

**Postgraduate
doctoral study**



**THE ADRIATIC –
A LINK BETWEEN
CONTINENTS**

Guide for students



University of Zadar

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BETWEEN CONTINENTS
Guide for students**

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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I. INTRODUCTION

REASONS FOR INITIATING THE POSTGRADUATE DOCTORAL STUDY PROGRAMME “THE ADRIATIC – A LINK BETWEEN CONTINENTS”

Ever since prehistoric times, the Adriatic region has functioned as a link between three continents – Europe, Asia and Africa. In fact, the eminent French geographer and historian F. Braudel called it the destiny of the entire Mediterranean. For centuries, the Adriatic has been used for communications between the Old World continents, influencing the formation of a specific socio-economic system, and a unique world landscape. The current spatial structures and organization of the Adriatic region reflect its complex historical and geographic development, through which separate political, economic and cultural areas developed gradually within the borders of today’s sovereign Adriatic states: Italy, Slovenia, Croatia, Bosnia and Herzegovina, Montenegro, Albania and Greece.

The Adriatic Sea, its islands and coastal areas, also form an area of multiple contacts (economic, political, cultural, religious, scientific, etc.), and conflicts (military-political, economic, etc.). Communication with other Mediterranean regions took place via the Adriatic coast and islands, enabling the exchange of ideas, goods and technology. The rich cultural heritage (buildings, fine arts, cultural landscape, linguistic heritage, traditional skills, customs, etc.) is a clear testimony to that, representing a millennium of historic and geographic development within the Mediterranean cultural area. Maritime activities are pivotal (shipping, maritime trade, shipbuilding, fishing, etc.) and play a key role, primarily via the valorisation of the sea as a medium of communication and source of natural wealth. The sea and the littoral are not just a geographic stage for historical and modern socio-economic changes, but an important element of the complex geographic transformation of the Adriatic coast and islands. In the Adriatic regions, the significance of the sea exceeds the narrow economic aspect. Although economic growth in most of the Adriatic has been spontaneous and uncoordinated, significant success has been achieved in different aspects of maritime affairs (shipping, shipbuilding, fishing, mariculture, salt production, nautical tourism, etc.) and other economic activities, technology, science and culture, which have valorised the sea as a source of life, a medium of communication, a topic of research and a great inspiration.

The modern littoralization process is contributing to the integration of the geographic profile: sea – islands – coast – hinterland. The process of accumulating economic activities and populations, followed by intense urbanization, is frequently followed by a crisis related to the overcrowding and pollution of the coastline and coastal waters. Therefore, sensible spatial planning, i.e. integrated coastal management, is crucial to the ongoing endeavour to integrate balanced economic growth and environmental conservation.

The deeply connected, temporal and spatial determiners of basic developmental processes in the Adriatic form an excellent platform for multidisciplinary research in the human, social and natural sciences, primarily history and geography, with other related scientific disciplines. Recognising the Adriatic as a key spatial object of research will give rise to individual goals and tasks in different historical and geographic branches of study.

PREVIOUS EXPERIENCE IN DELIVERING THE POSTGRADUATE DOCTORAL STUDY PROGRAMME

The Department of History and Department of Geography have been constituent parts of the University of Zadar since its establishment in 2002. They continue the activities of the Department of History of the Faculty of Philosophy in Zadar, founded in 1956, and the Department of Geography of the Faculty of Philosophy in Zadar, founded in 1994. Currently, twelve staff are employed in scientific-teaching positions at the Department of History, and sixteen in scientific-teaching positions at the Department of Geography (twenty-eight altogether). There are also two staff in scientific-teaching positions at the Department of Archaeology of the University of Zadar, who valorise the same geographic area from their own perspective.

The postgraduate doctoral study programme “The Adriatic – A Link between Continents” (hereinafter: the DS) represents continuity in relation to earlier postgraduate doctoral study programmes (“History of Maritime Affairs of the Croatian Adriatic” (founded pursuant to a permit issued by the Ministry of Science, Education and Sports in 1999), and “Geographic Basis of the Littoralization of Croatia” (established pursuant to a permit issued by the Ministry of Science, Education and Sports in 2002) at the University of Zadar).

OPENNESS TO STUDENT MOBILITY

Since the DS is aligned with the European Credit Transfer System (ECTS), it is open to students¹ of other postgraduate doctoral study programmes at the University of Zadar, of other universities in Croatia, and foreign students. Horizontal and vertical student mobility is regulated according to the general principles of interinstitutional exchange defined in various cooperation programmes within Croatia and internationally (CEEPUS, Erasmus, Tempus, etc.).

