

SYSTEMIC QUALITY ASSURANCE OF DOCTORAL STUDIES

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„Quality Assurance of Doctoral Studies“
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Requirements for study programs

- **Critical mass**
- **Duration**
- **Structure**
- **Admission rules**
- **Course coordinators and supervisors**

Responsibilities:

- **University**
- **Faculty**
- **Heads of the study programs**
- **Supervisors**
- **PhD candidates**

Quality assurance circles through:

- **Annual call for application**
- **Program self-evaluation**
- **Internal evaluations**
- **External evaluations**

SYSTEMIC QUALITY ASSURANCE OF DOCTORAL STUDIES

Prior to enrolment:

- **narrow research field**
- **Tentative supervisor**
- **Tentative research program**

During the PhD studies:

- **Individual study program**
- **Regular follow up**

Requirements to complete the studies

- **PhD proposal (submission, evaluation, approval)**
- **Submission of the PhD thesis**
- **Evaluation of the PhD thesis**
- **Defense of the PhD thesis**

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Requirements for study programs

- **Critical mass**
- **Duration**
 - **6** course coordinators
 - **3 or 4** years
- **Structure**
 - **4** employed at UM
 - **Admission rules**
- **Course coordinators and supervisors**
- **Research based**
- **UM Doctoral school (17 faculties, 30+ PhD study programs)**
- **Defined by the Higher Education Act**
- **Selection possible only if the number of applicants exceeds the number of places**
- **Research references**
 - ❖ **Science and technology**
 - ❖ **Social sciences and humanities**
- **One HE teacher → one course**
- **Max 5 simultaneous supervisions**

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Responsibilities:

- Call for application
- Changes of study programs
- Compliance with the national and university acts

➤ University

➤ Faculty

➤ Implementation of the study program

➤ study program

➤ Supervisors

➤ Infrastructure

➤ PhD candidates

➤ Information for students

➤ Administrative support

➤ Self-evaluation of study programs

➤ Changes of study programs

➤ Self-evaluation of the study program

➤ Scientific references of course coordinators

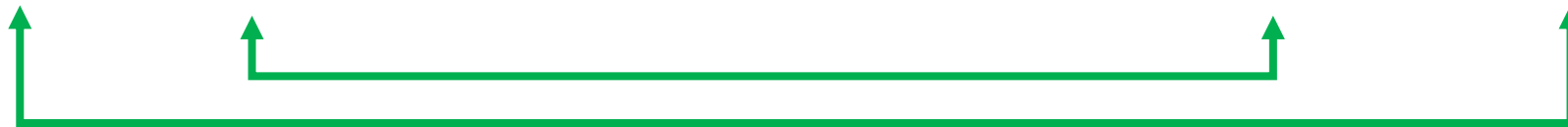
➤ Development of the study program

➤ Monitoring of students' progress

➤ Monitoring the work of supervisors

Rights and obligations

Rights and obligations



PhD candidates (selected obligations):

- to participate in **outlining an individual doctoral study programme**;
- to **fulfil obligations** arising from the accredited study programme regularly;
- to **do scientific-research work** independently and responsibly;
- to **acquire missing knowledge** from a certain field on his own if it is required for the research work;
- to **regularly inform supervisor** about changes and problems that may influence the progress of studies and scientific-research work, content plan of the doctoral dissertation, research development, or planned time schedule;
- to **prepare scientific contributions** for seminars, conferences etc., and to **actively participate** in them;
- to send a **written report** on the fulfilled study obligations and scientific-research work and its progress **to the head of the doctoral study programme** at least once a year, and to present his research work at a session of the competent chair or within the Doctoral School (as a rule, as part of the IRW);
- to **publish scientific works** with research findings in the field of the doctoral dissertation;
- to **safeguard professional secrecy and intellectual property** of the institution;
- **protection of copyright rules** on citing sources;
- to use **results of his own creativity and personal achievements** in preparing the doctoral dissertation.

