

INTERNAL REGULATORY ENACTMENT

25.06.2026

Rīga

No 1-PB-9/46/2026

Rīga Stradiņš University Department of Doctoral Studies REGULATIONS

Issued in accordance with Section 20, Paragraph 2, and Section 25², Paragraph 3 of the Law on Higher Education Institutions

1. General provisions

- 1.1. The Regulations of the Department of Doctoral Studies of Rīga Stradiņš University outline the objectives and tasks, cooperation and rights, as well as responsibilities of the Department of Doctoral Studies.
- 1.2. The Department of Doctoral Studies of Rīga Stradiņš University (hereinafter – the Department) is a structural unit of Rīga Stradiņš University (hereinafter – the University, abbreviated as RSU) responsible for organising the University's:
 - 1.2.1. implementation of doctoral study programmes,
 - 1.2.2. doctoral degree award process,
 - 1.2.3. development of competencesacross all scientific disciplines of the University in accordance with its strategic specialisation. The Department shall perform the functions of a doctoral school as laid down in the regulatory enactments.
- 1.3. The Department shall operate under the direct authority of the Vice-Rector for Science.
- 1.4. The Department shall operate in accordance with the Law on Higher Education Institutions, the Education Law, the Law on Scientific Activity, the University Constitution, these Regulations, and other applicable external laws and regulations, as well as the University's internal regulatory enactments.
- 1.3. The target audience of the Department is:
 - 1.3.1. doctoral students;
 - 1.3.2. candidates for the scientific doctoral degree – graduates of the University's doctoral study programmes and joint doctoral study programmes for a period of five years following the successful completion of their studies, or candidates who have submitted an application for the discussion of their doctoral thesis or an application for the defence of their doctoral thesis to the University's Doctoral Committee;
 - 1.3.3. early-career researchers – persons who have been awarded a scientific doctoral degree within the last ten years or whose foreign higher education qualification or

academic degree obtained within that period corresponds to or has been recognised as equivalent to the scientific doctoral degree awarded in Latvia, and who are engaged in scientific activity;

- 1.3.4. researchers – persons who have been awarded a scientific doctoral degree in accordance with the procedures laid down in regulatory enactments, or whose foreign higher education qualification or academic degree corresponds to or has been recognised as equivalent to the scientific doctoral degree awarded in Latvia, and who are engaged in scientific activity.

2. Aims and tasks

- 2.1. The Department shall have the following objectives:
 - 2.1.1. to provide doctoral studies that adhere to best international practices and to promote the training of highly qualified researchers for the implementation of the University's strategic specialisation;
 - 2.1.2. to ensure the implementation of doctoral studies and the doctoral degree award process;
 - 2.1.3. to provide educational activities for the development of research competences;
 - 2.1.4. to carry out the joint responsibilities of the University as outlined in the University Constitution and other internal regulatory enactments.
- 2.2. The Department shall have the following tasks:
 - 2.2.1. General tasks:
 - 2.2.1.1. to ensure the development and implementation of doctoral programmes in the fields of natural sciences, health care, medicine, and social sciences in accordance with the University's strategic specialisation, in collaboration with the University's academic departments, cooperation partners, including doctoral schools of other universities;
 - 2.2.1.2. to participate in the implementation of the University's development directions and strategy;
 - 2.2.1.3. to prepare and update documents related to the activities of the Department in accordance with external laws and regulations and the University's internal regulatory enactments.
 - 2.2.2. Admission to doctoral study programmes:
 - 2.2.2.1. to organise and administer an open competition for vacant study places in the University's doctoral study programmes, including joint doctoral study programmes, in cooperation with other structural units of the University and in accordance with the University's internal regulatory enactments and applicable external laws and regulations;
 - 2.2.2.2. to advise applicants on the admission requirements, application procedure and requirements for doctoral studies.
 - 2.2.3. Administration of the study process:

