**REGISTRATION OF A DOCTORAL DISSERTATION PROPOSAL – academic year 2024/2025**

Dear student,

a doctoral student who wishes to obtain a doctorate of science is required to submit a doctoral dissertation topic application **before December 21** of his/her second year of study. The student submits this application to the Administrative Office for Doctoral Study.

The registering a doctoral dissertation proposal is carried through the attached ***FORM – Registration of doctoral dissertation proposal****.*

Registration form needs to be filled in and signed by the student. Mentor and potential co-mentor fill the required information about SICRIS points and sign a form.

**The registration of the doctoral dissertation proposal must include the following documents:**

1. registration form

2. the student’s CV, with emphasis on his/her activities in the academic field;

3. the student’s bibliography (list of published academic, professional, project and other papers);

4. a doctoral dissertation proposal, as defined in Article 53 of  *Rules and Regulations on the Third-Cycle Study Programmes* at the Faculty of Arts**;**

(5.) if the mentor/co-mentor does not meet the minimum requirement for demonstrating research activity in the last five years (i. e. 150 Z points according to SICRIS and at the same time achieving more than 0 points in the indicator of significant achievements A1/2), references from the broader field of the doctoral dissertation topic must be attached - at least two significant works in the last five years.

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| **Structure, Content, Scope, and Language of the Doctoral Dissertation Proposal:**  The doctoral dissertation proposal must be written and set out in accordance with the rules that apply to the structure of academic papers at the appropriate - department of Faculty of Arts and comprise 3 to maximum 7 printed pages in A4 format (without sources and table of contents). The proposal must contain page numbers.  The doctoral dissertation proposal must include:   * **The suggested title of the doctoral dissertation** (in Slovene and English, in case student is studying foreign languages and literature also in that foreign language).   **The title of the Doctoral Dissertation:**   must expresse the topic in a precise, concise and terminologically correct manner,   the recommended length is a maximum of ten words,   is grammatically correct,   does not include abbreviations,   is not formulated as a sentence or a question,   we recommend avoiding metaphorical or quoted titles,   does not include quotation marks in order to indicate a special meaning,   is not written with capital letters,  **English title:** The rules on writing dissertation titles in English are summarised according to The Chicago Manual of Style, 16th edition (http://www.chicagomanualofstyle.org/16/contents.html):   The title segment, which also applies to unpublished doctoral dissertations, is capitalised in English ("headline style");   The first and the last word of the title or subtitle are always capitalised, regardless of the word class (e.g. A River Runs Through It; Generating Alternative Worlds: The Indigenous Protest Poetry of Romaine Moreton);   Additionally, all of the following word classes are capitalised: nouns, pronouns, verbs, adjectives, adverbs, and subordinating conjunctions;   The articles “the,” “a,” and “an” (e.g. Mammals of the Asian Steppes), are not capitalised, unless they are the first word of a title or subtitle (e.g. The Human Being);   Prepositions are also not capitalised (e.g. Catalogue of Watermarks in Italian Printed Maps), unless they represent the first or last word of a title or subtitle (e.g. On the Concept of Popular Culture), or are a part of a Latin expression (e.g. *De Facto*; *In Vitro*);   The conjunctives “and,” “but,” “for,” “or,” and “nor,” and the words “to” and “as” are not capitalised, unless they represent the first or last word of a title or subtitle.   * **The research field of the doctoral dissertation.** * **A research description, including:**   + - a brief overview of the specific research field and a presentation of the research done to date in the field of the dissertation, and the purpose of the research,     - clearly presented hypotheses or research questions or objectives with a brief explanation,     - the research concept and description of research methods,     - the definition of the expected results and original contribution to research,     - a list of relevant references from the field of the dissertation. * **A draft of the** [**research data management plan**](https://www.uni-lj.si/doktorska_sola/raziskovalni_podatki/)in accordance with Article 71 of *Rules and Regulations on the Third-Cycle Study Programmes*at the Faculty of Arts. It is obligatory to use the **form**, given in the link above. |

**Information about writing the dissertation in foreign language:**

**Article 65 of *Rules and Regulations on the Third-Cycle Study Programmes of Faculty of Arts:***

»In the case of studies carried out in a foreign language or when justifiable reasons are given (foreign student, foreign supervisor, co-supervisor or DSC member), or if the doctoral dissertation is composed of research articles published in English, they may, exceptionally, be written in English. If the student is studying a foreign language and literature, doctoral dissertations may be written in another foreign language.«

»If a doctoral dissertation is written in a foreign language, the student is still obliged to write an extensive summary in Slovene (10% of the whole text), using appropriate Slovene academic terminology in the academic field of the doctoral dissertation.«

**Article 53:**

»If a student has submitted an application for writing a doctoral dissertation in a foreign language when applying for the doctoral dissertation proposal, the proposal must be written in the desired foreign language and translated into Slovene.«

**Article 36 of *Rules and Regulations for doctoral studies at the University of Ljubljana*:**

»If the doctoral student is a foreigner, the proposal and curriculum vitae can only be written in English.«

**All required documentation must be sent via e-mail to the Office for Doctoral Programmes:** [doktorski.studij@ff.uni-lj.si](mailto:doktorski.studij@ff.uni-lj.si) .