

**Regulations on the support of the Student Union of Rīga Stradiņš  
University for the scientific activity of students  
“Science support funding”**

**1. GENERAL TERMS**

- 1.1. Rīga Stradiņš University Student Union (hereinafter – RSU SU) Science support funding (hereinafter – support) is created to financially support students of Rīga Stradiņš University (hereinafter – RSU) for gaining experience, improving competence acquired during studies, conducting student research activities, improving professional knowledge and skills, participation in forums, congresses, conferences etc.
- 1.2. The application for support is announced by the RSU SU Board.
- 1.3. The support rules are published on the RSU SU website - sp.rsu.lv.
- 1.4. Support administration, which includes monitoring of support performance, contest announcement and disbursement, is provided by RSU SU.
- 1.5. The source of funding for the support is the scientific support funding available from RSU SU.

**2. PURPOSE OF SUPPORT**

- 2.1. The total funding allocated for support is proposed every calendar year by the RSU SU Board and approved by the RSU SU Council.
- 2.2. The applicant receives support before or after attending the event, and it can be granted:
  - 2.2.1. **For the development of research work** – the minimum amount of support is from 50 euros (fifty euro, zero euro cents), the maximum amount of support is up to 300 euros (three hundred euro, zero euro cents) for one team of students for one research work and its development, incl. during data acquisition, processing and analysis. Support is granted to one applicant from one student team who has been involved or is currently involved in the creation of a research paper.
  - 2.2.2. **For the presentation of research work** – the maximum amount of support is up to 300 euros (three hundred euro, zero euro cents) per person to cover travel, accommodation and participation fees. The support is granted to the applicant who has participated or plans to participate in a conference with their research paper.

- 2.2.3. **For attending an event related to professional competence** – the maximum amount of support is up to 300 euros (three hundred euro, zero euro cents) per person to cover travel, accommodation and participation fees. Support is granted to an applicant who has attended or plans to attend a competence-enhancing event and has not participated with their research work.
- 2.2.4. **For the publication of a scientific article in an internationally cited journal** - the maximum amount of support is up to 600 euros (six hundred euro, zero euro cents) per person for the creation of a scientific article, incl. to cover the costs of language checking and for its publication. The support is granted to an applicant who has published or plans to publish their scientific article in an internationally cited journal.

### **3. REQUIREMENTS FOR APPLICANTS**

- 3.1. RSU students can apply for support: undergraduate, master's and second-level higher professional study program "Residency in Medicine", including students on academic leave.
- 3.2. Students whose studies are financed either from the state budget or funds of individual or legal persons can apply for support.

### **4. APPLICATION EVALUATION CRITERIA**

- 4.1. The criteria for evaluating applications is the compliance of applicants and submitted documents with the requirements specified in the regulations.
- 4.2. When applying for support in connection with the development of a research paper, the applicant must be the author who developed or is currently developing the work.
- 4.3. When applying for support in connection with the presentation of a research paper, the applicant must be the author who has presented or plans to present their work.
- 4.4. When applying for support in connection with the publication of a scientific article, the applicant must be the author who financed the publication.
- 4.5. For participation in events related to professional competence, presentation of a research paper or publication of a scientific article, support can be received once for the relevant event.
- 4.6. For the development of a research paper, support can be received once per the respective research paper.
- 4.7. When applying, the applicant confirms that the relevant event or research work is not financed from other sources.

### **5. APPLICATION AND NOMINATION PROCEDURE FOR THE SUPPORT COMPETITION**

- 5.1. The evaluation of support applicants and decision-making on the granting of support is carried out by the Support commission (hereinafter – commission)

- 5.1.1. Applicants for support submit supporting documents to the support competition electronically, sending them in accordance with the procedure established by the RSU SU Science Affairs.
- 5.2. Application for support is possible throughout the calendar year.
- 5.3. Commission meetings are convened when at least 3 applicants' applications have been received, but not less often than once every 3 months.
- 5.4. Support for presenting a research paper or attending an event related to professional competence is granted 6 months before or 6 months after the relevant event.
- 5.5. Support for the development of research work is granted no later than 12 months after the date of receiving the permission of the Research Ethics committee.
- 5.6. Support for the publication of a scientific article is granted no later than 12 months after receiving the approval of the article from the editorial team of the journal or the date of publication of the article in the journal.
- 5.7. **All applicants must submit with their application:**
  - 5.7.1. A transcript of the results of the previous semester certified by the RSU Student service;
  - 5.7.2. Proof of previous research and/or professional activity (certificates of interest groups, proof of participation in conferences, scientific publications etc.), if any;
  - 5.7.3. Invoice(s) or other supporting document(s) of payment from the organisers of the event or service, as well as bank-approved payment order(s) that prove the amount of travel, accommodation and event participation fees for covering, developing a research paper, presenting a research paper or for publishing a scientific article;
  - 5.7.4. A brief description of the purpose of the funding (event, journal, research) and self-benefit and/or motivation for participation (up to 100 words).
- 5.8. Additional to the mentioned in point 5.9, the applicant must submit the following documents:
  - 5.8.1. **If the support is granted for presenting a research paper or attending an event related to professional competence** – a certificate, diploma or equivalent proof of participation in the relevant event. The certificate must be submitted at the time of application or, if the applicant has applied for support before the event, no later than 2 weeks after participation in the relevant event.
  - 5.8.2. **If the support is granted for the development of research work** – permission to conduct the research issued by the Research Ethics committee and/or other certifications from the responsible structural unit, laboratory, medical institution for the permission to conduct research. The permit is submitted at the time of application.
  - 5.8.3. **If support is granted for the publication of a scientific article** – confirmation from the editorial team of the journal about the inclusion of the scientific article in the journal and/or a copy of the scientific

publication. A copy of the approval and/or the publication is submitted at the time of application.

