

APPROVED

At the Rīga Stradiņš university Student Union

Council meeting

October 9th 2024

Protocol No. 2-STP-11/10/2024

Regulations on allocation of Social support funding of the Rīga Stradiņš university Student Union

1. General terms

1.1. The regulations on the allocation of Social support funding (hereinafter – the Regulations) of the Rīga Stradiņš university Student Union (hereinafter – RSU SU) determines the purpose and procedure for the allocation of social support funding (hereinafter – Support) from the resources of the RSU SU fund.

1.2. Support administration, which includes monitoring of Support performance, application announcement and disbursement, is provided by RSU SU.

2. Support candidates

2.1. An active RSU student (undergraduate, master's, residency, doctoral student) (hereinafter - the applicant) who meets at least one of the following criteria can apply for support:

2.1.1. the applicant is studying on the funds of natural or legal persons and cannot apply for funds from the State scholarship Fund. An appropriate certificate is attached to the application (for example, a system printout issued by the Student Service – a certificate);

2.1.2. the applicant has lost their job in the last 6 months, the level of income has decreased by at least half, or the student is unemployed. The application is accompanied by an appropriate certificate (statement of the State Social Insurance Agency);

2.1.3. the applicant is studying on state-funded funds and his application for a one-time scholarship for the relevant equipment or service has been rejected. Appropriate proof is attached to the application (for example, a copy of the one-time

scholarship rejection email with a visible time stamp and the applicant's name and surname);

2.1.4. the applicant has the status of low-income, orphan, disabled or large family or has one or more children. The application is accompanied by an appropriate certificate (for example, a statement on the granting of the status of a poor or low-income family (person), a certificate for providing social guarantees, a copy of the Honorary Family Card, a copy of the disability certificate, etc.).

2.2. Students who do not meet the criteria mentioned in point 2.1 or have not correctly submitted all the necessary information for receiving the Support cannot receive it.

2.3. The applicant, who applies after purchasing a product or service, has not received any other type of support for the specific product or service from other funding sources.

3. Support fund resources and allocation procedure

3.1. The total funding allocated to the Support is proposed every calendar year by the RSU SU Board and approved by the RSU SU Council.

3.2. Support may be granted to a specific applicant once per academic year.

3.3. The minimum amount of Support to be issued is EUR 20.00 (twenty euros).

3.4. The maximum amount of Support to be issued is EUR 150.00 (one hundred and fifty euros).

3.5. The amount of Support is determined by the Commission - it can be paid in full or in part.

3.6. The amount allocated by the support commission is paid out:

3.6.1. if the applicant applies for the Support after purchasing the equipment or service, the Support is paid no later than within a month of the Commission's decision;

3.6.2. if the applicant applies for Support before the purchase of a product or service, the Support is paid according to the financing procedure specified in the RSU SU and no later than before the end of the corresponding equipment or service payment term, unless the term is set earlier than mentioned in paragraph 5.4

3.7. If it is established that the data and certifications specified in the application are not true, are forged or submitted in the name of another person and Support funding has been granted, the funding granted to the applicant must be returned to the RSU SU fund within 10 working days from the moment of receipt.

3.8. Support is received by the applicant before or after the purchase of a product or service, and it can be granted:

3.8.1. for the purchase of necessary goods to facilitate the accessibility of your study process (for example, the purchase of technological equipment that facilitates the study process both in person and remotely);

3.8.2. to cover expenses for the purchase of health services or goods that ensure the quality and availability of studies and are directly related to the study process (a visit to an ophthalmologist, occupational therapist, physiotherapist or for the purchase of glasses, lenses or an occupational therapy pad).

3.9. The Commission reserves the right to examine the compliance of each application with points 3.6.1. and 3.6.2. individually, based on the student's application and the need for a product or service to ensure the study process.

4. Support Allocation Commission

4.1. The support allocation commission (hereinafter - the Commission) consists of:

4.1.1. RSU SU Head of Social Affairs (ex officio) (hereinafter - Head of the Commission);

4.1.2. RSU SU financial administrator (ex officio);

4.1.3. three RSU SU Council members, at least one of whom is an international student.

4.2. The Commission is approved by the RSU SU Council for one calendar year. The commission is approved before the beginning of the current calendar year. If one of the members of the Commission is unable to continue the work, the new composition of the Commission is approved at the next regular meeting of the RSU SU Council.

4.3. Commission meetings are announced and organized by the Head of the Commission.

4.4. Committee meetings are convened 2 times during the academic semester, within a week after the announced application deadline.

4.5. Application for support is announced:

4.5.1. in the autumn semester - on Monday of the first week of September and December;

4.5.2. in the spring semester - on Monday of the first week of March and June.

4.6. Application for Support is open for two weeks.

4.7. Support applicants' applications are examined at the Commission's meetings, evaluation and decision-making on the grant of support is carried out by the Commission.

4.7.1. The meeting of the Commission, which examines the applicants' applications, can be held if more than half of the members of the Commission participate in it.

4.7.2. The Commission decides the issue by a simple majority of votes of the commission members present at the meeting. As a result of an equal distribution of votes, the vote of the Head of the Commission is decisive.

5. Procedure for awarding support

5.1. Applicants must submit their application and supporting documents electronically to the e-mail address sp@rsu.lv or, if it is not possible to submit documents electronically, in person at the RSU SU office (RSU Dzirciema street 16, C-213), according to the procedure established by the RSU SU Board - until application at the end of the term.

5.2. Documents to be submitted if the applicant applies for Support after purchasing a product or service:

5.2.1. confirmation of compliance with point 2.1. (statement of student status from the Student Service);

5.2.2. an application with a short description of the situation (up to 300 words) regarding the need for financing (Appendix 1);

5.2.3. confirmation of compliance with any of 2.1. for the sub-criteria mentioned in paragraph;

5.2.4. bank payment confirmations and payment documents proving the amount of the amount used to cover expenses, including details indicating the student's identity.

