

APPROVED  
at Rīga Stradiņš University Senate meeting  
of 14 November 2023,  
Minutes No 2-S-1/11/2023

**Rīga Stradiņš University  
Admission Regulations  
for Doctoral Study Programmes for the Academic Year 2024/2025**

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”

**1. General Provisions**

- 1.1. Rīga Stradiņš University Admission Regulations for Doctoral Study Programmes for the Academic Year 2024/2025 (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. Admission to studies at the University according to these Regulations is based on the Law on Higher Education Institutions (hereinafter - the LHEI), the Cabinet Regulations No 846 of 10 October 2006 “*Regulations regarding the Requirements, Criteria and Procedures for the Admission to Study Programmes*” (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 according to the information of the Ministry of Foreign Affairs of the Republic of Latvia on 11 January 2019 “On Entry into Force of the Agreement”), these Regulations, as well as in compliance with other legislative acts.
- 1.2. Admission to subsequent stages of studies at the University is based on the Cabinet Regulations No 932 of 16 November 2004 “*Procedure for the Initiation of Studies in Subsequent Study Stages*” and RSU internal laws and regulations.
- 1.3. 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].

- 1.4. 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 people from other countries shall be approved by the Rector's decree.
- 1.5. 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 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 notarised 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 on the spot 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 must 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 in accordance with the procedures prescribed by laws and regulations should be attached thereto [*the Cabinet Regulations No 291 of 22 August 2000 Procedures 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 at: [www.aic.lv](http://www.aic.lv). This shall not apply to education documents and degrees obtained in Estonia and Lithuania.

- 2.5. When submitting the application, the applicant shall pay the application registration fee to the current account of the University. The amount of that fee shall be set by the University, and it shall be non-refundable.
- 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 keep the files submitted by 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 on 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 summer 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 requirements) shall be determined by the Rector's decree and shall be announced by RSU Admissions Committee on the University website.

### **4. Competition procedure**

- 4.1. The State shall determine the total number of state-funded study places at the University, while the University shall determine the amount of tuition fees and the number of study places financed by natural and legal persons, as well as the distribution of study places by study programmes.

- 4.2. Applicants, whose submitted documents do not meet the requirements of the Regulations, those for whom RSU Admissions Committee has decided not to validate the education document obtained abroad for further studies, or who have outstanding tuition fees or other material liabilities to the University, shall not participate in the competition and shall not be admitted to the University.
- 4.3. Applicants, who 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 written. 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. The Department of Doctoral Studies shall organise the work of the entrance examination board, as provided for in the requirements of the relevant doctoral study programme, shall organise the appointment of reviewers, determine the time and procedure for the planned oral defence of the doctoral thesis abstract, as well as inform the applicants about it.
- 4.6. The oral defence committees for the abstract of the planned doctoral thesis shall examine the applicant's application for an interdisciplinary doctoral thesis topic according to each field.
- 4.7. Applicants' applications shall be evaluated according to the following criteria:
- 4.7.1. assessment of the research for the planned doctoral thesis:
- 4.7.1.1. assessment of the abstract for the planned doctoral thesis by two reviewers on a scale from 1 to 20 points (**an average score of at least 8 points should be received**);
- 4.7.1.2. assessment of the abstract for the planned doctoral thesis by the oral defence committee on a scale from 1 to 20 points (**an average score of at least 8 points should be received**).
- 4.7.2. assessment of the scientific work undertaken within the range from 0 to 50 points;
- 4.8. Criteria for the assessment of the scientific work undertaken by the applicant shall be the following:

- 4.8.1. scientific publications included in the international databases *Web of Science*, *SCOPUS*, *PubMed*, *ERIH+*, *EBSCO*, *Index Copernicus International*, and *Open access* publications 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;
- 4.8.2. scientific publications included in the international databases *Web of Science*, *SCOPUS*, *PubMed*, *ERIH+*, *EBSCO*, *Index Copernicus International*, and *Open access* publications 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;
- 4.8.3. collective monographs on the topic of the planned doctoral thesis (supporting documents: confirmation / a copy certifying it) - 2.5 points;
- 4.8.4. collective monographs that are not related to the topic of the planned doctoral thesis (supporting documents: confirmation / a copy certifying it) - 2 points;
- 4.8.5. 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;
- 4.8.6. 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;
- 4.8.7. scientific publications in peer-reviewed journals on the topic not related to the planned doctoral thesis - 0.5 points;
- 4.8.8. 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);
- 4.8.9. presentation at conferences on the topic of the planned doctoral thesis (supporting documents: copies of the conference programme) - 1.5 points;
- 4.8.10. poster presentations at conferences on the topic of the planned doctoral thesis (supporting documents: copies of the poster presentation) - 1 point;
- 4.8.11. conference abstracts on the topic of the planned doctoral thesis (supporting documents: copies of the abstracts) - 0.5 points;
- 4.8.12. 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) - 1 point for 1 year of participation;
- 4.8.13. 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) - 0.5 points for 1 year of participation;
- 4.8.14. participation in research projects with external funding for the implementation of research at RSU (supporting documents: a letter of confirmation from the project manager) - 1 point;
- 4.8.15. the applicant has worked as a member of academic staff at RSU, as evidenced by a CV entry:
- 4.8.15.1. 1 to 5 years - 1 point;
- 4.8.15.2. 5 years and more - 2 points.
- 4.8.16. 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.
- 4.9. Criteria for assessing the abstract of the planned doctoral thesis for reviewers (full points):
- 4.9.1. Topicality of the planned research and scientific novelty: 1 to 5 points;
- 4.9.2. Scientific quality of the research proposal and compliance with the planned doctoral thesis (research aim, objectives, scientific assumptions, research questions and/or working hypothesis(es): 1 to 5 points;
- 4.9.3. 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;
- 4.9.4. Applicant's motivation, ethical considerations and work completion options: 1 to 5 points.
- 4.10. Criteria for the assessment of the oral defence of the abstract for the intended doctoral thesis (points as whole numbers):
- 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 working 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:
- 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, 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 retention periods.
- 4.12. In case of equal total sum of points, the points obtained in the oral defence presentation of the abstract for the planned doctoral thesis shall be decisive.
- 4.13. According to the assessment results (taking into account the points obtained and two decimal places), 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 in the applicant's application, as well as on RSU website, where the applicant can familiarise himself/herself with them by entering the ID number of his/her application.

