

Pursuant to Article 5 of the Ordinance on Studies of the Faculty of Civil Engineering in Rijeka (c/t of December 10, 2016) and Article 33 of the Statute of the University of Rijeka (c/t of October 31, 2017), the Faculty Council of the Faculty of Civil Engineering in Rijeka at its 6th regular session held on June 13, 2018, adopted the

ORDINANCE ON POSTGRADUATE UNIVERSITY STUDY OF CIVIL ENGINEERING

1. GENERAL PROVISIONS

Article 1

This Ordinance regulates the organization and implementation of the postgraduate university study of Civil Engineering (hereinafter: the Study) and the procedure for obtaining the academic PhD degree at the Faculty of Civil Engineering in Rijeka (hereinafter: the Faculty).

2. ORGANIZATION OF STUDY

Article 2

Study program and length of study, ECTS credits

The study is organized as a study program for obtaining an academic PhD degree in accordance with the positive regulations and general acts of the University of Rijeka and the Faculty.

The study is implemented in accordance with the European Credit Transfer System (hereinafter: ECTS).

The study program is implemented full-time or part-time. After meeting all the requirements and publicly defending the doctoral dissertation, the academic PhD degree in the scientific field of technical science is obtained.

Upon completion of the study, at least 180 ECTS credits are earned, a minimum of 20 of which are earned through doctoral candidate's stay at other university or scientific institutions.

Article 3

Field of study and subject areas

The study is implemented in the fields of Civil Engineering (2.05) and Basic Technical Science (2.15) within the technical sciences field of study.

Article 4

Study bodies

Study bodies include the dean, the Faculty Council, the Committee for Doctoral Study (hereinafter: Committee), the Vice Dean for scientific and research affairs and international cooperation (hereinafter: Vice Dean) and the secretary of Postgraduate study.

3. ADMISSION TO STUDY

Article 5

Admission procedure, call for applications, final decision on study implementation

Admission to study is conducted based on the open call for applications, which is announced by the Faculty Council, as a rule, 6 months before the academic term starts.

Open call for applications includes information on the conditions and admission procedure, the available capacity, the documents and other certificates to be submitted and the deadlines for submitting applications and enrolment. The Faculty Council makes the final decision about the implementation of the study for which the call for applications has been announced, if there are enough applicants, who meet the application criteria. Open call for applications is also published in English on relevant international web sites.

Should there be a justifiable reason for enrolment beyond the enrolment deadline, the Faculty Council, at the proposal of the Committee, may approve the enrolment of such candidate who meets the application criteria.

Article 6

Right to application

All citizens of the Republic of Croatia, foreign citizens and stateless persons have the right to application.

Application criteria include the completed

- university graduate study at the Faculty or at any civil engineering or a similar institution (field of natural sciences or technical field), where the candidate has earned 300 ECTS credits including the undergraduate study or
- university undergraduate study at the Faculty or a similar institution (field of natural sciences or technical field).

For acceptance to the study, a grade point average of at least 3.0 at the graduate or undergraduate study is required.

Article 7

Required documents

The following documents must be submitted with the application:

- a completed application and CV form
- proof of the required qualifications pursuant to Article 6 of this Ordinance
- a certificate on passed exams, grade transcript and master thesis grade
- at least one letter of recommendation written by the applicant's mentor at the previous study level or any other person with a scientific title familiar with applicant's competences (in a sealed envelope)
- a certificate issued by an institution or other legal entity or a statement signed by the applicant about covering the costs of study.

Applicants may additionally attach a statement from a prospective mentor about taking over the mentorship of the applicant in case of enrolment.

Application form and CV template PDS-1 and PDS-2, letter of recommendation PDS-3 and statement of mentorship PDS-5 may be found under Annexes A, B, C and F and are an integral part of this Ordinance.

Applicants who have obtained a diploma in a foreign educational institution are obliged to submit to the Faculty the decision of the competent authority on recognition of the foreign diploma before enrolling in the study.

Article 8

Selection process

The selection of candidates for admission to study is made by the Committee based on the following criteria:

- performance (success) at the previous level of study (graduate or undergraduate study pursuant to Article 6 of this Ordinance)
- master thesis grade
- acquired competences
- student awards and activities
- letters of recommendation written by the applicant's mentor at the previous study level or any other scientist familiar with applicant's competences
- presentation of the candidate before the Committee,
- the number of applicants interested in interest for full-time study.

Evaluation criteria is presented in detail in Annex D, which is an integral part of this Ordinance.

Article 9

Exemption from class attendance and taking certain exams

At the proposal of the Committee, a candidate, who has acquired certain knowledge by publishing scientific research papers or by attending classes and taking exams at a postgraduate master degree, may be exempt by the Faculty Council from attending particular classes and taking relevant exams up to a maximum of 30 ECTS credits.

At the proposal of the Committee, a candidate, who has previously been awarded the title of Master of Technical Sciences, may be exempt by the Faculty Council from attending classes and taking exams up to a maximum of 30 ECTS credits.

