



**REGULATIONS
ON PROMOTION COUNCILS AND
PROMOTION
AT THE UNIVERSITY OF LATVIA**

**APPROVED
by the LU 12.04.2006.
Order No..1/95**

With amendments adopted by 15.11.2011
Amendments: LU Order No. 1/258 dated 11.09.2006
LU Order No. 1/250 dated 15.11.2007
LU Order No. 1/71 dated 17.03.2010
LU Order No. 1/299 dated 10.12.2010
LU Order No. 1/335 dated 15.11.2011

I General

1. List of Abbreviations and Terms:

- 1.1. LR - Republic of Latvia (Latvijas Republika)
- 1.2. CM – Cabinet of Ministers
- 1.3. LU - University of Latvia (Latvijas Universitāte)
- 1.4. LCS - Latvian Council of Science
- 1.5. LSSQC - Latvian State Scientific Qualification Committee
- 1.6. DC - Doctoral Committee of the domain of science
- 1.7. DSP - Doctoral Studies Programme
- 1.8. AD - Academic Department of the LU
- 1.9. Regulations No. 1000 - Republic of Latvia Cabinet Regulations No. 1000 dated 27 December 2005 On Delegation of the Right to Award Doctoral Scientific Degree (Promotion) to Universities, with amendments to the mentioned Regulations dated 27 January 2009.
- 1.10. Regulations No. 1001 - Republic of Latvia Cabinet Regulations No. 1001 dated 27 December 2005 On the Procedure of and Criteria for Awarding of Doctoral Scientific Degree (Promotion)
- 1.11. Council - Promotion Council
- 1.12. Faculty Council - LU Faculty Council
- 1.13. Scientific Council - a Scientific Council of a Scientific Institute of the LU or of an LU Agency
- 1.14. Promotion - the defence of a scientific thesis resulting in awarding of a doctoral degree;
- 1.15. Candidate - an author of the promotion thesis pretending for the doctoral degree;

1.16. Supervisor - a Professor, an Associated Professor or a Leading Researcher duly approved by the LU and agreeing to supervise carrying out of the promotion thesis;

1.17. Thesis Consultant -

1.17.1. a representative of the LU Faculty duly approved by the LU and agreeing to provide consultations to the doctoral student on the thesis research and on the requirements of the respective scientific area;

1.17.2. a representative of a partner institution duly approved by the LU and agreeing to co-operate, securing the carrying out of the promotion thesis.

1.18. Partner institution - a scientific institution (university, institution of higher education, scientific institute, a State Agency or a university agency, which is a scientific institute) or another institution (an archive, a library, an enterprise, a State Agency or a State Institution), which is not a structural unit of the LU and which is able to provide material and technical equipment or an informative basis for carrying out a Promotion Thesis.

(as amended by the LU Order No. 1/299 dated 10.12.2010)

2. The Regulations determine the procedure for setting up and operation of the Councils as well as the procedure for the award of the doctoral degree by the LU.

3. The Promotion at the LU takes place in line with the provisions of LR Law on Institutions of Higher Education, Law on Scientific Activity, Regulations No. 1001, principles of the Constitution of the LU and other effective legal acts.

4. Promotion at the LU takes place in those scientific areas, which correspond to the accredited doctoral study programmes in line with the Regulations No. 1000.

5. All activities related to the promotion at the LU take place within semesters of an academic year.

II Promotion Thesis

6. Requirements for a Promotion Thesis in the respective area are determined by the relevant DSP. Criteria for a Promotion Thesis at a relevant programme can be explained in detail in the terms of reference of the Promotion Council.

7. Supervisors of the Promotion Theses can be Professors, Associated Professors, Leading Researches in the respective scientific area, corresponding to the LSC expert qualification requirements. Upon a decision of the Doctoral Council and approval of the LU Prorector for Science, a Promotion Thesis Supervisor can be a researcher taking position of a Lecturer and corresponding to the LSC expert qualification requirements.

