

**FACULTY OF MARITIME STUDIES
UNIVERSITY OF SPLIT**



**REGULATIONS ON POSTGRADUATE UNIVERSITY
STUDY *TECHNOLOGIES IN MARITIME AFFAIRS***

Split, June 2025

Pursuant to Article 63, paragraph 6 of the Act on Scientific Activity and Higher Education (NN No. 119/22), Article 55 of the Statute of the University of Split (March 2023), the Regulations on Studies and Studying at the University of Split (May 2023), Article 6, paragraph 9 of the Regulations on Studying at the Faculty of Maritime Studies in Split (June 2024) and Article 45 Amendments to the Statute of the Faculty of Maritime Studies in Split (November 2024), the Faculty Council, at its 12th session, held on 30th June 2025, adopted the

REGULATIONS FOR THE POSTGRADUATE UNIVERSITY STUDY *TECHNOLOGIES IN MARITIME AFFAIRS*

I. General provisions

Article 1

- (1) These Regulations on the Postgraduate University Study Technologies in Maritime Affairs (hereinafter: the Regulations) establish the rules for the organization and implementation of the Postgraduate University Study Technologies in Maritime Affairs (hereinafter: the Study) and the procedure for obtaining the academic degree of Doctor of Science (dr. sc., equivalent to Ph.D.) in the scientific field of technical sciences, the scientific field of Traffic and Transport Technology.
- (2) The terms used in these Regulations, which have gender characteristics, are used respecting the principles of gender-sensitive and gender-neutral language and considering the clarity of the provisions and readability of the text. In doing so, it is considered that all linguistic forms in these Regulations refer to all persons, regardless of gender identity.

Article 2

The Faculty of Maritime Studies in Split (hereinafter referred to as the Faculty) offers a Postgraduate University Study Technologies in Maritime Affairs.

Article 3

The provisions of these Regulations apply to all students (hereinafter referred to as: postgraduate candidates) enrolled in the Postgraduate University Study *Technologies in Maritime Affairs*.

Article 4

The Faculty may participate in teaching joint postgraduate studies with other constituents of the University of Split and with other universities in the country and abroad, as well as other scientific institutions, in accordance with the provisions of the Higher Education and Scientific Activity Act.

II. Duration of study

Article 5

- (1) The study lasts 3 years (six semesters) and upon completion, at least 180 ECTS credits are acquired.
- (2) Students who enrol in the full-time study are required to complete it within 3 years, and at most 6 years from the date of commencement of classes.
- (3) Postgraduate students who enrol in the part-time study are required to complete it within 5, or at most 8 years from the date of commencement of classes.
- (4) The period of granted suspension of the rights and obligations of the postgraduate student is not included in the duration of the study.
- (5) During the study, the postgraduate student has the right to suspend the obligations of the academic year:

- during maternity/parental leave
- during sick/medical leave longer than three months
- during adoption and guardianship obligations
- during military service, mobilization or participation in war
- in other justified cases provided for by law, collective agreement or general act of the University or Faculty.

An application with documentation for suspension of obligations is submitted to the Postgraduate Study Council (hereinafter referred to as the Council), as a rule, within 30 days of the date on which the reason for suspension of obligations arises. The decision on suspension of student obligations is made by the Faculty Council.

(6) Postgraduate student status ends:

- upon completion of studies
- upon withdrawal from studies
- if the postgraduate student does not enrol in the next academic year and does not request a suspension (interruption of studies)
- in the event of a second unsuccessful attempt at a public defence of the topic
- if the postgraduate thesis is not defended
- in other cases, stipulated by the general act of the University or Faculty.

(7) Loss of postgraduate student status occurs if:

- postgraduate student who has enrolled in a full-time study does not complete the study within 6 years
- a postgraduate student who has enrolled in a part-time study does not complete the study within 8 years
- the Faculty Council decides to revoke the Doctor of Science pursuant to Article 47 of these Regulations
- based on a disciplinary decision, if, after the procedure pursuant to the acts of the University or Faculty, the postgraduate student is expelled from the study.

III. Study costs

Article 6

- (1) For postgraduate candidates selected for an associate assistant position and employed at the Faculty, the regular cost of study (hereinafter: tuition) is subsidized by available funds from the state budget. If funds from the state budget do not cover their study costs, the difference is subsidized by the Faculty.
- (2) Postgraduate candidates selected for an associate assistant position and employed at another higher education institution or scientific institution shall independently bear the costs of tuition, other study costs and material costs of the postgraduate thesis or shall be borne by the institution that sends them to the study.
- (3) Postgraduate candidates who are not selected for an associate assistant position shall independently bear the costs of tuition, other study costs and material costs of the postgraduate thesis or shall be borne by their employer that sends them to the study.
- (4) Candidates who have previously attended another postgraduate university (undergraduate) study may apply for admission to this Study. In the event of admission, the Postgraduate Study Council may recognize previously earned ECTS credits based on the submitted documentation. The amount of the tuition fee is determined in proportion to the year of study that the candidate enrolls in after the recognition of ECTS credits, whereby the amount of the tuition fee cannot be lower than half of the total amount of the tuition fee foreseen for regular enrolment in the Study.
- (5) Tuition fees for postgraduate students who are foreign citizens and other study costs, as well as the method and deadlines for payment, are determined by special decisions of the Faculty Council.

