

**Postgraduate doctoral  
study programme  
in humanities**



**HUMANITIES  
Guide**



University of Zadar

**HUMANITIES**  
**Postgraduate Doctoral Study Guide**

**Publisher**

University of Zadar

**For the Publisher**

Dijana Vican, Rector

**Graphic design, layout and print**

Grafikart d.o.o., Zadar

Zadar, 2017

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DEPARTMENT OF CROATIAN AND SLAVIC STUDIES  
DEPARTMENT OF ENGLISH  
DEPARTMENT OF ETHNOLOGY AND ANTHROPOLOGY  
DEPARTMENT OF FRENCH AND IBEROROMANCE STUDIES  
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Upon completion of the postgraduate doctoral study program *Humanities* students will have achieved the academic level of doctor of sciences (abbreviation PhD) in the scientific areas:

- ▶ *Ethnology and Anthropology,*
- ▶ *Philology,*
- ▶ *Philosophy,*
- ▶ *Interdisciplinary Humanities,*
- ▶ *Art Sciences,*
- ▶ *History of Art.*

## I. INTRODUCTION

Postgraduate doctoral study programme *Humanities* is conducted in line with the teaching programme adopted by the Senate of the University of Zadar on its 7<sup>th</sup> session in the academic year 2009/2010 (held on April, 29<sup>th</sup> 2010), and the current generation of the enrolled students' lecture schedule published on the office for postgraduate studies website<sup>1</sup>.

The programme is carried out by the various departments of the University of Zadar: Department of Classical Philology, Department of Croatian and Slavic Studies, Department of English, Department of Ethnology and Anthropology, Department of French and Iberoromance Studies, Department of German Studies, Department of History of Art, Department of Italian Studies, Department of Linguistics, Department of Philosophy.

The course is conducted in Croatian language and according to the curriculum of a particular student in English, German, Russian, French, Spanish, Italian and Latin.

Every mentor invests *pro bono* work with students, and the University of Zadar, as is the case with other institutions with which it will (in this sense) come to an agreement, will invest *pro bono* its space and the equipment without which the elaboration of the study programme is not possible. At a definite time, confirmed by the acts of

*Nouns and pronouns written in masculine form refer both to the male and female gender, and are not discriminatory.*

<sup>1</sup> <http://www.unizd.hr/Default.aspx?alias=www.unizd.hr/humdoktorski&>

the University, the process of defending a doctorate thesis will be paid for at a fee. Lectures by mentors and consultations with mentors will take place at the institution in which the mentor is employed, and the doctorate practicum (see study programme) will be carried out at the University of Zadar. A student's travel expenses (and the other expenses which may ensue from this) are to be paid for by the student himself/herself. The expenses of field work, work in archives, and other such work, is to be paid for by the student himself/herself.

The basic prerequisite for enrolment in this study is that the expert in a particular field accepts the doctorate student's theme of research and expresses his/her readiness that (as supervisor-mentor) he/she will guide the doctorate student through the doctorate study. All forms of teaching, except the *Doctorate practicum module*, proceed from the principle of the individual mentor's work with his/her student.

The list of compulsory modules is merely the framework in order to define the individual study programme, within the applied field of research. The content of all modules and their activities, including the means by which a student will accomplish his/her duties will be confirmed by the mentor: this will be within the framework of an individual plan of elaboration for every individual semester of study. The individual plan of elaboration must undergo a process of approval by the Doctoral Study Council.

This programme is to be realised in total at the highest, 8<sup>th</sup> level, of the Croatian Qualification Framework and the European Qualification Framework (EQF), which means that all three years of this study are primarily directed toward a student's scientific-research work.

All who are employed at the University of Zadar in a scientific-research position in the field of the humanities, or are employed in some other Croatian or foreign university or scientific institute which satisfies criteria or has passed the selection for the required scientific position, can be a mentor for this study: this will be decided upon by the Doctoral Study Council and the Senate. The prerequisite for inclusion into the work of this study is also an acceptance of the principles which have been presented here.

The purpose of this Guide for the postgraduate doctoral study *Humanities* is to introduce the doctoral candidates to the programme activities, candidates' and professors' rights and responsibilities, as well as with the procedures they may expect to encounter during their study. The Guide refers to laws, University of Zadar regulations and special rules, procedures and accompanying forms that may be found on the University of Zadar's Office of Postgraduate Studies website<sup>2</sup>. This Guide outlines the specific pertaining to the *Humanities* study programme.