- 2.2.3.1. to administer the personal files of doctoral students throughout their period of study;
- 2.2.3.2. to advise doctoral students on matters relating to the study process, study requirements and the organisation of doctoral studies;
- 2.2.3.3. to ensure that doctoral students have access to study courses for the acquisition of widely used (transversal) skills regardless of the study direction of the doctoral study programme;
- 2.2.4. Financial matters:
 - 2.2.4.1. to ensure the allocation of funding for the implementation of doctoral study programmes and the activities of the Department in cooperation with other structural units of the University;
 - 2.2.4.2. to administer and evaluate funding (grant) applications submitted by doctoral students and candidates for the scientific doctoral degree, and to award grants to support the successful preparation and defence of doctoral theses, with decisions on the allocation of funding (grants) being taken by the Director of the respective doctoral study programme and a committee established by a decree of the Rector of the University in accordance with the University's internal regulatory enactments.
 - 2.2.4.3. to organise the conclusion of an employment contract between the University or a cooperation partner and a doctoral student for the performance of academic and research work required to achieve the intended learning outcomes, in the cases specified in the University's Academic Regulations III - Academic Regulations for Doctoral Studies and regulatory enactments in cooperation with other structural units of the University;
- 2.2.5. Competence development:
 - 2.2.5.1. to ensure competence development by organising:
 - 2.2.5.1.1. the dissemination of information on competence development opportunities;
 - 2.2.5.1.2. consultations (for individuals and groups) on research design, data management, data protection, data processing and interpretation, academic writing, publication strategies and project proposal preparation;
 - 2.2.5.1.3. seminars and events for the development of research competences;
 - 2.2.5.1.4. networking events for doctoral students and researchers, in cooperation with other structural units and cooperation partners.
- 2.2.6. Administration of the doctoral degree award process:
 - 2.2.6.1. to organise the establishment of Doctoral Committees and provide administrative support for their activities;
 - 2.2.6.2. to organise the doctoral degree award process within the University's Doctoral Committees;

- 2.2.6.3. to ensure and monitor the supervision of doctoral theses in accordance with the applicable regulatory enactments and the University's Academic Regulations III - Academic Regulations for Doctoral Studies;
- 2.2.6.4. to organise the discussion of the doctoral thesis prior to its submission to the Doctoral Committee of the University;
- 2.2.6.5. to advise doctoral students, candidates for the scientific doctoral degree and doctoral thesis supervisors on the procedures and requirements of the doctoral degree award process;
- 2.2.7. Cooperation, mobility and career development:
 - 2.2.7.1. to organise and develop cooperation in the provision of doctoral studies with other research institutions and doctoral schools;
 - 2.2.7.2. to ensure and organise the mobility of doctoral students in cooperation with partner institutions in Latvia and abroad, as well as with other structural units of the University.
- 2.2.8. Communication and other functions:
 - 2.2.8.1. to monitor the work of doctoral thesis supervisors;
 - 2.2.8.2. to ensure communication and the dissemination of up-to-date information related to doctoral studies to doctoral students, candidates for the scientific doctoral degree and early-career researchers;
 - 2.2.8.3. to perform other functions in accordance with external laws and regulations and the University's internal regulatory enactments.

3. Structure

- 3.1. The Department shall be managed by a Dean who, without special authorisation, represents the Department in all matters relating to its activities. The Dean shall be responsible for the overall performance of the Department, the achievement of its objectives and the fulfilment of its functions. In matters relating to academic activities and administration, the Dean shall be a public official directly subordinate to the Vice-Rector for Science.
- 3.2. A competition shall be announced to fill a vacant position of the Dean. The candidate selected through this competition shall be appointed by the Rector of the University, in consultation with the Council of the Department Doctoral Studies. The same person may hold the position for no more than two consecutive terms. The Dean of the Department shall report directly to the Vice-Rector for Science of the University.
- 3.3. The Department also comprises the Council of the Department of Doctoral Studies and the office, which performs the administrative functions of the Department and is additionally responsible for planning and implementing competence development activities. The duties of the employees of the Department shall be determined in the job descriptions, which are approved in accordance with the procedures specified in the University's internal regulatory enactments.

4. Council of the Department of Doctoral Studies

- 4.1. The Council of the Department of Doctoral Studies (hereinafter – the Council) shall be the collegial governing body of the Department and perform the functions assigned to it by these Regulations and other internal regulatory enactments of the University.
- 4.2. The Council shall comprise:
 - 4.2.1. the Vice-Rector for Science (*ex officio*);
 - 4.2.2. the Dean of the Department (*ex officio*);
 - 4.2.3. six delegated representatives of the University's faculties nominated by the Council of Deans:
 - 4.2.3.1. three representatives from the field of healthcare;
 - 4.2.3.2. one representative from the field of social sciences;
 - 4.2.3.3. one representative from the field of natural sciences;
 - 4.2.3.4. one representative from the field of sport sciences;
 - 4.2.4. one representative nominated by the University's research centres or institutes;
 - 4.2.5. two international experts (distinguished researchers, professors, lead researchers or representatives of partner organisations);
 - 4.2.6. one representative of doctoral students;
 - 4.2.7. two representatives of industry.
- 4.2. The representatives of doctoral students on the Council shall be delegated by the Student Union in accordance with its established procedures from among doctoral students who have successfully fulfilled the requirements of their doctoral study programme. If a student member of the Council ceases to fulfil their duties due to recall, withdrawal, or other reasons, the Student Union shall delegate a new doctoral student representative.
- 4.3. The industry representatives on the Council shall be nominated by the Dean of the Department, based on recommendations from the doctoral programme directors of the University and in consultation with the Vice-Rector for Science and the Vice-Rector for Academic Affairs. They shall be selected from research institutions and industry organisations operating within the University's strategic areas of specialisation.
- 4.4. A member of the Council, other than the doctoral student representative, shall be removed from office by the Rector upon a written proposal by the Vice-Rector for Science, the Dean of the Department or at least half of the members of the Council.
- 4.5. The composition of the Council shall be approved and updated as necessary by a Rector's Decree. The position of a member of the Council shall not be remunerated.
- 4.6. The Council shall have the following functions:
 - 4.6.1. to ensure the quality management of doctoral studies and doctoral degree award process;
 - 4.6.2. to approve the Department's action plan and priorities for the implementation of the functions of a doctoral school and the RSU strategy as outlined by applicable regulatory enactments;
 - 4.6.3. to review and coordinate proposals for doctoral study programmes prior to their approval in accordance with the procedures laid down in external laws and regulations and the University's internal regulatory enactments;

