

**Postgraduate
doctoral study**



**ARCHAEOLOGY
OF THE EASTERN
ADRIATIC**

Guide



University of Zadar

**ARCHAEOLOGY OF THE EASTERN ADRIATIC
Postgraduate Doctoral Study Guide**

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I. INTRODUCTION

Archaeology is an academic discipline with lengthy tradition in Croatia. It yielded a number of important experts in the European context and reached a high level of development reflected in university teaching, field work, research and study work, museological and conservation works and publishing activities. University department in Zadar is one of the hubs of these activities.

In accordance with the Act on Scientific Activity Higher Education postgraduate doctoral study is the final stage of education providing the student with conditions for independent scholarly activity. Scientific doctoral study of archaeology educates students for research and teaching positions at universities, research and teaching positions in the institutes, museums, scientific and university libraries, archives and similar institutions. Specific characteristic of the study is directing scholarly attention to the Adriatic region and its relations with other Mediterranean and Central European regions. After completing the study, student who obtained doctoral degree has mastered the methodology of scientific work, he is trained for independent research work and has organizational skills which include field work, project organization, preparing scientific conferences etc.

Guide to postgraduate study contains information on the doctoral study „Archaeology of the Eastern Adriatic“. Its aim is to facilitate understanding of the doctoral study and to provide useful information in order to enable easier study planning. Information in the Guide is based mostly on the Program of Postgraduate Study „Archaeology of the Eastern Adriatic“ and Ordinance on Doctoral Studies at the University of Zadar which offer detailed information on the study.

II. DOCTORAL STUDY STRUCTURE

Postgraduate doctoral study programme „Archaeology of the Eastern Adriatic“ was launched in 2007 as a continuation of previous postgraduate study programme with the same name. Full title of the study is Postgraduate Doctoral Study „Archaeology of the Eastern Adriatic“. It belongs to the area of humanities, field of archaeology and it ends in awarding the academic degree of doctor of humanities in the field of archaeology.

The University of Zadar is the issuing institution, and the Department of Archaeology is education provider. Scholars from other departments of the University of Zadar participate in the teaching process, as well as the ones from the University of Pula and Croatian Academy of Sciences and Arts.

When enrolling the doctoral study the doctoral student can choose between two study variants: full-time study or part-time study. Full-time doctoral students can participate in projects managed by the study teachers. Funding of unemployed students or

the ones employed in other institutions is procured by payments of students or other sources, primarily scholarships. The Council of Postgraduate Study sets the amount of money with which students participate in funding the doctoral study at the beginning of the year of enrollment.

III. DOCTORAL STUDY PROGRAM

Postgraduate doctoral study programme „Archaeology of the Eastern Adriatic“ is conducted in line with the adjusted teaching programme adopted by the Senate of the University of Zadar on its 4th session in the academic year 2006/2007¹

Doctoral study comprises three main branches of archaeology: prehistory, antiquity and Middle Ages. Following study directions are offered: *Prehistoric archaeology, Archaeology of antiquity, Medieval and post-medieval archaeology.*

The study lasts for three academic years (six semesters), that is three calendar years. It consists of lectures and research from the first to fourth semester, and in the fifth and sixth semester it includes research work and mentoring, as well as consultations regarding doctoral thesis.

After the three-year study a candidate finishes the dissertation independently in the following two years. Not more than three years after a student has met all the requirements in the previous three study years, he/she has to submit doctoral thesis to be evaluated. Doctoral study cannot last for more than six years, until the dissertation is submitted in the process of dissertation defense.

The study program is based on scientific research projects of the teachers so that students participate in them through research and study and through field excavations which represent a specific aspect of archaeological work. Experts from museums, institutes for protection of cultural monuments, conservation workshops and archaeological research centers contribute to study process through extracurricular activities, particularly field work conducted at all archaeological sites whose excavations are managed by the teachers.

Current scientific projects, and those that have been active during the previous study programme, funded by the Ministry of Science, Education and Sport of the Republic of Croatia:

¹ Detailed information on the doctoral study can be found on the web site of the Office for Postgraduate Studies (<http://www.unizd.hr/Obrazovanje/Uredizastudije/Uredzaposlijediplomskestudije/tabid/118/language/hr-HR/Default.aspx>), as well as the web site of the Department of Archaeology (<http://www.unizd.hr/arheologija/Home/tabid/198/Default.aspx>).

