




STATE EDUCATION DEVELOPMENT AGENCY

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Implementation of European Union programmes,
structural and other financial instruments
in the area of initial and further education and science

RĪGĀ

31. JANV. 2013 Nr. 1-8/1135

Uz _____		Nr. _____	
 MINISTRTVO ZA IZOBRAŽEVANJE, ZNANOST, KULTURO IN ŠPORT 04			
Vredn.:	Prejeta:	Priloge:	
	11-02-2013	1	
Številka zadeve:		Sig. znak.	
1100-366/2012/15		271-06	

**The Ministry of Higher Education,
Science and Technology
Kotnikova 38
SL-1000 Ljubljana
SLOVENIA**

**Cc: The Embassy of the Republic of Latvia
in the Republic of Slovenia**

***Subject: Latvian Government scholarships for
the academic year 2013/2014
and for summer schools in Latvia in 2013***

Dear Sir/Madam,

According to the *Agreement between the Government of the Republic of Latvia and the Government of the Republic of Slovenia on Co-operation in the Fields of Culture, Education and Science* we are pleased to offer scholarships for students and teaching staff of higher education institutions of Slovenia for studies or research in Latvian higher education institutions during the academic year 2013/2014 as well as for participation in summer schools.

The call for application will be open on 1 March 2013 and all relevant information will be published on the website of the State Education Development Agency <http://www.viaa.gov.lv> (English version).

1. The Application form (to be found on the above mentioned website) and all the necessary documents **for study or research stays** in the academic year 2013/2014 should be sent to the State Education Development Agency:

State Education Development Agency
Valņu iela 1
Rīga, LV-1050
LATVIA

The scholarship award procedure is in accordance with Regulations of the Cabinet of Ministers and can also be found on the above mentioned website.

2. All the necessary documents **for the summer schools** should be sent directly to the organizers of the summer schools.

Information regarding summer schools organized in Latvia in 2013 will be also published on the website of the State Education Development Agency no later than 1 March, 2013.

We kindly ask you to forward this information to all the institutions or persons, who may be interested in study or research stays in Latvia or in participation in summer schools.

The application deadline for the Latvian Government scholarships for studies and research stays and for summer schools is **1 May 2013**.

Contact person at the State Education Development Agency: senior specialist Mrs. Aija Jakoviča, International Cooperation Programme Unit, Management and External Cooperation Department, phone: +371 67814331, e-mail: scholarships@viaa.gov.lv.

Please find enclosed information about the Latvian Government scholarships for the academic year 2013/2014 and for summer schools in Latvia in 2013.

We look forward to our further good co-operation.

Yours sincerely,

Director



D. Traidās

Latvian Scholarships for academic year 2013/2014

In accordance with bilateral agreements on co-operation in education and science, the State Education Development Agency (Valsts izglītības attīstības aģentūra – VIAA) offers scholarships to students, researchers and teaching staff of several countries for studies, research and participation in summer schools in Latvian higher education institutions (HEIs) in the 2013/2014 academic year.

Only citizens from countries which have signed an Agreement* on co-operation in education and science can apply for the Latvian government scholarships. These countries are:

Azerbaijan	Republic of Korea
Belgium (Flanders Community and French Community of Belgium)	Lithuania
Bulgaria	Mexico
China	Moldova
Croatia	Mongolia
Cyprus	Peru
Czech Republic	Poland**
Estonia	Portugal
Finland	Slovenia
France	Spain
Greece	Turkey
Hungary	United Kingdom
Israel	Uzbekistan
Italy	Vietnam

*The Agreements can be found at the following links:

- <http://izm.izm.gov.lv/starptautiska-sadarbiba/starpvaldibu-ligumi.html>
- <http://izm.izm.gov.lv/starptautiska-sadarbiba/starpresoru-ligumi.html>

**Scholarship holders from Poland who are granted a scholarship for studies and research in Latvian HEIs based on the *Latvian and Polish Cultural and Educational Programme of Cooperation for the Years 2013 – 2016* receive their scholarship from the sending Party. Applicants from Poland are kindly asked to contact the Bureau for Academic Recognition and International Exchange of the Republic of Poland (<http://www.buwiwm.edu.pl>).

