

## Additional instructions

### for the registration of the doctoral dissertation proposal and a summary of the doctoral dissertation submission procedure at the Faculty of Medicine of the University of Ljubljana

Additional instructions have been updated according to the [Rules and Regulations for Doctoral Studies at the University of Ljubljana](#)<sup>1</sup>

#### **Address for sending applications:**

Faculty of Medicine  
Doctoral Studies Office (for the UL MF Doctor of Science Committee)  
Vrazov trg 2  
1000 Ljubljana

**Doctoral candidates must register the doctoral dissertation proposal by the end of the first semester of the second year of study.**

## 1. PROCEDURE FOR REGISTERING A DOCTORAL DISSERTATION PROPOSAL

The procedure for registering the doctoral dissertation proposal at UL MF has two phases. In the first phase the doctoral candidate sends **structured abstract** of his/her doctoral dissertation proposal by e-mail. After submitting the structured abstract, the doctoral candidate shall also submit **the application** for approval of the doctoral dissertation proposal.

**Meetings of the UL MF Doctor of Science Committee and the UL MF Senate with stipulated deadlines for the submission of structured abstract and application for approval of the doctoral dissertation proposal are listed in article 1.3. of these additional instructions.**

### 1.1. Structured abstract of the proposed topic

**Structured abstract of the doctoral dissertation proposal is prepared for the UL MF Doctor of Science Committee and contains information, needed for the nomination of Doctoral Studies Committee and (if needed) supervisor/co-supervisor approval.**

The doctoral candidate must send ***structured abstract of the doctoral dissertation proposal***, including the **title of the doctoral dissertation** in Slovenian and English, a summary of the introduction, objectives with hypotheses (clearly outlined objectives and hypotheses), methods, and anticipated results. The structured abstract should not

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<sup>1</sup> The additional instructions were last updated on September 17, 2025.

exceed two pages. In addition to the structured abstract, the same document must also include the name of the doctoral candidate, name of the supervisor/co-supervisor, the institution where the work will be conducted, and three to five references of the supervisor/co-supervisor in the field of the topic of the doctoral dissertation. For the supervisor/co-supervisor, it is also necessary to provide the researcher's identification code and the institution of employment. The document must be prepared as a MS Word document and named with the name of the doctoral candidate (name\_surname.doc). The subject line of the email should read: Doctoral dissertation – registration.

Doctoral candidates must email the structured abstract to [doktorati@mf.uni-lj.si](mailto:doktorati@mf.uni-lj.si).

Meetings of the UL MF Doctor of Science Committee with stipulated deadlines for the submission of the Structured abstract of the proposed topic are listed in article 1.3. of this additional instruction.

## 1.2. Application for approval of the doctoral dissertation proposal

The written application for the approval of the doctoral dissertation proposal must be delivered to the UL MF Doctoral Studies Office (for the UL MF Doctor of Science Committee), Vrazov trg 2, 1000 Ljubljana.

Doctoral candidates wishing to register their doctoral dissertation proposal, must submit, **in writing**, (including an original signature and the indication of the professional title) the following documents in Slovenian to the address of the Faculty of Medicine:

1. **Application** ([form](#) – Registration of the doctoral dissertation proposal).
2. **Biography** (the full dates of previously obtained diplomas must be indicated and not just years).
3. **Bibliography**.
4. **Doctoral dissertation proposal in four copies**, prepared in accordance with the Rules and Regulations for Doctoral Studies at the University of Ljubljana and additional instructions of UL MF. The title of the topic must be provided in Slovenian and English<sup>2</sup>. **The doctoral dissertation proposal should range from 3 to no more than 7 pages of text and the list of the most important references. Pages of the doctoral dissertation proposal must be numbered.** The doctoral dissertation proposal must include information on which statistical methods will be used. The structured abstract (from section 1.1) does not form part of the doctoral dissertation proposal.

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<sup>2</sup> The title of the doctoral dissertation proposal should reflect the content of the topic of the doctoral dissertation in the shortest possible format, preferably in one sentence. There should be no colons, semi-colons, dashes or dependent clauses in the title.