(as amended by the LU Order No. 1/258 dated 11.09.2006); (as amended by the LU Order No. 1/335 dated 15.12.2011)

8. The Promotion Thesis can be carried out at partner institutions. In such case, taking into account the scope of work at the partner institution, upon proposal of the LU DP, a faculty member of a partner institution can be approved as a Thesis Supervisor, if his/her qualification meets the requirements of the Paragraph 7 hereof, and simultaneously a LU faculty member as a Thesis Consultant or a Thesis Supervisor, if his/her qualification meets the requirements of the Paragraph 7 hereof.

9. The decision and an extract from the minutes of a meeting of the relevant structural unit, which is necessary for submission of the Promotion Thesis in line with the Regulations No. 1001, is prepared by the LU or its partner institution's Department, Laboratory, Section or another academic or research unit, at which the Promotion Thesis is carried out and which recommends it for defence. If the Thesis is carried out without association with a particular academic or research structural unit, it can be reviewed also by the relevant DP.

III Promotion Council

10. The Promotion Council consists of members whose qualification meets the requirements set out by LSC for experts. Accessibility and updates of the registry of experts or relevant areas and sub-areas approved by the LSC is secured by the AD.

11. Members of the Council, its Chairman (Deputy Chairmen) and Regulations of the Council are approved by an LU Order upon recommendation of the Scientific Council of the LU. The proposal of composition of the Council is prepared by the Council of the respective structural unit of the LU or by the Scientific Council, taking into account the recommendations of the DP and balanced representation of all sub-areas of science. In association with one accredited DSP more than one Promotion Council can be set up with specialisation in various sub-areas of science corresponding to the DSP.

12. Regulations of the Promotion Council shall contain:

12.1. Composition of the Promotion Council and terms of office;

12.2. Areas and sub-areas of science, in which the Promotion Council carries out the promotion;

12.3. Association with accredited DSP's;

12.4. Requirements for Promotion Theses to be accepted for defence;

12.5. Procedure for convocation and announcement of meetings;

12.6. Procedure for taking of decisions;

12.7. Procedure for providing the technical equipment for meetings;

12.8. Other conditions, if necessary.

13. Position of the Chairman or Deputy Chairman of the Promotion Council cannot be combined with fulfilment of duties of a Director of a DSP or of a Director of a DC.

14. Necessary changes in the composition of the Promotion Council (to be made in order to meet requirements of the Regulations No.1001 concerning the need to ensure participation in the Promotion Council of two experts from the area corresponding to the research area, on limitations for composition of the Promotion Council and the second readers or in cases when the Candidate objects against the set composition of the Promotion Council (Paragraphs 5, 17, 18 and 19 of the Regulations No.1001), as well as second readers for each promotion are approved by a LU Order upon recommendation of the Promotion Council. Draft Order of the LU is prepared by the Chairman of the Promotion Council.

15. LU includes the work of its academic staff at the Promotion Council into the workload in line with the LU guidelines on its academic staff's workloads.

16. LU pays remuneration in line with determinate order to its staff members, who are not academic staff members, as well as to LU staff members for the additional work performed at the Promotion Council. LU pays remuneration to second readers of theses in line with determinate order to experts from other institutions and to LU staff members, without including it to planned academic workload.

17. The Promotion Council:

17.1. finances promotion of the LU DSP graduates from the common part of the financing provided for implementation of a DSP;

17.2. finances promotion of other candidates from funds of private individuals or legal entities in line with the procedure set out by the LU.

(as amended by the LU Order No. 1/71 dated 17.03.2010)

IV Submission of a Promotion Thesis

18. A Promotion Thesis can be submitted by:

18.1. a candidate, who is a graduate of an accredited DSP of LU;

18.2. a candidate, who is a graduate of an accredited DSP of another university;

18.3. a person, whose academic work outside of the scope of an accredited DSP can be recognised as meeting requirements of a DSP.

