APPROVED

at Rīga Stradiņš University

Senate meeting of 20 February 2018,

Minutes No 2-1/20.02.2018

**REGULATIONS**

**FOR GRANTING STUDY LOAN AND STUDENT LOAN**

*(2nd version)*

Issued in compliance with the Paragraph 1, Section 15 of the Law on Institutions of Higher Education and Clause 3.9 of Rīga Stradiņš University Constitution.

1. GENERAL PROVISIONS
	1. Regulations for Granting Study Loan and Student Loan prescribes the procedure for granting a state guaranteed study loan and a student loan (hereinafter referred to as the Loan) from a credit institution at Rīga Stradiņš University (hereinafter - RSU).
	2. The general procedure for granting Loans in compliance with the Cabinet of Ministers Regulations No 220 of 29 May 2001 “Procedure for the allocation, repayment and cancellation of a study loan and a student loan from the resources of a credit institution with the government guarantee“ (hereinafter the Cabinet of Ministers Regulation) is the following:
2. Applications for loans are submitted to RSU,
3. Applicants’ applications shall be evaluated by RSU Study and Student Loan Granting Commission (hereinafter - the Commission),
4. Loan applicant lists shall be approved by the rector or his authorised person,
5. The Commission shall submit the approved lists of loan applicants to the Administration for Studies and Science of the Ministry of Education and Science (hereinafter - the Administration for Studies and Science),
6. The Administration for Studies and Science shall examine, verify and record the lists in the database and then shall inform a credit institution about them,
7. The credit institution shall be entitled to conclude a loan agreement with those students for who the Administration of Studies and Science has submitted approved loan applicant lists to the credit institution,
8. The credit institution shall be entitled to refuse to sign a loan agreement, if it finds the warrantor’s non-compliance with the requirements of the Cabinet of Ministers Regulations on loan security,
9. On the basis of a loan agreement the credit institution shall transfer the sum of the loan to the account of a student or RSU according to the type of the loan.
	1. Regulations for Granting Study Loan and Student Loan (hereinafter - the Regulations) shall govern the procedure for granting loans insofar as it is within the competence of RSU.
	2. Examination and submission of the lists of the approved loan applicants to the credit institution, conclusion of loan agreements, as well as granting, repayment or cancellation of loans shall be carried out in compliance with the requirements of the Cabinet of Ministers Regulations.
10. LOAN APPLICANTS
	1. Students who comply with the requirements referred to in paragraphs 3, 4, 4.1 and 34 of the Cabinet of Ministers Regulations may qualify for loan receipt if they study at state accredited study programmes.
	2. Study loans may be granted to both full-time and part-time students whose studies are financed by physical or legal persons.
	3. Student loans may be granted to full-time students who study either by finances of physical or legal persons or in state-funded study places.
11. FUNDING FOR LOANS
	1. Loans are granted from the credit institution funding for loans allocated by the Ministry of Education and Science for RSU accredited study programmes within the limits of the allocated amount of funds.
	2. A student may be granted:
		1. A study loan - a loan from the credit institution funds to cover tuition fees;
		2. A student loan - a loan from the credit institution funds to cover social needs of a student.
	3. The total amount of loans must not exceed funding for loans allocated by RSU.
	4. The amount of a study loan for one student shall not exceed the prescribed tuition fee. The Ministry of Education and Science shall determine the maximum amount of loan for each study programme on the basis of the procedure prescribed in laws and regulations, according to which the institutions of higher education are financed from the state budget, multiplying the results obtained by a coefficient 1.2.
	5. The amount of the loan funding for each RSU study programme shall be determined taking into account the number of study places financed by natural or legal persons in the relevant study programme and their proportion to the number of study places in all the accredited RSU study programmes, including the programmes where the studies are financed by natural or legal persons.
	6. The amount of the loan funding for students of each study year in study programmes shall be determined taking into account the number of study places for the study year concerned and the proportion to the number of study places in all years of studies to which the loan funding is attributable.
	7. The amount of loan for a student per month in institutions of higher education in Latvia shall not exceed 80% of the minimum monthly salary established in the country.
12. PROCEDURE FOR GRANTING LOANS
	1. Loan applications accepted by the Loan Granting Commission shall be drawn up in the form of lists that shall be approved by the rector or his authorised person.
	2. To qualify for a loan, the applicant shall submit to the Loan Granting Commission:
		1. A request for a loan specifying the type of the loan, its amount and the time of receipt of the loan.
		2. Documents certifying the special social conditions of the applicant. If the applicant fails to produce such documents, it is assumed that he does not have an advantage as refers to social conditions.
	3. The deadline for submitting documents for a loan shall be 15 September in the autumn semester and 15 February, respectively in the spring semester.
	4. If the funding allocated to RSU for study loans allow, applications for a loan may be accepted by the Commission until 20 November in the autumn semester and until 20 April in the spring semester.
	5. The Loan Granting Commission shall collect the documents submitted and:
		1. Draw up lists of candidates for each study year of each study programme;
		2. If the requested amount of funding for loans exceed the amount of funding allocated, the right to receive the loan shall be determined on a competitive basis in compliance with the requirements of the Cabinet of Ministers Regulations.
	6. The loans shall be awarded to applicants on a competitive basis (Paragraph 4.5.2 of the Regulations) in the following order:
		1. Those applicants having special social conditions and the highest proportion of credit points obtained from the number of credit points provided for the corresponding semester of the study programme;
		2. Those applicants having equivalent special social conditions, the proportion of credit points obtained and the highest resulting grade (the results of entrance examinations);
		3. Those applicants having the highest proportion of credit points;
		4. Those applicants having the same proportion of the credit points obtained and the highest resulting grade (the results of entrance examinations).
	7. The special social conditions (in order of importance) are the following:
		1. A student is a disabled person, an orphan or left without parental care (till the age of 25), as well as a student whose family, with whom he /she has undivided household (hereinafter - the Family) has been granted the status of a low-income family (person) on the basis of a certificate issued in accordance with the procedure prescribed by laws and regulations regarding compliance with the status of a low-income family (person);
		2. A student is from a family where three or more children are being raised;
		3. A student has a child in his/her family;
		4. Other social conditions that justifiably and objectively impede the possibility of a student to obtain the necessary resources for studies.
	8. As regards the first-semester students, it is assumed that the students have obtained 100 percent of the number of credit points provided for the corresponding semester of the study programme.
	9. When evaluating the resulting grade, the results of the previous examination period shall be taken into account:
		1. For the first semester students the assessment given during the entrance examinations (or compliance with the criteria specified in the admission regulations of the respective study programme) and the corresponding matriculation sequence shall be taken into account.
		2. The resulting grade shall be calculated on the basis of the assessment received during the first-time examination taken during the examination period or beyond the examination period, if the student could not take the examination for justifiable reasons during the examination period. A student who has got an unsuccessful assessment at the first-time examination (as well as if a student has not taken the examination due to unjustified reasons during the examination period) can apply for a loan only after the allocation of loans has been approved for all the applicants who have received a successful assessment at the first-time examination during the examination period.
		3. The resulting grade for the student, who was excluded due to poor academic progress and has resumed the studies, shall be calculated on the basis of the assessment received at the first-time examination during the previous examination period or, if such assessment was not received, it shall be presumed that the assessment at this examination is “1”.

