

**Regulations on the Riga Stradins University Student Union's support
for student research activities "Scientific Support Funding"**

1. GENERAL PROVISIONS

- 1.1. The Riga Stradins University Student Union (hereinafter – RSU SU) Scientific Support Funding (hereinafter – the Support) has been established to provide financial assistance to Riga Stradins University (hereinafter – RSU) students for gaining experience, enhancing competencies acquired during studies, conducting student research activities, improving professional knowledge and skills, as well as participating in forums, congresses, conferences, and other related events.
- 1.2. Applications for the Support are announced by the RSU SU Board.
- 1.3. The Support Regulations are published on the RSU SU website– sp.rsu.lv.
- 1.4. The administration of the Support, including supervision of its implementation, announcement of the competition, and disbursement of funds, is ensured by RSU SU.
- 1.5. The source of funding for the Support consists of the financial resources allocated to scientific support available to RSU SU.

2. PURPOSE OF THE SUPPORT

- 2.1. The total amount of funding allocated for the Support each calendar year is proposed by the RSU SU Board and approved by the RSU SU Council.
- 2.2. The applicant may receive the Support either before or after attending an event. The Support may be granted for the following purposes:
 - 2.2.1. **For the development of a research project** – the minimum amount of Support is EUR 50 (fifty euros and zero cents), and the maximum amount is up to EUR 300 (three hundred euros and zero cents) per student team for one research project, including the stages of data collection, processing, analysis etc. The Support is granted to one applicant from each student team who has participated or is currently participating in the preparation of the research project.
 - 2.2.2. **For presenting a research project** – the maximum amount of Support is up to EUR 300 (three hundred euros and zero cents) per person to cover travel, accommodation, and participation expenses. The Support is granted to an applicant who has participated or plans to participate in a conference with their own research project.
 - 2.2.3. **For attending a professional competence related event** – the maximum amount of Support is up to EUR 300 (three hundred euros and zero cents) per person to cover travel, accommodation, and participation expenses. The Support is granted to an applicant who has attended or plans to attend a competence-enhancing event and has not participated with their own research project.
 - 2.2.4. **For the publication of a scientific article in an internationally indexed journal** – the maximum amount of Support is up to EUR 600 (six hundred euros and zero cents) per

person to cover the expenses related to the preparation of the article, including language editing, and its publication. The Support is granted to an applicant who has published or plans to publish their scientific article in an internationally indexed journal.

3. ELIGIBILITY REQUIREMENTS

- 3.1. Eligible applicants for the Support are RSU students enrolled in bachelor's, master's, and second-level higher professional study programme – *Residency in Medicine* – as well as students who are currently on academic leave.
- 3.2. The Support is available to students whose studies are funded either by the state budget or by private individuals or legal entities.

4. APPLICATION EVALUATION CRITERIA

- 4.1. Applications are evaluated based on the compliance of the applicant and the submitted documents with the requirements specified in these Regulations.
- 4.2. When applying for Support related to the development of a research project, the applicant must be the author who has developed or is currently developing the research.
- 4.3. When applying for Support related to the presentation of a research project, the applicant must be the author who has presented or plans to present the research.
- 4.4. When applying for Support related to the publication of a scientific article, the applicant must be the author who has financed the publication.
- 4.5. Support for participation in professional competence related events, the presentation of a research project, or the publication of a scientific article may be granted only once per respective event.
- 4.6. Support for the development of a research project may be granted only once per respective research project.
- 4.7. By submitting an application, the applicant confirms that the respective event or research project is not financed from other sources.

5. RSU SU SUPPORT COMMISSION (THE COMMISSION)

- 5.1. The Commission consists of five members – the Head and Deputy Head of the RSU SU Science affairs (ex officio) and three RSU students. The Head of the Science affairs serves as the Chairperson of the Commission.
- 5.2. Meetings of the Commission are convened by the Chairperson of the Commission.
- 5.3. The composition of the Commission for the following calendar year is approved by the RSU SU Council.
- 5.4. The Commission shall announce the results within three working days following the meeting.
- 5.5. The Commission has the right to call upon an independent expert to participate in its meetings.
- 5.6. The criterion for evaluating applications is the compliance of the applicants and the submitted documents with the requirements specified in these Regulations.
- 5.7. When applying for Support related to the development of a research project, the applicant must be the author who has developed or is currently developing the research.
- 5.8. When applying for Support related to the presentation of a research project, the applicant must be the author who has presented or plans to present the research.

