

APPROVED
At RISEBA Senate meeting
Amended on 11.06.2025, Minutes No. 25/1.1-7/8

Regulation on the Granting of RISEBA-Funded Budget Places and Tuition Fee Discounts

OBJECTIVE

This Regulation has been developed to establish clear and transparent criteria for the application and granting procedure of RISEBA funded budget places and tuition fee discounts.

ABBREVIATIONS AND DEFINITIONS

RISEBA financed budget place – studies financed by RISEBA at the University with the granted discount of 100%; the discount applies to students who started their studies no later than the academic year 2022/2023.

Discount Committee – Committee for granting RISEBA Tuition Fee Discounts;

Competition – A competition for the allocation of RISEBA-funded budget places and tuition fee discounts, which objectively determines the most eligible applicants for RISEBA-funded budget places and tuition fee discounts;

Regulation – Regulation on the granting of RISEBA-funded Budget Places and Tuition Fee Discounts;

Annex – Tuition fee discounts, which are an Annex to this Regulation for the respective academic year, approved annually; an Annex to the Regulation setting out the types, number of places, amount and criteria for applying the tuition fee discount for that academic year;

RISEBA – Biznesa, mākslas un tehnoloģiju augstskola “RISEBA”;

Tuition fee discount — a discount for tuition fees, which is applied to applicants and students based on this Regulation;

Applicant – a person applying for a study place offered by RISEBA.

1. GENERAL INFORMATION

This Regulation governs and determines the following:

- 1.1. This Regulation defines the procedure by which an applicant or student may apply for RISEBA-funded budget places and tuition fee discounts. It also establishes the structure and rotation procedure of RISEBA-funded budget places, as well as the procedure for applying tuition fee discounts;
- 1.2. The RISEBA-funded budget places, types, number, amount of tuition fee discounts, conditions and criteria for their granting are determined in the Annex to the Regulation;

- 1.3. The Annex is approved for each academic year by the RISEBA Senate upon the proposal submitted by the Management Group and/or the Discount Committee;
- 1.4. Proposals on the types, number and amount of tuition fee discounts, including discount certificates, may be proposed by any department of RISEBA University by submitting them to the Discount Committee;
- 1.5. The budget of the respective academic year shall include funds for the allocation of RISEBA-funded budget places and tuition fee discounts;
- 1.6. The Discounts Committee shall make a decision on the granting of RISEBA-funded budget places and tuition fee discounts on the basis of the Regulation and its Annex approved by the Senate, in accordance with the funds allocated for these purposes in the RISEBA budget for the relevant academic year;
 - 1.7. The process and results of the Competition for the allocation of RISEBA-funded budget places and tuition fee discounts are public;
- 1.8. Tuition fee discounts applicable to students who are RISEBA employees are regulated by a separate regulatory document of RISEBA.

2. TUITION FEE DISCOUNTS

2.1. Categories and distribution of tuition fee discounts:

- 2.1.1. Tuition fee discounts are divided into the following types after the granting procedure:
 - 2.1.1.1. Tuition fee discounts granted to applicants upon entering into an agreement;
 - 2.1.1.2. Tuition fee discounts are granted based on the decision of the Discount Committee.
- 2.1.2. Tuition fee discounts are divided by the period of granting:
 - 2.1.2.1. for the entire study period;
 - 2.1.2.2. for one academic year;
 - 2.1.2.3. for one semester.
- 2.1.3. Tuition fee discounts are divided by level of studies, programmes and forms.
- 2.1.4. Tuition fee discounts are divided by the method of discount calculation:
 - 2.1.4.1. percentage;
 - 2.1.4.2. fixed amount.
- 2.2. Requirements for the persons who may apply for RISEBA funded budget places and tuition fee discounts:
 - 2.2.1. Any student is eligible to apply for RISEBA-funded budget places and tuition fee discounts, provided that he/she meets the eligibility criteria for the specific discount and budget place in accordance with the Annex;
 - 2.2.2. The selection of applicants for RISEBA-funded budget places and the 'Excellence in Studies' discount is carried out by the Discount Committee established by the Rector's Ordinance.
 - 2.2.3. Only those students who have obtained the grades by passing the final examinations of the study courses with the first attempt within the time limit set by the examination may apply for a RISEBA-funded budget place or a tuition fee discount, where one of the criteria is the student's grades. In case a student resits the final examination in order to improve his/her grade, such a grade shall not be taken into account when considering the question of a RISEBA-funded budget place or Tuition Fee Discount.

