

**Enclosure**

APPROVED by  
Order No. 1/227 of LU,  
dated 25.08.2011.

**REGULATION on  
granting scholarships from the state budget  
at the University of Latvia**

Issued in accordance with  
Paragraph 5 of Regulation No. 740  
adopted by the Cabinet of Ministers on  
24 August 2004  
„Regulation on Scholarships”

**I. General Terms**

1. Only full-time students of the programs of the University of Latvia (hereinafter referred to as the LU) who successfully study in study places funded from the state budget and have fulfilled the academic liabilities stipulated by the study plan of the previous semester and have registered for the following study semester<sup>1</sup> can apply for the scholarship of the University of Latvia that is funded from the state budget.

2. The fund of LU scholarships is created in compliance with the number of state budget financed places and it is divided in the following way:

2.1. the scholarship fund of a faculty for the students of Bachelor's, professional and Master's programs in compliance with the number of stated funded places is defined by LU for each faculty separately;

2.2. the scholarship fund of doctoral students granted for the purpose of mastering the program;

2.3. the fund of scholarships for their disbursement during maternity leave.

3. The division of the resources allocated for scholarships in compliance with the number of budget places defined by LU, is prepared by the Department of Finances and Accounting and defined by the direction of LU chancellor.

4. The Department of Finances and Accounting ensures the control over the use of scholarship fund. The surplus of LU scholarship fund that is accumulated on the 1<sup>st</sup> of November each year, after approving all orders on granting scholarships, is diverted to the scholarship fund

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<sup>1</sup> Students who have studied abroad one semester before the period of granting scholarship can apply for the scholarship also in case if the recognition of academic results of studying abroad is not completed in accordance with “The order of recognition study courses in the university of Latvia”.

of faculties and divided in compliance with the number of budget places determined by LU for the respective faculty. In such a case, additional scholarships are granted to the candidates who have the next best result in the competition of the respective semester.

5. The minimum amount of scholarships is determined by Regulation No. 740 adopted by the Cabinet of Ministers on 24 August 2004 “Regulation on Scholarships” (hereinafter referred to as the Regulations of the Cabinet of Ministers). Within the framework of the respective fund, the Commission on Granting Scholarships at LU shall have the right to grant increased scholarship.

6. Scholarships are granted in the way of competition, within the framework of the resources of the respective scholarship fund. The results of students are the basic criterion used in the competition, except for scholarships stipulated by sub-paragraph 2.3. In case two or more candidates for the allowance have equal academic and research results, firstly the scholarship is granted to the following students:

6.1. a disabled person;

6.2. an orphan or a child who does not have parental support up to the age of 24;

6.3. a student from a family (if the student has undivided housekeeping with this family) which has been awarded the status of underprivileged family during the period of the competition of scholarships;

6.4. a student from a large family (also in cases when children of the respective family have already reached the age of majority, but at least three of them are not older than 24 and study in general or professional education establishments or in college in full time regular study programs;

6.5. a student who has one or more children.

7. Candidates within 10 days as from the beginning of registration week for the semester apply for receiving the scholarship in the informative system of LU (hereinafter referred to as LUIS).

8. Candidates within the time-frame stipulated by paragraph 7 of this Regulation shall present valid documents at the moment of applying that confirm that students can be the candidates for receiving scholarship in accordance with the criteria stipulated by paragraphs 6.1., 6.2., 6.3., 6.4. or 6.5. and shall submit their copies to the employee appointed by the direction of the dean of the faculty (in case of doctoral students: to the employee appointed by the direction of the director of the Academic Department). The compliance of the candidate to the aforementioned criteria shall not be considered if the respective documents are not submitted.

9. The dean (in case of doctoral students: the director of the Academic Department) shall ensure the acceptance of the documents submitted by the candidate.

10. The employee appointed by the direction of the dean of the faculty (in case of doctoral students: to the employee appointed by the direction of the director of the Academic Department) after receiving documents stipulated by Paragraph 8 of the Regulation, immediately registers the receipt of the respective documents in LUIS.

## **II. Competition of Faculty Scholarship Fund**

11. The following payments are made from the faculty scholarship fund:

11.1. monthly scholarships (10 months per year; scholarships are not paid in July and August);

11.2. extraordinary scholarships: students who have faced sudden financial difficulties can apply for an extraordinary scholarship.