<sup>2</sup> <http://www.unizd.hr/Obrazovanje/Studiji/Poslijediplomski/tabid/79/language/hr-HR/Default.aspx>

## II. DOCTORAL PROGRAMME PURPOSE AND PRINCIPLES OF THE STUDY

### STUDY PROGRAMME OBJECTIVES

Within the framework of the national priorities and determinants in the documents on the politics of Science and Technology in the Republic of Croatia, our intention here is to support the vision and organisational foundation for the education of professionals which will contribute to: 1) the quality of scientific research in the field of the humanities; 2) the quality of the educational process at the academic level and an increase in the annual quota of educated professionals to disseminate information and knowledge to the wider culture, education and the sciences; 3) the advancement of the educational process in the field of the humanities.

### REASONS FOR THE INTRODUCTION OF THE STUDY PROGRAMME

In 2005, the University of Zadar had a well-developed network of postgraduate studies in the field of the humanities. Accepting the reforms of the Bologna system, the University Senate decided to introduce new and reformed postgraduate study programmes.

The establishment of a strong postgraduate centre for studies in the humanities in Dalmatia also contributes to the polycentric development of the sciences in the Republic of Croatia. What is understood under the application of the principles of mentorship studies is the development and strengthening of research in those scientific fields and branches in which the University of Zadar (through the work of its scholars), has placed itself at the forefront. This represents an act of the recognition of its specific and comparative advantages, as described by the Scientific Strategy of the University of Zadar. The openness of its programmes to collaborative research is an answer to the growing need for the integration of the humanities, as well as the inclusion of the Croatian universities in the European space of the Sciences and tertiary education. The structure of this university programmes is based first and foremost on the experience that the Lecturers and Scholars at the University of Zadar continuously gain when conducting scientific research, especially in the enactment of scientific projects in which they participate either as leaders or collaborators. The permanent turn towards the perfection of one's own work, as well as the application of the contemporary knowledge and methods in the humanities, is a guarantee that the scholars who have been trained at this university will actively contribute to the development of a society based on knowledge and science.

## LEARNING OUTCOMES

Learning outcomes achieved by doctoral candidates upon completion of the study programme should provide them the opportunities such as continuation of the scientific research, post-doctoral specialization and employment possibilities in public and private sector.

Upon completion of this programme the doctoral candidates will be able to:

- ▶ uncover and interpret new knowledge by way of original research and have the results of this research published
- ▶ systematically understand the essence of the scientific field in which the student is involved
- ▶ systematically understand the essence of the applied scientific field in which the student is involved
- ▶ apply knowledge for the elaboration of the concepts and the elaboration and implementation of projects which are to generate new knowledge, its applications and understanding thereof
- ▶ contribute to the corpus with original work, which must undergo verification in nationally and internationally acknowledged publications
- ▶ critically analyse, evaluate and make a synthesis of new and complex ideas,
- ▶ make judgement on the complex themes relevant to social, scientific and ethical responsibility
- ▶ present the results of original scientific research to the professional and wider community in a clear and efficient manner
- ▶ develop quality and the generic skills necessary for employment and self-employment
- ▶ develop the generic skills for continuous progress in theoretical and/or applied research and the development of new techniques, ideas and approaches.



## PRINCIPLES OF THE STUDY PROGRAMME

The study programme is based on general and specific principles.

**General principles** are:

- ▶ openness toward modern achievements in the field of humanities,
- ▶ respect for human rights,
- ▶ respect for professional and research ethics,
- ▶ promoting quality of research and scientific approach.

**Specific principles** are aligned with the University's strategic documents and are reflected in promoting the idea of the unique and modern university with the purpose of:

- ▶ initiating collaborative research projects,
- ▶ providing conditions for systematic education of research staff,
- ▶ creating conditions that will enable University of Zadar to continue to be a powerful regional centre for humanities.

The study programme is open toward student mobility. During the course of study students are encouraged to choose elective courses from graduate study programmes from partner institutions and from other postgraduate doctoral study programmes that are valuable for their research.

## III. DOCTORAL STUDY PROGRAMME ORGANIZATION

The doctorate study is managed by the *Humanities* Doctoral Study Council. Doctoral Study Council includes all mentors and co-mentors (lecturers in teaching and research positions), and a student representative.

