

Semester Leader Regulations of Rīga Stradiņš University

The regulations determine the duties, rights, and specifics of the election procedure of the Semester Leaders of Rīga Stradiņš University (hereinafter – RSU), as well as the criteria and procedures by which the duties of the Semester Leader may be terminated by its own or external initiative.

1. General provisions

- 1.1. Terms used in the regulation
 - 1.1.1. **Group** – the set of students of one study program and one study year, completed and organizationally identified as a separate group in the academic work;
 - 1.1.2. **Group Leader** – the representative of the students of the relevant group, who is elected within the group and fulfils the obligations of the group leader in accordance with the internal regulatory enactments of RSU;
 - 1.1.3. **Study semester** – the set of all groups of one study program and one study semester;
 - 1.1.4. **Semester Leader** – a person elected by the relevant study semester, who represents the interests of the students of the relevant study semester.
- 1.2. The purpose of the Semester Leader is to ensure the flow of information and effective communication between the study semester and the other parties involved in the study process in any issues related to the study process.
- 1.3. Every RSU staff representative, structural unit or any other RSU organizational unit has the right to organize the exchange of information also directly and without the involvement of the Semester Leader, or in addition to the involvement of the Semester Leader.
- 1.4. For the study semester, within five days (5 days) from the beginning of the academic semester, there is an obligation to nominate and elect the Semester Leader, as described in clause 4 of these regulations.
 - 1.4.1. If the study semester has not elected the Semester Leader within the specified period, then the Semester Leader is appointed by the Head of the Academic Affairs of the RSU International Student Association (hereinafter - RSU ISA) with the consent of the relevant person.

2. Responsibilities of the Semester Leader

- 2.1. Organize and ensure effective communication in matters related to studies between the study semester, RSU administration, academic and general staff, RSU ISA, RSU structural units, RSU collegial institutions and any other RSU organizational units (e.g., working groups).
- 2.2. To fulfil the duties of the position and to exchange information without violating the prohibitions or restrictions established in external and RSU internal regulatory acts (for example, confidential or restricted information, data of natural persons, etc.), in accordance with the purpose of the position and not exceeding the information objectively necessary for the performance of the specific duty volume.
- 2.3. Regularly follow information on RSU ISA and RSU information channels.
- 2.4. To transfer the information available to the Semester Leader and that is necessary or useful for the study semester from the faculty administration, RSU ISA, and other sources of information.
- 2.5. Regularly collect information about the study process from the Group Leaders, as well as those studying during the study semester, and, if necessary, pass it on to RSU ISA, faculty

administration or other structural units according to the nature, content and necessity of the relevant information.

- 2.6. Agree with the academic staff on cooperation and exchange of contact information with the aim of facilitating mutual communication in matters related to studies.
- 2.7. Know the structure and requirements of their study program.
- 2.8. Independently search for information to the extent necessary to fulfil the duties of the Semester Leader and familiarize themselves with the RSU Study Regulations, Internal Rules, etc., internal as well as external regulatory acts.
- 2.9. On behalf of the study semester, submit proposals to the Dean or the head of the study program, signed by no less than half of the students in the study semester, for improving the study process, eliminating issues in the implementation of the study program, or defending the rights of students.
- 2.10. If the Semester Leader is unable to fulfil their duties during their absence or for other reasons for a period longer than one month, then they must inform the Academic Affairs of RSU ISA for new Semester Leader elections to take place.
- 2.11. Upon the invitation of RSU, faculty administration, or RSU ISA, clarify and represent the opinion of the students of the study semester.
- 2.12. Comply with and act in accordance with the laws and regulations of the Republic of Latvia, the Constitution of RSU, these regulations and other laws and regulations or documents related to the duties of the Semester Leader of studies.
- 2.13. In cases of requests for information made by the Semester Leader, at the request of the relevant source of information, indicate the objective basis of the request for information. The information source has the right to evaluate the request and refuse to share it.
- 2.14. To represent the study semester in accordance with the duties set out in these regulations.
- 2.15. Perform other duties in accordance with the purpose of the Semester Leader position.

