

APPROVED

RSU Student Union

Council meeting

17.02.2021

Prot. Nr. 41-2-10/2021

Regulations on Granting Social Support Funding for Students Union of Rīga Stradiņš university

1. General rules

1.1. Rīga Stradiņš university Student Union (hereinafter - RSU SU) Social Support Funding (hereinafter - support) has been established to financially support Rīga Stradiņš university (hereinafter - RSU) students to ensure an accessible and high-quality study environment during their studies.

1.2. The application for support is announced and the deadline is determined by the RSU SU Board.

1.3. The support regulations are published on the RSU SU website.

1.4. Support administration, which includes monitoring the implementation of support, announcing a contest and costs, is provided by RSU SU.

1.5. The source of support funding is the RSU SU fund.

2. Support Fund resources

2.1. The total funding allocated for the support is proposed by the RSU SU Board every calendar year and approved by the RSU SU Council.

2.2. The aid is granted to the applicant before or after the purchase of the equipment or service and may be granted:

2.2.1. To purchase the necessary equipment to facilitate the availability of your study process (for example, purchase of a web camera for distance learning);

2.2.2. To cover the costs of health services and equipment incurred to ensure the quality of studies (for example, a visit to an ophthalmologist or occupational therapist, purchase of glasses or an occupational therapy pad).

3. Social support funding commission

3.1. The Commission for Granting Social Support funding (hereinafter - the Commission) consists of:

3.1.1. RSU SU Head of Social Affairs (ex officio);

3.1.2. RSU SU Financial administrator (ex officio);

3.1.3. three RSU SU Council members.

3.2. The Commission is approved by the RSU SU Council for one year, starting from the moment of election.

3.3. Meetings of the Support granting commission are announced and organized by the head of the commission - the head of the Social Affairs.

3.4. Meetings of the commission are convened by the head of the commission at least 2 times during the academic semester.

4. Requirements for applicants

4.1. All active RSU students (undergraduate, master's, residency, doctoral students) can apply for support.

5. Procedure for granting support

5.1. Applications of support are reviewed at the meetings of the commission, evaluation and decision-making on the granting of support is performed by the Commission.

5.2. A meeting of the Commission may take place if more than half of the members of the Commission participate in it.

5.3. The Commission shall decide the matter by a simple majority of the votes. As a result of an equal distribution of votes, the vote of the President of the Commission shall be decisive.

5.4. Applicants must submit the application and confirmative documents for obtaining support electronically in accordance with the procedure specified by the Head of the Social Affairs of RSU SU - by the deadline set by the commission.

5.5. Documents to be submitted if the applicant applies for support after the purchase of equipment or service:

5.5.1. Declaration of conformity to point 4.1. (for example, status certificate from the Student Service);

5.5.2. Application with a short description of the situation (up to 200 words) on the need for funding (Annex 1);

5.5.3. Proof of compliance with any of the requirements of the criteria referred to point

6.3

5.5.4. Bank payment receipts and payment documents proving the amount used to cover expenses;

5.5.5. Confirmation of the rejection of a one-time state scholarship application for the relevant equipment or service, if the student is studying in the state budget place (for example, printout of the rejection email).

5.6. After purchasing and receiving the equipment or service, the applicant undertakes to send to the head of the RSU SU Social Affairs to the email address indicated by sp.rsu.lv:

5.6.1. Proof of use of the equipment or service in any format (for example, a photograph with the new equipment or service payment document);

5.6.2. Bank payment receipts and/or payment documents with the name of the applicant, which proves the amount used.

5.7. Documents to be submitted if the applicant applies for support before purchasing equipment or service:

5.7.1. Declaration of conformity to point 4.1. (for example, status certificate from the Student Service);

5.7.2. Application with a short description of the situation (up to 200 words) on the need for funding (Annex 1);

5.7.3. Proof of compliance with any of the requirements of the criteria referred to point 6.3

5.7.4. Invoice(s) for payment, which have been drawn up with [RSU SU details](#).

5.8. The Commission has the right to request additional documents, information or invite the applicant for an interview. If the applicant refuses, the application shall be rejected.

5.9. By applying, the applicant agrees to the transfer of personal data to RSU SU in accordance with the RSU SU privacy policy in order to ensure the administration of the support issuance process.

6. Application evaluation criteria

6.1. The evaluation criteria of the applications is the compliance of the applicants and the submitted documents with the requirements specified in the regulations (see points 5.3 and 5.4).

6.2. Documents to be submitted referred to in points 5.3. and 5.4 shall be considered valid if:

6.2.1. The date of issue is not older than 6 months from the date of submission of the application (if the application was submitted before the purchase of equipment or service);

6.2.2. Their purchase is determined no later than 3 months from the date of submission of the application (if the application was submitted before the purchase of equipment or service).

6.3. The granting of support is evaluated according to the following criteria (priority according to the order specified in the regulations):

6.3.1. The applicant studies at the expense of natural or legal persons and cannot apply for the funds of the state scholarship fund. An appropriate confirmation is attached to the application (for example, a system printout issued by the Student Service - a statement);

6.3.2. The applicant's application for a one-time state scholarship for the relevant equipment or service has been rejected. The application is accompanied by an appropriate certificate (for example, a copy of the email rejection with a visible time stamp and the applicant's name and surname).

6.3.3. The applicant has lost his/her job during the last 6 months, his/her income level has decreased or he/she is unemployed. The application is accompanied by an appropriate confirmation (for example, a certificate or an application signed by the employer).

6.3.4. The applicant has the status of low-income, orphaned or large family. The application is accompanied by an appropriate certificate (for example, a certificate on granting the status of a poor or low-income family (person), a certificate for the provision of social guarantees, a copy of the Honorary Family Card).

7. Amount of support and procedure for payment

7.1. Support for one student can be granted once during the study year.

7.2. The minimum amount of support to be issued is 20.00 EUR (twenty euros).

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

7.4. The amount of aid is determined by the Commission and may be paid in full or in part.

7.5. The support is paid by the RSU SU Board based on the decision of the Commission.

7.6. The amount of aid granted shall be paid by mutual agreement between the two parties:

7.6.1. If the applicant applies for support after the purchase of equipment or service, the support shall be paid no later than within one month after the decision of the commission.

7.6.2. If the applicant applies for support before purchasing the equipment or service, the support is paid in accordance with the financing procedure specified by RSU SU and not later than before the end of the payment period for the corresponding equipment or service.

7.6.3. If it is established that the data and certificates provided in the application are incorrect or falsified, and the support funding has been granted, the applicant must repay the funding granted to the RSU SU Fund within 10 working days.

Rīga Stradiņš university Student Union
Board chairperson

Paula Feldmane

Annex 1
 Regulations for RSU SU
 support for the promotion of the availability and quality of the student study environment
 "Social support funding"
 Approved in the RSU SU Council meeting
 17.02.2021
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APPLICATION FOR AID

I, _____, with this application I would like to apply for the Social Support funding of the Rīga Stradiņš university Student Union, substantiating the need for support with: _____

EXTRA FINANCING				
Do you receive any additional funding (eg scholarship, social benefit)? Choose the right one!		yes	no	
If you ticked "yes" in the previous question, please indicate the total amount of additional funding!				
< 50 euro	50 - 100 euro	100 - 150 euro	150 - 200 euro	> 200 euro

 Signature (transcript of the signature)

In Rīga ____ . ____ . _____