- ▶ 269-2690680-0678 Rani prapovijesni periodi na području istočnog Jadrana (*Early prehistoric periods in the eastern Adriatic region*), head: Brunislav Marijanović
- ▶ 269-1970677-0675 Razvoj kulture Hrvata na tlu sjeverne Dalmacije od 7.-12. st (*Development of the culture of the Croats in northern Dalmatia from the 7th to 12th century*), head: Janko Belošević
- ▶ 269-2690868-0774 Antički gradovi i naselja u Liburniji (*Cities and settlements in Liburnia in classical antiquity*), head: Miroslav Glavičić
- ▶ 269-2690868-0770 Kult i religija na istočnoj obali Jadrana u rimsko doba (*Cult and religion on the eastern Adriatic coast in the Roman period*), head: Željko Miletić
- ▶ 269-2690868-0919 Istraživanje antičke i kasnoantičke umjetnosti na istočnoj obali Jadrana (*Research of art of classical and late antiquity on the eastern Adriatic coast*), head: Nenad Cambi
- ▶ 269-2690754-0756 Naselja i groblja na istočnom Jadranu u željezno doba, simbolički aspekti, (*Settlements and cemeteries on the eastern Adriatic coast in the Iron Age, symbolical aspects*), head: Sineva Kukoč
- ▶ 0197005 Srednjovjekovno arheološko naslijeđe Hrvatske (5.-16. stoljeće) (*Medieval archaeological heritage of Croatia (5th – 16th century)*), head: Željko Tomičić
- ▶ 101-1970677-0670 Bioarheološka istraživanja srednjovjekovnih populacija Hrvatske (*Bioarchaeological research of medieval populations in Croatia*), head: Mario Šlaus
- ▶ 303-3030822-0932 Naseljenost i gospodarstvo Istre od kraja prapovijesti do Bizanta (*Population and economy of Istria from the end of prehistory to the Byzantine period*), head: Robert Matijašić
- ▶ 269-2690754-0763 Rimskodobne elite u Istriji i Dalmaciji (*Roman-era elites in Istria and Dalmatia*), head: Anamarija Kurilić
- ▶ 269-1970677-0671 Srednjovjekovno arheološko naslijeđe južne Hrvatske od 5. do 17. stoljeća (*Medieval archaeological heritage of southern Croatia from the 5th to 17th century*), head: Ante Uglešić
- ▶ IP- 2013-11-8100 Utjecaj endemskog ratovanja na zdravlje kasnosrednjovjekovnih i ranonovovjekovnih populacija Hrvatske (*Influence of endemic warfare on the health of late medieval and early postmedieval populations in Croatia*), head: Mario Šlaus
- ▶ UIP-2014-09-1545, Tranzicija i tradicija u špilji Vlakno: Model prijelaza paleolitika u mezolitik na području Sjeverne Dalmacije (*Transition and tradition in Vlakno cave: Model of transition from the Palaeolithic to the Mesolithic in the northern Dalmatia region*), head: Dario Vujević

- ▶ IP-2014-09-8211 Arheologija jadranske plovidbe i brodogradnje (*Archaeology of Adriatic seafaring and shipbuilding*), head: Irena Radić Rossi
- ▶ IP-2016-06-5832 Ravni Kotari: urbanizacija i promjene krajolika u sjevernoj Dalmaciji (*Ravni Kotari: urbanization and changes in landscape in northern Dalmatia*), head: Martina Čelhar

IV. ADMISSION CONDITIONS AND CRITERIA

Candidates who have completed the studies of pre-Bologna or Bologna process can enroll in the doctoral study. Admission conditions depend on previously obtained academic degree („pre-Bologna“ graduate study or master’s degree program or „Bologna“ graduate study).