Article 10

Additional requirements

Based on the acquired competences, the candidate for postgraduate university study may be required by the Committee to enroll and take an appropriate number of relevant subjects taught at the graduate study of civil engineering at the Faculty. The acquired competences are determined from the diploma supplement or the list of courses completed.

4. STUDY GUIDANCE

Article 11

The Committee

The Committee is the key faculty body in charge of implementing the study and controlling its quality.

Members of the Committee include the Vice Dean, who is also the president of the Committee, five teachers teaching at the postgraduate study and a student representative.

Members of the Committee are elected for a term of three years.

The Committee

- identifies the applicants who are eligible to apply for the study and conducts a selection process among them
- appoints student advisors
- meets at least four times a year and invites the Dean or mentors to their meetings as needed,
- examines the implementation of the study program and discusses problems related to its implementation
- continuously analyzes the existing study and gives information about the evaluation results in order to improve the program, as well as proposes changes to the program and the study implementation method to the Faculty Council
- submits reports of advisers or mentors to the Dean or the Faculty Council three times a year
- proposes the mentors and the committee members for evaluation and defense of the doctoral dissertation topic to the Faculty Council
- examines the reports of the committee for the evaluation of the doctoral dissertation topic and proposes the evaluation or improvement of the application of the topic or improvement of the doctoral dissertation to the Faculty Council.

Article 12

Secretary of postgraduate study

The secretary of postgraduate study

- attends the Committee meetings and keeps the minutes
- maintains records on teachers - teacher portfolio (student opinions, work on the improvement of scientific research and the teaching, additional teacher training, sabbaticals and the like),
- keeps track of the enrollment records and payment of student fees and informs the Vice Dean thereof,
- takes care of documentation and other acts related to the study, participates in the preparation of materials for the sessions of the Faculty Council when the Council discusses the study,
- takes care of the implementation of the decisions and conclusions of the Faculty Council regarding the study,
- informs teachers about the class schedule and supervises the teaching process implementation
- organizes and prepares procedures for the defense of doctoral dissertation topics and the defense of doctoral dissertations and takes care of the delivery of necessary materials to the University for the purposes of student promotion.

Through the Secretary of postgraduate study, the Committee

- conducts student and teacher surveys on all aspects of teaching
- presents the results of research and surveys of students and teachers on all aspects of studies to teachers and students and, where appropriate, to the Faculty Council and the University Senate
- analyzes the taking of exams (performance, transparency, objectivity, etc.)
- analyzes the success of mentoring
- analyzes the success of studies in general (success rate by years of study and the like)
- evaluates specialist and accompanying departments at the Faculty.

Article 13

Vice Dean

The Vice Dean:

- prepares the establishment and start of studies
- takes care of updating the study program
- convenes and chairs the meetings of the Committee
- in agreement with the teachers, determines the schedule of lectures, seminars and consultations
- in the case of a negative four-month report for an individual student, forms a workgroup to monitor the student work with the aim of developing a work plan for the next four-month period during which he/she monitors the implementation of that plan through regular monthly meetings of the workgroup and the student.

Article 14

Dean

The Dean

- proposes to the Faculty Council members of the Committee from the rank of doctoral study teachers
- accepts or rejects the four-month student work report
- decides on the justification of the reasons on which the student seeks abeyance.

Article 15

Faculty Council

The Faculty Council

- makes the final decision to implement the study for which a call for applications is open, provided there are a sufficient number of applicants who are eligible for admission
- appoints the members of the Committee from the rank of teachers at the proposal of the Dean
- at the proposal of the Student Assembly, appoints a member of the Committee from the rank of students
- appoints mentors or commenters at the proposal of the Committee
- in case of a negative four-month report for an individual student, instructs the Vice Dean to form a work group to monitor the student work with the aim of developing a work plan for the next four-month period during which he/she monitors the implementation of that plan through regular monthly meetings of the workgroup and the student
- accepts or rejects the four-month student work report of a student whose previous report was negative
- approves mentors and members of committee for evaluation and defense of the dissertation topic and doctoral dissertation
- initiates suspension of the procedure for obtaining a doctoral degree.

Article 16

Counselor

A counselor

- assists the student in creating the doctoral program
- together with the student plans the dynamics of taking the first semester exams
- instructs the student in choosing the second semester study requirements and planning the dynamics of fulfilling these obligations
- if the student has not yet been granted a mentor, submits a four-month report on student work
- introduces the student to the appropriate contents of particular graduate study courses if the student's previously acquired knowledge lacks the level necessary for making progress at the doctoral study.

Article 17

Mentor and co-mentor

Mentor

- introduces the student to references,
- instructs the student to apply appropriate scientific research methods in the common field of research
- assists the student in selecting and accurately defining of the topic of the doctoral dissertation
- is in charge of professional guidance of the student during the preparation of doctoral dissertation
- is in charge of contacting a university or scientific institution, where the student is required to fulfill part of his/her obligations,
- submits a four-month student work report.

In agreement with the mentor and the student, the co-mentor assumes or shares any of the mentoring obligations.

