

APPROVED
at the meeting of the
Council of RSU Student Union
of 19 February 2020,
Minutes No.45-2-4P

Regulations for Rīga Stradiņš University Student Research Interest Groups

The Regulations shall prescribe the procedure for undertaking the activities of Rīga Stradiņš University (hereinafter - RSU) Student Research Interest Groups during the academic year, taking into consideration that Rīga Stradiņš University Student Union (hereinafter - RSU SU) is the successor to Rīga Stradiņš University Student Scientific Society. The Regulations shall prescribe how the procedure for electing interest group leaders, the duties, responsibilities and rights of the interest group leader, the procedure for organising interest group meetings, the rules for granting certificates, resources to be used for the interest group, as well as the procedure for establishing a new Student Research Interest Group.

1. General provisions

1.1. Student Research Interest Groups (hereinafter - SRIGs) are an organisational form of a group of students of Rīga Stradiņš University with joint activities, interests and goals in research activity.

1.2. The aim of a SRIG is to unite students with similar interests in science, to acquire skills in performing and interpreting research work, to ensure the acquisition of practical skills within the specific field.

1.3. Terms used:

1.3.1. interest group leader - a RSU student, who leads the SRIG and is responsible for the activities of the interest group within the framework of these Regulations (each interest group has 1 leader);

1.3.2. interest group mentor - a RSU lecturer in a specific SRIG specialty with experience in conducting research work, who cooperates with the interest group leader in achieving SRIG goals;

1.3.3. interest group guest mentor - a RSU lecturer of the respective specialty, who cooperates with the SRIG in organising a specific meeting;

1.3.4. member of the group - a status of a RSU student in no more than two SRIGs in one academic year with the corresponding rights and obligations described in these Regulations;

1.3.5. interest group visitor - any person who attends theoretical meetings of the interest group and is not a leader, mentor or a member of the interest group;

1.3.6. eligible voter - a member of a SRIG or a visitor who receives a certificate for attending of 75% of the interest group meetings;

1.3.7. quorum - more than half of the total number of the SRIG eligible voters in the respective interest group.

2. Procedure for electing a leader of the interest group

2.1. RSU SRIG leader shall be elected at the penultimate or last meeting of the interest group for one academic year, if all the conditions mentioned in this document are met. The date of the last meeting shall be announced no later than four weeks before the election. The situation described in Paragraph 2.9.1 of these Regulations shall be considered an exception.

2.2. Only RSU student(s) may be a candidate(s) for a post of an interest group leader. The candidate(s) shall nominate themselves as a candidate for the leader of the existing interest group in writing by submitting a letter of motivation at least 5 weekdays before the election, shall prepare a 5-minute presentation of their candidacy, including current activities in the particular SRIG and an interest group strategy for the following academic year.

2.3. The interest group leader shall be elected by a majority of vote of the eligible voters present in the meeting by secret ballot.

2.4. The existing SRIG leader must send a list of all members and visitors who will be awarded certificates at the termination of the activity of the respective interest group 5 weekdays before the election date:

2.4.1. At the election meeting, the Head of RSU SU Department of Science or his/her delegated representative shall note the present members, record their number and issue a ballot paper in return for a signature.

2.5. To consider the election of an interest group leader legitimate, the quorum must be established in the interest group meeting where the new leader is elected.

2.6. The election process shall be supervised by the Election Committee consisting of three members, one of whom is *ex officio* the Head of RSU SU Department of Science or another person delegated by him. Two members of the Committee shall be nominated at the beginning of the meeting from among those present with the right to vote. The right to vote shall be preserved for those on the Election Committee.

2.7. The Election Committee shall have the following functions:

2.7.1. Determining the presence and composition of eligible voters at the particular meeting;

2.7.2. Distribution of ballot papers to the eligible voters;

2.7.3. Counting of votes;

2.7.4. Taking of the election minutes;

2.7.5. Notification of the results.

2.8. After elections, election minutes and completed ballot papers shall remain with the Head of RSU SU Department of Science or his/her delegated person who participates in the particular meeting. The minutes shall be kept until the next election of the SRIG leader under the supervision of the Head of RSU SU Department of Science.

