

APPROVED
Senate of Riga Stradiņš University
Minutes No. 2-S-1/13/2024
10.12.2024

Riga Stradiņš University
Regulation on the Selection, Implementation and Monitoring of DOCTORAL grants
(Additional selection)

The Senate of Riga Stradiņš University (hereinafter - RSU) at its meeting of 16.04.2024. (minutes No.2-S-1/5/2024) and 11.06.2024. (minutes No.2-S-1/7/2024) approved the Regulation for Selection, Implementation and Monitoring of Doctoral Grants of Riga Stradiņš University.

On 23.05.2024 RSU announced the first call for applications for Doctoral Grants at RSU and Latvian Academy of Sport and Pedagogy (hereinafter - LASE). Considering that the number of academic career grants at LASE provided for in CM Regulations No. 721 of 05.12.2023. "Implementing regulations of the second round Consolidation and Management Change Implementation Grants of investment 5.2.1.1.i Research, Development and Consolidation Grants of reform 5.2.1.r Excellence and Management Reform of Higher Education and Science of reform and investment direction 5.2 Ensuring a Change in the Management Model of Universities of Latvia's National Recovery and Resilience Plan" (hereinafter referred to as the CM Regulations) and the internal and external consolidation plan of RSU approved by the Ministry of Education and Science (hereinafter referred to as the Consolidation Plan) and the amount of funding to be provided for the implementation of academic career grants and research and development grants in accordance with Paragraph 15 of the CM Regulations, have not been reached as a result of the competition, it is necessary to announce an additional call for Doctoral grant applications for the selection of additional applicants.

1. General conditions

1. The Regulation on Selection, Implementation and Monitoring of Doctoral Research Grants (hereinafter referred to as the Regulation) has been prepared on the basis of the CM Regulation Sub-paragraph 2.3, the Consolidation Plan and the approved project "RSU Internal and RSU and LASE external consolidation ", No.5.2.1.1.i.0/2/24/I/CFLA/005 (hereinafter referred to as the Project).
2. The Regulation define the procedure for the Doctoral Student to apply for a Doctoral Grant at RSU.
3. Doctoral candidates are students of doctoral study programmes at RSU and candidates for the Doctorate of Science degree at RSU and LASE (hereinafter - Doctoral Student).
4. Doctoral grant is a targeted funding to be obtained in a competitive procedure for the doctoral student's research related to the successful development of the doctoral study process, doctoral thesis or doctoral theoretical research and artistic creativity.
5. Funding for Doctoral Grants is awarded:

- 5.1. first priority for external consolidation - doctoral students and LASE Doctoral degree candidates who, prior to the consolidation of RSU and LSPA, were studying in the LSPA doctoral programme "Sports Science" and, as part of the consolidation, are enrolled in one of the RSU Doctoral study programmes (hereinafter – DSP);
- 5.2. the second priority for internal consolidation - doctoral students and doctoral degree candidates of the RSU DSP "Social Sciences" and the RSU DSP "Health Care".
6. The maximum total eligible funding of the doctoral grant is determined in accordance with the Consolidation Plan and the Project, considering the conditions set by the responsible ministry.
7. The Doctoral Grant is implemented on the basis of an employment contract and an agreement on the implementation of the Academic Career Grant, in accordance with the unit cost methodology agreed by the Ministry of Education and Science, up to a maximum of 50% of the full-time workload for work at RSU on research related to the development of a doctoral study process, a thesis or a theoretical doctoral study. The project provides two types of workload for the implementation of the doctoral grant:
 - 7.1. The remuneration of PhD students for 50% of their full-time workload under the Doctoral Grant shall not exceed EUR 1292.00 per month, including the employer's compulsory state social insurance contributions, and EUR 500.00 per month for research costs.
 - 7.2. The remuneration of PhD students for 40% of their full-time workload under the PhD studentship shall not exceed EUR 1034,00 per month, including the employer's compulsory social security contributions and EUR 400,00 per month for research costs.
8. The duration of the doctoral grant is 12 months.
9. For the purpose of monitoring the implementation of the doctoral grant and decision-making, RSU will establish a Project Board (hereinafter referred to as the Board), approved by an order of the Rector of RSU. The work of the Board and the implementation of the Doctoral Grants shall be coordinated by the Doctoral Grants Administrative Manager appointed by the Rector.
10. In case of a negative evaluation of the Board, the Doctoral Student has the right to appeal against the decision by submitting a complaint to the Rector within 5 (five) working days from the date of receipt of the decision.
11. The Rector will consider the complaint within 2 (two) weeks of its receipt and will decide, informing the complainant thereof in writing. The Rector's decision may be appealed against in accordance with the procedure established by the RSU Constitution.