Article 18

Appointment of counselors, mentors and co-mentors

When enrolling, a student may name one of doctoral study teachers as a mentor, whom the Committee then appoints as a counselor.

If a student does not name a mentor when enrolling, the Faculty Council allocates the student one of the doctoral study teachers as a counselor.

If, upon enrollment, a student has named a mentor who has accepted this mentorship, the Faculty Council appoints a mentor to the student at the beginning of the studies.

At the proposal of the Committee, the Faculty Council appoints the student counselor as a mentor by the end of the second semester, who then also assumes the obligation of professional guidance of the student during the preparation of the doctoral dissertation.

The proposed mentor must meet the requirements described in the Postgraduate University Study Program in Civil Engineering of the Faculty of Civil Engineering, University of Rijeka.

If a person outside the ranks of Faculty postgraduate study teachers is confirmed as a mentor, a mentor or a co-mentor from the ranks of Faculty teachers shall be allocated to the student by the Faculty Council.

The Faculty Council may also allocate a mentor to the student in other cases.

A co-mentor can be allocated no later than the end of the third semester.

Article 19

Four-month report on student work

By January 15, May 15 and September 15, each year, the mentor or the counselor submits a report on student work to the Dean.

The report from the previous paragraph:

- evaluates student work over the past four months
- evaluates study progress
- assess the further course of study
- emphasizes particular achievements of the student

- indicates the deficiencies of the student and outlines measures for their removal
- indicates a possible breach of the University Code of Ethics.

If the report is negative, the student should be informed about it before submitting the report to the Dean and have the right to respond to it.

The negative report on student work is forwarded to the Faculty Council for adoption.

The report shall be submitted using the PDS-4 template (Annex E), which forms an integral part of this Ordinance.

Article 20

Negative four-month report

If the Faculty Council adopts the negative report on student work, at the same session, it obliges the Vice Dean to form with the student's mentor and counselor a three-member workgroup for monitoring student work. The group shall create a work plan for the next four months and monitor the implementation of that plan through regular monthly workgroup meetings with the student.

If the student's mentor is also his counselor, the co-mentor or, if there isn't any, another member of the Committee is appointed as the third workgroup member.

At the end of that four-month period, workgroup members jointly draw the report, which the student should be informed about and may exercise his/her right to respond to it, is submitted to the Faculty Council.

If the Faculty Council adopts the negative report of the workgroup on the work of the student, it initiates suspension of the procedure for obtaining a doctoral degree at the same session.

5. IMPLEMENTATION OF STUDY

Article 21

First semester

In the first semester, students are introduced to the theoretical basics of a particular subject area through mandatory subjects with a total of 12 ECTS credits.

Article 22

Second semester

In the second semester, the student, in collaboration with the counsellor, selects three elective courses with a total of 18 ECTS credits and starts the scientific research by studying field aspects and designing a work hypothesis.

A student may enroll in more than three elective subjects if, in agreement with the counselor, he/she assesses that enrollment in elective subjects will not interfere with his/her study requirements.

Article 23

Third semester

The student proposes a doctoral dissertation topic at the beginning of the third semester, which he presents in public defense before the end of the semester.

Article 24

Other semesters

In the remaining semesters, the student is fully engaged in research work on his doctoral dissertation, which also includes writing the dissertation.

Student obligations in a particular semester may also be fulfilled within another semester if this does not disturb the logical sequence of the study program and if it is not in conflict with the University Study Regulations.

Article 25

Requirements for enrollment in the next semester

In order to enroll in the third semester, the student must pass the mandatory course exams and thus gain at least 12 ECTS credits.

In order to enroll in the fourth semester, the student must propose and publicly defend the topic of the doctoral dissertation, thus gaining 20 ECTS credits, and pass the elective course exams and thus gain at least 18 ECTS credits.

In order to enroll in the fifth semester, the student must write and submit the doctoral dissertation and thus gain 40 ECTS credits.

In order to enroll in the sixth semester, it is necessary for the Faculty Council to adopt a positive report of the Expert Committee for the doctoral dissertation evaluation, thus awarding the student 10 ECTS credits, and that the student, as the first author, has the genuine research paper published or accepted for publication in a foreign scientific journal, cited in the Web database of Science Core Collection (hereinafter: WoSCC), thus awarding the student 30 ECTS credits.

The research paper referred to in Paragraph 4 of this Article must be thematically linked to the study program. Enrollment in the next semester requires the certification of the previous semester.

Article 26

Doctoral dissertation proposal

The student proposes the doctoral dissertation topic in agreement with the mentor when enrolling in the third semester of study.

The proposal of the topic includes the doctoral dissertation title, the review of the scientific discipline the dissertation refers to, the subject of the research, the purpose and objectives of the research, the explanation of the working hypotheses, the scientific methods that will be applied, the framework content, the expected scientific contribution, the application of research results, and a list of references and other sources.

By its form and content, the proposal of the topic should clearly indicate that the candidate is capable of independent scientific research based on scientific research methodology.

In addition to the proposal of the doctoral dissertation topic, the student must also submit the written consent of the mentor.