2.9. The newly elected interest group leader shall take up his/her duties upon completion of the respective academic year and shall attend the compulsory training before the beginning of the following academic year.

2.9.1. If a new interest group leader is not elected, or irregularities are found in the election process, repeated elections of the SRIG leader shall be organised no later than 2 weeks after the last election. During the mentioned period, the existing SRIG leader or a person delegated by the Head of RSU SU Department of Science shall continue carrying out the duties of the interest group leader.

3. Duties, responsibilities and rights of the interest group leader

3.1. It is the responsibility of the interest group leader to ensure the quality of the SRIG under his authority in accordance with the following paragraphs.

3.2. Within two weeks from the beginning of the academic year, the interest group leader shall submit the annual plan of the particular SRIG, including the following points (see Annex No.1):

3.2.1. Maximum number of the interest group members;

3.2.2. Topics of scheduled meetings and provisional times;

3.2.3. Research topics;

3.2.3. Additional activities (offsite meetings, Olympiads, etc.).

3.3. In case the interest group leader is not able to submit the annual plans due to objective reasons, an extension of the term may be agreed by submitting a written explanation to the Head of RSU SU Department of Science. Each case shall be considered individually.

3.4. If necessary, the SRIG leader shall provide a SRIG member with the contact details of the mentor of the respective specialty.

3.5. The interest group leader shall be responsible for recording the attendance of each interest group meeting, as well as for the accounting of the scientific activities of the interest group members (presentations, research work, presentation of the clinical case) and of the allocated financial resources.

3.6. It is the duty of the interest group leader to inform the SRIG members about the presentation topics of the particular meeting at least 30 calendar days before the date of the respective meeting.

3.7. It is the duty of the interest group leader to inform the SRIG members about the presentation format and to review the presentations sent by the members to ensure that they meet the presentation criteria stipulated in the Regulations (7.4.), as well as send them to a mentor for review.

3.8. The interest group leader shall place the materials presented in the interest group meeting in the common database within a maximum of 7 weekdays after the interest group meeting.

3.9. At least 10 weekdays before the scheduled interest group meeting, the interest group leader must post information about the venue, time and the planned topic of the meeting in the calendar of SRIG theoretical meetings and on the social network Facebook.

3.10. The interest group leader on the basis of a documented attendance of the interest group meetings and students' scientific activities at the meetings, as well as the research work conducted, shall issue a certificate regarding the activities in the interest group.

3.11. No later than two weeks after the end of the respective semester, the interest group leader shall submit the following documents to the Head of RSU SU Department of Science:

3.11.1. a report on the work done in the half year (see Annex No. 2), indicating the number of meetings and their content;

3.11.2. the number of the interest group members present at each meeting;

3.11.3. the number of visitors to each interest group meeting;

3.11.4. scientific activities of the members of the interest group;

3.11.5. visitor registration sheets or copies thereof;

3.11.6. financial statement sheet.

3.12. At the invitation of the Head of the RSU Department of Science, the interest group leader shall conduct a survey of SRIG members in accordance with the criteria referred to in the Paragraph 12.2.

3.13. If the interest group leader does not meet the provisions mentioned in these Regulations, the interest group leader shall be suspended by the decision of RSU SU Board and elections of

a new interest group leader shall be announced, which are organised by the Head of RSU SU Department of Science or by a person delegated by the Head of RSU SU Department of Science.

3.14. The interest group leader has the right to receive a certificate issued by the Head of RSU SU Department of Science for leading the interest group for at least one academic year, if the interest group leader has been able to ensure the provisions mentioned in these Regulations during the whole academic year.

4. Procedure for obtaining the status of an interest group member

4.1. The number of the interest group members in the SRIG for each academic year is calculated by multiplying the planned number of theoretical meetings by the number of presentations to be presented in one theoretical meeting.