Supervisors (selected obligations):

- to **counsel the doctoral student** on choosing suitable courses and to participate in outlining a doctoral study programme;
- to take the time to supervise the doctoral student, including the time for **regular consultations** and counselling/guidance in the selection of literature, sources, and appropriate scientific-research methods, in defining the research problem, in scientific-research work, in preparing the doctoral dissertation topic, in publishing research findings, and in implementing other activities listed in the following indents;
- to **include the doctoral student in scientific-research work**;
- to **monitor scientific-research work and the preparation of the doctoral dissertation** through all stages of planned work;
- to objectively and critically assess the doctoral student's work on a regular basis, and to **provide him with feedback and recommendations** when deemed necessary;
- to **guide** the doctoral student **in publishing research findings**, and **in presenting** them at seminars, conferences, and congresses;
- to **assist** the doctoral student **in contacting foreign institutions** where he may fulfil part of his obligations;
- to send a **written report on the doctoral student's progress** in fulfilling study obligations, scientific-research work, or preparing the doctoral dissertation to the head of the doctoral study programme at least once a year.

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- **Required to apply for a scholarship**
- **Advised to all candidates**
- **No supervisor? – candidate notified in writing**

CONCEPTUAL DESIGN OF THE DOCTORAL THESIS

- **Personal data of the doctoral candidate**
- **Supervisor information**
- **Prior to enrolment:**
 - **Conceptual design:**
 - **narrow research field**
 - ❖ Description of the research problem
 - **Tentative supervisor**
 - ❖ Doctoral thesis aims
 - **Tentative research program**
 - ❖ Estimated scientific results
 - ❖ Estimated ability to publish the scientific-research work
- **Supervisor's statement**
- **Signatures**

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AGREEMENT ON STUDIES AND SUPERVISION WITHIN A THIRD-CYCLE STUDY PROGRAMME AT THE UNIVERSITY OF MARIBOR contains also:

➤ **Student's Doctoral Study Program**

- ❖ The **area of research and framework program** of the doctoral student's research work
- ❖ Intended doctoral study **program courses**
- ❖ **Research programs, projects, teams**, etc. in which the doctoral student will be involved (as part of doctoral studies)
- ❖ **Other obligations** in addition to those from the curriculum and the preparation of the doctoral dissertation which (if) the doctoral student is obliged to fulfil (them) prior to the defense of the doctoral dissertation (e.g. articles, compulsory study exchanges, etc.)

During the PhD studies:

➤ **Rights and Obligations of the Doctoral Student**

➤ **Individual study program**

➤ **Obligations of the Doctoral Studies Provider**

➤ **Regular follow up**

- **Written report (can be a joint report student-supervisor)**
- **Assessed by the head of the study program**
- **Negative report + missing ECTS → no progress to the next year of studies**

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- **Problem definition, goals, hypotheses and literature**
- **Expected scientific contribution**
- **Assumptions and potential limitations**
- **Intended research methods**
- **Intended structure**
- **Topic originality analysis**

Evaluated by:

- **Supervisor**
- **External expert not related to the candidate**
- **Department/chair**
- **Faculty committee**
- **Faculty senate**
- **Doctoral school council**

Approved by:

- **Senate of the university**

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- Submission after the research work is published
- PhD student: the first author
- Check: similarity with other works

Preliminary examination of the PhD thesis:

- 1/3 of independent external evaluators
- Avoid supervisor/co-supervisor
- Interview with the candidate
- Formal and scientific criteria
- Interim report
- Head of the study program: sets a deadline for revision
- Re-examination of the revised thesis
- Final report
- Senat of the faculty approves the defense

Requirements to complete the studies

- PhD proposal (submission, evaluation, approval)
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- The PhD thesis available for public inspection
- Public defense
- At least 1 external independent examiner
- Supervisor and co-supervisor: less than half of the committee

After the defense:

- The thesis is made publically available through the UM digital library and in ProQuest Dissertations & theses database
- Temporary unavailability is possible up to 3 years

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Annual self-evaluation:

- changes required?
- Course coordinators?
- Measures, steps, responsibility
- Evaluation of performed measures
- Application for changes of the study program

Application for changes:

- Faculty Senate
- University Senate
- SQAA



Quality assurance circles through:

- Annual call for application
- Program self-evaluation
- Internal evaluations
 - Once in 5 years
 - Based on annual self-evaluations and the current study program
- External evaluations
 - Performed by the university including external evaluators

By SQAA:

- Re-accreditation of the university every 5 years
- Annual evaluation of at least 2% of the study programs in Slovenia
- „on demand“

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