

Rīga Stradiņš University

Academic Regulations III

Academic Regulations for Doctoral Studies

Issued in compliance with Section 15, Paragraph One of the Law on Higher Education Institutions and Clause 3.9 of Rīga Stradiņš University Constitution.

1. General provisions

- 1.1. Rīga Stradiņš University Academic Regulations III - Academic Regulations for Doctoral Studies (hereinafter - the Regulations) shall determine the procedure of studies for Doctoral study programmes.
- 1.2. Doctoral studies at Rīga Stradiņš University (hereinafter - RSU) involve independent work of a doctoral student supervised by a supervisor of the doctoral thesis and academic staff for obtaining a doctoral degree.

2. Terms used

- 2.1. **Academic leave** – a study break from active studies for a semester or academic year due to medical indications, social reasons, family reasons or the birth of a child, maintaining the status of a student. Academic leave is granted only to the students who make good academic progress and who have paid their tuition fees.
- 2.2. **Academic failure** – non-fulfilment of the academic commitment of a doctoral student and/or failure to pass examinations provided for in the study course programme, including failure to defend scientific research work.
- 2.3. **Doctoral study programme** - a form of study organisation with specific requirements, the successful fulfilment of which allows a doctoral student to obtain a proof of successful completion of the doctoral study programme and to become a candidate for a research degree.
- 2.4. **Doctoral student's plan / report on the accomplishments during the academic year** - an individual study record document completed by a doctoral student on the planned scientific, research and pedagogical activities of the academic year, which specifies the assignments to be carried out during the academic year as well as a report on the accomplished scientific, study and pedagogical work in the respective academic year.

- 2.5. **E-study environment** – an electronic online learning environment where materials necessary for studies are available.
- 2.6. **Lecture** – a form of organisation of studies in which a lecturer outlines the theoretical material of the study course. The lecture is a source of information, the means of promoting a doctoral student's cognitive ability. The lecture can be delivered also as a video lecture.
- 2.7. **Class** – a form of organisation of studies, in which doctoral students under the guidance of academic staff broaden their theoretical knowledge acquired during lectures and independently, as well as acquire appropriate practical skills.
- 2.8. **Plagiarism** – further expression of another person's spoken or written ideas as one's own without giving a precise reference to the respective author and source.
- 2.9. **Seminar** - a form of organisation of studies, in which doctoral students under the guidance of academic staff listen to and discuss individually produced work for successful completion of the doctoral thesis.
- 2.10. **Student portal „Universum”** – the portal where each student using a personalised user name and a password can obtain information about their assessments, access their individualised timetable, access library databases, follow their own financial liabilities, read personalised news as well as access e-studies and e-mail.
- 2.11. **Year of study** – a stage of studies for implementation of part of the study programme at a higher education institution (for example, the first year of study), lasting for usually 11 months for a doctoral study programme.
- 2.12. **Study course** - an account of a system of knowledge, skills and competence, for which learning outcomes are defined, for the achievement of which credit points are granted.
- 2.13. **Description of the study course** – lays out prerequisites for starting the course, determines the goal of the study course and the intended learning outcomes, sets out the course content required to achieve the learning outcomes, describes the independent work of students and defines the criteria, types and form for assessment of the learning outcomes.
- 2.14. **Doctoral thesis** - independently produced scientific work in cooperation with a supervisor of the doctoral thesis, which contains the results of original scientific research and provides new findings in the relevant sector or sub-sector of science.
- 2.15. **Supervisor of Doctoral thesis** - Doctor Habilitus or Doctor of Science, who takes an active part in scientific research in the respective sector or sub-sector of science, as evidenced by publications and an expert status in the database of the Latvian Council of Science. The status of an expert of the Latvian Council of Science must be

active throughout the period while the doctoral thesis of the doctoral student is being supervised (an interval between the expiry of the term of the expert's rights and re-approval is allowed up to twelve months). The supervisor of the doctoral thesis shall be approved by a decree of the Vice-Rector for Science.

