



**NOVA
UNIVERZA**



**EUROPEAN
FACULTY OF LAW**

DOCTORAL DISSERTATION

Disposition preparation and topic application

For any questions concerning the doctoral work you can write at e-mail: referat.ljubljana@evro-pf.si or call during office hours on the phone number **01 25 14 480**.

TABLE OF CONTENTS:

1. DOCTORAL DISSERTATION TOPIC CHOICE and MENTOR CHOICE.....	2
2. DISPOSITION PREPARATION	3
3. TECHNICAL REVIEW OF THE DISPOSITION.....	5
4. DOCTORAL DISSERTATION TOPIC APPLICATION.....	6

1. DOCTORAL DISSERTATION TOPIC CHOICE and MENTOR CHOICE

Article 151 (Mentor)

The mentor of the doctoral dissertation can be a higher education teacher (assistant professor, associate professor or full professor) in the field of the topic of the doctoral dissertation.

A foreign professor may be a mentor only if they are a visiting professor or if the faculty does not have a home habilitated higher education teacher for the chosen field.

The mentor is required to stay in regular contact to maintain a suitable scientific standard of the dissertation. Before submitting their doctoral dissertation for evaluation, the mentor must give their written consent on its suitability.

The student chooses the topic alone in cooperation with the professor. If professor's contact details are not published, the student office sends her/him introductory message.

In case of difficulty in choosing a mentor, a student should send a brief disposition description by e-mail at referat.ljubljana@evro-pf.si. Study Commission will direct and propose an appropriate mentor.

2. DISPOSITION PREPARATION

Doctoral dissertation disposition

Article 154
(Disposition)

Doctoral dissertation disposition must include:

a) Title of the doctoral dissertation

A doctoral dissertation is the result of a student's independent research work at the conclusion of their studies. The students propose their doctoral dissertation topics by themselves in agreement with their mentor. The topic must refer to the professional or scientific field that the student is studying. The topic must reflect the content of the doctoral dissertation.

b) Explanation of the topic:

In this item, the student explains the topic of the doctoral dissertation, highlighting the important facts that are connected to the doctoral dissertation topic. They can also briefly describe the process of the doctoral dissertation itself.

c) Research issue, subject and hypotheses:

In this item of the doctoral dissertation disposition, the student defines the field that they will be dealing with and from whence the issue arises. The definition of the issue must be clear and exact. It may also include an explanation of the dimension of the issue and the significance of solving the issue. A suitably defined issue and research subject are the basis for the student to formulate working hypotheses (research questions). In this item, the student determines the main assumptions or hypotheses (research questions). The assumptions or hypotheses (research questions) and limitations represent the start of approaching a topic. Assumptions are important as it is virtually impossible to include all factors that determine an area when dealing with a topic. This is why assumptions are used, to simplify the approach. In this way, the student assumes, that many factors of an issue do not change, which alleviates their work, as they are then able to focus in more detail on the more narrow field or even a specific case. The assumptions or hypotheses must be clearly defined.

Any limitations encountered when carrying out their research can be included in their doctoral dissertation. For example, the student can list any problems due to limited access to data, business or state secrets, a lack of professional literature, people responsible being unwilling to cooperate, etc.

d) Research purpose and objectives:

The purpose of the doctoral dissertation essentially arises from the issue addressed and means searching for an answer to the main hypothesis (research question). In their dissertation, the student explains the purpose of the issue and answers the question, why are they analysing the chosen topic. The purposes can be various ones and are based on the issue that the student addressed in their doctoral dissertation, however they must answer the set question, what will change in the field due to their research.

The doctoral dissertation objectives state what the student must do to achieve the purpose of their research. There can be more than one objective, the student can also set themselves a number of sub-objectives. It is recommended that the student sets questions to which they will, during the process of researching, formulating and presenting in writing the results of their research, endeavour to give justified answers.

e) Evaluation of the research to date:

In this item, the student attempts to include their research to date that refers to the topic of their doctoral dissertation. Publications, documentary events, statistical data, monograph publications, documents, etc., can all be included as part of their research. The student can highlight in what ways their dissertation will differ from research to date.

f) Research methods:

In their doctoral dissertation disposition, the student must also list the methods they will use to reach the objectives of their doctoral dissertation. With the help of the foreseen methods, the student will endeavour to resolve the issue and research subject and prove the formulated working hypothesis (research question). The student most frequently uses one scientific research method, in addition to which they may use many others, which are considered auxiliary methods. It is not sufficient that the methods are simply listed, the area of use and the means of use must also be stated for each method.

g) A brief outline of the foreseen chapters:

