

INTERNAL REGULATION

/Translation from Latvian, 18.06.2025/

APPROVED

at Rīga Stradiņš University Senate
meeting of 10 June 2025
Minutes No 2-S-1/6/2025

Rīga Stradiņš University Regulations on Doctoral Study Grants

Issued in accordance with
Section 15¹, Clause 3, Sub-clause (c) of the Law on Higher Education Institutions

1. General provisions

1.1. Rīga Stradiņš University Regulations on Doctoral Study Grants (hereinafter - the Regulations) prescribe the procedure for granting and using financial support (hereinafter - the Grant) for active students of doctoral study programmes (hereinafter - the doctoral students) at Rīga Stradiņš University (hereinafter – the University) and for graduates from the University’s doctoral study programmes five years after successful completion of the study period (hereinafter – PhD candidates) (hereinafter jointly – candidates for the Grant) for the successful development and defence of the doctoral thesis. PhD candidates may apply for funding once.

2. Terms used

- 2.1. **Active student** - a doctoral student of the doctoral study programme who is not on academic leave (interruption of studies).
- 2.2. **Research activity information system** – a system intended for the collection, storage and analysis of research results for the University as a whole and for each representative of the University’s academic and scientific staff, a doctoral student and a PhD candidate individually. The system shall ensure timely and high-quality retrieval of information and data for reports, reviews, evaluation and motivation of academic staff, as well as

promotes the international profile of the University (hereinafter - Research Portal).

Link to Research Portal: <https://science.rsu.lv/>.

- 2.3. **PhD candidates** – graduates from the University's doctoral study programmes and joint doctoral study programmes five years after successful studies.

3. Grant award period, items, restrictions and amount

3.1. Application for the Grants is scheduled for the first two weeks of January each calendar year, or as required.

3.2. Grants may be awarded for a period of one calendar year to ensure the following needs of the candidates for the Grant to support their PhD research in accordance with the topic of their thesis:

- 3.2.1. to cover the purchase costs of laboratory materials and reagents;
- 3.2.2. the cover costs for the purchase of medical equipment. The purchased assets shall be in University's accounting records. A responsible person who is an employee of the University shall be appointed, if the purchased item is a fixed asset or inventory. The doctoral student shall be registered as a user of the tangible asset;
- 3.2.3. for doing tests, examinations (priority shall be given to the University's laboratories) and providing other services related to the doctoral thesis, as well as for the rental of equipment;
- 3.2.4. payment for editorial corrections and publishing of scientific articles in internationally quoted journals indexed in *SCOPUS* or *Web of Science* database;
- 3.2.5. the purchase of educational literature (to remain the property of the University) and subscriptions to periodicals (to remain in the use of the University);
- 3.2.6. conference participation fees (and other related expenses), if an oral presentation is planned during the session and if agreed in writing or electronically by the organisers of the event. The list of final destination countries of a conference is limited according to the University's Business trip procedure.

3.3. Restrictions on the award of Grants:

- 3.3.1. doctoral students who are on academic leave or have poor academic performance at the time of application are not eligible to apply (restriction does not apply to doctoral students conditionally transferred to the following year of study);
- 3.3.2. a doctoral student may apply for a business trip once throughout the entire duration of the doctoral studies;

3.3.3. a PhD candidate may apply for a business trip once if the application for a business trip has not been submitted during the doctoral studies.

3.4. Sources of Grant funding:

3.4.1. for doctoral students studying in state-funded study places: the part of the study funding from the state budget funds as prescribed in the University's budget and the funds granted by cooperation partners of the University, including donations;

3.4.2. for doctoral students studying in the study places financed by private individuals and legal entities and for PhD candidates: the University's own funds and funds granted by cooperation partners of the University, including donations.

3.5. The annual Grant fund shall be determined in accordance with the approved University's budget for the current year and in accordance with the targeted funding, donations, budgets of other faculties and other special funds.