3. Types and methods of knowledge assessment

- 3.1. Assessment of knowledge, skills and competence of doctoral students depending on the specific character of the study course may be organised by using various assessment methods.
- 3.2. **Test work** - a written or computerised test of knowledge during lectures, classes and seminars.
- 3.3. **Report** - a written account prepared by a doctoral student in accordance with the requirements set out in the description of the study course and in relation to the topic of the doctoral thesis.
- 3.4. **Test** – is taken upon completion of the study course or a significant section of the study course. A test is organised similar to the examination; assessment in it is “pass” or “fail”.
- 3.5. **Examination** - a type of assessment of knowledge and skills for the study course (or parts thereof), in which the knowledge assessment is given in marks using a 10-point grading scale.
- 3.6. Various assessment techniques may be used during examinations and tests:
 - 3.6.1. written;
 - 3.6.2. oral;
 - 3.6.3. computerised;
 - 3.6.4. combined form (for example, written and oral)
- 3.7. **Doctoral examination in the sector / sub-sector/ speciality** - a type of assessment of knowledge and skills in the respective sector / sub-sector / speciality, in which a doctoral student is working on his/her doctoral thesis. The knowledge is assessed by the Doctoral Examination Committee of the respective sector / sub-sector / speciality.
- 3.8. **Doctoral examination in a foreign language** - a type of assessment of knowledge and skills in a foreign language about the topic of the doctoral thesis, that is assessed by the members of the foreign language committee of the respective sector/ sub-sector / speciality.
- 3.9. The lecturer shall record the assessment in the e-grade book and shall print the assessment form (E-1.1). It shall be indicated in the assessment form if the doctoral

student does not arrive. A doctoral student can acquaint himself/herself with the assessment on the student portal.

3.10. After the announcement / publication of the assessment a doctoral student shall have the right to request and to receive an explanation for the mistakes made.

4. Knowledge assessment system

4.1. A 10-point grading scale is used for the assessment of knowledge and skills of doctoral students in compliance with the national standard of higher education:

4.1.1. with distinction (10) – knowledge, skills and competence exceed the requirements of the study programme, study module or the study course and they testify to the ability to carry out independent research and deep understanding of problems;

4.1.2. excellent (9) – knowledge, skills and competence fully comply with the requirements set for the study programme, study module or the study course; the ability to use the acquired knowledge independently;

4.1.3. very good (8) – the requirements of the study programme, study module or the study course are completely met, but there is insufficient understanding on certain issues to use the knowledge independently for addressing more complex problems;

4.1.4. good (7) – in general the requirements of the study programme, study module or the study course are met but sometimes the inability to use the acquired knowledge independently is detected;

4.1.5. almost good (6) – the requirements of the study programme, study module or the study course are met, but there is a lack of deep understanding of the problem and inability to use the acquired knowledge;

4.1.6. satisfactory (5) – in total, the study programme, the study module or the study course is acquired but there is insufficient knowledge of certain issues and inability to use the acquired knowledge;

4.1.7. almost satisfactory (4) – in total, the study programme, the study module or the study course is acquired, however, there is insufficient understanding of some basic concepts and there are considerable difficulties in practical application of the acquired knowledge;

4.1.8. weak (3) – the knowledge is superficial and incomplete; the student is unable to use it in specific situations;

4.1.9. poor (2) – there is superficial knowledge of only some issues; most of the study programme, study module and the study course are not acquired;