Citizens from countries that offer scholarships for Latvian students, researchers and teaching staff without formal agreements on co-operation in education and science are welcome to apply for the Latvian scholarship as well. These countries are:

Austria	Norway
Denmark	Slovakia
Germany	Sweden
Iceland	Switzerland
Japan	United States of America

I. Latvian Scholarships for studies at Latvian Higher Education Institutions in the 2013/2014 academic year

Tuition language at Latvian higher education institutions is Latvian, but there are a lot of study programmes offered in English (please visit the website: www.studyinlatvia.lv for more information).

Applications will be accepted from students who have successfully completed at least **one academic year** of studies (at their home HEI or in a Latvian HEI if they already have been studying in Latvia).

Scholarships for bachelor and master studies are granted for a time period up to 10 months (for PhD-students – up to 11 months).

If a student wants to continue her/his studies in Latvia for one more year, she/he has to apply for the Latvian scholarship again. The Latvian scholarship can be awarded not more than two times to one individual.

In general, the academic year in Latvia lasts from September 1 to June 30.

Application procedure

The following documents are necessary to apply for the Latvian scholarship for studies:

- 1) Application form (will be published on the website: <http://viaa.gov.lv> (English version);
- 2) Curriculum Vitae (applicants are asked to use the *Europass* CV form: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>);
- 3) Motivation letter;
- 4) Certified photocopies of diplomas, including diploma supplements (shall be submitted if the candidate has completed previous studies) or a transcript of records (shall be submitted if studies are not finished yet);
- 5) At least one letter of recommendation by academic staff dated not earlier than six months prior to the date of submission of the application;
- 6) **A letter of the relevant Latvian HEI** confirming the possibility to study in the chosen study program (invitation letter). Please contact the International Relations Department/Unit or Foreign Students Department/Unit of the Latvian HEI directly; List of contact persons in the Latvian HEIs will be published on the website: <http://viaa.gov.lv> (English version);
- 7) Certificate or other document certifying the language proficiency required for studies;
- 8) Copy of passport or identity card.

All documents, which are not in Latvian or English, shall be translated into Latvian or English. All translations shall be officially certified.

The curriculum vitae and motivation letter shall be dated and signed.

The application form and all the enclosed documents shall be submitted in **two** sets.

Any incomplete applications or applications handed in after the deadline will not be taken into consideration. Documents sent by fax or e-mail will not be accepted.

The submitted documents will not be returned.

Application dossiers for scholarships for studies at Latvian HEIs have to be sent directly to VIAA with the following exceptions: Lithuanian, Estonian, Czech and Polish candidates have to send the dossiers to the competent authorities of their countries.

The application deadline for study and research stays is **1 May 2013**.

All applications will be evaluated and the final decision on granting scholarships will be made by the evaluation committee of VIAA.

The list of accepted candidates will be published on the website of VIAA (English version) at the end of June 2013. All candidates will be informed personally about the results by e-mail.

Financial provisions

The amount of the Latvian scholarship for studies is:

- a) for bachelor and master students – LVL 350 per month;
- b) for PhD students – LVL 470 per month.

If the Latvian HEI asks the foreign student to pay tuition fees for the chosen study programme, he/she can use the scholarship for covering of the tuition fee or for accommodation and meals. The amount of the scholarship is not big enough to cover both.

Upon request, the host HEI provides the scholarship holder with a place in a dormitory or a guesthouse. Requests for accommodation in the international student dormitories must be submitted one month before arriving. Alternatively, foreign students may consider renting an apartment in the city.

In any month in which the foreign student is present in the territory of Latvia for less than 15 calendar days no scholarship is provided.

The Latvian scholarship cannot be awarded concurrently with other scholarships.

Travel expenses to the Latvian HEI and back to the country of origin are not covered by the Latvian scholarship.

Scholarship holders are required to make their own arrangements for insurance coverage.

II. Latvian fellowships for research work in Latvian Higher Education Institutions in the 2013/2014 academic year

Only academic staff of foreign HEIs is eligible candidates for the Latvian fellowship.

The fellowships are granted for a time period of up to 1 term (5 months).

In general, the academic year in Latvia lasts from September 1 to June 30.