- (6) Tuition fees are spent for the intended purpose.
- (7) The costs of printing, translation, layout, proofreading and copying of all versions of the postgraduate thesis (working and final) are paid by the postgraduate student.
- (8) The amount of the tuition fee is determined by the Faculty Council.
- (9) In the event of withdrawal from the study during classes, the postgraduate student, or the person paying the study fees, is not entitled to request a refund of the amount paid to cover the costs of the Study.
- (10) Study costs are paid in full in advance or upon enrolment in each academic year.

IV. Language of Study

Article 7

- (1) The study programme is generally conducted in the Croatian language. In the case of enrolment of postgraduate candidates who do not speak Croatian, the programme must be conducted in English.
The application and public defence of the topic and all accompanying documentation are written in English.
- (2) The postgraduate thesis is written and defended in English.

V. Study management

V.1. Competent authority

Article 8

The implementation of the Study is managed and supervised by the competent authorities:

- Dean of the Faculty
- Faculty Council
- Postgraduate Study Council
- Head of Postgraduate Study
- Student Services.

V.2. Faculty Council

Article 9

The Faculty Council performs the following tasks within the Study Programme:

- announces the competition for admission to the Study
- decides on the organizational form of teaching in accordance with the number of enrolled postgraduate candidates and the applicable Regulations
- appoints the head of the Study
- appoints the members of the Undergraduate Study Council
- appoints the Expert Council for reviewing reports of unethical practices (e.g. plagiarism)
- approves the mentor and, if necessary, the postgraduate thesis co-mentor
- makes a final decision on the evaluation of the public defence of the topic and the evaluation of the postgraduate thesis application
- appoints expert Councils for accepting the topic, public defence of the topic, evaluation and defence of the postgraduate thesis
- adopts reports and decisions of the Postgraduate Study Council when provided for in these Regulations

- considers and decides on the amount of tuition
- makes decisions on the suspension of student obligations of postgraduate candidates
- makes final decisions on teaching, organizational, financial, technical and other issues of importance for the implementation of the Study in cases prescribed by these Regulations.

V.3. Postgraduate Study Council

Article 10

- (1) The Faculty Council appoints the Council as its permanent working body.
- (2) The council consists of 5 members:
 - Head of the postgraduate programme
 - Vice-Dean for Science
 - Three members elected by the Faculty Council.
- (3) The Council performs the following tasks:
 - holds meetings at least three times per semester and, if necessary, invites the dean, vice-deans, mentors/co-mentors and the Faculty's legal service to his meetings
 - drafts a proposal for entrusting teaching at the Study, proposes to the Faculty Council mentors, co-mentors, composition of Councils and other acts and decisions related to the academic procedures of postgraduate students, in accordance with the provisions of this Regulation
 - prepares proposals for regulations and other regulations on studies
 - conducts the tender process and enrolls postgraduate students in the Study Programme and submits it to the Faculty Council for the final decision on the approval of enrolment in the Study Programme
 - resolves student requests
 - performs other tasks related to the organization and implementation of the Studies
 - recognizes ECTS credits.
- (4) The Council is obligated to ensure the quality of the Study in the manner specified in Article 48 of these Regulations.

V.4. Head of Postgraduate Study Programme

Article 11

- (1) The Head of the Postgraduate Study Programme (hereinafter: the Head) is the President of the Council.
- (2) The Head is appointed by the Faculty Council upon the proposal of the Dean. The Head must be elected to a scientific and teaching position at the Faculty and his/her term of office coincides with the term of office of the Dean.
- (3) The Head coordinates the work of teachers at the Study Programme and performs other tasks related to the organization and implementation of the Study Programme and reports thereon to the Council and the Faculty Council. The Head submits an annual written report on his/her work to the Quality Council and the Faculty Council, which contains an analysis of the success of each student in studying, success in scientific and research work, an analysis of published works, an analysis of the mentor-postgraduate student evaluations, etc.
- (4) The Head is obliged to ensure the quality of the Study Programme in the manner described in Article 48 of these Regulations.
- (5) The Head is obliged to hold meetings with postgraduate students at least once a year.
- (6) Prepares materials for the sessions of the Faculty Council within his/her jurisdiction.

V.5. Administrative operations

Article 12

- (1) The administrative operations of the Study are carried out by the Student Service.
- (2) The Student Service is carried out by:
 - records of registered postgraduate candidates for the enrolment process, including the results of the process
 - personal records of enrolled students
 - records of issued certificates of completion of the Study and acquired academic degrees and titles
 - at the proposal of the supervisor, enters examination deadlines into the information system
 - stores examination lists
 - ensures other conditions for the administrative operations of the Study.

V.6. Financial operations

Article 13

The financial operations of the Study are carried out by the Accounting and Bookkeeping Service of the Faculty. The Accounting and Bookkeeping Service records the income of the Study in separate items, with the amount prescribed by the acts of the University and the Faculty being set aside from each inflow from that title. The remaining part, in accordance with the Regulations on the use of the Faculty's own income, is intended for teaching and related costs.

VI. Enrolment in the Study Programme

VI.1. Public competition/tender

Article 14

- (1) Enrolment in the Study is carried out based on a public competition announced by the Faculty Council at least 30 days before the start of classes.
- (2) The competition is usually announced once per academic year and is advertised in the daily press and on the Faculty's website.
- (3) The competition for enrolment of postgraduate candidates contains: the name of the study, enrolment requirements, number of available places, tuition fees, a list of documents required for application, deadline for submitting applications, duration of the study, amount of costs and deadline for submitting applications.
- (4) The Faculty Council makes the final decision on the implementation of the Study for which a public competition has been announced.

