

APPROVED
by LAC Senate Meeting No. 9 Decision No. 8
on 19 December 2016
Amendments by LAC Senate Meeting No. 6 Decision No. 7
on 24 August 2020
LAC Senate Meeting No. 7 Decision No. 5
on 20 September 2021
LAC Senate Meeting No. 8 Decision No. 7
on 18 October 2021
LAC Senate Meeting No. 2 Decision No. 5
on 21 February 2022

REGULATIONS FOR GRANTING SCHOLARSHIPS FROM THE LATVIAN ACADEMY OF CULTURE

Issued pursuant to Cabinet of Ministers Regulation No. 740 of 24 August 2004, "Regulations regarding Stipends"

1. General terms

- 1.1. Students in the Bachelor's, Master's and Doctoral study programmes of the Latvian Academy of Culture (hereinafter the Academy) at the expense of the state budget (except for the scholarships specified in Paragraph 3 of the Scholarship Granting Regulations of the Latvian Academy of Culture (hereinafter the Regulations)) may apply for:
 - 1.1.1. the monthly scholarship, which is re-awarded in each semester, is paid every month, except for July and August (11 months per year for doctoral students – the scholarship is not paid in August) in the amount of one minimum monthly scholarship;
 - 1.1.2. an increased scholarship, the amount of which does not exceed the amount of two minimum monthly scholarships;
 - 1.1.3. a one-time scholarship, which is awarded once a semester and the amount of which does not exceed the amount of two minimum monthly scholarships;
 - 1.1.4. a stipend during maternity leave, which is granted in the amount of the minimum stipend and is paid immediately for two months of maternity leave;
 - 1.1.5. in Bachelor's study programmes, students studying for the state budget funds and for personal financing can apply for a scholarship for social support "Studēt gods" – no more than 10 months during the study year. The amount of the social scholarship "Studēt gods" is EUR 160.00 (one hundred and sixty euros) per month.
- 1.2. The minimum monthly stipend is:
 - 1.2.1. EUR 140,00 (one hundred and forty euros 00 cents) per month for students in Bachelor's and Master's study programmes.
 - 1.2.2. For students in the Doctoral study programme EUR 140,00 (one hundred and forty euros 00 cents) per month.
- 1.3. The scholarship fund referred to in sub-paragraphs 1.1.1, 1.1.2, 1.1.3, 1.1.4 shall be formed from the state budget funds in accordance with Cabinet of Ministers Regulation No. 740, adopted on 24 August 2004, "Regulations regarding Stipends" in accordance with the procedure specified in Paragraph 6, according to the number of study places financed from the state budget and the allocated financial resources in the budget for the current year and is divided as follows:
 - 1.3.1. scholarships for students in Bachelor's study programmes and Master's study programmes;
 - 1.3.2. scholarship payments for students of Doctoral study programmes.
- 1.4. The funds provided for the scholarship fund shall be approved by the Senate of the Academy within the

budget of the financial year.

1.5. Scholarships indicated in the Paragraph 1.1.5 of the Statute are granted from the Academy's social scholarship fund, which is established from the state budget – grants from general revenue on the basis of an agreement concluded between the Ministry of Education and Science and the Academy on the allocation of funding for social scholarships “Studēt gods”.

2. Procedure for awarding monthly, increased, one-time, maternity leave scholarships and scholarships for obtaining a Scientific Degree

2.1. Students of the Academy's Bachelor's, Master's and Doctoral study programmes who have been admitted to the state-funded study places by the competition or after annual rotation and have fulfilled the obligations provided for in the study plan of the previous semester may apply for a monthly, increased, one-time or maternity leave scholarship.

2.2. The number of monthly scholarship holders is proportional to the number of students in state-funded study places in the respective study programme, sub-programme and specialisation in the respective study year.

2.3. Monthly scholarships are awarded on a competitive basis within the relevant scholarship fund. The basic criterion of the competition (except for the scholarships mentioned in Paragraph 1.1.4) is the student's success. If two or more students applying for a scholarship have equal success and research performance indicators, the Scholarship Award Commission will first award the scholarship to:

2.3.1. disabled person;

2.3.2. an orphan or a child left without parental care until reaching the age of 24;

2.3.3. a student whose family, with which he or she has an undivided household, has been granted the status of a needy family on the day of the scholarship competition;

2.3.4. a student from a large family (also in cases where the children of the relevant family are already adults, but at least three of them are not older than 24 years of age and study at a general or vocational education institution or study at a higher education institution or college full-time);

2.3.5. a student who has one or more children.

