

REGULATION
ON THE DOCTORAL STUDY OF FORESTRY AND WOOD
TECHNOLOGY
AT THE UNIVERSITY OF ZAGREB FACULTY OF FORESTRY
AND WOOD TECHNOLOGY

June, 2025

Pursuant to Article 25, item 3 of the Statute of the University of Zagreb, Faculty of Forestry and Wood Technology (hereinafter: the Statute), the Faculty Council of the University of Zagreb, Faculty of Forestry and Wood Technology (hereinafter: the Faculty Council), at its 9th regular session, held on 26 June 2025, adopted the following

REGULATION

ON THE DOCTORAL STUDY OF FORESTRY AND WOOD TECHNOLOGY AT THE UNIVERSITY OF ZAGREB

FACULTY OF FORESTRY AND WOOD TECHNOLOGY

General provisions

Article 1

- (1) The Regulation on the doctoral study of Forestry and Wood Technology at the University of Zagreb, Faculty of Forestry and Wood Technology (hereinafter: the Regulation) regulates the organization and performance of doctoral studies, forms and duration of studies, conditions of enrolment in studies, the manner of studies performance, teaching and research, the procedure for applying and evaluating the doctoral thesis draft, the procedure for applying, evaluating and defending doctoral theses, the rights and obligations of doctoral students (hereinafter: doctoral students), the rights and obligations of supervisors, methods of measuring quality and other issues related to the organization and performance of doctoral studies.
- (2) Notwithstanding their grammatical gender, the terms used in these Regulations are gender-neutral and shall apply equally to male and female gender.

Article 2

- (1) The holder of the doctoral study programme of Forestry and Wood Technology (hereinafter: doctoral study programme) shall be the University of Zagreb (hereinafter: University), and the performer of the doctoral study programme shall be the University of Zagreb, Faculty of Forestry and Wood Technology (hereinafter: Faculty).
- (2) The doctoral study performer shall be responsible for the organization of the doctoral study, performance of the study programme, enrolment of students and the completion of the procedure of obtaining a PhD. It shall be responsible for collecting and storing doctoral student data (e.g., in a portfolio) in accordance with the regulations governing the protection of personal data.
- (3) The doctoral study shall qualify students for independent scientific work in the area of biotechnical sciences, the fields of forestry and wood technology.
- (4) Doctoral studies shall be organized and conducted in accordance with the Regulation on Doctoral Studies at the University, which prescribes the minimum requirements for the organization and performance of doctoral studies, and in accordance with this Regulation.

Article 3

Meaning of certain terms in this Regulation:

- (1) A doctoral study is a postgraduate scientific university study.
- (2) The Doctoral Study and Science Committee (hereinafter: the Committee) is the doctoral study council managing the doctoral study and ensuring the quality of the doctoral study.
- (3) The Faculty Council is the competent body appointed by the Evaluation Panel for Dissertation Proposal and Supervisor Nomination, the Evaluation Panel for the Doctoral Thesis and the Evaluation Panel for the Defence of the Doctoral Thesis.
- (4) The applicant is a person applying admission to the doctoral study program
- (5) A study advisor is an employee of the Faculty at a scientific-teaching position, assigned by the Faculty Council at the proposal of the Committee to a doctoral student when enrolling in a doctoral study. The study advisor monitors the work and progress of the doctoral student until the appointment of a supervisor.
- (6) A supervisor is a person in a scientific-teaching or scientific position appointed by the Faculty Council, whose role it is to guide the doctoral student during the preparation of the doctoral thesis. The provisions on the supervisor also apply to the case of dual supervision.
- (7) The Doctoral Study Council is a body that includes representatives of state and public institutions, state and private companies, non-governmental organizations and alumni from the forestry and wood technology sector, and its task is to advise the Committee on the necessary competencies of PhD graduates, as well as on enrolment quotas and models for financing participants in the doctoral study program.
- (8) The Evaluation Panel for Dissertation Proposal and Supervisor Nomination, the Evaluation Panel for the Doctoral Thesis and the Evaluation Panel for the Defence of the Doctoral Thesis consist of three or five members, of which at least one member for the three-member or at least two members for the five-member Evaluation Panel are not professors at the study programme or employees of the Faculty, and they are preferably employees of another Croatian or foreign university or related institution. A member may be:
 1. a person holding a scientific-teaching position at the level of assistant professor or higher, or
 2. a person employed in a scientific position at the rank of research associate or higher, or
 3. a person who holds an honorary title or a foreign academic appointment equivalent to those referred in items 1 and 2 of this paragraph, or
 4. *a professor emeritus*.
- (9) The proposed supervisor and supervisor may not be a member of the committees referred to in paragraph 8 of this Article.

Article 4

- (1) The doctoral study programme shall last for three years and upon its completion, 180 ECTS credits shall be acquired.
- (2) In exceptional cases, when the doctoral student conducted scientific research related to the topic of the doctoral dissertation prior to enrolling in the doctoral study, and for which they have evidence, the doctoral study may last for less than three, but no less than two years.

Article 5

- (1) The Faculty Council shall establish the Committee as its permanent working body. The Committee shall manage the doctoral study and ensure quality assurance. The Board shall have 9 (nine) members whose term of office is equal to the term of office of the Dean of the Faculty, and consists of:
 1. Vice Dean for Science and Postgraduate Studies
 2. Vice Dean of the Department of Forestry
 3. Vice Dean of the Department of Wood Technology
 4. head of the doctoral studies
 5. coordinator of the doctoral study programme from the Department of Forestry
 6. coordinator of the doctoral study programme from the Department of Wood Technology
 7. representative of the teaching staff at the study programme
 8. representative of doctoral students from the Department of Forestry
 9. representative of doctoral students from the Department of Wood Technology.
- (2) The head of the doctoral studies shall be elected by the Faculty Council for a period of three years.
- (3) The President of the Committee shall be elected by the Faculty Council for a period of three years, and at the proposal of the Dean of the Faculty.
- (4) The main characteristics of the doctoral study programme are research and learning through research, internationalization, transparency, international quality criteria and international competitiveness.
- (5) In order to ensure quality and encourage mobility of doctoral students and teaching staff, the doctoral study is open to all forms of cooperation with related institutions in the country and abroad.
- (6) In order to ensure quality and better connectivity with stakeholders in the system, the Faculty Council shall establish the Doctoral Study Council as its advisory body. The Doctoral Study Council shall advise the Committee on the necessary competencies of PhD graduates in the forestry and wood technology sector, as well as on enrolment quotas and models for financing participants in the doctoral study programme. The Doctoral Study Council shall have 7 (seven) members, whose term of office shall last for three years, and it shall consist of:
 1. a representative of a state institution from the forestry or wood technology sector
 2. a representative of a public institution from the forestry or wood technology sector
 3. a representative of a state-owned company from the forestry or wood technology sector
 4. a representative of a private company from the forestry or wood technology sector
 5. a representative of a non-governmental association from the forestry or wood technology sector
 6. two representatives of alumni, one from the forestry sector and one from the wood technology sector.
- (7) When appointing members of the Doctoral Study Council, equal representation of representatives from the forestry sector and the wood technology sector shall be taken into account.

