



**THE UNIVERSITY
OF LATVIA**

STUDY FEE RELIEF PROCEDURE

Appendix
APPROVED
with the UL
ordinance No.1/89 of
14 April 2009

With amendments made before 21.03.2018.

Amendments: UL ordinance No. 1/318 of 28.07.2016.

UL ordinance No. 1/167 of 08.06.2017.

UL ordinance No. 1/339 of 30.10.2017.

UL ordinance No. 1/96 of 21.03.2018.

1. General rules

The tuition fee relief can be applied to the persons, who study at the University of Latvia (hereinafter referred to as - UL), at the bachelor, master, doctoral, and professional study programmes, at the expense of physical persons and legal entities, as well as to the persons, who have registered as auditors for the acquisition of particular courses or course modules.

2. The tuition fee relief for UL employees, who are doctoral students

2.1. A UL employee, who wishes to receive the relief, that are mentioned in Paragraph 2 of the decision of the UL Senate No. 41 of 29 November 2004 "On the tuition fee relief at the UL", in the next academic year, submits an application for the reception of relief till the 15th of September of each year. The application should be submitted electronically, through the authorization at the UL portal (or at www.luis.lv), filling out the application at the portal's channel "Studies and work", and in the written form at the Department of Study Services (the form of the written application - Appendix 1). The employee must receive a recommendation from the head of the corresponding basic structural unit that is compiled as a resolution on the written application to the Department of Human Resources. In the resolution, the head of the basic structural unit indicates the funding source.

2.2. The Department of Human Resources evaluates the correspondence of the employee applications to the UL Senate decision No 41 of 29 November 2004 "On the tuition fee relief at the UL" till 1 October, and approves or declines them in the Information system of the University of Latvia (hereinafter referred to as - LUIS).

2.3. At the beginning of each academic year, based on the Employee register of LUIS, the Academic Department verifies, whether the tuition fee relief for doctoral students that has been granted to the UL employees is still in force.

2.4. If the rights to receive a particular tuition fee relief arise or expire in the middle of a term during the study time, then they are applied, or their application is terminated, beginning with the next academic term.

/UL ordinance No.1/318 of 28.07.2016./

3. Tuition fee relief for doctoral students

3.1. The doctoral student, who wishes to receive the tuition fee relief that is mentioned in Paragraph 6 of the UL Senate decision No 41 of 29 November 2004 "On the tuition fee relief at the UL", prepares the agreement to the contract on the funding of a doctoral dissertation research that is approved in the appendix to this instruction (agreement form - Appendix No. 2), together with the officials in charge of the Academic Department, till the 15th September of each year.

3.2. The decision on the doctoral student's tuition remission comes into force, when the pro-rector for relevant scope of science, the dean of the faculty, that implements the doctoral study program, the doctoral student, as well as the institution, that will take part in the study funding, conclude a mutual agreement to the study contract of the doctoral student (agreement form - Appendix No. 2), that defines the funds, which will cover the expenses for:

3.2.1. implementation of research, that is envisaged by the doctoral dissertation plan;

3.2.2. passing of doctoral examinations;

3.2.3. acquisition of part of the program in the structural units, the managers of which have not signed an application on the tuition remission - in the amount envisaged by UL;

3.2.4. doctoral dissertation defense - according to the cost sheet submitted by the doctoral council;

3.2.5. the maintenance of the personal file of a doctoral student - in the amount defined by UL.

/UL ordinance No.1/318 of 28.07.2016./

3.3. The doctoral students, who are exempt from the tuition fees, have the rights to apply for the UL scientific projects envisaged for the development of the doctoral program and for the completion of doctoral dissertations.

3.4. The doctoral students, who are exempt from the tuition fees, have no rights to apply for the funds that are allocated from the UL budget for the business trips of doctoral students, for conference participation fees, as well as for the acquisition of material and inventory required for the implementation of a project within the framework of joint projects of the development of the UL doctoral program.