VI.2. Application for the competition

Article 15

- (1) The deadline for applying for admission to the Study Programme is determined by the competition plan. The Council may allow additional documentation.
- (2) Along with the application, the applicant is obliged to submit all documentation prescribed by the competition and indicate whether he/she is applying for full-time or part-time studies.
- (3) The application for the competition includes a proposal for the field of research.

- (4) The applicant submits a proposal for a preliminary mentor (and, if necessary, a preliminary co-mentor).

VI.3. Enrolment requirements

Article 16

- (1) The conditions for admission are prescribed by the Faculty Council upon the proposal of the Postgraduate Study Council.
- (2) Applicants who have completed a university graduate study or a university integrated undergraduate and graduate study with an average grade of less than 3.5 may exercise the right to apply for admission to a undergraduate study if they meet one or more of the following conditions: they have published scientific and/or professional papers related to the field of the postgraduate study, they have participated in scientific and research projects, they have recommendations from at least two university teachers from a scientific and teaching or scientific position.
- (3) The Council's interview with the postgraduate candidate is a mandatory integral part of the admission procedure. The admission of the applicant from paragraph 1 is decided by the Postgraduate Study Council, which assesses the scientific and research and/or professional activity and potential of the applicant and makes a proposal for a decision to the Faculty Council.
- (4) Before admission, the applicant must, in agreement with the mentor:
 - determine the area of research
 - make a list of published works (if any) and submit copies of them and evidence (certificates) of other activities for which the applicant has earned ECTS credits.
- (5) Postgraduate candidates who have started their studies at other related postgraduate studies may request enrolment in the Study with the recognition of ECTS credits. The recognition of credits is carried out by the Council.

VI.4. Diplomas obtained at universities abroad

Article 17

- (1) For the purpose of enrolling in this Study, an undergraduate candidate who has obtained a diploma of completed undergraduate or graduate university studies at a foreign university is obliged to obtain and submit, at his/her own expense, a decision of the competent body on the academic recognition of the foreign higher education qualification and the recognition of the period of study, or ECTS points, when applying for the competition.
- (2) For a postgraduate candidate from paragraph 1 of this Article, the fulfilment of the requirements for enrolment in the Study shall be determined by the Faculty Council, upon the proposal of the Council.
- (3) For a postgraduate candidate from paragraph 1 of this Article, the Council may determine differential exams from the undergraduate or graduate studies of the Faculty.

VI.5. Applicants of foreign citizenship

Article 18

Foreign applicants are enrolled in the Study under the same conditions as Croatian citizens, with the obligation to pay for the Study in accordance with the decision from Article 6.

VI.6. Selection of registered candidates

Article 19

- (1) Applicants are notified of the results of their application for admission.
- (2) An applicant whose application for admission is not accepted may, within 15 days of receiving the notification, file an objection with the Faculty Council through the Council.
- (3) The decision of the Faculty Council is final.

VI.7. Study agreement

Article 20

- (1) A study contract/agreement is concluded with postgraduate candidates.
- (2) The contract referred to in the previous paragraph determines the status of the postgraduate candidate, the tuition fee and other costs, and the rights and obligations of the contracting parties.

VI.8. Postgraduate thesis mentor

Article 21

- (1) A mentor may be a faculty member elected to a scientific-teaching position or to a titular scientific-teaching title in a technical scientific field. If the mentor is not a faculty member, the co-mentor must be a faculty member.
- (2) A postgraduate candidate may be approved as a mentor by a scientist outside the Faculty who meets the criteria from the previous paragraph of this article.
- (3) A mentor who is not an employee of the Faculty must sign a mentoring agreement with the Faculty.
- (4) An individual faculty member may participate in a maximum of three mentoring and/or co-mentoring of postgraduate candidates at the Study at the same time.
- (5) The mentor may be a professor emeritus.
- (6) An applicant must have a selected preliminary mentor (and, if necessary, a preliminary co-mentor) upon enrolment in the Study.
- (7) The preliminary mentor must, in agreement with the postgraduate candidate prior to enrolment:
 - determine the area of research for the postgraduate thesis
 - make a list of works, if any, published, and submit copies of them and evidence (certificates) of other activities for which the candidate has received ECTS credits.
- (8) After the public defence of the postgraduate thesis topic, the Expert Council confirms the mentor and, if necessary, the co-mentor. The proposal is submitted to the Postgraduate Study Council, which considers it and forwards it to the Faculty Council for adoption.
- (9) To ensure the quality of the postgraduate thesis, co-mentorship may be provided, if necessary (for example: interdisciplinary research, conducting research in several institutions, etc.).
- (10) The mentor and co-mentor who took over the mentorship before retirement may continue mentoring.

VI.9. Obligations and rights of mentors

Article 22

- (1) The preliminary mentor helps the postgraduate student in choosing a course from the Study programme, refers him to the literature and the application of appropriate scientific research methods, helps the postgraduate student in choosing a topic and preparing a postgraduate thesis, monitors the quality of his work, and encourages and assists in the preparation of scientific papers.

- (2) The Council, in agreement with the preliminary supervisor and the postgraduate student, may propose one preliminary supervisor to the Faculty Council. The preliminary commenter must meet the requirements from Article 21 of this Regulation but does not have to have a choice from the scientific field of technical sciences.
- (3) The preliminary supervisor is obliged to submit a report on the postgraduate student's work to the supervisor once a year.
- (4) The preliminary mentor, if he was already a mentor, must have a positive opinion of the higher education institution about the mentoring work.
- (5) The preliminary mentor/co-mentor may submit a reasoned request for termination of mentoring/co-mentoring to the Faculty Council, which may dismiss him/her from mentoring/ co-mentoring.
- (6) A mentor who has supervised a postgraduate candidate who has not defended his/her undergraduate thesis within the maximum permitted period of study may not assume a new mentorship in the following two academic years, except in cases where the Council determines justified circumstances not caused by the mentor.
- (7) If a postgraduate candidate voluntarily withdraws from studies, this shall not be considered unsuccessful mentoring and shall not constitute grounds for the application of the measure referred to in paragraph 6.
- (8) If the Council does not approve the application, it may be returned to the postgraduate candidate for further processing.

