Annex 3
to the Regulations on the Procedure for Awarding Scholarships
within the project “Housing Decarbonisation Skills for Climate, Health and Jobs (Skills4Deca)”, project number: 101123311

Agreement No. ____

on the Award of a Scholarship

Riga, Date_____

Riga Technical University, registration No. 90000068977, educational institution registration No. 3391000709, legal address: 6A Ķīpsalas Street, Riga, LV-1048, Latvia, hereinafter referred to as RTU, represented by its Vice-Rector for Science, Dr. ing. Maira Indrikova, acting on the basis of the Constitution of RTU (approved at the meeting of the RTU Constitutional Assembly on 23 May 2022 (Minutes No. 35)) and in accordance with Internal Regulations No. 01000-6-e/14 of 14 April 2025 “Procedure for the Coordination and Signing of Documents Prepared by RTU”, hereinafter referred to as the University, of the one part, and

_____,
(Name, Surname)

personal ID No. _____, declared place of residence: _____, hereinafter referred to as the Scholarship Recipient, of the other part,
the University and the Scholarship Recipient hereinafter jointly referred to as the Parties and individually as a Party,
in accordance with the Regulations on the Procedure for Awarding Scholarships under the Project “Housing Decarbonisation Skills for Climate, Health and Jobs (Skills4Deca)” (hereinafter referred to as the Project) dated __ _____ 202_, hereinafter referred to as the Regulations, and on the basis of the decision of the Project Monitoring Commission dated __ _____ 20__ (Minutes No. _____),
acting of their own free will, without fraud, coercion or mistake, hereby enter into the following agreement, hereinafter referred to as the Agreement:

I. Subject of the Agreement

1. The University shall award the Scholarship Recipient a scholarship under the Project as financial support to a third party, in accordance with the funding provided for in the Project (hereinafter referred to as the Scholarship).
2. The gross amount of the Scholarship for participation in the Skills4Deca e-courses and the hackathon shall be EUR 2,000.00 (two thousand euros) and shall be fixed for the entire scholarship period.

II. Scholarship Payment Terms and Settlement Procedure

3. The total amount of the Scholarship shall be EUR 2,000.00 (two thousand euros) and shall be paid to the Scholarship Recipient in two instalments in accordance with the procedure laid down in this Agreement and the Regulations.

4. Upon conclusion of the Agreement, the Scholarship Recipient shall commence the Skills4Deca e-courses provided for under the Project.
5. The University shall pay the first instalment of the Scholarship, amounting to 50% of the total Scholarship, i.e. EUR 1,000.00 (one thousand euros), after the Scholarship Recipient has successfully completed at least 25% of the total volume of the Skills4Deca e-courses and positive assessment results have been recorded on the Moodle platform for at least 25% of all required assessments, but not earlier than 30 (thirty) calendar days after the date of signing the Agreement.
6. The University shall pay the second instalment of the Scholarship, amounting to 50% of the total Scholarship, i.e. EUR 1,000.00 (one thousand euros), after:
   6.1. a positive final assessment for all Skills4Deca e-courses has been recorded in the RTU information system — not lower than 4 (four) on a 10-point grading scale or "passed" for courses assessed on a pass/fail basis; and
   6.2. the Scholarship Recipient's full participation in the three-day hackathon has been confirmed.
7. The University shall pay the second instalment of the Scholarship no later than 14 (fourteen) calendar days after the end of the Agreement period.
8. When making Scholarship payments, the University shall, where applicable and as required by applicable laws and regulations, calculate, withhold and pay the relevant taxes into the State budget.
9. The Scholarship shall be paid into the bank account specified by the Scholarship Recipient in the Agreement.
10. The Parties shall consider the date on which the University makes the relevant payment to the bank account specified by the Scholarship Recipient to be the date of payment of the Scholarship or the respective instalment thereof.
11. In order to receive the Scholarship in full, the Scholarship Recipient shall successfully complete all Skills4Deca e-courses and participate in the three-day hackathon in full.
12. The University shall discontinue payment of the Scholarship if:
   12.1. the Scholarship Recipient has not successfully completed all Skills4Deca e-courses and/or has not participated in the three-day hackathon in full;
   12.2. the Scholarship Recipient has failed to submit the documents or information required under the Agreement or the Regulations within the specified time limit;
   12.3. the Scholarship Recipient has breached ethical or academic integrity requirements;
   12.4. it is established that the Scholarship Recipient has provided false or misleading information.
13. If the Scholarship Recipient has not successfully completed all three Skills4Deca e-courses and participated in the three-day hackathon in full, or if any other circumstance referred to in Clauses 12.1–12.4 of the Agreement occurs, the Scholarship Recipient shall not be entitled to receive the unpaid portion of the Scholarship.
14. If the Scholarship or any part thereof has already been paid to the Scholarship Recipient, but the Scholarship Recipient has not successfully completed all Skills4Deca e-courses and participated in the three-day hackathon in full, or if any other circumstance referred to in Clauses 12.1–12.4 of the Agreement occurs, the Scholarship Recipient shall be obliged to repay to the University the full amount of the Scholarship received up to that point.

15. In the case referred to in Clause 14 of the Agreement, the Scholarship Recipient shall repay to the University the full amount of the Scholarship actually received within 5 (five) working days from the date of receipt of the University's written request, by transferring the amount to the bank account specified in the University's written request.
16. The University and the Scholarship Recipient may agree in writing on a longer repayment period or on repayment of the Scholarship in instalments. In such a case, the Parties shall enter into a separate written agreement setting out the Scholarship repayment procedure.

