

Regulations for Rīga Stradiņš University International Student Association's Academic Societies

The Regulations shall prescribe the procedure for undertaking the activities of Rīga Stradiņš University (hereinafter - RSU) Academic Societies, which function under the RSU International Student Association (hereinafter – ISA). The Regulations shall prescribe how the procedure for electing board members, the duties, responsibilities, and rights of the board members, the procedure for organising meetings, the rules for granting certificates, resources to be used for the Academic Society, as well as the procedure for establishing a new Academic Society.

1. General purpose

- 1.1. Academic Societies (hereinafter – AS) are organized groups of students of Rīga Stradiņš University with interests and goals in a specific field of medicine.
- 1.2. The aim of an AS is to unite students with similar interests in medicine, to ensure the acquisition of practical and theoretical skills within a specific field, and to acquire skills in performing and interpreting research work.
- 1.3. Eligibility for membership or appointed or elected student positions may not be limited based on race, religion, national origin, ethnicity, colour, age, gender, marital status, citizenship, sexual orientation, or disability.
- 1.4. Terms used:
 - 1.4.1. Board member – RSU student, who leads the AS and is responsible for the activities of the AS within the framework of these Regulations (an AS can consist of up to 5 board members);
 - 1.4.2. Mentor – A doctor or resident in a specific speciality, or an expert in the specific field, who will approve the content of the meeting;
 - 1.4.3. Active member – Status of an RSU student during an academic semester with the corresponding rights and obligations described in these Regulations;
 - 1.4.4. Passive member – Status of a RSU student during one academic semester with the corresponding rights and obligations as described in these Regulations; passive member must attend at least 25% of the theoretical meetings of the specific AS during one academic semester and cannot be a board member or an active member of the AS;
 - 1.4.5. Eligible voter - an RSU student who has been a board member, active member, or passive member of the specific AS in the previous academic year;
 - 1.4.6. Dormant AS – An inactive AS that does not have an active Board after its existence.

Annual election. The AS shall remain dormant until revision according to Paragraph 12.

1.4.7. Certificate – Reference that shall be given at the end of the office period;

1.4.8. Statement – Request of a reference, shall be handed out upon 2-week prior request at the end of each month.

1.5. These statutes will come into place from October 1, 2023.

2. Procedure for the Election of Board Members

2.1. The election should be held during the first two weeks of June. The date shall be announced no later than 10 working days before the election. The situations described in Paragraphs 2.9.1. and 2.9.2. and 11 and 12 of these Regulations shall be considered an exception.

2.2. Only RSU student(s) may candidate for the position of a Board member. The candidate(s) shall nominate themselves in writing by submitting a letter of motivation at least 5 working days before the election to the existing Board. All candidates are given the opportunity to present for three minutes their previous activities in the particular AS and their strategy for the following academic year. All candidates must be able to work as Board members until the end of the spring semester.

2.2.1. In case, less than two candidates submit their application 5 working days prior to the election, the participants of the election meeting may nominate themselves without prior announcement.

2.3. The board members are elected by a majority vote of the eligible voters present in the meeting.

2.3.1. Online election – the voting shall be organised in an online format.

2.3.2. On-site election – the voting shall be organised in an online format.

2.4. The existing Board must send ISA Medical Science Officer a list of all eligible voters of the respective AS 5 weekdays before the election date:

2.4.1. At the election meeting, the ISA Medical Science Officer or his/her delegated representative shall note the present members and record their number.

2.5. To consider the election legitimate, the Election Committee must be established at the election meeting.

2.6. The election process shall be supervised by the Election Committee consisting of two members, one of whom is the current ISA Medical Science Officer or his/her delegated representative. The other member of the Committee shall be nominated at the beginning of the meeting from the present participants, excluding the candidates. The Election Committee shall abstain from voting.