- 4.1.10. very poor (1) – there is no understanding of the fundamentals of the course and there is almost no knowledge of the study programme, study module or the study course.
- 4.2. If a doctoral student fails to attend the examination, the doctoral student shall not get the assessment and the lecturer shall record the fact of absence in the section of the e-grade book designated for this purpose by entering the letter “N”.
- 4.3. A doctoral student is successful if he/she has received the assessment “almost satisfactory” (4 points) or higher. The assessment “almost satisfactory” (4 points) shall be given when at least 55 % of the amount of learning outcomes is acquired.
- 4.4. A 10-point grading system is not used for assessment of the semester test.
- 4.5. The lecturer may assess the achievement of learning outcomes in examinations and tests (for example, computer-based tests and similar) as a percentage aligning it with a 10-point grading scale:
- 4.5.1. from 96 % to 100 % - with distinction (10);
 - 4.5.2. from 85 % to 95 % - excellent (9);
 - 4.5.3. from 75 % to 84 % - very good (8);
 - 4.5.4. from 70 % to 74 % - good (7);
 - 4.5.5. from 65% to 69% - almost good (6);
 - 4.5.6. from 60% to 64% - satisfactory (5);
 - 4.5.7. from 55 % to 59 % - almost satisfactory (4);
 - 4.5.8. from 40 % to 54 % - weak (3);
 - 4.5.9. from 20 % to 39 % - poor (2);
 - 4.5.10. from 0 % to 19 % - very poor (1).
- 4.6. The test is passed and the doctoral student shall get the assessment “pass” if his/her knowledge, skills and competence correspond to the assessment “almost satisfactory” (4 points) and above. If in the test the doctoral student’s knowledge, skills and competence do not correspond to such a level, they get the assessment “fail”.
- 4.7. The University shall be entitled to verify any doctoral student’s written work using plagiarism detection methods, including the use of the automated systems existing at RSU which were created in cooperation with other institutions. If the presence of plagiarism is detected in the student’s work, including the repeated use of their own work, without specifying the precise reference and claiming it to be an original work, a decision on the possibility of continuing studies and a disciplinary penalty shall be taken in accordance with RSU internal laws and regulations.

5. Organisation of studies

- 5.1. Studies in doctoral study programmes shall be conducted in the official language or in a foreign language in compliance with the licence for the study programme. Studies shall be organised in accordance with the plan of the study programme for the relevant academic year within which the scientific research part is completed according to the individual study plan of each doctoral student.
- 5.2. A doctoral student shall submit to the Department of Doctoral Studies documents supporting the research activity together with a progress report of a specific form on the research activity and the doctoral student's plan / report on the accomplishments during the academic year, which is agreed with the supervisor of the doctoral thesis or both supervisors (if two supervisors are confirmed):
 - 5.2.1. During the first month of the first year of study, the doctoral student shall submit his/her individual study plan for the first year of study;
 - 5.2.2. At the end of the first year of study, but not later than two weeks before the meeting of the Committee for evaluation of the scientific activity of the respective study programme, the doctoral student shall submit his/her individual study plan for the second year of study and a report on the accomplishments of the first year of study, as well as a progress report on scientific activity;
 - 5.2.3. At the end of the second year of study, but not later than two weeks before the meeting of the Committee for evaluation of the scientific activity of the respective study programme, the doctoral student shall submit his/her individual study plan for the third year of study and a report on the accomplishments of the second year of study, as well as a progress report on scientific activity;
 - 5.2.4. At the end of the third year of study, but not later than two weeks before the meeting of the Committee for evaluation of the scientific activity of the respective study programme, the doctoral student shall submit a report on the accomplishments of the third year of study, as well as a progress report on scientific activity.
- 5.3. The Head of the Doctoral study programme:
 - 5.3.1. Shall actively manage the doctoral study programme, participate in the planning and organization of the study process, support and advise doctoral students on issues related to the development of the doctoral thesis, so that doctoral students succeed in mastering the relevant study programme;
 - 5.3.2. Shall check the doctoral student's plan of the first-year doctoral students and, if necessary, in coordination with the doctoral student and the supervisor of the

doctoral thesis or both supervisors (if two supervisors are approved), shall assign to define it more precisely within a period of a month. The individual study plan shall come into force after it has been approved by the Head of the doctoral study programme.