4.2. At the beginning of the academic year, an application for membership in the interest group shall be announced electronically, which lasts for two weeks. It shall be organised by the Head of RSU SU Department of Science and interest group leaders.

4.3. If more members apply for one of the SRIGs than the maximum number of members prescribed for the interest group, the candidates for membership shall be evaluated according to the points-based system (see Annex No.3). If, after the evaluation, the number of members exceeds the maximum number of members, the candidates for membership in the interest group shall be evaluated according to additional criteria. All students are ranked according to the points obtained. If additional members are admitted to the interest group during the academic year and the candidates in the ranking have attended at least 75% of the theoretical interest group meetings, students shall obtain the status of an interest group member according to the sequential rating.

4.4. If the number of the interest group members does not reach the maximum number, the interest group leader shall be entitled to announce additional application for the status of an interest group member.

4.5. The membership of the interest group shall be granted for the following academic year.

5. Rights and obligations of an interest group member

5.1. A member of the interest group must attend at least 75% of the interest group meetings during the academic year, including at least one practical meeting.

5.1.1. If 75% of the meetings are not attended during the year, the interest group leader, with the prior agreement of the Head of RSU SU Department of Science, may grant

meeting attendance to those students who have participated in the events organised by the interest group.

5.1.2. Participation in the Debate Club tournament organised by RSU SU shall be considered as a missed theoretical meeting of the interest group.

5.2. A member of the interest group must present at least one presentation during the academic year.

5.3. A member of the interest group shall be obliged to send the planned presentation material to the interest group leader at least 10 weekdays before the scheduled date of the meeting.

5.4. A member of the interest group shall have the right to membership in no more than two SRIGs. .

5.5. A member of the interest group shall have the right to participate in all practical meetings of the particular SRIG.

5.6. A member of the interest group shall have the right to receive a certificate issued by the Head of RSU SU Department of Science regarding the scientific activities of the member of the interest group, if the group member has been able to fulfil the conditions mentioned in these Regulations during the whole academic year.

5.7. If a member of the interest group does not fulfil the conditions mentioned in these Regulations, the status of membership shall be lost by the decision of the interest group leader and the Head of RSU SU Department of Science.

6. Rights and obligations of the interest group visitor

6.1. The visitor of the interest group shall be obliged to register his/her attendance at a particular theoretical meeting of SRIG by signing the registration form.

6.2. The visitor of the interest group shall have the right to attend all theoretical meetings of SRIG.

6.3. If there are vacancies at the practical meeting of SRIG, the visitor of the interest group shall have the right to apply for this vacancy; the relevant application shall be considered by the interest group leader and the decision shall be made regarding the right to participate in the practical meeting of SRIG.

6.4. The visitor of the interest group shall be entitled to receive a certificate of attendance of a particular SRIG if he or she has attended at least 75% of the theoretical meetings of the particular SRIG during the academic year.

7. Procedures for organizing interest group meetings

7.1. The interest group meets at least 6 times during the academic year, but it has not less than two meetings during one semester; at least one of the meetings during the academic year should be held in English.

7.2. At least 40% of the members must attend the interest group meeting in order to consider it as being held.

7.3. The interest group mentor and/or the invited representative of the specialty (a guest mentor) also participate in the interest group meeting.

7.4. At least two presentations should be given in theoretical meetings of the interest group (except for the first meeting); the length of the presentation shall be 10-15 minutes, and it shall include an in-depth review of the topic, an outline of a clinical case or research. A discussion-enhancing presentation element should be included at the end of the presentation. It is allowed to deliver only those presentations that are previously approved by the SRIG leader and the mentor of the particular meeting. The optimal duration of a theoretical meeting shall be up to 2 hours.

7.5. During the academic year, at least two practical interest group meetings must be provided, which include the development of the student's practical skills and competencies in the aspect of the particular branch.

7.6. SRIG theoretical meetings shall be open to all interested parties. If the number of visitors is limited, RSU students may primarily attend the interest group.