Doctoral Study Council proposes to the University Senate its programme study members, directors and deputies.

Doctoral Study Council coordinates the efforts of the programme study regarding the teaching, scientific and procedural efforts of the programme study regarding the teaching, scientific and procedural efforts by the professors, mentors (and co-mentors) and doctoral candidates. Doctoral Study Council closely collaborates with the University's Office for Postgraduate Studies where all administrative and organizational activities related to the implementation of the study programme are performed.

*Procedures of the postgraduate doctoral studies* is the document that outlines the most common subject and procedures of the programme implementation and procedures related to the study programme, student subjects and the process of acquiring the doctoral degree.

## IV. STUDY PROGRAMME

### PROGRAMME DESCRIPTION

The programme for the postgraduate doctoral study *Humanities* programme is three years, or six semesters. The duties are primarily informed by the field of doctorate research which the student has selected, and, in time, according to the specific theme of his/her doctorate thesis. Lectures will begin either in the winter or summer semester, and every compulsory module may be enacted in either the winter or summer semester. The student may enrol into the study in either the winter or summer in every academic year.

The basic organisation of this study consists of compulsory modules and elective subjects in the ratio of 2:1 at the beginning of the first two years of this study. The third year of this study is exclusively for research and the composition and defence of the doctorate thesis. Any inconsistencies in the recommended 50%: 50% division between compulsory and elective subjects is primarily formal in nature, as it is in the system of an individualised, supervised study in which the majority of compulsory subjects are selected according to the needs of every individual student, i.e. they already represent an aspect of lessons selected by choice.

The category constituted according to modules and subjects is the applied field of research, which, by its content, corresponds to the competences and scientific interests of the mentor who participates in the enactment of this study program. The individual study program for every individual student is enacted within the applied field of research, and according to this sense of enactment, is composed according to the particular system of modules, applicable to all applied fields.

### DURATION OF THE STUDY

Duration of the study programme is three years, or six semesters.

### DURATION OF THE STUDY PROGRAMME

The duration of the study programme ensures that each doctoral candidate receives the maximum amount of study time which is regulated through the contract between

the University and the doctoral candidate at the beginning of the study programme. This means that the provider of the doctoral study ensures its duration at least two years after the scheduled completion of the study. This study programme can be attended as full time (doctoral candidates in academic and research institutions) or as part time (all other doctoral candidates, employed or unemployed).

Should the doctoral candidate not complete the study programme within six (full time students) or eight (part time students) years he or she will lose the doctoral candidate status. Continuation or completion of the doctoral study is regulated through the Regulations on postgraduate study at the University of Zadar.

- ▶ The study programme consists of 180 ECTS in total. During the first two years of this study, the scope of scientific and lesson components amounts to 1:5, which is in according to the recommendations of AZVO (the national board of tertiary education), as well as the instructions of the Croatian qualification framework.
- ▶ Direct lessons for three years of this study in the collective programme module, compulsory courses and collective courses (which become compulsory after the student has selected them) amount to 30% of all points, 60 ECTS in total.
- ▶ Independent research work in doctorate seminars, the themes of research, research projects, independent research and scientific/artistic work, other activities corresponding to a student's choices, amount to 70 % points, 120 ECTS in total.

## V. ENTRY REQUIREMENTS AND CRITERIA

### ENTRY REQUIREMENTS

Postgraduate doctoral study *Humanities* considers the applications from the following categories of students:

- ▶ those who have completed an undergraduate and graduate university study or an integrated undergraduate and graduate university study in the field of the humanities, with a minimum of 300 ECTS points, with a grade point average of 3,50 or more (weighted average)
- ▶ those who have completed an undergraduate university study in the field of the humanities with a grade point average of 3,50 or more (arithmetical average)
- ▶ those who have completed a post graduate university study and have gained a master's degree in the field of the humanities.

In exceptional cases, under the conditions prescribed by the Doctorate Study Council, enrolment can be enabled to:

- ▶ those with a grade point average lower than 3,50 (in an undergraduate and graduate university study or an integrated undergraduate and graduate university study with either a weighted average or an arithmetical average), with the recommendation of two university professors and if those in question (who wish to enrol) have published works which are evidence of excellence
- ▶ those who have completed either a graduate or undergraduate university study not in the field of the humanities, but whose choice of the theme of research or work thus far is evidence of an adequate preparedness to research themes in the humanities (evidence of both is a minimum of at least two published in the field of research in the humanities).