3.5. The reimbursement for unreceived tuition fees from UL budget is not assigned to the basic structural units, the managers of which have signed agreements on the doctoral student's tuition remission.

3.6. The Academic Department maintains the document turnover, the upkeep of data in LUIS, as well as the supervision of the doctoral student's tuition remission.

/UL ordinance No.1/318 of 28.07.2016./

4. Changes in the payment schedule

4.1. The students, who are confronted by objective payment difficulties (under the stipulation that all financial liabilities envisaged by the Contract on studies in the University of Latvia, are settled), have the rights to request the change in the tuition fee schedule, that is defined by the Contract on the studies in the University of Latvia, in relation to the first payment date of each term, as well as the payment amount. The request of the student is compiled as a written substantiated application to the faculty dean (application form - see Appendix 3), indicating the circumstances, that prevent the student from making the payment in compliance with the tuition fee schedule defined by the Contract on studies in the University of Latvia (the student encloses documents, that certify these circumstances, to the application), as well as the desired date or amount of first payment.

4.2. The student's application is evaluated by the dean of the faculty, who adopts one of the following decisions:

4.2.1. to satisfy the student's request completely;

4.2.2. to satisfy the student's request partially (by changing the desired date or amount of first payment, that are mentioned in the application);

4.2.3. to decline the fulfillment of the student's request, in case the circumstances, that are mentioned in the student's application, are not substantiated.

4.3. The term of the first payment may be prolonged for the time that is not later than the term for the next payment.

4.4. The decision of the dean faculty is compiled as the resolution on the student's application. The abovementioned application is enclosed to the study card. If the decision

is negative, the clerk of the study program informs the student thereof in writing, ensuring the student's signature for the familiarization with the decision.

4.5. If the dean agrees to alter the provisions of the Contract, the clerk of the study program compiles the changes into LUIS, prepares a new appendix to the Contract and submits it for the dean and the student to sign.

5. Reduction of tuition fees

5.1. In the cases, that are mentioned in Paragraph 5.2 (under the stipulation that all financial liabilities envisaged by the Contract on the studies in the University of Latvia, are settled), the student has the rights to request the change of the tuition fee per term, that is defined in the Contract on studies in the University of Latvia, and, accordingly, the tuition fee for the acquisition of the complete study program. The request of the student is compiled as a written substantiated application to the faculty dean (application form - see Appendix 4), indicating the circumstances, that correspond to the cases mentioned in Paragraph 5.2, as well as the desired amount of reduced tuition fee.

5.2. The student has the rights to request the change of the defined tuition fee in the following cases:

5.2.1. pursuant to the birth of a child, if, due to the coming of the abovementioned circumstances, the financial condition of the student has become insufficient for the full payment of the tuition fees;

5.2.2. pursuant to acute disease or disability of the student, acute disease or death of a close relative, if, due to the coming of the abovementioned circumstances, the financial condition of the student has become insufficient for the full payment of the tuition fees;

5.2.3. pursuant to unforeseen severe family circumstances, if, due to the coming of the abovementioned circumstances, the financial condition of the student has become insufficient for the full payment of the tuition fees;

5.2.4. pursuant to the return of the student from study break, if the student has been making good progress before the study break;

5.2.5. pursuant to the return of the student from the study break, if the student has used the study break due to maternity leave, child-care leave or due to acute disease.

5.2.6. if the student has fulfilled the academic obligations in all semesters, the average grade is not lower than 7 and the student has contributed to the sports or cultural life of the University of Latvia or made a significant contribution to the promotion of the public image of the University of Latvia.