5.3.3. Shall examine the doctoral student's plan / report on the accomplishments during the academic year and the report on the scientific activity at the end of the first and second year of study and shall direct the doctoral student for evaluating the results of their scientific activity in the meeting of the Committee for evaluation of scientific activity of the relevant study programme;

5.3.4. Shall evaluate the education part of the doctoral student, the report on the accomplishments during the academic year and the report on the scientific activity at the end of the third year of study, and if the scientific activity is successful and appropriate, shall direct the doctoral student for evaluating the results of their scientific activity in the meeting of the Committee for evaluation of scientific activity of the relevant study programme. If a doctoral student fails to succeed, the Head of the doctoral study programme shall propose the Dean of the Department of Doctoral Studies to exclude the doctoral student from the programme.

5.4. The supervisor of the doctoral thesis:

5.4.1. Shall constantly supervise the implementation of the doctoral student's plan and the progress with the doctoral thesis;

5.4.2. Shall advise the doctoral student on the issues related to the development of the doctoral thesis;

5.4.3. Shall advise the doctoral student on the preparation and publication of scientific articles in international peer-reviewed editions.

5.5. The part of the study programme for the respective year of study shall be considered to be mastered if the requirements of the doctoral student's plan for the academic year have been fulfilled and positive assessment of the Committee for evaluation of scientific activity has been received.

5.6. A doctoral student who has mastered the plan for the study programme of the first or second year of study shall be transferred to the following year of study with a decree on the issues of the study process of the Vice-Rector for Science, considering the plan approved by the Head of the doctoral study programme. A doctoral student who has partly mastered the plan for the study programme of the first or second year of study, on a case-by-case basis, may be transferred to the following year of study with a decree on the issues of the study process of the Vice-Rector for Science, provided that certain

academic assignments are completed by a specified deadline. The suggestion of transfer to the following year of study shall be put forward by the Dean of the Department of Doctoral Studies.

- 5.7. Upon starting each study course, the teaching staff of the academic department shall acquaint doctoral students with the content of the study course and the list of literature required for its acquisition, the assignments to be completed and the requirements, as well as the type and methods of knowledge and skill assessment.
- 5.8. The doctoral student must complete all the examinations prescribed in the description of the study course within the time schedule and time limit laid down in the timetable of lectures, seminars and classes, as well as in accordance with their individual study plan.
- 5.9. The written work of doctoral students shall be checked and evaluated by the academic staff not later than within 5 (five) working days after submission of the work. The doctoral student's answer in oral examinations shall be assessed within 5 (five) working days. Assessment shall be published on the student portal within 10 (ten) working days after the evaluation. During oral examinations the doctoral student's answer shall be recorded, which shall be maintained for at least 11 (eleven) working days, but in the event of an appeal, until the date of entry into force of the final decision.
- 5.10. Attendance of classes and lectures, and taking examinations in all the study courses shall be compulsory.
- 5.11. Absence from the classes in which assessment of knowledge, skills and competence is carried out, shall be equivalent to the first time of taking the examination, except in the cases referred to in the Regulations when a doctoral student retains the opportunity to sit the examination twice.
- 5.12. If a doctoral student previously plans not to attend a class for valid reasons, for example, events defending the honour of the University or the country (scientific conferences, seminars, exchange visits, etc.), the doctoral student shall retain the possibility of sitting the unattended examinations twice, provided that documents supporting the absence were submitted to the Department of Doctoral Studies in a timely manner before the planned absence.
- 5.13. The doctoral student shall inform the lecturer of the respective class, the Head of the study programme and the Dean about the reasons for the previously unplanned absence within five working days after returning to studies by submitting a document confirming incapacity for work in case of illness or a written explanation in case of any other valid reason to the Department of Doctoral Studies.