VI.10. Obligations of a postgraduate student

Article 23

Submitting a topic is the initial step in writing a postgraduate thesis. The second step is the public defence of the topic, and the final step is the submission and defence of the postgraduate thesis.

VII. Studying

VII.1. Teaching and scientific research

Article 24

- (1) The study is conducted through teaching, scientific research work, workshops, seminars, etc.
- (2) Scientific research work includes writing a postgraduate thesis, writing and publishing papers, participating in international conferences, teaching for the purpose of research, international mobility for the purpose of research, working on projects, research in laboratories, etc.
- (3) The Council approves the organization and implementation of seminars, workshops, etc.
- (4) Teachers engaged in the Study must, as a rule, be elected to a scientific and teaching position or to a title scientific and teaching title in the STEM field.
- (5) Teaching is conducted according to the implementation plan.
- (6) The postgraduate student and the mentor select elective courses in a manner and to the extent in accordance with the Study Plan. With the explanation and consent of the preliminary mentor and the approval of the Council, the postgraduate student may enrol in courses from other postgraduate studies in accordance with the Study Programme.

VII.2. Exams and other obligations at the Study

Article 25

- (1) Students who, upon enrolment, are required to take differential exams in accordance with the study programme, are required to take them before taking the exams specified in the study programme. Passed differential exams are not counted in the total ECTS credits of the Study.
- (2) Obligations in the enrolled subject end with a passed exam.
- (3) Postgraduate students have the right to take exams after attending lectures and completing other obligations from the curriculum.
- (4) A postgraduate student must pass an exam in a specific subject within 2 years of completing classes in that subject. The Council may, at the request of the postgraduate student, for justified reasons, extend this deadline no later than until the submission of the postgraduate thesis for assessment in accordance with Article 39 of these Regulations.
- (5) The postgraduate student agrees with the subject teacher on access to the exam and brings an index (or e-index) to the exam. After the exam, the subject teacher enters the grade in the index (or e-index) and ISVU.
- (6) All documentation is stored electronically in the Student Service. In the case of paper documentation, it is scanned and stored in the Student Service, in addition to the mandatory archiving of the material.
- (7) Fulfilment of other obligations at the Study is confirmed by a signature in the index (or e-index) by the leader or mentor.

VII.3. Acquiring ECTS credits

Article 26

- (1) Mandatory and elective activities and the criteria for their expression in ECTS credits are described in the Study.
- (2) To obtain the academic degree of Doctor of Science, a student must acquire at least 180 ECTS credits during postgraduate education, of which 25 ECTS credits are acquired through lectures, seminars and exercises in mandatory and elective courses, and the remaining 155 ECTS credits are acquired through other activities that include scientific research work in the amount of 95 ECTS credits, preparation and implementation of the public defence of the postgraduate thesis topic, 20 ECTS credits, and preparation and implementation of the defence of the postgraduate thesis, 40 ECTS credits. The distribution of ECTS credits is shown in Table 1.

Table 1. Content of the Postgraduate University Study Technologies in Maritime Affairs and distribution of ECTS credits

Semester	I	II	III	IV	V	VI		ECTS points
Subjects of study	2 man.	3 elec.	-	-	-	-	-	25
Preparation and implementation of the public defence of the topic	-	-	-	1	-	-	-	20
Scientific-research work and preparation of a postgraduate thesis	+	+	+	+	+	+	-	95
Preparation and implementation of the defence of the postgraduate thesis	-	-	-	-	-	-	1	40
Total points after defending the postgraduate thesis								180

- (3) Scientific research work referred to in paragraph 2 of this Article shall be divided into two groups

(A and B). Group A shall include the allocation of ECTS credits in relation to individual activities of the undergraduate candidate that include a high-level scientific contribution and shall be described in paragraphs 4 to 6 of this Article. Group B shall include the allocation of ECTS credits for additional scientific and development activities and shall be described in paragraphs 7 and 8 of this Article.