- a) for persons who have completed the „Bologna“ graduate study of archaeology or some related study at the higher education institutions, and obtained the academic degree of Master (*magistar struke*) in the field of archaeology or Master in the field of related professions: anthropology, history, art history, classical philology and other fields; as well as for those who finished corresponding studies and obtained titles at art academies in accordance with the „Bologna“ process – admission condition is to finish corresponding graduate study and to obtain academic degree of Master with reference to a specialisation (*magistar struke*) or its equivalent. The candidate has to speak a foreign language (confirmed with a certificate) to enroll in the first semester. Grade point average at the previous study needs to be at least 3,5.
- b) for persons who have graduated at the graduate study of archaeology or some related study at higher education institutions in line with old programs (prior to reform in accordance with the Bologna process), and obtained academic degree of archaeologist or professor of archaeology or anthropologist, historian, art historian, classical philologist (professor of anthropology, history, art history, classical philology) or some related study; as well as for those who completed corresponding studies and obtained titles at art academies in accordance with „pre-Bologna“ programs, admission condition is to finish corresponding graduate study and to obtain academic degree of archaeologist (professor), related professions or equivalent degree of art academies. The candidate has to speak a foreign language (confirmed with a certificate) to enroll in the first semester. Grade point average at the previous study needs to be at least 3,5.
- c) for persons who have graduated at the master’s degree program of archaeology or some related study at higher education institutions in line with old programs (prior to reform in accordance with the Bologna process), and obtained academic degree of Master of Science (MSc) (*magistar znanosti*) in the field of archaeology or related professions: anthropology, history, art history, classical philology; as well as for those who finished corresponding „pre-Bologna“ postgraduate studies and

obtained titles at art academies, there are no additional requirements except for obtained academic degree for enrollment in the first semester.

- d) Exceptionally, individuals who achieved scientific recognition (who have published at least three works in internationally relevant journals related to the program of the study direction of the potential student, have spent at least one semester in a local or foreign university or scientific institution and have actively participated in at least two scientific conferences with international review), as an equivalent for 120 ECTS credits from the list of extracurricular activities of this study, can be allowed by the Council of Postgraduate Studies to enroll in the doctoral study without other requirements, to the third year of the study.

The candidates have to undergo admission procedure regardless of previously obtained academic degree and fulfillment of required conditions. The procedure is performed through a conversation with the head of the study and heads of corresponding study directions, who propose to the Council of the Study if the candidate should be accepted or not. The Council of Postgraduate Studies makes the final selection from the list of candidates for enrollment in the doctoral study full-time or part-time. The candidate chooses one of the three study directions after the enrollment at the beginning of the study.

V. IMPLEMENTATION PLAN OF THE DOCTORAL STUDY

Students of the doctoral study enroll four elective courses within selected study direction (*Prehistoric archaeology, Archaeology of antiquity, Medieval and postmedieval archaeology*) during each of four semesters. The selection is made in coordination with the head of the study direction. In order to make the selection compatible with the doctoral thesis topic, which has already been proposed by the time of enrollment in the second year of the study, during the third and fourth semester each student must enroll the course held by his mentor as one of these four courses. The student writes a specialist seminar paper related to his/her dissertation during the third semester, and in the fourth semester he has a presentation of this seminar paper. During the fifth and sixth semester the student does not enroll any courses, but he/she works with the mentor and writes a doctoral thesis.

The study is in accordance with the European Credit System ECTS. In each semester the students need to earn at least 30 ECTS credits, 60 credits in each school year. During the three years of the study the student has to earn over 180 credits, of which total of 34 credits is earned through course attendance in the first two years, as well as through writing and presenting seminar paper, and 86 credits are earned through various extracurricular activities, primarily research work. There are no examinations in the study program. During the third year 60 credits are earned through dissertation writing. List of courses and activities with attributed credits can be found in the Program of Postgraduate Study.

VI. TEACHING PROCESS

The teaching starts at the beginning of the academic year, and it is structured and performed in semesters. It is performed on the basis of the Program of Postgraduate Study through lectures, consultations and other forms of teaching defined in the Program. Teaching program is created for every student from the available elective courses, and certain courses and lectures within the teaching program are articulated so that they finally result in directing towards the requirements of the doctoral thesis and understanding the methodology of scientific work. The emphasis in the lectures is on archaeological material from south European regions in context of other historical and culturological events in the Mediterranean.

Teaching in any form must not exceed 30 % of the total workload anticipated in the Study Program. Teaching is performed in Croatian language, but foreign language can also be used if needed. The student is obliged to attend all forms of teaching.

Teaching process can be performed in the classroom for the postgraduate studies in the University rectorate or in the premises of the Department of Archaeology. The University of Zadar has central library and reference library of the Department of Archaeology and they are open to students. Consultations are held in the teachers' offices, and some activities may possibly be held in the museum collections. Field segment of the study will be performed at the sites where the professors of the doctoral study have been working for years within their scientific projects. Students can participate in archaeological research led by other eminent scholars with the Council's approval.

