

APPROVED

by Senate Decision No. 26/1.1-7/2 of 18 February 2026

**RISEBA University of Applied Sciences
Doctoral School Regulations****I. General provisions**

1. RISEBA University of Applied Sciences (hereinafter referred to as RISEBA) Doctoral School (hereinafter referred to as the Doctoral School) is a structural unit of RISEBA that ensures the implementation and development of doctoral studies in RISEBA's strategic areas of specialisation, as well as plans, organises and supervises the implementation of doctoral study programmes (hereinafter referred to as DSP) and the promotion process at RISEBA.
2. The main objectives, functions and activities of the Doctoral School are determined by the Law on Higher Education Institutions of the Republic of Latvia, the Law on Scientific Activity and other applicable regulatory enactments, the RISEBA Constitution, Senate decisions, these regulations (hereinafter referred to as the Regulations), as well as other internal regulatory acts and strategic documents of RISEBA.
3. The name of the Doctoral School in Latvian is *Augstskolas RISEBA Doktorantūras skola*, and in English – *RISEBA University Doctoral School*.
4. The Doctoral School has its own symbolism in accordance with RISEBA's identity guidelines.
5. The Doctoral School operates independently within its competence, cooperating with other RISEBA structural units and RISEBA staff, as well as third parties in Latvia and abroad, including other higher education institutions and scientific institutions, companies or their associations, state administration and international institutions, and non-governmental organisations.
6. The property of the Doctoral School belongs to RISEBA. The budget, structure and staff of the Doctoral School are approved in accordance with the procedures established by RISEBA.

II. Goals, tasks and functions of the Doctoral School

7. The objective of the Doctoral School is to provide an academic, diverse and inclusive environment for scientific excellence, in which internationally competitive, highly qualified specialists with doctoral degrees are trained.
8. The Doctoral School has the following functions:
 - 8.1. attracting applicants for admission to vacant study places in DSPs, including joint DSPs, through an open competition;
 - 8.2. to organise the implementation of licensed or accredited DSPs, as well as joint DSPs, including in cooperation with other doctoral schools and doctoral school cooperation partners;
 - 8.3. to ensure and supervise the management and review of doctoral theses or doctoral theoretical research and artistic creative work in accordance with the regulatory enactments of the Republic of Latvia and the Regulations;
 - 8.4. organise the doctoral process at RISEBA, ensure and supervise the supervision of doctoral theses in accordance with the requirements of the regulatory enactments of the Republic of Latvia, RISEBA's internal regulatory enactments and the Regulations;
 - 8.5. organise the establishment of promotion examination committees and promotion councils, as well as ensure their work;
 - 8.6. plan and ensure the attraction and management of funding for the implementation of the DSP and the activities of the Doctoral School;

- 8.7. ensure the availability of the skills necessary for doctoral studies within the framework of study courses;
 - 8.8. organise doctoral student mobility and career support for doctoral students, taking into account their individual goals and motivation, as well as the situation in the labour market;
 - 8.9. promote the use of an interdisciplinary research approach within the DSP;
 - 8.10. organise and develop opportunities for cooperation with other doctoral schools.
9. The tasks of the doctoral school in order to achieve its objectives and perform its functions are as follows:
- 9.1. to organise clear and open admission procedures for licensed and accredited DSPs;
 - 9.2. to organise and supervise entrance examinations for DSPs;
 - 9.3. together with other RISEBA structural units, ensure the study process for DSP students (hereinafter referred to as doctoral students) in accordance with the DSP, including in cooperation with other doctoral schools, and its supervision;
 - 9.4. involve doctoral students in the implementation of research projects, including by attracting local and foreign scientists and industry professionals;
 - 9.5. ensuring the recruitment, selection and appointment of doctoral supervisors appropriate to the specific nature of doctoral students' theses, as well as the preparation of documents for their approval;
 - 9.6. developing individual study plans for doctoral students and a mechanism for assessing their progress;
 - 9.7. to ensure the monitoring of the implementation of doctoral students' individual study plans and to organise the assessment of the results of the implementation of doctoral students' individual study plans and the certification of doctoral students;
 - 9.8. ensure and supervise the process of developing and supervising doctoral theses;
 - 9.9. organise and supervise doctoral examinations in doctoral study programmes;
 - 9.10. support doctoral students' involvement in the development of applied research-oriented doctoral theses and the implementation of scientific projects, including in cooperation with foreign researchers, and the publication of research results in scientific journals;
 - 9.11. organise mobility and networking events for prospective and current doctoral students and young scientists (postdoctoral researchers) to promote their involvement in various research and professional cooperation networks;
 - 9.12. ensure the establishment of doctoral councils in accordance with the basic requirements for the qualifications of doctoral council members and the establishment of doctoral councils set out in the current regulatory framework;
 - 9.13. ensure the work of doctoral councils and the process of awarding doctoral degrees;
 - 9.14. organise the involvement of sector experts from Latvian and foreign higher education institutions and scientific institutions, representatives of companies and sector or professional associations in the activities of the Doctoral School, including: the development and supervision of doctoral theses, consultations on the implementation of doctoral thesis research, the delivery of lectures, seminars and practical classes for doctoral students, and the involvement of doctoral students in research, cooperation and consultancy projects;
 - 9.15. developing and updating regulatory documents governing the activities of the Doctoral School and the doctoral process, including the Doctoral School's strategy, development and work plans of various durations, reviews and reports on the work of the Doctoral School;
 - 9.16. organise informative and educational events for doctoral students, candidates for scientific degrees and supervisors of doctoral theses in order to promote their professional growth;
 - 9.17. in cooperation with other RISEBA structural units and staff, ensure the administration of doctoral studies;
 - 9.18. prepare and administer agreements ensuring doctoral studies and the doctoral thesis process, including with doctoral thesis supervisors;