## CRITERIA AND SELECTION PROCESS

The following documents are necessary in order to apply for this study:

- ▶ a completed form of application (this form can be found on the Application text on the University and study web page)
- ▶ a completed form for the application of the approximate theme of the doctorate thesis (this form can be found on Application text on the University and study web page)
- ▶ a statement by the mentor/co-mentor that the mentor/co-mentor is prepared, without profit (*pro bono*), to participate in the elaboration of the postgraduate university study in the humanities at the University of Zadar, in accordance to the proposed programme, and that in the position of mentor, co-mentor and member of the body guiding this study (form available on the study webpage)
- ▶ agreement of the institution in which the mentor/co-mentor is employed for his/her participation in the elaboration of the programme of the postgraduate university study in *Humanities* at the University of Zadar (except for those mentors/co-mentors who are employed at the University of Zadar)
- ▶ the mentor's/co-mentor's explanation of their reasons for accepting the candidate
- ▶ a certified copy of the undergraduate and graduate university study diploma or that of an integrated undergraduate or graduate university study or undergraduate university study

- ▶ a certified copy of supplement documents concerning the said study (for applicants who have completed an undergraduate and graduate or integrated undergraduate or graduate university) or a certified copy of university examination marks (for applicants who have completed an undergraduate university study)
- ▶ applicants who have completed an undergraduate and graduate university study or undergraduate university study and have a grade point average lower than 3,50 must hand in recommendations by two university professors
- ▶ a certified copy of a university diploma for an academic master's degree (for applicants who have gained this degree)
- ▶ diploma or magisterial thesis (in a digital format if possible)
- ▶ document from the authorised institution on the recognition of a tertiary qualification from abroad or complete form for the claim of acknowledgement of tertiary education qualifications from abroad (only for diplomas gained outside the Republic of Croatia)
- ▶ birth certificate (despite the date it was printed)
- ▶ evidence of citizenship in the Republic of Croatia, and a passport is required of foreign citizens (an original or certified copy or an uncertified copy together with the original document)
- ▶ curriculum vitae
- ▶ a list of published scientific and scholarly articles.
- ▶ evidence of knowledge of one world language (the candidate will present evidence of the knowledge of a second world language when enrolling into III semester)
- ▶ recommendations of university professors (where necessary)
- ▶ in case the mentor is not an employee of the University of Zadar, the applicant must ensure that the co-mentor is an employee of the University of Zadar (the documents necessary for the co-mentor are the same as those necessary for the mentor).

An application form with a signature of the necessary documents for application is available with the Application text on the University webpage<sup>3</sup>. Applications must be sent to protocol.

Candidates who enrol into this study do not pay a fee, but must pay study fees.

<sup>3</sup> <http://www.unizd.hr/UpisinaSveu%C4%8Dili%C5%A1te/Poslijediplomski/tabid/3036/language/hr-HR/Default.aspx>

## VI. TEACHING PROCESS

### STRUCTURE AND ORGANIZATION OF THE STUDY

By enrolling into this study, all students will have selected a mentor. Doctoral Studies Council, according to the mentor's requirements and recommendations, can select co-mentors. The selection of co-mentors is compulsory in cases when the mentor is not employed at the University of Zadar. At the beginning of the semester, the mentor will prescribe and individual study plan for every individual student, in which he/she will prescribe the compulsory modules and elective subjects, as well as all student activities connected to this doctorate study. Grades for individual activities (the publication of scholarly articles, participation in Croatian scientific congresses and those abroad, the completion of courses outside (yet applicable to) academia, participation in scientific and research projects etc.), is regulated by the decisions of the Doctoral study council. During the first two years (semesters I.-IV.), the student, within the framework of compulsory modules, will receive the essential knowledge and skills required in order to complete scientific and research work independently. Yet, during the first two years of this study, the scope of scientific and learning components amounts to 1:5, which is in accordance to the national board of tertiary education, as well as the instructions of the Croatian qualification framework, according to which a new doctorate study must be primarily directed towards the requirements of research. In the first four semesters of this study the compulsory modules encompass 20 ECTS in every semester, and the elective subjects encompass 10 ECTS. In semester V, marks are gained only for the elaboration of the qualification work and research. In semester VI marks are gained for the elaboration and defence of the thesis (30 ECTS). Elective subjects/activities are graded according to the evaluation and decisions of the Council of mentors. With the exception of the Doctorate practicum module, in which the size of groups is restricted to ten students, three students can simultaneously participate in all other modules.