/UL ordinance No.1/167 of 08.06.2017./

5.3. The student encloses the following documents, that certify the coming of circumstances mentioned in Paragraph 5.2, to the application:

5.3.1. in the case mentioned by Paragraph 5.2.1. - the child's birth certificate, that has been issued during the previous or current study year, as well as the documents, that certify the deterioration of financial condition;

5.3.2. in the case mentioned by Paragraph 5.2.2. - the sick-leave certificate, disability certificate or death certificate, that has been issued during the previous or current study year or term, as well as the documents, that certify the deterioration of financial condition;

5.3.3. in the case mentioned by Paragraph 5.2.3. - the documents issued by the corresponding state or municipal institutions, that certify the existence of such circumstances (for instance, the references from the State Fire and Rescue Service, police, the State Employment Agency, municipal social services etc.), as well as the documents, that certify the deterioration of financial condition;

5.3.4. in the case mentioned by Paragraph 5.2.5. - the sick-leave certificate or the child's birth certificate, that has been issued during the previous or current study year or term.

5.3.5. as introduced in 5.2.6., the submission shall include arguments and evidence for the fulfillment of all the criteria referred to in Paragraph 5.2.6.

/UL ordinance No.1/167 of 08.06.2017./

5.4. The student's application is evaluated by the dean of the faculty, who adopts one of the following decisions:

5.4.1. to satisfy the student's request in the amount defined by Paragraph 5.5;

5.4.2. to decline the fulfillment of the student's request, in case the circumstances, that are mentioned in the student's application, are not substantiated.

5.5. The maximal amounts of tuition fee relief in compliance with the cases, that are mentioned in paragraph 5.2, are the following:

5.5.1. in the cases mentioned in the Paragraphs 5.2.1, 5.2.2 and 5.2.3. 5.2.6 - in the amount of up to 50%, depending on the financial condition of the student;

/UL ordinance No.1/167 of 08.06.2017./

5.5.2. in the cases mentioned in the Paragraphs 5.2.4 and 5.2.5, the tuition fees are envisaged in the amount, that would correspond to the payment amount for the corresponding study year, that has been defined by the payment schedule established by

the Contract on studies in the University of Latvia, that has been concluded before the study break.

5.6. In the cases mentioned in the Paragraphs 5.2.4 and 5.2.5, the tuition fee relief is applied in a mandatory manner, yet, no longer than for one academic year.

5.7. The students, who use the tuition fee relief mentioned in the Paragraph 5.2.5, also have the rights to apply for the tuition fee relief mentioned in the Paragraph 5.2.1.

5.8. The decision of the dean faculty is compiled as the resolution on the student's application. The abovementioned application is enclosed to the study card. If the decision is negative, the clerk of the study program informs the student thereof in writing, ensuring the student's signature for the familiarization with the decision.

5.9. If the dean agrees to alter the provisions of the Contract, the clerk of the study program enters the changes into LUIS, prepares a new appendix to the Contract and submits it for the dean and the student to sign.

5.10. The faculty income plan is not reduced due to remission of tuition fees.

5.11. */repealed by UL ordinance No 1/96 of 21.03.2018/*

5.12. By the decision of the governance of the University of Latvia, the student may be granted tuition fee reductions for national or international achievements in the sports or cultural life of the University of Latvia, as well as for significant national or international extraordinary contribution to the promotion of the public image of the University of Latvia. The application for the application of such tuition fee relief is evaluated and the proposal to apply the tuition fee relief to a specific student is submitted to the governance of the University of Latvia by the UL official who is competent in the relevant issues.

6. The order, in which a decision on the granting of tuition fee relief is appealed against

6.1 A student can appeal against the decisions on granting/non-granting of tuition fee relief that are mentioned in paragraphs 4 and 5 of this order, within one month from the announcement of the decision to the student, by submitting a written application that is addressed to the UL rector, to the UL Legal department (19 Raina Boulevard, Riga).

6.2 The rector reviews the application on the dispute of the decision within one month, and adopts a decision. The Legal department ensures the provision of the student with the information about the adopted decision.

/UL ordinance No.1/318 of 28.07.2016./

7. The supervision of the processing and execution of tuition fee relief

7.1. The necessary record-keeping and supervision of the execution of this order at the faculty is provided by its executive director (if there is no executive director - by the dean).