2.4. Applicants wishing to receive a monthly stipend within 10 days of the beginning of the semester:

2.4.1. apply for a scholarship in the information system of the Academy and enter information in the respective section of their profile on the current account to which the scholarship is to be transferred;

2.4.2. if the applicant complies with criteria indicated in the Paragraphs 2.3.1, 2.3.2, 2.3.3, 2.3.4, 2.3.5 of this Statute and can claim advantages in receiving a scholarship, at the time of applying for the scholarship he/she must present a valid document at the Department of Studies of the Academy, which confirms this. If such a document is not submitted, the applicant's compliance with this criterion will not be assessed.

2.5. An increased scholarship may be awarded to:

2.5.1. on the basis of a written recommendation of the department regarding achievements in scientific research work and artistic creation, if the weighted average mark of the last completed semester of the student, taking into account the success of the study courses of parts A and B, is not lower than 8;

2.5.2. on the basis of a written recommendation of the students self-government regarding participation in the public life of the Academy, if the weighted average mark of the student's last completed semester, taking into account the success of Part A and B study courses, is not lower than 8.

2.6. A one-time scholarship can be awarded to a successful student with a high weighted average mark or difficult material circumstances that affect their studies.

2.7. Applicants who wish to receive the one-time scholarship specified in Paragraph 2.6 of the Regulations, within 10 days from the beginning of the semester:

2.7.1. apply for a scholarship in the information system of the Academy and enter information in the respective section of their profile on the current account to which the scholarship is to be transferred;

2.7.2. submit an application (Appendix 1) in accordance with the procedures specified by the

Department of Studies; .

- 2.7.3. present valid documents at the time of application, which certify the encumbered material or other circumstances affecting the studies and submit copies thereof to the Studies Department of the Academy. If the relevant documents are not submitted, the application will not be considered.
 - 2.8. Students who are entitled to a scholarship during maternity leave:
 - 2.8.1. submit an application (Appendix 2) to the Department of Studies, enclosing an extract from the inpatient/outpatient medical card or sick leave;
 - 2.8.2. In the information system of the Academy in the respective section of their profile provide information on the current account to which the scholarship is to be transferred.
 - 2.9. The competition criteria for students in the Bachelor's and Master's study programmes is the applicant's Academy's success in the previous semester, expressed as a weighted average grade, taking into account the progress in all Part A and B study courses (using the Academy's weighted average grade for annual competition/rotation to the state budget funded places). Students of the first semester participate in the competition with the results of the entrance examination.
 - 2.10. No more than five percent of the amount of the Academy Scholarship Fund shall be used for one-time and increased scholarships.
 - 2.11. The competition criterion for the students in the Doctoral study programme is the results of the study and research work of the applicant in the previous semester evaluated by the Scientific and Artistic Council of the Academy. Doctoral students of the first semester participate in the competition with the results of the entrance examination.
 - 2.12. Students in the Doctoral study programme may also apply for a scholarship for obtaining a scientific degree (hereinafter a scholarship equivalent to a loan) of EUR 85.37 (eighty-five euros thirty-seven cents) per month, if the Academy's doctoral study programme is included on the list of thematic areas of education approved by the Ministry of Education and Science, where the student can apply for a scholarship equivalent to a loan.
 - 2.12.1. In order to receive a scholarship equivalent to a loan, the applicant enters into an agreement with the Academy. The agreement shall indicate the obligations of the Academy for the provision of studies, research work and creative work; the obligations of the applicant for the development of doctoral theses and the acquisition of a scientific degree, providing that the obligations shall be fulfilled within five years after matriculation; dispute and dispute resolution procedures; information exchange procedures.
 - 2.12.2. If a student does not obtain a scientific degree or terminates his/her studies within five years after matriculation in the doctoral study programme, the scholarship equivalent to a loan determined by Regulation of the Cabinet of Ministers No. 219, adopted on 29 May 2001, "Procedures for the Allocation, Repayment and Cancellation of a Study Loan from the Resources of the State Budget" shall be repaid in accordance with the procedures specified.
3. Procedure for awarding the social scholarship "Studēt gods"
- 3.1. The social scholarship "Studēt gods" can be received by a student who studies at a study place financed from the state budget or for a fee and:
 - 3.1.1. is a citizen of Latvia or a non-citizen of Latvia and is up to 25 years old (inclusive);
 - 3.1.2. is registered in the register of natural persons in a family where at least one of the parents of the student has three children or more, including children placed in a foster family or under guardianship and the custody rights to the children have not been terminated or revoked;
 - 3.1.3. one of the student's parents who has three or more children or the student has no alimony debts (except for the exceptional case provided for in the regulatory enactments regulating the implementation of the Latvian Honorary Family Certificate Programme);
 - 3.1.4. is enrolled in the academic Bachelor's study programme, as well as studies full-time and is not on a

