



**UNIVERSITY OF SPLIT
FACULTY OF SCIENCES**

**RULES
OF THE POSTGRADUATE UNIVERSITY STUDY OF BIOPHYSICS**

Split, October 2017

Translated from Croatian by Radovan Kečkemet.

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RULES OF THE POSTGRADUATE UNIVERSITY STUDIES OF BIOPHYSICS

Adopted by the Faculty Council of the Faculty of Sciences in Split at the 130th Session held on 25 October 2017, pursuant to the Article 73 of the Scientific Activities and Higher Education Act (Official Gazette of the Republic of Croatia nos. 123/03, 198/03, 105/04, 174/04, 2/07, 46/07, 45/09, 63/11, 94/13, 139/13, 101/14; 46/07 Ruling of the Constitutional Court of the Republic of Croatia, 45/09, 63/11, 94/13, 139/13) and the Article 43 of the Statute of the Faculty of Sciences in Split.

RULES OF THE POSTGRADUATE UNIVERSITY STUDIES OF BIOPHYSICS

1. GENERAL STIPULATIONS

Article 1

- (1) The Bearers of the Postgraduate University Studies of Biophysics (hereinafter: the Postgraduate Studies) are the Faculty of Sciences of the University of Split (*Sveučilište u Splitu, Prirodoslovno-matematički fakultet*; here: PMFST).
The Postgraduate Studies shall be performed by the Department of Physics (*Odjel za fiziku*) of the PMFST in cooperation with other Faculty departments and the Ruđer Bošković Institute of Zagreb (*Institut Ruđer Bošković*; here: IRB), the Institute of Physics (*Institut za fiziku*; here: IF), the School of Medicine in Split (*Medicinski fakultet u Splitu*; here: MEFST), the Mediterranean Institute for Life Sciences (*Mediteranski institut za istraživanje života*; here: MedILS), the constituent units of the University of Split called Interdisciplinary Centre for Advanced Science and Technology (*Interdisciplinarni centar za naprednu znanost i tehnologiju*; here: ICAST) and the Excellence Centre for Science and Technology - the Mediterranean Region Integration (*Centar izvrsnosti za znanost i tehnologiju - integracija Mediteranske regije*; here: STIM), as the supporting institutions.
- (2) The Postgraduate Studies shall be categorised as the Area 1 - Sciences, Field 1.07 - Interdisciplinary Sciences (Official Gazette of the Republic of Croatia no. 50/2015).
- (3) The Postgraduate Studies shall comprise at least three years of scientific research equivalent to full time working hours, resulting in genuine papers with relevant international review. By successfully completing the Studies, the students shall acquire the Qualifications Level 8.2 under the Croatian Qualifications Framework Act (*Hrvatski kvalifikacijski okvir - HKO*; Official Gazette of the Republic of Croatia no. 22/2013).

Article 2

The Studies shall be performed on the Bearers' premises.

Article 3

A person who completed the Postgraduate Studies shall acquire the academic degree of a Doctor of Sciences in the adequate field.

2. STUDIES MANAGEMENT

Article 4.

- (1) The Studies shall be managed by the Postgraduate Studies Board (here: the Studies Board).
- (2) The Studies Board shall comprise: PMFST, proposing five representatives; the IRB, proposing two representatives; and proposing one representative each: IF, MEFST, MedILS and ICAST. The Studies Board shall also include one member appointed by the PMFST Student Congregation from among the Postgraduate Studies students, the PMFST Vice-Dean for Science and the Head of the Postgraduate Studies.

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- (3) The Studies Board term of office shall be four years.
- (4) The Postgraduate Studies Head and Deputy Head shall be elected by the Faculty Council against the proposal from the Studies Board.
- (5) The Head of the Postgraduate Studies (here: the Head) may be elected up to two times consecutively. The candidate shall be an employee of the Faculty holding a scientific-educational title.
- (6) If prevented to act, the duties of the Head shall be performed by his Deputy who, in such cases, shall have the authorities of the Head. The Deputy Head of the Postgraduate Studies shall be an employee of the Faculty holding a scientific-educational title.