2.7. The Election Committee shall have the following functions:

2.7.1. Determining the presence and composition of eligible voters at the particular meeting;

2.7.2. Distribution of ballot papers to eligible voters, if applicable;

2.7.3. Counting of votes;

2.7.4. Taking of the election minutes;

2.7.5. Notification of results.

2.8. After elections, voting results shall remain with the RSU ISA Medical Science Officer or his/her delegated representative for at least 2 weeks.

2.9. The newly elected Board shall take up their duties no later than the 1st of September. The months of June, July and August shall be considered a transition period, in which the new Board shall work together with the old Board.

2.9.1. If no new Board is elected, the AS shall remain dormant under the supervision of the ISA Medical Science Officer. All resources should be given to the ISA Medical Science Officer no later than one week of the election date or first meeting in September.

2.9.2. If irregularities are found in the election process, repeated elections shall be organised no later than 2 weeks after the last election. During the mentioned period, the previous board shall continue to perform the duties.

3. Duties, responsibilities, and rights of the Board

3.1. It is the responsibility of the Board to ensure the quality of the AS according to the following paragraphs.

3.1.1. If the procedures mentioned in the Regulations are not met, the ISA Board shall decide on the course of action.

3.2. A viable board must consist of at least two but should not exceed five board members.

3.3. The Board comprises 5 roles as indicated in this paragraph. The roles must be allocated internally within the Board members.

3.3.1. Representative:

3.3.1.1. Shall maintain contact with ISA, other AS and interest groups and inform the Board about coming events and updates regarding the AS;

3.3.1.2. Shall prepare a monthly report (see Annex No. 1) and send it to ISA Medical Science Officer no later than the 27th for the upcoming month.

3.3.1.3. Ensure that all events are published at least five weekdays before the scheduled meeting and emails will be answered within two working days;

3.3.1.4. Shall issue certificates for the active members based on the documented attendance of the meetings and students' activities in the meetings. The certificates shall be sent to the ISA Medical Science Officer for signing.

3.3.2. Treasurer:

3.3.2.1. Shall oversee the budget and finances of the AS;

3.3.2.2. Shall inform and stay in contact with the ISA Treasurer throughout the course of a purchase;

3.3.2.3. Shall prepare an annual budget proposal, to be given to ISA Treasurer according to the budget proposal deadline for AS;

3.3.2.4. Shall participate in the ISA Treasurer organised meeting for societies or delegate a representative.

3.3.3. Research Coordinator:

3.3.3.1. Shall maintain a regularly updated list with available conferences;

3.3.3.2. Shall assist students with their scientific research within the specific field by maintaining a list with available mentors for scientific work;

3.3.3.3. Shall promote available scientific funding;

3.3.3.4. Shall update AS members about the most recent research.

3.3.4. Year Plan Organiser:

3.3.4.1. The year plan (see Annex No. 2) at the beginning of the new term and submitted to the ISA Medical Science Office by the end of September. This year plan can be subject to change depending on the circumstances;

3.3.4.2. The year plan includes topics of scheduled meetings and provisional times as well as a maximum number of active members.

3.3.5. Meeting Plan Organiser:

3.3.5.1. Shall organise the rooms, mentors, and content of the meetings;

3.3.5.2. Record the attendance of every meeting.

3.4. In case the duties mentioned in Paragraph 3.3 are not met within the given time frame, an extension of the submission deadline may be agreed by submitting a written explanation to the ISA Medical Science Officer. Each case shall be considered individually.

- 3.5. The Board must ensure that all presentations meet the presentation criteria appointed in Paragraph 7.3. of the Regulations and they are sent to a mentor for review and approval.
- 3.6. The Board shall work until the end of August in the academic year following the elections. The month of June, July, and August shall be considered a transition period, in which the new Board shall work together with the old Board.
- 3.7. The board members have the right to receive a certificate issued by the ISA Medical Science Officer for leading the AS for at least one academic year, provided that the board members have been able to ensure the provisions mentioned in these Regulations during the whole academic year. Exceptions are described in Paragraph 3.7.1 and 3.7.2.
 - 3.7.1. If Board members graduate in the spring semester of the academic year, the certificate shall state the months of their office period, and they shall be relieved from their duties after their graduation.
 - 3.7.2. When establishing or reviving an AS at the beginning of the semester, its members shall be entitled to receive the relevant certificates at the end of the academic year for the months of their performance according to the regulations.