- study break;
- 3.1.5. upon admission to the Academy, the percentage of centralised examinations in percentage assessment is not lower than 30% in mathematics and by 40% in Latvian, but if the centralised examinations have not been taken or only one centralised examination has been taken, the average mark in the secondary education document is not lower than six points;
 - 3.1.6. during the studies at the Academy is successful, without academic debts, and the weighted average mark in the previous semester or in the previous study year (course) of all study courses planned in the semester or study year (course) is not lower than six points, as well as no higher education violations specified in the internal regulatory enactments of the institution have been established.
- 3.2. A student applying for the social scholarship “Studēt gods” shall electronically submit an application for the social scholarship “Studēt gods” using public administration service “Studēt gods” included in the public administration service portal www.latvija.lv by 20 September and 20 February of each academic year. The application shall state the information indicated in Paragraph 30.⁵ of the Regulations regarding Stipends.
 - 3.3. The application submitted in accordance with the procedure specified in paragraph 3.2 of the Statute and all the information included therein and necessary for the evaluation of the application shall be stored in the State Education Information System (hereinafter the System), of which the applicant shall be automatically informed. If during the preparation and submission of the application non-compliance with the criteria referred to in Sub-paragraphs 30.¹ 1, 30.¹ 2 and 30.¹ 5 of the Regulations regarding Stipends is established, the application will not be processed and will not be accepted and the System will automatically inform the applicant.
 - 3.4. The awarding of the social scholarship “Studēt gods”, based on the student's application and observing the conditions mentioned in the Regulations regarding Stipends, is administered by the Scholarship Awarding Commission of the Academy. The Chairman or Secretary of the Scholarship Commission receives a list of applications in the System and informs the Scholarship Commission thereof. The list contains information on the student's compliance or non-compliance with the criteria set out in the Regulations regarding Stipends. The Scholarship Awarding Commission of the Academy, on the basis of the mentioned information, checks the student's compliance with the criteria indicated in the Sub-paragraphs 30.¹ 1., 30.¹ 5., 30.¹ 6., 30.¹ 7., 30.¹ 10., 30.¹ 11., 30.¹ 12 of the Regulations regarding Stipends once a semester, and if non-compliance with at least one of the criteria referred to in this paragraph is established, the Academy shall decide to refuse to grant the social scholarship “Studēt gods”. The decision is notified to the student and information about the decision is entered into the System.
 - 3.5. If the grades in the subjects indicated in Subparagraph 30.¹ 10 of the Regulations regarding Stipends are not entered into the System from the secondary education document, the average mark of the subjects shall be calculated by the scholarship awarding commission and the calculated average mark entered in the State Education Information System.
 - 3.6. If the student applies for a social scholarship “Studēt gods” in subsequent periods at the beginning of studies or previous education has acquired abroad, then the preconditions on the evaluation obtained in the secondary education institution indicated in Sub-paragraph 30.¹ 10 of the Regulations regarding Stipends are not considered.
 - 3.7. The Rector of the Academy shall make a decision regarding the awarding or refusal to award the social scholarship “Studēt gods”, regarding the suspension or termination of the payment, on the basis of a proposal prepared by the Scholarship Commission. The Rector's decision is drawn up as an order of the Rector, which is the basis for payment of the scholarship.
 - 3.8. The Head of the scholarship commission ensures that the student is introduced to the Rector's order within three working days after the Rector's order is issued, as well as information about students who have been awarded a social scholarship “Studēt gods” is entered into the System no later than within three working

days after the day when the order was issued.

