

**Rīga Stradiņš University
Admission Regulations
for Doctoral Study Programmes for the Academic Year 2023/2024**

Issued in accordance with
Section 15¹, Clause 3, Sub-clause (c)
and Section 46, Paragraph Two of the Law on Higher Education Institutions,
Paragraph 3 of the Cabinet Regulations No 846 of 10 October 2006
“Regulations regarding the Requirements, Criteria and Procedures for the
Admission to Study Programmes”

1. General Provisions

- 1.1. Rīga Stradiņš University Admission Regulations for Doctoral Study Programmes for the Academic Year 2022/2023 (hereinafter - the Regulations) shall establish the procedure for admission of applicants to Rīga Stradiņš University (hereinafter - the University, abbreviated - RSU) doctoral study programmes. Admission to studies at the University under these Regulations is based on the Law on Higher Education Institutions (hereinafter - AL), the Cabinet Regulations No 846 of 10 October 2006 “*Regulations regarding the Requirements, Criteria and Procedures for the Admission to Study Programmes*” (hereinafter - the CR No 846 of 10.10.2006), *the Agreement between the Government of the Republic of Estonia, the Government of the Republic of Latvia and the Government of the Republic of Lithuania on Automatic Academic Recognition of Qualifications related to Higher Education* (entered into force on 7 January 2019 according to the information of the Ministry of Foreign Affairs of the Republic of Latvia on 11 January 2019 “On Entry into Force of the Agreement”), these Regulations, as well as in compliance with other legislative acts.
- 1.2. Admission to subsequent stages of studies at the University is based on the Cabinet Regulations No 932 of 16 November 2004 “*Procedure for the Initiation of Studies in Subsequent Study Stages*” and RSU internal laws and regulations.
- 1.3. Admission shall be ensured by RSU Admissions Committee, that acts in conformity with its Regulations [Paragraph 5 of the CR No 846 of 10.10.2006].
- 1.4. The right to be admitted in conformity with these Regulations and to study at the University shall be the same for citizens of the Republic of Latvia, non-citizens of the Republic of Latvia, citizens of the European Union, citizens of the European Economic

Area or citizens of the Swiss Confederation and the permanent residents of the European Community holding a valid residence permit [AL 45(2)]. Other persons shall have the right to study at the University in accordance with the requirements set in laws and regulations. The rules governing the admission of people from other countries shall be approved by the Rector's decree.

- 1.5. Special requirements and criteria for admission to each of the doctoral study programmes, as well as other indicators characterising the respective study programme are set out in the Annexes to these Regulations.

2. Documents

- 2.1. When registering for studies, the applicant shall fill in an electronic application on the electronic registration website <https://uznemsana.rsu.lv> and shall attach the files of the documents specified in the Regulations and their respective Annex (hereinafter - the documents) for admission to the study programme.
- 2.2. If the applicant cannot submit the application in person, it may be done by another person who presents a notarised power of attorney or a previously granted oral authorisation of the applicant on site at the University Records Management and Archives Department [Section 38, Paragraph One of the Administrative Procedure Law], as well as the authorised person shall attach his/her valid personal identification document (if the applications are to be submitted in person).
- 2.3. The documents shall be submitted in the official language. The documents must be legalised in accordance with the procedures laid down by laws and regulations [The Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents] and a certified translation into the official language in accordance with the procedures prescribed by laws and regulations should be attached thereto [*the Cabinet Regulations No 291 of 22 August 2000 Procedures for the Certification of Document Translations in the Official Language*]
- 2.4. If the applicant has obtained the education document or degree abroad, the application shall be accompanied by a statement from the Academic Information Centre stating how the education document or degree obtained abroad compares to the education document or degree awarded in Latvia [Paragraph 7 of the CR No 846 of 10.10.2006]. Information on the internet: www.aic.lv. This shall not apply to education documents and academic degrees obtained in Estonia and Lithuania.

- 2.5. When submitting the application, the applicant shall pay the application registration fee to the current account of the University. The amount of that fee shall be set by the University, and it shall be non-refundable.
- 2.6. If any of the documents to be submitted contains a different personal name and/or surname and/or personal identification number from that in the passport, the applicant shall also attach or present a document certifying the change in the relevant personal data.
- 2.7. RSU Admissions Committee shall keep the files submitted by applicants, who have not been matriculated to the University in accordance with the procedure laid down in RSU File Nomenclature. The files submitted by applicants shall be destroyed after the expiry of the retention period specified in RSU File Nomenclature.