Students of this DS can also enrol in elective courses in other postgraduate doctoral study programmes at the University of Zadar, while students of other postgraduate

¹ Nouns and pronouns written in masculine form refer both to the male and female gender, and are not discriminatory.

doctoral study programmes at the University of Zadar can enrol in the elective courses of this DS. Furthermore, students of this DS can also enrol in certain courses, semesters or entire years (first or second) of other related postgraduate doctoral study programmes at universities in Croatia, and abroad, and vice versa. A special decision regarding this is adopted by the Council of this DS.

OPENNESS TO TEACHER MOBILITY

Individual teachers at the DS, like other constituents of the University of Zadar, have multiple contacts with prominent university teachers in several European countries. The opportunity for more specific cooperation at the DS depends on financial capabilities, and on the means of engaging direct participation by prominent scientists from abroad.

COMPETENCES ACQUIRED BY COMPLETING THE STUDY PROGRAMME

Students who complete the DS shall acquire competences for independent and team-based scientific-research work in the humanities (history) and the interdisciplinary sphere (geography). Thus, the formal and, more importantly, functional conditions for working in different scientific and higher education institutions are met, and also in a number of other activities in culture, the economy, public administration, the private sector, etc.

II. GENERAL SECTION

DS PRINCIPLES

The DS is based on the following principles:

- ▶ flexibility
- ▶ respect for human rights
- ▶ professional and research etiquette
- ▶ quality of research and scientific approach.

These principles are the prerequisites for achieving the further aspirations of students and teachers, including networking with other universities, scientific-research institutions, companies, etc. in Croatia and abroad, to link scientific potential within the European scientific research area.

ELEMENTS OUTSIDE THE DS GUIDE

Current and future DS students are referred to the *Ordinance on Postgraduate Doctoral Study Programmes of the University of Zadar* (hereinafter: PDS Ordinance), available on the website of the University of Zadar, for all matters not specified in this DS Guide. This means general and common basic terms that refer equally to all postgraduate doctoral study programmes at the University of Zadar, such as procedures for continuing interrupted studies, transferring from another study programme, administering a postgraduate doctoral study programme, and the revoking academic degrees, etc.

III. DS ORGANIZATION

STUDY PROGRAMME TITLE

The DS “The Adriatic – A Link between Continents” falls within the humanities (history) and the interdisciplinary scientific sphere (geography).

STUDY PROGRAMME BEARER AND DELIVERER

The University of Zadar is the DS bearer through its constituent Departments of History and Geography.

INSTITUTIONAL STRATEGY FOR DEVELOPING DOCTORAL PROGRAMMES

The DS is organized in line with the Development Strategy of the University of Zadar, and with scientific activities as parts of scientific research projects approved by the Ministry of Science, Education and Sports (up to 2014), and the Croatian Science Foundation, in which researchers of the Department of History and the Department of Geography of the University of Zadar participate. Along with scientists and teachers of the University of Zadar, other prominent scientists from Croatia from the fields of history, geography, or other related fields also participate in the delivery of the DS. Thus, a complex, multidisciplinary approach to scientific topics concerning the Adriatic is achieved.

INNOVATIVENESS OF THE POSTGRADUATE DOCTORAL PROGRAMME

This DS is the first study programme of its kind in Croatia. It is based on the earlier postgraduate study programmes: “History of Croatian Adriatic Maritime Affairs”, and “Geographic Bases for the Littoralization of Croatia”, and on the wide experience of several teachers in conducting classes for numerous postgraduate doctoral study

programmes in Croatia and abroad. However, for the first time, a multidisciplinary approach to studying the Adriatic as an area of significant historical and geographic changes, observed in different spheres of society, the economy, politics, the landscape, etc., has been defined. The valorisation of the rich natural and historic heritage of the Adriatic is a vital approach to conceiving the balanced development, inter-communication, and cooperation of the Adriatic coastal regions.

The needs of modern Croatian society and the economy since joining NATO and acceding to the European Union are also taken into consideration. In an attempt to implement further strategic terms of reference within the Adriatic-Ionic initiative, it is necessary to develop international cooperation, but this is impossible without knowledge of historic processes and structures, or an understanding of contemporary natural-geographic and socio-geographic processes, including the organization of the complex Adriatic spatial system. In this sense, it is expected that different scientific institutions, government bodies, and regional (county) and local units of government and self-government, spatial planning and zoning institutes, museums, public institutions engaged in nature conservation, institutes for cultural and historic heritage conservation, cartographic and geoinformatic institutions and companies, public and private companies for spatial management and administration, among others, will show interest in this DS.

