

Republic of Latvia
Cabinet
Regulation No. 68
Adopted 24 January 2012

Procedures for Granting Scholarships to Foreigners

*Issued pursuant to
Section 83.¹
of the Law On Institutions of Higher Education*

I. General Provisions

1. This Regulation prescribes the procedures by which a scholarship for a foreigner (hereinafter – scholarship) shall be granted and administered, as well as the criteria according to which a foreigner may apply for a scholarship.
2. A foreigner may apply for a scholarship in accordance with the procedures set out in this Regulation, if an international agreement has been entered into, within the scope of which granting of scholarships is provided for the inhabitants of the relevant state for studies in institutions of higher education and colleges of Latvia (hereinafter – institution of higher education), or if the foreigner is an inhabitant of such state that grants its own state scholarships for Latvian students.

II. Conditions for Granting a Scholarship

3. A foreigner may apply for the receipt of a scholarship for the study level specified in the international agreement. If the study level is not indicated in the international agreement or if the foreigner is an inhabitant of such state that grants its own state scholarships for Latvian students, the foreigner may apply for the first level vocational higher education studies, the second level vocational higher education studies, bachelor degree studies, master degree studies or doctoral studies.
4. A scholarship shall be granted for the studies in higher education programmes that are implemented in the official language or another official language of the European Union.
5. Within the framework of one competition, a scholarship shall be granted for not longer than one academic year and not more than for two consecutive terms.
6. The Ministry for Education and Science (hereinafter – the Ministry) shall each year determine the amount of the scholarship – at least LVL 350 per month for the first level vocational higher education studies, the second level vocational higher education studies, bachelor degree studies and master degree studies, and at least LVL 470 per month for doctoral studies.
7. A scholarship shall be granted to:
 - 7.1. a student of the bachelor degree study programme, the first level vocational higher education programme, the second level vocational higher education programme or the master

degree programme – for 10 months a year (the scholarship shall not be granted in July and August);

7.2. a student of the doctoral study programme – 11 months a year (the scholarship shall not be granted in August).

8. A scholarship shall not be granted for such month when the recipient of the scholarship studies at the institution of higher education for less than 15 calendar days.

III. Submission of Documents for Receiving a Scholarship

9. The State Education Development Agency (hereinafter – Agency) shall administer scholarships.

10. Every year by 1 March the Agency shall place on the website www.viaa.gov.lv and the Ministry shall place on the website www.izm.gov.lv the following information (in Latvian and English) regarding scholarships for the next academic year:

10.1. the list of the states, inhabitants of which may apply for a scholarship;

10.2. the list of the documents to be submitted;

10.3. financial conditions;

10.4. information regarding the procedures for the evaluation of the application and decision-making; and

10.5. the indication that the term for applying for the scholarship is 1 May (postal stamp).

11. The Agency shall send the information referred to in Paragraph 10 of this Regulation to institutions of such states which are responsible for the administration of foreign state scholarships (hereinafter – foreign state institutions), inhabitants of which may apply for receiving a scholarship pursuant to Paragraph 2 of this Regulation. The information shall be sent in the form of a letter of invitation, appending an application form (Annex 1) thereto. The Agency shall send copies of the letters of invitation to the diplomatic missions of the relevant foreign states in Latvia and to the diplomatic missions of Latvia in the relevant foreign states.

12. A scholarship shall be granted according to the competition procedure, based on the application form which has been completed by a foreigner and submitted to the Agency and has the following documents appended thereto:

12.1. the curriculum vitae (CV);

12.2. the motivation letter, where also activities related to the chosen field of studies shall be indicated;

12.3. certified copies of diplomas, including diploma supplements (shall be submitted if the foreigner has studied before) or the transcript of records (shall be submitted if the studies have not been completed yet);

12.4. a recommendation letter of the academic staff of at least one previous study stage dated not earlier than six months prior to the day of submitting the application (shall be submitted if the foreigner has studied before and wishes to study in the study programme of a higher level);

12.5. a letter from the relevant institution of higher education of Latvia attesting to the possibility of studying in the chosen study programme;

12.6. a certificate or another document attesting to the language proficiency required for the studies.

