

INTERNAL REGULATION

/Translation from Latvian, 13.06.2025/

APPROVED
at Rīga Stradiņš University Senate's meeting
of 10 June 2025,
Minutes No. 2-S-1/6/2025

Rīga Stradiņš University Admission Regulations for Doctoral Study Programmes for the Academic Year 2025/2026

Issued in accordance with
Paragraph 3 of the Cabinet Regulations No 846 of 10 October 2006
“Regulations regarding the Requirements, Criteria and Procedures
for Admission to Study Programmes and the state support to the citizens
who have voluntarily applied for the National Defence Service and completed it”

1. General Provisions

- 1.1. Rīga Stradiņš University Admission Regulations for Doctoral Study Programmes for the Academic Year 2025/2026 (hereinafter - the Regulations) shall establish the procedure for admission of local applicants to the third cycle study programmes of Rīga Stradiņš University (hereinafter - the University, abbreviated - RSU) - doctoral study programmes.
- 1.2. Admission to studies at the University according to these Regulations is based on the Law on Higher Education Institutions (hereinafter - the LHEI), the Law on Assistance of Ukrainian Civilians, the Cabinet Regulations No 846 of 10 October 2006 “*Regulations regarding the Requirements, Criteria and Procedures for the Admission to Study Programmes and the state support to the citizens who have voluntarily applied for the National Defence Service and completed it*” (hereinafter - 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 the Automatic Academic Recognition of

Qualifications related to Higher Education (entered into force on 7 January 2019), *the Agreement between the Kingdom of Belgium, the Republic of Estonia, the Republic of Latvia, the Republic of Lithuania, the Grand Duchy of Luxembourg and the Kingdom of the Netherlands on the automatic recognition of higher education qualifications* (entered into force on 1 May 2024), these Regulations, as well as in compliance with other legislative acts.

- 1.3. Admission to subsequent stages of studies at the University is based on the Cabinet Regulations No 932 of 16 November 2004 “*Procedure for Starting Studies in Subsequent Study Stages*” and the RSU internal laws and regulations.
- 1.4. Admission of local applicants to study programmes implemented in Latvian and English shall be ensured by RSU Admissions Committee, while admission of international applicants to study programmes implemented in English shall be ensured by RSU Admissions Committee for International Students, which operates in accordance with the Regulations [Paragraph 5 of the CR No 846 of 10.10.2006].
- 1.5. The right to be admitted in accordance 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 permanent residents of the European Community holding a valid residence permit [LHEI 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 foreign students shall be approved by the Rector’s decree.
- 1.6. Special admission requirements and competition evaluation 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 to be submitted

- 2.1. When registering for studies, the applicant shall fill in the electronic application form in RSU Admissions System <https://uznemsana.rsu.lv> and shall attach the files of documents specified in the Regulations and their respective Annex (hereinafter - the documents) for admission to the study programme.
- 2.2. If the applicant is unable to submit the application in person, it may be done by another person who attaches a power of attorney (notarised or written power of attorney if the representative is a sworn advocate) or a previously drawn-up oral authorisation of the applicant in person at the University Records Management and

Archives Department [Section 38, Paragraph 1 of the Administrative Procedure Law], as well as the authorised person shall attach a copy of his/her valid personal identity document certified in accordance with the procedure established by laws and regulations.

- 2.3. The documents shall be submitted in the official language. The documents shall 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 shall be attached thereto in accordance with the procedures prescribed by legal acts [*the Cabinet Regulations No 291 of 22 August 2000 Procedure 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 is available on the website of the Academic Information Centre on: www.aic.lv. This shall not apply to education documents and degrees obtained in Belgium, Estonia, Lithuania, Luxembourg and the Netherlands, as set out in Paragraph 1.2 of the Regulations.
- 2.5. When submitting the application, the applicant shall transfer the application registration fee to the account of the University. The amount of the fee shall be set by the University and shall not be refunded.
- 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 or identity card, the applicant shall also attach or present a document certifying the change in the relevant personal data.
- 2.7. RSU Admissions Committee shall store the files submitted by the applicants, who have not been admitted to studies at the University, in accordance with RSU File Nomenclature. The files submitted by applicants shall be destroyed after the expiry of the retention period specified in RSU File Nomenclature. In the event of a legal dispute related to the admission competition, the University shall keep the documents and files until the final ruling in the case enters into force.

3. Deadlines

- 3.1. The deadline for the registration of applicants (submission of the application form) and the deadline for the competition for the admission shall be set by the Rector's decree and announced by RSU Admissions Committee on the University's website.
- 3.2. The date and time when applicants take the entrance examinations (for admission to the study programmes with such additional requirement) shall be determined by the Rector's decree and shall be announced by the RSU Department of Doctoral Studies on the University website.

