

Procedure for preparing and defending a thesis on the Interdisciplinary Doctoral Programme in Biomedicine at the UL FFA

(*Terms used in the text that refer to persons and that are written in the masculine grammatical form are used as gender-neutral).

1. Application of the doctoral thesis disposition to the UL FFA Senate (second year)

- The doctoral student submits a [Doctoral Thesis Disposition Application](#) with the relevant appendices and attaches the completed [Draft Research Data Management Plan](#) (RDMP) form. For regular advancement, the application must be submitted to the UL FFA Doctoral Studies Committee (DSC) no later than the end of the first semester of the second year of the doctoral studies (no later than the February meeting of the UL FFA Senate).
- The application is reviewed by the DSC. Complete and appropriate applications are sent to the UL FFA Senate meeting. In the event of an incomplete or inadequate application, the student and mentor are asked by the DSC to complete the application accordingly. Once completed, the application is sent to the next UL FFA Senate meeting.
- Upon approval of the doctoral thesis disposition by the UL FFA Senate, the doctoral candidate is notified of the appointment of the Doctoral Student Follow-up Committee (DSFC).

➔ For more detailed instructions, see the [Biomedicine Rules](#) (Articles 5 and 6).

2. Public presentation of the doctoral thesis disposition before the DSFC

- After the appointment of the DSFC by the UL FFA Senate, the doctoral candidate organises a public presentation of the doctoral thesis disposition before the DSFC within one month. The presentation of the doctoral thesis disposition normally takes place in person (the doctoral candidate books the lecture hall with the Student Secretariat), unless there is a valid reason to do otherwise, in which case the doctoral candidate organises a remote presentation in agreement with their mentor, and informs the Student Secretariat of the date of the presentation (urban.jernejcic@ffa.uni-lj.si). The doctoral candidate prepares a presentation of the thesis and presents it to the Committee for approximately 30 minutes, followed by questions and discussion with the members of the DSFC.
- After the presentation of the doctoral thesis disposition, the doctoral candidate revises the doctoral thesis disposition, if necessary, according to the comments of the DSFC, and sends the revised version to the members of the DSFC. Once the revised version of the disposition has been approved by the members of the DSFC, the doctoral candidate sends it to the Student Secretariat. If the DSFC has proposed a change in the title of the doctoral thesis, the doctoral candidate also submits the [Consent to change the title of the doctoral thesis](#) to the Student Secretariat. If the title is changed, the title of the doctoral thesis must also be changed accordingly in the final form of the doctoral thesis disposition, and in the RDMP form.

➔ For more detailed instructions, see the [Biomedicine Rules](#) (Article 8).

3. Evaluation of the doctoral thesis disposition prepared by the DSFC at the UL FFA Senate

- After the meeting of the UL FFA Senate, the doctoral candidate is notified of the approval of the doctoral thesis disposition at the UL FFA Senate - a disposition approved at the UL FFA Senate is a prerequisite for enrolment in the third year of the doctoral programme.

4. Approval of the doctoral thesis disposition by the UL Senate (third year)

- The Student Secretariat sends an application for the approval of the doctoral thesis disposition to the UL Doctoral Studies Committee.
- After the meeting of the UL Doctoral Studies Committee, the doctoral candidate revises/refines the doctoral thesis disposition if necessary.
- Upon approval of the doctoral thesis disposition by the UL Senate, the doctoral candidate receives a notification from the UL FFA Student Secretariat.
- Approval of the doctoral thesis disposition by the UL Senate is a prerequisite for enrolment in the fourth year of the doctoral programme.

5. Public presentation of research results (fourth year/additional year)

- The doctoral candidate prepares a 5-to-10-page written [Report on the research results](#) and sends it to all members of the DSFC and to the Student Secretariat at least one week before the presentation. The doctoral candidate then organises a public presentation of the research results. The presentation of the research results normally takes place in person (the doctoral candidate books a lecture hall with the Student Secretariat), unless there is a justified reason for a remote presentation (in which case the doctoral candidate organises a remote presentation in cooperation with the mentor, and announces the date to the Student Secretariat).
(urban.jernejcic@ffa.uni-lj.si). The doctoral candidate prepares a presentation of the research results and presents it to the DSFC for about 30 minutes, followed by questions and discussion with the DSFC members. The Student Secretariat sends a notice of the presentation to all Biomedicine doctoral candidates. The doctoral candidate takes into account any comments made by the DSFC when writing their doctoral thesis and when completing their research work.

➔ More detailed instructions can be found in Article 17 of the [Biomedicine Rules](#).