Article 27

Evaluation and defense of doctoral dissertation topic

The student publicly defends the dissertation topic proposal before the Commission for the evaluation of the dissertation topic. Besides the mentor and the Vice Dean, the Commission consists of members in teaching and research or research positions, who are recognized experts in the dissertation topic field, and are nominated by the Faculty Council.

The dissertation topic evaluation Commission is tasked with determining whether the proposed topic is appropriate in its content and scope to the required level of doctoral study, whether a genuine research paper, which meets the international doctoral quality criteria, can be written on the subject, and whether, with appropriate mentoring, the candidate is capable of achieving such a goal based on his/her academic qualities and the accumulated knowledge.

Based on the proposal of the topic and the evaluation of the public defense, the Commission for evaluation of the dissertation topic shall submit a report to the Faculty Council no later than three months from the day of the proposal. Among other things, the report should contain a conclusion stating the evaluation grade of the proposal and the defense of the doctoral dissertation, explaining the grade and proposing it to the Faculty Council.

At the proposal of the Commission for the evaluation of the dissertation topic, the Faculty Council may ask the student to improve the proposal. If the Commission negatively evaluates the proposal of the topic even after its improvement has been requested, the Faculty Council will make a decision to suspend the procedure for obtaining the doctoral degree and inform the student accordingly.

Within six months from the date of submission of the proposal, the Faculty Council shall make a decision on accepting or rejecting the topic of the doctoral dissertation.

6. DOCTORAL DISSERTATION AND COMPLETION OF STUDY

Article 28

Completion of study

The study is completed after the student has passed all the exams, meet all other requirements of the doctoral study and successfully written and publicly defended the doctoral dissertation.

Article 29

Doctoral dissertation

A doctoral dissertation is a genuine scientific research that thoroughly addresses a narrower problem within a single scientific field or several of them, with which the student demonstrates the ability to research independently and makes a significant internationally recognized contribution to the scientific field of technical sciences.

A contribution to the scientific field of technical sciences will be considered significant and internationally recognized if the student, as the first author, publishes the results of the whole doctoral research, or a part of it, in at least one original scientific paper in a foreign journal in the field of technical sciences indexed in the WoSCC database.

The doctoral thesis may be submitted for evaluation and accepted for defense in monograph form (traditional model) or may be based on published scientific papers (Scandinavian model) pursuant to Article 5 of the Ordinance on the Design and Equipping of Doctoral Dissertations of the University of Rijeka.

The completion and equipping of doctoral dissertations are prescribed by the Ordinance on the Completion and Equipping of Doctoral Dissertations of the University and the corresponding ordinance of the Faculty.

The doctoral dissertation can be written in Croatian or English, or other language accepted in communication in the scientific field of technical sciences.

Article 30

Doctoral dissertation proposal

The student submits a request for evaluation of a doctoral dissertation to the secretary of the postgraduate study in writing, and encloses the following: a template for doctoral dissertation proposal; a CV in a standardized form in two copies; a written consent of the mentor stating that the doctoral dissertation criteria have been met; three printed unbound copies of the doctoral dissertation; a CD with the whole doctoral dissertation contents and all processing of the doctoral dissertation; a student logbook; an abstract of the doctoral dissertation (20-30 lines) in both Croatian and English; a photocopy of articles related to the doctoral dissertation, as well as a report of the relevant online authentication service, signed by the mentor and obtained for the submitted doctoral dissertation.

The relevant online authentication service referred to in Paragraph 1 of this Article is the one approved for use by the University of Rijeka.

Article 31

Commission for evaluation of the doctoral dissertation

The doctoral dissertation is evaluated by the Commission for evaluation of the doctoral dissertation, which consists of an odd number of members in the teaching and research or research positions who are recognized experts in the field of doctoral dissertation and were appointed by the Faculty Council, at least one of whom is from another university or scientific institution.

The Commission decides on the doctoral dissertation grade by a majority vote and is obliged to submit the report on the doctoral dissertation to the Faculty Council no later than three months after receiving the doctoral dissertation.

The report of the Commission must contain the conclusion, which explicitly states the original scientific contribution of the doctoral dissertation, and is received by the members of the Faculty Council together with the invitation for the session. The report should be accompanied by individual opinions of all members of the Commission on the results of the doctoral dissertation, with particular emphasis on the scientific contribution of the doctoral dissertation. At the Faculty Council meeting, the Vice Dean submits a short oral report with an emphasis on the original scientific contribution of the doctoral dissertation.

If the Faculty Council is of opinion that the report of the Commission for evaluation of the doctoral dissertation does not provide a sound basis for making the decision on the evaluation of the doctoral dissertation, it may either appoint new members to the Commission and request their separate reports, or appoint a new commission, and request that the new commission reconsiders and reevaluates the doctoral dissertation and submits a report.

The Mentor cannot be member of the Commission for evaluation of the doctoral dissertation.

Article 32

Improvement and decision on doctoral dissertation evaluation

At the proposal of the Commission for evaluation of the doctoral dissertation or the Committee, the Faculty Council may request the student to improve the doctoral dissertation.