Article 5

- (1) The Studies curriculum, by-laws and particular decisions related to organisation and implementation of the Studies shall be proposed to the Faculty Council by the Postgraduate Studies Board.
- (2) Postgraduate Studies Board meetings shall be prepared, convened and conducted by the Head of the Postgraduate Studies.
- (3) The Postgraduate Studies Board may make valid decisions when the session is attended by plain majority of all Board members. Decisions shall be made by the majority of votes of the Board members present at the meeting.
- (4) At electronic meetings of the Studies Board, decisions shall be made by the majority of all members of the Studies Board.
- (5) The Head of the Postgraduate Studies:
 - shall care about organisation and performance of teaching at the Studies;
 - shall perform also other tasks as decided by the Bearers' Faculty Council and the Studies Board.

Expert Board for Acceptance of Doctoral Thesis Topic

Article 6

- (1) The Expert Board for Acceptance of Doctoral Thesis Topic shall be appointed by the PMFST Faculty Council against a proposal from the Studies Board, and may comprise from three to five members, of which one shall be the Chairperson.
- (2) At least one member of the Expert Board for Acceptance of Doctoral Thesis Topic shall not be employed by the Postgraduate Studies Bearers.
- (3) Members of the Expert Board for Acceptance of Doctoral Thesis Topic may be teachers holding at least the titles of lecturers or scientific assistants, or equivalent titles in cases of thesis advisors who acquired their titles abroad.
- (4) Normally, the thesis advisors shall not participate in the Expert Board for Acceptance of Doctoral Thesis Topic.
- (5) Members of the Expert Board for Acceptance of Doctoral Thesis Topic shall be scientists, authors of scientific papers in the fields of physics, biology, chemistry and mathematics, and related to biophysics.
- (6) The Expert Board for Acceptance of Doctoral Thesis shall organise public defending of the doctoral thesis, interview on the expected scientific contribution of the doctoral thesis, and shall propose valuation of its genuine scientific contribution.
- (7) The Expert Board for Acceptance of Doctoral Thesis Topic shall make their decisions by majority of votes.
- (8) The report on the proposed topic shall be signed by all Expert Board for Acceptance of Doctoral Thesis Topic members, whereas particular members may submit their concurring opinions.
- (9) The Chairperson of the Expert Board for Acceptance of Doctoral Thesis Topic shall submit the report on the proposed topic to the PMFST Faculty Council.

Expert Board for Assessment and Defending of Doctoral Thesis

Article 7

- (1) The Expert Board for Assessment and Defending of Doctoral Thesis shall decide on accepting a doctoral thesis.
- (2) The Expert Board for Assessment and Defending of Doctoral Thesis shall be appointed by the PMFST Faculty Council against a proposal from the Studies Board, and may comprise from three to five members, of which one shall be the Chairperson.
- (3) Normally, the composition of the Expert Board for Assessment and Defending of Doctoral Thesis shall be the same as that of the Expert Board for Acceptance of Doctoral Thesis Topic.
- (4) If the composition of the Expert Board for Assessment and Defending of Doctoral Thesis differs from that of the Expert Board for Acceptance of Doctoral Thesis Topic, at least one of its members shall not be employed by the Postgraduate Studies Bearers.
- (5) Normally, the thesis advisors shall not participate in the Expert Board for Assessment and Defending of Doctoral Thesis.
- (6) The Expert Board for Assessment and Defending of Doctoral Thesis shall make their decisions by majority of votes.
- (7) The report shall be signed by all Expert Board for Assessment and Defending of Doctoral Thesis members, whereas particular members may present their concurring opinions.
- (8) The Chairperson of the Expert Board for Assessment and Defending of Doctoral Thesis shall submit the Report on the proposed topic to the Faculty Council.

3. FUNDING IMPLEMENTATION OF THE POSTGRADUATE UNIVERSITY STUDIES

Article 8

- (1) The Postgraduate Studies Budget shall be established by the Postgraduate Studies Head and Deputy Head, and the PMFST Pro-Dean for Operations and Dean.
- (2) All expenses of the Postgraduate Studies shall be settled and their implementation enabled from the Postgraduate Studies Budget.
- (3) The students shall pay scholarships for three years of studies. The scholarship amount shall be determined by the PMFST Faculty Council against a proposal from the Studies Board each academic year, before the admissions.
- (4) Students who are employees of the PMFST and the Postgraduate Studies supporting institutions shall be exempted from scholarship payment.