19. Documents required for promotion or recognition of academic work shall be submitted in the procedure set out in the Regulations No. 1001. One copy of the Promotion Thesis is submitted to the AD.

19.1. Candidates meeting requirements of Paragraph 18.1 or 18.2 submit documents for promotion to the AD of LU and receive a reference (Annex 1) in return;

19.2. Candidates meeting requirements of Paragraph 18.3 in addition submit an application for recognition of academic work and receive a reference in return.

20. AD of LU assesses formal compliance of candidate's documents to the procedure of promotion and informs the candidate about further progress of documents or about incompleteness of documents, if any. If the candidate does not intend or cannot eliminate incompleteness, he/she can collect his/her documents within one month after receipt of the denial. Non-collected documents are kept in line with the procedure set out by the LU.

(as amended by the LU Order No. 1/71 dated 17.03.2010)

21. Recognition of an academic work performed outside the scope of a DSP or another university's DSP as meeting requirements of a DSP of the LU is performed by structural units implementing an accredited DSP, the Faculty Council or the Scientific Council. It takes decision within one month after receipt of the candidate's documents from the AD, taking into account the recommendation by the Director of the relevant DSP. In case of ambiguities the Director of a DSP may request additional documents or explanations from the candidate. The time spent for the correspondence with the candidate for elimination of the incompleteness is excluded from the total time for review of an application. AD informs the candidate about its decision and further progress of documents within one week after the date of its decision (Annex 2).

22. In case of positive decision the structural unit, which has established the Promotion Council, opens the candidate's case, informs the AD within three business days, and delivers candidate's documents to the Chairman of the respective Promotion Council. In case of a negative decision the Chairman of the structural unit notifies the AD about reasons for the denial.

23. AD sends documents of candidates, who are graduates of DSP's of the LU and respective DSP's of other universities, if they meet formal requirements, to head of the structural unit, which has established the Promotion Council, within one week.

(as amended by the LU Order No. 1/71 dated 17.03.2010)

V Evaluation of the Promotion Thesis

24. Chairman of the Promotion Council in consultation with the specialists of the DP and the scientific area, within one month from the day when the AD has passed the Promotion Thesis to the Promotion Council, submits to the AD a proposal on the necessary changes in the composition of the Promotion Council, and the AD drafts the relevant order of the LU,

(as amended by the LU Order No. 1/71 dated 17.03.2010)

25. The Promotion Council after the Order on its composition has been issued, but not later than within one month after the AD has passed the Promotion Thesis to the Promotion Council, at an open meeting decides whether the Promotion Thesis is acceptable for the defence and whether it meets the

criteria set forward by the Regulations No. 1001. The candidate may present at the Promotion Council's meeting.

(as amended by the LU Order No. 1/71 dated 17.03.2010)

26. If the Promotion Council acknowledges that the Promotion Thesis meets the requirements set out by the Regulations No. 1001 and the scientific competencies of the Promotion Council, it:

26.1. decides on acceptance of the Promotion Thesis for the promotion;

26.2. selects second readers of the Promotion Thesis. Second Readers can be researchers meeting the qualification requirements set out by the LSC for experts;

26.3. decides in which foreign language (languages) the summary must be written;

26.4. decides on the approximate date for the defence;

26.5. requests the candidate to submit as many copies of the Promotion Thesis as is enough for the promotion procedure and an electronic copy of the thesis;

26.6. agrees on the extent of the thesis to be published on the Internet;

26.7. in line with the Paragraph 17 specifies sources of funding of the promotion process;

26.8. notifies the candidate about progress of the promotion (Annex 3).

(as amended by the LU Order No. 1/335 dated 15.12.2011)

27. Candidates shall approve their consent to the composition of the Promotion Council, nominated second readers, number of copies to be submitted, submission of an electronic version, its the extent to be published on the Internet, as well as to the promotion costs and the order of payment thereof (Annex 3). If the candidate has reasonable objections against the composition of the Promotion Council of second readers, the University may change the composition of the Promotion Council or to assign the Promotion Council to nominate other second readers of the Promotion Thesis. If the candidate has objections against the repeatedly set up Promotion Council or nominated Second Readers, he/she can withdraw his/her application for defence of the Promotion Thesis.