- (4) Group A – allocation of ECTS credits in relation to individual activities of the postgraduate candidate that include a high-level scientific contribution:
 - Published or accepted for publication scientific work in international scientific journals that are in the Q1 or Q2 quartile according to WOS and/or Scopus indexed databases, and the postgraduate student is the first author and where there is only one postgraduate student from this Study, is valued at 30 ECTS.
 - Published or accepted for publication scientific work in international scientific journals that are in the Q3 or Q4 quartile according to WOS and/or Scopus indexed databases, and the postgraduate student is the first author and where there is only one postgraduate student from this Study, is valued at 25 ECTS.
 - Published or accepted for publication scientific work in a journal indexed outside WOS and/or SCOPUS cited databases, and the postgraduate student is the first author and where there is only one postgraduate student from this Study, is valued at 10 ECTS.
 - Participation of a postgraduate student in an international scientific conference, where the postgraduate student is the first author, is valued at 10 ECTS.
 - Realized 20 ECTS points.
- (5) A postgraduate candidate may, throughout the entire duration of his/her studies, submit an unlimited number of requests, depending on the activities carried out, for the recognition of ECTS credits based on scientific and research contributions from this category. Each request must be accompanied by a completed official form and the accompanying documentation if requested in the form. The Postgraduate Study Council decides on each individual request.
- (6) In the process of evaluating scientific publications for the purpose of acquiring ECTS credits, the share recognized to the postgraduate candidate depends on the total number of authors of the publication. If the publication has a maximum of four authors, the postgraduate candidate may be recognized with a full share (100%), provided that all other prescribed criteria for the evaluation of publications are met. In the case of a publication with five authors, a 75% share is recognized, while for six authors a 50% share is recognized, and for seven authors a 25% share. If the publication has more than seven authors, the postgraduate candidate is recognized with a share proportional to the number of authors, according to the formula $100/n\%$, where n is the total number of authors of the publication.
- (7) Group B – allocation of ECTS credits for additional scientific and development activities:
 - A research stays focused on the postgraduate student's field of research and including data collection, laboratory work, analysis, scientific consultations, use of specialized equipment or scientific databases, preparation for publication, etc., for a total duration of at least three (3) months at foreign scientific and university institutions carries 25 ECTS credits.
 - A research stays focused on the postgraduate student's field of research and including data collection, laboratory work, analysis, scientific consultations, use of specialized equipment or scientific databases, preparation for publication, etc., for a total duration of at least one month at foreign scientific and university institutions carries 15 ECTS credits.
 - Collaborative research with an international research group may be recognized as part of the postgraduate student's scientific and research activities, provided it is a collaboration within an international scientific project or programme, which is carried out at a scientific, university or research institution outside or within the Republic of Croatia. The collaboration must last at least three (3) months, be focused on activities that are clearly related to the postgraduate candidate's research area, and the postgraduate candidate's contribution must be scientifically

based and specifically defined (e.g. participation in data analysis, methodology development, experimental work, etc.) and carries 20 ECTS credits.

- By participating in an international summer school, the postgraduate candidate earns 3 ECTS credits.
 - Conducting workshops for postgraduate candidates enrolled in the Study Programme, which are focused on the development of research, methodological, professional or transversal skills, can be evaluated with 3 ECTS credits. The workshop must be previously approved by the Council and must be documented with an appropriate announcement and list of participants.
 - Attending programmes for the development of transversal skills (YUFE DIOSI, SEA-EU, postgraduate school programmes, etc.) organized by the University of Split or partner institutions is evaluated depending on the duration of the programme. If the programme is one-day, the postgraduate candidate can earn 1 ECTS credit, for multi-day programmes he/she earns 3 ECTS credits.
- (8) Each individual activity from this group may be recognized a maximum of twice during the duration of the study. For the recognition of ECTS credits based on activities from this group, the postgraduate candidate is obliged to submit with the application all documentation prescribed in the official form, including a certificate of participation, a description of the duration and content of the activity and, where applicable, a report from the mentor confirming the connection of the activity to the field of postgraduate research and the contribution of the postgraduate candidate. Each individual application is decided by the Undergraduate Study Council.

VII.4. Enrolment in the next year of study

Article 27

- (1) Each academic year consists of two semesters.
- (2) Enrolment in the first academic year is carried out according to the requirements for enrolment in the Study.
- (3) Enrolment in the 2nd year requires passing all compulsory courses from the 1st year of the Study.
- (4) Enrolment in the 3rd year requires passing all elective courses and fulfilling one of the following scientific criteria:
 - at least one complete scientific paper has been published in a scientific journal, with the postgraduate candidate as the first author, and the total number of authors in the paper does not exceed four
 - or
 - two complete scientific papers published in the proceedings of an international scientific conference, with the postgraduate candidate as the first author, and the total number of authors in the paper does not exceed four.

VIII. Postgraduate Thesis

VIII.1. Application of the topic of the Postgraduate Thesis

Article 28

- (1) The postgraduate candidate, in cooperation with the preliminary mentor, initiates the process of submitting a postgraduate thesis topic by completing the form "Request for Approval of the Postgraduate Thesis Topic Proposal", attaching all the documentation specified in the form and preparing a description of the topic in the prescribed template. All documentation is submitted by e-mail to the supervisor, and if necessary, in printed form.

- (2) Mandatory minimum requirements for submitting a postgraduate thesis topic:
 - passed all enrolled courses
 - author of at least one complete scientific paper published in a scientific journal, indexed in the Web of Science database, which thematically belongs to the field of postgraduate research. The total number of co-authors on the paper must not exceed four, whereby the postgraduate student must be indicated as the first author and must be the only postgraduate student enrolled in this Study who participates as an author of that paper.
- (3) The Council shall determine whether the conditions for initiating the procedure for accepting the topic of the postgraduate thesis have been met.
- (4) If the application is not approved by the Council, it may be returned to the postgraduate candidate for further work.