5. **A draft of the research data management plan in four copies.** You can find more information on [web page of University of Ljubljana](#). For more information regarding the possibility of data storage in the UL MF Repository, doctoral students may contact dr. Bojan Kverh ([bojan.kverh@mf.uni-lj.si](mailto:bojan.kverh@mf.uni-lj.si)).
6. **Written consent of the supervisor/co-supervisor** that they assume the supervision/co-supervision of the doctoral dissertation with his/her references (The consent of the supervisor/co-supervisor is a mandatory attachment only for doctoral candidates who enrolled in the program from the academic year 2024/2025 onwards).
7. Where the nature of the proposed topic of the doctoral dissertation so requires, the **consent of the Medical Ethics Committee of the Republic of Slovenia or another ethics committee or the consent of the Administration of the Republic of Slovenia for Food Safety, Veterinary Sector and Plant Protection for animal testing must be submitted together with the application.** The consent must be obtained no later than by the first session of the UL MF Senate, at which the adequacy of the dissertation proposal is decided.
8. **Request to write the doctoral dissertation in English (if required).** A doctoral candidate writes the doctoral dissertation in English if he/she is a foreigner, if the supervisor or co-supervisor are a foreigner, if a member of the DSC is a foreigner, or if the doctoral dissertation will consist of original scientific articles published in English. In this case the doctoral candidate must prepare the doctoral dissertation proposal, a draft of research data management plan, and CV in both Slovene and English. If the doctoral candidate is a foreigner, these documents may be written only in English.

### 1.3 Meetings of the UL MF Doctor of Science Committee and UL MF Senate with stipulated deadlines for the submission of the structured abstract and documents for application for approval of doctoral dissertation proposal for the academic year 2025/2026

| Deadline for the submission of the structured abstract | Deadline for the submission of the documents for application for approval of the doctoral dissertation proposal | Meeting of the UL MF Doctor of Science Committee | Meeting of the UL MF Senate |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-----------------------------|
| <b>4. 9. 2025</b>                                      | <b>11. 9. 2025</b>                                                                                              | 15. 9. 2025                                      | 29. 9. 2025                 |
| <b>16. 10. 2025</b>                                    | <b>23. 10. 2025</b>                                                                                             | 27. 10. 2025                                     | 10. 11. 2025                |
| <b>20. 11. 2025</b>                                    | <b>27. 11. 2025</b>                                                                                             | 1. 12. 2025                                      | 15. 12. 2025                |
| <b>8. 1. 2026</b>                                      | <b>15. 1. 2026</b>                                                                                              | 19. 1. 2026                                      | 2. 2. 2026                  |
| <b>12. 2. 2026</b>                                     | <b>19. 2. 2026</b>                                                                                              | 23. 2. 2026                                      | 9. 3. 2026                  |
| 19. 3. 2026                                            | 26. 3. 2026                                                                                                     | 30. 3. 2026                                      | 13. 4. 2026                 |
| 9. 4. 2026                                             | 16. 4. 2026                                                                                                     | 22. 4. 2026                                      | 11. 5. 2026                 |
| 21. 5. 2026                                            | 28. 5. 2026                                                                                                     | 1. 6. 2026                                       | 15. 6. 2026                 |

*Doctoral candidates must submit their application for approval of the doctoral dissertation proposal by the end of the first semester of the second year of study.*

## 2. PROCEDURE FROM THE SUBMISSION OF THE APPLICATION FOR THE APPROVAL OF THE DOCTORAL DISSERTATION PROPOSAL UNTIL THE DEFENCE OF THE DOCTORAL DISSERTATION

### 2.1 Procedure of appointing the Doctoral Studies Committee (DSC)

Once the doctoral dissertation proposal is registered, the UL MF Senate, at the proposal of the UL MF Doctor of Science Committee, appoints, as a general rule, a three-member Doctoral Studies Committee (hereinafter the DSC)<sup>3</sup>, which establishes whether the doctoral candidate meets the conditions for obtaining the title of Doctor of Philosophy and which assesses whether the registered doctoral dissertation proposal is appropriate.

If a foreign member is appointed to the DSC, doctoral dissertation will be written in English. The doctoral candidate must subsequently provide their doctoral dissertation proposal, a draft of the research data management plan and CV in English.