4. COMPETITION

Article 9

- (1) Competition for admission of the candidates to the Postgraduate Studies shall be published by resolution of the PMFST Council and after receiving the Split University Senate approval.
- (2) The Postgraduate Studies admissions shall be made against the competition published in daily newspapers and on the PMFST web pages.
- (3) The competition notice shall include the following information:
 - title of the Postgraduate Studies,
 - admission requirements,
 - maximum number of the students to be admitted,
 - list of documents to be attached to the admission application,
 - deadlines for submitting applications and of the admission,
 - scholarship.

5. ADMISSION REQUIREMENTS

Article 10

Admission to the Postgraduate Studies, within the published deadlines, may be applied for by candidates holding education of the level 7 of the Croatian Qualifications Framework, achieved by successful completion of a graduate, undergraduate (four years) or master post-graduate university studies of physics, biology, chemistry and other related disciplines, such as biochemistry and molecular biology, with the average mark that shall normally be above 4.0 (or equivalent mark in line with national mark systems of the country from which the candidate is coming).

Article 11

- (1) The candidates shall attach to their applications the following documents:
 - official academic record stating the calculated average mark, or the Diploma of a Master of Sciences (M.Sc.),
 - copy or official transcript of the graduation diploma,
 - two letters of reference from acknowledged experts,
 - official English language proficiency evaluation document, or interview with the candidate in the English language,
 - motivation letter, written statement on the reasons for enrolling to the Postgraduate Studies, where the candidate is to state their scientific interest, reasons for choosing biophysics for their postgraduate studies and plans for their future (up to two pages of text),
 - personal particulars, CV, telephone number, e-mail address, institution address (if employed),
 - certified copy of the citizenship certificate or other evidence,
 - written statement of support from the tentative doctoral thesis advisor.
- (2) Other documents that candidates may attach:
 - awards received in the course of the studies (e.g., Dean's and University President's Awards and like),
 - scientific papers published in international magazines and/or summaries of posters presented at international symposia.
- (3) When applying, the candidate shall complete and submit the Admission Application form (*PSB prijava za upis*) with complete documentation.

Article 12

- (1) The candidates holding diplomas of university studies completed abroad shall, at admittance, submit the Croatian document acknowledging their foreign higher education qualifications.
- (2) The candidates who have initiated the procedure of acknowledging their foreign qualifications may be admitted conditionally, subject to approval of the Studies Board.

Article 13

- (1) Candidates for admission to the Postgraduate Studies shall be selected by the Admission Board appointed by the Studies Board.
- (2) The decision on admitting the candidates shall be published on the Postgraduate Studies web pages, and shall be sent to the admitted candidates.
- (3) The candidates whose application is not accepted may appeal to the Dean within 15 days from publishing of the admission decision on the Postgraduate Studies web pages.

Article 14

- (1) The final decision on performing the studies based on the published public competition shall be made by the Dean if there is the sufficient number of candidates meeting the admission requirements.
- (2) The costs of the studies shall be funded under the conditions, in the amount and in the way as provided for in the Agreement on Attending the Postgraduate Studies.

6. CONSTITUTION AND PERFORMING THE STUDIES

Article 15

The Postgraduate Studies curriculum shall be made in the English and the Croatian languages.

Article 16.

The Postgraduate Studies shall comprise:

- compulsory and elective courses earning 48 ECTS points,
- performing scientific researches supervised and supported by the thesis advisor or co-advisor, resulting in preparing and defending of a doctoral thesis, earning 180 ECTS points for the researches performed in the four year studies,
- other scientific activities (visits to laboratories, attendance and presentation at seminars, presentation of results at scientific events (with poster or oral presentation) and in scientific magazines, active attendance at summer schools and like, earning additional 12 ECTS points.

