study obligations from the last registered year of study for two more years following the expiration of their student status.

2.4. Student status following the completion of studies

Students enrolled in a particular study year have a valid student status. The student status is maintained for one year after the final semester of the study unless the student completes the study beforehand.

This period may be extended, for justifiable reasons, for a maximum of one year. Candidates wishing to extend their student status in this manner shall submit their applications to the IPS Secretariat no later than one month prior to the expiration of their student status. Such an application shall be accompanied by relevant certificates and evidence (medical certificate, certificate of altered family status, social situation, etc.), and the supervisor's recommendation. The IPS Central Study Commission shall consider these applications and the IPS Senate shall make the final decision.

3. INTERRUPTION OF STUDIES DUE TO MATERNITY LEAVE, EXTENDED SICK LEAVE OR OTHER JUSTIFIABLE REASONS

Candidates may apply to the IPS Senate for the suspension of their status for the period of maternity leave, extended sick leave or for other justifiable reasons. The application must be accompanied by the relevant evidence. The IPS Senate shall make the decision on the application.



4. COMPLETION OF STUDIES

4.1. Requirements for completion of the second-level studies

The candidate shall complete his/her second-level studies upon fulfilling the following obligations:

- all obligations related to the compulsory and optional courses
- to have at least one paper published or accepted for publishing in an international scientific or technical publication, or having a patent or a successful transfer to production relating to the master thesis,
- to have successfully defended the master thesis after fulfilling the obligations under paragraphs 1 and 2.

The master thesis shall be an independent and original work from the field of the study programme.

Upon successful completion of his/her master studies, the candidate will be awarded the title of “magister ... (indication of the field of expertise)”.

4.2. Requirements for completion of master studies

The candidate shall complete his/her master studies upon fulfilling the following obligations:

- all the obligations of mandatory and optional courses,
- to have at least one paper published or accepted for publishing in an international scientific or technical publication, or having a patent or a successful transfer to production relating to the master thesis,
- to have successfully defended the master thesis after fulfilling the obligations under paragraphs 1 and 2.

The master thesis shall be an independent and original work from the field of the study programme.

Upon successful completion of his/her master studies, the candidate will be awarded the title of “magister znanosti”ⁱ.

4.3. Requirements for completion of doctoral studies

The candidate shall complete his/her doctoral studies upon fulfilling the following obligations:

- all the obligations of mandatory and optional courses,
- to have at least two papers published or accepted for publishing in international scientific or technical publications or a patent, at least one of which must be published in a journal included in the *Science Citation Index* (SCI) or referenced in Web of Science with Impact Factor,
- to have successfully defended his/her doctoral dissertation after fulfilling the obligations under paragraphs 1 and 2.



The doctoral dissertation shall present an independent and original contribution to the scientific discipline.

Upon the successful completion of his/her doctoral studies, the candidate will be awarded the title of “doktor znanosti”.

5. REGULATIONS FOR CANDIDATES WHO HAVE INTERRUPTED THEIR STUDIES

Candidates who have failed to complete their studies within the prescribed period, i.e., within two years upon the end of the fourth semester in the case of second-level studies or master studies, or within four years upon the end of the last semester for doctoral studies, shall file their applications for the completion of studies in the stated programme. These applications shall be submitted to the IPS Secretariat.

The rules stated hereinafter for master studies apply to 2nd-cycle master studies. Candidates who were enrolled into master studies for obtaining the title master of science can finish their studies through the enrolled programme with the approval of the request for finishing the studies, but not later than 30 September 2016.

5.1. Candidates who have fulfilled all requirements of the enrolled study programme

Candidates enrolled in the master study programme who have interrupted their studies for more than two years and less than five years and fulfilled all the requirements of the enrolled study programme, which means that they have passed all exams and registered the topic of their master thesis, can – in agreement with their supervisor and the Head of the Programme – complete their studies within one year of the approval of their application for completion of studies.

Candidates enrolled in the doctoral study programme who have interrupted their studies for more than four and less than five years and have fulfilled all the requirements from the enrolled programme of study or the discipline in question, which means that they have passed all examinations and registered the topic of their doctoral dissertations, may – in agreement with their supervisor and the Head of the Programme – complete their studies in accordance with the enrolled programme within two years of the approval of their application for completion of studies.

In both cases, the candidates submit such applications accompanied by the recommendation of the supervisor and the Head of the Programme to the IPS Secretariat. The relevant decision shall be issued by the IPS Central Study Commission. Candidates, who have interrupted their studies for more than five years and fulfilled all the requirements of the enrolled study programme or discipline, shall pass one or *exceptionally* more complementary examinations, which cover the essential difference between the enrolled and the current programme of study. This shall be determined by the Head of the Programme. Concerning the continuance and completion of studies, the candidates from study programmes that are no longer being conducted may, upon consulting the supervisor and the Head of a related programme of study,



apply for the recognition of already fulfilled requirements and their inclusion in the current related studies. The application accompanied by the recommendation of the supervisor and the Head of the Programme shall be submitted to the IPS Secretariat. The relevant decision shall be issued by the IPS Central Study Commission.

5.2. Candidates who have not fulfilled all requirements of the enrolled study programme

Candidates enrolled in the master studies who have interrupted their studies for more than two and less than five years, and had not fulfilled all the requirements of the enrolled study programme, may re-enrol in the last uncompleted year and pass the missing examinations from their study programme or, if it is no longer conducted, from a related programme.

Candidates enrolled in the master studies who have interrupted their studies for more than five years and have not fulfilled all the requirements of the study programme enrolled, shall – upon consultation with the Head of the Programme – complete the entire postgraduate study programme. Such candidates shall enrol in the first year. Candidates may apply to the IPS Study Commission for recognition of examinations already passed.

Candidates enrolled in the doctoral studies who have interrupted their studies for more than four and not more than five years, and have not fulfilled all obligations of the enrolled study programme, may re-enrol in the last uncompleted year and pass the missing examinations from their study programme or, if it is no longer conducted, from a related programme.

Candidates enrolled in the doctoral studies who have interrupted their studies for more than five years and had not fulfilled all the requirements of the study programme enrolled, shall – upon consultation with the Head of the Programme – complete the entire postgraduate study programme. Such candidates shall enrol in the first year of doctoral studies or the second year of doctoral studies if they already have a master degree.

In all cases, candidates shall enrol at the time of regular enrolment in postgraduate studies. Exceptionally, in the event that a candidate has only up to three examinations to pass, the candidate may be permitted to continue and complete studies without re-enrolment in the uncompleted year. In the case of re-enrolment, the candidates shall pay the remainder of the past unpaid tuition and the tuition fee for the academic year of re-enrolment. The relevant applications shall be submitted to the IPS Secretariat. The decision concerning enrolment and requirements for the completion of studies shall be issued by the IPS Central Study Commission.