The doctoral candidate presents their doctoral dissertation proposal to the DSC and research audience generally within one month of the appointment of the DSC. The presentation is organised by the doctoral candidate, in coordination with the supervisor/co-supervisor and the members of the DSC, who jointly agree on the time and location. The location of the presentation of the topic is not linked to the university member managing the procedure and where the doctoral candidate is enrolled.

A record is kept of the presentation, including remarks and the deadline for supplementing the doctoral dissertation proposal, where necessary. The record must be signed by DSC members.

If the doctoral candidate fails to present the doctoral dissertation proposal within one month after the appointment of the DSC, the deadline within which the DSC must provide its assessment of the doctoral dissertation proposal, is also postponed. **The deadlines for submission of an assessment by the DSC shall not be implemented in July and August.**

If the doctoral candidate, supervisor/co-supervisor or a DSC member are foreign nationals, the presentation of the doctoral dissertation proposal is made in English. If a member of the DSC is a foreign national, they may participate at the doctoral candidate's presentation via videoconferencing tools.

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<sup>3</sup> When submitting the proposal of the doctoral dissertation, the supervisor may propose members of the DSC to the UL MF Doctor of Science Committee. The supervisor's proposal is not binding on the UL MF Doctor of Science Committee. The UL MF Doctor of Science Committee suggests the supervisors provide the name of a foreign professor as a member of the DSC.

## 2.2 Assessment of the doctoral dissertation proposal

Within one month following the presentation of the doctoral dissertation proposal or following the submission of a supplemented doctoral dissertation proposal, the DSC submits an assessment of the doctoral dissertation proposal to the UL MF Doctor of Science Committee. If the assessment is not a positive one, the UL MF Senate (on the proposal of the Doctor of Science Committee) makes a decision in accordance with Article 11 of the [PRAVILA na interdisciplinarnem doktorskem študijskem programu BIOMEDICINA](#).

Once the UL MF Senate adopts a positive assessment of the doctoral dissertation proposal, the UL MF expert services send the doctoral dissertation proposal with the required documents to the University of Ljubljana Senate for confirmation.

Doctoral candidates can enrol in the third year of study if they have passed all study obligations of the first and second year and if the UL MF Senate confirmed the positive assessment of the doctoral dissertation proposal, prepared by the DSC.

## 2.3 Approval of the doctoral dissertation proposal

The UL Doctoral Studies Committee UL (under authority of the UL Senate) decides on the proposed doctoral dissertation proposal within two months and informs the UL MF of its decision. The UL MF informs the doctoral candidate, supervisor/co-supervisor and members of the DSC of the decision of the UL Doctoral Studies Committee.

Doctoral candidates can enrol in the fourth year of study if they have passed all study obligations of the first three years and if the UL Doctoral Studies Committee (under authority of the UL Senate) confirmed doctoral dissertation proposal.

## 2.4 Interim report/report on the results of the doctoral dissertation

Programme obligation is also a presentation of the results of the research work, before the public defence of the doctoral dissertation (5 ECTS). The presentation takes place when the research work is in the final stage, when it is already possible to draw conclusions in accordance with the hypotheses.

The presentation is organised by the doctoral candidate, with the approval and help of the supervisor. Doctoral candidate presents a detailed abstract to the members of the DSC, **already presenting the results and**

**summarising the debate.** It is optimal if the doctoral candidate prepares the presentation while writing the doctoral dissertation. The DSC then prepares the report on the presentation in the form of a record.

For doctoral candidates enrolled in three-year doctoral studies, the interim report is the obligation of the third year and is worth 5 ECTS credits.

For doctoral candidates enrolled in four-year doctoral studies, the interim report is the obligation of the fourth year and is worth 5 ECTS credits.

## 2.5 Submission of the doctoral dissertation

### **Three-year doctoral studies**

Once the **supervisor/co-supervisor informs the UL MF Doctoral Studies Office** that the doctoral dissertation has been completed and is ready to be assessed (an original scientific article is a mandatory attachment to this notification), the doctoral candidate submits the doctoral dissertation to the UL MF Doctoral Studies Office in electronic (via VIS) and in printed format (one copy) **within four years from the day their doctoral dissertation topic was approved by the UL Senate.** Upon submission of the doctoral dissertation, the doctoral candidate must submit a written statement confirming that the doctoral dissertation is the result of their independent work, that the written format of the doctoral dissertation is identical to the electronic format, and with which they consent to the use of the electronic format of their doctoral dissertation for content similarity detection with other works and transfer to the university, free of charge and unlimited by time and territory, the non-exclusive right of reproduction, including the right to storage in electronic format and the right to make the doctoral dissertation available to the public on the World Wide Web through the UL Repository.

