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Riga Management College

**REGULATIONS ON THE COMPETITION FOR RMC-FUNDED STATE-FUNDED
STUDY PLACES AND SCHOLARSHIPS**

1. General Provisions

1. These Regulations establish the procedure according to which Riga Management College (hereinafter – the College or RMC) organises the competition for College-funded study places and scholarships, as well as the procedure for their awarding, retention, review, and withdrawal.
2. The competition is organised for the right, upon admission to the first year of a short-cycle professional higher education study programme at the College, to receive a College-funded study place or a College-funded scholarship in the form of a tuition fee discount in:
 - 2.1. full-time studies in Latvian;
 - 2.2. part-time studies in Latvian;
 - 2.3. full-time studies in English.
3. For the purposes of these Regulations, a funded study place is a study place financed by the College, which entitles its recipient to study without paying tuition fees.
4. For the purposes of these Regulations, a scholarship is a tuition fee reduction financed by the College in the amount of 15% to 50% of the tuition fee established for the respective study period.
5. During each admission period, the College may provide at least 3 (three) College-funded study places and at least 2 (two) scholarships in the form of tuition fee discounts.
6. The number of funded study places and scholarships specified in Paragraph 5 of these Regulations constitutes the minimum number available during each admission period.
7. Taking into account the College's financial capacity, admission results, cooperation agreements, partnerships with professional associations, or other circumstances, the Director and the Management Board of the College may decide to award additional funded study places or scholarships.
8. Funded study places and scholarships may be allocated among different forms of study, languages of instruction, or specific groups of applicants in accordance with the competition results, unless the Director of the College has determined otherwise.
9. If there is an insufficient number of applicants in a particular form of study, language of instruction, or applicant group, funded study places or scholarships may be awarded

to applicants in another form of study or language of instruction, taking into account the competition results.

10. Funded study places and scholarships are awarded on a competitive basis in accordance with the principles of objectivity, equal treatment, academic achievement, and transparency.

11. The competition may be organised separately for each form of study, language of instruction, or another group of applicants determined by a decision of the College.

2. Applicants for Funded Study Places and Scholarships

12. Applicants may participate in the competition if they:

12.1. have applied for studies in one of the forms of study referred to in Paragraph 2 of these Regulations;

12.2. have fulfilled the requirements specified in the College's Admission Regulations;

12.3. have an average grade of at least 8.0 in the transcript of grades accompanying the document certifying secondary education. This requirement shall not apply to an applicant who applies for a funded study place or scholarship in connection with employment at a company or organisation that is a member of a professional association of which RMC is also a member;

12.4. comply with the requirements set out in the College's Admission Regulations regarding centralised examinations or other admission tests required for admission.

13. For persons who have obtained their secondary education abroad, or to whom centralised examination results are not applicable in accordance with applicable laws and regulations, eligibility for participation in the competition shall be assessed in accordance with the College's Admission Regulations.

14. In addition to the criteria specified in Paragraph 12 of these Regulations, the Admission Committee may take into account:

14.1. professional experience related to the chosen study programme;

14.2. participation in academic competitions, contests, or projects;

14.3. voluntary work experience;

14.4. a recommendation from a professional association or employer;

14.5. other documented academic, professional, or community achievements.

3. Application for the Competition

15. Documents for participation in the competition shall be submitted to the RMC Admission Committee during the admission periods established by the College.

16. To participate in the competition, the applicant shall submit an application and the documents specified in the College's Admission Regulations, as well as, where applicable, documents confirming the achievements referred to in Paragraph 14 of these Regulations.

17. An applicant is entitled to apply for either one funded study place or one scholarship.

18. An applicant may not be awarded both a funded study place and a scholarship simultaneously.

19. The right to a funded study place or scholarship may not be transferred to another person.

4. Competition Procedure and Determination of Results

20. Funded study places and scholarships shall be allocated in the following order:

20.1. first, the recipients of funded study places shall be determined;

20.2. thereafter, scholarship recipients shall be selected from among the remaining participants in the competition.

21. The following shall be taken into account when evaluating applicants:

21.1. the average grade indicated in the transcript of grades accompanying the document certifying secondary education;

21.2. the results of centralised examinations or equivalent examinations in accordance with the College's Admission Regulations;

21.3. documented additional academic, professional, or community achievements, which shall be assessed in the following order of priority:

- a) professional experience in a field relevant to the chosen study programme and a recommendation from an employer or professional association;
- b) participation in academic competitions, contests, and projects;
- c) voluntary work experience.

22. If two or more applicants achieve the same competition result, priority shall be determined by sequentially assessing:

22.1. the higher average grade indicated in the transcript of grades accompanying the document certifying secondary education;

22.2. higher centralised examination results;

22.3. where applicants have equal competition results, preference shall be given to the applicant whose achievement has a higher priority in accordance with Paragraph 21.3 of these Regulations.