Article 17

Thesis advisor

- (1) The candidate shall be appointed the thesis advisor by the PMFST Faculty Council against a proposal from the Studies Board, at the admittance and by the end of the first year of the studies latest.
- (2) The thesis advisor and co-advisor may be persons holding the academic degrees of Doctors of Science and at least the academic-education titles of Lecturers or Scientific Assistants, or adequate titles in cases of the advisors who earned their titles abroad.
- (3) A Professor Emeritus may be appointed a thesis advisor.
- (4) After retirement, a thesis advisor may complete their thesis advising.
- (5) A thesis advisor shall be scientifically active and acknowledged by the scientific community. They must have published scientific papers related to the doctoral thesis topic (that is, papers in biophysics or related scientific disciplines relevant to the doctoral thesis, subject to assessment and decision of the Studies Board) published in magazines indexed in the Web of Science data base in the last five years.
- (6) The thesis advisor shall guide the doctoral candidate in the course of preparation of the doctoral thesis, motivate and assist the doctoral candidate in planning and performance of their scientific research work, motivate their participation in projects, international improving and publishing of work results.
- (7) The thesis advisor shall assist the student at admission about selecting their elective courses.
- (8) Once a year the thesis advisor shall submit to the Studies Board a report on the student's work.
- (9) Except in extraordinary conditions (e.g., advisor's disease or moving abroad) the student may change the thesis advisor only once and this during the first year of the studies.
- (10) If the thesis advisor is not an employee of the University of Split, and if the Studies Board deems this necessary, they shall make with the PMFST manager a contract on cooperation and taking the obligations stated in this Article. If the thesis advisor is not an employee of the

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University of Split, the Studies Board may, if necessary, additionally to the thesis advisor appoint a thesis co-advisor, who shall be a PMFST employee holding a scientific-education title.

7. STUDIES DYNAMICS AND STUDENTS' OBLIGATIONS

Article 18

- (1) Normally, the Postgraduate Studies shall last up to four years, and shall be completed by defending the doctoral thesis. For justified reasons and on the student's request the studies may be extended to up to six years, at the expiry of which period the Postgraduate Studies student shall be deprived the right to defend the doctoral thesis.
- (2) Every year, students shall legalize their status, either by a repeated enrolment to the same year of the studies or to the higher one.
- (3) A Postgraduate Studies student shall be entitled to enrolment to the higher year of the studies if they fulfilled all the requirements set by the studies curriculum and dynamics plan in line with these Rules and other regulations.
- (4) A student shall be entitled to resting their obligations:
 - during pregnancy,
 - during maternity or parental leave,
 - during military service,
 - during an extended illness,
 - for other justified reasons (e.g., staying abroad for educational reasons).
- (5) A student shall be granted resting the obligations against a written application and reliable documentation within 15 days from the date of occurrence of the obligation resting reasons. A student shall be granted resting the obligations by a special decision of the Studies Board.
- (6) The Postgraduate Studies student status shall be ended:
 - by completing the studies,
 - by withdrawing from the studies,
 - after failing to fulfil the minimum requirements for enrolment to the next academic year two years in a row,
 - by expulsion from the studies by virtue of a disciplinary decision made by the competent body.

Article 19

- (1) The requirements for enrolment to the second year of the studies shall be passing the courses from the first year of the studies and any enrolled differential courses valid at least 20 ECTS points.
- (2) The requirements for enrolment to the third year of the studies shall be passing all examinations.

8. APPLYING FOR THE DOCTORAL THESIS TOPIC

Article 20

- (1) The doctoral thesis topic shall be applied for by submitting the Topic Application Form (*PSB_prijava teme*) once the student passed examinations in all the enrolled courses.
- (2) The decision on accepting the doctoral thesis topic shall be made by the Faculty Council against a report submitted by the Expert Bard for Acceptance of Doctoral Thesis Topic (see Article 6 hereof).
- (3) The Faculty Council shall accept or reject the report or request additional clarifications.
- (4) The doctoral thesis application shall comprise the following elements:
 - doctoral thesis topic proposition,