A doctoral candidate unable to submit his/her doctoral dissertation within four years from the day their doctoral dissertation topic was approved may, with the consent of their supervisor/co-supervisor, request an **extension prior to the expiry of the deadline for the submission of the doctoral dissertation.** The decision in this regard shall be made by the UL MF Senate, which may extend the deadline for the submission of the doctoral dissertation only one for one year.

The doctoral candidate must address the request for the extension of the deadline for the preparation of the doctoral dissertation to the UL MF Doctoral Studies Office (for Doctor of Science Committee), Vrazov trg 2, 1000 Ljubljana, **prior to the expiry of the deadline for the submission of the doctoral dissertation.**

### **Four-year doctoral studies**

Once the supervisor/co-supervisor informs the UL MF Doctoral Studies Office that the doctoral dissertation has been completed and is ready to be assessed (an original scientific article is a mandatory attachment to this notification), the doctoral candidate submits the doctoral dissertation to the **UL MF Doctoral Studies Office** in electronic (via VIS) and printed format (one copy) **within two years from the day of enrolment in the last year**

**of the study programme or enrolment in an additional year.** Upon submission of the doctoral dissertation, the doctoral candidate must submit a written statement confirming that the doctoral dissertation is the result of their independent work, that the written format of the doctoral dissertation is identical to the electronic format, and with which they consent to the use of the electronic format of their doctoral dissertation for content similarity detection with other works and transfer to the university, free of charge and unlimited by time and territory, the non-exclusive right of reproduction, including the right to storage in electronic format and the right to make the doctoral dissertation available to the public on the World Wide Web through the UL Repository.

In the event of justifiable reasons (e.g. motherhood, fatherhood, longer documented sick leave of at least six months), which happened in the period from the last enrolment in the programme until the deadline for the submission of the dissertation, the UL MF may exceptionally grant the doctoral candidate, on the basis of their request, one extension of the deadline for the submission of the dissertation for one year. The request must also be accompanied by the relevant supporting documentation.

The doctoral candidate must address the request for the extension of the deadline for the preparation of the doctoral dissertation to the UL MF, Doctoral Studies Office (for Doctor of Science Committee), Vrazov trg 2, 1000 Ljubljana, **prior to the expiry of the deadline for the submission of the doctoral dissertation.**

If the doctoral candidate fails to submit their doctoral dissertation by the stipulated deadline, the possibility of their continuing or completing the studies may be assessed in accordance with the procedures set out in Article 49 of the Rules and Regulations for Doctoral Studies at the UL – [link](#). The cost of resubmitting the doctoral dissertation proposal, in accordance with the price list of the University of Ljubljana, is equivalent to the tuition fee for the 3rd year of the doctoral program

#### 2.5.1. Procedure for submitting the doctoral dissertation

***The supervisor (and potential co-supervisor) notifies the UL MF Doctoral Studies Office in writing that the doctoral dissertation has been completed, that they have reviewed it and that it is ready to be assessed.*** In the notification, the supervisor must describe the scientific contribution of the prepared doctoral dissertation. An original scientific must be attached to the notification.

While the supervisor/co-supervisor informs the UL MF Doctoral Studies Office that the doctoral dissertation has been completed, the doctoral candidate submits the **doctoral dissertation in the VIS** to allow the implementation of the content similarity detection process (plagiarism). During the submission procedure, the doctoral candidate enters the required data in the VIS and uploads the final dissertation in pdf/A format. They confirm the entered data by clicking Submit Dissertation. The instructions for candidates on how to submit electronic formats of their final theses and the content similarity detection process at the University of Ljubljana are available from the [Repository of the UL](#).

At the same time, the doctoral candidate must submit the printed copy of the doctoral dissertation (spiral-bound) and a signed **doctoral dissertation submission statement**.