4. Procedure for Obtaining the Status of an Active Member

- 4.1. Only RSU students shall be entitled to apply for the position of an active member.
- 4.2. The number of active members in the AS for each academic semester is calculated by multiplying the planned number of theoretical meetings by the number of presentations to be held in one theoretical meeting.
- 4.3. After the election of the Board, an application period for active membership shall be announced electronically.
 - 4.3.1. The application period for active membership shall start on the date of the elections and last until the end of winter/ summer semester.
- 4.4. If more members apply for one of the AS than the maximum number of available spots, the candidates for membership shall be evaluated according to the points-based system (see Annex No. 3). If, after the evaluation, the number of points is equal for several students, higher semester students shall be prioritised. In case several students have equal points and are in the same semester, a lottery shall be conducted. All students are ranked according to the points obtained.
- 4.5. If the number of active members does not reach the maximum number, the Board shall be entitled to announce additional applications for the status of an active member throughout the academic semester.

5. Rights and obligations of an active member

- 5.1. An active member of the AS must attend at least 75% of the AS theoretical meetings during the academic semester.
- 5.2. An active member must present at least one presentation during the academic semester.

5.2.1. An active member shall be obliged to send the planned presentation material to the Board at least 10 days before the scheduled date of the meeting.

5.3. Active members are prioritised in the practical meetings of the particular AS.

5.3.1. If the number of available spots for the practical meeting exceeds the number of active members, the remaining spots shall be given to the most active passive members in theoretical meetings thus far. If, after the evaluation, the activity during the previous meetings is equal for several students, students in the upper semester shall be prioritised.

5.3.2. All available spots of the practical meeting shall be filled to the best of the Board's ability.

5.4. Active members shall have the right to receive a certificate issued by the ISA Medical Science Office and the Board representative regarding the scientific activities of the active member if the conditions mentioned in these regulations have been achieved during the whole academic semester.

6. Rights and obligations of passive members

6.1. Passive members of the AS shall have the right to attend all theoretical and practical meetings according to 5.3.1.

7. Procedures for organising AS meetings.

7.1. The AS shall meet at least six times during the academic year, but no less than twice during one semester; all meetings shall be held in English.

7.1.1. At least two practical meetings shall be provided during the academic year, which include the development of the student's practical skills and competencies in the aspect of the particular branch.

7.2. All meetings shall be overseen by a mentor.

7.3. At least two presentations should be given in theoretical meetings of the AS (except for the introductory meeting and guest lectures); the length of the presentation shall not be less than 10 minutes, and it shall include an in-depth review of the topic, an outline of a clinical case or research. An element of discussion-enhancing presentation should be included at the end of the presentation. It is allowed to give only those presentations that are previously approved by the Board and the mentor of the particular meeting. Presentations should be submitted for approval by the mentor at least 5 working days prior to the meeting by email and in English.

7.4. Theoretical meetings shall be open to all interested parties if the premises allow for it. If the number of participants is limited, RSU students have priority in attending the meeting.

7.5. Only RSU students can attend practical meetings.

8. Premises and equipment used for the needs of the AS

- 8.1. The premises and study centres available at RSU can be used for the AS needs. Reservation of premises must be coordinated with the ISA Medical Science Office no later than 5 weekdays in advance. The Board shall have to follow the rules and regulations of the used premises.
- 8.2. The Board shall have the right to request the necessary technical provision for the needs of the meetings according to the availability, coordinating the necessary matters with the ISA Medical Science Office not later than 5 weekdays before the meeting.