The assessment received at the examination, which the student has taken after resumption of studies in connection with the exclusion due to poor academic progress, shall not be taken into account in calculation of the resulting mark.

* + 1. The previous examination period for the purpose of these Regulations shall be the examination period in which the student has completed the study courses in accordance with the study programme curriculum. Only the academic success of the previous examination period shall be assessed as the basis for granting of loans.
		2. If the final examination in the same study course for the students of the same study year is determined in different examination periods, the final marks received for this study course shall be taken into account for granting loans only after conclusion of the last final examination.
	1. If two or more applicants, assessed on the competitive basis, have equal comparable indicators and no other applicants with greater advantages have applied, the advantage for obtaining the loan shall be determined by drawing lots made in accordance with the procedure laid down by the Commission.
	2. If after granting loans there are loan funds left over for the students of the respective study year in a study programme, the remainder of the funding shall be allocated first to the applicants for loans of other study years of this study programme, then to the applicants of other study programmes of the relevant faculties, and after that to the applicants of other faculties, taking into account the criteria for granting of loans specified in these Regulations.
	3. The loan shall be granted in the amount indicated in the application and for the specified period of time in compliance with the restrictions specified in the Cabinet of Ministers Regulations.
	4. The Commission shall be convened within 5 (five) working days but not later than 10 (ten) calendar days from the date referred to in the Paragraph 4.3. The Commission shall consider the applications submitted by the applicants for granting of loans and shall approve or reject the granting of loans. The Rector or his authorised person shall sign the lists of candidates for loans approved at the Commission meeting.
	5. After the deadline specified in Paragraph 4.13, the Commission shall be entitled to accept additional applications in accordance with the procedure laid down in Paragraph 4.4. The Commission shall accept additional applications until the expiry of the time limit set out in Paragraph 4.4. The Commission shall submit the current approved lists of candidates for loans to the Administration of Studies and Research of the Ministry of Education and Science once a week.
	6. The lists of the approved loan applicants shall be checked, registered in the database and submitted to the respective credit institution by the Administration of Studies and Research.
	7. Upon receipt of the information from the Administration of Studies and Research regarding the registration of the list of loan applicants in the database, the Commission shall within 1 (one) working day place the information on RSU student portal regarding:
		1. the lists of loan applicants approved by the Administration of Studies and Research and their transfer to a credit institution;
		2. the credit institution servicing the study and the student loan contracts with a guarantee issued on behalf of the state;
		3. the time limit within which the students have to conclude the loan agreement with the credit institution.

