




STUDY GUIDE FOR PhD STUDENTS

at The School of Advanced Social Studies

Study year 2023/24

November, 2023





The Guide for PhD Students at the School of Advanced Social Studies is an indispensable resource for all those embarking on their academic research journey within the doctoral program at our faculty.

With comprehensive information, valuable advice, and relevant instructions, the guide will assist you in successfully navigating the challenging challenges and processes associated with doctoral studies, allowing you to realize your intellectual ambitions in the best possible way.

The guide provides you with contacts, subject matter, documents, and legal resources, instructions for the online classroom, information on schedules, exam procedures, the process of enrolling in the higher year, and the process from applying for a doctoral dissertation topic and disposition all the way to the completion of your studies.

We wish you a successful study!



TABLE OF CONTENT

1.	HELP WITH QUESTIONS RELATED TO STUDY	1
1.1.	FAQ	1
1.2.	TUTORSHIP	1
1.3.	CONTACTS	1
2.	CURRICULUMS	2
2.1.	STUDY PROGRAMME SOCIOLOGY AND PSYCHOSOCIAL STUDIES	2
2.2.	STUDY PROGRAMME STRATEGIC COMMUNICATION AND MANAGEMENT	4
3.	IMPORTANT DOCUMENTS	5
4.	WEB OFFICES	5
4.1.	SPLETNI REFERAT/WEB OFFICE	6
4.2.	MOODLE	6
5.	TIMETABLE	6
6.	PASSING EXAMS	6
7.	ENROLLMENT IN A HIGHER YEAR	7
8.	WHAT IS THE PROCEDURE FROM APPLYING THE SUBJECT TO THE SUBMISSION OF DOCTORAL THESIS?	8
8.1.	APPLICATION FOR THE THEME OF DOCTORAL THESIS	8
8.2.	DOCTORAL THESIS DISPOSITION	9
8.3.	INSTRUCTIONS FOR WRITING PROFESSIONAL AND SCIENTIFIC WORKS AT SASS	9
8.4.	DISSERTATION SEMINAR	9
8.5.	SUBMISSION OF THE DOCTORAL THESIS FOR TECHNICAL INSPECTION AND PLAGIARISM TEST	10
8.6.	SUBMISSION OF THE COMPLETED DOCTORAL THESIS	10
8.7.	DEFENSE OF DOCTORAL THESIS AND DOCTORAL THESIS CERTIFICATE	11
9.	PAYMENT FOR THE THESIS AND DEFENSE	11

1. HELP WITH QUESTIONS RELATED TO STUDY

1.1. FAQ

You can find a lot of answers in the menu Frequently Asked Question available [on our website](#).

1.2. TUTORSHIP

At SASS we perform teacher and student **tutoring**, with the aim of providing appropriate support for the study, both in the form of assistance in grasping study material as well as in other problems that may arise during the study and may affect study performance. PhD students may contact the student tutor Peter Ferfoggia: peter.ferfoggia@gmail.com or the teacher tutor Simona Kukovič, PhD: simona.kukovic@fuds.si

1.3. CONTACTS

Head of Doctoral School: Matevž Tomšič, PhD, matevz.tomsic@fuds.si

Vice-dean for Scientific and Research Affairs and President of Scientific and Research Committee: Tamara Besednjak Valič, PhD,
tamara.besednjak@fuds.si

Students Office – areas of activity:

Schedules and exam dates:

Phone: [+386064243340](tel:+386064243340)

E-mail: urniki@fuds.si

Moodle:

Phone: +386064237150

E-mail: moodle@fuds.si

Technical information & assistance:

Phone: +386064229082 (in morning hours), +386064272818 (in afternoon hours)

E-mail: podpora@fuds.si

Committees (applications, requests, finishing studies ...)

E-mail: komisije@fuds.si

General study and student affairs/head of the Student Affairs Office

E-mail: referat@fuds.si

2. CURRICULUMS

2.1. STUDY PROGRAMME SOCIOLOGY AND PSYCHOSOCIAL STUDIES

a) study field of Sociology

First year

Course	1st Semester ECTS	2nd Semester ECTS
Methods of Triangulation	15	-
Sociological Theories	15	-
Seminar for Disposition	-	15
Elective Theoretical Course ¹	-	15
TOGETHER	30	30

Elective courses¹

ECTS

Contemporary Theories in Economic Sociology	15
Contemporary Theories in Political Sociology	15
Contemporary Theories in Sociology of Culture	15

Second year

Course	1st Semester ECTS	2nd Semester ECTS
Individual Work on Dissertation 1	30	-
Individual Work on Dissertation 2	-	30
TOGETHER	30	30

b) study field of Psychosocial Studies

First year

¹ The student chooses only 1 elective course from the list offered. The choice was made by the enrollment. The schedule shows the dates of all offered elective courses.