- 5.9. When applying for Support related to the publication of a scientific article, the applicant must be the author who has financed the publication.
- 5.10. Support for participation in professional competence related events, the presentation of a research project, or the publication of a scientific article may be granted only once per respective event.
- 5.11. Support for the development of a research project may be granted only once per respective research project.

6. APPLICATION AND SELECTION PROCEDURE FOR THE SUPPORT COMPETITION

- 6.1. The evaluation of Support applicants and the decision-making regarding the granting of Support shall be carried out by the Support Commission (hereinafter – the Commission).
 - 6.1.1. Applicants shall submit all supporting documents for the Support competition electronically, in accordance with the procedures established by the RSU SU Science affairs.
- 6.2. Applications for the Support may be submitted throughout the entire calendar year.
- 6.3. Meetings of the Commission shall be convened once at least three applications have been received, but no less than once every three months.
- 6.4. Support for the presentation of a research project or for attending a professional competence related event may be granted within six months before or six months after the respective event.
- 6.5. Support for the development of a research project may be granted no later than twelve months after the date of receipt of approval from the Research Ethics Committee.
- 6.6. Support for the publication of a scientific article may be granted no later than twelve months after the date of receipt of confirmation from the journal's editorial board or the date of publication in the journal.
- 6.7. **All applicants must submit the following documents along with their application:**
 - 6.7.1. A transcript of academic results for the previous semester, certified by the RSU Student Service Department;
 - 6.7.2. Proof of previous research and/or professional activity (e.g. student scientific interest group certificates, certificates of conference participation, scientific publications, etc.), if applicable;
 - 6.7.3. Invoice(s) or other payment-supporting document(s) issued by the event or service organisers, as well as bank-approved payment order(s) confirming the amount spent to cover travel, accommodation, and participation expenses, or costs related to the development, presentation, or publication of a research project;
 - 6.7.4. A completed "Funding request budget form" (Appendix No. 2);
 - 6.7.5. A brief description (up to 100 words) outlining the purpose of the requested funding (event, journal, or research project), as well as the applicant's expected benefits and/or motivation for participation.
- 6.8. In addition to the documents listed in point 6.7, the applicant must also submit the following, as applicable:
 - 6.8.1. If the Support is requested for the presentation of a research project or attendance of a professional competence related event – a certificate, diploma, or equivalent confirmation of participation in the respective event. This confirmation must be submitted at the time of application or, if the applicant applied before the event, no later than two weeks after participation.

- 6.8.2. If the Support is requested for the development of a research project – an authorisation issued by the Research Ethics Committee and/or other confirmations from the responsible structural unit, laboratory, or medical institution granting permission to conduct the research. The authorisation must be submitted at the time of application.
- 6.8.3. If the Support is requested for the publication of a scientific article – a confirmation from the journal's editorial board regarding the article's acceptance for publication and/or a copy of the scientific publication itself. The confirmation and/or copy must be submitted at the time of application.
- 6.9. The Commission reserves the right to request additional documents or information or to invite the applicant to an interview.
- 6.10. If the Commission determines that the number of applications may exceed the available Scientific Support Funding budget, Support shall be granted based on additional criteria specified in Appendix No. 1.
- 6.11. By submitting an application, the applicant agrees to the transfer of their personal data by the RSU SU to the relevant third party, insofar as it is necessary for the administration of the Support process.

7. AMOUNT AND DISBURSEMENT PROCEDURE OF THE SUPPORT

- 7.1. The Support may be granted to one student, or in the case of research development – to one student team – once per academic year.
- 7.2. The Support shall be disbursed by the RSU SU either in full or in part, based on the decision of the Commission and the approved amount of the Support.
- 7.3. The Support applicant undertakes to provide additional documentation if requested.
 - 7.3.1. The disbursement of the granted amount shall take place by mutual agreement between both parties. The Support shall be paid within three months during the respective calendar year if the applicant has applied for Support:
 - 7.3.1.1. after the presentation of a research project;
 - 7.3.1.2. after attending a professional competence related event;
 - 7.3.1.3. after the purchase of materials or services necessary for the development of a research project;
 - 7.3.1.4. after the publication of a scientific article.
 - 7.3.2. The Support may be paid in advance as an invoice no earlier than six months before the end date of the respective event, if the applicant has applied for Support:
 - 7.3.2.1. before the presentation of a research project;
 - 7.3.2.2. before attending a professional competence related event;
 - 7.3.2.3. before the purchase of materials or services necessary for the development of a research project;
 - 7.3.2.4. before the publication of a scientific article.