28. Upon receipt of the candidate's consent under the Paragraph 27 the Promotion Council sends the candidate's documents to the LSSQC for its evaluation and prepares the proposal of a LU Order on approval of Second Readers. If the candidate raises his/her objections against the procedure of the promotion process after his/her thesis has been sent to the LSSQC, the Promotion Council within three business days informs the LSSQC about such objections and requests to suspend the review till an agreement is reached about the subject matter of the objections or till withdrawal of the Promotion Thesis. The time necessary for co-ordination of opinions between the candidate and the Promotion Council is excluded from the time of evaluation of the Promotion Thesis. The date originally set for the defence may change in the course of co-ordination.

29. The Promotion Council sends the Promotion Thesis to the second readers after they have been agreed with the Candidate as well as after it has received the required number of the Promotion Thesis, translation of the summary and the electronic version of the Promotion Thesis.

30. If the Council acknowledges that the Promotion Thesis does not meet the criteria set forward by the Regulations No.1001 or the scientific competence of the Promotion Council, it provides the Candidate with a reasoned decision on denial in further evaluation of the Promotion Thesis and informs the AD about its decision.

31. If LSSQC has not received reasoned objections concerning the Promotion Thesis within the term set out by the Regulations No. 1001 or if the LSSQC issues a positive evaluation within the term set out by the Regulations No. 1001, the Promotion Council:

31.1. at least 2 weeks before defence of the Promotion Thesis publishes a notice about the defence in the Official Gazette "Latvijas Vēstnesis" and "Zinātnes Vēstnesis";

31.2. sends the electronic version of the Promotion Thesis or its chapters agreed with the Candidate in line with the Paragraphs 26 and 27 hereof and the summary to the LU Library for publication in the electronic data base. LU publishes the Thesis on the Internet in the format preventing it from distortion or complete copying.

32. If the Promotion thesis is a monograph or a combination of publications, only a summary is published.

VI Public Defence of the Promotion Thesis and Awarding of the Degree

33. Meetings of the Promotion Council, at which decision on promotion are taken, are open, except for cases when the Promotion Thesis contains information, which is classified under the Law on Official Secrets. All interested parties may take part at the meeting, as questions to the candidate and the second reader, as well as express their views on the Promotion Thesis.

34. If a Promotion Thesis contains information, which is classified under the Law on Official Secrets, only persons having due access to classified information may be members of the Promotion Council and take part at the promotion process. If a Promotion Thesis contains commercial secrets expressly indicated by the Candidate, Members of the Council and second readers, as well as other persons whose participation is required at the promotion process, sign in the minutes of the meeting an undertaking to keep the secret confidential.

35. Second readers take part at promotion meetings of the Promotion Council with valid votes. A meeting of the Promotion Council has quorum if its Chairman, Deputy Chairman, at least a half of its members with voting rights (including the Chairman and the Deputy Chairman) are present at the meeting.

36. The decision on the awarding of the degree in secret voting is taken by simple majority of votes. The decision takes effect after approval of minutes of the voting in line with the procedure set out by Paragraph 38 hereof.

37. The Promotion Council uses special ballot papers for counting of votes (Annex 4). For counting of votes the Promotion Council establishes a committee of at least two members of the Promotion Council. The task of the Vote Count Committee is to distribute the voting ballots, to secure undisturbed filling thereof and collection, guaranteeing anonymity, as well as objective counting of votes.

38. Valid ballots are those ballots which clearly state the voter's attitude towards awarding of the degree to the candidate and in which the unnecessary words "To award" or "Not to award" is crossed out. Those ballots, in which neither "To award" nor "Not to award" is crossed out, those in which both are crossed out or which raise doubts about the choice of the member of the Promotion Committee, are considered ineffective. Counted votes are included in the total number of ballots, but not in the number of positive evaluations. The Vote Count Committee ascertains the opinion of the Promotion Council on the awarding of the degree to the Candidate in the minutes (Annex 5). The Promotion Council ascertains the result of the promotion by approving the minutes of the voting with an open vote.

