

APPROVED
at the meeting of the
Council of RSU Student Union
of 9 December 2020,
Minutes No.45-2-2-P

**Regulations on Aid to Scientific Activity by Rīga Stradiņš University
Student Union
“Funding to Support Science”**

1. GENERAL PROVISIONS

- 1.1. Funding to Support Science (hereinafter - the Aid) by Rīga Stradiņš University Student Union (hereinafter - RSU SU) was established to provide funding for the students of Rīga Stradiņš University (hereinafter - RSU) so that they could gain experience, develop their competence acquired during studies, improve their professional knowledge and skills and participate in forums, congresses, conferences, etc.
- 1.2. Application for the aid shall be announced by RSU SU Board.
- 1.3. The Aid Regulations are published on RSU SU website at sp.rsu.lv
- 1.4. RSU SU shall provide the administration of the aid, including monitoring of the provision of the aid, announcing the competition and making the payment.
- 1.5. The source of funding for the aid shall be funding to support science available to RSU SU.

2. PURPOSE OF THE AID

- 2.1. The total funding allocated for the aid each calendar year shall be determined by RSU SU Board and it shall be approved by RSU SU Council.
- 2.2. The applicant shall receive the aid before or after visiting the event and it may be awarded for:
 - 2.2.1. The presentation of research work: the maximum amount of the aid shall be up to 300 euros (three hundred euros, zero cents) per person to cover travel, subsistence and participation costs. The aid shall be granted to the applicant who has participated or intends to participate in a conference with his/her own research work.
 - 2.2.2. The attendance of the event related to professional competence: the maximum amount of the aid shall be up to 300 euros (three hundred euros, zero cents) per person to cover travel, subsistence and participation costs. The aid shall be granted to the applicant who has attended or intends to attend a competence-building event and has not participated with his/her research work.
 - 2.2.3. Publishing a scientific article in one of the international peer-reviewed journals: the maximum amount of the aid shall be up to 600 euros (six hundred euros, zero

cents) per person. The aid shall be granted to the applicant who has published or intends to publish his/her scientific article in one of the international peer-reviewed journals.

3. REQUIREMENTS FOR APPLICANTS

- 3.1. Academically successful RSU students may be eligible to apply for the aid: Students of undergraduate study programmes, Master's study programmes and the second level professional higher education study programme "Residency in Medicine", including students on academic leave.
- 3.2. Students whose studies are financed both from the state budget and from the funds of natural or legal persons may be eligible for the aid.

4. EVALUATION CRITERIA FOR APPLICATION

- 4.1. The criterion for the evaluation of applications shall be the compliance of the applicants and the submitted documents with the requirements specified in the Regulations.
- 4.2. When applying for the aid regarding the presentation of his/her research work, the applicant must be the author who presented the work.
- 4.3. When applying for the aid regarding the publication of a scientific article, the applicant must be the author who financed the publication.
- 4.4. Funding for the participation in events related to professional competence, presentation of research work or publication of a scientific article can be received once for the respective event.
- 4.5. When applying, the applicant confirms that the relevant event is not funded from other sources.

5. APPLICATION AND NOMINATION PROCEDURE FOR AID

COMPETITION

- 5.1. The Aid Committee (hereinafter - the Committee) shall conduct the evaluation of applicants and shall decide on granting of the aid.
- 5.2. Applicants for the aid shall submit the supporting documents to the aid competition electronically by sending the documents in accordance with the procedures specified by the Department of Science of RSU SU.
- 5.3. The aid shall be advertised at least 4 times during the academic year.
 - 5.3.1. The meeting of the Committee shall be convened within two weeks of the expiry of the announced term.
- 5.4. The aid shall be granted for an event which took place 6 months before or will take place within 6 months of the date of the request for funding, except for the publication of a scientific article.
- 5.5. If the applicant applies for the aid after presenting the research work, attending a professional competence-building event or following the publication of a scientific article in one of the international peer-reviewed journals, the following documents must be submitted to the Committee:

- 5.5.1. Transcript of records for the previous semester certified by RSU Student Services.
 - 5.5.2. Evidence of prior research and/or professional activity (certificates of research interest groups, certificates attesting participation in conferences, scientific publications, etc.), if any.
 - 5.5.3. Evidence of participation in the relevant forum, seminar, congress, conference, etc., if any;
 - 5.5.4. A copy of the conference proceedings showing the research work, if the student participated with his/her work; or a copy of the scientific publication showing the scientific article, if the student has published his/her own work;
 - 5.5.5. Bank payment statements and payment documents proving the amount spent to cover travel, subsistence and participation costs, presentation of research work, or publication of a scientific article.
 - 5.5.6. A brief description and feedback on the event, the personal benefit from participation in it (up to 100 words);
 - 5.5.7. The Committee shall be entitled to request additional documents, information or to invite the applicant to an interview.
- 5.6. If the applicant applies for the aid before presenting the research work, or before attending a professional competence-building event or before publishing a scientific article in one of the international peer-reviewed journals, the applicant shall submit to the Aid Committee the following documents:
- 5.6.1. Transcript of records for the previous semester certified by RSU Student Services.
 - 5.6.2. Evidence of prior research and/or professional activity (certificates of research interest groups, certificates attesting participation in conferences, scientific publications, etc.), if any.
 - 5.6.3. A detailed list of expenses, where it is planned to use the allocated amount of money (see Annex No.1);
 - 5.6.4. Invoice(s) to be paid that are written using bank details of RSU SU or a bank payment statement and/or payment document not exceeding the maximum amount of the aid.
 - 5.6.5. A brief description of the event and the personal motivation for participating in it (100 words);
 - 5.6.6. The Committee shall be entitled to request additional documents, information or to invite the applicant to an interview.
 - 5.6.7. Within two weeks after attending the event or after publishing a scientific article, the applicant shall undertake to send the following documents to the Head of RSU SU Department of Science or to the e-mail sp@rsu.lv:
 - 5.6.7.1. Evidence of participation in the relevant forum, seminar, congress, conference, etc., if any;
 - 5.6.7.2. A copy of the conference proceedings showing the developed research work, if the student has participated with his/her scientific work;
 - 5.6.7.3. A copy of the scientific publication showing the scientific article, if the aid was granted for its publication;