Tasks of the doctoral study programme

Article 6

The tasks of the doctoral study programme shall be as follows:

1. creation of new and relevant knowledge, insights, and practices in science, and their application
2. education of researchers in the scientific area of Biotechnical Science
3. training of doctoral students for an independent, research driven and interdisciplinary approach to problems, for independent research, critical evaluation and reasoned scientific discussion
4. acquisition of knowledge, experience and skills that must enable doctors of science to offer creative and research-based solutions to complex theoretical, social and economic problems in the forestry and wood processing industry
5. internationalization of research work at the Faculty.

Components of the doctoral study programme

Article 7

- (1) The doctoral study shall include teaching and scientific research work.
- (2) The central component of the doctoral study shall be scientific research and the creation of new and relevant knowledge.
- (3) Mandatory forms of work within the doctoral study shall be seminars, workshops and discussions with the aim of developing creativity and research work, critical thinking, the adoption of methods of scientific research work and general skills.
- (4) The workload in the programme shall be expressed in accordance with the European Credit Transfer System (ECTS). Class in the study programme must not exceed 20 percent (i.e., a maximum of 36 ECTS credits) of the total workload envisaged by the study programme.
- (5) In accordance with the possibilities and according to pre-established conditions, classes at the doctoral study programme are open to all doctoral students of the University. Parts of research and teaching at doctoral studies can also be partially opened to doctoral students from other universities, under pre-established conditions and with signed agreements.
- (6) In order to achieve interdisciplinarity, doctoral students, with the justification and consent of the study advisor or supervisor, may enrol in parts of classes and perform parts of research at the University or other institutions.
- (7) The Committee may require doctoral students to take bridging courses to acquire the foundational knowledge necessary for attending and completing the study programme.
- (8) Classes are conducted in each field of doctoral study, and are organized by the head and coordinators of the doctoral study.

Forms of doctoral study programme

Article 8

Doctoral study may take the following forms:

1. Doctoral study performed by the Faculty.
2. Joint doctoral degree, in which the doctoral student receives two diplomas, and dual supervision is mandatory, as an international and interinstitutional co-supervision (*cotutelle de thèse*)
3. Joint study programmes performed jointly by at least two domestic or at least one domestic and one foreign higher education institution. Exceptionally, a joint doctoral study programme may be carried out jointly by at least one higher education institution and a public scientific institute.

Admission requirements and duration of the doctoral study programme

Article 9

- (1) The admission requirements shall be determined by the Committee in accordance with the applicable regulations. The Faculty Council shall confirm the admission requirements
- (2) The public call for applications to the doctoral study programme shall be published on the Faculty's website no later than 1 May of the current year. The Decision to announce the public call for applications, the enrolment quota for admissions to doctoral studies, and participation in the costs of doctoral study programme shall be adopted by the Faculty Council. The public call must contain the name of the study programme, the study programme admission requirements, a list of all necessary documents for enrolment, the duration of the study programme, the amount of participation in the costs of the study programme and the deadline for application submission.

Article 10

- (1) The following should be enclosed with the application to the call for admission to the study programme:
 1. completed application form for applicants (form DR. -A *Application to the call for admission to the doctoral study programme Forestry and Wood Technology*)
 2. diploma of pre-Bologna undergraduate or undergraduate and graduate study (original or certified copy)
 3. a certificate of passed exams of undergraduate and graduate study (diploma supplement)
 4. CV
 5. list of scientific and professional papers
 6. a copy of the identification document (ID card or passport) – the original for inspection upon registration
 7. a written statement on the payment of the costs of the study programme.
- (2) Applications shall be submitted to the Student Administration Office of the Faculty.

Article 11

- (1) As a rule, a person who has completed a university pre-Bologna undergraduate study programme at the Department of Forestry or a university undergraduate and graduate study programme of Forestry or a university undergraduate and graduate study programme of Urban Forestry, Nature and Environment Protection, with a grade point average of 3.50 and above, may enrol in a doctoral study programme in the field of forestry.
- (2) As a rule, a person who has completed a university pre-Bologna undergraduate study programme at the Department of Wood Technology or a university undergraduate study programme of Wood Technology and a graduate study programme of Wood Technology Processes or a university undergraduate study programme of Wood Technology, and a graduate study programme of Wood Product Design, with a grade point average of 3.50 and above, may enrol in a doctoral study programme in the field of wood technology.
- (3) For persons who have completed a pre-Bologna undergraduate study programme, the grade point average shall be calculated as the arithmetic mean of all passed courses, and for persons who have completed undergraduate and graduate study programmes, the average grade shall be calculated as the weighted average of both studies (as a complex

arithmetic mean of the average grade and the number of ECTS credits earned in the undergraduate and graduate study programme).

Article 12

- (1) A person who has completed a pre-Bologna undergraduate or university undergraduate and graduate study programme in the field of forestry or the field of wood technology at another faculty, including programmes from other countries, with a grade point average of 3.50 or higher, may enrol in the doctoral study programme, subject to the possible requirement of taking bridging courses. The applicant must achieve at least 300 ECTS credits in the relevant study programmes or, if the study programme was completed before the introduction of the Bologna system, four years of pre-Bologna undergraduate study programme.
- (2) Enrolment may also be granted to persons who have completed a university pre-Bologna undergraduate or university undergraduate and graduate study programme in other scientific areas and fields, with a grade point average of 3.50 and above, subject to the possible requirement of taking bridging courses.
- (3) The bridging courses shall be completed by the 5th semester enrolment.
- (4) The decision on the approval of admission and bridging courses shall be adopted by the Faculty Council, at the proposal of the Committee.

