

Rīga Stradiņš University
Regulation of the Department of Doctoral Studies

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 Regulation of the Department of Doctoral Studies of Rīga Stradiņš University outlines 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) which organises the implementation of doctoral study programmes and the dissertation process of the University in all scientific sectoral groups of the University in accordance with strategic specialisation. The Department shall perform the functions of a doctoral school as laid down in the laws and regulations.
- 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, this Regulation, and other applicable external laws and regulations, as well as the University's internal rules and regulations.
- 1.3. The target audience of the Department is:
 - 1.3.1. doctoral students of the University and joint doctoral study programmes - during their studies;
 - 1.3.2. PhD candidates - graduates of doctoral study programmes and joint doctoral study programmes of the University five years after 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 the Promotion Council of the University;
 - 1.3.3. young scientists - up to ten years after successfully defending their doctoral thesis at the Promotion Council and obtaining a doctor of science degree (PhD).

2. Objectives 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 train qualified scientists in alignment with the University's strategic specialisation;
 - 2.1.2. To ensure the doctoral studies and promotion process;
 - 2.1.3. To carry out the joint responsibilities of the University as outlined in the University Constitution and other internal rules and regulations.

- 2.2. The Department shall have the following tasks:
- 2.2.1. 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;
 - 2.2.2. To participate in the implementation of RSU development directions and strategy;
 - 2.2.3. To plan study places and attract applicants for admission to open competitions to vacant study places in the University's doctoral study programmes, including joint study programmes, in accordance with internal as well as external laws and regulations of the University, in cooperation with other departments of the University;
 - 2.2.4. To ensure the distribution of funding for the implementation of doctoral study programmes and for the operation of the Department in cooperation with other departments of the University;
 - 2.2.5. To provide doctoral students with opportunities to participate in student teaching and research activities during their studies;
 - 2.2.6. To organise the conclusion of an employment contract on performance of academic and scientific work for the achievement of the study result between the University or a cooperation partner and the doctoral student in cooperation with other University departments in the cases specified in the University's Academic Regulations III - Academic Regulations for Doctoral Studies and laws and regulations;
 - 2.2.7. To ensure the granting of funding (grants) to doctoral students and PhD candidates for successful development and defence of the dissertation. The decision regarding financing (grants) shall be taken by the director of the relevant doctoral study programme and the Commission, which shall be established on the basis of the University Rector's Decree in accordance with the internal rules and regulations of the University;
 - 2.2.8. To organise the establishment of doctoral councils and ensure their work;
 - 2.2.9. To organise the doctoral process in the Promotion Council of the University;
 - 2.2.10. To ensure and supervise the management of the doctoral thesis in accordance with the laws and regulations and the University's Academic Regulations III - Academic Regulations for Doctoral Studies;
 - 2.2.11. To organise discussion of the doctoral thesis prior to its submission to the Promotion Council of the University;
 - 2.2.12. To ensure that doctoral students have access to study courses for the acquisition of widely used (transferable) skills regardless of the study direction of the doctoral study programme;
 - 2.2.13. To organise and develop cooperation in the provision of doctoral studies with other scientific institutions and doctoral schools;
 - 2.2.14. To promote interdisciplinary scientific and professional research in cooperation with other departments of the University;
 - 2.2.15. To ensure and organise the mobility of doctoral students in cooperation with partners in Latvia and abroad and other departments of the University;

- 2.2.16. To ensure career support for doctoral students, taking into account their individual objectives and motivations, as well as the situation in the labour market, in cooperation with other University departments and cooperation partners;
- 2.2.17. To organise communication with doctoral students, PhD candidates and young scientists;
- 2.2.18. To ensure the preparation of documents related to the operation of the department;
- 2.2.19. To carry out other tasks in accordance with the external and internal rules and regulations of the University.

3. Structure

- 3.1. The Department shall be managed by a Dean who, without special authorisation, will represent the Department in all its affairs. The Dean shall be responsible for the overall operations of the Department, the achievement of its objectives, and the performance of its tasks.
- 3.2. The post of Dean shall be open to competition. The candidate selected through this competition shall be appointed by the Rector of the University, in consultation with the Board of Doctoral Studies, for a term not exceeding five years, and may serve for a maximum of two consecutive terms. The Dean of the Department shall report directly to the Vice-Rector for Science of the University.
- 3.3. The Department shall also include the Board of Doctoral Studies, as well as the Office, which performs the administrative functions of the Department. 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 internal rules and regulations of the University.