3. Deadlines

- 3.1. The deadline for the registration of applicants (submission of applications) and the competition procedure shall be set by the Rector's decree and shall be announced by RSU Admissions Committee.
- 3.2. The date and time when applicants take the examinations (for admission to the study programmes with such additional requirements) shall be determined by the Rector's decree.

4. Competition procedure

- 4.1. The State shall determine the total number of study places at the University financed from the State budget, while the University shall determine the amount of tuition fees and the number of study places financed by natural and legal persons, as well as the distribution of study places by study programmes and sub-programmes.
- 4.2. Applicants, whose submitted documents do not meet the requirements of the Regulations, those for whom RSU Admissions Committee has decided not to validate the education document obtained abroad for further studies, or who have outstanding tuition fees or other material liabilities to the University, shall not participate in the competition and shall not be admitted to the University.
- 4.3. Applicants, who received the assessment "fail" in the examination (if provided for by these Regulations for admission to the relevant study programme), also shall not participate further in the competition.
- 4.4. The intended supervisor of the applicant's doctoral thesis (or two supervisors of the doctoral thesis) must have the right of an expert of the Latvian Council of Science in the

field (sub-field), in which the doctoral thesis will be written. The rights of the expert must be valid throughout the period of the competition for applicants and **at least two months after the planned start of studies.** This requirement shall apply to both supervisors of the doctoral thesis, if they are two.

- 4.5. The Department of Doctoral Studies shall organise the work of the entrance examination board, as provided for in the requirements of the relevant doctoral study programme, organise the appointment of reviewers, determine the time and procedure for the oral defence of the abstract for the intended doctoral thesis, as well as notify the applicants thereof.
- 4.6. The oral defence committees for the oral defence of the abstract for the intended doctoral thesis shall examine the applicant's application for an interdisciplinary doctoral thesis topic according to each field.
- 4.7. Applicants' applications shall be evaluated according to the following criteria:
 - 4.7.1. assessment of the research for the intended doctoral thesis:
 - 4.7.1.1. assessment of the abstract for the intended doctoral thesis by two reviewers on a scale from 1 to 20 points (**an average score of at least 8 points should be received**);
 - 4.7.1.2. assessment of the abstract for the intended doctoral thesis by the oral defence committee on a scale from 1 to 20 points (**an average score of at least 8 points should be received**).
 - 4.7.2. assessment of the scientific work undertaken within the range from 0 to 50 points;
- 4.8. Criteria for the assessment of the scientific work undertaken by the applicant shall be the following:
 - 4.8.1. scientific publications included in the international databases *Web of Science*, *SCOPUS*, *PubMed*, *ERIH+*, *EBSCO*, *Index Copernicus International*, and *Open access* publications on the topic of the intended doctoral thesis, if the applicant **is the first author** (supporting documents: copies of publications or proof of acceptance for publishing, publications of the last five years) – 3 points;
 - 4.8.2. scientific publications included in the international databases *Web of Science*, *SCOPUS*, *PubMed*, *ERIH+*, *EBSCO*, *Index Copernicus International*, and *Open access* publications on the topic of the intended doctoral thesis, if the applicant **is a co-author** (supporting documents: copies of publications or proof of acceptance for publishing, publications of the last five years) – 2.5 points;