23. If the results remain equal after applying the criteria specified in Paragraph 22 of these Regulations, the Admission Committee may organise an additional interview or examination.

24. Applicants shall be informed of the time and procedure of the additional interview or examination using the contact information provided by the applicant.

25. The winners of the competition shall be determined by the RMC Admission Committee.

26. The competition results shall be approved by the Director of the College.

5. Awarding and Retention of a Funded Study Place

27. The College shall notify applicants of the competition results no later than within 5 working days after the conclusion of the competition by sending the information to the e-mail address indicated in the applicant's application and/or by publishing the information on the College's website.

28. An applicant who has been awarded a funded study place or scholarship shall, no later than within 3 working days after the announcement of the competition results, confirm acceptance thereof and complete the actions required by the College for concluding or amending the study agreement. If the applicant fails to confirm the funded study place or scholarship within the specified period or fails to complete the required actions, the applicant shall be deemed to have declined it, and the College shall have the right to offer it to the next applicant according to the competition results.

29. A funded study place may be awarded to the competition winner for the entire standard duration of the respective study programme, provided that the student complies with the requirements specified in these Regulations throughout the entire study period.

30. A recipient of a funded study place is entitled to study at the College without paying tuition fees.

31. In order to retain a funded study place, the student shall:

31.1. complete all examinations, study assignments, and other academic requirements scheduled for the respective semester within the deadlines specified in the study plan and by the College;

31.2. achieve an average grade of at least 8.0 for all study courses completed during the respective semester;

31.3. have no outstanding academic requirements;

31.4. have no outstanding financial obligations or other unpaid liabilities towards the College;

31.5. comply with the requirements of the study agreement, the College's Internal Rules, and other internal regulatory enactments of the College.

32. If a funded study place has been awarded to a student in connection with their employment at a company or organisation that is a member of a professional association of which RMC is also a member, including LVRA, ALTA, LDTA, or another professional association, the funded study place may be awarded for the entire standard duration of the respective study programme.
33. In the cases referred to in Paragraph 32 of these Regulations, all conditions for retaining a funded study place specified in Paragraph 31 of these Regulations shall apply to the student, except for the requirement set out in Paragraph 31.2 concerning an average grade of at least 8.0.
34. In order to retain a funded study place in accordance with Paragraph 32 of these Regulations, the student shall, upon request by the College, submit confirmation of employment with the respective company or organisation.
35. If, during the study period, the student terminates the employment relationship with the company or organisation on the basis of which the funded study place was awarded, the Director of the College shall decide whether the funded study place may continue to be retained.
36. In the case of documented justified circumstances, the Director of the College may adopt an individual decision regarding the application of the deadline referred to in Paragraph 31.1 of these Regulations.
37. A student who fails to comply with the applicable conditions for retaining a funded study place shall lose the right to the funded study place starting from the following semester.

6. Rotation of Funded Study Places

38. If a funded study place becomes vacant, the College shall have the right to award it, through a rotation procedure, to another student enrolled in the same study programme, form of study, and language of instruction, or to decide not to reallocate the funded study place.
39. Priority for a vacant funded study place shall be given to a student who:
 - 39.1. has successfully fulfilled all academic requirements prescribed for the respective study period;
 - 39.2. has no outstanding academic or financial obligations;
 - 39.3. holds the highest position in the academic performance ranking of the respective study group.
40. For the purposes of rotation, the academic performance ranking of students shall be determined on the basis of the average grade obtained in all study courses during the previous semester.
41. If several students have the same average grade, the student's participation in College life, professional and community achievements, as well as involvement in events organised by the College, may additionally be taken into account.
42. The decision on awarding a funded study place through the rotation procedure shall be taken by the Director and the Management Board of the College on the basis of a proposal submitted by the Study Department.

7. Scholarships

43. A scholarship shall be awarded in the form of a tuition fee discount amounting to between 15% and 50% of the tuition fee established for the respective study period.
44. A scholarship may be awarded:
 - 44.1. to an applicant as a result of the admission competition;
 - 44.2. to a current student for high academic achievement, active involvement in College life, or another significant contribution to the activities and development of the College.