7.7. Only RSU students may attend SRIG practical meetings.

8. Premises and equipment used for the needs of the interest group

8.1. The premises and study centres available at RSU may be used for the needs of the interest group. The reservation of premises needs to be coordinated with RSU SU Office Administrator no later than 5 weekdays in advance. The interest group leader shall have to agree on the reservation of the premises of other institutions with the director of the respective institution. It is not allowed to spend the financial resources allocated to the interest group for the use of premises.

8.2. The interest group leader shall have the right to request the necessary technical provision for the needs of the interest group meetings, coordinating the necessary matters with RSU SU Office Administrator not later than 5 weekdays before the meeting.

9. Issuance of statements and certificates for the activities in the Student Research Interest Group

9.1. The interest group leader shall be entitled to issue a certificate to the visitor of the interest group regarding the attendance of meetings, if the visitor of the interest group has attended at least 75% of the theoretical interest group meetings during one academic year in the particular interest group.

9.2. The interest group leader shall be entitled to issue a certificate to the interest group member on attendance and presentation, if the interest group member has attended at least 75% of the interest group meetings during one academic year in the particular interest group, as well as has given a presentation, indicating the title of the presentation in the statement.

9.3. The interest group leader shall be entitled to issue a certificate to the interest group member on attendance, presentation and development of research work, if the interest group member has attended at least 75% of interest group meetings during one academic year in the particular interest group, as well as has given a presentation and developed research work, indicating the title of the presentation and the research work respectively in the statement.

9.4. The interest group leader shall be entitled to issue a statement to the interest group member who has given a presentation within one semester.

9.5. The group leader shall be entitled to issue statements and certificates only to RSU students regarding the activities in the interest group.

9.6. Statements and certificates regarding attendance of the interest group meetings, for presentations, for the development of research work in the particular semester for all interest groups shall be based on a uniform model.

9.7. The interest group leader shall submit them to the Head of RSU SU Department of Science for signing two weeks before the issuance of the statements.

10. Financing of Student Research Interest Groups

10.1. The interest group leader shall send the draft budget of the interest group for the following academic year within two weeks after receiving the request of the Head of RSU SU Department of Science.

10.2. The financing of interest groups is primarily reviewed at a meeting of the Board, with the members of the Board reserving the right to amend the budget, and then the budget is submitted to the Council for approval. If necessary, the leader of the particular interest group may be invited to the Board meeting.

10.3. If the Council does not approve the draft budget of interest groups, the interest group leader shall submit a new draft budget until the following Council meeting, consulting the Head of RSU SU Department of Science and RSU SU Finance Administrator.

10.4. The interest group leader shall be entitled to use the financial resources allocated for the operation of the interest group within the framework of the budget line.

10.5. Goods may be purchased by asking the respective company to issue an invoice using RSU SU details (see Annex No.4), then deliver this invoice to RSU SU Finance Administrator within a week. After paying the invoice, the interest group leader shall be entitled to go and receive the goods.

10.6. When purchasing goods from companies with which RSU SU has a cooperation agreement, the bill/invoice can be brought to RSU SU office after receipt of the product, but not later than within 5 weekdays.

10.7. Within the budget allocated to the interest group, when paying for goods in cash, the particulars of RSU SU must be included in the receipt. If it is not possible to enter full particulars, at least an abbreviated version of the particulars must be indicated (see Annex No. 5). The receipt must be submitted to RSU SU Finance Administrator by the twentieth day of the current month or the fifth day of the following month, indicating the name of the interest group, the name and the surname, contact details and the account number of the interest group leader and the purpose of the purchase. When all the receipts of the current month have been collected and submitted to the RSU Accounting Unit, the corresponding amount on the receipt shall be returned to the interest group leader.

10.8. The interest group leader shall have the right to request RSU SU representation materials to give to the guest lecturer/lecturers 5 weekdays before the scheduled meeting.