- 5.7. If the Committee considers that there is a risk that the number of applications will exceed the budget for the Funding to Support Science, the aid shall be granted on the basis of the additional criteria set out in Annex 2.
- 5.8. Upon application, the applicant agrees to the transfer of personal data to the relevant third party of RSU SU, insofar as it is necessary for the administration of the aid payment process.

6. AMOUNT OF AID AND PAYMENT PROCEDURE

- 6.1. The aid for a student may be granted once a semester.
- 6.2. The aid shall be paid in full or in part by RSU SU based on the decision of the Committee and the amount of the aid accepted.
- 6.3. The applicant for the aid shall undertake to provide additional documents, if necessary.
- 6.4. The amount of the aid granted shall be disbursed upon mutual agreement between the two parties.
 - 6.4.1. If the applicant applies for the aid after presenting the research work or after attending an event related to professional competence, or after publishing a scientific article, the aid shall be paid not later than within three months of the calendar year concerned;
 - 6.4.2. If the applicant applies for the aid before presenting the research work or before attending an event related to professional competence, or before publishing a scientific article, the aid may be paid as an invoice not sooner than 6 months before the deadline announced for the corresponding event.

7. OBLIGATIONS OF THE AID RECIPIENT

- 7.1. The aid recipient shall be obliged to contribute to positive recognition of RSU and RSU SU through his/her participation in the supported event.
- 7.2. RSU SU is entitled to request for advertising of the foundation (on social networks, by presenting his/her research work and other promotional activities).
- 7.3. Applying for the aid means that the student agrees to these Regulations, as well as acknowledges the liabilities included in the Regulations to be binding on him/her and undertakes to fulfil them.
- 7.4. In the decision on granting the aid, the Committee may include additional conditions that the applicant must comply with in receiving the aid. If the applicant does not agree with the additional conditions laid down, the applicant shall have the right to refuse the funding granted.
- 7.5. In the event of failure to comply with the provisions specified in the paragraph 5.6.7 of the Regulations, the applicant for the aid must reimburse the full amount granted within 2 months from the date of the supported event.
- 7.6. Upon the occurrence of the case referred to in 7.5, the aid recipient shall lose the right to receive further aid as a student within the framework of these Regulations.

8. RSU SU AID COMMITTEE (THE COMMITTEE)

- 8.1. The Committee shall be composed of 5 members: the Head of RSU SU Department of Science - *ex officio* and 3 RSU students. The Head of the Department of Science shall be the Chairperson of the Committee.
- 8.2. Meetings of the Committee shall be convened by the Chairperson of the Committee.
- 8.3. The composition of the Committee for the following calendar year shall be approved by RSU SU Council.
- 8.4. The Committee shall announce the results within 3 working days after the meeting of the Committee.
- 8.5. The Committee shall have the right to invite an independent expert.

President of the Board of Rīga Stradiņš University Student Union

Anna Jete Gauja

Annex No. 1
to Regulations on Aid to
Scientific Activity by RSU SU
“Funding to Support Science”
approved at RSU SU Council meeting
of 9 December 2020,
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Financial report form

No	Name of the transaction	Description of the transaction	Estimated amount, EUR
1.			
2.			
3.			
...			
		Total:	

Applicant for the Aid Name, Surname / _____ /

Annex No. 2
to Regulations on Aid to
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Additional assessment criteria for aid applications

Applications shall be evaluated in a specific order:

1. The applicant has not received aid in the previous semester.
2. The average mark of the applicant in the previous semester.
3. Research work activities (up to 2 proofs):
 - a. presentation at a scientific conference: 3 points;
 - b. publication in a peer-reviewed medical edition: 3 points;
 - c. an article in a popular science medical edition: 1 point;
 - d. additional 0.5 points for each work at the international conference or medical edition.
4. Certificate of the Student Research Interest Group (1 proof):
 - a. managing a student research interest group: 1.5 points;
 - b. presentation in a student research interest group: 1.0 point
 - c. attendance of a student research interest group: 0.5 points
5. Other evidence of extracurricular research activities: 1 point (up to 2 proofs)