3.6. The budget proposal for the Doctoral Students Grant Foundation shall be prepared by the Department of Doctoral Studies, taking into account the total number of doctoral students and available sources of funding for the doctoral students employed by the University (for example, funds planned within the budget of structural units and project funding). The Finance Department shall provide the Department of Doctoral Studies with information on the planned resources of the structural units in order to specify, if necessary, the amount of the funding requested.

3.7. Doctoral students who are employed in a structural unit or a project of the University shall be financed from the budget of the project or the given structural unit.

3.8. If a doctoral student needs additional funding, the doctoral student may apply for a doctoral grant by submitting documents as specified in Paragraph 4.2 of these Regulations.

3.9. The Grant may be awarded up to the amount of the annual grant fund to the following extent:

3.9.1. up to EUR 2000.00 (two thousand euro, 0 cents) per year for doctoral students studying in the full-time regular doctoral study programme "Social Sciences" and for PhD candidates in this field;

3.9.2. up to EUR 4000.00 (four thousand euro, 0 cents) per year for doctoral students studying in the full-time regular doctoral study programme "Health Care" and for PhD candidates in this field.

4. Grant award procedure

- 4.1. Grants shall be awarded in accordance with the procedure of the competition by a decision of the Vice-Rector for Science, on the basis of the results of the competition per study programmes as approved by the Grant Funding Committee (hereinafter – Committee). The Committee shall act in accordance with the Regulations of the University's Department of Doctoral Studies.
- 4.2. Grant applicants shall submit the following documents to the Department of Doctoral Studies:
 - 4.2.1. an application for the receipt of the Doctoral Study Grant;
 - 4.2.2. a list of expenses for the planned use of the Doctoral Study Grant funds (hereinafter - the List), in which the compliance of the items indicated with the tasks of the Grant candidate's study plan is agreed with the supervisor of the doctoral thesis of the Grant candidate;
 - 4.2.3. information regarding other sources of financing (projects, budgets of structural units of the University) and amounts necessary for the performance of the tasks of the curriculum in the given calendar year;
 - 4.2.4. PhD candidates - a timetable for the defence of the doctoral degree, publications on the topic of the doctoral thesis and a draft of the doctoral thesis;
 - 4.2.5. doctoral students in their second, third and fourth year - shall include in their application for the doctoral study grant a link to their PhD project profile on the Research Portal.
- 4.3. The Committee shall evaluate the eligibility of Grant candidates for Grant award requirements, shall rank applications, if necessary, and give instructions to Grant candidates regarding the necessary clarifications and corrections, and shall make proposals to the Vice-Rector for Science regarding the Grants to be awarded, taking into account the financial resources available at the time of awarding Grants:
- 4.4. Ranking of candidates shall be carried out:
 - 4.4.1. for the first-year doctoral students: on the basis of the results of the admission competition for applicants;
 - 4.4.2. for the second, third and fourth-year doctoral students: on the basis of the scientific activity specified in the PhD project profile on the Research Portal system;
 - 4.4.3. for PhD candidates: on the basis of the opinion of the Director of the doctoral study programme on the expected progress of the submission of the doctoral thesis.

- 4.5. If the Grant candidate has not made any clarifications or corrections to the items indicated on the List of expenses within the time limits set by the Committee, the Grant candidate shall continue to participate in the competition for the other items regarding which the Committee has not raised any objections. If the expenditure item for which the Committee has requested clarifications or corrections is the only one on the List, the Committee shall decide that the Grant candidate is excluded from further participation in the competition.
- 4.6. The Vice-Rector for Science shall take a decision on the Grants to be awarded within 10 (ten) working days of the Committee meeting, in accordance with the Committee's proposal on the results of the competition.
- 4.7. As an exception, for the purchase of expensive goods or services or to cover unforeseen expenses essential for the development of the doctoral thesis, the Committee may, upon a reasoned application by the Grant recipient, propose to the Vice-Rector for Science to increase the amount of the Grant awarded, normally not exceeding twice the amount of the Grant set out in the Regulations, if there are available Grant funds in the budget of the Department of Doctoral Studies.
- 4.8. As an exception, to cover the unforeseen costs for goods or expenses essential for the development of the doctoral thesis, the Dean may, upon a reasoned application by the doctoral student, propose to the Vice-Rector for Science to award a Grant outside the established application deadlines, normally not exceeding twice the amount of the Grant set out in the Regulations, if there are available Grant funds in the budget of the Department of Doctoral Studies.

