

**INSTITUTE OF TRANSPORT AND TELECOMMUNICATIONS  
RULES FOR ADMISSION TO DOCTORAL STUDY PROGRAMMES  
FOR THE ACADEMIC YEAR 2025 / 2026**

**1. GENERAL PROVISIONS**

- 1.1. The Regulations of Admission to Doctoral Study Programmes (hereinafter referred to as the "Regulations") of the Institute of Transport and Telecommunications (hereinafter referred to as "TSI") for the academic year 2025 / 2026 determine the admission of applicants for studies, the requirements regarding the previous education and entrance examinations, the conclusion of the study agreement and the enrolment in the list of students (matriculation).
- 1.2. Doctoral studies allow admission of persons who have obtained a Master's degree or an equivalent higher education qualification which fulfils the prior learning requirements of the prescribed doctoral programme.
- 1.3. The right to study in the TSI doctoral study programmes shall be equal for citizens of the Republic of Latvia (RL), non-citizens of the RL, citizens of other European Union countries, citizens of the European Economic Area, citizens of the Swiss Confederation and permanent residents of the European Community, as well as for persons holding valid permanent residence permits. The right of foreigners to study at a higher education institution who have not been issued a permanent residence permit is determined by the requirements of Section 83 of the Law on Higher Education.
- 1.4. The Academic Information Centre shall carry out the examination of academic degrees and educational documents obtained abroad before submission of the documents in accordance with Article 85 of the Law on Higher Education Institutions. The costs of the examination of academic degrees or educational documents shall be borne by the holder of the educational document.
- 1.5. Admission of students to TSI is organised and ensured by the TSI Admission Committee established by the Rector's Order in cooperation with the Doctoral School.
- 1.6. The Vice-Rector for Academic and Scientific Work supervises and controls the admission process to the doctoral study programmes of TSI.
- 1.7. Admission to a doctoral study programme shall include: acceptance of the candidate's application for studies, entrance examinations, determination of the results of the competition, conclusion of the study agreement, and enrolment in the list of students (matriculation).

**2. APPLICATION FOR STUDIES**

- 2.1. Applications for admission to doctoral programmes are open throughout the academic year.
- 2.2. When applying for admission to the TSI doctoral programmes:

- 2.2.1. select the area of the doctoral research and the potential supervisor of the doctoral thesis from the list provided by TSI,
  - 2.2.2. may propose his/her own or an industrially initiated research topic in accordance with the scope of the PhD programme of TSI.
- 2.3. When registering for studies, the applicant shall fill in the electronic application form in the TSI Admissions System [admission.tsi.lv](http://admission.tsi.lv) and submit the following documents.
  - 2.3.1. submit copies of the documents, showing the originals at the time of conclusion of the contract:
    - 2.3.1.1. a copy of the passport or identity card (eID),
    - 2.3.1.2. a copy of the document certifying that he/she has completed a Master's degree or equivalent higher education, together with a copy of the transcript of his/her results,
    - 2.3.1.3. a certificate from the Academic Information Centre on the conformity of the education document obtained abroad with the education document or degree awarded in Latvia,
    - 2.3.1.4. if any of the documents to be submitted has a different personal name and/or surname and/or personal identification number than the one in the passport or identity card, the candidate shall also attach or present a document confirming the change of the relevant personal data,
    - 2.3.1.5. foreign applicants shall attach a document issued by an international testing body within the last five years certifying their language proficiency in the language of the study programme at least at B2 level. This document shall not be attached if the previous education was acquired in the language of the programme of study as attested by a certificate issued by the relevant educational institution, or if the previous education was acquired in a country of the European Union and the European Economic Area or the Swiss Confederation and the document attesting the education includes a foreign language proficiency assessment equivalent to at least B2 level according to the Common European Framework of Reference for Languages;
  - 2.3.2. an electronic version of their Master's thesis;
  - 2.3.3. a Curriculum Vitae (CV), including a description of published work and other scholarly activities (if applicable);
  - 2.3.4. a list of scientific publications and copies of publications (if any);
  - 2.3.5. a doctoral research proposal.
- 2.4. If the Academic Information Centre's certificate is not attached, TSI shall send the candidate's documents to the Academic Information Centre for verification and receive a certificate on the educational document or degree awarded in Latvia that corresponds to the educational document or degree obtained by the refugee abroad. The fee for this service is determined by the Rector's Order "On Fee-based Services". The certificate received shall be attached to the candidate's file.
- 2.5. When submitting the application, the candidate shall pay the fee for the application registration service into the TSI current account. The amount of this fee shall be determined by TSI and shall not be refundable.

- 2.6. The Admissions Committee of the TSI Doctoral School reviews the application and the submitted documents and makes a decision on their completeness and compliance with the programme requirements.
- 2.7. In the case of paragraph 2.2.2 of these Regulations, the Doctoral School shall propose a potential supervisor to the applicant in agreement with the applicant.