- 4.8.3. collective monographs on the topic of the intended doctoral thesis (supporting documents: confirmation / a copy certifying it) - 2.5 points;
- 4.8.4. collective monographs that are not related to the topic of the intended doctoral thesis (supporting documents: confirmation / a copy certifying it) - 2 points;
- 4.8.5. scientific articles in peer-reviewed journals published in Latvia and abroad on the topic of the intended doctoral thesis (supporting documents: copies of publications or proof of acceptance for publication) - 2 points;
- 4.8.6. publications in a non-peer-reviewed scientific journal in Latvia on the topic of the intended doctoral thesis (supporting documents: copies of publications or proof of acceptance for publishing) - 1 point;
- 4.8.7. scientific publications in peer-reviewed journals on the topic not related to the intended doctoral thesis - 0.5 points;
- 4.8.8. scientific activity at conferences (points are not added for the activities of the same content, but the highest number of points is awarded in the relevant criterion);
- 4.8.9. presentation at conferences on the topic of the intended doctoral thesis (supporting documents: copies of the conference programme) - 1.5 points;
- 4.8.10. poster presentations at conferences on the topic of the intended doctoral thesis (supporting documents: copies of the poster presentation) - 1 point;
- 4.8.11. conference abstracts on the topic of the intended doctoral thesis (supporting documents: copies of the abstracts) - 0.5 points;
- 4.8.12. participation in international research projects and research projects of the Latvian Council of Science (LCS), Rīga Stradiņš University (RSU) and other higher education institutions on the topic of the intended doctoral thesis (supporting documents: a letter of confirmation from the project manager) - 1 point for 1 year of participation;
- 4.8.13. participation in international research projects and research projects of the LCS, RSU and other higher education institutions not related to the topic of the intended doctoral thesis (supporting documents: a letter of confirmation from the project manager) - 0.5 points for 1 year of participation;
- 4.8.14. participation in research projects with external funding for the implementation of research at RSU (supporting documents: a letter of confirmation from the project manager) - 1 point;
- 4.8.15. the applicant has worked as a member of academic staff at RSU:
 - 4.8.15.1. 1 to 5 years - 1 point;

- 4.8.15.2. 5 years and more - 2 points (supporting documents: a statement from the employer);
- 4.8.16. work / traineeship / studies at foreign universities and research institutions related to the topic of the intended doctoral thesis (supporting documents: a statement from the employer, higher education institution, research institution) - 0.1 points per 1 month.
- 4.9. Reviewer's assessment criteria (points as whole numbers):
- 4.9.1. Topicality of the intended research and scientific novelty: 1 to 5 points;
- 4.9.2. Scientific quality of the research proposal and compliance with the intended doctoral thesis (research aim, objectives, scientific assumptions, research questions and/or working hypothesis(es): from 1 to 5 points;
- 4.9.3. Design and methodology of the planned doctoral research (sample or research participants, data (primary, secondary and/or tertiary) collection methods, data collection procedure): from 1 to 5 points;
- 4.9.4. Applicant's motivation, ethical considerations and work completion options: 1 to 5 points.
- 4.10. Criteria for the assessment of the oral defence of the abstract for the intended doctoral thesis (points as whole numbers):
- 4.10.1. Topicality of the intended research and scientific novelty: 1 to 5 points;
- 4.10.2. Scientific quality of the research proposal and compliance with the intended doctoral thesis (research aim, objectives, scientific assumptions, research questions and/or working hypothesis(es): from 1 to 5 points;
- 4.10.3. Design and methodology of the planned doctoral research (sample or research participants, data (primary, secondary and/or tertiary) collection methods, data collection procedure): from 1 to 5 points;
- 4.10.4. Applicant's motivation, ethical considerations and work completion options: 1 to 5 points.
- 4.11. RSU Department of Doctoral Studies shall inform about the conduct of the examination (remotely or in person).
- 4.12. Examinations and presentations shall be conducted remotely via *Zoom* or *MS Teams*; the camera must be switched on; a personal identification document must be presented to identify the applicant.
- 4.13. If the examination takes place on site, applicants are required to come to the examination in person having a passport or an ID card with them. Examinations shall be held in Latvian.

Applicants who have not come to the examinations at the specified time or have not taken their personal identification document, shall be excluded from their further participation in the competition.

- 4.14. In case of equal total sum of points, the competition shall be determined by the points obtained in the oral presentation of the abstract for the intended doctoral thesis.
- 4.15. According to the assessment results (the points obtained and the last two decimal places shall be taken into account), RSU Admissions Committee shall decide on the admission of the applicant to doctoral studies according to the procedure of the competition. RSU Student Services shall announce the results of the competition no later than within three working days from the closing date of the competition [Paragraph 14 of the CR No 846 of 10.10.2006], by publishing them on RSU admission portal in the applicant's application and on RSU website.
- 4.16. Applicants who have not won the competition for state-funded study places in doctoral study programmes may apply for fee-based study places in the respective study programme, if such study places are provided, in accordance with the procedure and within the deadline set by RSU Admissions Committee.

