

## REGULATIONS FOR DOCTORAL STUDIES

### 1. GENERAL TERMS

- 1.1. Doctoral studies at the Transport and Telecommunication Institute (TSI) take place in licensed and accredited study programmes in accordance with the laws of the Republic of Latvia (LR), regulations of the Cabinet of Ministers, the TSI Constitution, these regulations and other regulatory documents of the TSI.
- 1.2. The goal of doctoral studies is to prepare competitive highly qualified specialists with doctorate degrees for scientific and academic work.
- 1.3. Doctoral studies are one of TSI's priorities, a part of the renewal and development strategy of the academic staff.

### 2. MANAGEMENT OF DOCTORAL STUDIES

- 2.1. Doctoral studies are organized, coordinated and controlled by the Doctoral Studies Department, supervised by the TSI Vice-Rector for Academic and Research.
- 2.2. TSI Vice-Rector for Academic and Research:
  - 2.2.1. represents the interests of TSI in matters of doctoral studies at the Ministry of Education and Science, the Latvian Science Council, the Council of Higher Education, the TSI Senate, etc. in other institutions;
  - 2.2.2. supervises the preparation and implementation of doctoral study programs;
  - 2.2.3. evaluates and approves the individual work plan of doctoral students for the study year.
- 2.3. Doctoral Studies Department:
  - 2.3.1. coordinates and controls doctoral studies at TSI;
  - 2.3.2. organizes the conduct of classes for doctoral students (doctoral students) in accordance with the doctoral study programme;
  - 2.3.3. organizes exams and annual certification of doctoral students.
- 2.4. Research and PhD Council (RDC):
  - 2.4.1. evaluates and proposes the doctoral thesis for the approval of the scientific supervisors and the replacement of the thesis supervisor, if quality preparation of the doctoral student is not ensured, the subject of the research is significantly changed or for other similar reasons;
  - 2.4.2. at the end of each semester, the results of the individual work plan of doctoral students are evaluated;
  - 2.4.3. at the end of the study year, the conditions for continuing studies are decided.

### 3. DOCTORAL STUDY PROGRAMME

- 3.1. The doctoral study programmes of the field ensure the fulfilment of the requirements for obtaining the scientific degree of doctor of the field of science. Doctoral study programmes at TSI can be developed and implemented in sectors

whose scientific potential meets the requirements set forth in the legislation of the Republic of Latvia.

- 3.2. The programme director manages the development and implementation of the industry doctoral study programme. The director of the programme can be a professor or associate professor of the field, if his scientific activity meets the criteria set for the professor of the field or the associate professor.
- 3.3. The structure and content of the industry doctoral study programme is created in accordance with the regulatory documents of the Republic of Latvia and TSI and includes:
  - 3.3.1. completion of theoretical and specialization courses in the field of science or inter-fields, which is confirmed by the doctoral exams provided for in the programme;
  - 3.3.2. individual research work, the result of which is a doctoral thesis;
  - 3.3.3. publication of research results in scientific articles or reports of international scientific conferences and seminars;
  - 3.3.4. improvement of academic and scientific work experience of the Institute.
- 3.4. In the doctoral thesis, the doctoral student demonstrates the ability independently conduct original scientific research, independently analyse the obtained results and draw conclusions, using modern methodology and research methods appropriate to the research material.

#### 4. THESIS SUPERVISOR

- 4.1. A doctor of science who conducts research in a relevant field of science (sub-field), who has generally recognized peer-reviewed scientific publications on research in this field of science, and who participates with reports in international scientific conferences can be the supervisor of the doctoral thesis.
- 4.2. The doctoral thesis supervisor is approved by the Rector's order at the suggestion of the TSI Science and Doctorate Council. A doctoral student who conducts interdisciplinary scientific research may have two thesis supervisors or a thesis supervisor and a consultant.
- 4.3. An employment contract (contract) for the scientific supervision of the doctoral student is concluded with the doctoral thesis supervisor.
- 4.4. Responsibilities of the thesis supervisor:
  - 4.4.1. constantly monitor the execution of the doctoral student's plan and the progress of the development of the doctoral thesis;
  - 4.4.2. to advise doctoral students on issues of developing a doctoral thesis;
  - 4.4.3. to advise doctoral students on preparation of scientific publications.

#### 5. ADMISSION PROCEDURE

- 5.1. Admission to doctoral study programmes takes place in accordance with the Admission Regulations approved by the Senate, in accordance with the admission requirements specified in the doctoral programme.
- 5.2. Applicants for doctoral studies are interviewed with the possible thesis supervisor and must pass the entrance exam for the doctoral study programme. For studies in English, you must present a test score of at least B2 level from an internationally

recognized testing institution, or take the TSI entrance exam in English, except for cases where the previous education was obtained in English.

5.3. The Entrance Examination Commission, approved by the Rector's order, after receiving the assessment of the entrance examinations, decides admission of applicants to the doctoral study programme.