Article 13

- (1) Direct admission in the doctoral study programme in the relevant field may be granted to the Master of Science in the field of forestry and the field of wood technology.
- (2) Admission to the doctoral study programme may exceptionally be granted to masters of science of other scientific areas and fields in addition to taking bridging courses.

Article 14

The Faculty Council, at the proposal of the Committee, may approve the admission of a candidate who has completed a university pre-Bologna undergraduate study programme or a university undergraduate and graduate study programme in the field of forestry or wood technology with a grade point average of less than 3.50. The Committee shall issue a recommendation on the approval of admission based on an analysis of the scientific research work of the applicant (the analysis includes published papers in scientific journals indexed in the Web of Science database, participation in competitive projects, recommendations of professors and potential supervisor and an elaborated proposal on the field of research).

Article 15

- (1) The applicant must be an active user of the English language.
- (2) The interview with the applicant shall be an integral part of the enrolment procedure and shall be conducted by the Committee.

Article 16

- (1) The selection of applicants for admission in the doctoral study programme shall be carried out on the basis of success at university pre-Bologna undergraduate or university undergraduate and graduate study programme among applicants who meet the conditions referred to in Articles 11, 12, 13, 14 and 15 of this Regulation, in accordance with the criteria published in the call for admission of doctoral students.
- (2) The final decision on the performance of the doctoral study on the basis of a public call shall be adopted by the Faculty Council at the proposal of the Committee, if it determines that there is a sufficient number of applicants who meet the requirements for admission.

- (3) When enrolling, all necessary conditions for completion of studies within the stipulated deadline shall be clearly defined.
- (4) Applicants who have applied to the call for admission to the doctoral study programme shall be informed individually by e-mail of the decision of the Faculty Council as to whether they meet the requirements for admission to the doctoral study programme.
- (5) Participation in the costs of doctoral studies shall be paid before enrolment in each of the six semesters, in equal shares of the total amount, either at the beginning of the academic year for that academic year or at once, before enrolment in the study programme. In the event of dropping out of the study programme during the course of the study programme, the doctoral student or the payer of the participation of the costs of the study programme shall not be entitled to claim a refund of the amount paid to cover the costs of the study programme.
- (6) The costs of printing the diploma and the costs related to the promotion of the doctor of science shall be covered by the doctoral student.

Article 17

- (1) When enrolling in a doctoral study, the Faculty Council, at the proposal of the Committee, shall assign a doctoral student a study advisor from the ranks of the teaching staff of the Faculty at a scientific-teaching position.
- (2) The study advisor shall perform the obligations of the supervisor until their appointment, monitoring the work and progress of the doctoral student.

Article 18

- (1) A doctoral student shall have the right to complete the study programme under the conditions under which they enrolled in it within six years. The six-year period shall not include the period of suspension of rights and obligations for a justified reason (pregnancy, maternity, parental and adoption leave, long-term illness, other justified and reasoned cases), in accordance with the provisions of the Statute.
- (2) The doctoral student shall submit a request for the suspension of rights and obligations during one semester or one academic year with an explanation and the related documentation to the Committee within 30 days from the date of learning about the circumstances on the basis of which the suspension is requested or as soon as possible.
- (3) The right to suspend the rights and obligations of a doctoral student shall be acquired by a decision of the Committee, which also determines a new deadline for the completion of the study programme. The doctoral student may be granted a suspension of rights and obligations in the duration of one semester or one academic year, starting at the earliest from the beginning of the semester in which the written request was submitted.
- (4) During the suspension of rights and obligations, a doctoral student may take exams and other forms of knowledge testing if they have previously fulfilled the requirements to do so, but they cannot attend classes and acquire the conditions for taking the exam from a particular course.
- (5) A doctoral student who has been granted a suspension of rights and obligations shall regulate their status by registering the suspension of studies, based on the previously approved request.
- (6) In the event that the quality of the doctoral student's work, assessed through the annual evaluation procedures carried out by the Committee, is not satisfactory, the Faculty Council may, at the proposal of the Committee, decide on the loss of the doctoral student's right to continue their studies.

Article 19

The doctoral study programme shall be carried out as a full-time study programme according to the study programme and the curriculum. The decision on this shall be made by the Faculty Council, on the proposal of the Committee.

Article 20

- (1) The study programme shall contain the following:
 1. the academic degree acquired upon completing the study programme
 2. study admission requirements
 3. indicative content of compulsory and elective courses and the number of hours required for their performance
 4. the point value of each course determined in accordance with the ECTS
 5. forms of teaching and methods of examining knowledge for each course
 6. learning outcomes
 7. requirements for admission to the next semester or next year of study and the requirements of enrolment of a particular course or group of courses
 8. manner of study completion
 9. provision on the conditions under which students who have dropped out of a study programme may continue their studies
 10. manner of ensuring the quality of the doctoral study.
- (2) The doctoral study programme shall be designed for each doctoral student from compulsory and elective courses in the study programme, according to the ECTS credit system. The point value of each course, the scoring of scientific activity and the number of points for the application of the doctoral dissertation shall be determined in the study programme.

Article 21

- (1) The Curriculum to be adopted for each academic year shall set out the following:
 1. teachers and associates who will teach according to the study programme
 2. places of teaching
 3. start and end of classes and the amount of hours
 4. forms of teaching (lectures, seminars, practical sessions, consultations, etc.)
 5. manner of taking the exam
 6. examination periods
 7. other important facts relevant to the proper delivery of classes.
- (2) The Curriculum shall be adopted by the Faculty Council on the basis of the study programme before the beginning of each academic year.
- (3) The Curriculum shall be published on the Faculty's website.

Article 22

Doctoral students shall be obliged to regularly attend lectures and participate in all planned forms of teaching. Regular attendance shall be confirmed by the course teacher with the approval of taking the examination in the Higher Education Institutions Information System.