Student workload is evident from the course of lectures of the Program of Postgraduate Study „Archaeology of the Eastern Adriatic“, and it is related to students' selection of certain elective courses. The courses change within a certain subject so that diverse topics are covered with an aim of making the attendants well-informed and knowledgeable about the latest scientific research with regard to dissertation topics. Teaching is performed throughout the entire semester, mostly as individual work through consultations. Because of part-time students there will also be condensed teaching, within a week during each semester.

Extracurricular activities are dominant in the grading system of the doctoral study (they make about 70% ECTS credits earned in the first two years) as the research is a basis for writing a quality dissertation, and at the same time they encourage student's independence and cohesion with the scholarly community. Through such practice students acquire skills which can be helpful in their subsequent scholarly work. Activities which will be encouraged and which are evaluated in accordance with the Program are: leadership or participation in a scientific project, practical work in a scientific institution, archaeological field research, publishing works in professional and scientific journals, participation in higher education teaching, specialization in foreign languages, help in organization of scientific conferences and archaeological exhibitions, and other similar activities.

RIGHTS AND OBLIGATIONS

During the doctoral study students have certain rights and obligations. Student rights refer to allocation of mentor and co-mentor, participation in professional and scientific work, right to express opinion on the quality of study performance through polls conducted regularly by the Office for Postgraduate Studies as well as the right to complain in case of violation of rights granted by general acts of the University of Zadar.

Obligations of the doctoral candidate imply regular consultations with mentor, fulfilling all tasks in accordance with the study program prior to submitting doctoral thesis to evaluation procedure, and publishing at least one scientific paper with a review, related thematically to the doctoral research, prior to dissertation defense.

Mentor is obliged to lead the doctoral candidate during his work on doctoral thesis, monitor the quality of the doctorand's work, incite publishing of his works and enable participation in scientific conferences and scientific projects. Mentor advises student regarding relevant literature and application of corresponding scientific and research methods associated with the scientific field of research and helps the student in selection and precise definition of the research field. If there are several mentors or student was assigned co-mentors, each of them accepts responsibility for a segment of research or procedure of working on the doctoral thesis which was set in advance.

VII. CONDITIONS FOR ADVANCEMENT TO A HIGHER YEAR

Evaluation of the progress of doctorands and possibility of their progression at the study are closely related to the teaching process and fulfillment of the basic precondition of minimum of 30 ECTS credits per semester. Possible deficit can be compensated only within the same study year, except in special cases.

- ▶ During the first year of the study (first and second semesters) basic condition is obtained less through teaching (8 ECTS credits), and more through extracurricular activities (min. 22 ECTS credits) whose credit value depends on decisions of the Study Council and head of the study direction. In the first semester the candidate chooses a mentor, with whom he proposes the topic (title) of the dissertation in the second semester.
- ▶ The candidate needs to submit confirmation of foreign language proficiency in order to enroll in the third semester. In addition to teaching (8 ECTS credits) and extracurricular activities which need to be at least 21 ECTS credits, a doctorand earns 1 ECTS credit by writing specialist seminar paper from the subject held by mentor. During the third semester the doctorand is obliged to write synopsis of the thesis and present it in public when the final title of the thesis is chosen and the dissertation mentor is proposed.

- ▶ Obligations during the fourth semester refer to teaching (8 ECTS credits), extracurricular activities (min. 21 ECTS credit), and presentation of specialistic paper written in the previous semester (1 ECTS credit).
- ▶ By the time of enrollment in the third year all the abovementioned must be confirmed by the University and Study authorities. In the third year (fifth and sixth semester) doctorand earns 30 ECTS credits exclusively by working on the dissertation and through consultations with mentor whose written confirmation is the only guarantee of the successful development of the doctorand, but which can also be disputed by a written report.

PREREQUISITES FOR SUBMISSION OF THE DISSERTATION AND COMPLETION OF THE STUDY

The candidate has ended the three-year study:

- ▶ if he/she managed to earn 180 ECTS-credits
- ▶ fulfilled all the requirements
- ▶ if the University bodies accepted the topic, title and synopsis of the dissertation

Not more than two years after the end of the doctoral study the candidate is obliged to submit written thesis for evaluation procedure.