13. Documents which are not in Latvian or English shall be supplemented with translation into one of the referred to languages approved according to the procedures of the relevant state.

14. When applying for a scholarship repeatedly, the documents, which were submitted to the Agency previously and the status of which has not changed, need not be submitted.

15. A foreigner shall submit an application and the documents appended thereto in paper form or in the form of an electronic document in accordance with the requirements specified in the regulatory enactments of the European Union regulating the electronic documents.

IV. Evaluation Criteria for Scholarships and the Procedures for Granting a Scholarship

16. An application shall be evaluated according to the administrative evaluation criteria and quality evaluation criteria referred to in Annex 2 to this Regulation.

17. The Agency shall evaluate the conformity of an application with the administrative evaluation criteria with Yes or No (Yes – conforms, No – does not conform). If an application does not conform to any of the administrative evaluation criteria, the Agency shall take a decision on refusal to grant a scholarship. The decision of the Agency may be appealed to the Ministry within one month after entering into effect of the decision.

18. The conformity of an application to the quality evaluation criteria, by giving a definite number of points, shall be evaluated by the evaluation commission established by the Agency (hereinafter – the commission). The composition of the commission shall comprise two representatives of the Agency, two representatives of the Ministry and one representative delegated by the Student Union of Latvia.

19. The commission shall take a decision on granting of a scholarship or refusal to grant a scholarship, as well as shall create a list of fallback applicants in the sequence of priority. The decision of the commission may be contested within one month after entering into effect of the decision, by filing the relevant submission to the Director of the Agency. The decision of the Director of the Agency may be appealed to a court.

20. If two or more foreigners applying for a scholarship have an equal number of points in the administrative and quality evaluation, the commission shall, first of all, grant the scholarship to the foreigner who is the inhabitant of such state with which an international agreement has been entered into, where the minimum mandatory amount of the aid is specified. After fulfilment of this precondition, if there is an equal number of points, the advantage shall be given, first of all, to the students of doctoral studies and then of master studies.

21. The commission shall take a decision on refusal to grant a scholarship, if the financing allocated for this purpose in accordance with the Law On the State Budget for the current year is insufficient.

22. The Agency shall inform the applicant and the institution of the relevant foreign state regarding the decision of the commission.

23. The Agency shall, based on the decision of the commission on granting of a scholarship, enter into a contract with the institution of higher education of Latvia regarding ensuring the financing for the scholarship granted to the foreigner. The contract shall, inter alia, specify the subject-matter of the contract, the procedures for payment of the contractual sum, the

procedures for providing reports, the rights and obligations of the parties to the contract, also indicating that the institution of higher education shall, within 30 days after the end of the time period for the receipt of the scholarship, submit to the Agency a confirmation that the recipient of the scholarship has been studying in the chosen institution of higher education during the relevant time period and has received the scholarship.

24. The institution of higher education of Latvia shall enter into a contract with a foreigner regarding admission to the institution of higher education. The contract shall contain the procedures for disbursement of the scholarship.

25. The Agency may revoke the decision on granting the scholarship during the semester, if it or the institution of higher education determines that the foreigner:

25.1. has provided false information for the receipt of the scholarship;

25.2. has not acquired the number of credit points specified for the relevant semester of the academic year; or

25.3. violates internal procedural regulations of the institution of higher education.