OBLIGATIONS OF THE BEARER AND DELIVERER

The DS bearer is the University of Zadar, and in practice, the establishing units are the Departments of History and Geography. These two university departments, with teachers in scientific-teaching appointments, are the DS deliverers. The University of Zadar, as the basic DS bearer, provides the basic prerequisites (space, equipment, library, administrative staff in various offices), while both Departments, via their university teachers conduct, organize and realize the DS in all aspects, from the selection of students to the defence of doctoral theses. The conferment and publication of degrees are within the competence of the University of Zadar. Its other obligations are the following:

- ▶ To engage administrative staff to mediate all administrative and organisational affairs related to successful, high-quality communication between the study programme bearer, lecturers mentors and students
- ▶ To respond to requests by the study programme bearer regarding the resolution of current issues in delivering the DS
- ▶ To archive original student documentation in the Office for Postgraduate Doctoral Study Programmes of the University of Zadar (hereinafter: the PDS Office) and submit copies to the bearer, archiving other documents in the Quality Assurance Office

- ▶ To keep records of enrolment documents for each student, and submit all copies to the study programme bearer
- ▶ To issue index cards to students
- ▶ To assure the continued quality improvement of the DS in line with the Ordinance on the Quality Assurance System of the University of Zadar², through anonymous students surveys, and individual and group discussions with students, i.e. periodic evaluations
- ▶ To organise graduation ceremonies
- ▶ To popularise the doctoral study programme in the national and international context
- ▶ To promote the welfare of the University of Zadar by insisting on quality, commitment to students, the successful realization of the DS, avoiding conflicts and excesses, upholding the dignity of the University and its administration, teachers, mentors, etc.

Other obligations of the joint bearers of the DS (Departments of History and Geography) are:

- ▶ To arrange the participation of external associates with whom the University of Zadar has signed contracts on cooperation, i.e. external associates with whom the University of Zadar has individual contracts on DS cooperation
- ▶ To monitor the timeline of DS activities
- ▶ To keep financial reports (income, expenditure): lists of fees, budgets, teachers', associates', and mentors' salary obligations, etc.
- ▶ To contract the work of teachers, mentors and other employees and associates, and bear the according costs
- ▶ To engage the optimum number of teachers with appropriate scientific-teaching profiles and scientific vocations
- ▶ To request the study programme bearer to resolve current issues in the DS realization
- ▶ To provide the necessary space, equipment and other conditions for carrying out the DS (lectures, seminars, meetings, doctoral conferences, etc.)
- ▶ To participate in DS self-evaluation and preparation of a self-analysis each academic year
- ▶ To participate in the work of the DS Council by appointing a certain number of members

² http://www.unizd.hr/Portals/0/doc/PRAVILNIK_O_SUSTAVU_OSIGURAVANJA_KVALITETE_SVEUCILISTA_U_ZADRU.pdf

- ▶ To co-sign documents in line with the positive regulations of the Republic of Croatia
- ▶ To print instructions and other materials intended for students
- ▶ To popularise the postgraduate doctoral study programme in the national and international context
- ▶ To work on the welfare of both university departments and the University of Zadar as a whole (insisting on quality, commitment to students, and the successful realization of the study programme, avoiding conflicts and excesses, and preserving the dignity of the University and its administration, teachers, and mentors).

All changes to the DS organization are to be made in agreement between the University of Zadar administration, the Department of History and the Department of Geography, at the proposal of the DS Council.

RIGHTS OF THE BEARER AND DELIVERER

The bearer, co-bearers and deliverers of the DS have the right to:

- ▶ Suggest improvements and advancements in the DS realization during the course of the study programme
- ▶ Propose the inclusion of associates and external associates in the teaching process and mentorship
- ▶ Convoke meetings of the heads of institutions and the DS Council
- ▶ Express their opinion freely in valorising all DS segments.

IV. DS CURRICULUM

ELEMENTS AND DURATION OF THE CURRICULUM

The DS curriculum includes lectures, seminars and independent scientific research work by students under mentors. It is fundamentally envisaged (at least regarding compulsory subjects) as a balanced combination of history and geography, through which historians will acquire new specific knowledge of geography related to the Adriatic and surrounding area; and geographers will acquire new knowledge of history. Everything else, from optional subjects to doctoral dissertations, focuses on history for those studying for doctorates in the humanities (history), or on geography for those studying for doctorates in the interdisciplinary sciences (geography).

In the first and second years of the study programme, regular lectures are held, while the third year is intended for scientific-research activities that should result in the writing and defence of doctoral dissertations.

The doctoral study programme normally lasts three years, and upon completing it, students acquire the academic title of doctor of science (D.Sc.).

During the three years of the study programme, the student should acquire at least 180 ECTS credits (60 per year) and pass all compulsory and optional courses. For all subjects (compulsory and optionals), obligations can be met through scientific-research work resulting in seminar papers, or students can choose to fulfil the obligations related to a subject through taking an examination, if preferred..

Students can acquire the necessary number of ECTS credits by attending classes and taking examinations for other postgraduate doctoral study programmes at the University of Zadar and other Croatian or foreign universities.