***Brief presentation of instructions for content similarity detection for supervisors and co-supervisors:***

The instructions for supervisors/co-supervisors for content similarity detection at the University of Ljubljana are available at <https://repozitorij.uni-lj.si/lzpisGradiva.php?id=83160&lang=slv>.

The supervisor receives the first, and in the event of corrections also the second, notification on the analysis of similarity of content. After the first, and in the event of corrections also after the second, review of the analysis of similarity of content, they communicate the decision, which they have harmonised with a potential co-supervisor, through their VIS interface or by email.

***Possible decisions of supervisors and co-supervisors after the first content similarity detection process:***

- they approve the work,
- they request the candidate to accordingly amend the work and re-submit it,
- if conditions for the instigation of disciplinary proceedings are met, they submit the case to the disciplinary body or the competent person for the instigation of the proceedings.

***Possible decisions of supervisors and co-supervisors after the second content similarity detection process:***

- they approve the work and submit it for further processing,
- they give the work a negative assessment and the expert services submit the analysis, together with the doctoral dissertation and the opinions of the supervisor and co-supervisor to the Senate of the UL member, who decides on the doctoral dissertation,
- if conditions for the instigation of disciplinary proceedings are met, they submit the case to the disciplinary body or the competent person for the instigation of the proceedings.

## **2.6 Conditions for completing the programme**

The requirements for completing the study programme and obtaining a doctoral degree are the successful completion of all study obligations defined by the programme and the successful doctoral dissertation defence. The doctoral candidate is also required to publish at least one original scientific article.

### **2.6.1. Doctoral candidates first enrolled in the program **before** the academic year 2025/2026**

The doctoral candidate is also required to publish at least one original scientific article from the same field as the doctoral dissertation, which has been **published or accepted for publication in a scientific journal indexed by**

**SCI or SSCI with IF higher than one (1). The doctoral candidate must be the first author of the article.** The published original scientific article or article accepted for publication must be from the field of the topic of the doctoral dissertation and can be sensibly included in the doctoral dissertation.

**DSC members must not be co-authors of the article(s).**

When first authorship is not possible, the assessment of the relevance of the original scientific articles in the scientific fields coordinated by the UL MF may **exceptionally** consider:

- **Publications in journals where authors are stated in alphabetical order.** For such an article, the supervisor must issue a statement confirming that the doctoral candidate's contribution in the article is significant and that none of the co-authors will be submitting this article as a requirement for obtaining the title of Doctor of Philosophy.
- **Publications with shared first authorship.** In the event of shared first authorship, the original scientific article must be published in an **SCI or SSCI-indexed journal with an impact factor of more than four (4)**. As a condition for obtaining the title of Doctor of Philosophy, such an article may be used by only one of the authors sharing first authorship. For such an article, the supervisor must issue a statement confirming that the doctoral candidate's contribution in the article is significant and that none of the co-authors will be submitting this article as a requirement for obtaining the title of Doctor of Philosophy.

**Affiliation to the University of Ljubljana must be stated in all publications in connection with research in the scope of doctoral studies. This also applies when the doctoral candidate, supervisor or co-supervisor are employed by another organisation. The affiliation of the University of Ljubljana must be stated alongside the doctoral candidate's name.**

#### 2.6.2. Doctoral candidates first enrolled in the program **after** the academic year 2025/2026

The following rules regarding original scientific article publication as a requirement for completing the program shall apply to **doctoral candidates who first enrol in the program from the academic year 2025/2026 onwards**, as well as to those who have **not progressed regularly and whose doctoral dissertation proposal has not been approved by the Senate of the University of Ljubljana by October 1, 2025**:

The doctoral candidate is required to publish at least one original scientific article in the first three quartiles within each category of scientific journals with an impact factor (1Q-3Q). The classification of a scientific journal into a specific quartile must be demonstrated through the JCR database, with the submission date of the article for publication serving as the cut-off date. **The doctoral candidate must be the first author of the article.** The article must be in the field of hypothesis testing or the validation of the research questions or objectives of the doctoral dissertation. Proof of the published or accepted original scientific article must be submitted by the doctoral candidate no later than upon submitting the doctoral dissertation for evaluation.