39. Result of the voting is stated in the minutes of the meeting. Secretary of the Promotion Council passes these minutes along with the minutes of the voting, ballots and reviews of the Promotion Thesis for keeping to the LU Archive. Secretary of the Promotion Council informs the LU Academic Department about the promotion and in cases of promotion of LU employees, the LU HR department.

40. Members of the Promotion Council and of the Vote Count Committee are entitled to submit and request to annex minutes of the Promotion Council meeting with their opinions on substantial and organisational matters relevant to the promotion.

41. LU or LSSQC may within one month after the date of the decision mentioned in the Paragraph 36 hereof in writing request from the Promotion Council any documents related to the particular promotion and challenge the decision of the Promotion Council, if it has ascertained of disparity between the Promotion Thesis and requirements set forward to the awarded degree, or if the promotion procedure is not observed.

42. If the claim is acknowledged as valid and this decision is not challenged, AD informs about it and about further steps to be taken the LSSQC and the Candidate. If the claim refers to formal organisational matters of the promotion process, another meeting of the Promotion Council is organised within two months. All costs of the meeting are covered by the structural unit of the LU associated with the relevant Promotion Council. If the claim refers to the Promotion Thesis or matters of its scientific competencies, the DP passes the Promotion Thesis to the Candidate and keeps one

copy of the Promotion Thesis. The Candidate may make corrections to a work, which contains insufficiently reasoned or erroneous results, and repeatedly submit it for promotion within one year. Theses which contain violations of academic ethics or plagiarism are not acceptable for repeated review.

43. If the decision of the Promotion Committee taken under the Paragraph 36 hereof if not challenged, not earlier than after 6 weeks and not later than within 6 months after this decision is taken, a diploma is issued to the Candidate in line with the CM regulations.

VII Challenging of the Decisions

44. All decisions and actions taken by the LU, the Promotion Council or LSSQC can be challenged within one month with the Latvian Council of Science.

VIII Final Provisions

45. These Regulations take effect on 3 April 2006. The promotion processes commenced before this date are finalised in line with the procedure under which they were commenced, if scientific quality of the Promotion Thesis and criteria for its evaluation meet the requirements of the Regulations No. 1001 and the present Regulations.



UNIVERSITY OF LATVIA ACADEMIC DEPARTMENT

Reg. No 3341000218

Raiņa bulv. 19, Riga, LV-1586; tel.7034596,7034310; fax 7034306,7225039

REFERENCE

Riga

No. _____

This is to confirm that on _____, 200_ the Academic Department of the LU has received

(name, family name of the author of the thesis),

(place of residence)

the promotion thesis

(title of the thesis)

in one copy and the documents necessary for the promotion in line with the Republic of Latvia Cabinet Regulations No. 1001 dated 27 December 2005 On the Procedure of and Criteria for Awarding of Doctoral Scientific Degree (Promotion):

- | | | |
|----|---|--------------------------|
| 1 | Application of the author of the Thesis on promotion within the respective scientific area and sub-area with approval of the Thesis Supervisor | <input type="checkbox"/> |
| 2 | Summary of the Promotion Thesis in the Latvian language | <input type="checkbox"/> |
| 3. | Reference confirming fulfilment of academic liabilities at the doctoral study programme or a reference confirming that the promotion examination has been successfully passed | <input type="checkbox"/> |
| 4. | List of publications reflecting results of the Promotion Thesis and copies thereof | <input type="checkbox"/> |
| 5 | CV of the author | <input type="checkbox"/> |
| 6 | An excerpt from the minutes of the meeting of the structural unit, at which the thesis has been carried out, confirming that the thesis has been discussed, as well as confirming scientific novelty and the author's personal contribution | <input type="checkbox"/> |
| 7. | An application for recognition of the scientific activity as meeting requirements of a DSP | <input type="checkbox"/> |
| 8. | The promotion thesis and its summaries (in the Latvian and in the English language) in an electronic format | <input type="checkbox"/> |