6. Writing the doctoral thesis

- The doctoral candidate writes their doctoral thesis in accordance with Article 45 of the [Rules on Doctoral Studies at UL](#). There are two possible ways to structure the required content of a doctoral thesis at the UL FFA:

- Option 1: A standard format in which the doctoral candidate includes all the required chapters and contents listed in Article 45 of the [Rules on Doctoral Studies at the UL](#). The doctoral candidate writes their doctoral thesis in the standard format if they have published, or have had accepted for publication, one original scientific article in the field of the doctoral thesis.
- Option 2: Format with original scientific articles included in the Results section as presented in [Annex VI](#) of the Biomedicine Rules. In this format, the Results section is divided into self-contained subsections, which are represented by published (or accepted-for-publication) original scientific articles, or manuscripts of original scientific articles that are ready for publication in the field of the doctoral thesis. In the case of short scientific articles, methodology and extended results are added where applicable. The original scientific articles must be thematically related (complementary) and must be the result of work in the field of the accepted doctoral thesis disposition. The articles with which a doctoral candidate fulfils the condition for admission to the defence must be specified (Biomedicine Rules, [Annex 2: Conditions for publication of articles by members](#)). The doctoral candidate may present their doctoral thesis in the form of a doctoral thesis with original scientific articles if they have published, or have had accepted for publication, at least two original scientific articles in the field of the doctoral thesis.

If the doctoral candidate has published, or has had accepted for publication, one (or more) review scientific article(s) in the field of their doctoral thesis, they include it in the introductory part of the doctoral thesis, namely in the Overview of the field.

7. Submission of the doctoral thesis for evaluation by the DSFC

- Once the mentor (and co-mentor) have confirmed that the doctoral thesis is complete, the doctoral candidate prepares the thesis for review using Turnitin:
- The doctoral candidate and their mentor decide which parts of the doctoral thesis should be reviewed using Turnitin. Typically, a review file contains an abstract, an introduction, the purpose of the thesis, results and discussion, and conclusions. There is no point in reviewing scientific articles and literature that have already been published or accepted for publication.
- The doctoral candidate prepares the doctoral thesis for Turnitin review in digital format (PDF, Word) with the title of the doctoral thesis attached, and sends it to the mentor.
- The mentor sends the doctoral thesis thus prepared to: knjiznica@ffa.uni-lj, together with the title of the doctoral thesis, for the first Turnitin review.
- After reviewing the doctoral thesis with Turnitin, the librarian sends the result of the review to the mentor and the Vice-Dean for the field of study.
- The mentor communicates the result of the review to the doctoral candidate.
- A doctoral thesis is eligible after the Turnitin review if the similarity index is < 20% and no significant portions of the bound text have been copied. The eligibility of the doctoral thesis is approved by the Vice-Dean for the field of study.
- If the thesis is too similar to other sources (similarity index > 20%), the doctoral candidate revises the doctoral thesis as instructed by the mentor, and prepares it again for Turnitin review.

- After the Turnitin review, the doctoral candidate submits the electronic version of the doctoral thesis to the Student Secretariat along with the signed [Consent of the mentor \(and any co-mentor\)](#) and a completed [Form on scientific publications in doctoral theses](#).
- The Student Secretariat submits the doctoral thesis to the members of the DSFC for review and evaluation.
- Comments on and corrections of the doctoral thesis are communicated by the members of the DSFC to the doctoral candidate, who takes them into account when preparing the final version of the doctoral thesis.
- After receiving the doctoral thesis, the members of the DSFC have two months to prepare an evaluation of the doctoral thesis, which they submit to the UL FFA Senate.
- Once the evaluation of the doctoral thesis has been approved by the UL FFA Senate and the doctoral thesis defence committee has been appointed, the candidate proposes and agrees the date of the defence with all the members of the defence committee and the mentor (and co-mentor), and informs the Student Secretariat of the date of the defence, and the candidate also books the lecture hall for the defence. An [Application for a defence](#) of the doctoral thesis must be submitted at least one week before the date of the defence.

8. Submission of the final version of the doctoral thesis

The doctoral candidate submits the final version of the doctoral thesis in electronic form (in .pdf-A format) to the VIS information system, and a printed, bound, and signed copy to the Student Secretariat. According to agreement, the doctoral candidate also submits a printed copy of the doctoral thesis to the mentor (and co-mentor).

9. Defence of the doctoral thesis

The doctoral candidate defends their doctoral thesis after the doctoral thesis evaluation has been approved by the UL FFA Senate, normally within one month. After the defence, the doctoral candidate receives a provisional certificate of completion of their doctoral studies by e-mail, which is valid until the doctoral degree is awarded.

10. Promotion of doctors of science

The doctoral candidate receives the doctoral degree and the appendices to the degree in Slovenian and English at a ceremony organised by the UL.

***Collection of materials for the UL FFA Senate meetings**

The dates of the UL FFA Senates for the year 2023/24 are published at the following link [Link to the UL FFA Senate dates and deadlines for submitting materials](#). Materials for the current Senate must be submitted by 10:00 a.m. on the date indicated as the deadline for submitting materials.