12. The criteria for the competition for scholarships from the scholarship fund of the faculties are the following:

12.1. the compliance of the candidate to the criteria stipulated by Paragraph 1 of this Regulation;

12.2. the academic records of the candidate in the previous semester<sup>2</sup> that are expressed as the weighted average grade, taking into consideration the grades in the subjects of A and B part (by using the calculation of weighted average grade pursuant to the procedure stipulated by LU for annual competition for the study places that are financed from the state budget); students of the first study semester participate in the competition on the basis of the results received in the entrance examinations that are expressed in 10 grade scale.

13. Candidates shall apply for receiving the scholarship in LUIS within 10 days as from the beginning of the registration week for the semester.

14. Within the framework of faculty scholarship fund, the dean of the faculty, upon coordinating it with students' self-governance of the faculty, issues the direction on the available amount of the scholarship fund for the semester in the program and year, which has the study places that are financed from the state budget. The executive director of the faculty ensures that the respective decision is recorded in the appropriate section of LUIS.

15. The results of the competition for faculty scholarship fund are calculated by LUIS on the basis of the criteria stipulated by Paragraph 12.2 of this Regulation. In case the criteria established by Paragraph 12.2 of this Regulation are not sufficient for determining the recipients of the scholarships, then the results of the previous semester in A part subjects, expressed as

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<sup>2</sup> Students who have studied abroad one semester before the period of grading the scholarship participate in the competition of scholarships with the results that have been obtained in the previous semester when they studied at LU.

averaged weighted grade, are taken into consideration as an additional criterion. The dean of the faculty ensures the preparation of the draft order on receiving scholarships and its submitting to the Commission on Granting Scholarships at LU. The results of the competition are published in LUIS when the LU Order has been issued.

16. After the deadline of application, the director of Student Service ensures technical procedure of scholarship competition in LUIS.

17. The results of the competition are published in LUIS when the LU Order has been issued.

18. Candidates who would like to receive the extraordinary scholarship stipulated by Paragraph 11.2 of this Regulation, submit an application (Enclosure No. 1) to the employee appointed with the direction of the dean of the faculty; the application has to be supplemented by documents that confirm the conditions stipulated by Paragraph 11.2 of this Regulation.

19. The applications submitted for receiving the extraordinary scholarships are evaluated by the dean of the faculty on the basis of the documents submitted by the candidate. After evaluation, the dean submits the proposal to the Commission on Granting Scholarships at LU on granting the scholarship and ensures that a respective draft order is registered in LUIS.

20. Not more than 5% from the scholarship fund of the respective faculty can be used for extraordinary scholarships. The amount of an extraordinary scholarship shall not exceed the amount of a minimum scholarship.

### **III. Competition for the Scholarship Fund of Doctoral Students**

21. The following payments are made from the scholarship fund of doctoral students:

21.1. monthly scholarships (11 months per year; scholarships are not paid in August);

21.2. monthly scholarships for obtaining a scientific degree that are equalized to a credit (11 months per year; scholarships are not paid in August);

21.3. extraordinary scholarships: doctoral students who have faced sudden financial difficulties can apply for an extraordinary scholarship.

22. The criteria for granting scholarships from the scholarship fund of doctoral students:

22.1. the compliance of the candidate to the criteria stipulated by Paragraph 1 of this Regulation;

22.2. the academic records of the candidate in the previous semester that are obtained in the result of summing up candidates' academic results received by the Academic Department from the directors of the doctoral programs.

23. Candidate shall submit the applications for receiving the scholarship in LUIS within 10 days from the beginning of the registration week for the semester.

24. Within the framework of doctoral scholarship fund, the deputy rector in science issues the direction on the available amount of scholarships per semester in each program of doctoral studies which has the study places that are funded from the state budget. The director of the academic department ensures that the respective decision is registered in the respective section of LUIS.

25. The Academic Department prepares the information necessary for the Commission of granting scholarships at LU concerning the candidates who have applied for the scholarship from LU doctoral scholarship fund. The obtained information and draft LU Order are submitted to the Commission on Granting Scholarships at LU which makes the decision on granting the scholarship.

26. The candidates who would like to receive the extraordinary scholarship stipulated by Paragraph 21.3 of this Regulation, submit an application (Enclosure No. 1) to the employee appointed with the direction of the director of Academic Department; the application has to be supplemented by documents that confirm the conditions stipulated by Paragraph 21.3 of this Regulation.