3. Rights of the Semester Leader

- 3.1. To find out and express the opinion of the students of the study semester. In this case, the information should be comprehensive, identifying not only the prevailing opinion, but also other opinions.
- 3.2. Receive the contact information of the faculty administration, academic staff and students of the study semester from the faculty administration.
- 3.3. Receive information from the faculty administration, RSU ISA, Semester Leaders and Group Leaders within the limits of their competences.
- 3.4. Receive a certificate/appreciation issued by RSU ISA for the skills acquired and work done at the end of their term, if the Semester Leader has fulfilled all the conditions listed below. Conditions for receiving a certificate/recognition:
 - 3.4.1. The Semester Leader has fulfilled the duties mentioned in these regulations with quality and diligence;
 - 3.4.2. The student has been in the Semester Leader position for at least six months (6 months).
- 3.5. Relinquish the position of Semester Leader, fulfilling the duties of the position until the election of a new Semester Leader, as described in clause 4 of these regulations.

4. Procedure for the Election of the Semester Leader

- 4.1. Candidates for the position of Semester Leader.
 - 4.1.1. Candidates for the Semester Leader positions are any student who wants to apply for this position for the relevant study semester.
 - 4.1.2. Group Leaders can put forward their candidacy.
- 4.2. In an online election organized by RSU ISA Academic Affairs, the relevant semester

students decide by anonymous vote and simple majority of votes which of the candidates will fulfil the duties of the Semester leader.

- 4.3. The starting time of the voting poll must be notified to the relevant semester students at least 24 hours before.
- 4.4. The election link should be shared with the relevant semester, and they should have a minimum of two days (2 days) to vote.
- 4.5. The election results should be announced within one day (1 day) of the closing of the voting poll.
- 4.6. The Semester Leader is elected for the duration of the study program or until its termination, in accordance with the procedure mentioned in section 5 of these regulations.

5. Ceasing of Semester Leader duties and prohibition of holding the position

- 5.1. Regarding the change of the Semester Leader, if there is a reason for this in connection with the poor performance of the duties of the Semester Leader or with the loss of trust of the students and/or academic staff (including faculty management, director of the study program) (for example, an established violation of academic integrity), at any moment, the head of the RSU ISA Academic Affairs can decide on it:

- 5.1.1. A signed decision, including the justification, informs the Semester Leader about the termination of duties, the holding of new elections for the Semester Leader, and, if necessary, the ban on further candidacy for the Semester Leader position.

- 5.1.2. The Semester Leader terminating their duties is obliged to inform the Group Leaders of the relevant study year about the need to hold new elections;

- 5.1.3. The Semester Leader ceasing their duties has the right to submit an electronic appeal about the termination of duties and/or the prohibition to further apply for the relevant position within one week (1 week) from the receipt of the original decision by sending it to the e-mail address *isa@rsu.lv*

- 5.1.3.1. The submitted appeal is considered at the nearest possible board meeting. Participation in the relevant board meeting is not mandatory for the Semester Leader who is ceasing their duties.

- 5.1.3.2. The board decides on the approval of the appeal. If the ceasing Semester Leader is not present at the time of the announcement of the voting results, the relevant person is notified electronically within one working day (1 working day) of the decision made.

- 5.2. In the event that the Semester Leader terminates their duties on their own initiative or is exmatriculated during the study year, the RSU ISA Academic Affairs must be notified of this by the relevant Semester Leader.

- 5.3. In any case of interruption of the duties of the Semester Leader, within ten working days (10 working days), the relevant semester students shall elect another Semester Leader in accordance with the procedure specified in these regulations, or they shall be appointed in accordance with point 1.4.1 of these regulations.

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Board**

Lucas Risters

**Head of RSU ISA Academic
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