Course	1st Semester ECTS	2nd Semester ECTS
Methods of Triangulation in Psychosocial Studies	15	-
Theories and Concepts of Psychosocial Studies	15	-
Seminar for Disposition	-	15
Elective Theoretical Course ²	-	15
TOGETHER	30	30

Second year

Course	1st Semester ECTS	2nd Semester ECTS
Individual Work on Dissertation 1	30	-
Individual Work on Dissertation 2	-	30
TOGETHER	30	30

Elective courses²

ECTS

Contemporary Theories and Research on Stress and Trauma

15

Social Cognition and Perception

15

c) curriculums of the third year of the study programme Sociology before the renewal

Third year

Course	1st Semester ECTS	2nd Semester ECTS
Dissertation Seminar	15	-
Individual Work on Dissertation	15	30
TOGETHER	30	30

² The student chooses only 1 elective course from the list offered. The choice was made by the enrollment. The schedule shows the dates of all offered elective courses.

2.2. STUDY PROGRAMME STRATEGIC COMMUNICATION AND MANAGEMENT

a) study field of Strategic Communication

First year

Course	1st Semester ECTS	2nd Semester ECTS
Research Methods in Strategic Communication	15	-
Communication Processes	15	-
Seminar for Disposition	-	15
Elective Theoretical Course ³	-	15
TOGETHER	30	30

ECTS

Elective courses ³

Media, Globalization and Culture	15
Dilemmas of Freedom of Speech	15
Models of Democratic Governance	15

b) study field of Management

First year

Course	1st Semester ECTS	2nd Semester ECTS
Methods of Triangulation in Management	15	-
Theoretical Sets of Management	15	-
Seminar for Disposition	-	15
Elective Theoretical Course ⁴	-	15
TOGETHER	30	30

Elective courses ⁴

ECTS

³ The student chooses only 1 elective course from the list offered. The choice was made by the enrollment. The schedule shows the dates of all offered elective courses.

⁴ The student chooses only 1 elective course from the list offered. The choice was made by the enrollment. The schedule shows the dates of all offered elective courses.

Innovation Management	15
Intellectual Property in the Digital Age	15
Current Topics in Economic Sociology	15

a) curriculums of the third year of the study programme Strategic Communication before the renewal

Third year

Course	1st Semester	2nd Semester
	ECTS	ECTS
Dissertation Seminar	15	-
Individual Work on Dissertation	15	30
TOGETHER	30	30

Elective courses ⁵	ECTS
Media, Globalization and Culture	15
Models of Democratic Governance	15
Dilemmas of Freedom of Speech	15

3. IMPORTANT DOCUMENTS

Are published on the website www.fuds.si and on Moodle. For PhD students two documents are really relevant:

- Pravilnik o doktorskem študiju // **Rules on doctoral studies**
- Navodila za pisanje strokovnih in znanstvenih del na FUDŠ // **Technical instructions for writing professional and scientific works at the School of Advanced Social Studies**

4. WEB OFFICES

You enter into both Web Offices with the same data – **username and password** you have received by the enrollment.

⁵ The student chooses only 1 elective course from the list offered. The choice was made by the enrollment. The schedule shows the dates of all offered elective courses.

4.1. SPLETNI REFERAT/WEB OFFICE

What can be found on the Web Office?

- *NOTIFICATIONS on the BOARD!*
- Possibility to register (or unregister) from EXAMS and get EXAM results!
- *SCHEDULES* for the academic year!
- *FINISHING STUDIES*: submission of the topic, of the disposition of the doctoral dissertation ecc.

4.2. MOODLE

What can be found on Moodle?

- 1) *MATERIALS* for subjects (lecture notes, study instructions)!
- 2) *CONTACTS* of the professors
- 3) *STUDY FORMS, RULES* and other documents related to studies
- 4) *NOTICES* about study process and other activities
- 5) *POSSIBILITY OF SUBMITTING STUDENT PRODUCTS* (seminar paper, essay reflections ecc.)

5. TIMETABLE

The timetable is published in the Web Office («Spletni referat«).

The lectures and the seminars are held mostly on Fridays and Saturdays as »academic colloquiums«. The lectures and the seminars are completed in a few weekends.

The lectures and the seminars are held in the study centre FUDŠ at Leskoškova ulica 9/e in Ljubljana, some of the contact hours and other activities (like consultation with mentors) can be held also via ICT systems.

The **students with STUDY+ package** can participate directly at the lectures, seminars and tutorial through ICTs and have the possibility of taking exams through ICTs.

6. PASSING EXAMS

Exams for some subjects (as methodological courses, elective theoretical courses, seminar for disposition ...) are taken based on the professors instructions. Students have to apply for exams **via spletni referat/Web Office** (there are exam dates published).

IMPORTANT: for the exams named above, there might be different professors taking lectures, but the exam has to be passed only by one professor.