2. Conditions of application and competition procedure

12. The following persons may apply for a doctoral grant:
 - 12.1. Doctoral students who are successfully studying in RSU accredited doctoral study programmes in full-time or part-time studies, in state budget or paid study places, and do not receive state budget remuneration in accordance with the concluded employment contract for the performance of academic work for the achievement of study results, in accordance with the national higher education standard (in accordance with the employment of a doctoral student in a state budget funded study place stipulated in Article 47.1 of the Higher Education Law).
 - 12.2. Candidates for a scientific degree (hereinafter - doctoral candidates) who have successfully graduated from the theoretical part of the doctoral study programme at RSU or LASE, but have not yet defended their doctoral thesis and have not submitted documents for the organisation of the discussion of their doctoral thesis to the RSU Doctoral Department or

the LASE Promotion Board, and who can prepare their doctoral thesis within 12 months and submit documents for the organisation of the discussion to the RSU Doctoral Department.

13. Doctoral grant is open to Doctoral students who have published or have received a journal's acceptance for publication of at least 1 (one) full-length scientific publication on the topic of their PhD thesis, indexed in the databases mentioned in Annex 3 to the Regulations, within the last 4 years (2021, 2022, 2023, 2024).
14. No doctoral grant will be awarded:
 - 14.1. a doctoral candidate with academic debts;
 - 14.2. a doctoral candidate who is on sabbatical leave, unless the sabbatical leave will be terminated at the start of the Doctoral grant.
 - 14.3. a doctoral student who receives remuneration from the State budget under a contract of employment for academic work carried out in order to achieve study results in accordance with the national higher education standard.
 - 14.4. a doctoral student whose total score in the application for the implementation of the grant for the plan and publications is below 5 points.
 - 14.5. a doctoral student whose submitted work plan is poorly developed, with significant shortcomings and is awarded 0 points in the Board evaluation.
 - 14.6. a doctoral candidate whose plan does not include the fulfilment of point 12.2 of the Regulation as a deliverable.
 - 14.7. degree candidate who has started the organisation of dissertation defence and has applied to the RSU Doctoral Department or the LSPA Promotion Board for the organisation of dissertation defence.
15. Information on the call for applications and the procedure for submitting documents is published on the RSU website www.rsu.lv and on the RSU LASE website www.lspa.lv. The deadline for submission of documents shall not be less than 10 working days from the date of publication.
16. When applying for the Doctoral Grant, the Doctoral student shall submit to the Development and Projects Department (hereinafter - DPD) the following documents in paper or electronic format, signed with a secure electronic signature and a time stamp via doktorantugrantsapd@rsu.lv :
 - 16.1. Application (Annex 1);
 - 16.2. a detailed 12-month work plan (Annex 2), in which the Doctoral student and the Doctoral thesis supervisor attest the truth and accuracy of the information provided and takes responsibility for the implementation of the plan in the event of approval of the Doctoral grant
 - 16.3. CV together with a list of scientific publications, indicating the title of the publication, DOI and the name of the database in which it has been cited with a link;
 - 16.4. copies of the supporting documents listed in the evaluation criteria table (Annex 3).
 - 16.5. an estimate of planned research expenditure (Annex 4), based on the methodology for unit costs established by the Ministry of Education and Science and the research expenditure set out therein;
 - 16.6. Doctoral candidate must submit a statement from the Doctoral thesis supervisor that a period of 12 months is required for the development of the doctoral thesis (Annex 5)
 - 16.7. if the doctoral candidate has been supported by a SAM 8.2.2 Round 3 project, the Work Plan submitted for the previous call, the Final Report and an explanation of complementarity and demarcation must be submitted with the documents.
17. Applications will be evaluated in two rounds:
 - 17.1. In the first round, the DPD will administratively assess the relevance of the documents submitted by the Doctoral students.