7.2. The record-keeping and supervision of the application of the tuition fee relief, that are defined by this order, to the students of doctoral and residency programs, is performed by the Academic Department and the manager of the Residency development program.

7.3. The record-keeping and supervision of the application of the relief, that are defined by this order, to the auditors, is performed by the Department of Study Services.

7.4. The Department of Study Services, in consideration of the enrolment results, submits the report on the fee relief for the doctoral students - UL employees, that have been received in the corresponding academic year, as well as on the tuition fee relief in compliance with paragraph 5.12 of this order, for approval to the UL administration until 15 October of each year. The report for the spring term is being specified.

7.5. In compliance with Paragraph 5.6 of the UL Senate decision No 41 of 29 November 2004 "On the tuition fee relief at the UL", and on the basis of the reports, that are submitted by the Department of Study Services and approved by the UL administration, the Finance and Accounting Department (hereinafter referred to as - FAD) prepares amendments to the UL budget sections that refer to clearing payments and tuition fee compensations, for the autumn term, as well as plans clearing payments and tuition fee compensations in the next year budget for the spring term. When specified data on the spring term are received from the Department of Study Services, the FAD makes the corresponding amendments in the UL budget for this semester.

/UL ordinance No.1/318 of 28.07.2016./

8. Final provisions

8.1. This order comes into force as from 1 August 2009.

8.2. Upon the coming of this order into force, the "Order, in which tuition fee relief is applied", approved by the UL ordinance No. 1/171 of 27 July 2007, becomes void.

To the Department of Human Resources of UL

UL _____
(name of the structural unit)

(name of the position)

(name, surname, contact phone)

Application for the acquisition of tuition fee relief

Please apply the tuition fee relief, that is defined by Paragraph 2 of the UL Senate decision No 41 of 29 November 2004 "On the tuition fee relief at the UL", to my studies in the _____ study programme.

I hereby confirm, that I conform to the tuition fee relief acquisition criteria that are set by Paragraph 2 of the UL Senate decision No 41 of 29 November 2004 "On the tuition fee relief at the UL".

Riga,

_____ 20__

Recommendation of the head of basic structural unit

I recommend _____ for the acquisition of tuition fee relief
(name, surname)
in compliance with the UL Senate decision No 41 of 29 November 2004 "On the tuition fee relief at the UL". The payments of the basic structural unit that are envisaged by the abovementioned Senate decision, are to be covered from the funds of _____.

(budget expense code)

Riga,

20__ . _____ 20__

AGREEMENT No. ____ to the CONTRACT No. _____
on the funding of a doctoral dissertation research

The University of Latvia (hereinafter referred to as– **UL**), represented _____, the pro-rector, who operates in compliance with the Constitution of UL, on the one part, the dean of **the UL faculty**, where the doctoral study program will be implemented, on the other part, the doctoral student, on the third part, and the manager of the scientific institute-agency of UL, the state scientific institute-agency of Latvia, or the institution, with which the UL has concluded a contract on cooperation in the implementation of doctoral studies (hereinafter referred to as– **Institution**), , on the fourth part, have agreed upon the **tuition remission** for

 (name, surname)

the doctoral student of UL,

 (place of employment)

who successfully studies and performs the research, that is envisaged by the work schedule.

1. Expenses on:

1.1. the implementation of research, that is envisaged by the doctoral dissertation plan - are ensured from the funds of _____ ;

1.2. the passing of doctoral examination are covered from the funds of _____ ;

1.3. the acquisition of parts of the program in the structural units, the managers of which have not signed an application on the tuition remission - in the amount envisaged by UL - are covered from the funds of _____ ;

1.4. the defense of doctoral dissertation - according to the cost sheet submitted by the doctoral council - are covered from the funds of _____ ;

1.5. the maintenance of the personal file of a doctoral student in the Information system of UL are covered from the funds of _____.

