

## **REGULATIONS ON THE PROJECT COMPETITION “RSU SU SUPPORTS ITS OWN STUDENTS”**

### **1. General information**

- 1.1. The Project Competition “RSU SU Supports its own Students” (hereinafter - the Competition) of Rīga Stradiņš University Student Union (hereinafter - RSU SU) was established to provide financial support for activities of Rīga Stradiņš University (hereinafter - RSU) students in the form of projects.
- 1.2. The Competition shall be open.
- 1.3. Four deadlines for submitting project applications shall be set per calendar year, with the possibility of holding an extraordinary committee meeting outside the application deadlines.
- 1.4. The Project competition shall be announced on the third week of January and it shall last until 15 December of the current year.
- 1.5. The deadlines shall be published on RSU SU website.
- 1.6. Any natural person, a RSU student or a group of people, which includes RSU students, may be a participant of the competition.

### **2. Information about the subject of the competition**

- 2.1. The Project must contribute to the study process, research opportunities or extra-curricular activities.
- 2.2. The project must include information regarding the support from RSU SU, which may be financial, material, organisational support or human resources related support. The project must be submitted in compliance with the specified form. (see Appendix No.1)

### **3. Committee for evaluating applications to the competition:**

- 3.1. Projects will be evaluated by the Evaluation Committee made up of five persons, one of whom shall be a Financial Administrator of RSU SU, *ex officio*. The Financial Administrator shall chair the Evaluation Committee.
- 3.2. If the project applicant is a member of the Evaluation Committee, his/her authority shall be taken over by the President of the Board of RSU SU or by a person delegated by the Board.
- 3.2. The Evaluation Committee shall be composed of the representatives of the Council of RSU SU, delegated by the Board of RSU SU and approved by the Council of RSU SU.
- 3.3. The Council shall approve the Evaluation Committee for a calendar year.

### **4. Assessment criteria**

- 4.1. The Competition Committee will assess the conformity of each project with the requirements specified in the Competition Regulations.
- 4.2. Project assessment criteria:

- 4.2.1. Contribution of the project to the enhancement of RSU students' lives;
  - 4.2.2. Project applicability;
  - 4.2.3. Originality of the project;
  - 4.2.4. Target audience of the project and its size;
  - 4.2.5. Contribution of the project to raising of academic values at RSU.
- 4.3. Each member of the Committee shall evaluate the project according to each criterion using a 10-point grading scale.
- 4.4. If several projects have obtained equal scores, the criteria mentioned in Paragraph 4.2 shall be considered in the order of priority.
- 4.5. The evaluation process shall be recorded.
- 4.6. External experts may be involved.

#### 5. Rights and obligations of the Competition Committee:

- 5.1. At the time of the announcement of the competition, the deadline for submitting projects shall be specified, after which the Chairperson of the Evaluation Committee is obliged to convene a meeting of the Evaluation Committee in order to evaluate the applications.
- 5.2. In the event of an extraordinary Evaluation Committee meeting, the Committee shall be convened as necessary in accordance with the number of applications submitted and the project activity plans submitted.
- 5.3. The Competition Evaluation Committee may ask the author of the project for any explanations and comments on the project submitted.
- 5.4. The Competition Evaluation Committee is entitled to determine the winner of the competition after evaluating the projects.
- 5.5. The Competition Evaluation Committee is entitled to support, partially support or reject all the proposals and announce a new competition.
- 5.6. The Competition Evaluation Committee is entitled to appoint a project co-ordinator from the Evaluation Committee or the Board of RSU SU.
- 5.6. The Competition Evaluation Committee shall have the following responsibilities:
- 5.6.1. Examine and evaluate projects submitted to the Committee;
  - 5.6.2. Decide on the exclusion of the project submitted to the Committee from the competition if it does not meet the specified criteria.

#### 6. Action after the meeting of the Evaluation Committee

- 6.1. The Competition Evaluation Committee shall announce the results by contacting all participants through their contacts indicated.
- 6.2. After approval of the competition results the winners of the competition have the opportunity to implement their project in cooperation with RSU SU and to receive the full or partial support from RSU SU requested in the project.
- 6.3. RSU SU may grant additional prizes to the winners on their own initiative.
- 6.4. RSU SU is entitled to publish information about the project and its achievements, and use its audio-visual material.

## 7. Rights and obligations of participants:

- 7.1. Projects must be submitted in a digital (MS Word, PDF) format on the SU website. The project applicant shall have the right to add attachments of a different format.
- 7.2. One participant is allowed to carry out one project during a calendar year.
- 7.3. The projects, which are received after the deadline, shall not be considered.
- 7.4. The projects submitted in due time shall be registered in the order they were received, by putting down the registration No, date and time in the Register.
- 7.5. The winners of the competition are obliged to implement the project within a year after the announcement of the results of the competition.
- 7.6. The fact that the project has been implemented with the support of RSU SU must be indicated on all the project presentation materials and also at the project location.
- 7.7. Winners of the competition shall submit a report on the project to the Financial Administrator two weeks after the conclusion of the supported project. (see Appendix No. 2)
- 7.8. Within the framework of the project implementation, the project manager, the implementer and the co-ordinator shall comply with the legislation of the Republic of Latvia and the General Data Protection Regulation.

## 8. Procedure for the adoption of the Regulations and amendments to the Regulations

- 8.1. RSU SU Regulations for the Project Competition shall be adopted by the Council of RSU SU.
- 8.2. Amendments to the Regulations may be proposed by any member of the Board or the Council or by the Financial Administrator.
- 8.3. Amendments to the Regulations shall be approved at the Council meeting by an absolute majority of votes.
- 8.4. RSU SU Regulations for the Project Competition and the amendments shall enter into force immediately after their approval at the Council meeting.

President of RSU SU

Anna Jete Gauja

Information about the Project Applicant	
Name	
Surname	
Telephone number	
E-mail address	
Faculty	
Year of studies	

Project title	
Project Manager <i>(a person submitting the project application)</i>	
Project Implementer <i>(a person implementing the project)</i>	
Project duration	
Project location	
Target audience of the project	
Total project costs	

Project goal <i>(What is the need of the project for the indicated target audience, what will be the benefit)</i>

**Project activity timeline** (*sequential and descriptive explanation of who, where, when and why will be done before the project and during the project*)

Activity	Scheduled completion time	Justification

**Project description** (*The planned project vision is required to describe*)

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**Tasks to be performed during the project implementation** (*tasks to be completed during the project implementation*)

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**Project budget** (*Detailed allocation of the estimated budget. Add additional columns, if necessary*)

No.	Position	Amount, EUR	Justification
<b>Total amount in EUR:</b>			

**List of items necessary for the implementation of the project** (*Technical and material provision required*)

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Project Manager

Name, Surname

/ \_\_\_\_\_ /

Signature

<b>Project outcomes</b>			

<b>Project budget</b>			
No.	Position	Amount, EUR	Justification
<i>Total amount in EUR:</i>			

<b>Project self-evaluation:</b> <i>(It is necessary to explain the overall evaluation of the project - what was successful during the project or what should have been improved if the project was repeated)</i>

<b>Appendix to the Report:</b>

Project Manager	<i>Name, Surname</i>	/ _____ /
		Signature
Project Coordinator	<i>Name, Surname</i>	/ _____ /
		Signature