9. Issuance of statements and certificates for the activities in the AS

- 9.1. Certificates shall be issued to board members according to Paragraph 3.6. of the Regulations.
- 9.2. Certificates shall be issued to active members according to Paragraph 5.4. of the Regulations.
- 9.3. The Board shall be entitled to issue a statement to active members who have given a presentation within the current or previous semester.
- 9.4. The Board shall be entitled to receive a statement issued by the ISA Medical Science Office at the end of each month regarding the activities in the AS during the current academic year.
- 9.5. The Board shall submit the certificates and statements to the ISA Medical Science Office for signing two weeks prior to the issuance.
- 9.6. Students who give a presentation during the months of September, October, and November 2021 shall receive a certificate for being an active member of the academic year 2020/2021, if they have fulfilled all other criteria for the status of an active member mentioned in the specific AS statutes.

10. Financing of the AS

- 10.1. The Board shall send the AS budget proposal for the following calendar year according to the regulations set by the ISA Treasurer, no later than the end of September.
- 10.2. The AS budget proposal is primarily reviewed at a meeting of the ISA Board, with the members of the ISA Board reserving the right to suggest changes to the budget. If necessary, the AS Board may be invited to the ISA Board meeting. The budget is submitted to the Council for approval.
- 10.3. If the Council does not approve the AS budget proposal, the Board shall submit a new budget proposal within the deadline given by the ISA Treasurer, after consulting the ISA Medical Science Office and the ISA Treasurer.
- 10.4. The Board shall be entitled to use the financial resources allocated for the performance

of the AS within the framework of the budget.

10.5. Before goods may be purchased, the ISA Treasurer must be informed and approve the planned purchase.

10.5.1. The Board shall fill in the first part 'application' of the monthly report (annex 1) at least the month before the event taking place, but not later than the 27th, and await the approval of the ISA Medical Science Officer and the ISA Treasurers for the event, before making any purchases, reservations, etc.

10.5.2. After completion of the project / meeting, the board shall fill out the second part of the 'report' of the monthly report (annex 1). If the event took place up to the 20th of the month, it is to be filled in by the 27th of the same month. If the event took place after the 20th of the month, it is to be filled in by the 27th of the following month.

10.5.3. The Board shall ask the respective company to issue an invoice using RSU SU properties (see Annex No. 4), immediately deliver this invoice to the ISA Treasurer, who will forward it to the RSU SU Finance Administrator. After the RSU SU Finance Administrator has paid the invoice, the Board is entitled to receive the goods.

10.5.4. When paying for goods in a store, the properties of RSU SU must be included in the check. If it is not possible to enter full particulars, at least an abbreviated version of the particulars must be indicated (see Annex No. 4), as well as a stamp on the check. The check must be submitted to the RSU SU Finance Administrator by the twentieth day of the current month or the fifth day of the following month, depending on the date of the purchase (see Annex No. 4), and the ISA Treasurer needs to be informed. The name and surname, contact details and the account number of the purchaser need to be indicated on the check. When all receipts for the current month have been collected and submitted to the RSU Accounting Unit, the corresponding amount on the receipt will be returned to the purchaser.

10.5.5. Societies events are obligated to be held in English, provided they are funded RSU SU. Alternatives can be considered upon discussion with the ISA Medical Science Director and ISA Treasurer.

11. Establishment of a new AS

11.1. Any RSU student is entitled to establish a new AS at the beginning of each semester, if its speciality and goals do not overlap with an existing AS.

11.1.1. At least two (2) but not more than five (5) students must sign the application to establish a new AS. These students automatically form the new Board for the following academic year.

11.2. The new AS must be thematically related to a medical residency programme or an international study course from RSU.

11.3. To establish a new AS at the beginning of the respective semester, the student interested shall submit an application no later than two weeks before the beginning of the respective semester, addressed to the ISA Medical Science Office with a request to establish the particular AS.

11.4. A Year Plan Draft (see Annex No. 2) of the AS, including topics of scheduled meetings and provisional times as well as a maximum number of the active members shall be submitted to the ISA Medical Science Office.