Article 29

- (1) The Council shall consider the proposal for the postgraduate thesis topic and propose to the Faculty Council the appointment of the Council for the Evaluation and Défense of the Postgraduate Thesis Topic.
- (2) The Council for the Evaluation and Défense of the Topic shall consist of 3 (three) or 5 (five) members whose scientific activity is in the research area of the candidate's postgraduate thesis. Members of the Council for the Evaluation and Défense of the Topic may be persons elected to scientific positions, senior scientists and teachers, as well as experts with a postgraduate in science and published works. One of the members of the Council for the Acceptance of the Topic must be a foreign member from a country in the European Economic Area (EEA). Exceptionally, the Council for Science and Undergraduate Studies may, upon a reasoned request from a postgraduate candidate, approve recognition from another nation (outside the EEA) if it assesses that that member meets the appropriate scientific and academic standards.
- (3) At least 2 (two) members of the Council for the Evaluation and Défense of the Topic must be members elected to a scientific and teaching position in the field of the postgraduate thesis topic of the postgraduate candidate
- (4) At least one member of the Council for the Acceptance of the Topic must not be an employee of the Faculty of Maritime Studies in Split.
- (5) The President of the Council for the Evaluation and Défense of the Postgraduate Thesis Topic must be an employee of the Faculty elected to a scientific and teaching position of assistant professor or higher, as a rule in the scientific field of the postgraduate thesis topic.
- (6) The preliminary mentor and co-mentor are not members of the Council.
- (7) The Council for the Evaluation and Défense of the Topic submits a report to the Council.
- (8) The Council considers the report and, in case of acceptance, publishes a notice of the public defence of the postgraduate thesis topic on the Faculty website, at least seven (7) days before the date of the defence of the topic. If it rejects it, the procedure for the application of the postgraduate thesis topic returns to the beginning.

VIII.2. Public defence of the postgraduate thesis topic

Article 30

- (1) The public defence of the topic must clearly define the expected original scientific contribution of the postgraduate thesis.
- (2) The Head of the Postgraduate Study Programme informs the Student Services about the place and date of the public defence of the topic at least 7 days before the date of the defence.
- (3) The Student Services shall publish the date of the public defence of the topic on the official website of the Faculty and the proposed title of the postgraduate thesis topic at least 7 days before the public defence.

Article 31

- (1) The public defence of the topic shall be conducted by the Council for the Evaluation and Défense of the Postgraduate Thesis Topic in English.
- (2) The minutes of the public discussion based on which the acceptance of the undergraduate thesis topic is proposed shall contain, among other things:
 - proposal for the title of the postgraduate thesis in English
 - conclusions reached based on public discussion
 - a proposal to retain a mentor/co-mentor for an undergraduate student or a proposal to appoint a new mentor/co-mentor.
- (3) The Council for Evaluation and Défense of the Topic shall submit a form with a proposal for acceptance or rejection of the postgraduate thesis topic within seven (7) days from the date of the public defence of the topic.
- (4) The Council shall consider the Report and forward the Decision to the Faculty Council for adoption.
- (5) If the Council's report contains a positive assessment, and the Faculty Council does not confirm the assessment, a new Council for Evaluation of the Postgraduate thesis shall be appointed and shall issue an assessment within 60 days. Members of the previous Council for Evaluation may not be members of the new Council for Evaluation. The assessment of the new Council for Evaluation is final and binding on the Faculty Council.

Article 32

The Faculty Council adopts the topic of the postgraduate thesis, confirms the appointment of the mentor and/or appoints a new mentor or co-mentor.

VIII.3. The concept of a postgraduate thesis

Article 33

- (1) A postgraduate thesis is an independent treatment of a specific topic or problem. Its purpose is to demonstrate that the undergraduate candidate has mastered modern scientific methods and is qualified for independent scientific research.
- (2) A postgraduate thesis must contain an original scientific contribution in a specific research field.
- (3) A postgraduate thesis is a public scientific work subject to public scientific evaluation.

VIII.4. Postgraduate thesis format

Article 34

The forms of the postgraduate thesis are:

1. Scientific monograph.
2. A collection of published scientific papers with critical review chapters: introduction, review of previous research, methodology, research results, discussion, conclusion and list of relevant literature. A critical review refers to the papers and presents the results of the postgraduate thesis in the context of existing scientific knowledge. This form of work is possible only as part of research work in the undergraduate study, and scientific papers must be published after enrolment in the undergraduate study. Scientific papers that are proposed together as a postgraduate thesis must form a complete whole of at least five papers published in journals indexed in the WoSCC (Web of Science Core Collection) – SCIE (Science Citation Index Expanded) indexed citation database, ranked in the Q1 or Q2 quartiles. At least three of the listed papers must be published in journals ranked in the Q1 quartile, and the remaining two in the Q2 quartile, and none of them must be a review paper. The papers must

be published by at least three publishers and only a mentor and, if necessary, a co-mentor may work with the undergraduate candidate. The listed works do not carry ECTS credits.

Article 35

- (1) The postgraduate thesis is written in English.
- (2) The postgraduate thesis must be prepared in accordance with the prescribed template.
- (3) The postgraduate thesis must be checked using the appropriate plagiarism detection software, and the check is carried out by the Faculty's library or IT service and submitted to the Council, before the thesis is submitted for evaluation.
- (4) The postgraduate thesis must be proofread.

VIII.5. Preparation and submission of a postgraduate thesis in the form of a scientific monograph

Article 36

Before submitting the postgraduate thesis for evaluation, the undergraduate student is obliged to have published at least one internationally peer-reviewed paper in a journal, thematically related to the undergraduate research, in which he is the first author. The paper should be published in a journal indexed in the SCIE (Science Citation Index Expanded) citation database, ranked in the Q1 or Q2 quartile, in branches corresponding to the field of undergraduate research. The work that was used as a condition for submitting the topic of the postgraduate thesis cannot be used simultaneously to fulfil this obligation.

Article 37

- (1) The undergraduate candidate shall submit the postgraduate thesis, with the necessary documentation and written consent to initiate the postgraduate thesis evaluation procedure, to the head of the undergraduate study.
- (2) The undergraduate study student service shall determine the fulfilment of the undergraduate candidate's obligations stipulated in the study programme and, if the obligations have been fulfilled, the documentation shall be forwarded to the Council.
- (3) The postgraduate thesis shall be submitted in electronic form and in printed form if a member of the Council so requests.