- topic reasoning,
 - working methodology and expected scientific contribution.
- (5) If the Faculty Council, after studying the report received from the Expert Board for Acceptance of Doctoral Thesis Topic, held that the proposed topic cannot be accepted, the application shall be rejected or returned for modification.
 - (6) The Faculty Council shall, at the proposition by the Expert Board for Acceptance of Doctoral Thesis Topic, decide to terminate the procedure of acquiring the doctoral title where the doctoral paper topic is rejected or where the requested modifications were not made within two months from the request.
 - (7) A student shall have the right to request changing the topic only once, by a written application and with the thesis adviser's comments (Topic Change Application form, *PSB promjena teme*). The application shall be submitted before the end of the second year of the Postgraduate Studies.

9. COMPLETING THE STUDIES

Article 21

- (1) The studies shall be completed by defending the doctoral thesis.
- (2) A candidate may initiate the doctoral thesis defence procedure if they have at least one paper published in a magazine indexed in the Web of Science data base, stating the candidate as the lead author, and related to the doctoral thesis topic.
- (3) The doctoral thesis shall be written in line with the Instructions on Preparing a Doctoral Thesis (*Naputci o izradi doktorskog rada*) published on the Postdoctoral Studies web pages, and may be written as:
 - a. a scientific monograph,
 - b. a selection of published papers with a synoptic chapter consisting of introduction, discussion, conclusion and comprehensive review of relevant literature (the so called Scandinavian model).
 - c. The latter form of the thesis shall be possible only within researches performed on the selected topic. The selected scientific papers that are being proposed as the single doctoral thesis shall form a rounded unit of at least three papers of which the candidate is the lead author or at least five papers where the candidate is the lead author of at least one, and published in world's leading magazines stated in the Web of Science data base, of which at least one magazine shall be of the impact factor above the median impact factor of the magazines in the field of the doctoral research. Assessment of acceptability of a paper shall be in the jurisdiction of the Council. Each paper may be used to qualify only one doctoral candidate. The papers put together must produce a genuine scientific contribution relative to particular papers.
- (4) Within two months from their appointment, the members of the Expert Board for Assessment and Defending of Doctoral Thesis shall present to the Faculty Council their written report on assessment of the doctoral thesis, on the Doctoral Thesis Assessment Report form (*PSB izvješće o ocjeni doktorskog rada*), where they shall propose the doctoral thesis to be:
 - accepted, and the doctoral candidate allowed to defend the thesis,
 - returned to the doctoral candidate for modifications and corrections, or
 - rejected.
- (5) The Faculty Council may accept or reject the report or may request additional comments.
- (6) If the Faculty accepted the report of the Expert Board for Assessment and Defending of Doctoral Thesis stating that the thesis contains flaws that can be corrected, they shall call the doctoral candidate to correct the flaws in line with their instructions and comments.
- (7) In a case stated in the previous paragraph, the doctoral candidate shall complete or correct the thesis within three months from the date when they received the Faculty Council's decision.

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- (8) If the doctoral candidate did not act as instructed by the Expert Board for Assessment and Defending of Doctoral Thesis within three months from the date when they received the Faculty Council's decision, and had no justified reasons for that, the doctoral thesis shall be deemed rejected.
- (9) The Faculty Council may, at the proposal from the Studies Board, and if they deem this necessary, appoint a new Expert Board for Assessment and Defending of Doctoral Thesis that shall review the doctoral thesis anew and submit their report to the Faculty Council.
- (10) After accepting the positive assessment of the doctoral thesis, the Faculty Council shall set the date and place of its defence.

