

## **Rīga Stradiņš University Regulations on Doctoral Study Grants**

Issued in accordance with  
Section 15<sup>1</sup>, 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 students of doctoral study programmes (hereinafter - the doctoral students) at Rīga Stradiņš University (hereinafter - RSU) and for graduates from RSU doctoral study programmes three years after successful completion of the study period (hereinafter - candidates for the research degree) for the successful development and defence of the doctoral thesis. Candidates for the research degree may apply for funding once.

### **2. Grant award period, items, restrictions and amount**

2.1. Grants may be awarded for a period of up to twelve months (until 31 December) to ensure the following needs of doctoral students and candidates for the research degree to support their doctoral research in accordance with the topic of their doctoral thesis:

- 2.1.1. the purchase of laboratory materials and reagents;
- 2.1.2. the costs for the purchase of medical equipment. The purchased assets shall be in RSU accounting records. A responsible person who is an employee of RSU 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;
- 2.1.3. for doing tests, examinations (to be carried out preferably in RSU laboratories) and providing other services related to the doctoral thesis, as well as for the rental of equipment;

- 2.1.4. payment for editing and publishing of scientific publications in international peer-reviewed journals indexed in *SCOPUS*, *Web of Science* or *ERIH+* database;
- 2.1.5. the purchase of educational literature (to remain the property of RSU) and subscriptions to periodicals (to remain in the use of RSU);
- 2.1.6. 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.

2.2. Restrictions on the award of Grants:

- 2.2.1. 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);
- 2.2.2. in general, conference and congress fees may be applied for once during the doctoral studies concerned.

2.3. Sources of Grant funding:

- 2.3.1. for doctoral students studying in state-funded study places: the part of the study funding from the state budget funds as prescribed in RSU budget and funds granted by RSU cooperation partners, including donations;
- 2.3.2. for doctoral students studying in study places financed by private individuals or legal entities and for candidates for the research degree: RSU own funds and funds granted by RSU cooperation partners, including donations.

2.4. The annual grant fund shall be determined in accordance with the approved RSU budget for the current year and in accordance with earmarked funds, donations, budgets of other faculties and other special funds. The budget proposal for the fund shall be submitted by the Department of Doctoral Studies.

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

- 2.5.1. 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 candidates for the research degree studying in the field of social sciences;

**2.5.2.** 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 candidates for the research degree studying in the field of healthcare.

### **3. Grant award procedure**

- 3.1. 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 by study programmes as approved by the Council. The Council shall act in accordance with the Regulations of RSU Department of Doctoral Studies.
- 3.2. The Council shall determine the deadlines for the Grant award competition, the documents to be submitted, the procedure for preparing and submitting reports and shall publish the relevant information and sample documents on RSU website under the section of the Department of Doctoral Studies.
- 3.3. Grant applicants shall submit the following documents to the Department of Doctoral Studies:
  - 3.3.1. an application for the receipt of the Doctoral Study Grant;
  - 3.3.2. 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 applicant's study plan is agreed with the supervisor of the doctoral thesis of the Grant applicant;
  - 3.3.3. candidates for the research degree: a timetable for the defence of the doctoral degree, publications on the topic of the doctoral thesis and a draft of the doctoral thesis;
  - 3.3.4. doctoral students in their second, third and fourth years of study may also submit documents certifying their scientific contributions in the previous calendar year on the topic of their doctoral thesis:
    - 3.3.4.1.a double-blind peer-reviewed scientific publication in a scientific journal or conference proceedings indexed in *SCOPUS*, *Web of Science* or *ERIH* + database on the topic of the doctoral thesis: 3 points per item;
    - 3.3.4.2.scientific articles in peer-reviewed editions published in Latvia and abroad on the topic of the doctoral thesis: 1 point per unit;