8. OBLIGATIONS AND RESPONSIBILITIES OF THE SUPPORT RECIPIENT

- 8.1. The Support recipient is obliged, through their participation in the supported event, to promote the visibility and recognition of Riga Stradins University (RSU) and the RSU Student Union.
- 8.2. The RSU SU has the right to request publicity for the organisation (e.g., through social media

- posts, presentation of the research project, or other promotional activities).
- 8.3. Submitting an application for the Support signifies that the student agrees to these Regulations, acknowledges the obligations contained herein as binding, and undertakes to comply with them.
 - 8.4. The Commission may include additional conditions related to the receipt of the Support in its decision to grant funding. If the applicant does not agree to the additional conditions imposed, they have the right to decline the allocated funding.
 - 8.5. In the event of non-compliance with the provisions specified in points 5.9., 5.10., 5.11., and their related subpoints, the Support recipient shall be required to repay the granted funding in full within two months from the date of the supported event.

9. PERSONAL DATA PROCESSING

- 9.1. The processing of personal data within the Support allocation process is carried out for the purpose of granting Support funding to individuals following the evaluation of their applications.
- 9.2. The processing of personal data is conducted in accordance with point 7.1 of these Regulations and the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of persons with regard to the processing of personal data and on the free movement of such data, repealing Directive 95/46/EC — Article 6, Clause 1 (a) and (f), along with Article 9, Clause 2 (a).
- 9.3. The data submitted by the applicant are accessible to the Commission.
- 9.4. The applicant's data may be processed and shared with third parties only to the extent necessary to ensure invoice payment prior to the receipt of the goods or services.
- 9.5. Applicants have the data subject rights specified in RSU's Privacy Policy with regard to their personal data.
- 9.6. By submitting an application for the Support, the applicant confirms their consent to the processing of personal data in the manner and scope specified in these Regulations.
- 9.7. The submitted personal data shall be stored for twelve months following the evaluation of the applicant's submission.

RSU SU Chair of the Board

Luīze Monta Remese

RSU SU Head of Science affairs

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Appendix No.1
to the Regulations on the
RSU Student Union's Support for student research activities
"Scientific Support Funding"

Approved at the meeting of the
Council of the RSU Student Union
held on __. __. 2025
Minutes No. XX

ADDITIONAL EVALUATION CRITERIA FOR SUPPORT APPLICATIONS

Applications are evaluated in the following order of priority:

1. The applicant has not received Support during the current academic year.
2. The applicant's average grade in the previous semester:
 - a. average grade from 9 to 10: 3.0 points;
 - b. average grade from 8 to 9: 1.5 points.
3. The applicant applies for financial Support for the development or presentation of a research project, or for the publication of a scientific article in an internationally indexed journal: 1.0 point.
4. Scientific research activities within the last two academic years (up to two certificates may be submitted):
 - a. presentation at a scientific conference: 3.0 points;
 - b. publication in a peer-reviewed medical journal: 3.0 points;
 - c. article in a popular science medical publication: 1.0 point;
 - d. raksts populārzinātniskā medicīnas izdevumā: 1.0 punkts;
 - e. for each additional research work presented at an international conference or published in a medical journal: +0.5 points.
5. Certificate from a Student scientific interest group (SSIG) obtained within the last two academic years (one certificate may be submitted):
 - a. leadership of a SSIG: 1.5 points;
 - b. presentation at a SSIG: 1.0 point;
 - c. attendance of a SSIG: 0.5 points.
6. Citi apliecinājumi par zinātniskajām ārpusstudiju aktivitātēm pēdējo 2 akadēmisko gadu laikā: 1.0 punkts (līdz 2 apliecinājumiem).
7. Other certificates confirming extracurricular scientific activities within the last two academic years: 1.0 point (up to two certificates may be submitted).

Appendix No. 2
to the Regulations on the
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FUNDING REQUEST BUDGET FORM

No.	Position / Item	Amount (EUR)	Description
0.	Accommodation	100	Accommodation expenses for 2 nights via Airbnb.