After fulfilling the basic obligations of the first three years, students are allowed three more years to complete and defend their doctoral dissertations, i.e. a total six of years from the beginning of the study programme for full-time students. Part-time students are allowed a maximum of five more years, after the first three, to complete and defend their doctoral dissertations, i.e. a total of eight years.

Further details can be found in the PDS Ordinance.

V. ENROLMENT CONDITIONS AND CRITERIA

CANDIDATES WITH UNDERGRADUATE DEGREES IN HISTORY AND/OR GEOGRAPHY

Candidates with undergraduate degrees in history and/or geography may enrol in the postgraduate doctoral study programme. Candidates with a grade point average of 3.51 or above have the right to enrol directly. Candidates with a grade point average of less than 3.51 must sit the classification examination and provide two references from distinguished scholars in the scientific spheres and fields of the DS. All candidates must attach a certificate of knowledge of at least one foreign language to their application. Otherwise, during the classification procedure they will take written and oral examinations in one foreign language at the basic level determined by the Centre for Foreign Languages of the University of Zadar.

CANDIDATES WITH UNDERGRADUATE DEGREES IN RELATED SUBJECTS

Candidates with undergraduate degrees in related subjects (those in which geographic and historical subjects form at least part of the study programme) may also enrol in the DS. In addition to the general conditions, these candidates must pass examinations in *General World History* and the *History of Croatia* by the end of the first year (for candidates who wish to study for a doctorate in the humanities(history)), or *Fundamentals of General Geography* and *Regional Geography of Croatia* (for candidates who wish to study for a doctorate in the interdisciplinary sciences (geography)) focusing on the issues of the Adriatic region. The examination may be written or oral. The written examination consists of 60 questions and at least 60% of the total number of marks must be acquired in order to take the oral examination before a three-member teacher commission. The commission consists of staff in scientific-teaching positions in the scientific sphere and field in which the candidate intends to write the doctoral dissertation.

CANDIDATES WITH MASTER'S DEGREES IN RELATED SCIENTIFIC SPHERES AND FIELDS

Candidates with Master's degrees in related scientific spheres and fields may also enrol in the DS.

Candidates who took their degrees in earlier postgraduate master studies in the "History of Maritime Affairs in the Croatian Adriatic" or "Geographic Basis of the Littoralization of Croatia" are considered to have completed the first year of the postgraduate doctoral study programme, i.e. they are credited with the first 60 ECTS credits, and enrol directly in the 3rd semester of the history part of the study programme (for those who wish to study for doctorates in the humanities (history)), or the geography part of the study programme (for those who wish to study for doctorates in the interdisciplinary sciences (geography)).

In addition to the general conditions, candidates who have completed another master's study programme and have acquired Master of Science degrees in history or geography must pass the exam in *History of Croatia* by the end of the first year of this postgraduate doctoral study programme, (for candidates who wish to study for doctorates in the humanities(history)), or in *Regional Geography of Croatia* (for candidates who wish to study for doctorates in the interdisciplinary sciences field (geography)) focusing on the issues of the Adriatic region. The examination consists of a written test (60 questions) and an oral examination. At least 60% of the total number of marks must be acquired in order to take the oral examination before a three-member teacher commission. If candidates pass, they are credited with 60 ECTS credits in recognition of their earlier degrees and enrol directly in the 3rd semester of this DS.

Candidates who have completed another master's study programme and have acquired Master of Science degrees in related scientific spheres (where geographic and historical subjects form at least part of the study programme), must pass the exam in *General World History* and *History of Croatia* by the end of the first year of this postgraduate doctoral study programme, (for candidates who wish to study for doctorates in the humanities (history)), or in *Fundamentals of General Geography* and *Regional Geography of Croatia* (for candidates who wish to study for doctorates in the interdisciplinary sciences field (geography)), focusing on the issues of the Adriatic region. The examination consists of a written test (60 questions) and an oral examination. At least 60% of the total number of marks must be acquired in order to take the oral examination before a three-member teacher commission. If candidates pass, they are credited with 60 ECTS credits in recognition of their earlier degrees and enrol directly in the 3rd semester of this DS.

VI. DS CURRICULUM

The curriculum is structured so that in the first semester, three compulsory courses, and in the 2nd, 3rd and 4th semesters, two compulsory courses are taken (one in history and one in geography). In addition, students in both fields must *attend all offered optional courses*, but in consultation with mentors (and co-mentors, if any), *choose two optional courses* in which to be graded (which may also be from other postgraduate doctoral study programmes) for each semester. In agreement with the course teacher, students may fulfil their obligations related to the course by examination, but for both compulsory and elective subjects it is recommended to do this by writing a seminar paper in the field covered by the course, which is closely related to the student's doctoral dissertation.