Article 23

- (1) Doctoral students may enrol in the higher semester of doctoral studies only if they have fulfilled all the obligations from the previous semester determined by the study programme and curriculum in accordance with this Regulation and other regulations.
- (2) Prerequisites for enrolment in the third semester shall be as follows:
 1. achieved 8 ECTS credits from compulsory courses and at least 7 ECTS credits from the elective module course of the first year of study
 2. annual doctoral student's report submitted
 3. positively assessed annual progress report of the study advisor/supervisor on the doctoral candidate's progress.
- (3) Prerequisites for enrolment in the fifth semester shall be as follows:
 1. completion of all ECTS credits required by the coursework (36 ECTS), and passing of all bridging courses, if assigned to the student
 2. defended and approved draft (synopsis, topic) of the doctoral thesis
 3. appointed supervisor
 4. drafted and approved proposal of research financing conditions
 5. annual doctoral student's report submitted
 6. positively assessed annual progress report of the study advisor/supervisor on the doctoral candidate's progress.

Article 24

- (1) Students' knowledge shall be checked and evaluated during the academic year, and the final grade shall be determined at the exam. Success achieved at the exam is available to interested members of the professional public.
- (2) The right of access to the examination documents shall be granted to a person who proves their legal interest within a period not longer than one year from the date of the examination.

Article 25

- (1) The Faculty Council may entrust classes at the doctoral study programme to faculty members who have been elected to the teaching-scientific position of assistant professor or higher.
- (2) *Professor emeritus* may participate in the teaching at the doctoral study programme.
- (3) The performance of part or all of the curriculum may be entrusted to a member of the teaching staff, scientist or expert outside the Faculty, as well as to a member of the teaching staff of another higher education institution, and an internationally recognized scientist.
- (4) The persons referred to in paragraph 3 of this Article must hold an honorary academic title equivalent to the appointment referred to in paragraph 1 of this Article, or an academic appointment acquired abroad equivalent to the appointment referred to in paragraph 1 of this Article.
- (5) In order to improve teaching and scientific work, the Faculty may invite and appoint prominent teachers and scientists from abroad as visiting lecturers to hold classes at the doctoral study.
- (6) The decision to invite and appoint a visiting lecturer shall be made by the Faculty Council, at the proposal of the Committee.

Article 26

- (1) The realisation of the doctoral study programme shall be monitored and coordinated by the Committee responsible to the Faculty Council.
- (2) All administrative tasks for the purpose of doctoral studies shall be performed by the Student Administration Office, which is responsible to the Committee.

Supervision

Article 27

- (1) A person who is an employee of the Faculty in the position of assistant professor or higher may be appointed as a supervisor.
- (2) In the case of interdisciplinary research covering at least two scientific areas or scientific fields or in the case of carrying out research in at least two institutions, dual supervision shall be justified. One of the supervisors must be an employee of the Faculty.
- (3) The person appointed as the second supervisor shall meet the following criteria:
 1. employed in a scientific-teaching position as an assistant professor or higher or a scientific position as a research associate or higher, or
 2. has an honorary academic title equivalent to the academic appointment referred to in paragraph 3, item 1 of this Article, or
 3. has acquired an appointment abroad equivalent to the appointment referred to in paragraph 3, item 1 of this Article, or
 4. has the honorary title *professor emeritus*, or
 5. is a regular member of the Croatian Academy of Sciences and Arts.
- (4) In addition to meeting the requirements of this Article, the person must also be an active researcher in the field of research relevant to the doctoral thesis and must have, within the past five years, published at least one paper as the first author in an A1-category scientific journal (indexed in the *Web of Science* - WoS) ranked in the first Q1 or second Q2 quartile, or two papers in those ranked in the third Q3 or fourth Q4 quartile.
- (5) The decision on the appointment of supervisors shall be made by the Senate at the proposal of the Scientific Area Council for Biotechnical Sciences, the Faculty Council and the Committee.
- (6) Before the first supervision, it shall be mandatory to undergo a supervision workshop organized by the University, University constituents or recognized international schools.
- (7) The Committee shall decide on the number of doctoral students that the supervisor can supervise at the same time. The Faculty Council shall confirm the decision of the Committee.
- (8) A supervisor who is not an employee of the Faculty must, in accordance with the University's template, sign a cooperation and responsibility agreement with the head of the Faculty.
- (9) A teacher of the Faculty may be a supervisor at another university, if they have the permission of the University or the Faculty.
- (10) A person who was appointed as a supervisor before retirement may, with the consent of the Faculty Council, perform the tasks of a supervisor until the doctoral student completes their doctoral studies.

Obligations of the supervisor

Article 28

- (1) The supervisor shall be obliged to supervise the doctoral student during the preparation of the doctoral thesis, monitor the quality of their work, encourage the publication of scientific papers and participation in scientific projects.
- (2) If there are several supervisors, each of them shall assume responsibility for a preestablished part of the research and process of preparing the doctoral thesis.
- (3) The supervisor shall regularly, in accordance with the general act of the University or the Faculty, submit a report on the work of the doctoral student to the Committee, on the form of the University.

Status of the doctoral student

Article 29

- (1) Doctoral student status shall be acquired by enrolment in the doctoral study programme.
- (2) Persons enrolled in doctoral studies shall have the status of a full-time student and in that sense all general provisions prescribed by the Statute of the Faculty shall apply to them as well.
- (3) A doctoral student enrolled in a doctoral study programme at the Faculty may be:
 1. a person whose study costs are covered by the science and higher education system
 2. a grantee of Croatian or international foundations or trusts
 3. a person whose study costs are covered by Croatian or international scientific-research projects
 4. a grantee of Croatian or international scholarships
 5. a person whose participation in the costs of the study programme is paid by the legal entity by which they are employed
 6. a person who personally covers the costs of the study programme.
- (4) When enrolling, the applicant shall sign a study contract with the Faculty and, in addition to other rights and obligations, shall agree on the terms of payment of tuition fees and rules on the treatment of copyright works in accordance with the regulations governing copyright and related rights.
- (5) During the study, it is possible to change the source of funding for the study.