- 5.14. The Head of the study programme and the Dean shall evaluate the documents regarding non-attendance of classes within 5 (five) working days after receipt thereof and shall provide the information regarding the evaluation results to the doctoral student and the academic structural unit. The Dean or the Head of the study programme shall be entitled to request the doctoral student to provide additional oral and written information; and the doctoral student shall be obliged to provide such information.
- 5.15. If during the academic year a doctoral student has not attended classes, regardless of the reason, for two consecutive months or longer, the Dean's Council shall decide on the possibility of continuing studies or granting the academic leave upon the Dean's proposal.
- 5.16. If a doctoral student has not attended classes due to illness or any other valid reason, and after the evaluation by the Head of the study programme, it is acknowledged that continuation of studies is possible according to the approved doctoral student's plan / report on the accomplishments during the academic year, the Head of the study programme shall inform the Dean thereof.
- 5.17. If a doctoral student has not participated in one of the classes, the lecturer shall have the right to include additional questions regarding the topics of the unattended classes in the examination as prescribed in the description of the study course.
- 5.18. If a doctoral student has not attended classes and their number or content is so essential that studies in this study course cannot be continued according to the approved doctoral student's plan /report on the accomplishments during the academic year or if a semester examination has been failed twice, the academic department shall inform the Head of the study programme and the Dean about it. The Dean shall evaluate the situation (reasons for non-attendance, the amount and failure in examinations) and the possibilities for continuing studies.
- 5.19. A doctoral student may temporarily suspend studies due to illness or any other valid reason, and then continue them. Suspension of doctoral studies (the academic leave) shall be registered by a decree on the issues of the study process of the Vice-Rector for Science. The total period of academic leaves for a doctoral student must not exceed two years. During the academic leave, the status of a doctoral student and the place in the study programme shall be maintained, however, neither scholarship is given nor study and student loans are granted, as well as a doctoral student shall not have the right to request and receive doctoral study grants.
- 5.20. A doctoral student, who has obtained a certificate regarding the successful completion of RSU Doctoral study programme, shall be entitled to a research degree applicant card

in accordance with the procedure prescribed by RSU. The card shall be valid for five years from the date of exclusion. The card of the applicant for a research degree shall be used in the cases specified by RSU laws and regulations and other legislation.

- 5.21. The personal file of a RSU doctoral student with study documents shall be handed over to RSU Archive after exclusion.

6. Evaluation of scientific research outcomes

- 6.1. At the end of each academic year the evaluation of scientific research outcomes of doctoral students shall be carried out according to the doctoral student's plan / report on the accomplishments during the academic year. A doctoral student shall defend their scientific research outcomes in accordance with the procedure and deadlines specified by the Department of Doctoral Studies. Defence of the research work outcomes shall be considered as an oral test.
- 6.2. The Committee for evaluation of research activity of the respective study programme shall evaluate the outcomes of the scientific research work of doctoral students and shall award the credit points. The structure of each Committee shall be approved by the Rector's decree on the basis of a proposal from the Head of the relevant doctoral study programme. The Committee shall consist of at least four members who are RSU employees - professionals of the respective sector with a doctoral degree and a Secretary of the Committee (without voting rights) also shall be appointed. The Committee shall be entitled to decide if more than a half of the Committee members, including the Chairperson or a Deputy Chairperson, participate in the meeting. If votes are distributed similarly, the vote of the Chairperson (Deputy Chairperson) of the Committee shall be decisive. If a member of the Committee is also a supervisor of the respective doctoral student, they shall not participate in the decision taking regarding this doctoral student.
- 6.3. The doctoral student shall present their scientific research outcomes by an oral speech (up to 10 minutes) and shall answer the questions posed by the Committee members (up to 10 minutes) without preparation time.
- 6.4. The Committee shall decide on the compliance of the outcomes of the doctoral student's research work with the doctoral student's plan, including the compliance of scientific publications with the classification of scientific publications approved by the Latvian Council of Science, the availability of a permit issued by an Ethics Committee, a competent national administration institution or a patent holder (if the doctoral thesis is related to personal data, medical treatment, national secrets, patent of another person,

etc.) and shall give an assessment “pass” or “fail”. In case of a positive assessment, the Committee shall assign to the doctoral student all the credit points for the scientific research work provided for in the study programme in the corresponding academic year, and shall give binding guidelines for the further research work of the doctoral student in the individual study plan for the following academic year. A member of the Committee shall refrain from giving assessment if the member of the Committee is the supervisor or advisor of the doctoral thesis of the doctoral student.