If the Faculty Council adopts the negative evaluation made by the Commission even after the requested improvement has been completed, the Faculty Council shall decide to suspend the procedure for obtaining the doctoral degree and inform the student accordingly.

When the Faculty Council accepts the positive evaluation of the doctoral dissertation, it appoints the Commission for doctoral dissertation defense and the recording secretary for the defense of the doctoral dissertation, as a rule, at the same session.

The Commission for doctoral dissertation defense consists of members appointed under the same conditions as the members of the Commission for evaluation of the doctoral dissertation.

The Mentor cannot be member of the Commission for doctoral dissertation defense.

Article 33

Bound doctoral dissertation

Before the defense, the student adds to the doctoral dissertation a sheet with information on the author and members of the Commission for evaluation and defense of the doctoral dissertation (I: Author, II. Doctoral dissertation, III. Members of the Commission for evaluation of doctoral dissertation) and the date of the defense and submits it in nine copies to the Secretary of Graduate Study who further acts in accordance with the positive regulations and general acts of the University of Rijeka and the Faculty. The student is obliged to submit to the Secretary of the postgraduate study a statement on the type of access to the digital version of the doctoral dissertation in the repository of the Faculty.

Article 34

Doctoral dissertation defense

A student who has passed all the exams and met all the requirements of the doctoral study is invited to defend the doctoral dissertation.

The defense of the doctoral dissertation shall be held no later than two months after the date of acceptance of the doctoral dissertation by the Faculty Council.

The final version of the doctoral dissertation must be made available to the public at least ten days before the date of defense of the doctoral dissertation.

The Commission for doctoral dissertation defense sets the day and place of the doctoral dissertation defense, taking into account the proposal of the mentor and the student.

At least eight days before the defense of the doctoral dissertation, the name of the student, the title of the doctoral dissertation, the members of the Commission for doctoral dissertation defense and the time, day and place of the defense of the doctoral dissertation are published on the Faculty noticeboard.

If the student does not show up at the defense of the doctoral dissertation without a justifiable reason, the Dean, at the proposal of the Commission for doctoral dissertation defense, suspends the procedure for obtaining a doctoral degree and informs the student accordingly.

The doctoral dissertation may be defended only once.

Article 35

Implementation of doctoral dissertation defense

The doctoral dissertation defense is public and minutes are kept of it.

The President of the Commission for doctoral dissertation defense opens the procedure for the defense of the doctoral thesis, presents general information about the student, the results of their study and reads the reports on the basis of which the Faculty Council initiated the procedure for the defense of the doctoral thesis.

After the report of the President of the Commission for doctoral dissertation defense, the student presents the contents of the doctoral dissertation and explains the conclusions resulting from the dissertation for a maximum of 50 minutes.

After the student's presentation, the President of the Commission for doctoral dissertation defense invites the members of the Commission to ask questions and give comments about the dissertation and, if necessary, seek explanations regarding the doctoral dissertation and defense. Other present parties are also invited to participate in discussion.

The student is obliged to answer the questions asked and provide the requested explanations, and at his/her own request may be granted a short break to prepare the answers.

After the Commission for doctoral dissertation defense determines that the subject of the defense has been sufficiently discussed, the President of the Commission concludes the defense, and the Commission withdraws for deliberation.

At deliberation, the Commission for doctoral dissertation defense makes the decision on the result of the defense, which, upon returning from deliberation, the President of the Commission publicly announces and clearly explains whether the candidate has defended the doctoral dissertation by unanimous decision of the Commission, by a majority of votes or failed to defend it.

Article 36

Diploma of doctoral degree

Based on the decision of the Commission for doctoral dissertation defense, the University issues a diploma of doctoral degree.

The diploma of the doctoral degree is awarded by the rector at the promotion ceremony.

7. STUDENT RIGHTS AND RESPONSIBILITIES

Article 37

Contractual relationships

An employment contract for the position of part-time research assistant shall be made with the candidate who is eligible for enrolment in full-time Study for up to a maximum of six years.

A contract of studying with payment, establishing mutual rights and responsibilities, shall be made with the candidate who is eligible for enrolment in full-time Study with payment.

Article 38.

Student rights and responsibilities

The student has rights and responsibilities pursuant to positive regulations and general acts of the University of Rijeka and the Faculty.

Article 39

Abeyance

Student rights and responsibilities are held in abeyance during military service, pregnancy and maternity leave respectively.

Student rights and responsibilities are also held in abeyance in case of a long illness, as well as due to other justifiable reasons.

The Dean decides on justification of these reasons based on the request submitted by the student through the Commission.

The student, whose rights and responsibilities were held in abeyance, continues the study according to the study program, which was effective at the time of enrolment.

Article 40

Maximum length of study

A full-time doctoral student loses his/her student status if he/she does not complete the study within six years from the day of enrolment.

A part-time doctoral student loses his/her student status if he/she does not complete the study within ten years from the day of enrolment.