5.3. Documents to be submitted for receiving Support, if the applicant applies for Support before receiving the product or service:

5.3.1. confirmation of compliance with point 2.1. (statement of student status from the Student Service);

5.3.2. a submission with a detailed description of the situation (up to 300 words) regarding the need for financing (Appendix 2);

5.3.3. confirmation of compliance with any of 2.1. for the sub-criteria mentioned in paragraph;

5.3.4. prepayment or advance payment invoice for a product or service drawn up including RSU SU details (<https://sp.rsu.lv/kontakti/rsu-sp-rekviziti>) for an amount not exceeding 150 euros.

5.4. After purchasing and receiving the product or service, the Support applicant undertakes to send to the e-mail address sp@rsu.lv:

5.4.1. confirmation of the use of the product (for example, a photo of the product in the process of use) or receipt of the service (document confirming payment) within a month from the moment of receiving the Support.

5.4.2. in case of failure to send the confirmation, the applicant must repay the amount of the granted Support to the RSU SU within two weeks from the end of the specified deadline in point 5.4.1.

5.5. The Commission has the right to request additional documents, information or invite the applicant to an interview. If the applicant refuses, the relevant application is rejected.

6. Application evaluation criteria

6.1. The criterion for evaluating applications is the compliance of applicants and submitted documents with the requirements specified in the regulations (see point 2.1). The application must meet the requirements specified in the Regulation (see points 5.2 and 5.3).

6.2. The documents to be submitted, mentioned in points 5.2. and 5.3., are considered valid if:

6.2.1. the date of issuance of payment documents (if the application was submitted after the purchase of goods or services) and certificates is not older than 4 months from the date of submission of the application;

6.2.2. refusal of a One-time scholarship for the relevant product or service is not older than 6 months. In such a situation, the term of the payment document may exceed the term of 6 months.

6.3. Granting of Support is evaluated on a priority basis according to regulation 2.1. the sequences indicated in sub-clauses.

6.4. If the available financial resources are not sufficient to grant the Support to all applicants who have fulfilled the terms in points 2.1., 5.2. or 5.3. of the Regulations, the Commission has the right to grant the Support as a result of a discussion.

7. Processing of personal data

7.1. Processing of personal data in the process of awarding Support takes place with the intention and purpose of awarding support funding to individuals after evaluating the applications.

7.2. Personal data is processed in accordance with Regulation 7.1. and Regulation (EU) No. 2016/679 of the European Parliament and the Council of April 27, 2016 on the protection of natural persons with regard to the processing of personal data and the free movement of such data and which repeals Directive 95/46/EC Article 6, paragraph 1 subparagraphs a) and f), Article 9 paragraph 2 a) subparagraph.

7.3. The data submitted by the applicant is available to the Commission.

7.4. The applicant's data in relation to third parties is processed to the extent to ensure the payment of the invoice before receiving the goods or services.

7.5. Applicants have data subject rights with respect to their personal data set out in RSU's privacy policy.

7.6. By applying for receiving Support, the applicant confirms his consent to the processing of personal data in the manner and to the extent specified in the Regulations.

7.7. Submitted personal data is stored for 12 months after the evaluation of the applicant's application.

8. Other terms

8.1. The Commission's decision on the grant of Support can be disputed within 10 (ten) calendar days after receiving the decision by submitting a written or electronic application to the RSU SU Board in free form.

8.2. The Commission decides on matters that are not provided for in the Regulation.

8.3. This regulation is applicable if it does not conflict with external regulatory enactments.

8.4. Appendices added to the regulation:

8.4.1. Appendix no. 1 - "Application for receiving support after receiving a product or service" form on two pages.

8.4.2. Appendix no. 2 - "Application for receiving support before receiving a product or service" form on two pages.

Appendix 1

**For the Regulation "Regulation on the allocation of social support funding
of the Student Union of Rīga Stradiņš University"**

Approved at the RSU SU Council meeting

October 9th 2024

Protocol No. 2-STP-11/10/2024

To the Rīga Stradiņš university Student Union

Chairperson of the Board

Name, surname (in genitive)

SUBMISSION FOR RECEIVING SUPPORT

I, _____, with this application, I would like to apply for Social Support funding from the Rīga Stradiņš University Student Union, after receiving the goods or services, justifying the need for support with:

The following attachments are attached to the submission:

- Certificate of student status
- Information on the financing of studies from the funds of natural or legal persons
- Notification of termination of employment or reduction of income
- Denial for a one-time scholarship

- A document certifying the status of low-income, orphan, disabled, large family or a document certifying a dependent person
- Payment document/s with applicant details
- Other: _____

Information about the applicant:

- Name, surname: _____
- E-mail: _____
- Telephone no.: _____

With this submission and signature, I certify that all the submitted data are true, I have familiarised myself with the Social Support Funding Allocation Regulations, and I certify that I have not received support from other sources of funding.

Signature (deciphering of the signature)

____.____._____, Rīga

Appendix 2

**For the Regulation "Regulation on the allocation of social support funding
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SUBMISSION FOR RECEIVING SUPPORT

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- Certificate of student status
- Information on the financing of studies from the funds of natural or legal persons

- Notification of termination of employment or reduction of income
- A document certifying the status of low-income, orphan, disabled, large family or a document certifying a dependent person
- Invoice created with RSU SU details
- Other: _____

Information about the applicant:

- Name, surname: _____
- E-mail: _____
- Telephone no.: _____

With this submission and signature, I certify that all the submitted data is true and that I have read the regulations for the allocation of Social Support funding.

Signature (deciphering of the signature)

____.____.____, Rīga