- 4.6.4. to advise the Dean of the Department on matters relating to the activities of the Department;
- 4.6.5. to perform other functions in accordance with the University's internal regulatory enactments.
- 4.7. Meetings of the Council shall be convened by the Vice-Rector for Science as necessary, but at least twice a year. The Vice-Rector of Science shall chair the meetings of the Council.
- 4.8. Meetings of the Council shall be held in person or remotely by videoconference and shall be open to the academic and administrative staff of the Department and the University. The Vice-Rector for Science may invite other persons who are not members of the Council to attend meetings of the Council (without voting rights). Meetings may be declared closed by a reasoned decision of the Council.
- 4.9. A meeting of the Council shall constitute a quorum if attended by at least one half of the members of the Council, including the Vice-Rector for Science or the Dean of the Department. A decision shall be adopted by a majority vote of the members of the Council present. In the event of a tied vote, the vote of the Vice-Rector for Science shall be decisive or, in the Vice-Rector's absence, the vote of the Dean of the Department.
- 4.10. At the proposal of the Dean of the Department, an electronic vote may be organised without convening a meeting of the Council. Decisions that do not require a secret ballot may be approved via electronic ballot. A decision shall be deemed adopted if at least half of the Council members cast votes in favour through the electronic ballot.
- 4.11. The Department of Doctoral Studies shall organise the meetings of the Council, prepare the minutes thereof, and ensure the preparation and circulation of documents in accordance with the procedures laid down in external regulatory enactments and the University's internal regulatory enactments governing records management.

5. Cooperation and rights

- 5.1. The Department shall cooperate with other departments of the University, with research institutions and organisations in Latvia and abroad, as well as with other natural and legal persons, in order to achieve its objectives and fulfil its tasks, in accordance with the agreements concluded by the University. The Department shall select cooperation partners for the employment of doctoral students, taking into account their international reputation, scientific publications produced during the preceding three years, and active international cooperation in research within the University's strategic areas of specialisation.
- 5.2. The Department shall have the right to request and receive from the University's structural units, state and local government institutions, and, where provided for by the applicable regulatory enactments, the documents and information necessary for the effective performance of the Department's functions.
- 5.3. The Department shall provide other structural units of the University with the information necessary for the performance of their functions.
- 5.4. The Department shall have the right to receive the financial, material and technical resources necessary for the effective performance of its functions.

- 5.5. The employees of the Department shall participate in the working groups, collegial bodies, and commissions established by the University in accordance with its internal regulatory enactments.
- 5.6. The Department shall submit proposals to the University's management regarding improvements to its activities in matters falling within the Department's competence.
- 5.7. The Department shall have the right to involve employees from other University departments in the achievement of its objectives, subject to the agreement of the respective employee and the head of the relevant structural unit.
- 5.8. The Department shall have the right to organise meetings with representatives of the University's structural units on matters relating to the Department's areas of activity.

6. Final Provisions

- 6.1. The reorganisation or liquidation of the Department shall be decided by the University Council upon the proposal of the Rector.
- 6.2. For the purposes of Clause 3.2 of these Regulations, the term of office of the Dean of the Department shall be calculated from the date of approval of these Regulations.
- 6.3. The provisions of these Regulations shall remain in effect insofar as they do not contradict external laws and regulations or the Constitution of the University.

Rector

A. Pētersons

Drafted by:

Dace Bandere
Acting Dean of the Department of Doctoral Studies
Dace.Bandere@rsu.lv

Gundega Ziemele
Administrative Manager, Department of Doctoral Studies
Gundega.Ziemele@rsu.lv

AGREED
Rīga Stradiņš University
Council of Deans meeting
of 25 June 2026
Minutes No 4-SP-3/8/2026

AGREED
Rīga Stradiņš University
Rector's Office meeting
of 25 June 2026
Minutes No 1-PB-1/46/2026