Obligations and rights of the doctoral student

Article 30

- (1) The doctoral student shall submit a report on their work to the Committee once a year, at the end of the academic year, using the template of the University, with a possible presentation of the research. The report shall be completed via the university network system, using AAI@EduHr electronic identity. The electronic identity of doctoral students shall be assigned by the system administrator of the Faculty.
- (2) The doctoral student shall be obliged to participate in workshops, seminars, invited lectures and other events organized as part of the doctoral study programme.
- (3) At the beginning of each academic year, no later than 1 November, the doctoral student shall be obliged to regulate their status, i.e., to enrol in a higher semester, repeat semester or suspend rights and obligations. If the doctoral student does not regulate their status by 1st November of the current academic year, the Higher Education Institutions Information System (ISVU) will automatically register a repetition of the semester.
- (4) The doctoral student shall have the right to a change of supervisor or proposal of the doctoral research, upon submitting a written request using the form of the University and the statement of the current supervisor. The decision on this shall be made by the Faculty Council, at the proposal of the Committee.
- (5) The doctoral student shall have the right to change the field of the doctoral study by submitting a written request to the Committee and enrolling in the relevant courses from another scientific field, according to the decision of the Faculty Council.
- (6) Prior to the defence of the doctoral thesis, the doctoral student shall be obliged to have at least one paper published or accepted for publication in a scientific journal of category a1 (indexed in the *Web of Science* - WoS database) in the first Q1 or second Q2 quartile in the scientific field thematically related to the doctoral research (in which they are the first author).

- (7) In order to avoid any misunderstanding between the publisher with whom the work has been published and the author of the work, the doctoral student shall ensure the application of the provisions of the regulations governing copyright and related rights in the contract with the publisher, as well as the application of the provisions of the regulations governing the field of higher education and scientific activity.
- (8) A doctoral student can only qualify a scientific paper that has been published with the name of the institution performing the study programme. In addition to the study provider, the doctoral student may also list other institutions.
- (9) The doctoral student shall be obliged to participate in the evaluation of the quality of the doctoral study programme by filling out questionnaires.

Obligations and rights of the doctoral student with disabilities

Article 31

- (1) A doctoral student with a disability may study according to adapted study conditions in accordance with the study contract or other general act of the Faculty.
- (2) Doctoral students with disabilities are all students who, due to illness, impairment or disorder, regardless of the percentage of physical impairment or the type and severity of disability – impairment of functional abilities, determined by expert testimony, have permanent, occasional or temporary difficulties in performing everyday academic activities (students with visual and hearing impairments, motor disorders, chronic diseases, ADHD, autism, mental illnesses and disorders and specific learning disorders (dyslexia, dysgraphia, dyscalculia) and with other health conditions and difficulties that may affect the course of study). Health conditions, difficulties or impairments shall be determined by a decision on the percentage of physical impairment issued by the competent authority or by a finding and opinion on the type and severity of disability – impairment of functional abilities, determined by an expert examination and other relevant documentation in accordance with the procedure established by the general act of the University or the Faculty.
- (3) In the implementation of teaching and extracurricular activities, the Faculty shall take into account the respect for the principle of inclusivity, i.e., make educational content available, taking into account the diversity of needs of doctoral students with disabilities.
- (4) Adapted study conditions include the adjustment of the teaching process and taking the exam without compromising academic standards and in accordance with the set learning outcomes identical for all doctoral students.
- (5) Adapted study conditions for doctoral students with disabilities may be:
 1. extended writing time for exams and preliminary exams
 2. graphic adjustment of the teaching material (enlarged letters and spacing, etc.)
 3. digitized literature
 4. other persons' support (peer support, sign language interpreter, etc.)
 5. the use of assistive technology and other adjustments in accordance with the general act of the University or the Faculty.

Doctoral thesis

Article 32

- (1) A doctoral thesis is a public scientific work, subject to public scientific assessment.
- (2) A doctoral student cannot object to their doctoral thesis being made available to the public on the public online basis of the university library, the library of the constituent of the

University where the study programme is conducted, and on the public online basis of the final papers of the National and University Library.

- (3) Restriction of public access to a doctoral thesis shall be possible in an exceptional case, in accordance with the regulations governing copyright and related rights.

Article 33

- (1) The forms of doctoral dissertation shall be:
 1. A scientific monograph.
 2. Scandinavian Model
 - a. A doctoral thesis prepared according to the Scandinavian model is a set of published scientific papers accompanied by a critical review chapter, which consists of an introduction, discussion, conclusion and an exhaustive review of the relevant literature. A critical review places the results of the doctoral thesis in the context of existing scientific knowledge. Such a form of work is possible only as part of research work at the doctoral study, and scientific papers must be published after enrolment in the doctoral study. Scientific papers proposed as doctoral thesis must form a new rounded whole of at least three thematically related papers published in journals indexed in the *Web of Science* database in the category covering the field of forestry or wood technology or one of the related areas of research. At least one paper must be published in a journal with an impact factor greater than the median impact factor of the area (WoS category) in which the journal is indexed (i.e., Q1 or Q2 quartile of its respective area). Furthermore, at least one paper must be published in a foreign scientific journal. Each paper can qualify only one doctoral candidate. The doctoral student must be the first author in three papers. As a whole, the papers must provide a new scientific contribution in relation to individual papers, which was achieved during the doctoral study. Such work, including published articles, undergoes the same evaluation and grading procedure as a doctoral thesis in the form of a scientific monograph.
 - b. In order to avoid any misunderstanding between the publisher with whom these works have been published and the authors of the works who qualify for the recognition of the doctoral thesis according to the Scandinavian model, the doctoral student shall follow the provisions of Article 30, paragraph 7 of this Regulation.
- (2) At the proposal of the Committee, the Faculty Council may prescribe more detailed binding instructions for certain forms of doctoral theses.

Article 34

- (1) The doctoral thesis may be written in Croatian or English. The language of writing shall be unified throughout the paper, also applying to the doctoral thesis designed according to the Scandinavian model.
- (2) The title, abstract and keywords of the doctoral dissertation shall be written in both Croatian and English. The summary shall enable an understanding of the aim of the paper, research methods, results and conclusions.
- (3) If the doctoral student wishes to write the thesis in English, the University's forms shall be filled out in Croatian and English.
- (4) The graphic layout of the doctoral dissertation shall be prescribed by the University.