In addition, students are marked for work on their doctoral dissertation synopses in the 2nd, 3rd and 4th semesters. By the end of the 4th semester, they must have a properly formulated, positively evaluated in writing and orally defended synopsis, as a requirement for enrolment in the 5th semester. During the 5th and 6th semesters, students can resolve any unsettled obligations from earlier semesters (1 - 4), while focusing on scientific-research work and shaping their final doctoral dissertations. At the end of the 5th semester, the mentor provides the student with a certificate (written in free form) stating that the student has carried out scientific research for the purpose of writing a doctoral dissertation, and the student is awarded 30 ECTS credits. The same happens in the 6th semester. Both certificates are submitted to the PDS Office where they are registered and kept in the student's file.

Special obligations that students must fulfil during the three-year DS, apart from those pertaining to the curriculum compulsory and elective courses, are to publish at least two independent scientific papers (in any of three possible categories: original research articles, review articles, and preliminary communications) or at least three co-authored papers, and participate in at least one scientific conference. These and other scientific activities are separately evaluated as extra-curricular activities in the DS, as follows:

Extra-curricular activities	ECTS points
01. Giving a lecture at an international scientific conference	5
02. Giving a lecture at a national scientific conference with international participation	4
03. Giving a lecture at a national scientific conference	3
04. Participation in an international scientific conference, without lecture	2
05. Participation in a national scientific conference, without lecture	1
06. Original research article A-1 in an international publication cited in the WoS base	6
07. Original research article A-1	5
08. Original research article A-2 in a book published by an international publisher	5
09. Original research article A-2	3
10. Professional development (summer school, workshop, etc.)	5
11. Popularisation of science (public lecture or publication of a popular scientific article)	2
12. Giving a lecture at a professional conference	2
13. Participation in an professional conference without lecture	1
14. Expert paper	1
15. Continuous delivery of seminars at a higher education institution	5

It is necessary to submit certificates as proof of participation in scientific and professional conferences, issued by the authorized person from the organising committee of the scientific or professional conference.

CURRICULUM

Postgraduate Doctoral Study Programme “The Adriatic – A Link between Continents”

Year 1 Semester 1

Course	Workload	ECTS credits
A) COMPULSORY COURSES FOR ALL STUDENTS		
History of Adriatic Maritime Affairs	5+5+0	8
Geographic Aspects of the Littoralization of the Adriatic	5+5+0	8
Methodology of Scientific Research Work	5+5+0	8
B) ELECTIVE COURSES (1 OUT OF 5)		
Geomorphological Characteristics of the Adriatic	3+3+0	6
Oceanology of the Adriatic Sea	3+3+0	6
The Adriatic in Ostrogothic and Early Byzantine Times	3+3+0	6
The Territorial Extension of Dubrovnik in the Middle Ages	3+3+0	6
Modern Transport-geographic Issues in the Adriatic	3+3+0	6

Note: Students need not choose an elective course in the scientific field in which they are writing their doctoral dissertation, and may also select another from this or another postgraduate doctoral study programme

Year 1 Semester 2

Course	Workload	ECTS credits
A) COMPULSORY COURSES FOR ALL STUDENTS		
The Adriatic Region in Ancient Times	5+5+0	8
Adriatic Geography of Maritime Affairs	5+5+0	8
Submission of Topic and Preparation of Synopsis	4+4+0	2
B) ELECTIVE COURSES (2 OUT OF 6)		
Modern Trends in Historiography	3+3+0	6
The History of Venice	3+3+0	6
Shipwrecks in the Adriatic as Indicators of Navigation and Trading Routes	3+3+0	6
Toponymy of the Adriatic Region	3+3+0	6
GIS Application in Geography and History	3+3+0	6
Economic Perspectives of Adriatic Development	3+3+0	6

Note: Students need not choose an elective course in the scientific field in which they are writing their doctoral dissertation, and may also select another from this or another postgraduate doctoral study programme

Year 2 Semester 3

Course	Workload	ECTS credits
A) COMPULSORY COURSES FOR ALL STUDENTS		
The Eastern Adriatic and Deep Hinterland from the 6 th to the 18 th Century	5+5+0	8
The Adriatic in the Context of the Mediterranean	5+5+0	8
Synopsis Preparation	4+4+0	2
B) ELECTIVE COURSES (2 OUT OF 6)		
Adriatic Island Landscapes	3+3+0	6
History of Tourism in Croatia	3+3+0	6
Climate and the Adriatic Environment	3+3+0	6
Modern Era Geography of the Eastern Adriatic	3+3+0	6
Adriatic Tourism	3+3+0	6
Dubrovnik's Connections with Southeast Europe in the Middle Ages	3+3+0	6

Note: Students need not choose an elective course in the scientific field in which they are writing their doctoral dissertation, and may also select another from this or another postgraduate doctoral study programme