The structure of the postgraduate interdisciplinary university study of the *Humanities* according to the year of study and study programme and the corresponding ECTS points:

## FIRST YEAR OF STUDY

### 1<sup>st</sup> semester

Compulsory collective study courses	Compulsory collective study courses	Compulsory collective study courses	Compulsory collective study courses	Elective subjects/ activities	Total ECTS points
Methods of scientific research I	Research projects	Doctorate seminar I	Independent research I		
5 ECTS	5 ECTS	5 ECTS	5 ECTS	10 ECTS	30

### 2<sup>nd</sup> semester

Compulsory collective study courses	Compulsory collective study courses	Compulsory collective study courses	Compulsory collective study courses	Elective subjects/ activities	Total ECTS points
Methods of scientific research II	Doctorate practicum I	Doctorate seminar II	Independent research II		
5 ECTS	5 ECTS	5 ECTS	5 ECTS	10 ECTS	30

## SECOND YEAR OF STUDY

### 3<sup>rd</sup> semester

Compulsory collective study courses	Compulsory collective study courses	Compulsory collective study courses	Compulsory collective study courses	Elective subjects/ activities	Total ECTS points
Theme of research I	Doctorate practicum II	Doctorate seminar III	Independent research III		
5 ECTS	5 ECTS	5 ECTS	5 ECTS	10 ECTS	30

### 4<sup>th</sup> semester

Compulsory collective study courses	Compulsory collective study courses	Compulsory collective study courses	Compulsory collective study courses	Elective subjects/ activities	Total ECTS points
Theme of research II	Doctorate practicum III	Doctorate seminar IV	Independent research IV		
5 ECTS	5 ECTS	5 ECTS	5 ECTS	10 ECTS	30

## THIRD YEAR OF STUDY

### 5<sup>th</sup> semester

Compulsory collective study courses	Compulsory collective study courses	Elective subjects/ activities	Total ECTS points
Title of qualification work	Independent research V		
15 ECTS	5 ECTS	10 ECTS	30

### 6<sup>th</sup> semester

Compulsory collective study courses	Total ECTS points
Elaboration and defence of thesis	
30 ECTS	30

The content of every module and other activities and the means of elaboration of study duties is confirmed by the mentor with the student in an **individual elaboration plan** for every single semester of study. The individual elaboration plan is subject to affirmation by the Doctoral Study Council. Any change in individual elaboration plan should be approved by the Doctoral Study Council.

## COUNSELLING SYSTEM AND STUDY PROGRAMME SUPERVISION

In accordance with the provisions of the *Regulations on postgraduate studies*, the doctoral candidate should choose a mentor whose research guarantees that he or she will be able to supervise them in their doctoral research. Mentor's responsibilities are to refer the doctoral candidate to the resources needed for the research, to hold consultations with doctoral candidates and to help them along if they encounter difficulties. If the doctoral candidate has been appointed a co-mentor, his or her responsibilities in supervising the candidate in the research and writing the dissertation are identical to those of the mentor.

Doctoral candidates are encouraged to suggest to their mentor and co-mentors participation in conferences and/or doctoral schools outside of this study programme. In accordance with the Programme ECTS credits are awarded for active participation in conferences through presentations, workshop participation, synopsis or doctoral thesis presentation in PhD forums, etc.



## VII. ADVANCEMENT TO THE NEXT YEAR OF STUDY AND THE COMPLETION OF THE STUDY

### ENTRY REQUIREMENTS FOR THE FIRST SEMESTER AND FOR ALL THE SUBSEQUENT SEMESTERS

Entry requirements for the first semester of postgraduate doctoral study *Humanities* are described in detail in the open call for admission to the study. Doctoral candidates earn 30 ECTS credits in each semester, or 180 ECTS credits in sum for the three year study, which is the minimum requirement in order to be eligible for submission of the thesis for evaluation and defence.