45. One or more of the following criteria may be taken into account when awarding a scholarship to a student:
- 45.1. successful academic performance, provided that the average grade for all study courses completed during the previous semester is at least 8.0 and the student has no outstanding academic requirements;
 - 45.2. active and regular participation in the activities of the RMC Student Council;
 - 45.3. active involvement in events organised by the College;
 - 45.4. representing RMC at education exhibitions, career events, Open Days, and other public events;
 - 45.5. participation in visits organised by RMC or carried out on behalf of the College to general and vocational education institutions;
 - 45.6. involvement in activities promoting the College and its study programmes;
 - 45.7. participation in College projects, academic, community, or other activities;
 - 45.8. another significant contribution to the College's activities, development, or visibility.
46. When deciding whether to award a scholarship and determining its amount, the College may take into account several of the criteria referred to in Paragraph 45 of these Regulations in combination.
47. The amount of the scholarship shall be determined by the Director and the Management Board of the College, taking into account the criteria specified in Paragraph 45 of these Regulations, the scope and regularity of the student's achievements, as well as the student's overall contribution to the activities of the College. The higher the level of the student's academic achievement and/or the greater and more regular the contribution to the activities of the College, the higher the scholarship may be, provided that it does not exceed 50% of the tuition fee.
48. A scholarship may be awarded for:
- 48.1. one semester;
 - 48.2. one academic year;
 - 48.3. the entire standard duration of studies, provided that the student continues to fulfil the conditions for the awarding and retention of the scholarship.
49. The specific amount of the scholarship and the period for which it applies shall be determined by an order of the Director of the College.
50. The award of a scholarship for one study period shall not automatically entitle the student to receive a scholarship of the same amount during the subsequent study period.
51. Before the next scholarship period, the College shall have the right to reassess the student's academic performance, level of activity, and contribution to the activities of the College.
52. For the subsequent period, the scholarship amount may be maintained, increased, reduced, or the scholarship may not be awarded.

8. Retention and Loss of a Scholarship

53. During the period in which the scholarship applies, the student:
- 53.1. must have no outstanding academic requirements;
 - 53.2. must have no outstanding financial obligations towards the College;
 - 53.3. must comply with the College's internal regulatory enactments and the terms of the study agreement;
 - 53.4. if the scholarship has been awarded for academic achievement, must have an average grade of at least 8.0 for all study courses completed during the previous semester;
 - 53.5. if the scholarship has been awarded for involvement in the activities of the College, must continue to actively participate in the activities on the basis of which the scholarship was awarded.

54. The scholarship may be reduced or discontinued if the student no longer meets the criteria on the basis of which the scholarship was awarded.

55. The decision on retaining the scholarship, changing its amount, or terminating it shall be taken by the Director of the College.

9. Termination of Entitlement to a Funded Study Place or Scholarship

56. The right to a funded study place or scholarship shall be lost if:

56.1. the student is exmatriculated;

56.2. the student transfers to another study programme, form of study, or language of instruction and the Director of the College has not adopted a decision to retain the funded study place or scholarship;

56.3. it is established that the funded study place or scholarship was obtained by providing false or incomplete information;

56.4. the conditions for retaining the funded study place or scholarship specified in these Regulations are not fulfilled.

57. If the study agreement is terminated, the funded study place or scholarship shall cease to apply on the date of the student's exmatriculation.

58. A scholarship in the form of a tuition fee discount shall not apply to payments whose due date falls after the student has lost the right to the scholarship.

59. If a student loses the right to a funded study place or scholarship during a study semester, the awarded funding or tuition fee discount shall remain in effect until the end of the respective semester, except where the study agreement is terminated, the student is exmatriculated, or the right to the funded study place or scholarship is lost due to a material breach of the College's Internal Rules, the study agreement, or other internal regulatory enactments of the College. In such cases, the tuition fee shall be recalculated from the date on which the decision on the loss of the funded study place or scholarship enters into force, in accordance with the study agreement and the tuition fee calculation procedure established by the College. In all other cases, the full tuition fee shall apply from the following semester.

10. Appeals Procedure

60. An applicant has the right to submit a written appeal regarding the conduct or results of the competition.

61. The appeal shall be submitted to the RMC Admission Committee no later than within two working days after the announcement of the competition results.

62. The composition of the Appeals Committee shall be approved by the Director of the College.

63. The Appeals Committee shall review the appeal and adopt a decision no later than within five working days after receipt of the appeal.

64. The applicant shall be informed of the decision adopted by the Appeals Committee in writing or electronically, using the contact information provided by the applicant.

11. Final Provisions

65. Taking into account the College's financial capacity, cooperation agreements, partnerships with professional associations, admission results, or other justified circumstances, the Director of the College shall have the right to award additional funded study places or scholarships in addition to the minimum number specified in Paragraph 5 of these Regulations.

66. The Director of the College shall have the right, by a reasoned decision, to establish special conditions for awarding funded study places or scholarships to a specific group of applicants or students, including representatives of professional associations,

cooperation partners, or employers, provided that such conditions do not conflict with applicable laws and regulations or the principle of equal treatment.

67. Matters not regulated by these Regulations shall be considered by the Director of the College in accordance with the laws and regulations of the Republic of Latvia, the College's study agreements, and the College's internal regulatory enactments.
68. These Regulations shall enter into force on the date of their approval.