Article 41

Cessation of student status

A person ceases student status:

- when they have completed the study
- when they withdraw from study
- when the Faculty Council decides to suspend the procedure for obtaining the doctoral degree
- when they fail to complete the study within the given timeframe.

The Faculty Council shall decide on the suspension of the procedure for obtaining the doctoral degree based on the opinion and proposal of the Committee, pursuant to this Ordinance and other positive regulations and general acts of the University of Rijeka and the Faculty.

A full-time student loses doctoral student status by termination of employment contract for serious violation of duty or Ordinance on disciplinary responsibility.

The student who has completed his/her study is submitted a questionnaire for grading of the postgraduate university study.

Article 42

Withdrawal from study

The student has the right to withdraw from the Study at any time of study.

The student starts the withdrawal process by submitting a written request to the Secretary of doctoral study.

The student is granted withdrawal from Study after he/she has settled all financial obligations towards the Faculty and has returned all borrowed books and movable property owned by the Faculty.

A special note on the completed withdrawal certified by the seal of the Faculty of Civil Engineering in Rijeka is recorded in the student logbook, and a copy of the withdrawal form is filed in the student file.

8. TRANSITIONAL AND FINAL PROVISIONS

Article 43

Students who enrolled in a postgraduate university study in Civil Engineering prior to the entry into force of this Ordinance will complete their studies according to the syllabus and provisions applicable when enrolling in the first year of study.

Article 44

An integral part of this Ordinance includes:

- Annex A – Application form (PDS-1)
- Annex B – CV template (PDS-2)
- Annex C – Letter of Recommendation template (PDS-3)
- Annex D – Selection of Candidates
- Annex E – Semester Progress Report (PDS-4)
- Annex F - Statement of Mentorship (PDS-5)
- Annex G – Graduation Survey (PDS-6)

Article 45

The Faculty Council shall be responsible for the interpretation of the provisions of this Ordinance.

Article 46

Amendments to this Ordinance shall be adopted in the manner prescribed for adoption of such.

Article 47

This Ordinance shall enter into force on the day of its adoption and shall be published on the Faculty's website.

With the entry into force of this Ordinance, the Ordinance on Postgraduate University Study in Civil Engineering of January 29, 2009, the Decision on Amendments to the Ordinance on the Postgraduate University Study in Civil Engineering of May 5, 2011, II. Decision on Amendments to the Ordinance on Postgraduate University Study in Civil Engineering of March 28, 2013 and III. Decision on Amendments to the Ordinance on Postgraduate University Study in Civil Engineering of July 13, 2017 shall cease to be valid.

Dean:

Associate professor Ivana Štimac Grandić, PhD

**APPLICATION FOR ADMISSION TO POSTGRADUATE DOCTORAL STUDIES
AT THE FACULTY OF CIVIL ENGINEERING UNIVERSITY OF RIJEKA**

Last name, First name, Citizenship.....

Date of birth, Place of birth

Permanent address ---.....

E-mail, Contact phone number

Contact address

Employer's name and address

Personal assistant: YES NO

EDUCATION

Graduated from (Name of the institution), in

First date of enrollment, Date of graduation

a) Grade average (not counting the Master thesis grade)

b) Master thesis grade

c) Participation in international scientific conferences (**Certificate of Participation required**) YES NO

d) Authorship of an article published in a peer-review journal (**references and copies of articles required**)
YES NO

e) Time spent at a domestic or foreign university or scientific institution (**certificate required**)

from (date), until (date), number of semesters

f) Student awards (**certificate(s) required**) YES NO

g) Other significant activities and work to date

MENTOR AND STUDY FORM

My preferred study form is

- Full-time
- Part-time

Mentor.....

REASONS FOR APPLYING TO STUDY, EXPECTATIONS AND RESEARCH INTERESTS

In no more than 500 words, describe the reason for applying for postgraduate doctoral studies at the Faculty of Civil Engineering in Rijeka, what you expect from your studies and what fields of science you would like to pursue.

Application date

I declare that the information provided is true and accurate

Signature of the candidate.....

Enclosed documents:

- References and copies of published papers
- Certificate(s) of participation at international scientific conferences
- Certificate of stay at a domestic or foreign university or scientific institution
- Student award certificates

Please send the application no later than _____ to the following address: SVEUČILIŠTE U RIJECI, GRAĐEVINSKI FAKULTET U RIJECI (SLUŽBA ZA STUDENTSKE POSLOVE, ZNANSTVENO-ISTRAŽIVAČKU DJELATNOST I MEĐUNARODNU SURADNJU), Radmile Matejčić 3, 51000 Rijeka.