4.17. On behalf of the Commission, the Scholarship and Loan Administrator 2 (two) working days after receiving the information from the Administration of Studies and Research shall electronically inform each loan applicant individually by sending an e-mail to the e-mail address assigned by the institution of higher education informing about the Commission’s resolution, as agreed with the Administration of Studies and Research, to approve or to refuse the loan request. In the event of refusal of the loan request, the applicant shall be introduced to the substantiation for refusal.

1. EXCEPTIONS FOR GRANTING LOANS AND CANCELLATION OF GRANTING LOANS
	1. If a RSU student has studied at a foreign university within Erasmus or other international exchange programmes, the assessment obtained from a foreign institution of higher education may be used to evaluate the student’s academic progress. The assessment obtained from a foreign institution of higher education shall be compared to RSU assessments, based on the ECTS grade system (A-F)
	2. RSU may cancel the approval of the list of loan applicants, if it finds that the listed person:
		1. has provided false information;
		2. does not obtain the proportion of credit points provided for in the Cabinet of Ministers Regulations;
		3. has been excluded.
	3. The Commission shall inform the Administration of Studies and Research on amendments to the lists of loan recipients or shall confirm that there are no amendments once a month but no later than the last date of the current month.
2. LOAN GRANTING COMMISSION
	1. The Loan Granting Commission is a commission established by the Rector’s decree, which, in the amount of rights and obligations prescribed by the Cabinet of Ministers Regulations and these Regulations, shall perform the administration of granting loans.
	2. The Loan Granting Commission shall meet not less than twice during the academic year, not later than 10 calendar days after the last date of accepting applications for the relevant semester.
	3. The Loan Granting Commission shall be composed of RSU administration, academic staff and representatives of the Student Union. The proportion of students in the Loan Granting Commission shall not be less than 20 percent.
	4. The meetings of the Loan Granting Commission shall be open to RSU staff.
	5. The meeting of the Loan Granting Commission may be held if more than half of the members of the Loan Granting Commission are present.
	6. The Loan Granting Commission shall decide the issue by a simple majority. In the event of the equal distribution of votes, the vote of the Chairperson of the Loan Granting Commission shall be decisive.
	7. The Loan Granting Commission shall have the rights and obligations specified in these Regulations and laws and regulations.
3. OTHER PROVISIONS
	1. The student shall be obliged to pay the study fee in full or in part:
		1. for the study semesters before granting a study loan;
		2. If, after a study loan is granted during the study period, the credit institution ceases to pay the specified amount in full or in part or fails to pay it within the time limit specified in the study contract.
	2. If, after an interruption of studies, the loan recipient successfully continues his/her studies, he can resubmit a request for granting of the loan to the Loan Granting Commission or renew the payment of the previously allocated loan, if the former has not been fully used.
	3. The resolution taken by the person authorised by the Rector regarding the approval of the list of loan applicants (Paragraph 4.1. of these Regulations) may be appealed by submitting a complaint to the Rector within 10 calendar days after adoption of the resolution. The Rector’s resolution regarding the approval of the list of loan applicants (Paragraph 4.1. of these Regulations) and the Rector’s resolution regarding the contested resolution may be appealed to RSU Senate (Paragraph 3.9 of RSU Constitution) within 10 calendar days after its adoption.
	4. If, due to justifiable reasons, it is not possible to meet the deadline by which RSU has to carry out the activities prescribed in the Cabinet of Ministers Regulations and these Regulations according to the procedure specified in laws and regulations, the deadline may be extended by the Rector’s decree.
	5. Other liabilities related to the granting of loans that are not specified in these Regulations shall be determined in accordance with the Cabinet of Ministers Regulations and other regulatory enactments.
	6. The provisions of these Regulations shall be applicable insofar as they do not conflict with the requirements of external regulatory enactments regulating the study and student loans.

Vice-Rector for Studies Tatjana Koķe

AGREED

at Rīga Stradiņš University

Deans Council