

CONFIRMED  
at the meeting of  
the Council of RSU Student Union  
12.01.22  
Prot. Nr.

## **Regulations of Rīga Stradiņš University Student Union “Aid for Competence Development of RSU SU Representatives”**

*Rīga Stradiņš University Student Union (hereinafter - RSU SU) “Aid for Competence Development of RSU SU Representatives” (hereinafter - the Aid) has been established to financially support RSU SU representatives in personal competence development projects and non-formal education.*

### **1. GENERAL PROVISIONS**

- 1.1. The Regulations on Support (hereinafter - the Regulations) provide for the procedure by which RSU SU provides support to students for raising their competence.
- 1.2. The competence development project may be related to:
  - 1.2.1. interest representation;
  - 1.2.2. organization of projects;
  - 1.2.3. management of organizations;
  - 1.2.4. non-formal education;
  - 1.2.5. other areas relevant to RSU SU representatives.
- 1.3. Competence development projects include seminars, conferences, workshops, forums and other forms.
- 1.4. The Committee for granting the Aid (hereinafter - the Committee) shall decide on granting of aid and compliance with the Regulations.
- 1.5. The total amount of the Aid granted annually shall be determined by the Board of RSU SU.
- 1.6. The aid takes the form of full or partial reimbursement of costs, up to a maximum of EUR 100.00 (one hundred euros, zero cents).

### **2. REQUIREMENTS AND OBLIGATIONS OF APPLICANTS**

- 2.1. Any RSU SU representative can apply for Support:
  - 2.1.1. RSU SU representative - any RSU student who has represented the interests of RSU students, participated in the implementation of a project or otherwise raised the well-being of RSU students.

- 2.2. An application can be made for an event that took place 6 months before or within 6 months of applying for funding.
- 2.3. The Beneficiary is obliged to provide feedback, informing other RSU SU representatives about the experience of the attended event.
- 2.4. The beneficiary shall indicate the possible type of feedback by submitting an application form, which shall be evaluated by the Commission and, if necessary, a different form. The feedback form includes an agreed procedure by which information will be provided to RSU students on the implementation of the acquired knowledge and skills at RSU SU, which is mutually agreed between the Beneficiary and the Commission.
- 2.5. Feedback must be provided within two months of visiting the project.
- 2.6. Failure to comply with 2.2., 2.3. and 2.4. the requirements referred to in paragraphs, the beneficiary is obliged to repay the RSU SU received in full within one month.

### **3. APPLICATION AND NOMINATION PROCEDURE**

- 3.1. Any student referred to in paragraph 2.1. of these Regulations submits an application electronically in accordance with the procedure referred to in the paragraph 3.4. regarding the attendance of a capacity building project and the receipt of support for the implementation of such purpose.
- 3.2. Within 14 days of receiving the receipt of the proposal, the Commission shall assess the compliance of the capacity building measure with Article 1.2. and 1.3. shall convene a meeting of the Commission and decide on the amount and the expected outcome.
- 3.3. After receiving the applications, the Commission evaluates the applications on the basis of the relevant contributions of the respective candidates to the RSU SU and the expected future activities.
- 3.4. The application must be sent to sp@rsu.lv, by filling in the application form (see Appendix No.1).

### **4. PROCEDURE FOR GRANTING AID**

- 4.1. Applications are considered in the order in which they are submitted.
- 4.2. The Commission is entitled to decide on the necessity of each capacity building project for which a proposal for support has been submitted, determining its topicality, assessing the available financial resources.
- 4.3. The aid is granted to the applicant no more than once every six months.

## **5. RSU SU AID COMMITTEE**

- 5.1. RSU SU Aid Committee consists of 5 members, including 4 RSU SU representatives and RSU SU Head of Internal Collaborations and Human Resources - *ex officio*.
- 5.2. The chairman of the Aid Committee is the RSU SU Head of Internal Collaborations and Human Resources.
- 5.3. If the support applicant is a member of the Aid Committee, his / her powers shall be taken over by the Chairman of the Board of RSU SU or his / her delegated person.
- 5.4. The composition of the commission is approved by the RSU SU Council for one calendar year.
- 5.5. If necessary, the Commission has the right to invite an independent expert without the right to vote to the hearing of applications:
  - 5.5.1. The invited expert has an advisory role and has no voting rights.

## **6. PROCEDURE FOR ADOPTION OF THE REGULATIONS AND AMENDMENTS TO THE REGULATIONS**

- 6.1. Aid Regulations are approved by the RSU SU Council.
- 6.2. Amendments to the Regulations may be proposed by any member of the Board or five members of the Council.
- 6.3. The Regulations are adopted and amendments to the Regulations are approved by a simple majority of the members of the Council at the Council meeting.
- 6.4. Aid Regulations and its amendments enter into force upon their approval in the Council meeting.

Chairperson of RSU SU

Toms Mārtiņš Smilga

## **Rīga Stradiņš University Student Union Aid for Competence Development of RSU SU Representatives**

Application form

<b>Information on the applicant for Aid:</b>	
Name, Surname	
E-mail:	
<b>Project* description</b>	
Project title	
Project goal	
Time of the event	
Participation fee	
Deadline for payment of participation fee	
<b>Possible feedback form</b>	

\* see section 1.2