5. Concluding the Study Contract and Matriculation

- 5.1. All applicants who have won the competition shall conclude the study contract with the University within the deadlines set by RSU Admissions Committee.
- 5.2. If the applicant does not conclude the study contract within the deadline set by RSU Admissions Committee, RSU Admissions Committee shall offer the next applicant on the competition list to conclude the study contract.
- 5.3. The applicant shall be matriculated by RSU administrative document after she/he has concluded the study contract with the University and fulfilled the terms of the contract.
- 5.4. The University may postpone or refuse matriculation, grant conditional matriculation or cancel matriculation, if the applicant or doctoral student, respectively, has already been studying in a state-funded study place.
- 5.5. The Department of Doctoral Studies shall draw up a decree for the approval of supervisors of doctoral thesis for the matriculated doctoral students.
- 5.6. Supervisors of doctoral thesis, for whom the total number of supervised doctoral students exceeds the number specified in RSU internal laws and regulations¹, may not be nominated

¹ At the time of approval of these Regulations, there are 5 doctoral students.

for approval. In such a case, the Director of the doctoral study programme shall nominate another supervisor of the doctoral thesis for the applicant according to the topic of the intended doctoral thesis.

6. Rights and Obligations of the Applicant and the University.

- 6.1. The applicant shall have the following obligations during the admission process:
 - 6.1.1. register electronically at <https://uznemsana.rsu.lv>, provide only true information to the University;
 - 6.1.2. submit and, in the prescribed cases, present the documents specified in these Regulations and their respective Annex;
 - 6.1.3. familiarise themselves and comply with these Regulations and external laws and regulations governing admission;
 - 6.1.4. comply with the deadlines set out in the laws and regulations, these Regulations and those set by RSU;
 - 6.1.5. appear in person for the oral defence of the abstract for the intended doctoral thesis at the time set by the Department of Doctoral Studies, taking a personal identification document with him/her;
 - 6.1.6. settle financial obligations to the University;
 - 6.1.7. fulfil other obligations specified in laws and regulations.
- 6.2. The University shall have the following obligations during the admission process:
 - 6.2.1. ensure fair admission in accordance with laws and regulations;
 - 6.2.2. provide applicants with information about study opportunities at the University, as well as their rights and obligations;
 - 6.2.3. inform the applicants about the number of state-funded study places at the University and the number of study places financed by natural persons and legal entities;
 - 6.2.4. accept documents submitted by applicants;
 - 6.2.5. announce the results of the competition;
 - 6.2.6. organise the conclusion of study contracts with the applicants who have won the competition;
 - 6.2.7. organise matriculation of the applicants who have won the competition and concluded study contracts;
 - 6.2.8. prevent discriminatory treatment of applicants;
 - 6.2.9. fulfil other obligations specified in laws and regulations.

6.3. The obligations of the applicant and the University shall correspond to the relevant rights of the other party.

7. Appeals against Admission-Related Decisions and Right to Judicial Review

7.1. Within three working days from the notification of the assessment on RSU website, the applicant shall be entitled to submit a written appeal to RSU Admissions Committee regarding the assessment received.

7.2. Within three working days after receiving the appeal, RSU Admissions Committee shall convene the Appeals Commission, which examines the contested assessment and immediately notifies the applicant of its decision by e-mail.

7.3. The Appeals Commission shall invite the applicant to the consideration of appeals, and, at its discretion, it shall be entitled to invite other persons, for example, other applicants or other staff of RSU. The absence of the applicant shall not be the basis for postponing the meeting of the Appeals Commission.

7.4. The applicant may contest the results of the applicant competition approved by RSU Admissions Committee (together with the decision of the Appeals Commission, if any) in accordance with the procedure specified in the Administrative Procedure Law, by submitting an application to RSU Rector within one month from the date of notification of the results or the date of notification of the decision, which is given to the applicant in writing at his/her request, regarding the refusal to matriculate this person. The decision made by RSU Rector may be judicially reviewed according to the procedure established by the Administrative Procedure Law.

8. Final Provisions

8.1. All issues related to the admission to the University which are not regulated by the existing laws and regulations of the Republic of Latvia or these Regulations, shall be considered and decisions shall be taken by RSU Admissions Committee.