CV TEMPLATE

**POSTGRADUATE DOCTORAL
STUDY AT THE FACULTY OF
CIVIL ENGINEERING
IN RIJEKA**

CONTACT INFORMATION

Name	
Address	
Phone	
Fax	
E-mail, Web address	

WORK EXPERIENCE

• Dates (from – to)	
Name of the institution	
Job title	
Position	
Discipline/Field of interest	

• Dates (from – to)	
Name of the institution	
Job title	
Position	
Discipline/Field of interest	

• Dates (from – to)	
Name of the institution	
Job title	
Position	
Discipline/Field of interest	

• Dates (from – to)	
Institution	
Job title	
Position	
Discipline/Field of interest	

EDUCATION

Date	
------	--

Locality	
Institution	
Occupation/Position	

Date	
Locality	
Institution	
Occupation	

Date	
Locality	
Institution	
Occupation/Position	

Date	
Locality	
Institution	
Occupation/Position	

TRAINING

Year	
Locality	
Institution	
Field of interest	

Year	
Locality	
Institution	
Field of interest	

Year	
Locality	
Institution	
Field of interest	

Year	
Locality	
Institution	
Field of interest	

PERSONAL SKILLS AND COMPETENCES

Mother tongue	
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Other languages

Language	
Speaking	
Writing	
Reading	

Language	
Speaking	
Writing	
Reading	

Language	
Speaking	
Writing	
Reading	

Language	
Speaking	
Writing	
Reading	

SOCIAL SKILLS AND COMPETENCES	
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ORGANIZATIONAL SKILLS AND COMPETENCES	
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TECHNICAL SKILLS AND COMPETENCES	
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ARTISTIC SKILLS AND COMPETENCES	
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OTHER SKILLS AND COMPETENCES	
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ADDITIONAL INFORMATION (IF NECESSARY CONTINUE ON THE BACK PAGE)	
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HANDWRITTEN SIGNATURE

Please send the CV template no later than _____ to the following address: SVEUČILIŠTE U RIJECI, GRAĐEVINSKI FAKULTET U RIJECI (SLUŽBA ZA STUDENTSKE POSLOVE, ZNANSTVENO-ISTRAŽIVAČKU DJELATNOST I MEĐUNARODNU SURADNJU), Radmile Matejčić 3, 51000 Rijeka.

**LETTER OF RECOMMENDATION FOR ADMISSION TO POSTGRADUATE DOCTORAL STUDY
AT THE FACULTY OF CIVIL ENGINEERING IN RIJEKA**

Name of the candidate: _____

1) Please assess the candidate's competences by circling the numbers on the grade scale (0 – lowest grade, 5 – highest grade):

Conscientiousness and character (diligence, systematic approach, responsibility, reliability, integrity, collegiality, honesty)

0 1 2 3 4 5

Academic quality and initiative (independence, curiosity, creativity)

0 1 2 3 4 5

2) If you wish to do so, you can write down additional comments about the candidate in the box below. If necessary, use the back of the form or additional sheets of paper.

Name of the Recommendation letter writer: _____

Place of work and position: _____

Phone, E-mail: _____

Signature: _____

The information provided in this form is confidential and will be made available exclusively to the Committee for Doctoral Study of the Faculty of Civil Engineering in Rijeka.

Please return the completed form in the sealed envelope to the candidate or send it no later than _____ to the following address: SVEUČILIŠTE U RIJECI, GRAĐEVINSKI FAKULTET U RIJECI (SLUŽBA ZA STUDENTSKE POSLOVE, ZNANSTVENO-ISTRAŽIVAČKU DJELATNOST I MEĐUNARODNU SURADNJU), Radmile Matejčić 3, 51000 Rijeka.

Selection of candidates for doctoral study

1. Criteria for selection of candidates

The criteria for selecting a candidate are as follows:

1. Success at the previous study level (undergraduate or graduate study)
2. Master thesis grade
3. Grade of master thesis defense
4. Professional competences
5. Student awards
6. Recommendations of a mentor or other person in the scientific profession familiar with competences of the candidate
7. Presentation of candidate before the Committee for Doctoral Study, which may include proficiency testing as well as proficiency in English or another world language,
8. Interest of the candidate for full-time study; in the case of equal eligibility, full-time study candidates are preferred.

These criteria are divided into the following categories that carry a certain number of credits:

- Success at the previous study level	(A)	30
- Passed exams and published papers	(B)	25
- Student awards	(C)	10
- Recommendations and interest of the mentor to work with the candidate	(D)	25
- Interview	(E)	10

and the total number of credits is determined by the sum of the credits of these categories. Applicants with at least 50 credits will be placed on the enrolment list, where they will be ranked from those with the highest score to those with the lowest. All applicants at the top of the list who enter the enrolment quota will be offered admission to study.

Within these categories, credits are awarded according to the following criteria:

2. Success at the previous study level (grade A)

Grade A is determined as follows: $A = 7 \cdot A_1 + 3 \cdot A_2 - 20$

where A_1 – is grade credit average
 A_2 – is final paper grade

3. Professional competences (grade B)

Grade B is determined as follows: $B = 10 \cdot B_1 + 10 \cdot B_2$

where B_1 – is quotient of the number of passed exams and the total number of exams at master's degree, which are relevant for doctoral studies

B_2 – is grade of research paper obtained in the last five years in the selected field of study

The B_2 grade is obtained by summing the following grades for each published scientific paper

- | | |
|--|------|
| - an article in proceedings of a domestic conference | 0.10 |
| - an article in proceedings of an international conference | 0.25 |

- an article in non-indexed professional journal	0.25	
- an article in a journal indexed in other databases	0.50	
- an article in a journal indexed in CC, SCI or SCI Expanded databases		1.00

Published professional papers are rated with half the value of the relevant scientific paper.