III. Rights and Obligations of the University

17. Rights of the University:
    17.1. Request information about the Scholarship Recipient's studies;
    17.2. Request related documents from the Scholarship Recipient if not available otherwise;
    17.3. Suspend or recover the Scholarship in cases provided by this Agreement;
    17.4. Unilaterally adjust the Scholarship amount if amended by the Regulations.
18. Obligations of the University:
    18.1. Pay the Scholarship in accordance with the Agreement;
    18.2. Pay taxes, if applicable, in accordance with legal requirements.

IV. Rights and Obligations of the Scholarship Recipient

19. The Scholarship Recipient shall be entitled to receive the Scholarship specified in the Agreement, subject to compliance with the conditions for receiving the Scholarship set out in the Agreement and the Regulations.
20. The Scholarship Recipient shall be obliged to:
    20.1. participate in all activities provided for under the programme, successfully complete all Skills4Deca e-courses, and participate in the three-day hackathon in full;
    20.2. at the University's request, submit within 5 (five) working days the information and documents required to verify compliance with the conditions for receiving the Scholarship set out in the Agreement and the Regulations;
    20.3. immediately, but no later than within 3 (three) working days, inform the University in writing if the Scholarship Recipient is on academic leave, has suspended their studies, or is on sick leave for health reasons. Payment of the Scholarship may be suspended if the sick leave lasts for more than 3 (three) months from the date of signing the Agreement;
    20.4. in the cases and in accordance with the procedure specified in the Agreement and the Regulations, repay the Scholarship or the relevant part thereof, including any taxes withheld, where applicable.

V. Liability of the Parties

21. The Parties shall be responsible for the performance of their obligations under the Agreement in accordance with the Agreement and the requirements of the laws and regulations of the Republic of Latvia.

22. The Parties shall be released from liability for partial or complete non-performance of the Agreement if such non-performance results from force majeure circumstances arising after the conclusion of the Agreement, provided that the affected Party has informed the other Party thereof in writing immediately, but no later than within 1 (one) working day. For the purposes of this Agreement, force majeure shall include natural disasters, military actions, epidemics, decisions or orders of public authorities, or other extraordinary circumstances which the Parties could neither have foreseen nor prevented.
23. In the event of force majeure, the obligation to perform the Agreement shall be suspended for the duration of the relevant force majeure circumstances. If the force majeure circumstances continue for more than 3 (three) months, either Party may withdraw from the Agreement by giving written notice to the other Party.
24. The Parties shall be responsible for maintaining the confidentiality of information received from the other Party during the term of the Agreement and shall not disclose such information to third parties without the consent of the other Party. For the purposes of this Agreement, such information shall include any information related to the performance of the Agreement, including personal data and any written, oral, electronically stored or other information obtained in the course of performing the Agreement that may not be disclosed to third parties without the prior written consent of the other Party, except in cases provided for by the laws and regulations of the Republic of Latvia.
25. The University shall process the Scholarship Recipient's personal data specified in the Agreement or obtained in connection with the performance of the Agreement for the purpose of ensuring the performance of the obligations under the Agreement and only to the extent necessary for the performance of such obligations and for compliance with the University's obligations under the laws and regulations of the Republic of Latvia.
26. The Scholarship Recipient's personal data shall be processed in accordance with the requirements governing the processing and protection of personal data laid down in the laws and regulations of the Republic of Latvia, including Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

VI. Term of the Agreement

27. The Agreement enters into force upon signature by both Parties and remains valid until full performance of obligations.

VII. Final Provisions

28. Any amendments to the Agreement shall be made in writing by mutual agreement of the Parties, and such amendments shall form an integral part of the Agreement.

29. The University may unilaterally withdraw from the Agreement if the obligations undertaken by the University become impossible to perform or if the Scholarship Recipient fails to fulfil their obligations.
30. The Parties may agree to terminate the Agreement before its expiry by separately agreeing on the terms of termination and entering into a written agreement to that effect.
31. The Parties agree that any disputes, disagreements or claims arising out of or in connection with the Agreement and the performance of the obligations set out therein shall be resolved through negotiations. If no agreement can be reached, the dispute shall be settled by a court in accordance with the laws and regulations of the Republic of Latvia.
32. The Agreement is drawn up and executed in two counterparts, both having equal legal effect, with each Party receiving one counterpart of the Agreement. If the Agreement is signed electronically, it shall be prepared in 2 (two) identical counterparts, one for each Party, both having equal legal effect. The representatives of the Parties shall sign the Agreement with a secure electronic signature containing a time stamp. The date of signing the Agreement shall be the date of the last secure electronic signature affixed to the Agreement and its corresponding time stamp. The Party signing the Agreement last shall send the Agreement to the other Party at the e-mail address specified in the Agreement.

VIII. Details of the Parties

Riga Technical University	**Scholarship Holder**
Legal address: Ķīpsalas iela 6A, Rīga, LV-1048	Name, Surname:
Reg. No. 90000068977	Personal ID No.:
VAT reg. No. LV90000068977	Declared residence:
Bank: Valsts Kase	Bank:
Account No.:	Account No.:
Bank code: TRELLV22	Bank code:
Vice-Rector for Science Dr. ing. Maira Indrikova	
_____ *(signature)*	_____ *(signature)*
Date:_____	Date:_____
_____	