5. Procedure for the use of Grants

- 5.1. The Department of Doctoral Studies shall purchase goods and services necessary for the use of the Grant upon the proposal of the Grant recipient in accordance with internal rules and regulations of the University. If the purchase is not made by the Department of Doctoral Studies, the invoices submitted by the Grant recipient shall not be paid from the Grant funds, and the Grant recipient must bear the costs incurred.
- 5.2. According to the procedure set forth by the internal rules and regulations of the University, the Department of Doctoral Studies shall:
- 5.2.1. inform the Grant recipients about the use of Grants;
 - 5.2.2. upon the proposal of the Grant recipients, help to prepare procurement procedures in accordance with the procedures specified in the internal laws and regulations of the University;
 - 5.2.3. keep records and control of the awarded Grant funding;

5.2.4. inform the Committee on breaches admitted by the Grant recipients in the use of grants, if any.

5.3. Obligations of Grant recipients:

5.3.1. submit the technical specifications of goods and services (including detailed descriptions of reagents, items, etc.) for the necessary procurement;

5.3.2. register the business trips/leave of absence in accordance with the internal laws and regulations of the University;

5.3.3. submit reports on the use of the Grant within the first two weeks of January of a calendar year;

5.3.4. submit to the Department of Doctoral Studies any other information related to the use of the Grant.

5.4. The Director of the study programme shall examine reports of the Grant recipients on the use of the Doctoral Study Grant funds within three months and shall approve them.

5.5. The Grant recipient shall be obliged to reimburse the unduly used Grant funds to the University within six months from the date of the decision.

5.6. In exceptional cases, if the Grant recipient suspends the development of the doctoral thesis due to the academic leave, reimbursement of the funds shall not be required.

5.7. Upon a reasoned application by the Grant recipient to the Department of Doctoral Studies, in agreement with the supervisor of the doctoral thesis, the Dean of the Department of Doctoral Studies shall have 5 (five) working days to decide on the use of funds within the scope of the Grant, including:

5.7.1. to change the type of use defined in the expenditure item of the List;

5.7.2. to reallocate Grant funds not used under one item of the List for use in another item;

5.7.3. to establish new expenditure items in the List in accordance with the Regulations.

5.8. Unused Grant funds shall not be transferred over to the following year.

5.9. The difference between the amount of the Grant, the amount awarded and the amount actually used as set out in the Regulations shall not be paid to the Grant recipient.

5.10. Upon successful completion of the doctoral study programme, the Grant recipient shall have the right to use the Grant until the end of the calendar year.

6. Other provisions

6.1. Decisions taken by the Vice-Rector for Science may be appealed by the Grant candidate or the Grant recipient to the University's Rector within 10 (ten) working days.

6.2. The application forms necessary for the performance of the actions specified in the Regulations shall be approved by the Rector's decree.

6.3. The Committee shall also have the right to organise a call for proposals for the award of Grants only for individual Grant items.

Chair of the Senate

J.Gardovskis

D.Bandere
T. 67409120

AGREED:
at the meeting of Rīga Stradiņš University
Council of Deans
on 19 May 2025,
Minutes No 4-SD.1-2/18/2025

AGREED:
at the meeting of Rīga Stradiņš University
Rectorate
on 26 May 2025,
Minutes No 1-PB-1/30/2025

THIS DOCUMENT IS ELECTRONICALLY SIGNED WITH A SECURE ELECTRONIC
SIGNATURE AND CONTAINS A TIME STAMP