- 17.2. In the second round, the Board, which acts as the Doctoral Grants Award and Monitoring Committee, evaluates the applications submitted by the Doctoral students and decides on the outcome of the competition.
18. The Board may decide on the reallocation of funding for the implementation of the grants between the grants specified in point 5;
19. In the event of equal scores, the application with the highest score for publications will be approved for the grant, and in the event of equal scores for publications, the application with the highest score for the plan submitted will be approved for the grant.
20. The results of the competition will be communicated by sending information to the e-mail address indicated in the Doctoral Grant Application Form.
21. Procedure for contesting the results of the competition:
- 21.1. Within five working days from the date of sending the results to the e-mail address indicated in the Doctoral Grant Application Form, the doctoral candidate has the right to submit a complaint to the Rector of RSU, supporting his/her opinion with an explanation and evidence.
- 21.2. The Rector will consider the complaint within 2 (two) weeks of its receipt and will decide, informing the complainant thereof in writing. The Rector's decision may be appealed against in accordance with the procedure established by the RSU Constitution.

3. Conditions of implementation

22. Doctoral grants will be implemented in accordance with the CM Regulations and this Regulation.
23. Within one month after the confirmation of the competition results, RSU will sign:
- 23.1. an employment contract for scientific research work with the Doctoral Student for a period of 12 months;
- 23.2. an Agreement on the Implementation of the Academic Career Grant.
24. The submitted plan (Annex 2) is submitted to the project's supervising authority as a work assignment for the period of 12 months upon conclusion of the research Agreement.
25. The Doctoral grant applicant, under the supervision of the Doctoral thesis supervisor, will implement the Doctoral grant in accordance with the plan submitted in the Doctoral grant application, keeping time records of the work carried out, the time worked and is responsible for the achievement of the planned results.
26. The deliverable is the completion of the work planned in the Doctoral Grant Plan (Annex 2) and the submission of the Doctoral Grant Final Report (Annex 6).
27. By applying for the Doctoral grant, the Doctoral student undertakes to work for 12 months, without long planned absences. All planned absences must be notified at the time of application.
28. If project funding permits, the Academic Career Grant Agreement may be extended for those Doctoral Students who have completed the Work Plan within the timeframe of the first Academic Career Grant Agreement and if, at the time of signing the first Academic Career Grant Agreement, the Doctoral Student has not complied with Clause 12.2 of the Regulation.

29. In order to extend the contract for the implementation of the Academic Career Grant, the Doctoral Student shall submit a final report (Annex 6 to the Regulations), together with the Work Plan (Annex 2 to the Regulations) for the next grant period.
30. The Board will decide before the end of the Doctoral Grant whether to extend the Doctoral Grant by assessing the progress made in accordance with the final report (Annex 6) and the Work Plan (Annex 2) for the following grant period.
31. If the Doctoral student terminates his/her studies without completing the doctoral programme, the employment contract shall be terminated as from the month following the termination of studies. The doctoral candidate must submit a written report to the Board on the progress made up to the interruption of studies and inform the Administrative manager of the Doctoral Grants in writing.
32. If the doctoral candidate has interrupted his/her studies or terminates his/her employment with the Doctoral Grant of his/her own free will, a new employment contract for 12 months may be concluded with the Doctoral student who has obtained the next highest mark in the competition. The decision on the conclusion of the agreement will be taken and approved by the Board.
33. The Doctoral grant will cover research, training and networking costs directly related to the researcher's career development (including conference participation, training, language courses, seminars, laboratory materials, books, library records, publication costs), research costs, travel costs, transport and subsistence costs. For a Doctoral student, research costs of up to EUR 500 per month are foreseen if the Doctoral student is employed on a 0,5 of full-time basis. If the Doctoral student is employed on a 0,4 of full-time basis, research funding is planned up to EUR 400 per month. The funding will be allocated according to the unit cost methodology agreed by the Ministry of Education and Science:
 - 33.1. to be allocated to a full calendar month already worked according to the timesheet,
 - 33.2. the possibility to apply for an advance of up to EUR 1500,00 (3 months), according to the grant implementation workload and the amount of research funding,
 - 33.3. the Doctoral Grants Administrative Manager must be contacted before the planned purchase to agree on the items and the amount for which the purchase is planned.
34. The Doctoral student will ensure that the communication and visual identity requirements according to the Project Funding organisation are met in all materials (publications, conference presentations, etc.) produced with the support of the grant, including the logo and a written reference to the source of Project funding in Latvian or English. The logo and reference will be made available to all grant beneficiaries.