4. Competition procedure

- 4.1. The Rector's Decree shall determine the subdivision of the study places per the fields of sciences, priority themes and study programmes as well as the types of funding.
- 4.2. The following applicants shall not participate in the competition (shall not be admitted to the competition):
 - 4.2.1. Applicants whose submitted documents do not comply with the requirements set out in these Regulations.
 - 4.2.2. Applicants for whom the RSU Admissions Committee has decided not to recognise the education documents obtained abroad for further studies.
 - 4.2.3. Applicants with outstanding tuition fees or other financial obligations to the University.
- 4.3. Applicants, who have received the assessment "fail" in the entrance 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 group of science fields, in which the doctoral thesis will be prepared. The right 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.**
- 4.5. Applicants may apply for doctoral studies in either state-funded or fee-based study places, with a doctoral thesis topic and supervisor of their choice, or they may apply for topics proposed by the University lecturers who commit to supervising the thesis and providing the necessary work opportunities and resources for the development of the doctoral research.
- 4.6. The Department of Doctoral Studies shall organise the work of the entrance examination committee, as provided for in the requirements of the relevant doctoral

study programme, determine the time and procedure for the planned oral defence of the doctoral thesis abstract, as well as inform the applicants about it. The number and composition of committees shall be approved by the Council of the Department of Doctoral Studies.

4.7. The oral defence committees for the abstract of the planned doctoral thesis shall examine the applicant's application for the topic of an interdisciplinary doctoral thesis according to each field.

4.8. Applicants' applications shall be evaluated according to the following criteria:

4.8.1.1. assessment of the abstract for the planned doctoral thesis by the oral defence committee on a scale from 4 to 20 points (**an average score of at least 10 points should be received**).

4.8.2. assessment of the scientific work undertaken within the range from 0 to 50 points.

4.9. Criteria for the assessment of the scientific work undertaken by the applicant shall be the following:

4.9.1. scientific publications included in the international databases *Web of Science* or *SCOPUS* on the topic of the planned 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;

4.9.2. scientific publications included in the international databases *Web of Science* or *SCOPUS* on the topic of the planned 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;

4.9.3. collective monographs on the topic of the planned doctoral thesis (supporting documents: confirmation / a copy certifying it) - 2.5 points;

4.9.4. collective monographs that are not related to the topic of the planned doctoral thesis (supporting documents: confirmation / a copy certifying it) - 2 points;

4.9.5. scientific articles in peer-reviewed journals published in Latvia and abroad on the topic of the planned doctoral thesis (supporting documents: copies of publications or proof of acceptance for publication) - 2 points;

4.9.6. publications in a non-peer-reviewed scientific journal in Latvia on the topic of the planned doctoral thesis (supporting documents: copies of publications or proof of acceptance for publishing) - 1 point;

4.9.7. scientific publications in peer-reviewed journals on the topic not related to the planned doctoral thesis - 0.5 points;

- 4.9.8. 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);
- 4.9.9. presentation at conferences on the topic of the planned doctoral thesis (supporting documents: copies of the conference programme) - 1.5 points;
- 4.9.10. poster presentations at conferences on the topic of the planned doctoral thesis (supporting documents: copies of the poster presentation) - 1 point;
- 4.9.11. conference abstracts on the topic of the planned doctoral thesis (supporting documents: copies of the abstracts) - 0.5 points;
- 4.9.12. 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 planned doctoral thesis (supporting documents: a letter of confirmation from the project manager where the applicant would have been engaged on the research project at least 0.25 of the time during the entire duration of the project) – 20 points for participation in a current or approved project whose operation is planned within the next 6 months;
- 4.9.13. participation in international research projects and research projects of the LCS, RSU and other higher education institutions not related to the topic of the planned doctoral thesis (supporting documents: a letter of confirmation from the project manager where the applicant has been engaged) - 2 points for 1 full year of participation;
- 4.9.14. the applicant has worked as a member of academic staff at RSU, as evidenced by a CV entry:
- 4.9.14.1. 1 to 5 years - 1 point;
- 4.9.14.2. 5 years and more - 2 points.
- 4.9.15. work / traineeship / studies at universities and research institutions abroad related to the topic of the planned doctoral thesis (supporting documents: a statement from the employer, higher education institution, research institution) - 0.1 points per 1 month.
- 4.10. Criteria for the assessment of the oral defence of the abstract for the intended doctoral thesis (full points):
- 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 work hypothesis(es): 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): 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 whether the entrance examination is held remotely or in person (for admission to study programmes with the following additional requirements):
- 4.11.1. If the oral defence of the abstract for the planned doctoral thesis and (if applicable) another entrance examination is held remotely, it shall take place via video conference on the *Zoom* or *MS Teams* platform, the camera and microphone must be switched on, a personal identity document must be presented to identify the applicant, and no other persons may participate in the entrance examination on behalf of the applicant;
- 4.11.2. If the entrance examination is held in person, applicants must appear in person presenting their passport or an identity card and comply with the epidemiological safety requirements laid down by the Rector's decree. Entrance examinations shall be held in Latvian. Applicants who do not appear for the entrance examinations at the specified time or do not present their passport or identity card shall be excluded from further participation in the competition;
- 4.11.3. The University shall record the entrance examination held remotely by video recording, while the University may record the entrance examination held in person by video recording or audio recording. The University shall keep the record of the entrance examination until the expiry of the time period for submitting an appeal or a challenge submission, but in the case of a legal dispute - until the final ruling on the case comes into force. Before the video or audio recording is made, applicants shall be informed about the purposes of data processing, the data processing and data storage periods.
- 4.12. In case of equal total sum of points, the points obtained for scientific activity shall be decisive.