27. The applications submitted for receiving the extraordinary scholarships are evaluated by the deputy rector in science on the basis of the documents submitted by the candidate. After evaluation, the deputy rector in science submits the proposal to the Commission on Granting Scholarships at LU on granting the scholarship and ensures that the employee appointed with the direction of the director of Academic Department registers a respective draft order in LUIS.

28. Not more than 5% from the fund of doctoral scholarships can be used for extraordinary scholarships. The amount of an extraordinary scholarship shall not exceed the amount of a minimum scholarship.

29. In order to receive the scholarship for obtaining a scientific degree (Paragraph 21.2 of the Regulation), the candidate shall sign the agreement with LU. The form of the agreement shall be approved by the LU Order. In case the student of a doctoral program terminates doctoral studies within five years as from matriculation in doctoral study program and does not receive a scientific degree or terminates doctoral studies, the student shall repay the scholarship equalized to a credit in accordance with the order stipulated by Regulation No. 219 adopted by the Cabinet of Ministers on 29 May 2001 „Order according which the study credits received from the state budget resources are awarded and re-paid”.

30. The Academic Department ensures submitting information about granting the scholarship in accordance with Paragraph 21.1 to the Administration of the Studies and Science

of the Ministry of Education, as well as information about the students of doctoral programs who have been exmatriculated from LU due to non-fulfilment of their liabilities, or those who have not obtained the scientific degree within the time-frame after their matriculation stipulated by the agreement. Information is prepared and submitted in compliance with Regulation No. 219 adopted by the Cabinet of Ministers on 29 May 2001 „Order according which the study credits received from the state budget resources are awarded and re-paid”.

## **V. Fund of Scholarships for Paying out Scholarships during Maternity Leave**

31. Students who are entitled to receive scholarships from the scholarship funds shall have the right to receive scholarships during maternity leave; for this purpose, there shall an application submitted to the Student Service (Enclosure No. 2) by adding the excerpt from the patient's record of in-patient/out-patient clinic or a sick-leave certificate.

32. In case the documents submitted by the candidate corresponds to the requirements stipulated by the normative regulations, the Students Service prepares a draft order on granting the scholarship, taking into consideration the amount of resources allocated in the fund for disbursement scholarships during maternity leave. The decision on granting the scholarship is made by the Commission on Granting Scholarships at LU. The director of the Students' Service ensures accepting the documents submitted by the candidate and the check of their compliance with the criteria stipulated by the Regulations of the Cabinet of Ministers and this Regulation, as well as record keeping of the granted scholarships.

33. The amount of the scholarship is twice the amount of a minimum scholarship planed for students.

## **VI. Compliance of Candidates and Scholarship Receivers**

34. The candidate shall be responsible for the authenticity of the information provided for receiving the scholarship, as well as for its compliance with the requirements stipulated by the Regulations of the Cabinet of Ministers and this Regulation.

35. In case during receiving the scholarship, it is detected by LU that the student has provided false information in the application, does not comply with the academic liabilities envisaged by the study plan, or violates students' internal regulations of LU, the disbursement of the scholarship is terminated by LU. The compliance with this paragraph is controlled by the dean of the faculty (in case of doctoral students: the Academic Department). The disbursement of scholarships is terminated on the basis of the order issued by LU.

36. Students who have been granted target scholarship from the resources of the projects financed by the European Social Fund, the disbursement of a regular scholarship is terminated starting with the first month as from the date of receiving the target scholarship. The head of the project financed by the European Social Fund informs immediately the Academic department about the target scholarships granted to the doctoral students from the resources of the fund, and the respective faculties about the target allowances awarded to the other students from the resources of the fund. An employee appointed by the direction of the dean (the employee appointed by the direction of the director of the Academic Department) immediately prepares a respective draft of LU Order on the termination of scholarship disbursement and submits it to the rector.

37. In case the student has provided false information in the application, it is considered as serious breach of LU internal regulations and there is a disciplinary action applied: warning on exmatriculation or exmatriculation.

38. The candidate enters information about the bank and bank account for transferring the scholarship in the respective LUIS sections within the time frame of submitting the application. In case the candidate has not provided the required information in due time, the Commission on Granting Scholarships at LU shall make the decision on the annulment of the scholarship.