- 4.14. Applicants who have not won 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 won 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 to conclude the study contract.
- 5.3. The applicant shall be enrolled by RSU administrative 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, respectively, has already been 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<sup>1</sup>, 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:

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<sup>1</sup> At the time of approval of these Regulations, there are 5 doctoral students.



- 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 prescribed cases, the documents specified in these Regulations and their respective Annex;
  - 6.1.3. familiarise himself/herself and comply with these Regulations and external laws and regulations governing admission;
  - 6.1.4. comply with the deadlines set out in laws and regulations, 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, taking a personal identity document with him/her;
  - 6.1.6. settle financial obligations to 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 won the competition;
  - 6.2.7. organise matriculation of the applicants who have won 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 against Admission-Related Decisions and Right to Judicial Review**

- 7.1. Within three working days from the notification 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 immediately notifies the applicant of its decision by e-mail.
- 7.3. The Appeals Commission shall invite the applicant to the consideration 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 applicant competition approved by RSU Admissions Committee (together with the decision of the Appeals Commission, if any) by submitting an application 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 judicially reviewed 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 considered 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](http://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](mailto:studentuserviss@rsu.lv) and at the Department of Doctoral Studies, telephone: 67409120; e-mail: [dn@rsu.lv](mailto: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 procession 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

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AGREED  
at the meeting of Rīga Stradiņš University  
Council of Deans  
on 16 October 2023,  
Minutes No 2023-DP-25

AGREED  
at Rīga Stradiņš University  
Rectorate meeting  
on 30 October 2023,  
Minutes No 1-PB-1/37/2023

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SIGNATURE AND CONTAINS A TIME STAMP

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

1.	Study programme	<b>Health Care</b>
2.	Qualification to be obtained	Doctor of Science ( <i>PhD</i> ) 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"> <li>1. <b>“Medicine”</b>: a Master's degree in health care or an equivalent degree in medicine, dentistry, biology, biomedicine or pharmacy.</li> <li>2. <b>“Pharmacy”</b>: a 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;</li> <li>3. <b>“Psychology”</b>: a 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 humanities. <ol style="list-style-type: none"> <li>3.1. 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.</li> </ol> </li> </ol> <p>For studies in English, a minimum B2 level of proficiency in English is required.</p>
7.	Additional requirements set out for admission	<ol style="list-style-type: none"> <li>1. Oral defence of the abstract for the planned doctoral thesis;</li> <li>2. 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 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 and the abstract for the planned doctoral thesis.</li> </ol>
8.	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"> <li>1. Assessment of the abstract for the planned doctoral thesis by two reviewers;</li> <li>2. Assessment of the scientific work undertaken;</li> <li>3. Assessment of the defence of the abstract for the planned doctoral thesis by the Oral Defence Committee.</li> </ol>
9.	Documents to be attached to the applicant's application in RSU Admissions	<p>The applicant's application must be filled in RSU Admissions System <a href="https://uznemsana.rsu.lv">https://uznemsana.rsu.lv</a>, and the information required therein should be completed, and the following electronic document files must be attached:</p> <ol style="list-style-type: none"> <li>1. Passport or personal identity card (both sides of the eID).</li> <li>2. Photograph (for student ID).</li> </ol>