- 4.13. According to the assessment results (considering the full points obtained and two decimal numbers), 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, Paragraph 3, Section 9 of the Notification Law] by publishing them in RSU Admissions System, as well as on RSU website, where the applicant can acquaint himself/herself with the results by entering the ID number of his/her application.
- 4.14. Applicants who have not passed the competition for state-funded study places in doctoral study programmes may apply for fee-based study places in the relevant study programme, if such study places are provided, in accordance with the procedure and within the deadline set by RSU Admissions Committee.

5. Conclusion of the Study Contract and Enrolment

- 5.1. All applicants, who have passed the competition, shall conclude the study contract with the University within the deadline 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 – whose doctoral thesis topic aligns with the University strategy – to conclude the study contract.
- 5.3. The applicant shall be enrolled by RSU decree 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 is already 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 enrolled 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 regulations, may not be nominated 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 planned 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 in RSU Admissions System <https://uznemsana.rsu.lv>, provide only true information to the University;
 - 6.1.2. submit and present, in the specified situations, the documents indicated in these Regulations and their respective Annex;
 - 6.1.3. get acquainted and comply with these Regulations as well as external laws and regulations governing admission;
 - 6.1.4. comply with the deadlines set out in legal acts, these Regulations and those set by RSU;
 - 6.1.5. appear in person for the oral defence of the abstract for the planned doctoral thesis at the time set by the Department of Doctoral Studies, having a personal identity document alongside;
 - 6.1.6. settle financial obligations with the University;
 - 6.1.7. fulfil other obligations specified in laws and regulations.
- 6.2. The University shall have the following obligations in 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 and legal persons;
 - 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 passed the competition;
 - 6.2.7. organise matriculation of the applicants who have passed 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 and challenges against Admission-Related Decisions

- 7.1. Within three working days from the announcement 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 shall immediately notify the applicant of its decision by e-mail.
- 7.3. The Appeals Commission shall invite the applicant to the reviewal of appeals and, at its discretion, it shall be entitled to invite other persons such as other applicants or other RSU staff. 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 competition approved by RSU Admissions Committee (together with the decision of the Appeals Commission, if any) by applying to RSU Rector within one month from the date of notification of the results or the date of notification of the written decision on refusal to enrol this person in accordance with the procedure established by the Administrative Procedure Law. The decision made by RSU Rector may be appealed before the court 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 reviewed 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: 67321321, e-mail: studentuserviss@rsu.lv and at the Department of Doctoral Studies, telephone: 67409120; e-mail: dn@rsu.lv.
- 8.3. The name of the type of study programme and the degree to be awarded may be specified during the re-accreditation of the study direction.
- 8.4. The processing of applicants' personal data shall be carried out in accordance with RSU Privacy Policy (see RSU website: <https://www.rsu.lv/rigas-stradina-universitates-privatuma-politika>), in accordance with the requirements of the regulations on the processing of personal data and in compliance with the requirements of laws and regulations.

