

APPROVED  
at Rīga Stradiņš University  
Senate meeting  
of 20 September 2022,  
Minutes No 2-S-1/7/2022

**Rīga Stradiņš University**  
**Regulations on the Activities of the Promotion Councils and the**  
**Procedure of Promotion**

Issued in compliance with  
Section 15, Paragraph One of the Law on Higher Education Institutions

**1. General Provisions**

- 1.1. Regulations on the Activities of the Promotion Councils and the Procedure of Promotion at Rīga Stradiņš University (hereinafter - the Regulations) prescribe the procedure for the establishment and operation of promotion councils, as well as the procedure for awarding the doctoral degree at Rīga Stradiņš University (hereinafter - RSU) in order to ensure the excellence and scientific integrity of the defended doctoral theses.
- 1.2. Promotion is the defence of research work that results in the award of a doctoral degree in a group of science sectors.
- 1.3. An applicant for an academic degree (hereinafter - the Applicant) is a person who has independently developed a doctoral thesis and who is eligible for a doctoral degree after the successful completion of the doctoral study programme, or the Applicant's academic activity is regarded as equal to the requirements of the doctoral study programme. The Applicant may be both a citizen or a non-citizen of the Republic of Latvia, as well as a national of other countries and a stateless person.
- 1.4. The Cabinet of Ministers shall determine groups of science sectors, fields and sub-fields of sciences in which a doctoral degree is awarded in the Republic of Latvia.
- 1.5. RSU Promotion Council shall (hereinafter - the Council or Councils) shall operate and promote in accordance with the Cabinet Regulations No1001 of 27 December 2005 "Procedures and Criteria for the Conferral of a Doctoral Degree in Science (Promotion)" (hereinafter - the CR1001), other laws and regulations of the Republic of Latvia, RSU Constitution, these Regulations and other RSU internal laws and regulations.
- 1.6. These Regulations shall apply to all RSU Promotion Councils.

## **2. Composition of the Promotion Council**

- 2.1. The Council shall be chaired by a permanent chairperson appointed by a decree of RSU Vice-Rector for Science, who has been granted the rights of an expert of the Latvian Council of Science (hereinafter also - the LCS) in the relevant field of science.
- 2.2. The proposal regarding the composition of the Council for the respective doctoral thesis shall be prepared by the permanent Chairperson of the Council, considering the specific thematic content of the doctoral thesis. The composition of the Council, including the Vice-Chairperson and Secretary of the Council, shall be approved by a decree of RSU Vice-Rector for Science. Foreign scientists may be included in the Council if the consent of the State Scientific Qualification Committee (hereinafter - the SSQC) has been received.
- 2.3. Each Council shall consist of at least five scientists who have the rights of a LCS expert in the field of science, two of them in the sub-field of science in which the doctoral thesis is being defended.
- 2.4. In cases where it is necessary to convene the Council in one of the fields or sub-fields of science in which a permanent Chairperson of the Council has not been appointed, or where the permanent Chairperson of the Council is the supervisor of the Applicant's doctoral thesis or is otherwise in a conflict of interest, the Dean of the Department of Doctoral Studies shall propose a Chairperson of the Council appropriate to the field or sub-field of science. RSU Vice-Rector for Science shall issue a decree regarding the Chairperson of the Council.
- 2.5. The Council shall include only those members whose status of the LCS expert is valid for at least three months from the date of approval of the Council's composition.
- 2.6. The composition of the Council and the reviewers shall be determined and approved after the Applicant has submitted the application together with the doctoral thesis to RSU Department of Doctoral Studies.
- 2.7. The Supervisor of the doctoral thesis, relatives or direct subordinates of the Applicant may not be included in the composition of the Council.
- 2.8. The Applicant shall have the right to submit to RSU reasoned objections against the composition of the Council in accordance with the procedure laid down in the CR1001 by submitting a written application to RSU Vice-Rector for Science. In such a case, RSU Vice-Rector for Science shall consider the Applicant's application and shall instruct the Chairperson of the Council to draw up a proposal for a new composition of

the Council which shall be approved by a decree of RSU Vice-Rector for Science. If the Applicant has objections to the reconstituted Council, he or she may withdraw his or her application for the defence of the doctoral thesis.