Year 2 Semester 4

Course	Workload	ECTS credits
A) COMPULSORY COURSES FOR ALL STUDENTS		
The Adriatic and Neighbouring Regions in the 19 th and 20 th Centuries	5+5+0	8
Managing the Adriatic Coastal Region	5+5+0	8
Synopsis Defence	4+4+0	2
B) ELECTIVE COURSES (2 OUT OF 6)		
The Revindication of the Croatian Adriatic during the 20 th Century	3+3+0	6
20 th Century World Wars in the Adriatic	3+3+0	6
The Development of the Adriatic in the Context of Cartographic Sources	3+3+0	6
Natural Threats and Disasters in the Mediterranean	3+3+0	6
Past and Present Demographic Regimes in the Mediterranean	3+3+0	6
Political and Geographic Issues of the Adriatic	3+3+0	6

Note: Students need not choose an elective course in the scientific field in which they are writing their doctoral dissertation, and may also select another from this or another postgraduate doctoral study programme

Year 3 Semester 5

Activity	Workload	ECTS credits
Scientific research and forming the doctoral dissertation under the guidance of the mentor (and co-mentor)	10+30+0	30

Year 3 Semester 6

Activity	Workload	ECTS credits
Final formation of the doctoral dissertation and defence under the guidance of the mentor (and co-mentor)	10+30+0	30

Each DS student, in addition to curricular and extra-curricular obligations, must also know at least two foreign languages (speaking, reading, and writing). When enrolling in the DS, the student must produce a certificate or other document to prove knowledge of a least one such language, while the second language (if the student had no prior knowledge of it) must be passed at a competent institution, at the latest by the time the student defends the doctoral dissertation.

VII. TEACHING PROCESS

Classes are held on the premises of the University of Zadar.

The participants in the teaching process are students and teachers. The rights and obligations of teachers, students, and mentors (and co-mentors) are regulated in detail in the PDS Ordinance.

VIII. RIGHT OF ENROLMENT IN SUCCESSIVE YEARS OF THE STUDY PROGRAMME

The DS student may enrol in the even-numbered semesters (2, 4, and 6) without any precisely defined obligations. The following applies to odd-numbered semesters, with the exception of the 1st semester, when the student enrolls initially in the DS:

- ▶ For enrolment in the 3rd semester, the student must have at least 55 ECTS credits (out of a possible 60 ECTS) acquired by fulfilling curricular and extra-curricular obligations in the 1st and 2nd semesters, and have an appointed mentor (or co-mentor)
- ▶ For enrolment in 5th semester, the student must have at least 110 ECTS credits (out of a possible 120 ECTS) acquired by fulfilling curricular and extra-curricular obligations from semesters 1 to 4, and have defended the doctoral dissertation synopsis approved by the Senate of the University of Zadar.

IX. DOCTORAL DISSERTATION

DEFINITION OF THE DOCTORAL DISSERTATION

A doctoral dissertation is an independent scientific treatment of a certain topic selected independently by the student, or suggested by the mentor. It is an original scientific work that the student prepares with the constructive advice of their mentor (and co-mentor).

According to the methodology of the elaboration and contribution to science, the doctoral dissertation illustrates the student's ability to act as independent researcher in a certain scientific sphere and field.

A doctoral dissertation must have all the characteristics of original and independent scientific work, and must contain new scientific understandings about an unstudied or understudied scientific problem that is sufficient in scope at the doctoral dissertation level. In dealing with the doctoral dissertation topic, based on the results of scientific research with the use of appropriate scientific-research methods and the scientific discoveries of earlier scholars, students are expected to formulate systematically knowledge gained during their own scientific research .

Optimally, a doctoral dissertation should contain 450,000 to 540,000 characters, i.e. approximately 250 to 300 computer-written pages (double spacing, 12 pt font), excluding figures, maps, and tables.

PROCEDURE FOR SUBMITTING THE DOCTORAL DISSERTATION TOPIC

Ideally, the student should define the doctoral dissertation topic by the end of the 2nd semester, after consulting the mentor (and co-mentor, if necessary). At that point, the topic is submitted as the *thesis proposal*, along with a proposal for appointing the mentor (and co-mentor). The proposal, after being accepted by the DS Council, Council for Postgraduate Study Programmes (hereinafter: the PDS Council) and the Senate of the University of Zadar, results in a decision based on the *thesis proposal* appointing the student's mentor (and co-mentor). Through constant communication during the 3rd and at the beginning of the 4th semester with the appointed mentor (and co-mentor), the student prepares a doctoral dissertation synopsis for the purpose of submitting the topic of his doctoral dissertation.

The student must enclose the following with the submission of the doctoral dissertation topic:

- ▶ The written consent of the mentor
- ▶ The consent of the ethics committee of the study programme organizer, with reasons, if the research is to be carried out on people, animals and material of human or animal origin.