**Affiliation to the University of Ljubljana must be stated in all publications in connection with research in the scope of doctoral studies. This also applies when the doctoral candidate, supervisor or co-supervisor are employed by another organisation. The affiliation of the University of Ljubljana must be stated alongside the doctoral candidate's name.**

## 2.7 Assessment of the doctoral dissertation

After the completed content similarity detection process, the competent services of the UL MF notify the doctoral candidate and the members of the DSC that the doctoral dissertation is ready to be assessed. The doctoral candidate provides each member of the DSC with a copy of the doctoral dissertation and a copy of the original scientific article.

**Within two months** after receiving the doctoral dissertation and the original scientific article, DSC members submit separate assessments of the doctoral dissertation and assessments of the suitability of the published article or article accepted for publication to the **UL MF Senate**, whereby assessments are not implemented in July and August. In the opinion on the suitability of the article they also verify the reference stating affiliation to the UL.

## 2.8 Review and evaluation of the doctoral dissertation assessments

Based on the assessments received by the DSC members, the UL MF Senate accepts the dissertation, rejects it or calls on the doctoral candidate to supplement and/or correct their dissertation by a specific deadline, considering potential comments, and/or submit a suitable article.

In the event of required amendments or corrections, the DSC conducts a new assessment of the submitted corrected dissertation and/or new article. The new assessments are processed once again by the UL MF Senate, which approves or rejects the dissertation. If the doctoral candidate fails to correct their doctoral dissertation by the set deadline, the dissertation is rejected. A doctoral candidate may not re-submit a rejected doctoral dissertation.

After receiving notification from the UL MF that the Senate has confirmed assessments of the doctoral dissertation, the doctoral candidate may arrange a date for the public defence of the doctoral dissertation together with the DSC members and the supervisor/co-supervisor.

The doctoral candidate must inform the UL MF Doctoral Studies Office of the date of the defence at least **8 days prior to the scheduled defence**.

The defence usually takes place at the premises of the UL MF. The doctoral candidate must coordinate the date of the defence with the availability of the premises at the UL MF. As a rule, the doctoral candidate shall have doctoral dissertation defence within one month.

When preparing the doctoral dissertation, the doctoral candidate must take into account the recommendations for writing a doctoral dissertation, which are laid down in the [PRAVILA na interdisciplinarnem doktorskem študijskem programu BIOMEDICINA](#).

**The cover and first inner page template are available on the UL website – [link](#)**

The second inner page of the doctoral dissertation must include information on the acceptance of the doctoral dissertation, appointment of the committee, and the signatures of all members of the committee and the supervisor/co-supervisor in accordance with the instructions that the doctoral candidate receives with the notification on the appointment of the defence committee. A template of the second page is available on the UL MF [website](#).

### 3. ADDITIONAL EXPLANATIONS

#### 3.1 Doctoral dissertation written in the form of articles

A doctoral dissertation written in the form of articles must comprise **a minimum of three original scientific articles**. Research articles must be published or accepted for publication in an SCI or SSCI or SCIE-indexed journal with an impact factor, of which at least one article must meet the conditions for the completion of a doctoral dissertation. **The doctoral candidate must be the first author of all three articles.**

Research articles shall be connected in terms of content (i.e. complementary) and shall be the of the doctoral candidate's work on an approved doctoral dissertation proposal. As the articles must represent a coherent whole in terms of content, the doctoral candidate must include not only articles but also an additional introduction and conclusions of the dissertation with which they present the theoretical and methodological design of their research, link the content of individual articles, and provide the main findings.

The author of a doctoral dissertation written in the form of articles shall obtain consent from the publishers, to whom they have previously exclusively transferred material copyrights to articles, for the inclusion of such articles in the printed and electronic forms of the dissertation.

**Detailed instructions are available on the UL MF website – [link](#).**

#### 3.2 Writing the doctoral dissertation in English

The UL Senate may exceptionally approve the writing of the doctoral dissertation in English if the doctoral candidate is a foreign national, if their supervisor or co-supervisor are a foreign national or if a foreign national is a member of the DSC, or if the dissertation is composed of original scientific articles published in English.

In the event of writing the doctoral dissertation in a foreign language, the dissertation must contain an extensive summary (approximately ten per cent of the text of the dissertation) using appropriate scientific terminology in Slovenian.