6.5. In order to recognise the doctoral study programme as successfully mastered, the doctoral student must carry out a scientific activity during doctoral studies (related to the topic of the doctoral thesis), which meets at least one of the following criteria:

6.5.1. A double-blind peer-reviewed scientific publication in a scientific edition or conference proceedings indexed in *SCOPUS* or *Web of Science* database, or included in the *ERIX+* database;

6.5.2. A peer-reviewed scientific monograph on one research topic or issue, and containing a bibliography. If a peer-reviewed scientific monograph is published in Latvian, it shall contain an abstract in at least one of the other official languages of the European Union or, if a peer-reviewed scientific monograph is published in a language other than the official language of the European Union, it shall contain an abstract in at least one of the official languages of the European Union.

6.6. A doctoral student, who was excluded at the end of the third year of study due to the academic failure in relation to the scientific research work outstanding in the respective academic year, but who has fully mastered the remaining doctoral programme in accordance with the study programme plan, shall have the right to resume their studies within two years from the moment of exclusion and do only the defence of the outcomes of the scientific activity by covering the expense for the work of the Committee for evaluation of scientific activity. If there have been changes to the content of the study programme during that period, the Head of the relevant doctoral study programme shall determine the part of the study programme to be acquired in addition.

7. Organisation of examinations and tests

7.1. The academic department shall organise the examination of doctoral students' knowledge.

7.2. The academic department shall inform the doctoral student about the times of taking examinations not later than 5 (five) working days before the examination.

- 7.3. A doctoral student shall have the right to negotiate with the lecturer of the study course the postponement of the time or date of an examination once within the academic year in each academic department not later than 3 (three) working days before the examination or theoretical test.
- 7.4. If a doctoral student, regardless of the reason, fails to arrive at the examination or the test at the specified time, “no show” shall be written on the assessment form.
- 7.5. At least two weeks before the examination doctoral students receive instructions from the academic department on the examination type and method. Doctoral students shall be informed about additional teaching aids which may be used.
- 7.6. Doctoral students - examinees, examiners, the Rector, Vice-Rectors, the Dean of the Department of Doctoral Studies, the Head of the study programme, the supervisor/-s of the doctoral thesis, professionals and RSU employees invited by the Head of the academic department shall be allowed to be in the examination room.
- 7.7. The duration of a written and computerised examination shall be determined by the academic department.
- 7.8. The doctoral student shall have not less than 30 minutes for preparing their answer in the oral part of the examinations.
- 7.9. Duration of oral examining of each doctoral student shall not exceed 30 minutes in any examination.
- 7.10. If there are several separate questions in the examination, the doctoral student shall have the right to answer them in the order he/she wishes.
- 7.11. Any examination and test or defence may be taken no more than twice.
- 7.12. A doctoral student, who has not successfully passed an examination or a test, may re-sit the examination within the academic year.
- 7.13. The doctoral student shall agree with the lecturer of the relevant study course on the time for resitting the examination.
- 7.14. If a doctoral student fails to pass the examinations prescribed in the study programme plan by the end of the academic year, the Head of the study programme and the Dean shall, on a case-by-case basis (reasons for non-attendance), propose to grant an academic leave to the doctoral student, during which the doctoral student shall be entitled to settle their academic debts or withdraw.

8. Submission and consideration of appeals

- 8.1. The doctoral student shall have the right to request that the correlation between the examination question, answer to the question and the assessment of the answer in the

study course examination is considered, but in case of the assessment of the scientific research work outcomes - to consider the correlation between the outcomes of the scientific research work intended in the individual study plan, the outcomes presented and the assessment.