System <a href="https://uznemsana.rsu.lv">https://uznemsana.rsu.lv</a>	<ol style="list-style-type: none"> <li>3. Master's Diploma or the equivalent Diploma and Diploma Supplement.</li> <li>4. A signed applicant's curriculum vitae (CV), including ORCID ID, a list of scientific publications, traineeships in foreign universities, research institutions and employment relationship related to doctoral studies.</li> <li>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 ID - <b>required only for supervisors who have no employment relationship with RSU.</b></li> <li>6. Scientific work undertaken (<u>completed Annex No 4</u>) and attached files of <u>supporting documents.</u></li> <li>7. The payment for the registration of the application must be made electronically using the bank link provided in the system.</li> <li>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).</li> </ol>
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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	<b><i>Social Sciences</i></b>
2.	Qualification to be awarded	Doctor of Science ( <i>PhD</i> ) 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. Applicants with a Master's degree or an equivalent degree in another social science field, in a different group of science fields, must take an entrance examination.</p> <p>2. <u>“Political Science”</u>: an academic or professional Master’s degree in political science or equivalent higher education. Applicants with a Master's degree or an equivalent degree in another social science field, in a different group of science fields, must take an entrance examination.</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. Applicants with a Master's degree or an equivalent degree in another social science field, in a different group of science fields, must take an entrance examination.</p> <p>4. <u>“Communication Culture and Multimedia”</u>: an academic or professional Master’s degree in mass media and communication or equivalent education. Applicants with a Master's degree or an equivalent degree in another social science field, in a different group of science fields, must take an entrance examination.</p> <p>5. <u>“Health Management”</u>: an academic or professional Master’s degree in health care, health management or equivalent degree. Applicants with a Master's degree or an equivalent degree in another social science field, in a different group of science fields, must take an entrance examination.</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. Applicants with a Master's degree or an equivalent degree in another social science field, in a different group of science fields, must take an entrance examination.</p> <p>For studies in English, a minimum B2 level of proficiency in English is required.</p>
6.	Additional requirements set out for admission	If the previous education was obtained in another science field, in another group of science fields than those specified in Paragraph 6 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

		<p>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 of current issues and research trends 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"> <li>1. Assessment of the abstract for the planned doctoral thesis by two reviewers;</li> <li>2. Assessment of the scientific work undertaken;</li> <li>3. Assessment of the defence of the abstract for the planned doctoral thesis by the Oral Defence Committee.</li> </ol>
8.	Documents to be attached to the applicant's application in RSU Admissions System <a href="https://uznemsana.rsu.lv">https://uznemsana.rsu.lv</a>	<p>The applicant's application must be filled in RSU Admission System <a href="https://uznemsana.rsu.lv">https://uznemsana.rsu.lv</a>, and the information required therein should be completed, and the following electronic document files must be attached:</p> <ol style="list-style-type: none"> <li>1. Passport or personal identity card (both sides of the eID).</li> <li>2. Photograph (for student ID).</li> <li>3. Master's Diploma or the equivalent Diploma and Diploma Supplement.</li> <li>4. A signed applicant's curriculum vitae (CV), including ORCID ID, a list of scientific publications, traineeships in foreign universities, research institutions and employment relationship related to doctoral studies.</li> <li>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 ID - <b>required only for supervisors who have no employment relationship with RSU.</b></li> <li>6. Scientific work undertaken (<u>completed Annex No 4</u>) and attached files of <u>supporting documents named accordingly.</u></li> <li>7. The payment for the registration of the application must be made electronically using the bank link provided in the system.</li> <li>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).</li> </ol>

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>Applicant's name and surname:</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"> <li>• <i>sample or research participants,</i></li> <li>• <i>data (primary, secondary and / or tertiary) collection methods,</i></li> <li>• <i>data collection procedure</i></li> </ul>	
<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 year:</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 work at RSU; traineeships or studies at foreign universities and research institutions).</i>	
<i>A list of references:</i>	

(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

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(signature)

Supervisor of the doctoral thesis

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(signature)

Supervisor of the doctoral thesis

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(signature)

### SCIENTIFIC WORK UNDERTAKEN BY THE APPLICANT

Criteria		Supporting documents
<b>Work undertaken</b>	Scientific publications included in international databases ( <i>Web of Science, and/or SCOPUS, PubMed, ERIH+, EBSCO, Index Copernicus International databases and Open access publications</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, and/or SCOPUS, PubMed, ERIH+, EBSCO, Index Copernicus International databases and Open access publications</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

<b>Criteria</b>		<b>Supporting documents</b>
	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)

<b>Criteria</b>		<b>Supporting documents</b>
	Presentations in conferences on the topic of the planned doctoral thesis <sup>2</sup>	Copies of the conference programme (for the last five years)
	Poster presentations in conferences on the topic of the planned doctoral thesis <sup>1</sup>	Copies of poster presentations (for the last five years)
	Conference abstracts on the topic of the planned doctoral thesis <sup>1</sup> .	Copies of abstracts (for the last five years)
<b>Experience</b>	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	A letter of confirmation from 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	A letter of confirmation from the project manager

<sup>2</sup> Points are not added for the activities of the same content, but the highest number of points is awarded in the relevant criterion

Criteria		Supporting documents
	Participation in research projects with external funding for the implementation of research at RSU	A letter of confirmation from the project manager
	Work 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

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*(signature)*