DEFENCE AND ACCEPTANCE OF THE TOPIC

After submitting the doctoral dissertation topic, the DS Council appoints an Expert Committee for a written evaluation of the topic and oral defence of the synopsis. DS teachers are appointed to the Expert Committee, but one of them must not be from the organising institution (the University of Zadar). Normally, the Expert Committee is made up of three members in scientific or scientific-teaching positions.

The Expert Committee should evaluate the title of the topic and accompanying synopsis. The evaluation of the Expert Committee is issued jointly in writing by all Committee members. If the Report is negative, the Expert Committee recommends possible improvements to the student, or suggests choosing another topic.

If the written evaluation of the Expert Committee is positive, the student defends his synopsis orally before that Expert Committee. The Committee enters the grade for the oral defence and its final proposal in the existing evaluation (Report), signs it and sends it for verification to the DS Council's Expert Committee for the humanities discipline, the arts and the interdisciplinary sphere of art (for historians), or to the Expert Committee for biomedical, healthcare, biotechnical, natural, technical and interdisciplinary scientific sphere (for geographers), and the Senate of the University of Zadar. If the evaluation is confirmed by all these university bodies, the synopsis topic is accepted. If these bodies do not confirm a positive evaluation, or the evaluation is negative, the synopsis is returned to the student for further work and later defence.

PREPARATION AND SUBMISSION OF THE DOCTORAL DISSERTATION

The student starts scientific research work on the dissertation topic as soon as the topic is approved, i.e. after the 2nd semester. During research work, the student is in constant contact with the mentor (and co-mentor, if any), and with other DS teachers and scientists in Croatia and abroad, as necessary. Towards the end of the research, during semesters 5 and 6, the doctoral dissertation is formed into a scientific discussion written according to the instructions on writing doctoral dissertations adopted by the DS Council.

The student submits the final manuscript of the doctoral dissertation to the mentor, who suggests improvements and additional research as necessary. After this is done, the student resubmits the work to the mentor, and if the general evaluation is positive, the mentor (and co-mentor, if necessary) gives the student a letter of approval to send the doctoral dissertation to the evaluation procedure. The student makes four spiral-bound copies of the doctoral dissertation, and submits them to the PDS Office, with the mentor's (and co-mentor's) letter of approval. The DS Council then proposes to the PDS Council and Senate of the University of Zadar the appointment of an Expert Committee for the written evaluation and oral defence of the doctoral dissertation.

Normally, the Expert Committee comprises three members in scientific or scientific-teaching positions. One member must be a distinguished member of the Croatian or international academic community not employed at the University of Zadar.

WRITTEN EVALUATION AND DEFENCE OF THE DOCTORAL DISSERTATION

The PDS Office of the University of Zadar forwards to each member of the Expert Committee one copy of the doctoral dissertation for written evaluation. They produce separate written reports (evaluations) within a reasonable period (not longer than three months). Written reports (evaluations) are delivered to the DS Council, which forwards them, with an opinion on them, to the Expert Committee for the humanities, arts and interdisciplinary sphere of art (for historians), or to the Expert Committee for biomedical, healthcare, biotechnical, natural, technical and the interdisciplinary scientific sphere (for geographers) and the Senate of the University of Zadar. After adopting the written reports, the Expert Committee (which must be the same for the oral defence and written evaluation) determines the date and place of the oral defence. The oral defence is organized by the PDS Office in cooperation with the DS Council.

A united Decision on the oral defence is drawn up and signed by the Expert Committee. If the Decision is positive, the applicant is given confirmation in writing of the scientific title of Doctor of Science. It is issued by the Rectorate, and signed by the Rector of the University of Zadar.

The student finishes the DS by completing this procedure.

If the Expert Committee evaluates the doctoral dissertation negatively, the student is recommended to make improvements to the existing manuscript within a deadline, usually 6 (six) months from the day of delivery of the negative written evaluation. If the student fails to submit a doctoral dissertation that is positively evaluated by the Expert Committee within this period, the right to continue studies is forfeited. Forfeited student rights can be restored pursuant to an application accepted by the DS Council through a decision on re-enrolment in the DS.

ARCHIVING DEFENDED DOCTORAL DISSERTATIONS

After successfully defending a doctoral dissertation, the student inserts a page with information on the author, composition of the Expert Committee for evaluation, the Expert Committee for oral defence, and the date of the defence.

The student delivers a hard-cover bound copy of the doctoral dissertation to the PDS Office. The PDS Office delivers one hard-cover bound copy of the doctoral dissertation to each relevant institution in the Republic of Croatia. One copy is given to each member of the Expert Committee for defence, and to the library and archives of the

study programme bearer. A pdf version of the doctoral dissertation is sent via the PDS Office to the Library of the University of Zadar, where it is placed in the digital repository of the University of Zadar with the relevant metadata.