10.9. The interest group leader shall have the right to request representation materials in the amount determined by the Head of RSU SU Department of Science.

11. Establishment of a new interest group

11.1. Any RSU student is entitled to establish a new Student Research Interest Group at the beginning of the academic year or spring semester, if its specialty and goals do not overlap with an existing interest group.

11.2. The new SRIG must be thematically related to one of the RSU study courses or residency programmes.

11.3. The establishment of a new SRIG may take place at the beginning of the academic year or before the beginning of the spring semester, in accordance with the conditions specified in these Regulations.

11.4. In order to establish a new interest group at the beginning of the respective academic year, the founder of the interest group shall submit an application not later than two weeks before the beginning of the respective academic year, addressed to the Head of RSU SU Department of Science with a request to establish the particular interest group. (see Annex No.6)

11.4.1. When establishing a Student Research Interest Group at the beginning of the academic year, its leader, members and visitors shall be entitled to receive the relevant certificates at the end of the academic year in accordance with the procedures specified in these Regulations.

11.5. In order to establish a new interest group at the beginning of the spring semester, the founder of the interest group shall submit an application not later than three weeks before the end of the autumn semester, addressed to the Head of RSU SU Department of Science with a request to establish the particular interest group. This application must be accompanied by the documents listed in Annex No.6.

11.5.1. When founding a Student Research Interest Group at the beginning of the spring semester, its leader and visitors at the end of the academic year shall be entitled to receive an interest group visitor certificate if 75% of the interest group meetings are attended. The rule shall apply only to the first semester of the Student Research Interest Group activity.

11.6. The application shall be signed by the following persons:

11.6.1. the student - a founder of the group;

11.6.2. the Head of the relevant academic department or the Head of a foundation registered in the Register of Enterprises;

11.6.3. a doctor/mentor appointed by the academic department or a doctor/mentor appointed by a foundation registered in the Register of Enterprises.

11.7. RSU SU Board shall decide on the establishment of a new interest group.

12. Evaluation of the operation of the interest group

12.1. The activity of SRIG leaders shall be evaluated twice during the academic year according to the criteria and indicators stipulated in the Regulations. The following criteria are assessed by the indicator yes/no. The evaluation shall be performed by the representatives of RSU SU Department of Science. (This paragraph shall take effect on 1 September 2020)

12.1.1. The leader of the interest group shall have chaired at least 55% of the planned number of meetings.

12.1.2. The annual plan of the SRIG shall be submitted two weeks before the beginning of the academic year.

12.1.2.1. in case the annual plan cannot be submitted, the leader of the SRIG shall submit an application with an explanation, as well as a request for extension of the term. Each case will be considered individually;

12.1.2.2. meetings shall have to be announced in a timely manner; the information shall be placed under both the SRIG events and SRIG Group at least 10 weekdays before the meeting.

12.1.3. Twice during the academic year after the last meeting of the semester, the leader of the SRIG shall send out a questionnaire (see Annex No.7) drawn up by the Head of RSU SU Department of Science or his/her delegated person to the members of the interest group:

12.1.3.1. the questionnaire shall be closed two weeks after it is sent;

12.1.3.2. the completion of the questionnaire must reach at least 60% of the number of members of the interest group;

12.1.3.3. if the average rating in any position is below 3, the Head of RSU SU Department of Science shall invite the leader of the SRIG to the oral interview.

12.1.5. The presence of a mentor shall be ensured at each meeting. A registration shall be established at each meeting, where the mentor also confirms his/her presence.

12.1.6. The SRIG leader shall be responsible for sending presentations to the mentor for review at least 5 weekdays before the meeting.

12.1.7. All reports on the activities of the interest group, including budget estimates, have to be submitted within the set deadline.

12.1.8. The number of research papers developed within the SRIG shall not be less than 15% of the number of members of the interest group.

12.1.8.1. A statement of the participation in a conference with a report, a copy of an abstract book, a copy of a scientific publication or a survey signed by the supervisor regarding what has been done during the year may be considered as a proof of the research work done.