8.5. The following Annexes are attached to the Regulations:

8.5.1. Annex No 1. “Requirements for Admission to the Doctoral Study Programme
“Health Care” and Documents to be Submitted”;

8.5.2. Annex No 2. “Requirements for Admission to the Doctoral Study Programme
“Social Sciences” and Documents to be Submitted”;

8.5.3. Annex No 3. “Abstract” (sample);

8.5.4. Annex No 4. “Scientific Work Undertaken by the Applicant” (sample).

Chairperson of the Senate

J. Gardovskis

I. Treija
Phone: 29428837

D. Bandare
Phone: 67409120

AGREED
at the meeting of Rīga Stradiņš University
Council of Deans
on 19 May 2025,
Minutes No. 4-SD.1-2/18/2025

AGREED
at Rīga Stradiņš University
Rectorate meeting
on 26 May 2025,
Minutes No. 1-PB-1/30/2025

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

Annex No 1
to Rīga Stradiņš University
Admission Regulations
for Doctoral Study Programmes
for the Academic Year 2025/2026

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

1.	Study programme	<i>Health Care</i>
2.	Qualification to be awarded	Doctor of Science (<i>PhD</i>) in medical and health sciences, Doctor of Science (<i>PhD</i>) in social sciences, or evidence of successful completion of the doctoral study programme
3.	Duration of studies	4 years (8 semesters)
4.	Type of studies	Full-time regular studies

5.	Admission requirements	<ol style="list-style-type: none"> 1. <u>“Medicine”</u>: Master's degree in health care or an equivalent degree in medicine, dentistry, biology, biomedicine, life sciences or pharmacy; 2. <u>“Pharmacy”</u>: Master's degree or an equivalent degree in pharmacy, chemistry, medicine, dentistry or biology, or a Master's degree of engineering science in materials science; 3. <u>“Sports Science”</u>: Masters's degree in education science or equivalent qualification, Master's degree or Professional Master's degree in sports science, and the qualification of a specialist in education and sports or Master's degree in social sciences, natural sciences (biology), medical and health sciences or in their sub-fields or equivalent education, and a year's work experience related to the topic of the doctoral thesis or a year's work experience in education and/or sports sector. 4. <u>“Psychology”</u>: Master's degree in psychology or a corresponding higher education diploma in social sciences and human sciences, or health care, or social welfare, or teacher education and education sciences, or in the humanities. 4.1. An applicant who has not obtained a Master's or Bachelor's degree in psychology, must additionally pass an examination in the basic branches of psychology: general (cognitive) psychology; developmental psychology; personality psychology; social psychology; clinical psychology, health psychology. For studies in English – a minimum B2 level of proficiency in English is required.
6.	Additional requirements set out for admission	<ol style="list-style-type: none"> 1. If the applicant holds a Master's degree or an equivalent degree in another field or if the topic of the planned doctoral thesis is interdisciplinary with the fields of medicine, pharmacy, sports science, 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 education documents or the abstract for the planned doctoral thesis.
7.	Competition evaluation criteria	<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 scientific work undertaken; 2. Assessment of the oral defence of the abstract for the planned doctoral thesis by the Defence Committee.
8.	Documents to be attached to the applicant's application in RSU Admissions System https://uznemsana.rsu.lv	<p>The applicant's application must be filled in on RSU Admissions System https://uznemsana.rsu.lv, and the information required therein should be completed, and the following electronic document files must be attached:</p> <ol style="list-style-type: none"> 1. Passport or personal identity card (both sides of the eID). 2. Photograph (for the student ID). 3. Master's Diploma or the equivalent Diploma and Diploma Supplement. 4. A signed applicant's curriculum vitae (CV), including ORCID number, 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 number - required only for supervisors who have no employment relationship with RSU.

		<ol style="list-style-type: none"> 6. Scientific work undertaken (<u>completed Annex No 4</u>) and attached files of <u>supporting documents</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 planned 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 (Annex No 3).
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Note: In some study courses of the study programme, conducted in Latvian, lectures and communication with visiting lecturers and completion of independent assignments are conducted in English.

Requirements for Admission to the Doctoral Study Programme “Social Sciences” and Documents to be Submitted