AN IMPORTANT DIFFERENCE between taking the Seminar for Disposition course and the

procedure of submitting the disposition for confirmation:

- as part of the Seminar for Disposition course, the student attends meetings, and at the end, as an exam obligation, he presents his disposition
- the disposition, which is confirmed by the (co)mentor, is later on also submitted by the student to the Commission for Scientific Research and the Senate for confirmation

There is no exam/exam date in case of:

- the subject **Individual work on dissertation II**. the grade »passed« is entered when the disposition is confirmed by the Senate and when the mentor fills out/signs the formular »Evaluation of individual work«.
- the subject **Individual work on dissertation III**. the grade »passed« is entered when the mentor fills out/signs the formular »Evaluation of individual work«.
- Within the course **Dissertation Seminar**, part of the obligations is done through participation in seminars led by the lecturer prof. dr. Matej Makarovič (seminar dates are published in the timetable). The lecturer presents in detail the obligations that need to be completed to successfully pass the course. Part of the obligations is done by submitting the doctoral thesis via e-mail komisijefuds.si, after the approval of the mentor and after completing the obligations within the lectures. The doctoral thesis is reviewed by the Scientific and Research Committee, which names a 3-member committee. The committee is present at the student's presentation of the doctoral thesis (a kind of a »dress rehearsal« before the thesis defense). **For this course there are no exam dates!**

The Scientific and Research Committee usually meets once a month, usually every 3rd Monday of each month.

7. ENROLLMENT IN A HIGHER YEAR

Enrollment into 2nd year

To progress from the first to the second year, the student must achieve at least 30 ECTS from the first year, submit the theme of the doctoral thesis (that has to be approved by the Scientific and Research Committee) and submit the disposition of the doctoral thesis, signed by the mentor.

Enrollment into 3rd year

To progress from the second to the third year, the student must achieve 60 ECTS in

total from the first year and complete the Individual work of 60 ECTS in total from the second year. Completed obligations of the second year are determined on the filled out formular Assessment of the individual work (the students have to arrange it with their mentor) and on the disposition confirmed by the Faculty's Senate. The progress to the third year is possible only by passing all the obligations of the first year.

WARNING: Pursuant to Article 16 of the Rules on doctoral studies, a student who fails to submit a completed doctoral thesis by the end of the 3rd year must submit an application for extension of the deadline for submitting the doctoral thesis.

Enrollment into additional year – free of charge

A student can enroll into an additional year if he/she hasn't repeated a year or changed the study programme. Additional year lasts 1 year. There are no other conditions (how many ECTS has the student achieved) for enrollment into the additional year.

8. WHAT IS THE PROCEDURE FROM APPLYING THE SUBJECT TO THE SUBMISSION OF DOCTORAL THESIS?

8.1. APPLICATION FOR THE THEME OF DOCTORAL THESIS

The candidate presents the application for the topic of the doctoral dissertation, which he submits on the form OBR-FUDŠ-010 (Application for the topic of the doctoral dissertation), via the higher education information system (VIS) or [web office](#).

The candidate submits the topic of the doctoral dissertation via the [web office](#) by selecting **END OF STUDY / Theme application** in the menu. In the application process, the required data needs to be entered and the filled-out (and signed) form OBR-010 needs to be uploaded in PDF format.

Important: If the (co)mentor is not a member of the Faculty's [Academic Council](#), the candidate must obtain the (co)mentor's signature before uploading and submitting the topic application.

The mentor and possible co-mentor, who are members of the Faculty's [Academic Council](#), will familiarize themselves with the proposed topic and confirm its relevance via the web office. Students receive confirmation of eligibility via an automatic e-mail.

Important: You can only submit a topic application, if the mentor (and possible co-mentor) has already been informed by its content and has already approved its suitability.

The proposed topic is then considered by the Committee for Scientific Research Work. For advice on a suitable mentor, the candidate can contact the head of the school for doctoral studies, prof. dr. Matevž Tomšič (matevz.tomsic@fuds.si) or the vice-dean for scientific research assoc. prof. dr. Tamara Besednjak Valič

(tamara.besednjak@fuds.si). The candidate can contact the desired mentor on their own.

The Committee for Scientific Research Work usually meets once a month, usually on every 3rd Monday of each month.

8.2. DOCTORAL THESIS DISPOSITION

After the dissertation topic has been approved by the Committee, the candidate submits the Disposition of the Doctoral Dissertation on the filled-out and signed form OBR-FUDŠ-011, which he uploads through the [web office](#). The candidate submits the disposition of the doctoral dissertation via the [web office](#) by selecting **END OF STUDY / Disposition of the doctoral dissertation** in the menu, entering the required data and uploading the filled-out (and signed) form OBR-011 in PDF format.