8.2. The University shall post information on study opportunities and admission on its website: www.rsu.lv. The applicant may also obtain information on the admission process at RSU Admissions Committee and Student Services, telephone: +371 67321321, e-mail: studentuserviss@rsu.lv and at the Department of Doctoral Studies, telephone: 67409120; e-mail: dn@rsu.lv.

8.3. The following Annexes are attached to the Regulations:

- 8.3.1. Annex No 1. Requirements for Admission to the Doctoral Study Programme “Health Care” and Documents to be Submitted;
- 8.3.2. Annex No 2. Requirements for Admission to the Doctoral Study Programme “Social Sciences” and Documents to be Submitted;
- 8.3.3. Annex No 3. Abstract;
- 8.3.4. Annex No 4. Scientific Work Undertaken by the Applicant.

Chairperson of the Senate

J.Gardovskis

I. Treija, 67409214
Indra.Treija@rsu.lv

S. Lejniece, 67409120
Sandra.Lejniece@rsu.lv

AGREED:

at the meeting of the Council of Deans on 26 September 2022,
Minutes No 2022-DP-27

at the Rectorate meeting on 31 October 2022,
Minutes No 1-1-PB-1/37/2022

THIS DOCUMENT IS ELECTRONICALLY SIGNED WITH A SECURE ELECTRONIC
SIGNATURE AND CONTAINS A TIME STAMP

Requirements for Admission to the Doctoral Study Programme “Health Care” and Documents to be Submitted

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| 1. | Study programme | Health Care |
| 2. | Sub-programme | 1. Medicine 2. Pharmacy 3. Psychology |
| 3. | Qualification to be obtained | Doctor of Science (<i>PhD</i>) or evidence of successful completion of a doctoral study programme |
| 4. | Duration of study | 4 years |
| 5. | Mode of study | Full-time regular studies |
| 6. | Previously completed education required for admission to the study programme | <p>1. Medicine: Higher education: a Master’s degree in health care or the equivalent degree in medicine, dentistry, biology, biomedicine or pharmacy;</p> <p>2. Pharmacy: Higher education: a Master’s degree or the equivalent degree in pharmacy, chemistry, medicine, dentistry or biology, or a Master’s degree of engineering science in materials science;</p> <p>3. Psychology: Higher education - a Master’s degree in psychology or a corresponding higher education diploma in social sciences and sciences of human action or health care, or social welfare, or teacher education and education sciences or humanities.</p> <p>3.1. The applicant who has not obtained a Master’s or Bachelor’s degree in psychology are additionally required to take an entrance examination in basic branches of psychology: general (cognitive) psychology; developmental psychology; personality psychology; social psychology; clinical psychology; health psychology.</p> <p>3.2. The applicant shall take the entrance examination in agreement with the Director of the programme. The entrance examination shall be held in front of the Board consisting of at least three members. The entrance examination shall be assessed as pass or fail. The assessment of the entrance examination shall not be included in the sum of the admission criteria.</p> <p>4. If the applicant holds a Master's degree or equivalent degree in another field or if the topic of the intended doctoral thesis is interdisciplinary with the fields of medicine, pharmacy or psychology, the decision on the relevance of the education and the topic for admission to the study programme shall be taken by the Director of the study programme on the basis of the educational documents and the abstract for the intended doctoral thesis, and on the recommendation given by the Head of the sub-programme.</p> |
| 7. | Additional requirements for admission | Oral defence of the abstract for the intended doctoral thesis |
| 8. | Assessment criteria of the competition | <p>Applicants shall be matriculated according to the results of the competition, which consist of the sum of the following criteria:</p> <ol style="list-style-type: none"> 1. Assessment of the abstract for the intended doctoral thesis by two reviewers; 2. Assessment of the scientific work undertaken; 3. Assessment of the oral defence of the abstract for the intended doctoral thesis by the Oral Defence Committee. |
| 9. | Documents to be attached to the applicant’s | The applicant’s application should be filled in RSU Admission System https://uznemsana.rsu.lv and the information required therein should be completed and the following electronic document files should be attached: |