11.5. If necessary, the Head of RSU ISA Medical Science Office may ask for additional documents.

11.6. The Applicants shall prepare a 3-minute presentation for the RSU ISA Board, including the Board member descriptions, the aim of the AS, as well as the year plan draft.

11.7. The RSU ISA Board shall decide on the establishment of a new AS.

11.8. The new Board shall be formed according to Paragraph 3.

12. Reviving a Dormant AS

12.1. Any RSU student has the right to revive a dormant AS at the beginning of each semester.

12.1.1. At least two (2) but not more than five (5) students must sign the application to revive the AS. These students automatically form the new Board for the following academic year.

12.2. To revive a dormant AS at the beginning of the respective semester, the student interested shall submit an application no later than two weeks before the beginning of the respective semester, addressed to the ISA Medical Science Office with a request to revive the particular AS.

12.3. Year Plan Draft of the AS, including topics of scheduled meetings and provisional times as well as a maximum number of the active members.

12.4. If necessary, the Head of RSU ISA Medical Science Office may ask for additional documents.

12.5. The applicants shall prepare a 3-minute presentation for the RSU ISA Board, including the Board member descriptions as well as the year plan draft.

12.6. The RSU ISA Board shall decide on the revival of a new AS.

12.7. The new Board shall be formed according to Paragraph 3.

13. Evaluation of the performance of the AS

13.1. The activity of the Board shall be evaluated twice during the academic year according to the criteria and indicators stipulated in the Regulations.

13.2. The activities shall be written down in a monthly report (Annex 1), which shall be submitted by the 27th of the previous month, to the events/ meetings taking place, for the academic year excluding the months of July and August.

13.3. The presence of a mentor shall be ensured at each meeting. A registration shall be established at each meeting, where the mentor also confirms his/her presence.

13.3.1. The quality of the meetings shall be evaluated by the mentor via a Mentor evaluation sheet (see Annex No. 5).

13.3.1.1. In case the AS has a fixed mentor, the mentor evaluation sheet shall be filled out by the mentor once during a semester.

13.3.1.2. In case the AS has a different mentor for each meeting or a guest mentor is present, the evaluation sheet shall be filled out after each respective meeting.

13.4. All reports on AS activities, including budget estimates, must be submitted within the established deadline.

13.5. At least one of the following criteria must be met:

13.5.1. A joint meeting with another AS or interest group;

13.5.2. Participation in MedTalk by organising a workshop(s);

13.5.3. Participation in another ISA organised event by organising a workshop(s);

13.5.4. Participation in the RSU International Student Conference on Health and Social Sciences by organising a workshop.

13.6. If the stipulated criteria are not met at the end of the term, it may be decided not to grant the certificate to the Board of the AS or individual board members.

14. Making Amendments

14.1. Amendments shall be proposed and developed by the RSU ISA Board or a quorum from the number of AS Boards by mutual agreement.

14.2. Amendments are voted on by a simple majority of the members of RSU SU Council at the Council meeting.

14.3. The amendments are approved by the RSU SU Council.

14.4. Amendments shall enter into force upon their adoption.

President of RSU ISA Board
Lucas Risters

Head of the RSU ISA Medical Science Office
Linda Vuong

Assistant to the Head of RSU ISA Medical Science Office
Luxsana Mathiyalagan

to Rīga Stradiņš University
Regulations for Academic Societies

Monthly report

	A	B	C	D	E	F	G	H	I	J	K	L	M
1		Monthly Report - Academic Societies											
2													
3													
4		Month	Name of the event	Tentative date, time	Location	Aim of the event	Expected number of participants	Predicted Agenda	Budget plan - amount + purpose	Things required from ISA - to be requested separately using the Society Form	Comments/ Additional information	Approval Treasurer	Approval Liasons
5		Jan.											
6		Feb.											
7		Mar.											
8		Apr.											
9		May											
10		June											
11		Sept.											
12		Oct.											
13		Nov.											
14		Dec.											
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26													
27													