### **3. General provisions for the operation of the Promotion Council**

- 3.1. The Council shall have the following tasks:
  - 3.1.1. carry out independent evaluation of the doctoral thesis;
  - 3.1.2. assess the scientific novelty of the doctoral thesis;
  - 3.1.3. organise the defence of the doctoral thesis as wide as possible;
  - 3.1.4. decide on the award of the degree of Doctor of Science (*PhD*) to the Applicant.
- 3.2. The responsibility of the Chairperson of the Council shall be to ensure the functioning of the Council in the field of science under his/her responsibility in accordance with the external rules and regulations and the procedure of promotion set by RSU and other internal laws and regulations of RSU.
- 3.3. The responsibility of the Vice-Chairperson of the Council shall be to replace the Chairperson of the Council in his/her absence.
- 3.4. The responsibility of the Secretary of the Council shall be to examine and report at the meeting of the Promotion Council on the documents submitted by the Applicant and all decisions taken regarding the promotion, and to present the Curriculum Vitae of the Applicant to the attendees.
- 3.5. The members of the Council shall be responsible for taking part in the evaluation of the doctoral thesis.
- 3.6. All decisions of the Council shall be taken by open vote with a simple majority of those present. In the event of a tie, the vote of the Chairperson of the Council shall be decisive. The meeting of the Council shall have a quorum if at least half of the voting members of the Council are present.
- 3.7. Minutes of the Council meetings shall be taken and an audio recording shall be made; in the event of a remote meeting, a video recording shall also be made.
- 3.8. The support to the functioning of the Council and documentation flow shall be provided by RSU Department of Doctoral Studies.
- 3.9. The calculation and payment for the work in the Council and reviewing of the doctoral thesis shall be carried out in accordance with the procedure established by RSU.
- 3.10. The costs of the promotion process shall be covered from the funds allocated for the implementation of RSU doctoral programme. In cases where the Applicant has not

completed the relevant programme or completed it more than five full calendar years ago without obtaining a degree or completed it in another higher education institution, the decision on the funds from which to cover the costs of the promotion process and the amount thereof shall be taken by RSU Rector.

#### **4. Language and design of the doctoral thesis**

- 4.1. The doctoral thesis shall be submitted in the national language or in one of the official languages of the European Union. If the doctoral thesis is submitted in an official language of the European Union other than English, the Applicant shall provide a translation of the entire doctoral thesis into the national language.
- 4.2. The doctoral thesis shall be drawn up in accordance with the technical design rules for the doctoral thesis to be submitted to RSU Promotion Council, which are approved by RSU Vice-Rector for Science. The editor of RSU Department of Doctoral Studies shall check the compliance of the submitted doctoral thesis with the requirements of the technical design rules and shall take a decision on the acceptance or return of the thesis to ensure the compliance of its design.
- 4.3. Information and forms related to the promotion process shall be available on RSU website under the section "Promotion".

#### **5. Discussion of the Doctoral Thesis**

- 5.1. The discussion of the doctoral thesis (project) shall be organised before the submission of the doctoral thesis with the aim to evaluate the scientific novelty of the doctoral thesis and the personal contribution of the author and to give an opinion on its further advancement for submission to the Council:
  - 5.1.1. if the doctoral thesis is developed at RSU, the discussion of the doctoral thesis shall take place in accordance with these Regulations;
  - 5.1.2. if the doctoral thesis is developed in a partner institution, the discussion shall be organised by the department, laboratory, division or other academic or scientific unit of the partner institution where the doctoral thesis has been developed;
  - 5.1.3. if the doctoral thesis is developed in a partner institution (another higher education or scientific institution) and the discussion at these institutions is not possible for objective reasons, the discussion of the doctoral thesis shall also be organised at RSU.
- 5.2. The discussion of the doctoral thesis at RSU shall be organised by the Department of Doctoral Studies on the basis of the application of the author of the doctoral thesis. The

application must be accompanied by the appropriate approval of the doctoral thesis supervisor(s) (or an explanation for the lack of such approval), together with the doctoral thesis (project) and other documents to be submitted during the planned promotion process.