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| | <p>application in RSU Admission System https://uznemsana.rsu.lv</p> | <ol style="list-style-type: none"> 1. Passport or personal identification card (both sides of the eID). 2. Photograph (for student ID). 3. Master's Diploma or the equivalent Diploma and Diploma Supplement. 4. A signed applicant's curriculum vitae (CV), including ORCID ID, a list of scientific publications, traineeship in foreign universities, research institutions and employment relationship related to doctoral studies. 5. A signed curriculum vitae (CV) of the supervisor (supervisors) of the doctoral thesis, indicating the number of scientific publications for the last 5 years, the number of doctoral students who have obtained an academic degree, the status and term of the rights of the LCS expert and ORCID ID - required only for supervisors who have no employment relationship with RSU. 6. Scientific work undertaken (<u>completed Annex No 4</u>) and <u>appropriately named files of supporting documents attached.</u> 7. The payment for the registration of the application must be made electronically using the bank link provided in the system. 8. The abstract of the intended doctoral thesis with the signatures of the applicant and the supervisor/supervisors of the doctoral thesis must be prepared according to the sample abstract attached to the annex (Annex No 3). |
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Requirements for Admission to the Doctoral Study Programme “Social Sciences” and Documents to be Submitted

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| 1. | Study programme | <i>Social Sciences</i> |
| | Sub-programme | <ol style="list-style-type: none"> 1. Law 2. Political Science 3. Social Anthropology, Sociology, Social Work 4. Communication Culture and Multimedia 5. Health Management 6. Business Administration and Economics |
| 3. | Qualification to be obtained | Doctor of Science (<i>PhD</i>) or evidence of successful completion of a doctoral study programme |
| 4 | Duration of study | 4 years (full-time regular studies) 4.5 years (part-time distance learning)) |
| 5. | Mode of study | Full-time regular studies Part-time distance learning |
| 6. | Previously completed education required for admission to the study programme | <p><u>1. Law:</u> Higher education: a Master’s degree in law or equivalent higher education.</p> <p>1.1. If the applicant holds a Master's degree or equivalent degree in another field or if the topic of the intended doctoral thesis is interdisciplinary with law, the decision on the relevance of the education or the topic for admission to the study programme shall be taken by the Director of the study programme on the basis of the educational documents and the abstract for the intended doctoral thesis, as well as after the applicant has passed the examination.</p> <p>1.2. The examination shall be organised in the form of an interview (the interview shall be recorded and the recording shall be kept for three months). The examination shall test the applicant’s knowledge of social science methodology and research methods, as well as of current issues and research trends in law.</p> <p><u>2. Political Science:</u> Higher education: a Master’s degree in social sciences or humanities or equivalent degree.</p> <p>2.1. If the applicant holds a Master's degree or equivalent degree in another field or if the topic of the intended doctoral thesis is interdisciplinary with political science, the decision on the relevance of the education or the topic for admission to the study programme shall be taken by the Director of the study programme on the basis of the educational documents and the abstract for the intended doctoral thesis, as well as after the applicant has passed the examination.</p> <p>2.2. The examination shall be organised in the form of an interview (the interview shall be recorded and the recording shall be kept for three months). The examination shall test the applicant’s knowledge of social science methodology and research methods, as well as of current issues and research trends in political science.</p> <p><u>3. Social Anthropology, Sociology, Social Work:</u> a Master’s degree in social sciences or humanities or equivalent degree.</p> |