At the end of every semester, the student and mentor both sign an Individual elaboration plan, verified by the Doctoral study council. The student enrolls into the following year after verification of the Individual elaboration plan by the Doctoral study council. A basic condition of enrolment into a higher year is that a minimum of 60 ECTS points have been gained in the prior year of study, in accordance to the proposed Individual elaboration plan.

### CRITERIA AND TRANSFER OF ECTS CREDITS

Doctoral candidates choose elective courses based on their own scientific interests, the selected area of research and through consultation with their mentors (and co-mentors).

Elective courses are included in individual plan and approved by the Doctoral study council.

Elective courses doctoral candidates choose from the postgraduate and graduate studies at the University of Zadar and the partner universities.

### PREREQUISITS FOR SUBMISSION OF THE DISSERTATION AND COMPLETION OF THE STUDY

It is required of the doctorate thesis that it is an independent and original work by the applicant by which he/she will prove his/her independent scientific research by the application of scientific methods and which contains a scientific contribution to a corresponding scientific field, or corresponding scientific branch. The doctorate thesis is a public scientific or artistic work and is subject to public scientific and artistic evaluation. The form of the doctorate thesis in the humanities: a scientific work – monography.

The doctorate thesis is to be written in Croatian, but can be written, with the agreement of the mentor, in one of the world languages.

The title, abstract and key words of the doctorate thesis must be written in both Croatian and English. The doctorate thesis must be handed in two formats: in a bound printed format and in a digital format. The form and content of the doctorate thesis are prescribed on a specific form for the elaboration of the doctorate thesis, prescribed by the University of Zadar.

The theme of the doctorate thesis is to be declared during semester IV. The candidate, in agreement with his/her mentor's (and co-mentor), is to make a proposal of his/her doctorate thesis in written form (synopsis). The content of the thesis proposal is prescribed under article 22, and the procedure of the acceptance of the doctorate thesis is prescribed under article 23 in the Protocols concerning postgraduate studies at the University of Zadar. The candidate declares the completed doctorate thesis with a written statement of agreement by his/her mentor's (and co-mentor). As a proposal of the Doctoral study council, a team of experts is to be selected in order to grade the doctorate thesis. The means by which the team of experts and the procedure by which the doctorate thesis is to be graded are prescribed under chapter XVI of the Protocols concerning postgraduate studies at the University of Zadar. The process of the defence of the doctorate thesis is enacted after the team of experts for the humanities and the Senate of the University of Zadar accept a positive report from the team of experts, within the duration of three months at the latest after the report has been accepted. The defence of the doctorate thesis is public and is enacted, as should be the case, before the committee who had graded the doctorate thesis. Eight days before the defence, an abstract of the doctorate thesis will be published on the University webpage. The defence of the doctorate thesis will be noted in the registry. The remaining determinants of the procedure of the defence of the doctorate thesis are prescribed under chapter XVII of the Protocols concerning postgraduate studies at the University of Zadar.

For the submission of the dissertation for the academic degree of doctor of science a doctoral candidate should:

- ▶ successfully defend the synopsis of doctoral thesis,
- ▶ collect at least 180 ECTS credits,
- ▶ receive the mentor's (and co-mentor's) written approval for submission of the dissertation containing an originality check.

The procedure for dissertation evaluation, requirements and defence is in accordance with the rules and procedures that apply to all doctoral programmes at the University of Zadar.

## VIII. RESEARCH PROJECTS AND TOPICS – HUMANITIES

### RESEARCH PROJECTS

Postgraduate doctoral study programme *Humanities* is directly associated with the various departments of the University of Zadar (areas: Ethnology and Anthropology, Philology, Philosophy, History, Interdisciplinary Humanities and the History of Art) and therefore doctoral candidates can participate in research activities conducted by their mentors and co-mentors.

### RESEARCH TOPICS

Research topics are in line with the University of Zadar *Strategic program for scientific research in the field of social sciences, humanities and arts: 2015 – 2019*.

## IX. DS QUALITY MONITORING

The means to ensure quality is enacted by units within the internal system for the insurance of quality (Office for the insurance of quality, the Committee for the advancement of quality, the Committee for the internal evaluation of the system for the insurance of quality, the Committee for quality of the components of the University) in accordance with the Protocols concerning the insurance of quality at the University of Zadar.