5.3. RSU Department of Doctoral Studies shall assess the compliance of the documents submitted by the author of the doctoral thesis with the formal requirements of the CR1001 and these Regulations, and:

5.3.1. if the submitted documents meet the mentioned requirements, RSU Department of Doctoral Studies shall request the Chairperson of the relevant Council to appoint the reviewer, the chairperson of the discussion meeting and the composition of the committee, and shall coordinate the organisation of the discussion meeting with the members of the committee and the responsible department;

5.3.2. if the submitted documents do not meet the mentioned requirements, RSU Department of Doctoral Studies shall inform the author of the doctoral thesis about the deficiencies in the submitted documents, shall agree on the deadline for eliminating the deficiencies, but no later than one month after submission, and for submitting the required documents. RSU Department of Doctoral Studies shall organise a discussion of the doctoral thesis after the submission of the updated documents.

5.4. On the proposal of the Chairperson of the Council, RSU Department of Doctoral Studies shall draw up a decree regarding the composition of the Committee for the discussion of the doctoral thesis, which shall be approved by RSU Vice-Rector for Science. The Committee shall consist of at least three members with a doctoral degree, most of whom represent the department of RSU where the doctoral thesis was developed.

5.5. The Committee for discussion of the doctoral thesis shall give its opinion on the advancement of the doctoral thesis for submission to the Council, taking into account the scientific novelty of the doctoral thesis and the personal contribution of the author, as well as, at the discretion of the Committee, indicating the clarifications to be made. The Committee shall be entitled to give its opinion if the author of the doctoral thesis, at least half of the members of the Committee, as well as the reviewer appointed by the Chairperson of the Council and the supervisor of the doctoral thesis are present at the meeting.

- 5.6. In case there are two supervisors of the doctoral thesis, at least one of them must participate in the meeting for discussion of the doctoral thesis.
- 5.7. Professionals of the relevant sector and other interested parties may participate in the doctoral thesis discussion meeting with the invitation or consent of the chairperson of the meeting.
- 5.8. RSU Department of Doctoral Studies shall prepare the minutes of the doctoral thesis discussion meeting and the extract of the minutes. An audio recording of the discussion meeting shall be made and kept on RSU server for two months, or, if a repeated discussion is scheduled, for two months after the repeated discussion meeting. The audio recording shall be accessible to the staff of RSU Department of Doctoral Studies for the preparation of the minutes, to the members of the discussion committee, to the supervisors of the doctoral thesis, as well as to the author of the doctoral thesis for clarification of the minutes.
- 5.9. If the committee for discussion of the doctoral thesis has made recommendations for improvement or clarification of the doctoral thesis, the author of the doctoral thesis shall ensure that the doctoral thesis is corrected in cooperation with the supervisor of the doctoral thesis. The reviewer shall check the corrections and inform RSU Department of Doctoral Studies.
- 5.10. If the discussion of the doctoral thesis took place more than two years before the planned submission of the doctoral thesis, the author of the doctoral thesis shall submit a repeated application for holding the discussion of the doctoral thesis to RSU Department of Doctoral Studies.
- 5.11. After making the corrections recommended at the meeting for the discussion of the doctoral thesis, the author of the doctoral thesis shall:
  - 5.11.1. send the doctoral thesis electronically to RSU Department of Doctoral Studies for technical editing or
  - 5.11.2. independently ensure the editing of the doctoral thesis, after which the doctoral thesis is sent electronically to RSU Department of Doctoral Studies.
- 5.12. RSU Department of Doctoral Studies shall ensure that the edited doctoral thesis is forwarded to the Publishing and Printing Unit for the layout design.
- 5.13. The author of the doctoral thesis, as an Applicant, shall submit an application with the final version of the doctoral thesis and other documents to RSU Department of

Doctoral Studies, preferably within one month, but no later than two years after the doctoral thesis discussion meeting.

- 5.14. If the Applicant has not completed an appropriate programme, the Applicant shall request an examination in the chosen field, sub-field and foreign language at the same time as the discussion. RSU Department of Doctoral Studies together with the Director of the relevant doctoral programme, shall organise the examination. The Department of Doctoral Studies shall prepare a statement of having passed the examinations.