### 3. ENTRANCE EXAMINATIONS AND COMPETITION

- 3.1. The purpose of the entrance examinations is to ascertain the relevance of the applicant's competence to the field of the chosen doctoral programme and to the doctoral research on the topic of the doctoral programme.
- 3.2. The entrance examinations shall be organised by the Doctoral School in person or remotely. The entrance examinations shall be held in the planned language of study, either Latvian or English. Applicants shall be evaluated by an Entrance Examination Board approved by the Rector, which shall consist of the Programme Director and no fewer than two PhDs in the relevant fields.
- 3.3. The questions for the entrance examination shall be formulated by the Director of the doctoral programme. The Doctoral School shall inform the candidate about the examination questions 7 (seven) days before the entrance examinations.
- 3.4. The following entrance examinations and prior learning requirements are laid down in the TSI doctoral programmes:

<b>Programme title</b>	<b>Type of study, duration, language</b>	<b>Degree to be awarded</b>	<b>Prior learning requirements</b>	<b>Entrance examinations and their characteristics</b>
Doctoral study programme <i>Telematics and Logistics</i>	Full-time studies - 3 years Part-time studies - 4 years  Study languages - Latvian, English	<i>Doctor of Science (Ph.D.) in Engineering and Technology</i>	Master's degree in Information and Communication Technologies, Electronics and other related fields	<ol style="list-style-type: none"> <li>1. Thesis research proposal* (2500 - 3000 words);</li> <li>2. Entrance examination: presentation of the PhD research proposal;</li> <li>3. Examination, if the previous education differs from the requirements of the programme. The examination includes at least two theoretical questions in the relevant field</li> </ol>
Doctoral study programme <i>Digital Economy and Business</i>	Full-time studies- 3 years Part-time studies - 4 years  Study languages - Latvian, English	<i>Doctor of Science (Ph.D.) in Social Sciences</i>	Master's degree in management, economics or business studies or equivalent. Master's degree in other social sciences, educational sciences or equivalent qualifications for a person with at least two years' professional experience in the	<ol style="list-style-type: none"> <li>1. Thesis research proposal* (2500 - 3000 words);</li> <li>2. Presentation of the PhD research proposal at the entrance interview;</li> <li>3. An examination if the previous education was in the natural sciences or engineering. The examination shall include at least two</li> </ol>

			management of enterprises and institutions. Master's degree in natural sciences, engineering or equivalent qualifications for a person with at least two years' professional experience in the management of enterprises and institutions	theoretical questions in the field of economics and business.
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\* the application of the thesis research is tested in an anti-plagiarism system and the level of use of GenAI is assessed

- 3.5. A candidate must obtain at least 60 points in the entrance examination according to the following assessment criteria:
  - 3.5.1. the scientific quality of the thesis proposal - up to 60 points;
  - 3.5.2. scientific articles, publications, participation in conferences and research projects - up to 20 points;
  - 3.5.3. relevance of the thesis topic to the study programme - up to 10 points;
  - 3.5.4. research skills demonstrated during the Master's degree or equivalent studies (assessed on the basis of the submitted final thesis and its final evaluation) - up to 10 points.
- 3.6. If the applicant's previous education differs from the requirements of the study programme, he/she must obtain at least 60 points in the entrance examination according to the following evaluation criteria:
  - 3.6.1. the scientific quality of the thesis proposal - up to 30 points;
  - 3.6.2. scientific articles, publications, participation in conferences and research projects - up to 20 points;
  - 3.6.3. relevance of the thesis topic to the study programme - up to 10 points;
  - 3.6.4. research skills demonstrated during the Master's degree or equivalent studies (assessed on the basis of the submitted final thesis and its final evaluation) - up to 10 points;
  - 3.6.5. the results of the examination - up to 30 points.
- 3.7. Each candidate shall be informed of the results of the entrance examination within 5 (five) working days in writing to the e-mail address indicated in the candidate's CV.

#### **4. STUDY AGREEMENT AND MATRICULATION**

- 4.1. Upon successful completion of the entrance examinations, a study agreement is concluded with the candidate for the entire study period.
- 4.2. The contract shall be accompanied by the doctoral candidate's individual study plan with progress indicators to be achieved for the entire study period, signed by the candidate and the potential supervisor of the doctoral thesis.
- 4.3. On the basis of the concluded study agreement, the candidate shall be enrolled in the list of doctoral students by the Rector's order.

## **5. OBLIGATIONS AND RIGHTS OF THE UNIVERSITY AND THE APPLICANT**

### **5.1. Responsibilities of the University:**

- 5.1.1. to ensure the admission process in accordance with the Regulations;
- 5.1.2. to inform and advise persons wishing to study at TSI about study opportunities, admission procedures, as well as the rights and obligations of applicants;
- 5.1.3. to arrange the admission documentation;
- 5.1.4. to inform the applicant about the results of the entrance examinations.

### **5.2. The University has the right to terminate a person's participation in the admission process if he/she fails to comply with the requirements of the regulatory enactments regulating admission.**

### **5.3. Responsibilities of the Candidate:**

- 5.3.1. to get familiarised with the Regulations and to comply with them;
- 5.3.2. to provide truthful information during the admission process and not to take any other action that violates the principle of equality of applicants.

### **5.4. Rights of the Candidate:**

- 5.4.1. to receive information on the TSI study programmes (accreditation, content, duration of studies, etc.), tuition fees and payment deadlines, schedule of study classes, session times and other matters directly related to his/her potential studies;
- 5.4.2. register for studies and conclude a study agreement if the candidate has obtained the right to start studies at TSI.

## **6. APPEALING AGAINST THE DECISION**

### **6.1. The applicant shall have the right to request that the decision of TSI on refusal to matriculate the person concerned be made in writing in accordance with the procedure laid down in the Law on Administrative Procedure.**

### **6.2. The decision of TSI on the results of the competition may be appealed against within one month from the date of the decision by submitting an application to the Rector. A person may appeal against the Rector's decision to a court in accordance with the procedure laid down in the Administrative Procedure Law.**