

APPROVED

At the Rīga Stradiņš University Student Union

Board meeting

September 4, 2024

Protocol No. 2-STP-1/34/2024

## **The procedure for granting a parking pass to students of Rīga Stradiņš University**

### **1. General terms**

- 1.1. The procedure for granting a parking pass to students of Rīga Stradiņš University (hereinafter – RSU) (hereinafter – procedure) determines the steps by which students must apply for a pass lottery, as well as how the RSU Student Union (hereinafter – RSU SU) ensures the lottery.
- 1.2. The Head of Social Affairs of RSU SU is responsible for the parking pass draw.
- 1.3. The parking pass is valid for one calendar year - from January to December.
- 1.4. The parking pass can be used in the parking lots at Dzirciema Street 16, Eksporta Street 1a, Annīņmuižas Boulevard 26a.

### **2. Lottery process**

- 2.1. An active RSU student (hereinafter – applicant) can apply for the parking pass lottery.
- 2.2. The number of parking passes allocated for the lottery is determined annually by the RSU Infrastructure Department.
- 2.3. Entries for the draw open the first week of December and are open for 7 days.
- 2.4. Application for the lottery takes place in an electronic questionnaire, which can be found on the website of RSU SU, [sp.rsu.lv](http://sp.rsu.lv).
- 2.5. To participate in the draw, applicants must provide the following information:
  - 2.5.1. name, surname;
  - 2.5.2. student ID;
  - 2.5.3. telephone number;
  - 2.5.4. e-mail of the student;
  - 2.5.5. car registration number;
  - 2.5.6. car make and model;
  - 2.5.7. car colour.
- 2.6. Cases in which lottery applications are rejected:

- 2.6.1. if it is established that applicants with the same car registration numbers have applied;
- 2.6.2. if it is established that the applicant has applied several times with the same car registration number;
- 2.6.3. if it is found that the applicant has applied several times with different car registration numbers.

2.7. Draw procedure:

- 2.7.1. the draw takes place within 3 working days after the closing of the application;
- 2.7.2. the draw is made by the Head of the Social Affairs of RSU SU;
- 2.7.3. the compliance of lottery applicants with the procedure is checked by the Head of RSU SU Social Affairs;
- 2.7.4. the draw is made at random.

2.8. The results are sent to the applicants within 3 working days from the moment of the draw.

### **3. Other terms**

- 3.1. In the event that the applicant who obtained a pass, stops their studies during the specified period of time, they must inform the Head of Social Affairs of RSU SU and the pass must be returned to the RSU SU office at Dzirciema Street 16 C-213.
- 3.2. If changes are required in the pass data, for example, changing the car registration number, changing the car, etc., the Head of Social Affairs of RSU SU has to be informed about it, specifying the changes to be made in the pass.

Chairperson of RSU SU

Alise Luīze Bērziņa