## **6. Submission of the doctoral thesis**

- 6.1. To start the promotion process, the Applicant shall submit the following documents electronically to RSU Department of Doctoral Studies:

- 6.1.1. an application with the approval of the supervisor (s) or advisors of the doctoral thesis or an explanation for the lack of such approval;
- 6.1.2. the doctoral thesis (dissertation, thematically unified set of publications or monograph) in one copy in the national language or in one of the official languages of the European Union, preferably with the layout design at RSU Publishing and Printing Unit;
- 6.1.3. a summary of the doctoral thesis in the national language and in a foreign language (one of the official languages of the European Union). If the doctoral thesis is submitted in an official language of the European Union other than English, the Applicant shall attach an English translation of the summary of the doctoral thesis. The summary should preferably be laid out at RSU Publishing and Printing Unit;
- 6.1.4. a statement from the higher education institution on the completion of the doctoral study programme or, if the Applicant has not completed the relevant programme, on having passed the examinations in the chosen field, sub-field and a foreign language;
- 6.1.5. a signed CV of the Applicant (preferably in the *Europass CV* format);
- 6.1.6. a list of scientific publications reflecting the progress and results of the doctoral thesis and copies of the most relevant publications:
  - 6.1.6.1. if the doctoral thesis is a dissertation, at least two double-blind peer-reviewed international publications;
  - 6.1.6.2. if the thesis is a thematically coherent set of scientific publications, at least four double-blind peer-reviewed international publications;

- 6.1.6.3. if the thesis is a scientific monograph, at least one double-blind peer-reviewed international publication;
  - 6.1.7. the extract of the minutes of the doctoral thesis discussion meeting, which certifies the discussion of the doctoral thesis, its scientific novelty and the Applicant's personal contribution (the time of the meeting - not earlier than two years before submitting the doctoral thesis for the initiation of the promotion process);
  - 6.1.8. a declaration on the compliance of the doctoral thesis with the technical design rules;
  - 6.1.9. a declaration that the doctoral thesis has been lawfully and conscientiously prepared;
  - 6.1.10. an application with a request for assessing the equivalence of the academic activity to the requirements of the doctoral study programme, if the Applicant has not completed an accredited doctoral study programme.
- 6.2. Publications must be double-blind peer-reviewed in a scientific journal or conference proceedings indexed in *SCOPUS*, *Web of Science* or *ERIH+* database.
- 6.3. If the publications referred to in the doctoral thesis have co-authors, the Applicant must include a written consent from all co-authors of the publications included in the doctoral thesis to use the publication in the promotion or a statement from the corresponding (main) author of these publications on the Applicant's personal contribution to the preparation of the publications. Only one of the authors of the publication or monograph, the one who submitted the application earlier, shall be recognised as valid for the promotion process.
- 6.4. If the extract of the minutes attached to the application proves that the doctoral thesis was discussed more than two years ago, it shall be declared invalid.

## **7. Evaluation of the application for a doctoral thesis**

- 7.1. RSU Department of Doctoral Studies shall evaluate the formal compliance of the documents with the requirements of the CR1001 and these Regulations within five working days. If the submitted documents comply with the requirements and the Applicant:
- 7.1.1. has completed an appropriate programme, the thesis shall be handed over to the Council for consideration;



- 7.1.2. has not completed an appropriate programme, the comparability of the Applicant's academic performance to the requirements of the relevant doctoral programme shall be ensured by the Doctoral Studies Council in accordance with the CR1001. The Director of the relevant doctoral programme and at least one expert (non-voting) must be present at the meeting of the Doctoral Studies Council.
- 7.2. If deficiencies or inadequacies are identified in the submitted documents, RSU Department of Doctoral Studies shall request the Applicant in writing to submit the missing documents or documents compliant with the requirements. The Applicant shall submit the requested documents within two weeks. If the submitted documents still do not meet the requirements, RSU Department of Doctoral Studies shall return the documents to the Applicant, indicating what deficiencies have been identified. In this case, the Applicant shall have the right to resubmit the documents no earlier than after three months.
- 7.3. If the application is not accompanied by an extract certifying the discussion of the doctoral thesis (project), or if it is deemed invalid, the Applicant shall be responsible for the consequences of the delay in discussing the doctoral thesis (project).