- 2.2.4. Students who have obtained marks in ERASMUS or other exchange programmes, in cases where no marks have been received from the partner university, must submit an application to the Discount Committee requesting it to consider the application for a discount after the date specified in Section 3.3.2.6 of this Regulation.
- 2.2.5. Taking into account that the Student's average grade for the previous semester is calculated from the final grades obtained in the study courses, in cases when the Student has obtained grades in another university or programme, both grades obtained in RISEBA and grades obtained in another university are taken into account.

3. RISEBA BUDGET PLACES

3.1. General information:

- 3.1.1. RISEBA-funded budget places are granted to full-time students of the bachelor's level who have started their studies no later than in the academic year 2022/2023.
- 3.1.2. The discount 'Excellence in Studies' is granted to Bachelor's level applicants and students who started their studies from the academic year 2023/2024.
- 3.1.3. RISEBA-funded budget places are not funded by the State but are subsidised by RISEBA with the aim of motivating students to excel in their studies.
- 3.1.4. RISEBA-funded budget places and discount 'Excellence in Studies' are granted for one academic semester and revised every semester.

3.2. The procedure for determining the number of RISEBA 'Excellence in Studies' discount places:

- 3.2.1. The Discount Committee determines the number of 'Excellence in Studies' discount places to be awarded each semester, broken down by faculty, programme and type of study.
- 3.2.2. For the purpose of calculating the number of 'Excellence in Studies' discount places at each faculty, the number of students is taken into account (the number of students on study break is not taken into account), divided into courses (years of study) and types of study.
- 3.2.3. for the purpose of determining the number of places at a given faculty, study programme, course, study form, the RISEBA 'Excellence in Studies' discount shall be calculated as follows:

Number of students	Number of discount places
Up to 75	1
76 - 150	2
151 - 200	3
etc. For each 50	+1

For example: on the date of the Discount Committee meeting on 15 February, the Faculty of Business and Economics has a total of 152 students in the 3rd year at the evening department, accordingly 3 discounted places are allocated.

3.3. Requirements for persons qualifying for the discount 'Excellence in Studies':

3.3.1. First-time granting of the discount 'Excellence in Studies' for Applicants:

3.3.1.1. To apply for the discount 'Excellence in Studies', the applicant must submit an application addressed to the Discount Committee.

3.3.1.2. To be eligible for the first-time granting of the discount 'Excellence in Studies' in bachelor's level study programmes (1st year), all of the following criteria must be met:

3.3.1.3. general secondary education or professional secondary education obtained in the Republic of Latvia;

3.3.1.4. The average grade in all subjects listed in the diploma is not lower than 9.

3.3.1.5. The centralized examination (CE) results are at least 65%.

3.3.1.6. The 'Excellence in Studies' discount is awarded to the number of applicants matching the available places, ranked by the highest average diploma grade.

3.3.2. RISEBA-funded budget place and tuition fee discount 'Excellence in Studies' rotation, extension and granting of other discounts:

3.3.2.1. Students who fulfil the conditions specified in the Annex shall be entitled to apply for a RISEBA-funded budget place and 'Excellence in Studies' discount in accordance with the provisions of Clauses 3.1.1 and 3.1.2 of this Regulation in the next semester of studies (starting from the 2nd semester of the 1st year).

3.3.2.2. The average grade of a student for the previous semester is calculated based on the final grades obtained in study courses. If a student has passed tests within the framework of the ERASMUS or other exchange programme, the final grades received at the respective university are taken into account.

3.3.2.3. When applying for a RISEBA-funded budget place, discount 'Excellence in Studies' or discount 'Good Grades', the grade obtained for the first time is taken into account. When repeatedly taking any of the tests stipulated by the study course with the aim to improve the obtained grade, the initially obtained grade is taken into account and the repeatedly passed tests are not taken into account in calculating RISEBA-funded budget places, discount 'Excellence in Studies' or discount 'Good Grades'.

3.3.2.4. If two or more students have the same highest average grade, a RISEBA-funded budget place, discount 'Excellence in Studies' or discount 'Good Grades' is granted to the student, who has been granted a RISEBA-funded budget place, discount 'Excellence in Studies' or discount 'Good Grades' during the previous semester. If a RISEBA-funded budget place, discount 'Excellence in Studies' or discount 'Good Grades' has not been granted to any of the candidates, its amount is equally divided between the students with the same highest average grade.

3.3.2.5. A student who wishes to apply for a RISEBA-funded budget place or discount shall write an application to the Discount Committee for granting a RISEBA-funded budget place or discount for the next semester of studies by 10 February and 10 September of each year and submit it to the RISEBA Study Department. Students who have not submitted their applications within the deadlines are not eligible for budget places or other discounts.

