

## **Admission Regulations of Rezekne Academy of Technologies, Ventspils University of Applied Sciences and Vidzeme University of Applied Sciences Joint Doctoral Study Programme “Economics and Business” for the Academic Year 2020/2021**

### **I. General provisions**

1. Admission regulations of the joint doctoral study programme “Economics and Business” for the academic year 2020/2021 (hereinafter - the Regulations) determine the procedure for admission to the joint doctoral study programme “Economics and Business” (hereinafter – the Programme) at Vidzeme University of Applied Sciences (hereinafter - ViA), the rights and duties of the Admission Committee and applicants, as well as the procedure for appealing against the decisions of the Admission Committee.
2. The Programme is implemented jointly with Rezekne Academy of Technologies (RTA) and Ventspils University of Applied Sciences (VeA), the mutual cooperation is stipulated in the cooperation agreement of 2 September 2019, RTA Reg. No. 4.5/1., VeA Reg. No. SAD 19-15, ViA Reg. No. 7-8/8.

### **II. Application for studies**

3. The Programme can admit natural persons:
  - 3.1. who are citizens of the Republic of Latvia, persons who hold a non-citizen passport issued by the Republic of Latvia, as well as persons who have been issued permanent residence permits. The right of foreigners who have not been issued a permanent residence permit to study at higher education institutions and colleges in Latvia is determined in accordance with the Law on Higher Education Institutions;
  - 3.2. who hold a master's degree in social sciences. If the previous education has not been obtained in social sciences or a corresponding professional field, the applicant must certify the work experience/ non-formal education which corresponds to the knowledge, skills and competences specified in the Latvian Qualifications Framework level 7 in accordance with the procedures specified in *Cabinet of Ministers Regulations No. 505 "Regulations on recognition of competences acquired outside formal education or in professional experience and learning outcomes achieved in previous education"*.
4. The period during which applicants submit their application for studies is determined by ViA Admission Committee, determining that the applicants can submit their documents for studies twice a year (in the autumn semester and in the spring semester).
5. When applying for studies, the applicant submits the following documents to ViA Admission Committee:
  - 5.1. application form;
  - 5.2. copy of the passport or ID card (eID), presenting the original;
  - 5.3. copy of the document certifying the previous education, presenting the original;
  - 5.4. list of scientific publications and copies of the publications (if any);
  - 5.5. admission essay on the prospective doctoral thesis (at the level of problem formulation, not more than one A4 page);
  - 5.6. certificate of proficiency in English or a document certifying the knowledge of the language issued by an international testing authority within the last five years, attesting to the knowledge of the language of the Programme implementation at least at *B2 level*. If the previous education has been obtained in English, the proof of the English knowledge is not required;
  - 5.7. CV (Europass format);
  - 5.8. receipt of the applicant's application fee payment.
6. If the name or surname on the applicant's identity documents does not match the name or surname on other documents, a document certifying their change (for example, a marriage certificate, surname and name change certificate) must be presented and a copy thereof must be submitted.
7. The applicant must submit the documents personally. If the applicant cannot submit the documents personally, it can be done by a person who has been granted a notarized power of attorney.

8. If the applicant has acquired the previous education abroad, he/ she must submit a confirmation from the Academic Information Centre of Latvia on the conformity of the education obtained abroad to the academic degree awarded in Latvia.

### **III. Procedure of admission competition**

9. The admission competition (hereinafter - the Competition) is ensured by the Programme Competition Commission. The Programme Competition Commission consists of: ViA Programme Director, Dean of the Faculty of Society and Science and Vice-Rector for Academic and Scientific Work. The result of the Competition is evaluated on a ten-point scale.
10. The evaluation of the Competition consists of:
  - 10.1. interview about the problem defined in the admission essay – 40%;
  - 10.2. assessment of the master's thesis - 25%;
  - 10.3. number of publications and participation in scientific conferences - 35%.
11. Within five working days from the deadline for submission of applications, the Programme Competition Commission evaluates the applicants' applications and the results of the interviews according to the criteria defined in Paragraph 10 of the Regulations and submits the evaluation report to ViA Admission Committee. The Programme Competition Commission is entitled to request additional information from the applicant.
12. The results of the Competition are approved by ViA Admission Committee. The approval of the results of the competition marks the completion of the Competition. The Admission Committee announces the results of the Competition not later than within three working days from the closing date of the Competition.

### **IV. Conclusion of a study contract and matriculation**

13. Applicants conclude a study contract with ViA within the term set by the Admission Committee.
14. After the entry into force of the contract, the applicant is matriculated at ViA by the order of the Rector.

### **VI. Duties and rights of the Admission Committee and the applicant**

15. The duties of the Admission Committee:
  - 15.1. to ensure the admission process in accordance with the Regulations;
  - 15.2. to inform and advise persons who wish to study in the Programme about the study possibilities, admission procedure, as well as the rights and duties of applicants;
  - 15.3. to prepare the admission documentation;
  - 15.4. to announce the results of the competition.
16. The Admission Committee has the right to suspend a person's participation in the admission process if she/he has not complied with the requirements of the regulatory enactments governing the admission.
17. The duties of the applicant:
  - 17.1. to become acquainted with and keep to the Regulations;
  - 17.2. to provide truthful information during the admission process and to refrain from any action that infringes the principle of equality of applicants;
  - 17.3. to register for studies and conclude a study contract if the applicant has acquired the right to start studies in the Programme.
18. The Applicant has the right to appeal against the admission-related decisions in accordance with the procedure prescribed by the regulatory enactments of the Republic of Latvia and the internal regulations of ViA.

### **VII. Appeals**

19. In accordance with the procedure specified in the Administrative Procedure Law, the applicant has the right to request that the decision on the refusal to matriculate this person be made in writing.

20. The decision of the Admission Committee on the results of the competition may be challenged by submitting an application to the Rector of ViA. A person may appeal the decision of the Rector to the court in accordance with the procedure specified in the Administrative Procedure Law.