The procedure for applying, evaluating and approving the doctoral thesis draft and proposing supervisors

Article 35

- (1) During the study, at the earliest in the first, and no later than the end of the fourth semester, a supervisor shall be appointed and a draft of the doctoral thesis (synopsis, topic) shall be approved (these and following provisions also apply to the case of dual supervision).
- (2) When determining the supervisor and the draft of the doctoral thesis, the research conditions shall be determined, in particular the conditions for research financing.
- (3) The doctoral student shall initiate the procedure of the doctoral thesis approval by submitting an application, which contains general information about the doctoral student, the curriculum vitae and a list of the doctoral student's papers, the proposed title of the doctoral thesis, information about the proposed supervisor and their competencies, the explanation of the doctoral thesis draft and the expected original scientific contribution of the proposed research, an estimate of research costs, and a statement by the student confirming that they have not submitted a dissertation on the same topic in any other study programme of the University or at another university.
- (4) The doctoral thesis draft shall be submitted using the University's official form, through the university network system, using the AAI@EduHr electronic identity.
- (5) The Committee shall consider the fulfilment of the conditions for initiating the procedure for the application of the doctoral research draft.
- (6) The Faculty Council, at the proposal of the Committee, shall appoint the Evaluation Panel for the Dissertation Proposal and Supervisor Nomination. This Committee shall consist of three or five members, whose scientific activity shall be from the area of the doctoral thesis, whereby at least one member in the three-member and at least two members in the five-member Evaluation Panel shall not be a member of the teaching staff at the doctoral study programme or an employee of the Faculty.
- (7) The proposed supervisor may not be appointed as a member of the Evaluation Panel.
- (8) A *Professor Emeritus* may be a member of the Evaluation Panel for the Dissertation Proposal and Supervisor Nomination.

Article 36

- (1) After the session of the Faculty Council, the name of the doctoral student, the proposed title of the doctoral thesis and the date, time and place of the defence of the doctoral thesis draft shall be published on the Faculty's website at least eight days before the date determined for defence.
- (2) The submitted doctoral thesis draft shall be defended publicly, before the Evaluation Panel for the Dissertation Proposal and Supervisor Nomination and other doctoral students and other interested parties.
- (3) By way of exception, when a member of the Evaluation Panel is unable to attend the defence of the draft doctoral dissertation for justified reasons, that member may be allowed to participate remotely. The exception shall not apply to the Chair of the Evaluation Panel.
- (4) The Evaluation Panel for the Dissertation Proposal and Supervisor Nomination shall assess the possibility of original scientific contribution, the financial and organizational feasibility of the research, and propose a supervisor. The Evaluation Panel shall make its assessment no later than 90 days after the submission of the application and appointment. The Evaluation Panel shall submit a report to the Committee on the form of the University.

- (5) In the event that the Evaluation Panel returns the doctoral thesis draft to the doctoral student for revision, it shall have an additional 30 days from the moment of receipt of the revised draft to issue an evaluation and submit the proposal to the Committee and the Faculty Council.
- (6) The evaluation and proposal shall be adopted by a majority vote of the members of the Committee. Each member of the Committee shall have the right to a separate assessment and proposal.
- (7) At the proposal of the Committee, the Faculty Council must comment on the proposal of the Evaluation Panel for Dissertation Proposal and Supervisor Nomination at its next session.
- (8) Based on the positive assessment of the doctoral thesis draft, the Faculty Council shall adopt a decision on the acceptance of the doctoral thesis draft and appoint a supervisor. The form of the University shall be filled in by the appointed supervisor, and submitted to the authorized person of the constituent for signature within 30 days at the latest.
- (9) The Scientific Area Council for Biotechnical Sciences shall propose a doctoral thesis draft and a supervisor for adoption by the University Senate. The Senate of the University shall confirm the draft of the doctoral thesis and the supervisor at the next session.
- (10) All scientific research on or with humans or animals must be in accordance with the regulations, have the approval of the Ethics Committee of the Faculty or the University, as well as the institution in which the research is carried out, the consent of all subjects individually, if they are able to give them, or their proxies or legal representatives.
- (11) All doctoral students who write their doctoral thesis in English and whose mother tongue is Croatian, shall fill out the University's forms bilingually (in Croatian and English). Foreign students enrolled in doctoral study programme whose mother tongue is not Croatian shall fill in the University's forms only in English.
- (12) The provisions of paragraphs 1 to 11 of this Article shall apply mutatis mutandis to the case of dual supervision.
- (13) The file of each doctoral student submitted to the University Registry should contain:
 1. prescribed forms of the University
 2. Decision of the Faculty Council on the Appointment of the Evaluation Panel for Dissertation Proposal and Supervisor Nomination
 3. Decision of the Faculty Council on the acceptance of the doctoral thesis draft
 4. Opinion of the Ethics Committee of the constituent (for proposals of topics that require it).

Procedure for the evaluation of the doctoral dissertation

Article 37

- (1) The doctoral study programme shall be completed by acquiring a minimum of 180 ECTS credits and the preparation and public defence of the doctoral thesis. The study programme must be completed within the deadline prescribed in Article 18 of this Regulation.
- (2) The doctoral thesis may be submitted for evaluation by the doctoral student who has fulfilled all the obligations from the study programme, acquired the required number of ECTS credits, published or has been accepted for publication of at least one scientific paper in accordance with Article 30, paragraph 6 and has paid all the fees for the costs of the study programme.
- (3) The doctoral student shall initiate the procedure of assessing the doctoral dissertation by submitting the doctoral dissertation (in electronic form and three printed copies in spiral

binding) to the Student Administration Office, together with the *Declaration of Originality*, written consent and the opinion of the supervisor on the conducted research and the achieved original scientific contribution and the completed form DR.-C *Application for the initiation of the doctoral thesis evaluation procedure*.

- (4) The Student Administration Office shall register the submitted doctoral thesis and related documentation and forward it to the Committee.
- (5) Before sending the doctoral thesis to the evaluation procedure, the formatting and the accompanying documentation of the doctoral theses shall be checked and it shall be determined whether the doctoral student has fulfilled all the obligations required by the study programme.

Article 38

- (1) By providing written approval, the supervisor shall confirm that a plagiarism check has been conducted through the use of authenticity verification software and that the results were satisfactory.
- (2) If the supervisor does not want to grant approval, they must explain their reasons in writing within 15 days of receiving the notification. Either way, the supervisor's explanation, and, if necessary, the forms of the supervisor's report on the doctoral student's work during the study programme and the doctoral student's evaluation of the supervisor's work, shall be submitted to the members of the Evaluation Panel of the Doctoral Thesis, who take these into account during the evaluation.
- (3) If the doctoral thesis is structured according to the Scandinavian model, the doctoral student shall submit, with the thesis, evidence (including bibliographic information) demonstrating how that set of scientific works aggregated in the doctoral thesis meets the qualifying requirements referred to in Article 33, paragraph 1, item 2 of this Regulation.