In this item, the student gives a brief description of the table of contents (chapters and sub-chapters).

h) Expected research results:

In this item, the student lists the expected research results, with which they intend to contribute to the understanding of certain findings.

i) Expected contribution to science and the profession:

In this item, the student lists the more significant results that they expect to achieve with their research, with which they intend to contribute to science and the profession.

j) Application of the research results:

In this item, the student gives a brief description of the possible applications of the research results.

k) Main literature and sources (at least 100 units)

In the last item of the disposition, the student lists all the literature and sources (separately). The doctoral dissertation disposition must include at least 100 units of relevant literature. The emphasis should be on foreign and original literature.

l) Student's information (curriculum vitae) with an emphasis on the student's development in the scientific field;

m) Student's bibliography

Once the mentor approved the disposition, you can submit it to the student office as indicated below.

3. TECHNICAL REVIEW OF THE DISPOSITION

Article 155

(registration procedure and approval of doctoral thesis topic)

Before submitting the doctoral dissertation (disposition) topic registration in written form, the student must forward the disposition in electronic form to the Office for Undergraduate Student Affairs (hereinafter: the Office for Student Affairs) by e-mail.

The Office for Student Affairs and the higher education teacher authorized by the Academic Affairs Committee are obliged to check whether the student meets the requirements for registration of the doctoral dissertation and if the submitted disposition includes all the required elements within five working days.

The Office for Student Affairs notifies the student whether they fulfilled the requirements and successfully passed the technical review. If it is found that something is missing, the Office for Student Affairs informs the student, who then has to submit the missing items or correct the disposition in accordance with instructions and submit it for review again.

When the Office for Student Affairs notifies the student that they fulfil the requirements and that the disposition is technically flawless, the student forwards the disposition in three double-sided printed copies together with the signed form for the topic registration from Article 150 as well as a resume to the Office for Student Affairs, who in turn, forwards the disposition to be reviewed by the Academic Affairs Committee.

The Academic Affairs Committee deals with matters that were delivered to the Office for Student Affairs no later than three days before the day of the Academic Affairs Committee's meeting. The Academic Affairs Committee's meeting generally takes place during the first week of the month.

The Academic Affairs Committee establishes if the proposed topic was already discussed in other doctoral theses. After discussion, the Committee shall accept or reject the registered topic and the mentor or require additional amendments.

At the meeting, the Academic Affairs Committee verifies whether a student's application is complete.

If the Academic Affairs Committee decides that the student's application is complete, they forward their decision to the faculty Senate, together with the proposal for the formation of the expert committee for the evaluation of the doctoral dissertation's suitability.

Before doctoral dissertation topic application you first must submit the disposition in an electronic form to the following address: referat.ljubljana@evro-pf.si.

In the subject it should be written: Technical review of the disposition (surname and name of the student)

After reviewing the disposition, we will within five days notify you about the technical adequacy.

And as far as:

- ➤ disposition will have deficiencies (from a technical point of view) you will need to complete it and first then apply for a doctoral dissertation topic as set out in section 4;
- ➤ disposition will meet the criteria of the Faculty you will be able to apply for a doctoral dissertation topic as set out in section 4.

4. DOCTORAL DISSERTATION TOPIC APPLICATION

Doctoral dissertation topic application

Article 150

(conditions for registration of the doctoral dissertation topic)

The student addresses their doctoral dissertation topic registration to the Office of Student Affairs.

The student submits the application for the doctoral dissertation topic registration in three copies and which comprise:

- an application in which the student requests for the evaluation and acceptance of the doctoral dissertation registration application, in which they have listed the title of the proposed doctoral dissertation and the field of the doctoral dissertation on the proposal of the mentor. The aforementioned application should be submitted with the Registration of the Doctoral Dissertation Topic form (Annex 12). The form is signed by the candidate and the proposed mentor.
- doctoral dissertation disposition in the form defined in Article 153 of these rules and regulations.,

The application must be written in Slovenian. On the basis of the student's application and consent of the Academic Affairs Committee, the doctoral dissertation application can be written in a foreign language.

Doctoral dissertation topic application must be submitted to the student office of the Faculty in Ljubljana or send to the address European Faculty of Law, Cankarjevo nabrežje 11, 1000 Ljubljana.

The application must include:

- **Doctoral dissertation topic application form** (3 copies, the form is published in the online student office under materials, application form must be signed by the mentor);
- **Disposition** (3 copies, preferably double-sided printing and binding to the spiral);
- **CV** (3 copies).

FURTHER PROCEDURE WILL BE CONDUCTED IN ACCORDANCE WITH STUDY REGULATIONS AT THE EUROPEAN FACULTY OF LAW.