

APSTIPRINĀTS
Rīgas Stradiņa universitātes
Studējošo pašpārvaldes
Padomes sēdē
2022. gada 7.septembrī
Protokola nr. 2-STP-11/9/2022

**REGULATIONS OF THE PROJECT COMPETITION "RSU SU
SUPPORTS THEIR OWN".**

1. General Information

- 1.1. The Student Union of Riga Stradiņš University (hereinafter - RSU SU) project competition "RSU SU supports their own" (hereinafter - the Competition) has been created to support student activities of Riga Stradiņš University (hereinafter - RSU) in the form of projects.
- 1.2. Contest participant(s) can be any RSU student or a group of persons consisting only of RSU students.

2. Application information

- 2.1. The project must contribute to the study process, research opportunities or extracurricular activities.
- 2.2. In order to participate in the Competition, it is necessary to fill out the application form (*appendix 1*) and submit or electronically send it to the Financial Administrator of RSU SU (hereinafter - the Financial Administrator). Application is possible at any point.
- 2.3. The project application must indicate the necessary support from RSU SU, which can be financial, material or informational.

3. Competition application evaluation commission

- 3.1. The received project applications are evaluated by the Competition Application Evaluation Commission (hereinafter referred to as the Commission) composed of five persons: Financial Administrator - *ex officio*, 4 (four) members of the RSU SU Council (hereinafter referred to as the Council) from the convocation, of which 1 (one) is a representative of foreign students.
- 3.2. The Financial Administrator is the chairman of the Commission.
- 3.3. If the project applicant is a member of the Commission, his powers are taken over by the Chairman of the Board of RSU SU (hereinafter - the Board) or a person delegated by the Chairman of the Board.
- 3.4. The composition of the Commission is nominated by the Board and approved by the Council for the calendar year.

4. Evaluation procedure and criteria

- 4.1. The Commission evaluates the compliance of each project with the requirements mentioned in this regulation.

- 4.2. Project evaluation criteria:
 - 4.2.1. Contribution of the project to improving the life of RSU students;
 - 4.2.2. Applicability of the project;
 - 4.2.3. Originality of the project;
 - 4.2.4. The target audience of the project and its size;
 - 4.2.5. Contribution of the project to raising academic and research values at RSU.
- 4.3. Each member of the Commission evaluates the project in each of the criteria on a 10-point scale by filling in the evaluation table (*appendix 2*).
- 4.4. To be supported, a project must receive an evaluation of more than 125 points.
- 4.5. If several projects have obtained the same number of points, paragraph no. 4.2 is considered the evaluation criteria in order of priority.
- 4.6. The evaluation process is recorded.
- 4.7. External experts may be involved in the evaluation process at the discretion of the Commission.
- 4.8. The results of the competition are announced no later than within one month from the moment of receipt of the project application.

5. Rights and obligations of the competition committee

- 5.1. Commission meetings are convened by the Chairman of the Commission as necessary according to the number of submitted applications and the activity plans of the applied projects.
- 5.2. The commission may ask the project author for explanations or additional documents about the submitted project application.
- 5.3. The Commission has the right to determine the winners of the competition after evaluating the projects.
- 5.4. The commission has the right to support, partially support or reject all project applications (if they do not meet the above criteria).
- 5.5. The Commission has the right to appoint a project coordinator from the composition of the Commission or the Board.
- 5.6. The duties of the Commission are to review and evaluate project applications and reports submitted to the Commission.

6. Action after the Commission meeting

- 6.1. The Commission announces the results by contacting all competition participants using the contact information specified in the relevant project application.
- 6.2. After announcing the results of the Competition, the winners of the Competition get the opportunity to implement their project in cooperation with RSU SU and receive support approved by RSU SU.
- 6.3. RSU SU can grant additional support to the winners on its own initiative.

- 6.4. RSU SU has the right to publish information about the project and its achievements, using its audiovisual material.

7. Rights and obligations of participants

- 7.1. The received project applications are registered in the order of their receipt, by noting the registration number, date, and time in the register.
- 7.2. The winners of the competition must implement the project within a year after the announcement of the results of the competition. If the project is not implemented within a year after the announcement of the competition results, the relevant participant loses the opportunity to receive the approved support.
- 7.3. At the location of the project and on the presentation materials of the project, indicate that the project was created with the support of RSU SU, including the RSU SU logo.
- 7.4. Contest winners must submit a report on the project to the Financial Administrator two weeks after the end of the supported project (*appendix 3*).
- 7.5. Within the framework of project implementation, the project manager, implementer and coordinator comply with the legislation of the Republic of Latvia and the General Data Protection Regulation, as well as the normative acts of RSU and RSU SU.

8. Procedure for approval of the Regulation and its amendments

- 8.1. The Regulations of the competition are approved by the Council.
- 8.2. Amendments to the regulations can be recommended by any member of the Board, member of the Council or Financial Administrator.
- 8.3. Amendments to the Regulations are approved by the Council after an absolute majority of votes.
- 8.4. The Contest Regulations and its amendments enter into force immediately after approval.

Chairman of RSU SU

Toms Mārtiņš Smilga