Article 39

- (1) The Faculty Council, at the proposal of the Committee, shall appoint the Evaluation Panel of the Doctoral Thesis. The composition of the Evaluation Panel of the Doctoral Thesis is prescribed by Article 3, paragraph 8 of this Regulation.
- (2) Immediately after the appointment of the Evaluation Panel of the Doctoral Thesis, the title and summary of the thesis in Croatian and English shall be published on the Faculty's website.
- (3) Until the submission of the report on the evaluation of the doctoral thesis to the competent authority, the members of the Evaluation Panel of the Doctoral Thesis shall be obliged to treat the data and knowledge found in the thesis confidentially, in order to protect the scientific or artistic contribution of the doctoral dissertation and intellectual property.
- (4) The Evaluation Panel of the Doctoral Thesis shall submit a written report with the evaluation of the Doctoral Thesis, on the form of the University, to the Faculty Council within 90 days of its appointment. The Chairman of the Evaluation Panel shall prepare the report on the basis of the collected opinions of the members of the Evaluation Panel, and the report shall be signed by all members of the Panel. Each member of the Evaluation Panel shall have the right to submit a separate assessment.
- (5) In its report, the Evaluation Panel of the Doctoral Thesis shall propose the following:
 1. acceptance of the doctoral thesis with an explicit statement testifying to the original scientific or artistic contribution achieved, or
 2. revision of the doctoral dissertation, with a mandatory explanation and specification of the revision deadline, which must not exceed 6 months, or
 3. rejection of the doctoral thesis, with a mandatory explanation.

- (6) At the first following session after the submission of the report, the Faculty Council, at the proposal of the Committee, shall adopt a decision on the report of the Evaluation Panel, which may be as follows:
1. Acceptance of the positive report, after which the Defence Committee shall be appointed.
 2. Acceptance of the report of the Evaluation Panel of the Doctoral Thesis requesting the revision of the doctoral thesis, after which, upon submission of the revised thesis by the doctoral student, the evaluation procedure shall be repeated before the same Panel that submitted the report requesting the thesis revision.
 3. Acceptance of a negative report, after which the doctoral student shall lose the right to obtain a doctorate of science or a doctorate of arts in that study programme.
 4. Non-acceptance of the Committee's report, after which the doctoral thesis evaluation procedure shall be repeated.
- (7) After accepting the report on the positive evaluation of the thesis, the Faculty shall be obliged to make the doctoral dissertation available to the public by publishing it on the website, at least 30 days before the day of defence, except in the cases prescribed by Article 40 of this Regulation.

Article 40

- (1) In the event that the results of the research of the doctoral thesis include an innovation suitable for the protection of intellectual property rights, the doctoral student and the supervisor may inform the Student Administration Office and the Board thereof.
- (2) In this case, the doctoral student may, with the supervisor's consent, before submitting the doctoral thesis for evaluation through the University form, request that the submitted doctoral thesis be treated secretly until the moment of public defence, and the Faculty will take the necessary steps of legal protection of such intellectual creations in accordance with the Regulation on Intellectual Property Management at the University, prior to publication.
- (3) By approving this request, the period from the moment of approval of the request to the cessation of the need for postponement of public defence shall not be included in the duration of the study.

Doctoral thesis defence process

Article 41

- (1) A doctoral student may defend their doctoral thesis after the Faculty Council has accepted the report on the positive evaluation of the doctoral thesis, at the earliest within 31 days, and at the latest within 60 days from the publication of the positively evaluated thesis on the website.
- (2) The composition of the Evaluation Panel for the Defence of Doctoral Thesis is defined by Article 3, paragraph 8 of this Regulation. The Evaluation Panel for the Defence of Doctoral Thesis may consist of the same members as the Evaluation Panel of the Doctoral Thesis.
- (3) The defence of the doctoral thesis shall be public. A public invitation to the defence must be published at least eight days prior to the Vice Dean. The defence shall be held in the premises designated by the Faculty, according to the established protocol. In the case of joint studies or dual doctorates, the defence may be held at a partner university.
- (4) By way of derogation from paragraph 3 of this Article, when a member of the Evaluation Panel is unable to attend the defence of the doctoral thesis for justified reasons, that member may be allowed to participate remotely. The exception shall not apply to the Chair of the Evaluation Panel.
- (5) The Evaluation Panel for the Defence of Doctoral Thesis shall decide whether the candidate has defended the doctoral thesis. The decision shall be made by a majority vote of the members of the Evaluation Panel for the Defence of Doctoral Thesis.
- (6) Minutes on the defence procedure shall be drawn up on the form of the University in the Croatian language, and in the case of defence in the English language, the minutes shall be drawn up in the English language.
- (7) The defence of the doctoral thesis shall be held only once.

Doctoral student's copyright

Article 42

- (1) The doctoral student shall acquire copyright by the very act of creating the doctoral thesis.
- (2) The Faculty may adopt rules on the management of copyright over doctoral theses and other copyright works created during the doctoral study, in accordance with the needs and nature of the scientific-teaching process, and in compliance with the regulations governing copyright and related rights.

Publication and archiving of the doctoral thesis

Article 43

- (1) The doctoral thesis defended at the doctoral study at the University shall be made available to the public through the online repository of the University Library, the Faculty Library, and/or the public repository of final theses of the National and University Library no later than 30 days from the date of the defence.
- (2) The doctoral thesis shall be structured according to the instructions of the University and stored in the National and University Library and in the archives of the University, no later than 30 days after the defence.

Completion of the study programme and formal graduation ceremony

Article 44

- (1) The doctoral student shall acquire the rights associated with the title doctor of science in the area of biotechnical sciences, the scientific field of forestry, or the scientific field of wood technology, governed by employment regulations, on the day of successful thesis defence, and full academic rights and the diploma shall be conferred upon taking the academic oath at the graduation ceremony and upon inscription in the register of doctors of science.
- (2) The doctoral student must submit the bound doctoral thesis (minimum three copies) and a doctoral thesis in electronic form, within 15 days from the date of defence.
- (3) The doctoral student shall complete the University's application form for the graduation ceremony to the degree of doctor of science within 15 days from the date of defence.
- (4) The study programme shall be completed by submitting the doctoral thesis in accordance with paragraph 2 of this Article and the prescribed supporting documentation.
- (5) Within 15 days of the defence of the doctoral thesis, the Student Administration Office shall be obliged to update the data on the doctoral student's completion of studies, i.e., to submit all the necessary documentation to the competent office of the University.
- (6) After completing their studies, the doctoral student shall be issued a diploma in accordance with the deadlines set out in the regulation governing the form and content of diplomas.
- (7) The diploma of completed studies shall be officially presented by the rector at the graduation ceremony of doctors of science and doctors of art.
- (8) If the graduation ceremony is convened after the deadlines set out in paragraph 6 of this Article, the doctoral student may collect the diploma even before the graduation ceremony in the competent office of the University.