ACQUIRING THE ACADEMIC DEGREE OF DOCTOR OF SCIENCE, CERTIFICATE AND GRADUATION CEREMONY

Promotion to the acquired scientific degree with the conferment of the certificate shall be carried out within a reasonable period of time at the University of Zadar. The scientific degree is awarded by the University, and the candidate is promoted to the acquired scientific degree by the University Rector. The graduation ceremony is public, normally at the end of the academic year (late September), and the form of the certificate is prescribed by a special act of the University of Zadar for all scientific spheres and fields. All other details are defined in the PDS Ordinance.

ACQUIRING AND FORFEITING THE STATUS OF A DS STUDENT

Full-time and part-time students who do not fulfil all the obligations required by the DS within six years or eight years respectively, forfeit their student rights for that study programme (exceptions are extensions for students unable to complete their studies within the given deadlines due to illness, maternity leave, or other justifiable reasons). Forfeited student rights may be restored by re-enrolling in the DS. Such students attend classes in the new DS regularly, but need not retake exams passed previously.

X. MANAGING THE POSTGRADUATE DOCTORAL STUDY PROGRAMME

DS COUNCIL COMPETENCE

DS management is carried out by the DS Council. It is an operational body comprising seven members, three from the Department of History, three from the Department of Geography, and the seventh member is the study programme manager elected from current DS teachers. Members of the DS Council are elected by secret ballot (or in public, if so decided at the election session) at the joint session of all current DS teachers. The manager and his deputy are elected by secret ballot (or public, if so decided so at the election session) at the first session of the DS Council. The election of the manager and his deputy is confirmed by a decision of the Senate of the University of Zadar. The mandate of the DS Council, the DS manager and deputy manager is two academic years, and they may be re-elected.

The DS Council, as the operational body:

- ▶ Carries out and proposes the selection of candidates for enrolment in the DS to the PDS Council and Senate of University of Zadar
- ▶ Considers and proposes the continuation of interrupted studies to the PDS Council and Senate of the University of Zadar
- ▶ Coordinates the DS work, teaching process and administrative tasks
- ▶ Proposes the appointment of mentors, co-mentors and members of expert committees to the PDS Council and Senate of the University of Zadar
- ▶ Adopts the reports of mentors on the work of students and coordinates procedures according to the DS Curriculum, PDS Ordinance and DS Guide
- ▶ Assures the DS quality
- ▶ Carries out self-evaluation each academic year as a means of ensuring the quality of the study programme
- ▶ Performs other tasks that arise from the DS Programme, PDS Ordinance, DS Guide and positive legal regulations.

DS MANAGER AND DEPUTY MANAGER

The DS manager operationally manages all DS activities. The manager may be represented by his deputy (in cases of sickness, business trips, etc.). The manager and deputy manager communicate daily, so that deputy manager is up to date with current DS issues and can deputise for the manager at any time, without additional instructions. Some current tasks are carried out jointly by the manager and his deputy. The manager can entrust some current tasks to the deputy manager.

The manager (or, in his absence, the deputy manager):

- ▶ Convenes DS Council sessions
- ▶ Signs the minutes of DS sessions, with the minute-taker
- ▶ Signs DS documents and related administrative requests
- ▶ Informs the head of the University of Zadar, and competent offices of the activities and course of the DS, and mediates the correct archiving of documents
- ▶ Performs all other tasks that prove necessary and important for the successful realization of the DS.

RESCINDING THE ACADEMIC DEGREE OF DOCTOR OF SCIENCE

A Doctor of Science degree may be rescinded on the basis defined in the PDS Ordinance.

XI. RECORDS AND DOCUMENTS

Records and documents on DS students are kept and safeguarded in line with positive legal and sublegal regulations and general university acts by the PDS Office of the University of Zadar.

The PDS Office of the University of Zadar informs the public of the titles of completed doctoral dissertations, compiles a list of all students who have completed the study programme and publicly announces all PDS Council activities.

More details can be found in the PDS Ordinance.

XII. DS QUALITY MONITORING

Monitoring and improving DS quality is carried out by:

- ▶ The Quality Assurance Office of the University of Zadar, in line with the Ordinance on the quality assurance system of the University of Zadar
- ▶ The DS Council.

DS quality monitoring includes monitoring the quality of teaching for each course, and the quality of the entire study programme.

Monitoring quality is carried out through anonymous student surveys, individual and joint discussions with students, and periodic evaluations and assessment according to a special rulebook, which also includes forms for self-evaluation by mentors and the evaluation of mentors' work by students who are employees of the University of Zadar.

The DS Council, with all services and administrative units, compiles the DS self-evaluation.