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**Osijek, 26 June 2017**

**REQUIREMENTS AND GUIDELINES FOR WRITING A DOCTORAL DISSERTATION**

 ***(in compliance with the Ordinance on requirements for advancement in scientific rank approved by the Study Programme Council at its 5th Session in 2017, held on 26 June 2017)***

**Requirements and guidelines for writing a doctoral dissertation**

A doctoral dissertation must meet specific requirements in terms of language, style and formatting and must be prepared using modern techniques and technologies that facilitate the preparation of scientific and professional papers.

1. The title page of the dissertation should include the following information: Josip Juraj Strossmayer University of Osijek, University of Dubrovnik, Ruđer Bošković Institute; Postgraduate Interdisciplinary University Study Programme in Molecular Biosciences; full name of the candidate; the title of the work with words doctoral dissertation written under it; the place and year of dissertation defence. A doctoral dissertation should be hardbound. All information on the title page should be printed on the cover as well.

2. The title page should be followed by the Basic Documentation Card in both Croatian and English and the Table of Contents.

3. The body of work must include the following chapters: Introduction, the Purpose or Aims of the research (this can also be written as the last subsection of the introduction), Materials and Methods, Results, Discussion, Conclusions, References, Summary in Croatian followed by Summary in English. Preface, Acknowledgements, Dedication, and similar chapters should appear after the Documentation Cards and before the Table of Contents. If needed, the chapter Appendices should appear after the Summary in English. The candidate’s Biography and publication list should come at the end of the dissertation.

4. References in the text must correspond exactly to the listing of sources included in the Reference list following one of the common source citation systems.

5. When a dissertation is written in English, Summary in English should be followed by an Extended Summary in Croatian.

**Article-based dissertation**

In terms of its scope and significance, an article-based dissertation must be meet the specific requirements for a doctoral dissertation and should demonstrate the author’s capacity for independent work and creativity as well as research originality. All the published works (papers) submitted, which meet the specific requirements for a doctoral dissertation, should form a coherent whole and the student should be the principal author of all of them. The student and his supervisor must prepare and co-sign a declaration detailing the contribution (in terms of quality and quantity, expressed in percentages) of author and any co-authors to each individual work. The contribution of the doctoral candidate to each individual work must exceed 70%. The Expert committee for the evaluation of the doctoral dissertation or the Study Programme Council may request a written declaration from each co-author.

The results/findings of the scientific papers may not have already been submitted as part of a defended degree paper (final paper, bachelor paper or master's thesis). Scientific papers may not be older than 8 years.

OPTION A

1. A doctoral dissertation may be comprised of three full papers that have been published in journals indexed in the CC database, providing that one of them has a high impact factor (Q2 or Q1) according to the ISI Web of Knowledge.

2. A doctoral dissertation may be comprised of two full papers, providing that both have been published in journals indexed in the CC database that have a high impact factor (Q2 or Q1) according to the ISI Web of Knowledge.

3. Exceptionally, a doctoral dissertation may be comprised of one full paper, providing that it has been published in a journal indexed in the CC database that ranks among the top 10% in Q1 group according to the ISI Web of Knowledge.

OPTION B

1. A doctoral dissertation may be comprised of three full papers that have been published in journals indexed in the Web of Science Core Collection (WoSCC) (Q1, Q2, Q3), providing that one of them has a high impact factor (Q2 or Q1).

2. A doctoral dissertation may be comprised of two full papers, providing that both have been published in journals indexed in the WoSCC that have a high impact factor (Q2 or Q1).

3. Exceptionally, a doctoral dissertation may be comprised of one full paper, providing that it has been published in a journal indexed in the WoSCC that ranks among the top 10% in Q1 group.

**Students can choose between the two options for writing an article-based dissertation (A or B) until 30 June 2020. Upon expiration of this period, students writing an article-based dissertation will be required to choose option B.**

**Structure requirements for article-based dissertations:**

1. The title page should include the following information: Josip Juraj Strossmayer University of Osijek, University of Dubrovnik, Ruđer Bošković Institute; Postgraduate Interdisciplinary University Study Programme in Molecular Biosciences; full name of the candidate; the title of the work with words doctoral dissertation written under it; the place and year of dissertation defence. A doctoral dissertation should be hardbound. All information on the title page should be printed on the cover as well.

2. The title page should be followed by the Basic Documentation Card in both Croatian and English and the Table of Contents.

3. The body of work must include the following chapters: a short Introduction linking the published works to create a cohesive whole, the Purpose and Aims of the research (this can also be written as the last subsection of the introduction), Discussion tying in all published works leading to the conclusions, Conclusions, References (when works cited in the Introduction and Discussion chapters are not cited in the published works), Summary in Croatian followed by Summary in English. Preface, Acknowledgements, Dedication, and similar chapters should appear after the Documentation Cards and before the Table of Contents. The candidate’s Biography and publication list should come at the end of the dissertation. The published works should appear between the Purpose of the research and Discussion chapters in the order which best links them into a coherent whole, and the references should be listed in the Table of Contents.

4. If the works published are in English, the other sections of the dissertation should be written in English as well. In this case, Summary in English shall be followed by an Extended Summary in Croatian.

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|  | **Chair of the Council of** **the Postgraduate Interdisciplinary University Study Programme in Molecular Biosciences****Dr Vera Cesar** |