5.4. The applicant is matriculated in doctoral studies by Rector's order.

## 6. RIGHTS AND OBLIGATIONS OF THE DOCTORAL STUDENT

6.1. TSI doctoral student has rights and obligations according to the laws and regulations of the Republic of Latvia.

6.2. Doctoral student's rights during studies:

6.2.1. to learn the study programme and apply for obtaining a doctoral scientific degree according to the terms of the contract;

6.2.2. familiarize yourself with the content of the study programme, the conditions for studying courses, types of exams and evaluation criteria;

6.2.3. use university premises, equipment, laboratories, library and other TSI infrastructure;

6.2.4. receive the necessary information related to doctoral studies in TSI structural units at all levels;

6.2.5. participate free of charge in scientific conferences organized by TSI;

6.2.6. apply to the Research and PhD Council with a request to replace the scientific supervisor;

6.2.7. to apply for grants awarded to TSI doctoral students in the prescribed manner;

6.2.8. interrupt and resume studies, change the study programme, type of study, in coordination with the director of the doctoral study programme and the thesis supervisor;

6.2.9. after mastering the doctoral study programme and developing the doctoral thesis, submit it for public defense in the Doctoral Council of TSI or another university with doctoral rights in the corresponding branch of science.

6.3. Obligations of a doctoral student during studies:

6.3.1. fulfil the obligations of the Study Agreement concluded with TSI;

6.3.2. together with the supervisor of the thesis, choose the topic of the thesis and accordingly prepare the individual work plan for the study year;

6.3.3. submit interim reports and annual reports on the implementation of the **RDC** work plan;

6.3.4. learn the study courses included in the doctoral programme study plan and pass the exams,

6.3.5. pass graduation exams in the specialty and in English, according to the topic of the thesis;

6.3.6. develop a doctoral thesis on the approved topic;

6.3.7. to speak at scientific seminars, conferences, symposia;

6.3.8. prepare a sufficient number of scientific publications on the topic of the doctoral thesis;

- 6.3.9. to present the scientific results of the research in the seminars organized by the faculty and to report on the progress of the doctoral thesis development;
- 6.3.10. undergo pedagogical practice to the extent specified in the relevant doctoral study programme of the field.

## 7. IMPLEMENTATION OF DOCTORAL STUDIES

- 7.1. During the studies, the doctoral student takes theoretical courses, passes doctoral exams, conducts research work, presents research results at scientific conferences, publishes them in internationally recognized and cited scientific publications. At the end of the studies, a doctoral thesis is prepared and submitted for defense.
- 7.2. The topic of the Doctoral student's thesis is approved by the programme director no later than three months after the person's matriculation.
- 7.3. Doctoral studies take place in accordance with the individual work plan (according to an approved form). The doctoral student, together with the thesis supervisor, develops the individual work plan for the first year of study within three months after admission to the doctoral study programme. The individual work plan of doctoral studies is approved by the Vice-Rector for Academic and Research.
- 7.4. The doctoral student's individual work plan indicates the study courses planned for the next academic year, scientific work (participation in scientific seminars, conferences, scientific publications), pedagogical work with students and other activities.
- 7.5. The results of the fulfilment of the individual work plan of the doctoral student's studies are evaluated at the end of the semester by the Research and PhD Council.
- 7.6. Attestation for further studies takes place at the end of each study year at the Research and PhD Council, evaluating the annual study report submitted by the doctoral student and the individual work plan for the next study year (according to an approved form).
- 7.7. Doctoral students are transferred to the next academic year by order of the rector, based on the decision of the Research and PhD Council.
- 7.8. 7.8. In doctoral programmes, in mandatory and mandatory optional study courses, examinations are accepted by examination commissions consisting of no less than three persons: the leading lecturer of the study course and two doctors of science in the relevant field. The composition of the examination commissions is approved by the director of the study programme.
- 7.9. During the doctoral studies, the doctoral student passes the doctoral examination in the specialty (sub-branch of science), according to the research direction of the doctoral thesis, and in English. Examinations are evaluated by commissions, the composition of which is approved by the Rector's order based on the proposal of the director of the relevant doctoral study programme.
- 7.10. After completing the theoretical courses of the doctoral study programme and passing the doctoral exam in the specialty and in English, the doctoral student receives a certain sample document - an academic certificate.
- 7.11. During his studies, a doctoral student can temporarily stop his studies due to illness or other justifiable reason, and then continue them. A break in doctoral

studies (academic leave) is issued by Rector's order. The total period of academic leave may not exceed three years. During the academic leave, the status of doctoral student is maintained.

- 7.12. Upon the proposal of the thesis supervisor, the Research and PhD Council decides to remove the doctoral student from the list of students if the doctoral student does not demonstrate the ability to conduct scientific research, has not fulfilled the individual work plan of studies without a valid reason, or has violated the terms of the Study Agreement. The doctoral student is exmatriculated by Rector's order, based on the decision of the **RDC**.
- 7.13. The director of the study programme decides on the necessity and possibilities of equating the credit points of study courses taken abroad.
- 7.14. The studies end with the preparation and defense of a doctoral thesis in accordance with the Rules of the Ministry "Procedure and criteria for the awarding (promotional) degree of a scientific doctorate".