VIII.6. Postgraduate thesis evaluation

Article 38

- (1) The Council shall propose to the Faculty Council the appointment of the Council for the Evaluation of the Postgraduate thesis.
- (2) The Faculty Council shall, upon the proposal of the Council, appoint the Council for the Evaluation of the Postgraduate thesis. The appointment of the Council for the Evaluation shall be carried out in accordance with Article 29 (2) to (6) of these Regulations.
- (3) Members of the Council for the Evaluation of the Postgraduate thesis and all those who have been given access to the postgraduate thesis shall be obliged to treat the data and findings from the postgraduate thesis confidentially until the publication of the postgraduate thesis, in order to protect the scientific contribution of the postgraduate thesis and intellectual property.

Article 39

- (1) The Postgraduate thesis Evaluation Council shall submit a report to the Council within 40 (forty) days from the date of the decision on appointment.
- (2) In the process of evaluating a postgraduate thesis, members of the Evaluation Council may propose changes to the postgraduate thesis that contribute to its improvement. The President of

- the Council shall inform the undergraduate candidate about potential recommended changes to the postgraduate thesis.
- (3) The report on the evaluation of the postgraduate thesis shall be completed on a special form and written in English. It shall be signed by all members of the Evaluation Council by a majority vote. The evaluation may be positive or negative.
 - (4) If a member of the Evaluation Council has a dissenting opinion, the opinion shall be separately explained and shall constitute an integral part of the evaluation.
 - (5) The report of the Postgraduate thesis Evaluation Council shall contain, among other things: the area and field of the postgraduate thesis, a description of the content of the postgraduate thesis, the opinion and evaluation of the postgraduate thesis with reference to the methods applied, the explanation and the proposed evaluation.
 - (6) The Postgraduate thesis Evaluation Council shall submit the signed Report to the Head of the Undergraduate Study.
 - (7) The Head shall convene the Undergraduate Study Council, which shall consider the Report and forward the Decision to the Faculty Council for adoption.
 - (8) The Faculty Council shall accept or reject the Decision of the Council at its session.
 - (9) By accepting the Decision at the proposal of the Council, the Postgraduate thesis Defence Council shall be appointed. The appointment of the Defence Council shall be carried out in accordance with Article 29, paragraphs 2 to 6 of these Regulations.
 - (10) The Faculty Council's decision to reject the assessment must be reasoned.
 - (11) If the report of the Council contains a negative assessment and the Faculty Council confirms such assessment, the procedure for obtaining a Doctor of Science shall be suspended. A specially reasoned decision to suspend the procedure for obtaining a Doctor of Science shall be delivered to the applicant in writing within eight (8) days from the date of such decision.
 - (12) If the report of the Council contains a positive assessment and the Faculty Council does not confirm the assessment, a new Council for the Evaluation of the Postgraduate thesis shall be appointed and shall issue a new assessment within 60 days. Members of the previous Council for the Evaluation may not be members of the new Council for the Evaluation. The assessment of the new Council for the Evaluation shall be final and binding on the Faculty Council.
 - (13) Decisions of the Faculty Council shall be final and there shall be no right of appeal.

VIII.7. Postgraduate thesis defence

Article 40

- (1) The undergraduate candidate may proceed to the defence of the postgraduate thesis after the Faculty Council accepts the positive assessment of the Postgraduate thesis Evaluation Council.
- (2) The Faculty is obliged to make the postgraduate thesis available to the public by publishing it on the Faculty website at least thirty (30) days before the day of the postgraduate thesis defence.
- (3) The postgraduate thesis defence is in English.
- (4) The mentor and co-mentor are not members of the Postgraduate thesis Defence Council.
- (5) The postgraduate thesis defence is public.
- (6) The undergraduate candidate may proceed to the defence of the postgraduate thesis no later than 60 (sixty) days from the date of the announcement of the defence.
- (7) The President of the Postgraduate thesis Defence Council, in agreement with the mentor, proposes the date and place of the public defence of the postgraduate thesis.
- (8) The Undergraduate Study Council confirms the defence date no later than 90 (ninety) days from the date of acceptance of the positive assessment of the postgraduate thesis.
- (9) The announcement of the defence of the postgraduate thesis shall be published on the Faculty's website at least 7 (seven) days before the defence.

- (10) During the defence, minutes shall be kept, which shall include, among other things, the questions addressed to the undergraduate candidate and his/her answers.
- (11) Official records of the defence of the postgraduate thesis shall be kept at the Faculty.
- (12) The postgraduate thesis shall be defended only once.

Article 41

The postgraduate thesis defence Council issues a grade after the defence. The defence grade can be:

- the thesis was defended by unanimous decision of the Council
- the thesis was defended by majority vote of the Council
- the thesis was not defended.

Article 42

- (1) The defended postgraduate thesis must be submitted in hardcover within 20 (twenty) days from the date of the thesis defence to the Faculty library and in electronic form (in pdf format), which is a condition for obtaining a diploma and a supplementary document on studies.
- (2) The thesis must be submitted in the form prescribed in the Instructions on the form and content of the postgraduate thesis text.
- (3) The Faculty is obliged to publish the postgraduate thesis within thirty (30) days from the date of the defence in the national repository or the repository of the higher education institution.