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| | <p>3.1. If the applicant holds a Master's degree or equivalent degree in another field or if the topic of the intended doctoral thesis is interdisciplinary with the field of sociology and social work, the decision on the relevance of the education or the topic for admission to the study programme shall be taken by the Director of the study programme on the basis of the educational documents and the abstract for the intended doctoral thesis, as well as after the applicant has passed the examination.</p> <p>3.2. The examination shall be organised in the form of an interview (the interview shall be recorded and the recording shall be kept for three months). The examination shall test the applicant's knowledge of social science methodology and research methods, as well as of current issues and research trends in sociology and social work.</p> <p>4. <u>Communication Culture and Multimedia</u>: a Master's degree in social sciences, humanities, education or natural sciences or equivalent degree.</p> <p>4.1. If the applicant holds a Master's degree or equivalent degree in another field or if the topic of the intended doctoral thesis is interdisciplinary with the field of multimedia and communication, the decision on the relevance of the education or the topic for admission to the study programme shall be taken by the Director of the study programme on the basis of the educational documents and the abstract for the intended doctoral thesis, as well as after the applicant has passed the examination.</p> <p>4.2. The examination shall be organised in the form of an interview (the interview shall be recorded and the recording shall be kept for three months). The examination shall test the applicant's knowledge of social science methodology and research methods, as well as of current issues and research trends in multimedia and communication science.</p> <p>5. <u>Health Management</u>: an academic or professional Master's degree in health care, health management or equivalent degree.</p> <p>5.1. If the applicant holds a Master's degree or equivalent degree in another field or if the topic of the intended doctoral thesis is interdisciplinary with health management, the decision on the relevance of the education or the topic for admission to the study programme shall be taken by the Director of the study programme on the basis of the educational documents and the abstract for the intended doctoral thesis, as well as after the applicant has passed the examination.</p> <p>5.2. The examination shall be organised in the form of an interview (the interview shall be recorded and the recording shall be kept for three months). The examination shall test the applicant's knowledge of social science methodology and research methods, as well as of current issues and research trends in management science.</p> <p>6. <u>Business Administration and Economics</u>: a Master's degree of social sciences in social sciences, economics, business studies, management science, labour protection or equivalent degree.</p> <p>6.1. If the applicant holds a Master's degree or equivalent degree in another field or if the topic of the intended doctoral thesis is interdisciplinary with the field of economics and entrepreneurship, the decision on the relevance of the education or the topic for admission to the study programme shall be taken by the Director of the study programme on the basis of the educational documents and the abstract for the intended doctoral thesis, as well as after the applicant has passed the examination.</p> |
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| | | 6.2. The examination shall be organised in the form of an interview (the interview shall be recorded and the recording shall be kept for three months). The examination shall test the applicant's knowledge of social science methodology and research methods, as well as of current issues and research trends in management science. |
| 7. | Additional requirements for admission | Oral defence of the abstract for the intended doctoral thesis If the previous education was obtained in a field of science other than that specified in Paragraph 6 of this Annex, the applicant must take an examination - an interview. |
| 8. | Assessment criteria of the competition | Applicants shall be matriculated according to the results of the competition, which consist of the sum of the following criteria: <ol style="list-style-type: none"> 1. Assessment of the abstract for the intended doctoral thesis by two reviewers; 2. Assessment of the scientific work undertaken; 3. Assessment of the defence of the abstract for the intended doctoral thesis by the Oral Defence Committee. |
| 9. | Documents to be attached to the applicant's application in RSU Admission System https://uznemsana.rsu.lv | The applicant's application should be filled in RSU Admission System https://uznemsana.rsu.lv , and the information required therein should be completed, and the following electronic document files should be attached: <ol style="list-style-type: none"> 1. Passport or personal identification card (both sides of the eID). 2. Photograph (for student ID). 3. Master's Diploma or the equivalent Diploma and Diploma Supplement. 4. A signed applicant's curriculum vitae (CV), including ORCID ID, a list of scientific publications, traineeships in foreign universities, research institutions and employment relationship related to doctoral studies. 5. A signed curriculum vitae (CV) of the supervisor (supervisors) of the doctoral thesis, indicating the number of scientific publications for the last 5 years, the number of doctoral students who have obtained an academic degree, the status and term of the rights of the LCS expert and ORCID ID - required only for supervisors who have no employment relationship with RSU. 6. Scientific work undertaken (<u>completed Annex No 4</u>) and <u>appropriately named files of supporting documents attached,</u> 7. The payment for the registration of the application must be made electronically using the bank link provided in the system. 8. The abstract of the intended doctoral thesis with the signatures of the applicant and the supervisor/supervisors of the doctoral thesis must be prepared according to the sample abstract attached to the annex (Annex No 3). |

Abstract:

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| <i>Title of the intended doctoral thesis:</i> | |
| <i>Applicant's name and surname:</i> | |
| <i>Supervisor of the intended doctoral thesis; second supervisor of the doctoral thesis:</i> | |
| <i>Scientific advisor, if any:</i> | |
| <i>Place of conducting the research:</i> | |
| <i>Justification for the choice and topicality of the research topic:</i> | |
| <i>Novelty of the research:</i> | |
| <i>Aim for the research work:</i> | |
| <i>Objectives for research work:</i> | |
| <i>Scientific assumptions, research questions and / or research hypothesis/-es:</i> | |
| <i>Design and methodology for the intended doctoral research:</i> <ul style="list-style-type: none"> • <i>sample or research participants,</i> • <i>data (primary, secondary and / or tertiary) collection methods,</i> • <i>data collection procedure</i> | |
| <i>Data analysis methods, justification for their choice:</i> | |
| <i>Ethical considerations on the topic of the intended research</i> | |
| <i>Research completion deadlines by year:</i> | |
| <i>Cooperation partners of the research project - (specialists, institutions, international researchers):</i> | |
| <i>Material and technical provision for the research work:</i> | |