4. Follow-up and reporting on results

35. The Doctoral student's work will be monitored by the Doctoral thesis supervisor by an approval of monthly timesheets and substantive reports submitted to the Doctoral Grants Administrative Manager.
36. In the event of difficulties/obstacles or unforeseen events in the implementation of the Doctoral Grant, the Doctoral Grant applicant and the Doctoral thesis supervisor will inform the Doctoral Grants Administrative Manager and the issue will be dealt with by the Board.
37. If the Doctoral student does not fulfil the work tasks planned in the work assignment, the Doctoral thesis supervisor informs the Doctoral Grants Administrative Manager, who further informs the Board, who reviews the Doctoral student's performance and decides whether the Doctoral student continues to work on the Doctoral grant.

38. The Doctoral candidate will submit a final report on the progress of the project to the Doctoral Grants Administrative Manager, signed by the supervisor(s), no later than two weeks before the end of the contract.
39. The progress made by the Doctoral student during the grant period will be evaluated by the Board.

5. Monitoring of Doctoral grants

40. The implementation of the Doctoral grants will be supervised by the Board. The implementation of the grants is coordinated by the Doctoral Grants Administrative Manager, who is approved by the RSU Rector.
41. The composition of the Board shall be approved by an order of the RSU Rector. The composition of the Board will include experts in the field of science on the recommendation of the RSU Vice-Rector of Sciences and the RSU Dean of the Doctoral studies and at least one representative of the RSU LASE. The scientific experts must meet the following requirements:
 - 41.1. have been granted the rights of an expert by the Latvian Council of Science;
 - 41.2. are not the Doctoral thesis supervisor of any Doctoral students who have applied for the Doctoral Grants competition.
42. The responsibilities of the Board are:
 - 42.1. to take a decision on the award of Doctoral grants;
 - 42.2. to evaluate the Doctoral student's progress reports;
 - 42.3. monitor the quality and effectiveness of the implementation of the grants;
 - 42.4. follow up the implementation of the planned tasks of the applicants.
43. The meetings of the Board will be convened by the Doctoral Grants Administrative Manager as necessary. The Board will have a quorum if at least 2/3 of its members are present and decisions will be taken by simple majority. In the event of a tied vote, the Chairman of the Board will have a casting vote.
44. The minutes of the meetings of the Board will be kept and be provided by the Administrative Manager for Doctoral Grants.

6. Processing of personal data

45. The processing of personal data in the Doctoral grants process is carried out for the purpose of assessing the applicant's compliance with the requirements of the Regulation, for the conclusion of the agreement, for evaluation, reporting and other administrative purposes.
46. The legal basis for the processing of personal data is Article 6(1)(a), (b), (c) and (f) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 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).
47. The following personal data are processed in the process of awarding a doctoral grant:
 - 47.1. name, surname, personal identification number, telephone number, email address;
 - 47.2. publications, CV information, education information, and other information required for the award and implementation of the PhD grant;
 - 47.3. study programme, title of the thesis, supervisor of the thesis;
 - 47.4. institution, position.

48. The personal data submitted is accessible to RSU and RSU LASE staff involved in the Doctoral Grant process, including members of the Board. Personal data may be disclosed to investigative and judicial authorities, as well as to the authorities supervising and controlling RSU activities and the Project, to the extent and in accordance with the procedure established by the regulatory enactments.
49. The personal data submitted are stored in accordance with the established retention period and the RSU and RSU LASE file nomenclature.
50. By applying for the Doctoral grant, the applicant confirms his/her consent to the processing of personal data to the extent and in the manner set out in the Regulations.

7. Final Rules

51. The changes and provisions made in the Regulations shall also apply and be binding for the Doctoral Grant Implementers approved and implementing the Doctoral Grant in the minutes of the Doctoral Grant Application Evaluation Meeting No 48/2024 and No 49/2024 of 09.08.2024 and 28.08.2024.

Annexes:

1. Doctoral grant application (Annex 1)
2. Doctoral grant work plan (Annex 2)
3. Evaluation criteria for Doctoral grant applications (Annex 3)
4. Doctoral grant estimate (Annex 4)
5. Doctoral grant dissertation deadline statement (Annex 5)
6. Doctoral Research Grant Final Report Form (Annex 6)