The share of contributions of individual authors in published scientific papers is determined in the manner defined by the Ordinance on the conditions for selection to scientific titles (OG 26/13).

Grade *B* cannot exceed 25 credits.

4. Student awards (grade *C*)

Grade *C* is determined as follows:

$$C = C1 + C2 + C3 + C4$$

where $C1 = 10$ – is university or national award

$C2 = 5$ – is faculty award

$C3 = 2*n$ – n is number of courses at which the candidate conducted student-to-student tutorials while studying

$C4 = 2$ – of the candidate participated in the teaching process at a higher education institution

Grade *C* cannot exceed 10 credits.

5. Recommendations and interest of the mentor to work with the candidate (grade *D*)

Grade *D* is determined as follows:

$$D = D1 + D2 + D3$$

where

$D1 = 0-5$ – is assessment of conscientiousness and character (diligence, systematic approach, responsibility, reliability, integrity, honesty)

$D2 = 0-5$ – is assessment of academic quality and initiative (independence, curiosity, creativity)

$D3 = 15$ – if there is a teacher at the Faculty willing to mentor the candidate

These grades are awarded based on written recommendations and, if necessary, based on additional explanations provided by referees.

Grade *D* cannot exceed 25 credits.

6. Interview (grade *E*)

The interviewers examine the candidate's motivation and interest in the study and assess the general attitude of the candidate towards the scientific research work. The interview may also include exams in the candidate's field of interest and in English.

The grade is awarded based on the overall impression the candidate has given. The questions a member of the Commission may ask when evaluating are, among others:

Intellect and mind-set

1. Does the candidate give the impression that he/she is intellectually capable of handling student responsibilities?
2. Does the candidate give the impression of being systematic and having the expressed logical reasoning ability?
3. Does the candidate give the impression of being able to critically reflect on their own work?
4. Does the candidate give the impression of original thinking ability?

Knowledge and skills

5. Does the candidate give an impression of competence in their field of interest?
6. Does the candidate give an impression of being able to use references in English?
7. Does the candidate give the impression of being able to express themselves in English?
8. Does the candidate give the impression that he/she is proficient in computer and programming?

Interest and motivation

9. Does the candidate give an impression of being particularly interested for scientific and research activities?
10. Does the candidate give an impression of being interested in working with undergraduate and graduate students?
11. Does the candidate reflect a preference for publicly displaying the results of his/her work?
12. Does the candidate give the impression that he/she is willing to put forth maximum effort and time in the study?

Seriousness

13. Does the candidate appear to be aware of the complexity of the study?
14. Does the candidate appear to be aware of the time required for successful completion of their studies?
15. Does the candidate give the impression that he/she is ready for the challenges of study?
16. Does the candidate give an impression of objectivity when evaluating one's own work and that of others?

Inclination towards working in a group

17. Does the candidate reflect a preference for working with students?
18. Does the candidate reflect a preference for group work?
19. Does the candidate reflect a preference for argumentative discussion?
20. Does the candidate feel ready to help and share knowledge with others?

Grade *E* cannot exceed 10 credits.

7. Full-time or part-time Study

In case of equal number of credits, candidates for full-time are preferred.

8. Minimum credits required for admission to study

In order to enroll in the doctoral program, the candidate must be awarded more than 50 credits.

If either of the two grades above is insufficient (1), the doctoral student completes the rest of the template.

2) Please comment on the negative report submitted by your counsellor or mentor. The acceptance or rejection of the report will be decided not only based on the grade in the first part of the template, but also based on your statement. If necessary, use additional sheets of paper.

Date: _____

Signature of doctoral student: _____

The completed form must be submitted to the Secretary of Doctoral Study.

STATEMENT OF MENTORSHIP

Name of the mentor: _____

- 1) Please briefly (300-600 words) describe the doctoral research you intend to pursue with the candidate. Emphasize why this research is relevant and current in the field of technical sciences.

- 2) If the research is carried out within a scientific project, please provide the following information

Name of the project:

Head of the project:

Duration of the project:

Source of funding:

- 3) I accept the mentorship of the candidate required for admission to doctoral study _____ from the very beginning of the study and take full responsibility for mentoring him / her in the course of study pursuant to Article 17 of the Ordinance.

Date: _____

Signature: _____

QUESTIONNAIRE

1) Please circle the reason for discontinuing the study:

- a) Completion of the study program (thus acquiring the title of Doctor of Technical Science)
- b) Withdrawal from study for personal reasons
- c) _____ (give reason if not offered))

2) Please give a brief descriptive assessment of the experience of studying at the postgraduate university study of Civil Engineering at the Faculty of Civil Engineering in Rijeka. Emphasize both the elements you find positive and the ones, which, in your opinion, need improvement.

Study program:
Organization of study:
Mentor-mentee experience:
Proposed improvement measures:

Date: _____