- 3.9. The Scholarship Awarding Commission receives monthly lists of students of the Academy who have been approved for the awarding of the social scholarship “Studēt gods” and checks the information indicated in the lists regarding the student's compliance or non-compliance with criteria set out in Sub-paragraph 3.1. If non-compliance with at least one of the criteria referred to in this Sub-paragraph is established, a decision shall be made to suspend or terminate the payment of the social scholarship “Studēt gods” and the decision shall be notified to the student, as well as information on the decision shall be registered in the System.
- 3.10. Issues related to the awarding of the social scholarship “Studēt gods” and the examination of applications, which may arise in cases not provided for in the Regulations, are reviewed by the Scholarship Commission and decided by the Rector.
- 3.11. The social scholarship “Studēt gods” is awarded from the first semester of autumn 2021 or in the first year of studies to matriculated students or those students who have resumed their studies in the first year of study in the 2021/2022 academic year, regardless of the date of matriculation. In the following years the social scholarship “Studēt gods” is awarded from the first semester of autumn of the respective year or in the first year of studies to matriculated students or those students who have resumed their studies in the respective year of study, regardless of the date of matriculation.
4. Criteria determined by Paragraph 3.1.6 of the Statute shall apply from 1 January 2022 and they are applied to the granting of the social scholarship “Studēt gods” for the next study semesters or study years. Scholarship Award Commission
 - 4.1. For the evaluation of scholarship applications, the Academy Scholarship Award Commission is established by the order of the Rector of the Academy, which consists of one representative of the administration, five representatives of the academic staff (one representative from each department) and three representatives of the students' self-government.
 - 4.2. No later than in the third week of the semester, the scholarship awarding commission reviews the monthly increased, one-time scholarship applications, evaluates the applicants' compliance with the relevant criteria mentioned in these regulations and approves the competition results in accordance with criteria indicated in Paragraph 2.3, 2.6, 2.9, 2.11, not exceeding the resources of the scholarship fund of the Academy. The list of applicants for the established scholarships shall be submitted to the Rector of the Academy for approval.
5. After the issuance of the order of the Academy, the Department of Studies ensures the publication of the results in the information system of the Academy.
6. The accounting of the Academy shall transfer the amount intended for the student's scholarship to the current account or payment card account of the scholarship recipient.
7. The applicant is responsible for the truthfulness and compliance of the information provided for the receipt of the scholarship with the requirements referred to in the Regulations regarding Stipends and this Statute.
8. The decision to award a scholarship may be revoked by an order of the Academy if it is established that the person:
 - 8.1. provided false information;
 - 8.2. does not fulfil the academic obligations provided for in the study plan;
 - 8.3. violates the internal rules of the Academy.
9. The scholarship is stopped during the study break.



Latvian Academy of Culture
Scholarship application for semester _____ of academic year 202__/202__

1.	The Student		
		<i>first name</i>	<i>surname</i>
2.	Amount of scholarship requested for the semester (euro)		
3.	Type of scholarship	<input type="checkbox"/> minimum	<input type="checkbox"/> one-time
4.	Grounds for requesting a one-time scholarship:		
5.	Personal identity number:	—	
6.	Name of the university	Latvian Academy of Culture	
7.	Study programme: <input type="checkbox"/> Bachelor	<input type="checkbox"/> Master	<input type="checkbox"/> Doctor
		Course 1. 2. 3. 4	
	Name of programme/sub-programme		
8.	Place of Residence:		
9.	e-mail, phone:		
10	Student information		
10.1.	disabled	<input type="checkbox"/> yes	
	<input type="checkbox"/> no		
10.2.	an orphan or child left without parental assistance until reaching the age of 24	<input type="checkbox"/> yes	
	<input type="checkbox"/> no		
10.3.	scholarships for a family with which the student has an undivided household granted poor family status at the time of application	<input type="checkbox"/> yes	
	<input type="checkbox"/> no		
10.4.	the student has one or more children	<input type="checkbox"/> yes	
	<input type="checkbox"/> no		
	Name and surname of the child	Year and date of birth	
10.5.	the student is from a large family (also in the case where the children of the relevant family are already adults, but at least three of them are not older than 24 years of age and <u>study at a general or vocational education institution or study at a higher education institution or college full-time</u>)		
	<input type="checkbox"/> yes		
	<input type="checkbox"/> no		
No.	Name/Surname	Year of birth	Relationship
			Name of the educational organisation

15.	<p>Scholarship Applicant's Acknowledgement: I certify with my signature that all the information provided here is true. If necessary, I hereby authorise the Scholarship Award Commission to verify and clarify the information provided, as well as to obtain information from primary sources. I am informed that in the case of providing false information, the Scholarship Award Commission may refuse to award a scholarship or request a refund of the scholarship received unduly.</p>			

Signature and printed name of the Applicant

Date

Application for a scholarship during maternity leave

1.	The Applicant		
		Name	Surname
2.	Personal identity number:		
3.	Student ID		
4.	Name of the university:	Latvian Academy of Culture	
5.	Study programme:	<input type="checkbox"/> Bachelor	<input type="checkbox"/> Master <input type="checkbox"/> Doctor
6.	Course, Sub-programme:		
7.	Place of Residence:		
8.	e-mail, phone:		
9.	<p>The application is accompanied by an extract from the medical card of the inpatient/outpatient patient or a certificate of incapacity for work issued in accordance with the procedures specified in regulatory enactments.</p> <p>Statement/form number _____ Date of issue: __. __. ____</p> <p>Number of the work incapacity certificate _____ Date of issue: __. __. ____</p>		
10.	<p>Scholarship Applicant's Acknowledgement: I certify with my signature that all information provided here is true. If necessary, I hereby authorise the Scholarship Award Commission to verify and clarify the information provided, as well as to obtain information from primary sources. I am informed that in the case of providing false information, the Scholarship Award Commission may refuse to award a or request a refund of the scholarship received unduly.</p>		
	Signature and printed name of the Applicant		Date