- 3.3.2.6. By February 18 and September 18 of every year, the Committee examines the average grades obtained by the candidates during the previous semester and decides on the granting of RISEBA-funded budget places and discounts for the next semester.
- 3.3.2.7. If necessary, the Committee has the right to request additional documents.
- 3.3.2.8. The Committee transfers the results to the Study Department, which in turn informs students about the granted or deprived discounts and RISEBA-funded budget places during the particular academic semester.
- 3.3.2.9. A RISEBA-funded budget place and discount is not prolonged on a no-contestation basis, if a student fails to fulfil obligations under the learning agreement, academic obligations stipulated in the study plan or violates the RISEBA Internal Procedural Rules and the candidate no longer complies with the requirements set in the Regulation.
- 3.3.2.10. A RISEBA-funded budget place and other discounts are annulled during a study break. After returning from a study break, students may apply for a RISEBA-funded budget place or discount pursuant to the general budget place and discount rotation procedure within the terms determined in Clause 3.3.2.5 hereof.
- 3.3.2.11. The rotation of RISEBA-funded budget places takes place at the level of one study programme and form (1st year, 2nd year, etc.), regardless of specialisation or qualification.
- 3.3.2.12. The rotation of discount places for the discount 'Excellence in Studies' takes place within the same faculty, academic year, and type of study. If a student changes their study programme, they lose the right to the allocated RISEBA-funded budget place or discount, but may reapply for a RISEBA-funded budget place or discount in the following semester.

4. ASSESSMENT CRITERIA OF RISEBA BUDGET PLACES AND TUITION FEE DISCOUNTS

- 4.1. In assessing the applicants' academic performance for the purpose of granting tuition fee discounts, the Discount Committee takes into account the grades from centralised examinations (CE) and Diploma subjects, which are determined in the RISEBA Admission Requirements of the respective academic year.
- 4.2. The Committee grants RISEBA-funded budget places and tuition fee discounts, assessing the following:
 - 4.2.1. the applicant's compliance with the requirements referred to in this Regulation and the Annex;
 - 4.2.2. the applicant's grades;
 - 4.2.3. fulfilled financial obligations;
 - 4.2.4. other documents submitted by the applicant.
- 4.3. The Committee does not grant RISEBA-funded budget places and tuition fee discounts, if:
 - 4.3.1. the applicant has financial debts for the previous period;
 - 4.3.2. the applicant has academic debts.
- 4.4. A RISEBA-funded budget place and tuition fee discount are granted for the period specified in the Annex provided that all requirements of the Study Regulation and obligations under the agreement with the University have been fulfilled.
- 4.5. A RISEBA-funded budget place or a tuition fee discount is deprived if a student:
 - 4.5.1. no longer complies with the requirements set forth in the Regulation and its Annex;
 - 4.5.2. changes the study programme, if the discount is not valid for both study programmes;
 - 4.5.3. changes the form of studies, if the discount is not valid for both forms of studies;

- 4.5.4. takes a study break;
- 4.5.5. fails to fulfil obligations undertaken by a learning agreement on the obtaining of higher education;
- 4.5.6. fails to fulfil the study plan (academic obligations);
- 4.5.7. violates the RISEBA Internal Procedural Rules, the Code of Ethics, the Library Use Rules and other internal regulatory documents.
- 4.6. If a student has lost a RISEBA-funded budget place, discount 'Excellence in Studies' or discount 'Good Grades' as a result of the events referred to in Clause 4.5, the RISEBA-funded budget place, discount 'Excellence in Studies' or discount 'Good Grades', shall be awarded to another student who has the highest number of points among those compliant with the requirements for a RISEBA-funded budget place, discount 'Excellence in Studies' or discount 'Good Grades'.

5. COMPOSITION AND WORK ORGANISATION OF THE COMMITTEE

- 5.1. The composition of the Discount Committee, the Secretary of the Discount Committee, the Chairman and the Deputy Chairman of the Discount Committee shall be approved by an order of the Rector, which shall include representatives of the RISEBA administration and management. The Committee shall consist of 5 members in total.
- 5.2. During the absence of the Chairman of the Committee, his/her functions are fulfilled by his/her Deputy.
- 5.3. The meetings of the Committee are organised and conducted by the Chairman of the Committee, who is responsible for the timely and efficient fulfilment of the Committee's tasks.
- 5.4. The meeting of the Committee is capacitated to make decisions if it is attended by at least 3 members of the Committee.
- 5.5. The meetings of the Committee are open, except for the instances where the members of the Committee, based on the specific nature of the matter being examined, decide on any matter at a closed meeting;
- 5.6. The Committee makes decisions by a simple majority vote of the members present. In the event of a tie, the Chairman's vote shall be decisive.
- 5.7. The meetings of the Committee are recorded in minutes by the Secretary, who is appointed from among the members of the Committee. The Chairman of the Committee cannot be the secretary of the Committee. Minutes and other documents (reports, accounts, etc.) are signed by the Chairman of the Committee on behalf of the Committee.
- 5.8. If any of the members of the Committee disagrees with the decision of the Committee, he/she has the right to request recording his/her opinion in the minutes.
- 5.9. The Committee is convened at least once a semester.