- 8.2. An appeal against the assessment of the doctoral examination in the sector / sub-sector / speciality and a foreign language may be lodged until the end of the following working day from the moment when the assessment is published on the student portal. An appeal against the assessment in any other examination or against the assessment of the outcomes of the scientific research work may be lodged within 3 (three) working days from the date of publication of the assessment on the student portal.
- 8.3. An appeal against the assessment of the doctoral examination must be addressed to the Chairperson of the Doctoral Examination Committee.
- 8.4. If the appeal concerns the last possible time of taking the examination, it must be addressed to the Dean of the Department of Doctoral Studies. If in this case the assessment is made by the Dean as a member of the academic staff, the appeal must be addressed to the Vice-Rector for Science.
- 8.5. An appeal against the assessment of the outcomes of the scientific research work and the assessment of the final examination of the study course must be addressed to the Dean of the Department of Doctoral Studies.
- 8.6. The appeal **shall be submitted** to Student Services which shall do the following:
 - 8.6.1. forward the appeal to the addressee for consideration;
 - 8.6.2. if the appeal is addressed to the Dean or Vice-Rector for Science, they shall inform the academic department about the appeal received. The respective academic department shall:
 - 8.6.2.1. send the addressee of the appeal the needed information (audio, explanations, the student's work, etc.);
 - 8.6.2.2. inform the lecturer, who evaluated the examination, about the appeal received and about the possibility to submit the explanation about the assessment.
- 8.7. The appeal shall be considered by the Appeal Commission which shall be established and convened by the appeal recipient (except in the case of the assessment of the outcomes of the scientific research work). The Appeal Commission shall consist of the appeal recipient and invited experts corresponding to the content of the appeal (except persons who have evaluated the examination). The recipient of the appeal shall be the Chairperson of the Appeal Commission. The Appeal Commission shall consist of at

least three persons. In case of the assessment of the outcomes of the scientific research work, the Dean of the Department of Doctoral Studies shall establish and chair the Appeal Commission. The supervisor of the doctoral student's doctoral thesis (at least one - if two supervisors have been approved for the doctoral student) shall also be invited to the meeting of the Commission. The supervisor of the doctoral thesis shall have no voting rights and his / her absence from the meeting shall not constitute an obstacle to the consideration of the case.

- 8.8. The Chairperson of the Appeal Commission shall inform the appellant and the lecturer who has evaluated the examination about the time and place of the meeting of the Appeal Commission, as well as about the rights to participate in the meeting and provide explanations. The appellant and the lecturer who evaluated the examination shall not be obliged to participate in the meeting of the Appeal Commission.
- 8.9. Having considered the appeal, the Appeal Commission shall satisfy or reject the request included in the appeal.
- 8.10. If the content of the appeal received testifies the procedural irregularities during the examination, the recipient of the appeal may cancel the assessment and ask to retake the examination without establishing the Appeal Commission.
- 8.11. The appeal shall be considered as soon as possible (but within no more than 10 working days from the receipt). The Chairperson of the Appeal Commission shall notify the applicant in writing of the results of the consideration.

9. Final provisions

- 9.1. These Regulations shall be applicable in so far as external rules and regulations do not prescribe otherwise.
- 9.2. Issues that are not stipulated in the Regulations, or matters of dispute shall be dealt with by decisions of the Head of the Department, Head of the study programme or the Dean of the Department of Doctoral Studies in compliance with RSU Internal Rules and Regulations for Studies or other RSU internal laws and regulations.
- 9.3. If the supervisor of the doctoral thesis started to supervise the doctoral thesis in the academic year 2017/2018 or earlier, they may complete the work without applying the requirements of paragraph 2.15 of these Regulations.
- 9.4. These Regulations shall come into force on the following day after the approval at RSU Senate.

Chairperson of the Senate

J.Gardovskis

S. Lejniece, 67409120

AGREED

21.10.2019. at the meeting of the Dean's Council
Minutes No. 15-1/30/2019

AGREED

06.01.2020 at the meeting of the Rectorate
Minutes No. 5-2/1/2020