The disposition is considered by the Committee for Scientific Research Work, which submits a proposal to the Senate on the appointment of a committee to assess the appropriateness of the disposition of the candidate's doctoral dissertation. The members of the commission must give their opinion on the appropriateness of the disposition within 30 days. The report of the committee members is considered by the Senate and based on this, it adopts a positive or negative assessment of the disposition.

The Scientific and Research Committee usually meets once a month, usually on every 3rd Monday of each month.

The Senate usually meets once a month, usually on every 3rd Thursday of each month.

8.3. INSTRUCTIONS FOR WRITING PROFESSIONAL AND SCIENTIFIC WORKS AT SASS

The completed work must be written and organized in accordance with:

- [Instructions for writing professional and scientific works](#)

Authorship Statement template:

- [Authorship Statement](#)

8.4. DISSERTATION SEMINAR

The candidate must pass the Dissertation Seminar in the 3rd year of study. Part of the obligations are carried out through participation in lectures held by the course coordinator [prof. Matej Makarovič, PhD.](#) The other part of the obligations is carried out when the candidate submits the doctoral thesis to Moodle, after being approved by the mentor and after having completed the obligations regarding the lectures. The dissertation is reviewed by the Committee for Scientific Research Work, which appoints a 3-member committee. The latter is

present when the candidate presents the thesis (a sort of a “dress rehearsal” before the thesis defense).

The Committee for Scientific Research Work usually meets once a month, usually on every 3rd Monday of each month.

8.5. SUBMISSION OF THE DOCTORAL THESIS FOR TECHNICAL INSPECTION AND PLAGIARISM TEST

Before printing, the candidate must submit the final work in an electronic format that allows corrections via the web office. In addition to the dissertation, the filled-out form OBR-FUDŠ-014 Review and Submission of Doctoral Dissertation must also be submitted. The content adequacy of the submitted dissertation is then confirmed by the mentor and possible co-mentor via the web office. The student uploads the final work via the web office by selecting **END OF STUDY / Submission of the final work** in the menu. In the submission process, the required data must be filled-out and the final work uploaded in PDF format together with the filled-out form OBR-014. The student also has the option to submit attachments that are not part of the final work (e.g. photo attachments, video material, surveys, larger tables, interviews, maps, etc.)

From the day the final work is submitted and approved by the (co)mentor, the deadline of 14 days begins to run, when the **technical review** must be carried out by the librarian, who confirms the technical adequacy via the web office. At the same time, a **plagiarism test** is also conducted. If any corrections or a recheck is needed, the student is informed about this via an automatic message sent by the web office. Under **END OF STUDY / Submission of the final work**, the student can find an analysis of the similarity of the content (plagiarism test results) and a possible comment from the librarian. In case of ambiguities or additional questions regarding the technical examination, the student can contact the librarian at pregledi@fuds.si

From the day the student submits the corrected version, the 14-day period begins to run, when the technical inspection must be done again.

In case of discovered similarities on the plagiarism test, the student must consult with the mentor and not with the associates of the Student Office or the librarian. The final assignment must be linguistically appropriate at the time of the final submission.

8.6. SUBMISSION OF THE COMPLETED DOCTORAL THESIS

On the day when the librarian confirms the technical adequacy of the final work, the Student Office submits the final work to the Faculty Senate, which appoints a committee to evaluate the doctoral dissertation. The members of the committee must provide evaluations of the doctoral dissertation within a maximum of 1 month from the date of appointment. The evaluations are then considered by the Senate, and on

this basis the doctoral dissertation is accepted, rejected, or returned to the candidate to be changed or supplemented, and a suitable deadline is set for him/her to do so.

If the Senate accepts the doctoral dissertation, it appoints a defense committee. The appointment of the defense is coordinated.

The Senate meets once a month, presumably at the end of each month.

8.7. DEFENSE OF DOCTORAL THESIS AND DOCTORAL THESIS CERTIFICATE

The Student Office shall send a notice to the members of the committee and the candidate for the thesis defense at least 7 days prior to the date of the thesis defense. The notice shall state the date, time and place of the public defense.

The student shall submit three bound printed copies of the thesis to the Student Office within 14 days after the successful defense.

After receiving bound copies of the thesis, the Student Office issues a **certificate on the successfully completed defense of the doctoral thesis** to the student, which serves as proof until the graduation ceremony (which takes place once a year, usually in June).

9. PAYMENT FOR THE THESIS AND DEFENSE

Payment is **not required** for the final thesis and the defense if a student **with student status** submits the final thesis and a signed formular of completed technical revision and plagiarism test no later than on 30 September of the current academic year, provided that the student defends the thesis no later than 30 days after its submission. In order to ensure that the thesis defense is completed before the deadline for the defense, we strongly recommend that students submit the thesis no later than August.



Published by: School of Advanced Social Studies

Gregorčičeva 19

5000 Nova Gorica

Slovenia