### **8. Assessment of the doctoral thesis**

- 8.1. The Council shall evaluate the doctoral thesis within one month in accordance with the criteria specified in the CR1001 and the requirements of these Regulations and shall decide on the acceptance of the doctoral thesis for public defence.
- 8.2. If the doctoral thesis does not meet the criteria of the CR1001 and the requirements of these Regulations, the Council shall take a reasoned decision on the refusal to continue the evaluation of the doctoral thesis until the inconsistencies are eliminated and the doctoral thesis is resubmitted to the Council.
- 8.3. If the doctoral thesis meets the criteria of the CR1001 and the requirements of these Regulations, the Council shall decide on the acceptance of the doctoral thesis for public defence and within five working days shall:
- 8.3.1. appoint reviewers for the doctoral thesis: one expert in the sub-field of science from the Council and two experts in the sub-field of science from other research institutions;

- 8.3.2. request from the Applicant the required number of copies of doctoral thesis and summaries and electronic versions of the doctoral thesis for the further promotion process;
- 8.3.3. inform the Applicant about the composition of the Council and the reviewers.
- 8.4. If the Applicant has not submitted any reasoned objections to RSU within one week of receiving the information about the composition of the Council and reviewers, RSU Department of Doctoral Studies following the instructions of the Council, shall submit the Applicant's documents for the opinion of the SSQC).
- 8.5. If no objections to doctoral thesis have been received from the SSQC within the time lit set out in the CR1001, and the SSQC gives a positive assessment in writing, RSU Department of Doctoral Studies shall:
  - 8.5.1. agree on the date of the meeting of the Promotion Council with the Chairperson and members of the Council;
  - 8.5.2. send the doctoral thesis and a review form to the reviewers preferably one month prior to the meeting of the Promotion Council;
  - 8.5.3. publish an announcement about the thesis defence in the official newspapers "Latvijas Vēstnesis" and "Zinātnes Vēstnesis", as well as on RSU website at least two weeks before the meeting of the Promotion Council. The entire dissertation or only the summaries of the thesis shall be published on RSU website. The supervisors and reviewers of the doctoral thesis shall be also indicated on RSU website. Printed versions of the doctoral thesis and summaries shall be delivered to the RSU library and the National Library of Latvia.
- 8.6. Reviewers shall assess the doctoral thesis in accordance with the criteria laid down in the CR1001 and the requirements of these Regulations. Reviewers shall send written feedback on the doctoral thesis to the Council and for information to RSU Department of Doctoral Studies no later than five working days before the meeting of the Promotion Council. Upon the Council's instruction, RSU Department of Doctoral Studies shall acquaint the Applicant with the feedback no later than three days before the meeting of the Promotion Council.

## **9. Public defence of the doctoral thesis and award of the degree**

- 9.1. The public defence of the doctoral thesis shall take place in accordance with the procedure laid down in the CR1001, unless it is specified that the doctoral thesis contains information classified under the law "On Official Secrets".

- 9.2. The meeting of the Promotion Council may be held by online video conferencing (real-time video and audio transmission), if the Applicant, the member of the Council or the reviewer of the thesis is in another location and cannot attend the meeting of the Promotion Council. A video recording of the meeting shall be made and stored on RSU server.
- 9.3. All reviewers shall participate in the meeting of the Promotion Council with the right to vote; and the Council shall have a quorum if at least half of the voting members of the Council and at least two of the three reviewers are present.
- 9.4. In the event that the meeting is held via online video conferencing, technical support shall be provided by RSU Information Technology Department.
- 9.5. Decision on the award of the degree of Doctor of Science (*PhD*) or refusal to award the degree shall take effect after the results of the voting have been communicated to the Applicant during the meeting.
- 9.6. The result of the voting shall be announced by the Chairperson of the Promotion Council and it shall be entered in the minutes and decision of the meeting of the Promotion Council.
- 9.7. If the decision of the Council is contested within one month of its adoption, RSU Department of Doctoral Studies shall, upon the Council's instructions, inform the SSQC, the Rector and the Applicant, as appropriate, of the event and of the further action to be taken. According to the circumstances of the case:
- 9.7.1. if the objections concern formal organisational matters of the promotion process and they are found to be justified, a repeated meeting of the Council shall be held within two months.
- 9.7.2. if the objections concern matters regarding scientific relevance of the doctoral thesis or its development and are found to be justified, RSU Department of Doctoral Studies shall return the doctoral thesis to the Applicant for revision, keeping one copy, as instructed by the Council. The Applicant shall make corrections and may resubmit the doctoral thesis not earlier than after one year.
- 9.8. If the Council's decision is not contested, RSU Rector shall issue a decree for the issuance of a doctoral diploma on the basis of the Council's decision on the award of the doctoral degree. The draft of the decree shall be prepared by RSU Department of Doctoral Studies.