1.	Study programme	<i>Social Sciences</i>
2.	Qualification to be awarded	Doctor of Science (<i>PhD</i>) in social sciences, or evidence of successful completion of the doctoral study programme
	Duration of studies	4 years (8 semesters in full-time studies) 4 years and 6 months (9 semesters in part-time studies)
4.	Type of studies	Full-time regular studies, part-time distance education
5.	Admission requirements	<p>1. “<u>Law</u>”: an academic or professional Master’s degree in law or equivalent higher education.</p> <p>2. “<u>Political Science</u>”: an academic or professional Master’s degree in political science or equivalent higher education.</p> <p>3. “<u>Social Anthropology, Sociology, Social Work</u>”: an academic or professional Master’s degree in social anthropology, sociology, social work or equivalent higher education.</p> <p>4. “<u>Communication Culture and Multimedia</u>”: an academic or professional Master’s degree in mass media and communication or equivalent higher education.</p> <p>5. “<u>Health Management</u>”: an academic or professional Master’s degree in health care, health management or equivalent degree.</p> <p>6. “<u>Business Administration and Economics</u>”: an academic or professional Master’s degree in social sciences, economics, business studies, management science, occupational health and safety or equivalent degree.</p> <p>For studies in English - a minimum B2 level of proficiency in English is required.</p>
6.	Additional requirements set out for admission	<p>If the previous education was obtained in another science field, in another group of science fields than those specified in Paragraph 5 of this Annex, including if the topic of the planned doctoral thesis is interdisciplinary, the applicant must take an entrance examination - an interview. The entrance examination shall be organised in the form of an interview. The examination shall test the applicant’s knowledge of social science methodology and research methods, as well as current issues and research directions in the relevant field of science.</p> <p>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 education documents and the abstract of the topic for the planned doctoral thesis, as well as after the applicant has passed the examination.</p>
7.	Competition evaluation criteria	<p>Applicants shall be enrolled 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 scientific work undertaken; 2. Assessment of the oral defence of the abstract for the planned doctoral thesis by the Defence Committee.

8.	Documents to be attached to the applicant's application in RSU Admissions System https://uznemsana.rsu.lv	<p>The applicant's application must be filled in on RSU Admission System https://uznemsana.rsu.lv, and the information required therein should be completed, and the following electronic document files must be attached:</p> <ol style="list-style-type: none"> 1. Passport or personal identity card (both sides of the eID). 2. Photograph (for the student ID). 3. Master's Diploma or the equivalent Diploma and Diploma Supplement. 4. A signed applicant's curriculum vitae (CV), including ORCID number, 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 number - required only for supervisors who have no employment relationship with RSU. 6. Scientific work undertaken (<u>completed Annex No 4</u>) and attached files of <u>supporting documents named accordingly.</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 planned 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 (Annex No 3).
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Note: In some study courses of the study programme, conducted in Latvian, lectures and communication with visiting lecturers and completion of independent assignments are conducted in English.

Abstract (sample)

<i>Title of the planned doctoral thesis:</i>	
<i>Title of the planned doctoral thesis in English:</i>	
<i>Scientific discipline and subdiscipline:</i>	
<i>Applicant's name and surname:</i>	
<i>Applicant's ORCID ID:</i>	
<i>Supervisor of the planned 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>Research design and methodology for the planned 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 planned research</i>	
<i>Research completion deadlines by years*:</i>	

<i>Cooperation partners of the research project - (specialists, institutions, international researchers):</i>	
<i>Material and technical provision for the research work:</i>	
<i>Scientific work undertaken (scientific publications <u>on the topic of the planned 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 planned doctoral thesis</u> or in relation to the employment at RSU; traineeships or studies at foreign universities and research institutions):</i>	
<i>A list of references:</i>	

*Time schedule with the results to be achieved: deadlines for writing the sections of the doctoral thesis (Introduction; Sections (chapters, sub-chapters); Results; Discussion; Conclusions; Proposals); planned conferences, publications, deadlines for material and data collection, etc. Information on the tasks that will be planned for each academic year, with the aim to submit the doctoral thesis for the doctoral process in the last semester of the 4th academic year. The annotation will be attached to the study contract as an individual study plan with progress indicators to be achieved.

(The text of the abstract for the planned doctoral thesis (excluding the reference list) should preferably be up to six pages, *Times New Roman* font size 12 pt, 1.5 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 or SCOPUS</i> on the topic of the planned 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 or SCOPUS</i> on the topic of the planned 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 planned doctoral thesis	Confirmation / a copy certifying it

Criteria		Supporting documents
	Collective monographs that are not related to the topic of the planned 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 planned 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 planned doctoral thesis ¹	Copies of the conference programme (for the last five years)
	Poster presentations in conferences on the topic of the planned doctoral thesis ¹	Copies of poster presentations (for the last five years)
	Conference abstracts on the topic of the planned 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 planned doctoral thesis – at least 0.25 time within the duration of the entire project where the applicant has been engaged	A letter of confirmation by 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 planned doctoral thesis where the applicant has been engaged	A letter of confirmation by the project manager

¹ Points are not added for the activities of the same content at conferences, but the highest number of points is awarded in the relevant criterion.

Criteria		Supporting documents
	Works as academic staff at RSU	A CV entry
	Work / traineeships / studies in foreign universities and research institutions related to the topic of the planned doctoral thesis	A statement from the employer, higher education institution, research institution

Applicant

(signature)