Article 22

- (1) Defending the doctoral thesis shall be open to the public. The notice of the doctoral thesis defence shall be published at least 7 days before the defence on the PMFST's web pages and notice board.
- (2) The doctoral thesis shall be defended before the Expert Board for Assessment and Defending of Doctoral Thesis.
- (3) The doctoral thesis defence shall comprise the candidate's presentation and replying to the questions asked by members of the Expert Board for Assessment and Defending of Doctoral Thesis and by the public.
- (4) The Expert Board for Assessment and Defending of Doctoral Thesis shall determine by majority of their votes whether the doctoral candidate defended the doctoral thesis.
- (5) The Board Chairperson or the Postgraduate Studies Secretary shall keep Minutes on Defending the Doctoral Thesis (on the form *PSB_zapisnik o obrani doktorskog rada*).
- (6) The doctoral thesis defence shall run as follows:
The Chairperson of the Expert Board for Assessment and Defending of Doctoral Thesis shall open the defence proceeding and present introductory information on the candidate, the topic and the thesis contents. Then, the candidate shall present theoretical foundations of the thesis, research method, results, and conclusions. After the candidate's presentation, members of the Expert Board for Assessment and Defending of Doctoral Thesis shall ask questions, whereafter the Expert Board Chairperson shall call the persons attending the defence to discuss and ask questions. After that, the Expert Board for Assessment and Defending of Doctoral Thesis shall go out to deliberate, and shall publicly announce their decision on the thesis defence. The candidate's presentation shall last up to 45 minutes, Exceptionally, and subject to the Expert Board's approval, the presentation may last longer.
- (7) A doctoral thesis shall be defended only once.
- (8) Following the successful doctoral thesis defence, the candidate shall have their thesis bound within a month from the date of the defence.
- (9) The doctoral thesis shall be submitted in at least five bound copies and in the electronic format (PDF).
- (10) The doctoral thesis written and bound copies shall be stored in the PMFST Library, the Split University Library and the National and University Library in Zagreb.
- (11) The integral doctoral thesis electronic copy shall be published on the PMFST web pages.
- (12) The Faculty shall issue the certificate on receiving the academic title of a Doctor of Sciences.
- (13) The doctoral title diploma shall be issued by the Faculty and presented by the University President at a formal promotion ceremony.

Article 23

- (1) With regard to the students meeting the requirements set for earning a cotutelle (dual) doctorate, the doctoral diplomas issued shall confirm that the student is recognised earning doctorate in biophysics and all the rights pertaining thereto from both universities that make parties to the cotutelle doctorate arrangement.
- (2) The doctoral diplomas issued to the students who have met all the requirements for earning a cotutelle (dual) doctorate shall confirm that the student is recognised earning doctorate in

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biophysics and all the rights pertaining thereto from both universities that make parties to the cotutelle doctorate arrangement.

- (3) The requirements for earning a cotutelle doctorate are set in the Rules on International Cotutelle Doctorates of Science of the University of Split (*Pravilnik o međunarodnim dvojnim doktoratima znanosti Sveučilišta u Splitu*).

10. REMOVING THE ACADEMIC TITLE OF A DOCTOR OF SCIENCE

Article 24

- (1) The academic degree of a Doctor of Science, as well as the appertaining title, may be removed in a special procedure from persons who earned them if it is subsequently established that their doctoral thesis is a forgery or resulting from a form of plagiarism. Removing the academic degree and title shall be similar to earning them and conducted by the Faculty Council of the Postgraduate Studies Bearers.
- (2) Members of the board assessing the motion to remove an academic degree and title shall not be the persons who participated in assessing and defending the disputed doctoral thesis.
- (3) The decision on removing an academic degree and title shall be published in the Official Gazette of the Republic of Croatia.

11. TRANSITIONAL AND CLOSING STIPULATIONS

Article 25

- (1) These Rules shall come to force on the eight day following its publishing on the Faculty's notice board and web pages.
- (2) On the day when these Rules come to force, no longer shall be valid the Rules of the Postgraduate Studies of Biophysics "Klasa: 643-02/12-05/0001, Ur. broj: 2181-204-01-05-12-0001" of 25 January 2012, and the Amendments to the Rules of the Postgraduate Studies of Biophysics "Klasa 003-05/16-02/0008, Ur. broj: 2181-204-01-05-16-0002" of 20 April 2016.

The Dean:

Prof. Jasna Puizina, PhD

Klasa: 003-05/17-02/0018
Ur. broj: 2181-204-01-05-17-0002
Split, 25 October 2017

These Rules were published on the Faculty notice board and web page on 30 October 2017, and came to force on 7 November 2017.

Faculty Secretary

Ana Marović, LL. B.