Application procedure

The following documents must be submitted when applying for the Latvian fellowship:

- 1) Application form (will be published on the website: <http://viaa.gov.lv> (English version);
- 2) Curriculum Vitae and list of scientific publications (applicants are asked to use the *Europass* CV form: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>);
- 3) Research plan for research work in Latvia (approx. 3 pages) and motivation letter;
- 4) Certified photocopies of Master Diploma (including transcript) and of PhD diploma;
- 5) **Invitation letter from the proposed Latvian HEI** (please contact the International Relations Department/Unit or Foreign Students Department/Unit of the Latvian HEI directly); List of contact persons in the Latvian HEIs will be published on the website: <http://viaa.gov.lv> (English version);
- 6) One recommendation letter (written within the past three months) from the home HEI or employer;
- 7) Copy of passport or identity card.

All documents, which are not in Latvian or English, shall be translated into Latvian or English. All translations shall be officially certified.

The Curriculum vitae and Study plan shall be dated and signed.

The Application form and all the enclosed documents must be submitted in **two** sets.

Any incomplete applications or applications handed in after the deadline will not be taken into consideration. Handwritten documents and documents sent by fax or e-mail will not be accepted.

Application documents will not be returned.

Application dossiers for fellowships to do research work in Latvian HEIs have to be sent directly to VIAA, except for Lithuanian, Estonian, Czech and Polish candidates who have to send the dossiers to the competent authorities of their countries.

The application deadline for research stays is **May 1, 2011**.

All applications will be evaluated and the final decision on granting fellowships will be made by the evaluation committee of VIAA.

The list of accepted candidates will be published on the website of VIAA (English version) at the end of June 2013. All candidates will be informed about the results by e-mail.

Financial provisions

The amount of the Latvian fellowship is LVL 20 per day and max. LVL 120 for accommodation per month.

The fellowship holder is expected to remain in residence in Riga/ Latvia for the full duration of the proposed period. If she/he is absent from the host HEI more than one week (7 days), no fellowship will be granted for this time.

Upon request, the host HEI provides the fellowship holder with a place in a dormitory or a guesthouse. Requests for accommodation in the international student dormitories must be submitted one month before arrival. Alternatively, foreign researchers may consider renting an apartment in the city.

The Latvian fellowship cannot be awarded concurrently with other scholarships.

Travel expenses to the Latvian HEI and back to the country of origin are not covered by the Latvian fellowship.

Fellowship holders are required to make their own arrangements for insurance coverage.

III. Latvian Scholarships for participation in summer schools in Latvia in 2013

Only students and academic staff of foreign HEIs are eligible for the Latvian scholarship for participation in summer schools.

Information on how to apply for the scholarship for participation in summer schools can be found on the website of the HEI organizing the summer school session. The web site will give details on all the **necessary documents**:

- 1) Application form of the summer school;
- 2) Curriculum vitae;
- 3) Motivation letter;
- 4) Photocopies of HEI-Diploma, including transcript, or transcript of records, if studies have not been finished yet.

The application package has to be sent **directly to the organizers of the summer schools**.

Information on the summer schools where foreign students and academic staff can participate with the financial support of the Latvian scholarship in the summer of 2013 will be published on the Website of VIAA: www.viaaa.gov.lv (English version) on 1 March 2013.

The amount of the Latvian scholarship for summer school is LVL 500. If the Latvian scholarship does not cover all expenses of the summer school, the scholarship holder has to pay the difference himself. The finances for scholarships will be transferred by VIAA to the summer school organizers, no money will be handed out to the Latvian scholarship winners. The participants of the summer schools have to cover travel expenses from the country of origin to the summer school location in Latvia themselves.

The application deadline for the summer schools is **1 May 2013**.

The evaluation committee of VIAA takes the decision on granting of Latvian scholarships. The organizing HEI informs all scholarship candidates about the final granting decision in June.

Additional information on the scholarships granted by VIAA can be obtained in the International Cooperation Programme Unit, Management and External Cooperation Department, VIAA.

Contact address:

State Education Development Agency
Valņu iela 1, Rīga LV-1050

Contact person:

Ms Aija Jakovica, Senior Specialist of the International Cooperation Programme Unit,
telephone: + 371 67814331, e-mail: scholarships@viaa.gov.lv

**Please visit the website of the VIAA for useful links to information sources
for foreign students in the Republic of Latvia:**

[http://www.viaa.gov.lv/eng/international_cooperation/scholarships_gov/useful_infor
mation/](http://www.viaa.gov.lv/eng/international_cooperation/scholarships_gov/useful_information/)