| | |
|---|--|
| <p><i>Scientific work undertaken (scientific publications <u>on the topic of the intended doctoral thesis</u>; poster presentations at conferences, conference abstracts; participation in international research projects and research projects of the LCS, RSU and other higher education institutions <u>on the topic of the intended doctoral thesis</u> or in relation to the work at RSU; traineeships or studies at foreign universities and research institutions).</i></p> | |
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(The abstract of the intended doctoral thesis should be up to six pages, the number of words may be specified, e.g. 3000 words, Times New Roman, font size 12 pt, 1.5 line spacing).

Applicant

(signature)

Supervisor of the doctoral thesis

(signature)

Supervisor of the doctoral thesis

(signature)

SCIENTIFIC WORK UNDERTAKEN BY THE APPLICANT

| Criteria | | Supporting documents |
|------------------------|---|--|
| Work undertaken | Scientific publications included in international databases (<i>Web of Science, and/or SCOPUS, PubMed, ERIH+, EBSCO, Index Copernicus International databases and Open access publications</i>) on the topic of the intended doctoral thesis, if the applicant <u>is the first author</u> | Copies of publications or proof of acceptance for publishing (publications of the last five years) |
| | | |
| | Scientific publications included in international databases (<i>Web of Science, and/or SCOPUS, PubMed, ERIH+, EBSCO, Index Copernicus International databases and Open access publications</i>) on the topic of the intended doctoral thesis, if the applicant is a co-author | Copies of publications or proof of acceptance for publishing (publications of the last five years) |
| | | |
| | Collective monographs on the topic of the intended doctoral thesis | Confirmation / a copy certifying it |
| | | |

| Criteria | | Supporting documents |
|-----------------|---|--|
| | Collective monographs that are not related to the topic of the intended doctoral thesis | Confirmation / a copy certifying it |
| | | |
| | Scientific articles on the topic area of the planned doctoral thesis in peer-reviewed journals in Latvia and abroad | Copies of publications or proof of acceptance for publishing (articles of the last five years) |
| | | |
| | Publications on the topic area of the planned doctoral thesis in a non-peer-reviewed scientific journal in Latvia | Copies of publications or proof of acceptance for publishing (publications of the last five years) |
| | | |
| | scientific publications in peer-reviewed journals on the topic not related to the intended doctoral thesis | Copies of publications or proof of acceptance for publishing (publications of the last five years) |
| | | |

| Criteria | | Supporting documents |
|-------------------|--|--|
| | Presentations in conferences on the topic of the intended doctoral thesis ² | Copies of the conference programme (for the last five years) |
| | | |
| | Poster presentations in conferences on the topic of the intended doctoral thesis ¹ | Copies of poster presentations (for the last five years) |
| | | |
| | Conference abstracts on the topic of the intended doctoral thesis ¹ . | Copies of abstracts (for the last five years) |
| | | |
| Experience | Participation in international research projects and research projects of the LCS, RSU and other higher education institutions on the topic of the intended doctoral thesis | A letter of confirmation from the project manager |
| | | |
| | Participation in international research projects and research projects of the LCS, RSU and other higher education institutions on the topic not related to the topic of the intended doctoral thesis | A letter of confirmation from the project manager |
| | | |

² Points are not added for the activities of the same content, but the highest number of points is awarded in the relevant criterion

| Criteria | | Supporting documents |
|-----------------|--|---|
| | Participation in research projects with external funding for the implementation of research at RSU | A letter of confirmation from the project manager |
| | | |
| | Work as academic staff at RSU | A statement from the employer |
| | | |
| | Work / traineeships / studies in foreign universities and research institutions related to the topic of the intended doctoral thesis | A statement from the employer, higher education institution, research institution |
| | | |

Applicant

(signature)