

## **ORDER OF GRANTING AND ROTATING BUDGET PLACES**

### **1. General Provisions**

- 1.1. These rules shall regulate the admission procedure by which a candidate can apply for a budget study place at RISEBA University of Applied Sciences (hereinafter - RISEBA), as well as the procedure of rotating budget places.
- 1.2. RISEBA budget places allow candidates to participate in a competition to begin studies at the University with a 100 percent discount on the tuition fee levied on citizens and permanent residents of the Republic of Latvia, including discounts.
- 1.3. RISEBA budget places are not financed by the state, but subsidised by the University itself with the aim to attract the strongest candidates, motivate students to perform exceptionally thus improving the quality of its study programmes.
- 1.4. RISEBA budget places shall be granted in accordance with the funding allocated for this objective within the University's budget for the relevant academic year.
- 1.5. The number and distribution of budget places among study programmes shall be approved by the Senate.
- 1.6. Selection of candidates for RISEBA budget places shall be performed by a Discount Committee established by order of the rector.
- 1.7. RISEBA budget places shall be granted for one study semester and they re-examined every semester.
- 1.8. Information about the granted budget places shall be public.

### **2. First-time granting of RISEBA budget places**

- 2.1. In order for students of undergraduate day study programmes to be eligible for a RISEBA budget place for the first time, they shall fulfil all of the criteria stated in clauses 2.1.1. – 2.1.3.:
  - 2.1.1. general secondary education or vocational secondary education obtained in the Republic of Latvia;
  - 2.1.2. an average grade of at least 8 on their secondary education certificate in the profile subjects of the selected study programme;
  - 2.1.3. the results of their centralised exams comply with the admission requirements of RISEBA study programmes (*see RISEBA Admission Rules*).
- 2.2. Applications for budget places shall be submitted via e-service [www.latvija.lv](http://www.latvija.lv).
- 2.3. The competition shall be won by the number of candidates corresponding to the number of RISEBA budget places whose average grade on their secondary education certificate is the highest.
- 2.4. The list of winners shall be announced automatically by the [www.latvija.lv](http://www.latvija.lv) system, which shall send the candidate a text message and an e-mail.
- 2.5. The results of the competition shall be approved within RISEBA by order of the rector.
- 2.6. A supplementary agreement to the study agreement on granting a RISEBA budget place for the first study semester shall be concluded with the winners of the competition.

### **3. Rotation of RISEBA budget places**

- 3.1. All undergraduate full-time day students whose average grade in the previous semester is not lower than 9 and who do not have any final grades below 8, shall be eligible for RISEBA budget places in the next study semester.
- 3.2. The average grade for the previous semester shall be calculated based on the final assessments in study courses. If the student has taken their exams while on an ERASMUS or other exchange programme, the grades obtained at the relevant exchange university shall be taken into account.
- 3.3. The application for a budget place shall take into account the initially obtained grade.
- 3.4. If the student retakes a study course exam with the aim of improving their final assessment, the initial grade shall be used in calculations for budget places and the results of the retake exam are disregarded.
- 3.5. If two or more students have the same average grade, the budget place shall be granted to the student who already had a budget place in the previous semester. If none of the students previously had budget places, the place shall be equally split among the students with the same average grade.
- 3.6. Students who wish to apply for a rotating budget place shall write an application on granting a budget place in the next study semester to the RISEBA Discount Committee by 5 February and 5 September of every year and submit it to the RISEBA Study Office (see example of application in Annex 1). Students who have not submitted an application by the set deadline shall not be eligible for budget places.
- 3.7. Students with a financial debt for the previous period shall not be eligible for budget places.
- 3.8. The Discount Committee shall review the exam results by 12 February and 12 September of every year and take a decision on granting of RISEBA budget places for the next semester.
- 3.9. The Discount Committee shall have the right to request additional documentation if necessary.
- 3.10. The Discount Committee shall submit the results to the Study Office, which informs students of the granting or revocation of budget places for the relevant study semester.
- 3.11. Revocation of a RISEBA budget place shall be non-contestable if the student fails to fulfil their obligations within the Study Agreement, their academic obligations within their study plan or violates the Internal Rules of the University, and no longer fulfils the criteria set forth in the rules for granting budget places.
- 3.12. A RISEBA budget place shall be cancelled during a study sabbatical. Upon returning from a study sabbatical the student shall be eligible for a budget place in accordance with the general budget place rotation procedure within the deadlines stated in clause 3.7.
- 3.13. Budget places shall be rotated within the relevant year (1st, 2nd, etc.) of a study programme regardless of specialisation or qualification. If a student changes study programmes, they shall lose the RISEBA budget place granted to them and shall be eligible for a new budget place in the next semester.

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**To the RISEBA Discount Committee**

Name, surname \_\_\_\_\_  
 Personal code \_\_\_\_\_  
 Programme's code \_\_\_\_\_

**APPLICATION**

Please examine the possibility to grant a budget place for Semester \_\_\_\_\_ of the 20 / 20 academic year.

**Justification:**

All grades in the previous semester are not lower than 8 and the average grade is not lower than 9.

\_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**APPROVED**  
**Program director**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (N. Surname)  
 \_\_\_\_\_  
 (signature)  
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 (date)

**Accountancy**  
**remarks**

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**RECEIVED**  
**At the study department**

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