(as amended by the LU Order No. 1/250 dated 15.12.2007)

Methodologist

(signature)

(name, family name)

Recipient:

Author of the Thesis

(signature)

(name, family name)

The Reference is made in three copies. One is kept by the LU Academic Department, one is kept by the Candidate, and one is kept by the Promotion Council.



LATVIJAS UNIVERSITĀTE

Reģ. Nr. 3341000218

Raina bulv. 19, Rīga, LV-1586; tālr. 7034301, 7034320; fakss 7034513, 7225039; e-pasts: lu@lanet.lv

Rīga

No _____

_____ (name, family name of the candidate for the scientific degree)

On recognition of academic activities

This is to inform that the

_____ Council / Council of Science

(organisational unit, which reviewed the candidate's documents)

of the University of Latvia on _____, 200__, minutes No __, has reviewed your application for recognition of previous academic activity as meeting the requirements of the accredited doctoral study programme in

_____ (scientific area)

and has ascertained that in line with the Republic of Latvia Cabinet Regulations No. 1001 dated 27 December 2005 you:

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Have independently performed a thematically united research providing new scientific knowledge on such subject matter, on which there are published or accepted for publication scientific articles in the relevant scientific area or sub-area. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have successfully passed the promotion examinations at a doctoral study programme. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have reported scientific results of your promotion thesis in at least one international seminar or a conference organised on a particular scientific area or sub-area | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have supervised at least one course paper or a qualification paper, a final paper, a bachelor thesis or a master thesis, or have delivered lectures of at least one credit at a university, or have been an internship supervisor for at least three students | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have supervised at least one group of students within the framework of a particular international project, took part in organising of at least one international seminar or a conference, or did research in cooperation with foreign research institution, other Latvian research institutions or enterprises | <input type="checkbox"/> | <input type="checkbox"/> |

Therefore your academic activities **ARE / ARE NOT** recognised as meeting requirements of a LU doctoral study programme.

1-5 Reasoning for negative decisions.

Your documents and the Promotion Thesis are passed for further review to the LU Promotion Council in *scientific area*. For further information about the promotion please contact Secretary of the Council *Name, family name, address, office phone number*.

OR

You can receive your documents at the Academic Department of the LU till _____, 200_ [date].

You may correct errors and re-submit documents not earlier than after three months after the date of the decision of the *Council / Council of Science*.

The decision of the Promotion Council can be challenged within one month with the Latvian Council of Science.

Prorector of the LU

_____/____

* for candidates from universities which allow master thesis supervision by faculty members not possessing a doctoral degree.



LATVIJAS UNIVERSITĀTE

Reģ. Nr. 3341000218

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Rīga

No. _____

_____ (name, family name of the candidate)

On accepting of a Thesis for promotion

Having read and discussed the Promotion Thesis *kind of the thesis and its title by author's name and family name, the Promotion Council of scientific area (sub-area)* ascertains that the author in line with the Republic of Latvia Cabinet Regulations No. 1001 dated 27 December 2005 has:

		Meets the requirements	Does not meet the requirements
1.	Given reasons for the choice of the topic, has provided a definition of the aim and tasks of the research, has described scientific achievements and methods of the research, has explained and discussed the results and findings by joining them in conclusions and points proposed for the defence	<input type="checkbox"/>	<input type="checkbox"/>
2.	Submitted the Promotion Thesis, which is a completed original research, results of which are of significant importance for the respective sub-area of science	<input type="checkbox"/>	<input type="checkbox"/>
3.	Performed work in an amount meeting the requirements of the study programme and the Regulations of the Promotion Council	<input type="checkbox"/>	<input type="checkbox"/>
4.	Applied modern methods for analysis and data processing	<input type="checkbox"/>	<input type="checkbox"/>
5.	Published results of the research at scientific publications or as a monograph, as well as has patented the intellectual property related to the research	<input type="checkbox"/>	<input type="checkbox"/>
6.	Reported results of the research at international conferences or seminars	<input type="checkbox"/>	<input type="checkbox"/>
7.	As far as the Promotion Council is aware of it, did not admit fraud or plagiarism or another violation of academic ethics	<input type="checkbox"/>	<input type="checkbox"/>

