

## **Rīga Stradiņš University** **Regulations of the Department of Doctoral Studies**

Issued in compliance with  
Section 20, Paragraph Two of the Law on Higher Education Institutions

### **1. General Provisions**

- 1.1. The Department of Doctoral Studies of Rīga Stradiņš University (hereinafter - the Department) is a structural unit of Rīga Stradiņš University (hereinafter - the University, abbreviated - RSU) that organises the implementation of the doctoral study programmes and the process for obtaining a doctoral degree at the University.
- 1.2. The Department shall operate in accordance with the laws and regulations in force in the Republic of Latvia, RSU Constitution, these Regulations and other internal laws and regulations of the University.
- 1.3. The target audience of the Department is:
  - 1.3.1. RSU doctoral students during their study period;
  - 1.3.2. Doctoral candidates - graduates of RSU doctoral programmes five years after the successful completion of the study period or candidates who have submitted an application for discussion of their doctoral thesis or an application for defence of their doctoral thesis to RSU Promotion Council;
  - 1.3.3. Young scientists - ten years after successful defence of the doctoral thesis at the Promotion Council and after obtaining a doctoral degree (PhD) in the relevant field and subfield of science.

### **2. Main goals and tasks**

- 2.1. The goals of the Department shall be the following:
  - 2.1.1. Organise and develop doctoral studies at the University in accordance with the development trends of doctoral studies in Latvia and the European Union;
  - 2.1.2. Ensure high-quality development of competences necessary for the scientific activity of doctoral students, doctoral candidates and young scientists;
  - 2.1.3. Ensure an increase in the number of defended doctoral theses in accordance with RSU strategy.
- 2.2. The tasks of the Department shall be:

- 2.2.1. Participate in the implementation of RSU development directions and the strategy;
- 2.2.2. Implement and develop doctoral study programmes in cooperation with RSU academic and research departments in accordance with RSU strategy;
- 2.2.3. Ensure the implementation of doctoral study programmes in cooperation with RSU academic and research departments and in compliance with RSU quality management and academic integrity requirements;
- 2.2.4. Organise the discussion of the doctoral thesis prior to its submission to RSU Promotion Council and its submission to the National Scientific Qualification Commission for evaluation;
- 2.2.5. Organise the process for obtaining a doctoral degree in RSU Promotion Councils;
- 2.2.6. Organise communication with doctoral students, doctoral candidates and young scientists;
- 2.2.7. Participate in the organisation of admission of applicants to doctoral study programmes;
- 2.2.8. Carry out other tasks in accordance with the internal laws and regulations of the University.

### **3. Structure**

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

#### **4. Board of Doctoral Studies**

- 4.1. The Board of Doctoral Studies is a collegial governing body of the Department, which, under the authority of the Dean shall carry out the tasks laid down in these Regulations and other internal laws and regulations of the University.
- 4.2. The tasks of the Board shall be:
  - 4.2.1. Review and approve draft doctoral study programmes prior to their approval in accordance with the procedures established in the internal laws and regulations of the University and external laws and regulations;
  - 4.2.2. Advise the Dean on matters related to the work of the Department;
  - 4.2.3. Review and approve the allocation of funding (grants) to doctoral students for the successful development and defence of their doctoral theses in accordance with the internal rules and regulations of the University.
  - 4.2.4. In the process for obtaining doctoral degree, decide on the recognition of the academic activities of an applicant who has not completed an appropriate doctoral study programme;
  - 4.2.5. Carry out other tasks in accordance with the internal laws and regulations of the University.
- 4.3. The Board shall be composed of:
  - 4.3.1. Dean of the Department (*ex officio*);
  - 4.3.2. Heads of doctoral study programmes and sub-programmes (*ex officio*);
  - 4.3.3. Student representatives;
  - 4.3.4. A representative of the Research Department.
- 4.4. Students must make up at least 20 % of the Board.
- 4.5. Student representatives to the Board shall be delegated by the University Student Union in accordance with the procedure established by it from among successful students of the University doctoral study programmes. If a student of the University who is a member of the Board, ceases to perform his/her duties due to revocation, exclusion or any other reason, the University Student Union shall delegate a new student representative.
- 4.6. The post of a member of the Board shall not be a remunerated position.
- 4.7. Meetings of the Board shall be convened by the Dean as required, but at least twice a year. The meetings of the Board shall be chaired by the Dean and their agenda shall be proposed by the Dean or other members of the Board.
- 4.8. The meetings of the Board shall be open to the academic staff of the Department and the administrative staff of the University. The Dean may invite persons other than the

members of the Board to the meetings of the Board (without voting rights). Meetings may be declared closed by a reasoned decision of the Board.

- 4.9. Meetings of the Board shall have a quorum, if at least half of its members are present.
- 4.10. Decisions of the Board shall be taken by vote. A decision shall be adopted, if a majority of the members of the Board present vote in favour. In the event of a tied vote, the vote of the Dean shall be decisive.
- 4.11. Electronic voting may be organised at the initiative of the Dean of the Department; Decisions of the Board that do not require a secret ballot, may be adopted by electronic vote. Decisions of the Board shall be adopted if not less than half of the members of the Board vote electronically.
- 4.12. The Dean shall organise the meetings of the Board, the minute taking of the meetings and drawing up and circulation of documents in accordance with the procedures laid down in the external laws and regulations and internal laws and regulations of the University governing record keeping.
- 4.13. Meetings of the Board may be held remotely by means of online video conferencing in accordance with these Regulations. The Chairperson of the Board or, on his/her behalf, the Head of the Office of the Department of Doctoral Studies shall ensure that the meeting is held remotely.
- 4.14. In the cases provided for in these Regulations, voting shall be carried out in RSU information systems.
- 4.15. Technical support for online decision-making shall be provided by RSU Information Technology Department.

## **5. Cooperation**

- 5.1. In order to achieve its goals and perform its tasks, the Department shall cooperate with other University structural units, as well as other natural and legal persons in accordance with agreements concluded by the University.
- 5.2. The Department shall have the right to request and receive documents and information from University departments, other public and local government institutions, as well as in the cases stipulated by laws and regulations necessary for the successful performance of the Department's activities.
- 5.3. The Department shall be obliged to provide other University departments with the information necessary for their work.
- 5.4. The Department shall have the right to receive the necessary financial, material and technical provision for the successful functioning of the Department.

- 5.5. The staff of the Department shall participate in working groups and commissions set up by the University in accordance with the internal laws and regulations of the University.
- 5.6. The Department shall submit proposals for the improvement of its activities to the University management on matters within the competence of the Department.
- 5.7. The Department shall have the right to involve employees working in other departments of the University in pursuance of the Department goals, agreeing on it with the respective employee and the Head of his/her department.
- 5.8. The Department shall have the right to organise consultations with representatives of the University departments on matters related to the activities of the Department.

## **6. Reorganisation or liquidation**

- 6.1. The Department shall be reorganised or liquidated by a decision of the University Council.

## **7. Other Provisions**

- 7.1. The provisions of these Regulations shall apply insofar as they are not in conflict with external laws and regulations as well as with RSU Constitution.

Dean of the Department of Doctoral Studies

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AGREED:  
at the meeting of Rīga Stradiņš University  
Council of Deans  
of 20 June 2022,  
Minutes No 4-SD.1-2/23/2022

AGREED:  
at Rīga Stradiņš University  
Rectorate meeting  
of 27 June 2022,  
Minutes No 1-PB-1/23/2022