- 5.9. The commission has the right to request additional documents, information or invite the applicant to an interview.
- 5.10. If the commission believes that there is a risk that the number of applications will exceed the Science support funding budget, the support is granted according to the additional criteria specified in Appendix 1.
- 5.11. When applying, the applicant agrees to the transfer of personal data to a RSU SU relevant third party, insofar as it is necessary for the administration of the process of issuing support.

## **6. AMOUNT OF SUPPORT AND ORDER OF PAYMENT**

- 6.1. Support for one student or, in the case of developing a research paper – for one team of students –, can be granted once per semester.
- 6.2. The support is paid out by RSU SU in full or in part, based on the commission's decision and the size of the accepted support amount.
- 6.3. The support applicant undertakes to submit additional documentation if necessary.
- 6.4. The granted amount of support is paid out by mutual agreement of both parties:
  - 6.4.1. Support is paid within three months during the relevant calendar year, if the applicant applies for support:
    - 6.4.1.1. After presenting the research paper;
    - 6.4.1.2. After attending an event related to professional competences;
    - 6.4.1.3. After purchasing materials or services necessary for the development of research work;
    - 6.4.1.4. After the publication of the scientific article.
  - 6.4.2. Support can be paid as an invoice no sooner than 6 months before the end of the announced period of the corresponding event, if the applicant applies for support:
    - 6.4.2.1. Before presenting the research paper;
    - 6.4.2.2. Before attending an event related to professional competences;
    - 6.4.2.3. Before the purchase of materials or services necessary for the development of research work;
    - 6.4.2.4. Before publication of a scientific article.

## **7. BENEFICIARY'S OBLIGATIONS AND RESPONSIBILITIES**

- 7.1. The beneficiary is obliged to promote the recognition of RSU and RSU SU through their participation in the supported event.
- 7.2. RSU SU is entitled to request advertising of the foundation (on social media, presenting their research work etc. advertising activities).
- 7.3. Applying for support means that the student agrees to these regulations, as well as recognises the obligations contained in the regulations as acceptable to them and undertakes to fulfil them.

- 7.4. In the decision on granting support, the commission may include additional conditions that the applicant must comply with in connection to receiving support. If the applicant does not agree with the proposed additional conditions, the applicant has the right to refuse the granted funding.
- 7.5. The provisions mentioned in points 5.9., 5.10., 5.11. and their binding subsections, in case of non-fulfilment, the support applicant must repay the allocated funding in full within 2 months from the moment of the supported event.
- 7.6. When the event referred to in point 7.5 occurs, the beneficiary loses the right to receive further support within the framework of this regulation as a student.

#### **8. RSU SU SUPPORT COMMISSION (COMMISSION)**

- 8.1. The commission consists of 5 members- *ex officio* the Head and Assistant to the Head of the RSU SU Science Affairs and 3 RSU students. The Head of the Science Affairs is the chairman of the commission.
- 8.2. Commission meetings are convened by the chairman of the commission.
- 8.3. The composition of the commission for the next calendar year is approved by the RSU SU Council.
- 8.4. The commission announces the results within 3 working days after the commission meeting.
- 8.5. The commission has the right to invite an independent expert to the commission meetings.

Rīga Stradiņš University Student Union  
Chairman of the Board

Elizabete Maija Liepa

Rīga Stradiņš University Student Union  
Head of Science Affairs

Alise Antuanete Sņķere

**Appendix 1**  
Regulations of RSU SU  
Support of student scientific activities  
“Science support funding”  
APPROVED at the RSU SU Council meeting  
December 14, 2022  
Protocol No.

**Additional evaluation criteria for support applications**

Applications are evaluated in the following order:

1. The applicant has not received support in the previous semester.
2. The average grade mark of the applicant in the previous semester:
  - a. Average grade mark from 9 to 10: 3 points;
  - b. Average grade mark from 8 to 9: 1.5 points.
3. Scientific work activities (up to 2 certifications):
  - a. Speaking at a scientific conference: 3 points;
  - b. Publication in a reviewed medical journal: 3 points;
  - c. Article in a popular science medical journal: 1 point;
  - d. For every work at an international conference or medical journal additional 0.5 points.
4. Certificate of a student scientific interest group:
  - a. Leading a student scientific interest group: 1.5 points;
  - b. Presentation in a student scientific interest group: 1.0 points;
  - c. Attending a student scientific interest group: 0.5 points.
5. Other certificates of scientific outside-of-study activities: 1 point (up to 2 certificates).