Article 43

- (1) Upon completion of the undergraduate study and the defence of the postgraduate thesis, the candidate shall obtain the academic degree of Doctor of Science in the field of technical sciences (abbreviated: Ph.D., Dr. Sc.).
- (2) Upon completion of the study, the candidate shall be issued a diploma and a supplementary study certificate in accordance with applicable regulations.

VIII.8. Intellectual property protection

Article 44

If the results of the postgraduate thesis research include an innovation eligible for protection of intellectual property rights, the undergraduate candidate and the mentor must inform the employer and the head of the institution where the postgraduate thesis was written. In such a case, the undergraduate candidate may, with the consent of the mentor, request that the submitted postgraduate thesis be treated confidentially until the time of the public defence, before submitting the postgraduate thesis for evaluation.

VIII.9. Submission, publication and storage of a postgraduate thesis

Article 45

- (1) After successfully defending the postgraduate thesis, the undergraduate candidate adds to the postgraduate thesis a sheet with the composition of the Postgraduate thesis Evaluation Council, the Postgraduate thesis Defence Council and the date of the defence.
- (2) The undergraduate candidate submits the bindings of the postgraduate thesis to the Student Service. The Student Service submits one hardcover to the Faculty Library. One/two softcovers are confirmed for the mentor/co-mentor.
- (3) The Faculty is obliged to permanently store the postgraduate thesis in the public online database of postgraduate thesis of the National and University Library in Zagreb. To protect the rights of the author, it is necessary to submit a permission for public publication in the national repository with the author's signature along with the postgraduate thesis. If the research results presented in the

postgraduate thesis are protected by intellectual property rights, its publication may be postponed for up to 2 years.

VIII.10. Doctor of Science Diploma

Article 46

- (1) A undergraduate candidate who successfully defends his/her postgraduate thesis shall be issued a diploma and a supplementary document confirming the completion of undergraduate studies and the achievement of the academic degree of Doctor of Science in accordance with the applicable regulations governing diplomas.
- (2) The diploma shall indicate the scientific field in which the Doctor of Science was obtained.
- (3) The diploma shall be presented by the Rector of the University at the graduation ceremony.

VIII.11. Revocation of a Doctor of Science

Article 47

- (1) If the academic degree of Doctor of Science has been obtained contrary to the prescribed conditions for its acquisition or plagiarism or a research procedure that is contrary to ethical principles is established, the awarded academic degree of Doctor of Science may be revoked.
- (2) A person who believes that the academic degree of Doctor of Science has been obtained in the manner described in paragraph 1 of this Article (hereinafter: the applicant) shall submit a written application to the Faculty against the person who has obtained the degree of Doctor of Science in the manner described in paragraph 1 (the applicant).
- (3) The revocation of the academic degree of Doctor of Science shall be initiated by the Faculty Council.
- (4) The Faculty Council shall appoint an Expert Council which shall submit a report on the justification of the application. The Faculty Council shall decide on the report at a session at which the applicant and the applicant are allowed to be present.
- (5) The composition of the Expert Council must be in accordance with Article 29 (2) to (6) of these Regulations.

VIII.12. Ways to ensure the quality of undergraduate studies

Article 48

- (1) The Council is obliged to maintain detailed records of research work and other completed study obligations of each individual undergraduate candidate, including the obligation plan.
- (2) The Council is obliged to maintain records of the workload and success of the mentor and, for each mentor, keep records of the number of enrolled undergraduate candidates and the number of undergraduate candidates who have defended their postgraduate thesis.
- (3) The undergraduate candidate shall submit to the Council the quality of the work of the mentor/co-mentor as assessed by annual evaluation procedures on a special form, the Annual Undergraduate Student Progress Report.
- (4) The Council shall conduct self-assessment based on the annual reports of the mentor/co-mentor and undergraduate candidates and the results of the evaluation procedures referred to in paragraph (3), on which it shall submit a report to the Faculty Council.
- (5) The assessment criteria shall include scientific production of teachers, mentors/co-mentors and undergraduate candidates, relevance and quality of postgraduate thesis, statistical indicators of the duration of study, statistical indicators of the annual number of new Doctor of Science in relation to the number of undergraduate candidates and achieved international cooperation.

(6) Undergraduate study forms are an integral part of the undergraduate study procedures.

IX. TRANSITIONAL AND FINAL PROVISIONS

Article 49

Internationalization

Based on agreements with other institutions from abroad and the Republic of Croatia, it is possible to cooperate and mutually recognize ECTS credits and Doctor of Sciences and certificates from other accredited institutions. In this case, the external actors (undergraduate students, mentors, professors) submitting the appropriate request (e.g. ECTS recognition, enrolment, etc.) according to these Regulations. The Commission, if the request is well-founded, carries out formal harmonization with these Regulations.

Article 50

The Faculty Council is responsible for interpreting the provisions of these Regulations.

Article 51

These Regulations enter into force on the day of their adoption at the Faculty Council session and are published on the Faculty's website.

Article 52

- (1) Upon entry into force of this Regulation, the current Regulation on the Undergraduate Study of Maritime Technology shall cease to be valid from October 2024.
- (2) The provisions of this Regulation shall apply to all undergraduate students enrolled in the Study from the academic year 2024/2025.
- (3) Undergraduate students who enrolled in the Study up to and including the academic year 2023/2024 may obtain a Doctor of Science under the conditions that were in force at the time they enrolled in the Study, within 8 years from the date of enrolment in the Study.
- (4) Students from paragraph 3 of this Article who do not obtain a Doctor of Science within 8 years from the date of enrolment in the Study shall be withdrawn from the Study.

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Tajnica Fakulteta

Smiljana Podrug dip.iur.

