

**APPROVED**

At the Constitutional Council meeting  
11 October 2023. Minutes No. 23/1.1-7/5

## **Regulation on the Award of the “Studēt gods” Social Support Scholarship**

Drawn up in accordance with  
Cabinet Regulation No.740

Riga, 24 August 2004 (as amended by Cabinet Regulation No. 566 of 17 August 2021)

### **General Provisions**

- 1.1. These Regulations on the Award of Scholarships (hereinafter referred to as the “Regulation”) set out the procedure for awarding the “Studēt gods” social support scholarship (hereinafter referred to as the “scholarship”) to students at RISEBA University of Applied Sciences (hereinafter referred to as “RISEBA”).
- 1.2. The purpose of awarding the scholarship is to provide financial support to RISEBA students belonging to the social categories specified in Cabinet Provision No. 740 (hereinafter referred to as the Cabinet Provision).
- 1.3. RISEBA is an organisation that receives funds from the state budget and administers the payment of scholarships.
- 1.4. The scholarship competition is organised and administered by the RISEBA Administration.
- 1.5. The decision on the award of scholarships is taken by the Scholarship Award Committee (hereinafter referred to as the Committee).
- 1.6. It is the duty of the scholarship recipient (hereinafter referred to as the scholarship holder) to comply with all the requirements of these Regulations.

### **Scholarship Fund and Scholarship Amount**

- 2.1. The scholarship fund consists of funds allocated from the state budget.
- 2.2. The Committee decides on the number of scholarships to be awarded in each academic year.
- 2.3. The amount of the “Studēt gods” social scholarship is 175.00 euros per month. RISEBA pays the "Studēt gods" social scholarship once a month (by the last day of the month), transferring it to the bank account in Latvia specified in the student’s application. The "Studēt gods" social scholarship for September and February may be paid in the following month. The "Studēt gods" social scholarship is paid during the academic year, but for no more than 10 months during the academic year. The "Studēt gods" social scholarship is not paid during study leave, but is paid during study mobility. The "Studēt gods" social scholarship is awarded for studies at a single Higher education institution and within a single study programme. RISEBA has no influence over the amount of the scholarship.
- 2.4. Scholarships will be paid from the 2021/2022 academic year. From September 2023, students on all study courses will be eligible to apply for the scholarship.

### **Scholarship applicants and the scholarship award procedure**

- 3.1. Students who have been admitted through a competitive selection process and are studying at RISEBA and
  - 3.1.1. are Latvian citizens or non-citizens of Latvia;
  - 3.1.2. are aged 25 or under (inclusive);

- 3.1.3. are registered in the Register of Natural Persons as part of a family where at least one of the student's parents has three or more children, including children placed in foster care or under guardianship (at least three children in the Register of Natural Persons with the status 'active'), and the student's parental rights have not been suspended or revoked, or if the student themselves has three or more children, including children placed in foster care or under guardianship (at least three children in the Register of Natural Persons with the status "active"), and the student's parental rights have not been suspended or revoked;
- 3.1.4. the student was registered in the Register of Natural Persons as an orphan until reaching the age of 18 (the death of the student's parents is recorded in the Register of Natural Persons) or as a child left without parental care (the Register of Natural Persons does not list any parents, or contains records of the suspension or deprivation of parental custody rights, which were in force until the student reached the age of 18);
- 3.1.5. the student is a person with a Group I or II disability;
- 3.1.6. one of the student's parents has three or more children, or the student has no outstanding maintenance debts (except in the exceptional cases provided for in the regulatory acts governing Programme delivery of the Latvian Family of Honour Certificate programme);
- 3.1.7. is enrolled in a first-cycle professional higher education programme, a second-cycle professional study programme leading to a fifth-level professional qualification or a professional Bachelor's degree and a fifth-level professional qualification, or an academic bachelor's study programme;
- 3.1.8. is studying full-time on campus;
- 3.1.9. is not on study leave;
- 3.1.10. is resuming studies after study leave in full-time on-campus college and bachelor's degree programmes;
- 3.1.11. according to the information available in the State Education Information System, has not previously obtained a higher education qualification, except where the student has previously obtained a first-level professional higher education qualification abroad or obtained it in Latvia and is continuing their studies in a second-level professional study programme leading to a fifth-level professional qualification or a professional Bachelor's degree, and in a study programme leading to a fifth-level professional qualification or an academic Bachelor's degree programme;
- 3.1.12. upon admission to RISEBA, the results of the centralised examinations, expressed as a percentage, are not lower than 30% in mathematics and 40% in Latvian, but if the centralised examinations have not been taken or only one centralised examination has been taken, the average mark for subjects in the secondary education certificate must not be lower than six;
- 3.1.13. during their studies at RISEBA, the applicant has performed well, with no academic debts, and the weighted average mark for the previous semester or the previous academic year (study course) from all the study modules scheduled for that semester or academic year (study course) is not lower than six marks;
- 3.1.14. no breaches of RISEBA's internal regulations have been identified during their studies;
- 3.2.15. The assessment of applicants for compliance with the criteria is carried out strictly in accordance with the requirements of the Cabinet of Ministers' Provision, and the list of criteria may be amended by amendments to the Cabinet of Ministers' Provision. In the event of a dispute, the version of the Cabinet Provision in force on the date of the decision on the award of the scholarship shall be taken into account.

