

APPROVED  
at Rīga Stradiņš University  
Senate meeting of  
20 September 2022,  
Minutes No 2-S-1/7/2022

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

Issued in compliance with  
Section 15<sup>1</sup>, Paragraph 3 (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) for the successful development and defence of doctoral thesis.

### **2. Grant award term, items, limitations and scope**

2.1. Grants may be awarded for a period of up to twelve months (until 31 December) to ensure the following needs for the study process of doctoral students 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 items shall be in RSU inventory. If the purchased item is a fixed asset or inventory, a responsible person shall be determined, who is a RSU employee. The doctoral student shall be registered as a user of the tangible asset;
- 2.1.3. for tests and examinations (to be done preferably in RSU laboratories) and other services related to the doctoral thesis, as well as for the equipment hire;
- 2.1.4. payment for editing and publication 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 the property of RSU);

2.1.6. conference participation fees (and other related expenses), if an oral presentation at the meeting is foreseen and if the consent in writing or electronically from the organisers of the event is obtained.

2.2. Restrictions on the award of Grants:

2.2.1. shall be imposed upon doctoral students who are on academic leave at the time of application or have poor academic performance (restriction does not apply to doctoral students who are given a conditional transfer to the next 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 resources as prescribed in RSU budget;

2.3.2. for doctoral students studying in study places financed by private individuals or legal entities, - the own funds earned by RSU and the funds provided by RSU cooperation partners, including donations.

2.4. The annual grant fund shall be calculated in the following way:

2.4.1. for the full-time regular doctoral study programme "Social Sciences" or for full-time regular doctoral study programmes in the field of social sciences - the number of doctoral students studying in state-funded study places and in study places financed by private individuals or legal entities for a tuition fee without a discount on admission study fee, multiplied by EUR 500.00.

2.4.2. for the full-time regular doctoral study programme "Health Care" or for full-time regular doctoral study programmes in the field of health - the number of doctoral students studying in state-funded study places and in study places financed by private individuals or legal entities for a tuition fee without a discount on admission study fee, multiplied by

2.4.2.1. EUR 3000.00 for medicine;

2.4.2.2. EUR 2000.00 for pharmacy and health psychology.

2.4.3. in compliance with grants, donations, budgets of other faculties and other special funding.

2.5. A grant may be awarded not exceeding the amount of the annual grant fund, as follows:

- 2.5.1. up to EUR 1000.00 (one thousand *euro*, 0 cents) per year - for doctoral students studying in the full-time regular doctoral study programme "Social Sciences" or in a full-time regular doctoral study programme in the field of social sciences in a state-funded study place and in a study place financed by private individuals or legal entities for a tuition fee without a discount on admission study fee;
- 2.5.2. up to EUR 3000.00 (three thousand *euro*, 0 cents) per year - for doctoral students studying in the full-time regular doctoral study programme "Health Care" or in the full-time regular doctoral study programme in the field of health in a state-funded study place or in a study place financed by private individuals or legal entities for a tuition fee without a discount on admission study fee;
- 2.5.3. in compliance with grants, donations, budgets of other faculties and other special funding.

### **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 as approved by the Council by study programmes and by years of study. 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 a doctoral study grant;
  - 3.3.2. a list of expenses for the planned use of the doctoral study grant (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. The second, third- and fourth-year doctoral students may also submit documents certifying their scientific activities in the previous calendar year on the topic of their doctoral thesis:
  - 3.3.3.1. a double-blind peer-reviewed scientific publication in a scholarly journal or conference proceedings indexed in *SCOPUS*, *Web of Science* or *ERIH+* database on the topic of the doctoral thesis: 3 points per unit;
  - 3.3.3.2. scientific articles in peer-reviewed editions published in Latvia and abroad on the topic of the doctoral thesis: 1 point per unit;
  - 3.3.3.3. presentation at an international or local scientific conference with a poster presentation on the topic of the doctoral thesis: 0.75 points per unit;
  - 3.3.3.4. presentation at an international or local scientific conference with an oral presentation on the topic of the doctoral thesis: 1 point per unit;
  - 3.3.3.5. *EPO*, *USPTO*, *JPO* and *EA* patents: 3 points per unit;
  - 3.3.3.6. 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 doctoral students for Grant award requirements and their applications, shall rank applications of doctoral students according to the number of points obtained in the evaluation criteria, 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 the Grant award:
  - 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 activities submitted.
- 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 updates 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. In accordance with the proposal of the Council relating the results of the competition, the Vice-Rector for Science shall take a decision on the Grants to be awarded within ten (10) working days of the Council meeting.
- 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 of 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 using 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. complete 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 recipients' 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 the event that the Council finds that the Grant recipient takes 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. Rector's decision may be challenged in compliance with the procedure specified in RSU Constitution.
- 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

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AGREED:  
at the meeting of Rīga Stradiņš University  
Council of Deans  
on 20 June 2022,  
Minutes No 4-SD.1-2/23/2022

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