12.1.9. At least two of the following criteria shall be met:

12.1.9.1. at least one educational event shall be organised during the academic year;

12.1.9.2. an offsite meeting shall be organised;

12.1.9.3. participation in the International Student Conference of Health and Social Sciences by organising a workshop(s);

12.1.9.4. a joint meeting with another interest group.

12.1.10. Notify the members who are required to deliver a report at the particular meeting, inform about the topics of the meeting presentations and the contact information of the meeting mentor at least 30 days before the regular meeting.

12.2.11. The leaders of the interest groups shall be informed about all the criteria, as well as about the sanctions to be imposed if the criteria are not met.

12.11.1. there are 10 criteria, which are evaluated with *yes/no*; 9 out of 10 must be fulfilled, including the condition regarding scientific activity within the interest group;

12.11.2. if any of the above criteria cannot be met due to objective reasons, the SRIG leader shall inform the representatives of RSU SU Department of Science in writing thereof and shall agree on further action. Each case will be considered individually.

12.1.12. After the first assessment at the end of the first semester, the Head of RSU SU Department of Science shall organise meetings with the interest group leaders who have not fulfilled the requirements referred to in the Paragraph 12.10.1 and/or received an average rating below 3 in the evaluation questionnaires from SRIG members.

12.1.13. If the stipulated criteria are not met after the second assessment period, it may be decided not to grant the certificate to the relevant leader of the interest group.

13. Closure of the interest group

13.1. Closure of a SRIG shall be considered in the following cases:

13.1.1. Less than 40% of the members have attended each of the three consecutive meetings.

13.1.2. It is not possible to ensure the procedure mentioned in the Regulations.

13.1.3. Two or more of the criteria set out in the Paragraph 12 of this document have not been met within two years;

13.1.4. The leader of the SRIG for the next academic year is not elected;

13.1.5. Closure of any interest group may be initiated by the Head of RSU SU Department of Science, the leader of the particular SRIG, the mentor, members or visitors, justifying the reason for the closure in writing.

13.2. RSU SU Board shall decide on the closure of the particular SRIG.

14. Making amendments

14.1. Amendments shall be approved by RSU SU Council.

14.2. Amendments shall enter into force upon their adoption.

14.3. The amendment shall be adopted by a simple majority of the members of RSU SU Council at the Council meeting.

14.4. Amendments shall be proposed and developed by RSU SU Board or a quorum from the number of interest group leaders by mutual agreement.

President of RSU SU Board

Anna Jete Gauja

Annex No. 1

to Rīga Stradiņš University
Regulations for Student Research Interest Groups,
approved at RSU SU Council meeting
on 19 February 2020,
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Form for filling in the Annual Plan

SRIG plan for the academic year 20__/20__				
SRIG Name:				
SRIG Leader:				
SRIG Mentor				
Planned number of members -				
Planned number of theoretical meetings -				
Planned number of practical meetings -				
Plan for Meetings				
<i>Theoretical Meetings</i>				
1. Meeting	Date	Topic of the Meeting	Brief description of the meeting	Number of planned presentations
2. Meeting	Date	Topic of the Meeting	Brief description of the meeting	Number of planned presentations
...
<i>Practical meetings</i>				

1. Meeting	Date	Topic of the Meeting	Description of the meeting, including practical involvement of members in it
...			
<i>Olympiad</i>			
Academic achievements -			
Other awards -			
<i>Scientific activities</i> (At least 3 new topics of research work that students may conduct within the research interest group):			
1.			
2.			
3.			
Other planned activities:			
1.			