### **Application procedure**

4.1. A student applying for the 'Studēt gods' social scholarship shall submit an electronic application for the "Studēt gods" social scholarship by 20 September and 20 February of each academic year, using the "Studēt gods" public administration service available on the public administration services portal

[www.latvija.lv](http://www.latvija.lv).

The application must include:

- 4.1.1. first name, surname, personal identification number;
- 4.1.2. the number of the Latvian Family of Honour certificate (hereinafter – the certificate), if the student has been issued with one;
- 4.1.3. the personal identification number of at least one parent who has three or more children;
- 4.1.4. the Latvian higher education institution at which the student is enrolled;
- 4.1.5. information on the country and educational institution where secondary or prior education was obtained, if the education was obtained outside Latvia;
- 4.1.6. the number of a current account with a credit institution registered in Latvia;
- 4.1.7. the personal identification numbers of the student's children, if the student has three or more children;
- 4.1.8. an email address to which notification of the outcome of the application review should be sent (if the person does not have an activated official email address).
- 4.2. An application for a scholarship must be submitted each time, even in cases where it was already awarded in the previous academic semester (stage).
- 4.3. The application submitted in accordance with the procedure set out in point 4.1 of these provisions, together with all the information contained therein and necessary for the assessment of the application, shall be stored and verified by the State Education Information System (hereinafter – VIIS).
- 4.4. RISEBA receives from VIIS a list of students at Higher education institutions who have applied for the "Studēt gods" social scholarship. If the marks for the subjects referred to in sub-clause 3.1.9 of this provision have not been entered into the State Education Information System from the secondary education certificate, then the average mark for the subjects shall be calculated by the Higher education institution's scholarship award committee on the basis of the documents in the student's file, and the calculated average mark shall be entered into the State Education Information System.
- 4.5. The decision to award or refuse the "Studēt gods" social scholarship is taken by the Head of the RISEBA Study Department in accordance with these provisions. RISEBA shall notify the student of its decision.
- 4.6. If a student considers that the decision to award or refuse the scholarship is incorrect, the committee's decision may be appealed by submitting an application to the Rector of the university.
- 4.7. RISEBA enters information regarding students who have been awarded the "Studēt gods" social scholarship into VIIS.

### **Scholarship award process**

- 5.1. RISEBA shall establish a committee (hereinafter – the committee) which shall decide on the awarding of scholarships to applicants based on information received from VIIS and compliance with other criteria set out in Part 3 of the Regulation.
- 5.2. The Committee shall assess only those applicants for whom confirmation has been received from the VIIS system.
- 5.3. The RISEBA Scholarship Award Committee checks, once per semester or twice per academic year, whether students meet all the current criteria for the "Studēt gods" social support scholarship.
- 5.4. Within one week of the deadline for submitting competition documents, the committee evaluates the applicants' applications and makes a decision. The committee's decision is recorded in the minutes of the committee meeting.
- 5.5. The Head of the RISEBA Study Department shall make a decision on the payment of the scholarship within 3 (three) working days of the submission of the committee's minutes.

### **Procedure for the payment of scholarships**

- 6.1. The scholarship is paid by the RISEBA Accounting Department on the basis of the minutes of the committee meeting.

6.2. The awarded scholarship is credited to the scholarship recipient's account within five working days of the minutes of the committee meeting being received by the accounts department.

6.3. Payment of the "Studēt gods" social scholarship is suspended if the student is on study leave. The Higher education institution shall resume payment of the "Studēt gods" social scholarship upon receipt of the student's application, with effect from the month in which the student has resumed their studies, after the student's eligibility has been re-verified in the State Education Information System against the criteria set out in paragraph 3.1 of these provisions.

### **Scholarship Award Committee**

7.1. Composition of the Committee:

7.1.1. Chair of the Committee – RISEBA Vice-Rector for Academic Affairs;

7.1.2. Head of the RISEBA Study Department;

7.1.3. RISEBA Director Of Finance;

7.1.4. A representative of the RISEBA Student Council;

7.1.5. A representative of RISEBA's academic staff members.

7.2. The composition of the Committee shall be approved by the Vice-Rector for Academic Affairs.

7.3. The Commission shall have a quorum if at least three members are present at its meeting. The Commission shall take decisions by a simple majority of the representatives present.

7.4. RISEBA organises the conduct of the Commission's meetings and the taking of minutes.

7.5. Committee meetings are closed.

### **Other provisions**

8.1. RISEBA shall ensure that scholarship applicants are made aware of these Regulations.

8.2. These regulations and all information regarding scholarship applications are published on the RISEBA website [www.riseba.lv](http://www.riseba.lv) under the section 'For Students – Discounts and Grants'.