6. ADMINISTRATION AND WORK ORGANISATION

- 6.1. The procedure for the approval and publication of RISEBA-funded budget places and types of tuition fee discounts:
 - 6.1.1. Following the approval of the Annex by the RISEBA Senate, the Secretary of the Committee ensures the translation of the Annex into study programme implementation languages within 10 business days;
 - 6.1.2. The Secretary of the Committee transfers the Annex in study programme implementation languages to the Head of Marketing and Communications for publication on the home page and website e.riseba.lv;
- 6.2. Procedure for informing applicants and students about the possibility of applying for a RISEBA budget place and tuition fee discount:

- 6.2.1. Study Programme Administrators inform students on the deadlines for the application for receiving discounts by August 15 (for the 1st semester) and January 15 (for the 2nd semester) of every year;
- 6.2.2. During the admission process, the Admissions Commission informs applicants about an opportunity to apply for RISEBA-funded budget places or tuition fee discounts.
- 6.3. Procedure for accepting and registering applications for RISEBA-funded budget places and tuition fee discounts:
 - 6.3.1. A student submits an application addressed to the Discount Committee to the respective Study Programme Administrator.
 - 6.3.2. An applicant submits an application addressed to the Discount Committee to the Admissions Commission (except regarding discounts granted upon entering into an agreement). An employee of the Admissions Commission transfers the applicant's application to the respective Study Programme Administrator.
 - 6.3.3. By September 12 (for the 1st semester) and February 12 (for the 2nd semester), the respective Study Programme Administrator
 - 6.3.3.1 accepts and registers the applicant's or student's application for granting of RISEBA-funded budget places or tuition fee discounts in DVS Namejs with attachments and starts the assignment 'flow';
 - 6.3.3.2 Endorse the application, indicating whether the student has any academic debts at the time of the verification;
 - 6.3.3.3 enters data of the applicant in the general table of RISEBA-funded budget places and tuition fee discounts;
 - 6.3.3.4 If the application for the granting of a RISEBA-funded budget place or tuition fee discount applies to several study programmes, it shall be endorsed by all study administrators of the respective programme;
 - 6.3.3.5 The DVS Namejs shall forward the submissions to the respective accounting employee.
 - 6.3.4 The Accounting employee by September 15 (for the 1st semester) and February 15 (for the 2nd semester):
 - 6.3.4.1 Check the DVS Namejs application, indicating whether the applicant for a RISEBA-funded budget place and Tuition Fee Discount has any financial debts at the time of the data check;
 - 6.3.4.2 enters data of the candidate in the general table of RISEBA-funded budget places and tuition fee discounts.
 - 6.3.5 The Head of the Study Department verifies the overall presence of data entered into the general table of RISEBA-funded budget places and tuition fee discounts.
- 6.4. Procedure for the processing of RISEBA-funded budget places and tuition fee discounts:
 - 6.4.1. The Discount Committee shall evaluate the summaries of applicants' applications and make a decision on the granting of RISEBA-funded budget places and tuition fee discounts by 18 September (1st semester) and 18 February (2nd semester) of each year, in accordance with this Regulation and its Appendix;
 - 6.4.2. In the case referred to in paragraph 2.2.4 of this Regulation, the award of the discount to the lowest-ranked applicant shall be deferred pending the receipt of the assessment from the partner institution. Once the evaluations have been received, the discount will be awarded to one of the applicants.
 - 6.4.3. Within 2 working days following the meeting of the Committee, the Secretary of the Committee:
 - 6.4.3.1. Enters the decisions made in the table of total RISEBA-funded budget places and tuition fee discounts - the amounts of tuition fee discounts applied;

- 6.4.3.2. Prepares the Rector's order on the granting of RISEBA-funded budget places and tuition fee discounts, which is placed in the public folder.
- 6.4.4. Within 2 working days, the Accounting employee shall make the necessary entries in the table of RISEBA-funded budget places and tuition fee discounts and information system, including recalculation of tuition fees and inform the Secretary of the Discount Committee.
- 6.4.5. Within 2 working days of receipt of the accounting information, the Secretary of the Discount Committee shall make a record of the Discount Committee's decision on the relevant application in the DVS Namejs;
- 6.4.6. The Study Programme Administrator receives feedback in the DSV Namejs and notifies the applicant or student of the Discount Committee's decision within 2 working days.

1. ANNEX

RISEBA-funded budget places and tuition fee discounts.