2. The budget of UL envisages no payment to the supervisors of a doctoral dissertation for the supervision of a doctoral dissertation.

3. UL undertakes:

3.1. to inform the manager of the structural unit and the scientific supervisor of a doctoral dissertation on the requirements for the doctoral study program and the study progress of the doctoral student;

3.2. to organize the competence assessment for the doctoral student, that has been organized by the structural unit, or to take part therein, and to register the results of theoretical and practical activities of the doctoral student;

3.3. to organize the reception of doctorate examinations, and the registrations of results.

4. The faculty dean, the Institution manager and the scientific supervisor of the doctoral dissertation undertake:

4.1. to provide scientific consultations in the fulfillment of theoretical and practical work;

4.2. to provide a doctoral student with an opportunity to use scientific literature database, other databases, as well as the resources of the structural unit, that are necessary in order to develop a doctoral dissertation, during all the time envisaged for the studies;

4.3. to follow the course of development of the doctoral student's doctoral dissertation, and to inform the *branch doctorate council* thereof on a regular basis;

4.4. to provide consultations and support during the preparation and publishing of publications;

4.5. to support the participation of a doctoral student in conferences, insofar this is possible;

4.6. to notify the Doctorate department of the amendments to this document within one week;

4.7. to follow the fulfillment of liabilities, that are mentioned in Paragraph 1 of the agreement.

5. The Parties have agreed:

UL has the rights to the intellectual property that has resulted from the scientific activities funded from the state budget, including the rights to the invention, if it has been created within the framework of the assigned work, during the research, design and construction activities, or during the preparation of technological development.

On behalf of the University of Latvia:

_____/_____/_____
(signature) (printed name)

Riga, _____
(date)

On behalf of the _____ faculty of UL :

_____/_____/_____
(signature) (printed name)

Riga, _____
(date)

On behalf of the institution:

_____/_____/_____
(signature) (printed name)

Riga, _____
(date)

The doctoral student:

_____/_____/_____
(signature) (printed name)

Riga, _____
(date)

APPROVED:

_____/_____/_____, the scientific supervisor of the doctoral dissertation
(signature) (printed name)

Riga, _____
(date)

To _____,
the dean of the _____ faculty of UL

(name, surname)

(student certificate number, contact phone)

application on the changes in the payment schedule for tuition fee.

In consideration of the fact, that _____

I hereby request to make changes in the payment schedule defined by my Contract on studies at the University of Latvia, and to define ____ ____ 20__ as the first payment date of the _____ term of 20__, and _____ EUR as the first amount of payment.

Enclosed: the documents certifying the circumstances, that prevent the student from making the payment in compliance with the term or amount defined by the Contract on studies at the University of Latvia, on __ pages.

Riga,

20__. ____ 20__ _____

The decision of the dean of the faculty

_____ the execution of the request of the student

(To satisfy/To decline)

_____, defining ____ ____ 20__ as the first payment date

(name, surname)

of the _____ term of 20__, and _____ EUR as the first amount of payment.

Riga,

20__. ____ 20__ _____

To _____,
the dean of the _____ faculty of UL

(name, surname)

(student certificate number, contact phone)

Application for the reduction of tuition fee

In consideration of the fact, that I conform to the criteria, that are mentioned in Paragraph 5.2.____of The order, in which tuition fee relief is applied, I hereby request to make changes in the payment schedule defined by my Contract on studies at the University of Latvia, and to define the amount of _____ EUR as the payment amount for the _____ term of 200_.

Enclosed: the documents, that are defined by Paragraph 5.3.____, on __ pages.

Riga,

20_. ____ 20__

The decision of the dean of the faculty

_____ the execution of the request of the student

(To satisfy/To decline)

_____, , defining _____ EUR as the amount of payment

(name, surname)

for the _____ term of 20__.

Riga,

20__. ____ 20__