

Rīga Stradiņš University

Regulations of the Department of Doctoral Studies

issued in accordance with
Section 15, Paragraph One of the Law on the Higher Education Institutions,
Clause 3.6, sub-clauses 3 and 6 and Paragraph One of Clause 3.13 of RSU Constitution.

1. General Provisions

- 1.1. Rīga Stradiņš University Department of Doctoral Studies (hereinafter - the Department) is a structural unit of Rīga Stradiņš University (hereinafter - the University, abbreviated - RSU), which organises the implementation of doctoral study programmes and the promotion procedures for doctoral students at the University.
- 1.2. The Department shall operate in accordance with laws and regulations in force in the Republic of Latvia, RSU Constitution, these Regulations and other internal laws and regulations of the University.
- 1.3. The following names of the Department shall be used in the official correspondence in foreign languages:
 - 1.3.1. The Department of Doctoral Studies of Rīga Stradiņš University (in English);
 - 1.3.2. Promotionsbüro der Stradina Universität Riga (in German);
 - 1.3.3. Departement d'Etudes Doctorales de l'Université Stradina de Riga (in French);
 - 1.3.4. Отдел Докторантуры Рижского университета им. Страдыня (in Russian);
 - 1.3.5. Sectio promotiōnis studiōrum doctorālium Universitas Rigensis Stradina (in Latin).
- 1.4. The target audience of the Department is:
 - 1.4.1. RSU doctoral students during their study period;
 - 1.4.2. Applicants for a research degree - graduates of RSU doctoral programmes five years after successful completion of the study period or applicants who have submitted an application regarding the first discussion of the doctoral thesis or an application regarding the defence of the doctoral thesis at RSU Promotion Councils;
 - 1.4.3. Young scientists - ten years after successful defence of the doctoral thesis at RSU Promotion Council and after obtaining a doctoral degree in the relevant sector and sub-sector of science.

2. Main operational goals and tasks

- 2.1. The goals of the Department shall be the following:
 - 2.1.1. Organise and develop doctoral studies at the University in accordance with the development trends of doctoral studies in Latvia and the European Union;

- 2.1.2. Ensure high-quality development of competencies necessary for the scientific activity of doctoral students, applicants for a research degree and young scientists;
- 2.1.3. Ensure an increase in the number of doctoral thesis defended.
- 2.2. The tasks of the Department shall be:
 - 2.2.1. Participate in the implementation of RSU development directions and the strategy;
 - 2.2.2. Implement and develop doctoral study programmes in cooperation with RSU academic and scientific departments in accordance with RSU strategy;
 - 2.2.3. Ensure the implementation of doctoral study programmes in cooperation with RSU academic and scientific departments and in compliance with the quality management and academic integrity requirements of RSU;
 - 2.2.4. Organise the discussion of the doctoral thesis prior to the submission of the doctoral thesis to the Promotion Council and direct it for the evaluation to the National Scientific Qualification Commission;
 - 2.2.5. Organise the promotion process in RSU Promotion Councils;
 - 2.2.6. Organise communication with doctors, applicants for a research degree and young scientists;
 - 2.2.7. Participate in the organisation of admission to doctoral study programmes;
 - 2.2.8. Evaluate the scientific activity of doctoral students;
 - 2.2.9. Cooperate with other University departments in order to achieve the goals of the Department;
 - 2.2.10. Carry out other tasks in accordance with the internal laws and regulations of the University.

3. Structure

- 3.1. The Department shall be managed by the Dean, who, without special authorisation, shall represent the Department in all its affairs and shall be responsible for the work of the Department. The Dean of the Department shall be recruited by the Rector of the University by concluding the employment contract.
- 3.2. The Dean of the Department shall be directly subordinate to the University Vice-Rector for Science.
- 3.3. The tasks of the Dean of the Department shall be:
 - 3.3.1. Organise the work of the Department, as well as ensure and be responsible for the achievement of the goals and fulfilment of the tasks set out in these Regulations;
 - 3.3.2. Carry out the tasks specified in the internal rules and regulations of the University and fulfil the duties specified in the job description;
 - 3.3.3. Recommend a list of positions for the Department for approval by the Rector of the University.

- 3.4. The Department of Doctoral Studies shall also include the Council for Doctoral Studies and the Office that performs administrative functions.

