

WORKFLOW FOR THE APPLICATION AND DEFENSE OF THE DOCTORAL DISSERTATION

1. The candidate starts the procedure of approval of the doctoral dissertation topic by filling in the prescribed form (01 Request for Approval of the Dissertation Topic).
2. The Consortium verifies the application and nominates the committee for the presentation and evaluation of the dissertation topic. It is made up of three to five members, and the proposed mentor cannot be nominated president of the committee. The decision on the nominated committee and the evaluation of the dissertation topic goes through the Faculty council of the Faculty of Economics and Tourism “Dr. Mijo Mirković” for information.
3. The decision is made of the date of the public presentation of the thesis put forward in the dissertation. The defense takes place in FH Burgenland before the nominated committee and the Consortium. In his presentation, the candidate directs his attention to the research subject matter, the hypotheses made, the research methodology, the expected results and the expected scientific contribution. The candidate’s presentation can take up a maximum of 20 minutes.
4. After the presentation, the committee has 2 months to put together a report on the evaluation of the topic on a prescribed form (02 Evaluation of the Dissertation Topic).
5. After a positive report on the evaluation of the topic (the report is delivered in paper and in digital form), the Consortium takes a Decision on the fulfillment of conditions of the candidate and the appropriateness of the topic of the dissertation and the candidate may continue writing his dissertation. The Decision on the fulfillment of conditions and the appropriateness of the topic of the dissertation also goes through the Faculty council of the Faculty of Economics and Tourism “Dr. Mijo Mirković” for information.
6. Shortly before completion of the doctoral dissertation, the candidate has the obligation to deliver a request for the evaluation of his science-research work. In order to complete his research activity on the doctoral study, the candidate has to acquire at least 50 ECTS points at which he has the obligation to choose an activity from both groups of scientific-research activities. Participation in domestic or international projects and published scientific papers and publications are acknowledged in case the candidate has taken part in them up to a year before the enrollment in the doctoral study or during his studies.

Groups of scientific-research activities and the structure of the ECTS points is the following:

I. Group: Scientific papers	ECTS
Scientific book	30
Scientific article in journals and publications – category A1 (up to three co-authors)	10
Work in secondary publications – category A2 (up to three co-authors)	5
II. group: Scientific conferences and other	
Presentation at an international scientific conference	10
Presentation at a domestic scientific conference	5
Specialization at a scientific institution abroad (minimal duration 30 days)	20
Specialization at a different domestic university/institute	20
Researcher in domestic projects	10
Researcher in international projects	15

7. After a request has been received, the nominated committee for the scientific-research activity has two months to complete the evaluation.

8. When the candidate has finished the dissertation (07 Dissertation Layout Guidelines) and the mentor has given his consent to the contents of the dissertation, the Consortium nominates a committee for the evaluation of the work (in practice, this is the same committee as for the evaluation of the topic). This decision also goes through the Faculty council of the Faculty of Economics and Tourism “Dr. Mijo Mirković” for information.

9. After the decision has been reached, the candidate delivers a spiral bound dissertation in a number of copies, one for each member of the committee and one for the archive. The nominated committee has two months to pass a report on the evaluation of the dissertation. (08 Report on Dissertation Evaluation).

In the report, the committee for the evaluation of the doctoral dissertation may propose:

- acceptance of the doctoral dissertation with an explicit statement on the accomplished original scientific or artistic contribution, or
- finishing of the doctoral dissertation and final evaluation, or
- rejection of the doctoral dissertation, after which the doctorand loses the right to be awarded the title of Doctor of Science or Doctor of Arts on that particular study.

10. After a positive report on the evaluation of the dissertation and the scientific-research work, the Consortium makes a Decision on the evaluation of the doctoral dissertation which also goes through the Faculty council of the Faculty of Economics and Tourism “Dr. Mijo Mirković” for information. (The committee for the defense is nominated - this is the same committee and the date for the defense is set – 09 Protocol and Minutes of the Dissertation Defense).

11. The defense is held in the spaces of Faculty of economics and tourism “Dr. Mijo Mirkovic” before the nominated committee and the Consortium. After a successful defense, the Faculty issues a certificate on the defense of the doctoral dissertation which serves the Consortium to issue a diploma.

ADDITIONAL ACTIVITIES:

Both Mentor and doctorand have the obligation to submit an annual progress report on prescribed forms (04 Annual Progress Report of the Doctoral Candidate, that is, 05 Annual Supervisor’s Report).