- 3.3.4.3. presentation at an international or local scientific conference with a poster presentation on the topic of the doctoral thesis: 0.75 points per unit;
  - 3.3.4.4. presentation at an international or local scientific conference with an oral presentation on the topic of the doctoral thesis: 1 point per unit;
  - 3.3.4.5. *EPO, USPTO, JPO* and *EA* patents: 3 points per unit;
  - 3.3.4.6. patents registered with the Latvian Patent Board: 2 points per unit.
- 3.4. The Dean of the Department of Doctoral Studies shall convene a meeting of the Council to evaluate the eligibility of Grant applicants for Grant award requirements, shall rank applications of applicants, if necessary, shall give instructions to Grant applicants 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:
- 3.4.1. for the first-year doctoral students: on the basis of the results of the admission competition for applicants;
  - 3.4.2. for the second, third and fourth-year doctoral students: on the basis of the number of credit points obtained in the previous year of study and the points obtained for the scientific contributions submitted;
  - 3.4.3. for candidates for the research degree: on the basis of the opinion of the Director of the doctoral study programme on the expected progress of the doctoral thesis submission.
- 3.5. If the Grant applicant has not made any clarifications or corrections to the items indicated on the List of expenses within the time limits set by the Council, the Grant applicant shall continue to participate in the competition for the other items for which the Council has not raised any objections. If the expenditure item for which the Council has requested clarifications or corrections is the only one on the List, the Council shall decide that the Grant applicant is excluded from further participation in the competition.
- 3.6. The Vice-Rector for Science shall take a decision on the Grants to be awarded within 10 (ten) working days of the Council meeting, in accordance with the Council's proposal on the results of the competition.

- 3.7. 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 Council 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.
- 3.8. As an exception, to cover the unforeseen costs for goods or expenses essential for the development of the doctoral thesis, the Council 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, usually 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. Procedure for the use of Grants**

- 4.1. 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 RSU internal rules and regulations. 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.
- 4.2. The Department of Doctoral Studies shall inform Grant recipients as necessary, shall organise procurement at the proposal of the Grant recipients in accordance with the procedures laid down in RSU internal rules and regulations, shall keep records of and control the financial resources of the Grants, and shall inform the Council about irregularities of the Grant recipients in the use of the Grants.
- 4.3. Obligations of Grant recipients:
  - 4.3.1. submit the technical specifications of goods and services (including detailed descriptions of reagents, items, etc.) for the necessary procurement within the deadlines set by the Department of Doctoral Studies;
  - 4.3.2. register the business trip/leave of absence in accordance with RSU internal laws and regulations. The Grant recipient must submit an

application regarding the business trip/leave of absence to the Department of Doctoral Studies;

4.3.3. submit reports on the use of the Grant and any other information related to the use of the Grant by 31 December or by another deadline set by the Council (if the Grant is awarded outside the set deadlines, etc.);

4.3.4. inform the Department of Doctoral Studies immediately, but no later than within 5 (five) working days, of the award of a Grant or scholarship that prevents the receipt of other grants (scholarships). In such a case, the Grant funds shall be used to cover expenses incurred prior to the award of the grant or scholarship in question and further use of the Grant shall be discontinued.

4.4. The Council shall examine the Grant recipient reports on the use of the Doctoral Study Grant funds within three months and shall approve them in full, in part or reject them.

4.5. In case the Council finds that the Grant recipient uses academic leave, has poor academic performance, fails to fulfil the obligations set out in the study plan, provides false information, uses the Grant for other purposes, violates RSU internal rules and regulations or fails to fulfil other obligations arising from these Regulations, the Council shall propose and the Vice-Rector for Science shall decide on the revocation of the Grant and reimbursement of the used Grant funds in full or in part. The Grant recipient shall be obliged to reimburse the unduly used Grant funds to RSU within six months from the date of the decision. In exceptional cases, where the development of the Grant recipient's doctoral thesis has been suspended for justifiable reasons (e.g. academic leave due to pregnancy, childcare, or acute illness), the Council may propose to suspend further use of the Grant without ordering reimbursement of the Grant funds used.

4.6. 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) calendar days to decide on the use of funds within the scope of the Grant, including:

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

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

4.6.3. establish new expenditure items in the List in accordance with the Regulations.

4.7. Unused Grant funds shall not be carried over to the following year. The difference between the amount of the Grant as set out in the Regulations, the amount awarded and the amount actually used shall not be paid to the Grant recipient. 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.

### **5. Other provisions**

5.1. Decisions taken by the Vice-Rector for Science may be appealed by the Grant applicant or the Grant recipient to RSU Rector within 10 (ten) calendar days.

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

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

Chairperson of the Senate

J.Gardovskis

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AGREED:  
at the meeting of Rīga Stradiņš  
University Council of Deans  
on 13 May 2024,  
Minutes No 4-SD.1-2/12/2024

AGREED:  
at the meeting of Rīga Stradiņš  
University Rectorate  
on 20 May 2024,  
Minutes No 1-PB-1/19/2024

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