Prime Minister

V. Dombrovskis

Acting for the Minister for Education and Science,
Minister for Economics

D. Pavļuts

 IZGLĪTĪBAS un ZINĀTNES MINISTRIJA		 VALSTS IZGLĪTĪBAS ATTĪSTĪBAS AĢENTŪRA
MINISTRY OF EDUCATION AND SCIENCE		STATE EDUCATION DEVELOPMENT AGENCY

**IESNIEGUMS
LATVIJAS STIPENDIJAS SAŅEMŠANAI
20..../20..... akadēmiskajā gadā**

**APPLICATION FORM FOR THE LATVIAN SCHOLARSHIP
ACADEMIC YEAR 20.../20....**

I. Personīgā informācija <i>Personal data</i>			
Uzvārds <i>Surname</i>			Fotografija <i>Photo</i>
Vārds <i>Name</i>			
Dzimšanas datums <i>Data of birth</i>			
Dzimums <i>Sex</i>	S <input type="checkbox"/> V <input type="checkbox"/> F <input type="checkbox"/> M <input type="checkbox"/>	Pilsonība <i>Nationality</i>	
Dzīvesvietas adrese <i>Residential address</i>			
Tālr.: <i>Phone:</i>	Fakss: <i>Fax:</i>		E-pasts: <i>E-mail:</i>
Persona, ar kuru var sazināties ārkārtas gadījumā, – vārds, uzvārds un adrese <i>Name and address of the person to be notified in case of emergency</i>			
Tālr.: <i>Phone:</i>	Fakss: <i>Fax:</i>		E-pasts: <i>E-mail:</i>

II. Izglītība <i>Education</i>				
Apmeklētās	augstākās	Ilgums	Vieta	Iegūtie diplomi un

izglītības institūcijas <i>Higher education institutions (HEIs)</i> Fakultāte vai institūts <i>Faculty or institute</i>	<i>Duration</i>	<i>Place</i>	grādi <i>Diplomas and degrees received</i>
a) bakalaura līmeņa studijas/ <i>Bachelor level studies</i>			
b) maģistra līmeņa studijas/ <i>Master level studies</i>			
c) doktora līmeņa studijas/ <i>PhD level studies</i>			

Šābrīža nodarbošanās <i>Current occupation</i>	Ilgums <i>Duration</i>	Darbavieta <i>Place of employment</i>	Amats <i>Position</i>

III. Latvijā plānotās studijas <i>Studies planned in Latvia</i>	
Plānoto studiju norises institūcija <i>Name of the requested institution of study</i>	
Joma <i>Field</i>	
Plānotais uzturēšanās laiks Latvijā <i>Duration of the planned stay in Latvia</i>	No līdz <i>From __/__/____/ to __/__/____/</i>

Iesnieguma veidlapai pievienotie dokumenti (atzīmēt nepieciešamo):

The following documents shall be enclosed with the application form (please mark the appropriate):

1.	Dzīvesgaitas apraksts (CV) <i>Curriculum Vitae (CV)</i>	[]
2.	Motivācijas vēstule <i>Letter of motivation</i>	[]
3.	Apliecinātas diplomu kopijas, t.sk. diplomu pielikumi (iesniedz, ja ārzemnieks iepriekš ir studējis) vai sekmju izraksti (iesniedz, ja studijas vēl nav pabeigtas) <i>Certified photocopies of diplomas, incl., supplements of diplomas (shall be submitted if the foreigner has previously studied) or a transcript of records (shall be submitted if studies are not finished yet)</i>	[]
4.	Vismaz viena iepriekšējā studiju posma akadēmiskā personāla rekomendācijas vēstule, kas datēta ne agrāk kā sešus mēnešus pirms iesnieguma iesniegšanas dienas (iesniedz, ja ārzemnieks iepriekš ir studējis vai vēlas studēt augstāka līmeņa studiju programmā) <i>At least one letter of recommendation of the academic staff dated not earlier than six months prior to the date of submission of the application (shall be submitted if</i>	[]

	<i>the foreigner has previously studied or is willing to study in the higher-level study program)</i>	
5.	Attiecīgās Latvijas augstākās izglītības institūcijas vēstule, kas apstiprina iespēju studēt izvēlētajā studiju programmā <i>A letter of the relevant Latvian HEI confirming the possibility to study in the chosen study program</i>	[]
6.	Sertifikāts vai cits dokuments, kas apliecina studijām nepieciešamo valodas prasmi <i>Certificate or other document certifying the language proficiency required for studies</i>	[]

Visiem dokumentiem, kas nav latviešu vai angļu valodā, jābūt tulkotiem latviešu vai angļu valodā. Visiem tulkojumiem jābūt oficiāli apstiprinātiem.