- 9.9. The doctoral diploma shall be issued in accordance with the Cabinet regulations No 202 of 16 April 2013 "Procedures by which State-Recognised Education Documents Certifying Higher Education are Issued" no earlier than six weeks and no later than six months after the adoption of the Council's decision.
- 9.10. Electronic versions of the doctoral thesis and summaries shall be published in the RSU Library electronic database.
- 9.11. RSU Department of Doctoral Studies shall inform RSU Human Resources Department about the promotion of RSU staff members by sending a copy of the doctoral diploma.

#### **10. Document storage and recording of doctoral diplomas issued**

- 10.1. A copy of the diploma, together with the documents submitted by the Applicant, the minutes of the meeting of the Promotion Council, the decision of the SSQC, the reviews of the doctoral thesis shall be filed in the Applicant's personal file, which shall be kept in RSU Department of Doctoral Studies until it is handed over to RSU Archives for storage in accordance with the procedure established by RSU.
- 10.2. The audio recording of the Council meeting shall be accessible to the staff of RSU Department of Doctoral Studies for the preparation of the minutes, to the members of the Council, to the supervisors of the doctoral thesis, to the Rector and his/her designated staff for the organisation of the promotion process, as well as to the Applicant. The recording of the Council meeting shall be stored on the RSU server until the award of the diploma or, in case of contesting, until the date of entry into force of the final decision. After the specified deadline, the recording shall be permanently deleted and no further processing of this data shall take place. A certificate regarding the fact of the deletion shall be drawn up.
- 10.3. RSU Department of Doctoral Studies shall prepare and register doctoral diplomas issued by RSU on the basis of the information included in the Council decision.
- 10.4. RSU Department of Doctoral Studies shall provide information on the statistical indicators and facts of the promotion in accordance with the procedure laid down in laws and regulations.

#### **11. Challenging, appealing and overturning decisions**

- 11.1. Decisions and real action taken by RSU, the Council and the SSQC may be contested within a month in the Latvian Council of Science.
- 11.2. The decision of the Latvian Council of Science may be appealed against in court in accordance with the procedure established by the Administrative Procedure Law.

11.3. If a decision is to be taken on the legality of a doctoral diploma or a document certifying completion of a doctoral study programme, the decision shall be taken on the recommendation of a specially established commission. The commission shall be established on the basis of the Rector's decree, and it shall consist of at least 3 members.

## **12. Processing of personal data**

12.1. The processing of personal data during the promotion process shall take place with the aim of ensuring the award of the doctoral degree.

12.2. The legal basis for the processing of personal data shall be Article 6(1)(a)(b)(c) and (f) of the Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) and Paragraphs 8 and 9 of the CR1001.

12.3. Types of personal data and categories of data subjects to be processed in the promotion process:

12.3.1. data categories: personal identification data, gender, age, education, work experience, contact details. in the case of the Committee, the Council and the reviewers, also the position, the place of work and the academic degree are required;

12.3.2. categories of subjects: The Applicant, members of the Thesis Discussion Committee and the Council, reviewers and the interested parties present.

12.4. The personal data submitted in the promotion process shall be available to RSU staff involved in the organisation of the process, as well as to the members of the Promotion Council.

12.5. Applicants shall have the rights of the data subject as set out in RSU Privacy Policy with respect to their personal data.

12.6. The submitted documents shall be stored in the archives in accordance with the Regulations of RSU Records Management, which provide for the permanent storage of personal files in the archives.

## **13. Final issues**

13.1. Internal laws and regulations (for example, procedures, process descriptions) and forms necessary for the performance of the actions specified in the Regulations shall be approved by the Rector's decree.

13.2. The Regulations shall be applied insofar as they do not conflict with the laws and regulations of the Republic of Latvia.

Chairperson of the Senate

J.Gardovskis

*S. Lejniece, 67409120*  
[Sandra.Lejniece@rsu.lv](mailto:Sandra.Lejniece@rsu.lv)

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

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