	A	B	C	D	E	F	G	H	I	J	K	L
1		Monthly report - Academic Societies										
2												
3												
4		Month	Name of the event	Actual date, time	Location	Number of participants	Actual Agenda	Exact budget - amount + purpose	Tasks still needed to be done	Comments/ Additional information	Approval Treasurer	Approval Liasons
5		Jan.										
6		Feb.										
7		Mar.										
8		Apr.										
9		May										
10		June										
11		Sept.										
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27												

	A	B	C	D	E	F	G
1						Requirements to receive a certificate: 1. Attend at least 75% of all the meetings. 2. Must have presented at least one presentation	
2		Montly Report - Academic Societies					
3							
4		Name of active member	Number of events attended	Total number of events	Topic of presentation	Eligibility of certificates (Yes/No)	
5							
6							
7							
8							

Annex No.

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2		Monthly Report - Academic Societies										
3									Duties carried out			
4		Month	Name of the event	Mentor	Presentations (topic & name of active member)	Self evaluation/what can be improved for next event	Name of board member 1	Name of board member 2	Name of board member 3	Name of board member 4	Name of board member 5	
5		Jan.										
6												
7		Feb.										
8												
9		Mar.										
10												
11		Apr.										
12												
13		May										
14												
15		June										
16												
17		Sept.										
18												
19		Oct.										
20												
21		Nov.										
22												
23		Dec.										
24												
	<	>	≡	Application	Report	Board member report	Active member report	+				

AS Year Plan

AS plan for the academic year 20____/20____			
AS Name:			
AS Board:			
Topic of the event:			
Mentor(s):			
Planned number of active members:			
Planned number of theoretical meetings:			
Planned number of practical meetings:			
Plan for Meetings			
<i>Theoretical Meetings</i>			
Topic of the event	Month	Description of the event	Number of planned presentations
<i>Practical meetings</i>			
Topic of the event	Month	Description of the event	Number of planned participants

POINT SYSTEM for Active Member Candidates

Criteria	Points based on activity in a specific AS	
Activities in previous Academic Years	Member who founded a new AS or revived a dormant AS	5
	Board member	4
	Active member	3
Activities during the last Academic Year	Presentation, Case report or comparable work	3
	Attendance per meeting	1
Research conduction	Topic related to AS	3
	Topic not related to AS	2

Date

Board Representative (name, surname)

Annex No.

to Rīga Stradiņš University
Regulations for Academic societies

Abbreviated version of RSU SU particulars for checks:

Nodibinājums "RSU SPF"
Dzirčiema iela 16, Rīga,
Reģ.nr. :40008109367

Full RSU SU particulars for invoices:

Nodibinājums "RSU Studējošo pašpārvaldes fonds"
Reģ.nr. :40008109367
Dzirčiema iela 16, Rīga, LV-1007
SEB Latvijas Unibanka
LV11UNLA0050009430605
UNLALV2X

Deadlines

1. Purchase from 1st until 15th (including), submitting until 20th day of current month.
2. Purchases from 16th until 31st (including), submitting until 5th of following month.

Annex No.

to Rīga Stradiņš University
Regulations for Academic societies,

Mentor evaluation form

How would you rate the topicality of the presentations delivered within the meeting(s)?	1 - very poor 2 - unsatisfactory 3 - satisfactory 4 - good 5 - excellent
How was the communication with the Academic society board?	1 - very poor 2 - unsatisfactory 3 - satisfactory 4 - good 5 - excellent
How would you rate the interaction between mentor and students during the meeting(s)?	1 - very poor 2 - unsatisfactory 3 - satisfactory 4 - good 5 - excellent

How would you rate the educational value of the meeting(s)?	1 - very poor 2 - unsatisfactory 3 - satisfactory 4 - good 5 - excellent
Is there anything else you would like to comment on regarding the Academic society?	