### Application for Receiving a Scholarship

1.	Applicant		
	Surname	Name	
2.	Requested amount of scholarship per semester, LVL:		
	<i>(The maximum amount of extraordinary scholarship in Bachelor's, professional and Master's programs is Ls 70 per semester, monthly scholarship Ls – 70 per month; the maximum amount of extraordinary scholarship in doctoral programs is Ls 80 per month, monthly scholarship – Ls 80 per month)</i>		
3.	Type of scholarship <input type="checkbox"/> monthly <input type="checkbox"/> extraordinary		
4.	Justification for requesting extraordinary scholarship:		
5.	Personal ID number:		
6.	Student's ID card No.		
7.	Name of the Institution of Higher Education:	<b>University of Latvia</b>	
8.	Study program:	<input type="checkbox"/> Bachelor's	<input type="checkbox"/> professional higher education <input type="checkbox"/> Master's <input type="checkbox"/> resident's <input type="checkbox"/> doctoral
9.	Name of the study program:		
10.	Address:		
11.	e-mail, telephone:		
12.	<b>Has the family of the applicant received the status of underprivileged family?</b>		<input type="checkbox"/> yes <input type="checkbox"/> no
13.	Dependents:		
	No.	Name/surname of the dependent	Year of birth
14.	Justification for the data presented /annexes/ - please indicate documents that are added to the Annex and confirm the justification for granting the scholarship.		
	<input type="checkbox"/> _____		
	<input type="checkbox"/> _____		
	<input type="checkbox"/> _____		
15.	<p>Statement of the person requesting the scholarship:</p> <p>I, _____, herewith confirm my compliance with the criteria (name, surname)</p> <p>of granting the scholarship stipulated by the Regulation of the Cabinet of Ministers No. 740 "Regulations on Scholarships", as well as that all information indicated in this application is true. In case of necessity, herewith I authorize the Commission on Granting Scholarships to verify and specify the information provided, as well as to obtain information from primary sources. I have been informed that in case of providing false information, the Commission on Granting Scholarships can refuse granting the scholarship or require re-payment of the scholarship disbursed in unjustified way. I have been informed that providing false information is the breach of LU Internal Regulations and in such a case there can be a disciplinary punishment applied (warning on exmatriculation, exmatriculation).</p>		



Signature of the applicant and its deciphering	Date
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The candidate has to enter in the respective section of LUIS the information about the bank account for transferring the scholarship.

The information indicated in the application shall be processed by the University of Latvia and used only for purpose of administering scholarships.

## Application for Receiving a Scholarship during Maternity Leave

1.	Applicant																	
		Surname								Name								
2.	Personal ID number:																	
3.	Student's ID card No.																	
4.	Name of the Institution of Higher Education:		<b>University of Latvia</b>															
5.	Study program:		<input type="checkbox"/> Bachelor's		<input type="checkbox"/> professional higher education			<input type="checkbox"/> Master's			<input type="checkbox"/> resident's			<input type="checkbox"/> doctoral				
6.	Name of the study program:																	
7.	Address:																	
8.	e-mail, telephone:																	
9.	The application is supplemented with the excerpt from the patient's medical record card of in-patient/out-patient clinic or the sick leave certificate which has been issued pursuant to normative regulations. Number of expert/form _____, date of issuing _____.____._____ Number of sick leave certificate _____, date of issuing _____.____._____.																	
10.	Statement of the person requesting the scholarship: I, _____, herewith confirm my compliance with the criteria <i>(name, surname)</i> of granting the scholarship stipulated by the Regulation of the Cabinet of Ministers No. 740 "Regulations on Scholarships", as well as that all information indicated in this application is true. In case of necessity, herewith I authorize the Commission on Granting Scholarships to verify and specify the information provided, as well as to obtain information from primary sources. I have been informed that in case of providing false information, the Commission on Granting Scholarships can refuse granting the scholarship or require re-payment of the scholarship disbursed in unjustified way. I have been informed that providing false information is the breach of LU Internal Regulations and in such a case there can be a disciplinary punishment applied (warning on exmatriculation, exmatriculation).																	

Signature of the applicant and its deciphering	Date
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The candidate has to enter in the respective section of LUIS the information about the bank account for transferring the scholarship.

The information indicated in the application shall be processed by the University of Latvia and used only for purpose of administering scholarships.