4. Board of Doctoral Studies

- 4.1. The Board of Doctoral Studies (hereinafter - the Board) is a collegial governing body of the Department, which, under the authority of the Dean shall carry out the tasks laid down in this Regulation and other internal rules and regulations of the University.
- 4.2. The Board shall be composed of:
 - 4.2.1. Vice-Rector for Science (*ex officio*);
 - 4.2.2. Dean of the Department (*ex officio*);
 - 4.2.3. six delegated representatives of the University faculties nominated by the Council of Deans:
 - 4.2.3.1. three in healthcare;
 - 4.2.3.2. one in social sciences;
 - 4.2.3.3. one in natural sciences;
 - 4.2.3.4. one in sports science;
 - 4.2.4. one representative nominated by the science centres and institutes of the University;
 - 4.2.5. two foreign experts (renowned scientists, professors, lead researchers or representatives of partner organisations);
 - 4.2.6. one doctoral student representative;
 - 4.2.7. two industry representatives.

- 4.2. The student representatives to the Board shall be delegated by the Student Union from among the successful students of the University doctoral programmes in accordance with the procedure laid down by the Student Union. If a student member of the Board ceases to fulfil their duties due to withdrawal, expulsion or other reasons, the Student Union shall delegate a new doctoral student representative.
- 4.3. Industry representatives on the Board 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, the Vice-Rector for Health Studies, and the Vice-Rector for Academic Affairs. Nominations shall be drawn from scientific institutions and industry companies relevant to the University's strategic specialisation.
- 4.4. A member of the Board who is not a representative of the doctoral students shall be removed by the Rector on the basis of a written proposal by the Vice-Rector for Science, the Dean of the Department or at least half of the members of the Board.
- 4.5. The composition of the Board shall be approved and updated as necessary by a Rector's Decree. The draft list of candidates for members of the Board shall be prepared and submitted by the Dean of the Department. The position of a member of the Board shall not be remunerated.
- 4.6. The Board shall have the following tasks:
 - 4.6.1. To ensure the quality management of doctoral studies and doctoral theses;
 - 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 laws and regulations;
 - 4.6.3. To review and coordinate draft doctoral study programmes prior to their approval, in accordance with the procedures established in the University's internal rules and regulations and relevant external laws and regulations;
 - 4.6.4. To advise the Dean of the Department on matters related to the work of the Department;
 - 4.6.5. To undertake additional responsibilities as stipulated in the University's internal rules and regulations.
- 4.7. Meetings of the Board shall be convened by the Vice-Rector for Science as necessary, but at least twice a year. The Vice-Rector for Science shall chair the meetings, and the agenda shall be proposed by the Vice-Rector for Science, the Dean of the Department, or other members of the Board.
- 4.8. Meetings of the Board 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 Board (without voting rights) to the meetings of the Board. Meetings may be declared closed by a reasoned decision of the Board.
- 4.9. Meetings of the Board shall be considered valid if at least half of its members are present, including the Vice-Rector for Science or the Dean of the Department. A decision shall be adopted if a majority of the members present vote in favour. In the case of a tied vote, the deciding vote shall be cast by the Vice-Rector for Science; if the Vice-Rector is absent, the Dean of the Department shall have the deciding vote.

- 4.10. At the proposal of the Dean of the Department, electronic voting may be conducted without a meeting of the Board. Decisions that do not require a secret ballot may be approved via electronic ballot. A decision shall be adopted if at least half of the Board members cast votes in favour through the electronic ballot.
- 4.11. The Department of Doctoral Studies shall organise the meetings of the Board, maintain the minutes, and prepare and circulate documents in accordance with the procedures outlined in the external and internal rules and regulations of the University.

5. Cooperation and rights

- 5.1. The Department shall cooperate with other departments of the University, with scientific 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 in the last three years, and active international research cooperation in the area of strategic specialisation.
- 5.2. The Department shall have the right to request and receive documents and information necessary for its activities from University departments, as well as from state and local government institutions, in accordance with applicable laws and regulations.
- 5.3. The Department shall be required to provide other University departments with the information necessary for their operations.
- 5.4. The Department shall have the right to receive the necessary financial, material, and technical resources for its successful operation.
- 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 rules and regulations.
- 5.6. The Department shall submit proposals to the University management for the improvement of activities related to matters within its competence.
- 5.7. The Department shall have the right to involve employees from other University departments in achieving its objectives, in coordination with the relevant employee and the head of their department.
- 5.8. The Department shall have the right to hold consultations with representatives of University departments on matters related to its areas of activity.

6. Final provisions

- 6.1. The reorganisation or liquidation of the Department shall be decided by the University Council based on a proposal from the Rector.
- 6.2. The provisions of Paragraph 3.2 of this Regulation regarding the period of employment shall apply to the Dean of the Department as of the date of approval of this Regulation.
- 6.3. The provisions of this Regulation shall remain in effect insofar as they do not contradict external laws and regulations or the Constitution of the University.

Prepared by:

S. Lejniece,
Sandra.Lejniece@rsu.lv

G. Ziemele, 67409120
Gundega.Ziemele@rsu.lv

AGREED
at the meeting of Rīga Stradiņš University
Council of Deans
of 23 September 2024,
Minutes No. 4-SD.1-2/21/2024

AGREED
at the meeting of Rīga Stradiņš University
Rector's Office
of 21 October 2024,
Minutes No. 1-PB-1/37/2024