

APPROVED

Meeting of the Senate

17 June 2015, Protocol No. 15/1.1-07/06

Joint Doctoral Programme in Business Management STUDY PROVISIONS

1. General provisions

1.1. The accredited Joint Doctoral Programme in Business Management (hereinafter "Doctoral Programme") is implemented in accordance with the regulatory acts of the Republic of Latvia, international contracts, the Charter of RISEBA University of Business, Arts and Technology (hereinafter "RISEBA University") and the present provisions.

1.2. The Doctoral Programme is implemented by two institutions of higher education: RISEBA University and BA School of Business and Finance.

1.3. These provisions regulate the implementation of the Doctoral Programme at RISEBA University.

1.4. The aim of the Doctoral Programme is to prepare international-level scientists for scientific research and academic work as well as scientific and managerial work at government and private institutions.

1.5. At RISEBA University the Doctoral Programme is led by the Doctoral Programme Director and managed by the Doctoral Programme Manager.

1.6. The rights and obligations of doctoral students are stipulated by the regulatory acts of the Republic of Latvia, the RISEBA University Charter, the Code of Ethics for Scientists developed by the Latvian Academy of Sciences and the Latvian Council of Science, and the study contract for the Doctoral Programme.

1.7. Admission to the full-time and part-time Doctoral Programme takes place in accordance with RISEBA University's admissions provisions.

2. Matriculation

2.1. The Doctoral Programme accepts candidates with a master's degree in social sciences, the humanities or technical sciences. Candidates should have at least 2 years of work experience in business, institutional or educational management and sufficient knowledge of management studies. They must provide an essay on the topic of their Promotion Thesis. Business management experience needs to be attested by a suitable reference. The documents submitted are evaluated by the Doctoral Programme Director and the Vice Rector for Research and, if necessary, they may recommend supplementary studies.

2.2. International candidates should have an education equivalent to a Latvian master's degree. The foreign diploma's suitability must be certified by the Academic Information Centre.

2.3. Candidates who wish to begin doctoral studies at RISEBA University by transferring from other institutions of higher education must, in addition to the requirements mentioned in RISEBA University's admissions provisions, provide an academic transcript from their previous institution. It should be the original transcript with a signature from the relevant official and the institution's seal. International candidates must submit a certified translation of the academic transcript along with the certificate from the Academic Information Centre regarding the education's recognition and equivalence to Latvian education. International candidates (except citizens of EU and EEA countries) must also present a temporary residence permit for the Republic of Latvia.

2.4. The Doctoral Programme Director compares subjects and credit points received, and the Joint Doctoral Programme Committee decides on matriculation possibilities. Credit points are only transferred for study subjects that correspond to the Doctoral Programme.

- 2.5. The doctoral student should fulfil any missing credit points in the course of the current study year.
- 2.6. The doctoral student must pay a study fee for acquisition of missing credit points according to the cost per credit point stipulated for doctoral studies.
- 2.7. The duration of studies in the Doctoral Programme is three years for full-time students and four years for part-time students.
- 2.8. Candidates are matriculated into the Doctoral Programme by the Rector's order. Within one year of the order, the Doctoral Programme Director and relevant RISEBA University department head, working together with the doctoral student, submit a proposal to the RISEBA University Scientific Committee regarding the supervisor of the student's Promotion Thesis.
- 2.9. The supervisor of the doctoral student's Promotion Thesis may be a person with a scientific doctoral degree who conducts research in the corresponding scientific field (subfield), publishes research in this field, and presents at international conferences. The RISEBA University Scientific Committee approves the supervisor of the Promotion Thesis and the doctoral student's chosen topic.
- 2.10. Within one year of admission to doctoral studies the doctoral student develops a study plan, which is signed by the supervisor of the Promotion Thesis and submitted to the Director of the Doctoral Programme. Once the Director's signature is attained, the doctoral student submits the plan to the RISEBA University Scientific Committee for review and approval. Upon the Scientific Committee's approval, the student resubmits the plan to the Joint Doctoral Programme Committee for approval.
- 2.11. The submitted plan is reviewed and accepted by the relevant RISEBA University professors and associate professors. The doctoral student submits the accepted plan to the RISEBA University Scientific Committee for approval.

3. Implementing the study plan

- 3.1. At the beginning of each semester, the doctoral student receives a study schedule with mandatory and elective study courses offered in the semester.
- 3.2. Doctoral students are offered elective study courses for a given semester through a survey. According to their research interests, they sign up for the electives offered. An elective is implemented if at least 10 doctoral students sign up.
- 3.3. The doctoral student coordinates their research work (academic publications, participation at international conferences and seminars, the research work as a whole) with the supervisor of their Promotion Thesis.
- 3.4. Once a year the doctoral student must report on the implementation of their study plan and develop the plan for the following year. The report and plan are signed by the supervisor of the Promotion Thesis and the student submits them to the Director of the Doctoral Programme.

4. Rights of the Doctoral Student

- 4.1. In the course of studies, the doctoral student has the right to request a pause in studies (academic leave) of up to two years in total. During the pause, the doctoral student's status and study format in the programme is preserved.
- 4.2. The reason for a pause in studies may be health, social or family issues, a more than three-month-long period of research work abroad, or the necessity to consolidate and analyse research results. Academic leave is granted by the Rector's order on the basis of the doctoral student's application, which is supported by the Director of the Doctoral Programme.

4.3. In the course of studies, the doctoral student has the right to transfer from one study format to another, taking into consideration that in accordance with the accredited programme the total duration of studies is 3 years for full-time students and 4 years for part-time students. Periods of academic leave are not included in the total duration of studies.

4.4. The doctoral student has the right to change their study format from full-time to part-time and vice versa, coordinating this with the supervisor of their Promotion Thesis and the Director of the Doctoral Programme.

5. The Promotion Thesis and study provisions

5.1. In successfully completing the Doctoral Programme, the doctoral student completes the theoretical part, conducts research work and prepares a Promotion Thesis that reflects original research results which must be published.

5.2. After successfully completing the theoretical part of the Doctoral Programme, the doctoral student receives an academic transcript with a summary of the credit points acquired in the course of studies.

5.3. The Promotion Thesis is reviewed and accepted by the Doctoral Study Programme and sent for review to the RISEBA University Scientific Committee. If the Scientific Committee approves it, it is submitted for review to the Joint Doctoral Programme Committee. Upon approval by the latter, it is submitted to the Promotion Committee. If the doctoral student successfully defends their Promotion Thesis at the Promotion Committee, the doctoral student is granted a doctoral degree.

Vice Rector of Teaching and Learning

Ilmārs Kreituss

Vice Rector for Research

Tatjana Vasiljeva

ACCEPTED

at the meeting of the Joint Doctoral Programme Committee

_____, 201____, Protocol No. _____

CONFIRMED

Professor V. Kozlinskis

Director of the Doctoral Programme in Business Management