

HANSAMATRIX VENTSPILS STUDENT SCHOLARSHIP FOR EXCELLENCY STATUTES

September 30, 2019

Ventspils

Objectives

Scholarship's objective is to stimulate professional growth and career development of students who study in higher education institutions of Latvia, as well as to encourage the most talented and hard-working high school graduates to study electronics and business administration. The initiator of this scholarship fund is HansaMatrix Ventspils SIA.

1. General provisions

1.1. Once a year Scholarship granting committee chooses the most talented and hard-working electronics or business administration students, who are granted EUR 150.00 (one hundred fifty euros, 00 cents) for 9 (nine) months each month, and who participate in HansaMatrix Ventspils mentoring school's training and do an internship at the company.

1.2. After the term stipulated in section 3, subsection 1 of the statutes Scholarship granting committee evaluates the documents submitted by the applicants.

1.3. Scholarship holders are notified personally.

1.4 Each year the scholarship is granted to no more than two students who meet the requirements set in section 5 of Scholarship statutes and have a successful interview in presence.

1.5. All the finance related matters are set in the gift agreement regarding the HansaMatrix scholarship granting, concluded by HansaMatrix Ventspils SIA (donor) and the foundation Ventspils University of Applied Sciences Development fund, hereinafter referred to as the "Foundation" (beneficiary).

2. Requirements for scholarship applicants

2.1. For the scholarship may apply students who have met all the academic obligations, passed all program requirements in the higher education institution in which they study, and who meet at least one of the requirements set in section 5 of the Scholarship statutes.

2.2. For the scholarship may apply 2.-4. year business administration students and 1.-4. year electronics students.

3. Invitation to tender for the scholarship

3.1. Application for the scholarship is organized until October 10 each year.

3.2. Application for the scholarship is open each year if the initiator of this scholarship fund can provide the funding.

4. Application preparation and submitting

4.1. The applicant submits these documents:

4.1.1. motivational letter;

4.1.2. CV;

4.1.3. copies of centralized exam certificates which were handed in when student applied to the university (refers to the first-year students);

4.1.4. transcript of records since the beginning of studies (refers to 2.-4. year students);

4.1.5. acknowledgements of student's last three-year achievements in contests, competitions or other events which prove student's initiative and creativity in the professional area;

4.1.6. acknowledgements of student's participation in science and research projects, student business incubator and other activities;

4.1.7. acknowledgements of student's participation in organizational social activities;

4.1.8. recommendation letters from professors, internship supervisors, mentors etc;

4.1.9. any other information which proves that student meets the requirements set in section 5 of the Scholarship statutes.

4.2 The applications must be submitted electronically in pdf format with text „Pieteikums HansaMatrix Ventspils stipendijai par izcilību” in subject line.

4.3. The applications must be submitted electronically to the e-mail address ventspils@hansamatrix.com

4.4. By submitting the application and other documents stipulated in section 4 of these statutes student agrees to the content of these statutes (statutes are binding to the student), and student waives all pecuniary and nonpecuniary claims that may directly or indirectly arise from these statutes or implementation of these statutes.

5. Requirements for receiving the scholarship

5.1. Scholarship will be granted if the student has good school results; has proven excellence, special creativity and initiative in the study process; scientific or research processes (does not refer to high school graduates); has outstanding results in contests, competitions, also international contests or has any other great achievements. Participation in organizational social activities is also a proof of student's excellence.

5.2. For students who have participated in a student exchange programme and studied in a foreign university during the previous study period (semester, academic year) the last study results in the higher education institution will be determinant.

5.3. Scholarship application evaluation committee assesses students who have timely submitted the documents mentioned in section 4 and apply for the scholarship.

6. Scholarship granting committee

6.1 The decision of granting the scholarship to a particular student is made by the Scholarship granting committee.

6.2. The initiator of the scholarship fund nominates 3 representatives (one of whom is the president of the Scholarship granting committee), Ventspils University of Applied Sciences Development fund nominates 2 representatives and VUAS Student council nominates 1 representative for the Scholarship granting committee. Each representative has 1 vote. In case of equal number of votes the initiator of the scholarship fund has a casting vote.

6.3. The president of the Scholarship granting committee is determined by voting.

6.4. The Scholarship granting committee may take a decision if more than two thirds of the Scholarship granting committee are present.

6.5. The Scholarship granting committee's decisions are made in public sessions by simple majority. In case of equal number of votes the initiator of the scholarship fund has a casting vote.

6.6. The Scholarship granting committee is authorized to demand additional information from the student (as well as to verify it with other parties) and to organize an interview/ presentation of the student/

6.7. The Scholarship granting committee's meetings are recorded in the minutes and it is done by a representative appointed by Ventspils University of Applied Sciences Development fund.

7. The granting time, amount and payment of the scholarship.

7.1. The amount of the scholarship for one student is EUR 150.00 (one hundred fifty euros, 00 cents) a month for 9 (nine) months. The payments are made from September (including) until June (including) by the 10th of each month. The scholarship for September is paid in October.

7.2. Scholarship granted to the student is transferred to student's account in one of the licensed credit institutions (banks) of the Republic of Latvia or to an account of in other European Union State registered credit institution's Latvian branch, open in accordance with the procedure laid down by law.

7.3. Scholarship payment is based on Scholarship granting committee's decision.

7.4 The scholarship holder is under an obligation:

7.4.1. The scholarship holder undertakes to meet all the academic obligations for receiving an academic degree in the higher education institution in time set in the study programme or no more than 1 year later than the initial end of duration of the study programme.

7.4.2. The scholarship holder undertakes to attend the HansaMatrix Ventspils mentoring school's training regularly and timely, to fulfil the appointed Mentoring plan, as well as to fulfil the internship tasks in the company for min. 40h/month. On-site internship is planned accordingly to the lecture schedule.

7.4.3. In case of non-performance of the obligations set in clauses 7.4.1. and 7.4.2. the scholarship holder refunds the received scholarship to the Ventspils University of Applied Sciences Development fund and individually agrees on the repayment schedule.

8. Other provisions

8.1. The committee is entitled to decide on cessation of scholarship granting and requesting reimbursement of the received scholarship if the student does not fulfil the obligations set in the Scholarship statutes or discontinues studies in the higher education institution.

8.2. The Scholarship granting committee may cancel the decision to grant the scholarship during semester if the student violates internal rules of the higher education institution, adversely affects public image of the higher education institution or Hansamatrix, violates other binding internal regulations, submits false personal information in the application form or presents forged documents.

8.3. Scholarship granting is withdrawn if the student does not meet academic obligations.

8.4. If student has formed sabbatical leave, student's monthly scholarship is withdrawn. The scholarship granting may be resumed after the interruption of the studies, if student resumes studies and has good results. Then the committee, based on student's application, decides on resumption of the scholarship granting.

8.5. Decisions on matters not stipulated in these statutes are made by the Scholarship granting committee.

8.6. These statutes come into effect as HansaMatrix Ventspils SIA (donor) of the one part and foundation Ventspils University of Applied Sciences Development fund (beneficiary) of the other part signs the gift agreement regarding the HansaMatrix scholarship granting.