- 9.19. ensure constant communication within RISEBA and with third parties, including RISEBA's cooperation partners, in order to identify and promote the future work and careers of doctoral students in the field of science;
 - 9.20. promote compliance with the ethical principles of scientific activity and ensure monitoring of such compliance.
10. The Doctoral School implements the DSP, the development and defence of doctoral theses, and the process of awarding doctoral degrees in accordance with the binding regulatory enactments of the Republic of Latvia and the procedures and criteria of RISEBA's regulatory enactments.

III. Management of the Doctoral School

11. The Doctoral School operates under the supervision of the RISEBA Vice-Rector for Science and Development.
12. The staff of the Doctoral School consists of the Director of the Doctoral School, DSP directors and other staff whose duties, responsibilities and rights are determined by the Labour Law, the Regulations, job descriptions, employment contracts and RISEBA's internal regulatory acts.
13. The Doctoral School is managed by the Director of the Doctoral School, who acts in accordance with the Regulations, the job description approved by RISEBA and the powers granted to him or her.
14. The duties of the Director of the Doctoral School are performed by the Vice-Rector for Science and Development, unless otherwise specified by order of the Rector.
15. Within the scope of his or her competence, the Director of the Doctoral School:
 - 15.1. is responsible for the implementation of the functions and tasks of the Doctoral School;
 - 15.2. manages and organises the work of the Doctoral School and ensures its continuity;
 - 15.3. provides the administrative, organisational and material and technical support necessary for the scientific activities of the Doctoral School;
 - 15.4. ensures the effective and responsible use and preservation of RISEBA's budget, property and intellectual property;
 - 15.5. ensures the development, submission for approval and implementation of DSP and Doctoral School development projects in accordance with the procedures established by RISEBA;
 - 15.6. recommends the management structure, staff competence and responsibilities of the Doctoral School;
 - 15.7. makes decisions on matters concerning the activities of the Doctoral School that are binding on the employees of the Doctoral School and the DSP;
 - 15.8. is responsible for the administration and maintenance of the nomenclature of the Doctoral School in accordance with the procedures established by RISEBA;
 - 15.9. makes proposals for improving the scientific, creative, academic and economic activities of the Doctoral School and RISEBA;
 - 15.10. ensures the preparation and submission of reports on the activities of the Doctoral School and DSP to RISEBA or third parties in accordance with the procedures established by regulatory enactments;
 - 15.11. performs other duties delegated in accordance with the procedures established by RISEBA.
16. The Doctoral School receives collegial advisory support from the RISEBA Scientific Council, to which the Director of the Doctoral School submits a report on the activities of the Doctoral School at least once a year.

IV. Funding of the Doctoral School

17. The Doctoral School is financed from RISEBA budget funds, targeted funding for various

programmes and projects, third-party funding attracted by the Doctoral School, including income from research services provided and sponsor support, as well as other income.

18. The Doctoral School may use the RISEBA budget allocated to its activities, as well as targeted funding for programmes and projects, only to ensure the functioning of the Doctoral School.
19. The Director of the Doctoral School is responsible for the effective and responsible use of the Doctoral School's funding.

V. Final provisions

20. The Doctoral School is established for an indefinite period.
21. The activities of the Doctoral School shall be reorganised or terminated by the RISEBA Senate in accordance with the procedure laid down in regulatory enactments.
22. The activities of the Doctoral School may be terminated if the DSP licences implemented by RISEBA are terminated.