Dzīvesgaitas apraksta (CV) un motivācijas vēstules beigās jābūt parakstam un datumam.

Nepilnīgi aizpildīti iesniegumi vai iesniegumi, kas iesniegti pēc norādītā termiņa beigām, netiks izskatīti.

Iesniegtie dokumenti netiks atdoti atpakaļ.

All documents, which are not in Latvian or English shall be translated into Latvian or English. All translations shall be officially certified.

Curriculum Vitae and a letter of motivation shall be dated and signed.

Any incomplete applications or applications handed in after the deadline will not be taken into consideration.

The submitted documents will not be returned.

Ar savu parakstu apliecinu, ka iepriekš minētā informācija ir pilnīga un patiesa.

I, the undersigned, certify that the information provided is complete and true.

Vieta un datums
Place and date

Paraksts
Signature

Piezīme. Dokumenta rekvizītus "datums" un "paraksts" neaizpilda, ja dokuments ir sagatavots atbilstoši normatīvajiem aktiem par elektronisko dokumentu noformēšanu.

Note. The details "signature" and "date" of the document shall not be completed if the electronic document has been drawn up in conformity with the regulatory enactments regarding drawing up of electronic documents.

Papildu informāciju par Latvijas Republikas valdības piedāvātajām stipendijām ārzemniekiem, kā arī iesnieguma veidlapu intereenti var atrast Valsts izglītības attīstības aģentūras mājaslapā:

http://www.viaa.gov.lv/eng/international_cooperation/scholarships/latvian_scholarships

Additional information about the scholarships offered by the Government of the Republic of Latvia to foreigners, as well as the application form can be found on the website of the State Education Development Agency

http://www.viaa.gov.lv/eng/international_cooperation/scholarships/latvian_scholarships

State Education Development Agency

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Minister for Economics

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Scholarship Evaluation Criteria

1. Administrative evaluation

No.	Administrative evaluation criteria	Evaluation (Yes/No)
1.1.	Granting of a scholarship is provided for within the scope of the international agreement or the foreigner is the inhabitant of such state which grants its own state scholarships for Latvian students	
1.2.	All the documents or certified copies thereof specified in Cabinet Regulation No. 68 of 24 January 2012, <i>Procedures for Granting Scholarships to Foreigners</i> , have been appended to the application	

2. Quality evaluation

No.	Quality evaluation criteria	Evaluation*	Maximum number of points
2.1.	The average mark of the applicant in the previous academic year or in the diploma**		3
2.2.	Applicant's language proficiency required for the studies		3
2.3.	Substantiation that the chosen studies will improve the applicant's knowledge and skills, professional growth, including the motivation for studying in Latvia		3
2.4.	Evaluation of the applicant in the recommendation appended		3
2.5.	Activities carried out by the applicant, which are related to the chosen field of studies		3
2.6.	The applicant has applied for the studies in the field of the Latvian language, literature or culture		5
	In total		20

Notes.

1. *Evaluation: 0 – none; 1 – weak; 2 – average; 3 – good.

2. **Average mark evaluation scale:

Number of points	Evaluation according to the five point system	Evaluation according to the ten point system	Evaluation in letters	Evaluation in words	Evaluation in percentage
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3	5	9–10	A	excellent	91–100
2	4	7–8	B	very good	81–90
	3		C	good	71–80
1	2	5–6	D	satisfactory	61–70

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