Details on the progress at certain stages of the study as well as the reasons of withholding student rights are defined in the Regulations and Program of the Study, and for all other exceptional situations candidates can address the Study Council with a plea.

VIII. DOCTORAL THESIS

Doctoral thesis is an independent and original scientific work which can be a subject of public scientific evaluation. Its purpose is to show that the student has mastered modern scientific methods, and that he/she is qualified to perform independent scientific-research work. The thesis is usually written in Croatian, but it can also be written in one of the world languages under special circumstances at candidate's demand and with the approval of the Council of Postgraduate Study. Preparation and format standards of the doctoral theses are prescribed in the *Regulations on Preparation and Format Standards on Doctoral and Specialistic Theses of the University of Zadar* (further on *Regulations*).

The procedure of the doctoral topic application starts as early as the first year of the study when the candidate proposes the dissertation topic and arranges work and research conditions with the mentor. The application is submitted on a form prescribed by the *Regulations*, and the topic has to be approved by the Senate during the fourth semester at the latest. The topic is defended by the end of the second semester at the latest in organization of the Council of Postgraduate Study. After the topic and synopsis have been approved, the doctoral candidate can start working on the doctoral thesis.

Doctoral thesis has to be submitted 24 months after the end of the last, sixth semester at the latest, and only exceptionally this deadline can be extended for maximum of 12 months. Prior to the beginning of the evaluation procedure the Office for Postgraduate Studies verifies and confirms in written form fulfillment of all the requirements by the candidate. Request for evaluation of doctoral thesis is submitted by the candidate on a form prescribed by the *Regulations*, and the Committee for Doctoral Thesis Evaluation is obliged to submit separate written reports with evaluation of doctoral thesis within three months from its appointment.

Doctoral thesis defense is public, and the procedure of defense is set by protocols and the *Regulations*. The candidate obtains the academic degree of Doctor of Science after finishing defense procedure and obtaining a positive grade.

IX. MANAGEMENT OF THE DOCTORAL STUDY

Competent authorities of the Postgraduate Study are the Council of Postgraduate Study „Archaeology of the Eastern Adriatic“ (further on: Postgraduate Study Council), the Council of Postgraduate Studies of the University of Zadar and the Senate of the University of Zadar.

The Council of Postgraduate Study is in charge of:

- ▶ defining admission conditions for the postgraduate study in accordance with the existing Regulations and Program of Postgraduate Study;
- ▶ inclusion of attendants to postgraduate study, approval of their advancement through the study and approval of continuation of interrupted study;
- ▶ confirming mentor, proposing professional committee for evaluation and defense of the dissertation topic and professional committee for evaluation and defense of the dissertation.

X. RECORD AND DOCUMENTS OF A DOCTORAL CANDIDATE

The Office for Postgraduate Studies manages record and documents about the students of postgraduate doctoral study in line with the law and general acts of the University. It is obliged to inform the public about the topics of completed doctoral theses, to make a list of alumni and to publicly announce all activities of the Council of Postgraduate Study.

XI. MONITORING QUALITY OF THE DOCTORAL STUDY

Monitoring study quality refers to monitoring quality of teaching for each subject, and quality of performance of the entire study program. The mentioned activities are performed by the Office for Work Quality Promotion, Committee for Work Quality Assurance and Promotion and ECTS coordinators at the departments.

In the process of monitoring and improving quality at the doctoral studies, research and polls are undertaken with both students and teachers regarding the teaching performance, teaching subjects, literature, introducing new approaches and forms of teaching, communication with teachers, information availability about the study program, impact of students on contents of the study programs, teaching performance and student workload expressed in ECTS.

The Council of Postgraduate Study is formed in order to monitor successfulness and to solve all possible problems related to postgraduate study. This council discusses teaching, performance quality, research, student advancement, staff problems, equipment procurement, and it also deals with acquisition of literature, study materials and equipment for research facilities. Heads of certain study directions are in charge of successful teaching performance. All participants in the study process (teachers and students) can incite qualitative changes with their suggestions to the head of the study.

The Council of Postgraduate Study periodically publishes self-evaluation on the basis of annual reports of mentors and doctoral candidates. Criteria of self-evaluation encompass scientific production of teachers and doctorands, teaching, relevance and quality of doctoral theses, statistical information on study duration, statistical information on annual number of new doctors in relation to the number of enrolled doctorands and accomplished international cooperation.