4. Council for Doctoral Studies

- 4.1. The Council for Doctoral Studies is a collegial institution of the Department management, that under the leadership of the Dean shall carry out the tasks specified in these Regulations and other internal laws and regulations of the University.
- 4.2. The tasks of the Council shall be:
- 4.2.1. Consider and coordinate the draft doctoral study programmes prior to their approval in accordance with the procedure prescribed in the internal laws and regulations of the University and external laws and regulations;
 - 4.2.2. Advise the Dean on matters related to the Department's work;
 - 4.2.3. Consider and coordinate allocation of funding (grants) to doctoral students for successful development of the doctoral thesis in accordance with the internal rules and regulations of the University.
 - 4.2.4. Prior to the promotion process, decide on the recognition of the academic activity of the applicant who has not completed the appropriate doctoral study programme;
 - 4.2.5. Carry out other tasks in accordance with the internal laws and regulations of the University.
- 4.3. The Council shall be composed of:
- 4.3.1. Dean of the Department (*ex officio*);
 - 4.3.2. Heads of doctoral study programmes (*ex officio*);
 - 4.3.3. Student representatives;
 - 4.3.4. Representative of RSU Scientific institutes.
- 4.4. The number of student representatives in the Council shall be determined by the Senate, considering that the proportion of students must be at least 20 percent of the composition of the Council.
- 4.5. The Student Union shall delegate student representatives to the Council from the students of the University doctoral study programmes with good academic record in accordance with the procedure prescribed by it. If a member of the Council, the student of the University, terminates his/her duties due to revocation, exclusion or any other reason, the University Student Union shall delegate a new student representative.
- 4.6. The representative of RSU Scientific institutes shall be nominated by RSU Council of Science and shall be approved by the Rector's decree.
- 4.7. The post of a member of the Council shall not be a remunerated position.
- 4.8. Meetings of the Council shall be convened by the Dean as required, but not less than twice a year. The Dean shall chair the meetings of the Council; the Dean or other members of the Council shall propose the agenda for the meeting.
- 4.9. The meetings of the Council shall be open to the academic staff of the Department and the administrative staff of the University. When deciding on the recognition of the academic activity, the Dean shall, upon a proposal of the Head of the respective doctoral study programme, invite one or two experts with a doctoral degree in the promotion sub-sector. The Dean may invite other persons, who are not members of the Council, to the meetings of the Council (without voting rights). Meetings may be declared closed by a motivated decision of the Council.
- 4.10. Council meetings shall have a quorum, if at least half of the members of the Council are present. The Dean's presence shall be mandatory. If the recognition of the academic activity is being considered at the meeting, the participation of the Head

of the relevant doctoral study programme and at least one expert (without voting rights) shall be mandatory.

- 4.11. The Council decisions shall be taken by vote. A decision shall be taken, if the majority of the members of the Council present have voted in favour. If the votes are divided equally, the Dean shall have the deciding vote.
- 4.12. An electronic vote may be organised at the suggestion of the Dean of the Department; The Council decisions that do not require a secret ballot, may be taken by an electronic vote. The Council decisions shall be considered as taken if at least half of the members of the Council vote electronically.
- 4.13. The Dean shall organise the proceedings of the meeting, minute taking and drawing up and circulation of the documents in accordance with the procedure prescribed by external and internal laws and regulations regulating the record keeping.

5. Cooperation

- 5.1. The Department shall cooperate with other structural units of the University, government institutions and individuals in order to achieve its goals and fulfil its tasks.
- 5.2. The Department shall have the right to request and to receive the information from other structural units of the University that is required for the successful operation of the Department. The Department shall be obliged to provide the information to other structural units of the University needed for their work.

6. Funding

- 6.1. The Department shall be funded by the University.
- 6.2. Accounting and retention of financial resources shall be provided by the Finance Department of the University.

7. Reorganisation or liquidation

- 7.1. The Department shall be reorganised or liquidated by the decision of RSU Senate.

8. Other provisions

- 8.1. The Council shall begin functioning in the composition specified in these Regulations on the following day after the representative of the University Scientific institutes nominated by the Council of Science is approved by the Rector's decree.

Chairperson of the Senate

J.Gardovskis

S. Lejniece, 67409120

D. Zvidriņa, 67409093

AGREED

21.10.2019. at the meeting of the Dean's Council

Minutes No. 15-1/30/2019

AGREED
05.11.2019. at the meeting of the Rectorate
Minutes No. 5-2/33/2019