Certificate of completion of the study programme

Article 45

- (1) A doctoral degree is a public document confirming that a doctoral student has completed a specific study programme and acquired the right to an academic title in accordance with the Act.
- (2) If the diploma is issued after the completion of the joint study programme, it should contain the full name and seat, as well as the signatures of the heads and stamps of all higher education institutions participating in the joint study programme, and other data set out in the regulation on the form and content of diplomas, in accordance with the possibility of their application according to national regulations on the form and content of diplomas of foreign higher education institutions performing the joint study programme.
- (3) The number of ECTS credits prescribed by the study programme must be indicated on the diploma.

Quality assurance of the doctoral study programme

Article 46

- (1) The Student Administration Office shall be obliged to keep up-to-date a comprehensive record of doctoral students and supervisors in the Information System of Higher Education Institutions.

- (2) The Committee shall regularly conduct self-evaluation of doctoral study programme. The report adopted by the Faculty Council shall be submitted to the University on the prescribed form.
- (3) The criteria for evaluating doctoral study programmes shall include the following: scientific or artistic production of the teaching staff and doctoral students, classes, relevance and quality of doctoral theses, statistical indicators of study duration, statistical indicators of the annual number of new doctors of science in relation to the total number of doctoral students, international cooperation, employability of doctors of science and other elements important for ensuring the quality of doctoral study programmes.
- (4) The Committee shall conduct anonymous surveys of doctoral students during their studies, in the event of withdrawal or extended interruption, and upon completion of their studies.
- (5) Doctoral students shall have the right and possibility to make anonymous complaints and appeals related to the performance of doctoral study programme.

Revocation of an academic degree

Article 47

- (1) In the event that the academic degree of a doctor of science or doctor of arts has been acquired contrary to the prescribed conditions for its acquisition, or if plagiarism or research misconduct contrary to ethical principles is established, the awarded academic degree may be revoked from the person (hereinafter: the respondent) in the procedure prescribed by the University for such cases.
- (2) Revocation of the academic degree of Doctor of Science or Doctor of Arts shall be carried out according to the following procedure:
 1. The complainant shall submit a report to the University. The University shall submit to the Faculty a received report containing the complainant's reasoned proposal and evidence that the doctoral thesis is a plagiarism or a forgery, and then requests a statement from the Faculty.
 2. The Faculty Council shall decide on a reasoned statement with a proposal for a decision to revoke or not to revoke the academic degree, at the session at which the presence and statement of the complainant and the respondent shall be enabled.
 3. The Faculty shall submit the requested statement to the University within 120 days of receipt of the complaint.
 4. The Rector shall appoint an *ad hoc* committee for the revocation of the doctorate of science, which shall submit a report on the justification of the complaint within 60 days of its appointment. Based on the report of the *ad hoc* committee, the Rector shall propose to the Senate to adopt a decision on the revocation of the doctorate of science and all rights arising from it, or to adopt a decision on the rejection of the complaint.
 5. The Senate shall decide on the revocation of the doctorate of science. The decision of the Senate to revoke the doctorate shall be accompanied by documentation containing the following:
 - a. information about the respondent
 - b. proposal of the Faculty Council
 - c. the Rector's decision on the appointment of members of the *ad hoc* committee for the revocation of the acquired academic degree
 - d. report of the *ad hoc* committee.
 6. In the event that the Senate decides to revoke the academic degree of doctor of science, the rector shall annul the doctoral diploma no later than 30 days from the date of the Senate decision.
 7. The decision to revoke the academic degree of the doctor of science shall be entered in *the Register of Doctors of Sciences and Arts* of the University. The doctoral degree diploma shall be annulled by placing an annulment clause on it. A person whose academic degree has been revoked shall be obliged to return the diploma to the University.
 8. Upon revocation of the academic degree, all rights pertaining thereto shall also be forfeited.
 9. In the academic degree revocation process, the committees and the Senate shall be obliged to act in accordance with the regulations on the copyright protection of a written scientific or artistic work.

Transitional and Final Provisions

Article 48

The Faculty Council shall be responsible for the interpretation of the provisions of this Regulation.

Article 49

- (1) The doctoral student shall be entitled to complete the study programme in accordance with the regulations in force at the time of enrolment in the study programme.
- (2) No provision of this Regulation shall be applied or interpreted to the detriment of a doctoral student who acquired certain rights under the previous legal regulation.
- (3) If the provisions of the legal regulation introduced after the entry into force of this Regulation are more favourable to the doctoral student, its provisions shall apply at their request, regardless of when the doctoral student enrolled in the study programme.
- (4) For doctoral students who enrolled in doctoral studies before the entry into force of the *Regulations on Doctoral Studies at the University of Zagreb*, adopted by the Senate of the University on 20 April 2010, the deadline for completing the study programme shall be set by the Faculty Council. In this case, the deadline for completing the doctoral study programme cannot be longer than 30 September 2026.
- (5) In accordance with this Regulation, and with their explicit consent, the doctoral student may be allowed to continue their studies according to the newly established study programme. To such a doctoral student, the examinations passed as part of the previous doctoral study programme can also be recognized at the newly established study programme. Other obligations, such as registration of a research topic, publication of a scientific paper or other conditions for completion of studies, cannot be recognized.

Article 50

On the date of entry into force of this Regulation, the Regulation on the Doctoral Study of Forestry and Wood Technology at the Faculty of Forestry and Wood Technology of the University of Zagreb, adopted on 29 April 2021, as amended, shall cease to be valid.

Article 51

This Regulation shall enter into force on the eighth day from the date of its publication on the notice board and the website of the Faculty

Dean

Full professor Josip
Margaletić, PhD

CLASS:003-01/25-01/009

REG. NO.: 251-72-0101-25-01

Zagreb, 26 June 2025

The Regulation was published on the notice board and the website of the Faculty on 30 June 2025 and enters into force on 8 July 2025.