Annex No. 2

to Rīga Stradiņš University
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REPORT of the Student Research Interest Group (Name of the interest group) for the academic year 20XX/20XX

Meeting No... DATE	Topic:	Type of the meeting: practical/theoretical	
Presentation:	Topic:	Name, surname	
Chairperson of the meeting	(Leader of the interest group / another delegated person)		
Mentor	(a doctor, professional)		
Number of the interest group members	Number:	Number of the visitors of the interest group	Number:

(a separate table for each meeting)

Leader of the interest group (name, surname)

Date

Annex No. 3

to Rīga Stradiņš University
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Table for Evaluation of the Candidates to the Interest Group Membership

Basic criteria (one proof per each position)		Number of points
<i>Year of study</i>	6th year of study	1
	4th-5th year of study	1.5
	3rd year of study	1
<i>Proof of conducting the research work</i>	The first author of the work	3
	Co-author of the work	2
	International level	+ 0.5
	Within Latvia	1

<i>Proof of extracurricular scientific activities (attendance of conferences and congresses, participation in association meetings or debates, etc.)</i>	International	+ 0.5
<i>Certificate confirming the status of a SRIG visitor, member or leader*</i>	Relevant SRIG	1
	Another SRIG	0.5
<i>Participation in the events organised by the SRIG</i>	Relevant SRIG	1
	Another SRIG	0.5

** 2 proofs may be submitted for the position*

Additional criteria (unlimited number of proofs per each position)	Number of points
Proof of conducting the research work**	1 (per each)
Proof of the scientific activity in the particular specialty	1 (per each)
Interview	Number of points
Motivation	1-3

Communication	1
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*** Regardless of whether the student is the first author or co-author of the work and regardless of the form of presentation of the work*

Annex No. 4

to Rīga Stradiņš University
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Full RSU SU particulars:

Foundation “RSU Student Union Foundation”

16 Dzirciema iela, Rīga, LV-1007

Reg.No.: 40008109367

LV11UNLA0050009430605

SEB Latvijas Unibanka

UNLALV2X

Annex No. 5

to Rīga Stradiņš University
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Abbreviated version of RSU SU particulars:

Foundation “RSU SUF”

16 Dzirciema iela, Riga, LV-1007

Reg.No.: 40008109367

Annex No. 6

to Rīga Stradiņš University
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Documents to be submitted for the establishment of the interest group

1. A description of the interest group demonstrating how this interest group will differ from the existing SRIGs.
2. Strategy of the interest group. It must describe at least 8 topics of theoretical meetings and possible presentation topics for the relevant theoretical meeting. As well as at least 4 descriptions of practical meetings, giving the goals and describing their achievement and involvement of members in it.
3. List of at least 6 research topics that could be researched within the new SRIG.
4. List of at least 8 student signatures and Student ID numbers that would like to become a member of this interest group. In case the application for the establishment of a new SRIG is approved, these students automatically shall become members of the newly formed interest group.
5. Motivation letter of the interest group founder.
6. If necessary, the Head of RSU SU Department of Science may ask to submit additional documents.

Annex No. 7

to Rīga Stradiņš University
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Items to be included in the evaluation questionnaire of the interest group performance

How would you rate the topicality of the presentations that were delivered within the interest group?	1 - very poor 2 - unsatisfactory 3 - satisfactory 4 - good 5 - excellent
How would you rate practical meetings?	1 - very poor 2 - unsatisfactory 3 - satisfactory 4 - good 5 - excellent
How do you rate the conditions created within the interest group for involvement in research activities?	1 - very poor 2 - unsatisfactory 3 - satisfactory 4 - good 5 - excellent

<p>How do you evaluate the work of the interest group leader during the year?</p>	<p>1 - very poor 2 - unsatisfactory 3 - satisfactory 4 - good 5 - excellent</p>
<p>How do you evaluate the work of mentors attached to the interest group during the year?</p>	<p>1 - very poor 2 - unsatisfactory 3 - satisfactory 4 - good 5 - excellent</p>
<p>How do you evaluate the meetings held in English?</p>	<p>1 - very poor 2 - unsatisfactory 3 - satisfactory 4 - good 5 - excellent</p>
<p>At the end of the questionnaire it is possible to include a question of interest to the leader of the SRIG</p>	
<p>At the end of the answers to each question, it should also be possible to express the respondent's comments in free form</p>	