Thesis Title of the Thesis by Name, Family name of the author of the thesis IS / IS NOT accepted for promotion by the LU Promotion Council at scientific area / sub-area		
1.-7. Reasoning for negative decision by the Promotion Council.		
Composition of the Council:	1.	Academic position, name, family name, Chairman of the Promotion Council
	2.	Academic position, name, family name, Deputy Chairman of the Promotion Council
	3.	Academic position, name, family name, Secretary for Research
	4.	Academic position, name, family name
Second Readers	5.	Academic position, name, family name, research institution
	6.	Academic position, name, family name, research institution

	7.	<i>Academic position, name, family name , research institution</i>
In order to secure further promotion process, by _____, ____ [date] the author shall submit to the Promotion Council:		
1. <i>number</i> copies of the Promotion Thesis in the _____ language		
2. <i>number</i> copies of the Summary of the Promotion Thesis in the Latvian language		
3. <i>number</i> copies of the Summary of the Promotion Thesis in the _____ language		
4. an electronic version of the Promotion Thesis and its Summary in the _____ format		

Scheduled date for the promotion: _____, ____ [date]

Costs of the promotion will be funded by

source

Contact person of the Promotion Council for issues related to the promotion process:

position, name, family name, position and phone number

The decision of the Promotion Council can be challenged within one month with the Latvian Council of Science.

Chairman of the Council

Signature

Name, family name

Secretary

Signature

Name, family name

I have read the Decision of the Promotion Council for the [area, sub-area] dated _____, __, 20__. I undertake to submit copies of the Promotion Thesis and its Summary required for the further promotion process in the mentioned languages, as well the electronic version of the thesis in the format stated by the Council within the stated term.

Hereby I Agree:

- 1. to the nominated second readers of the Promotion Thesis.*
- 2. to the date of the promotion;*
- 3. to the order of payment of costs of the promotion;*
- 4. to partial or complete publication of the Promotion Thesis on the Internet – at the LU Portal and at the LU data base carried out and defended theses.*

Author of the
Promotion Thesis

Signature

Name, Family name

Date

Meeting dated ____/____/20__ , Minutes No. ____

LU *scientific area and sub-area* Promotion Council Voting Ballot for Awarding the Doctoral Degree
in *area and sub-area*

Candidate *Name, Family name*

Awarding of the scientific degree:

TO AWARD

NOT TO AWARD

Delete as Applicable

APPROVED

____/____/200__.

(Signature of the Chairman of the Promotion Council, name, family name)

Minutes No. ____ of the Vote Count Committee of the University of Latvia _____
 Promotion Council on the Awarding the Doctoral Degree

Name, family name of the Candidate
(title of the thesis)

Doctoral Degree to be awarded in the *scientific area and sub-area*

The Council consists of _____ members, _____ members take part at the meeting.
 _____ ballots are distributed. _____ ballots left over.

Voting results:

For _____ votes, against _____ votes, invalid _____ ballots.

Voting results:

The Committee ascertains that the doctoral degree in

_____ area _____ sub-area

is / is not awarded to _____ *(the candidate)* for the reason that he/she has
 / has not received the required number of votes, which is more than a half of number of present
 members of the Promotion Council.

Chairman of the Vote Count Committee

Signature

Name, Family Name

Secretary of the Vote Count Committee

Signature

Name, Family Name

Members of the Vote Count Committee

Signature

Name, Family Name