

YEAR 2025

SEMESTER LEADER HANDBOOK

International Student
Association - Academic Affairs
Department

KARLIJN OP DE LAAK
YATHIN SABU



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THE INTERNATIONAL STUDENT ASSOCIATION

The international Student Association (ISA) is a democratically elected board composed of twelve students from the international student body.

www.isa.rsu.lv

CONTACT INFORMATION

President
Mazeen Mazhar
mazeen.mazhar@rsu.lv

Vice-President
Muskan Pathan
muskan.pathan@rsu.lv

Head of Academic Affairs
Karlijn Op de Laak
Medical Science Director
Head of Sports and Integration
Oritsetsegbemi Kunu
oritsetsegbemi.kunu@rsu.lv
Treasurer
Aysha Rafeeqe
Liason Officer
Zahraa Merchant
Zahraa.merchant@rsu.lv

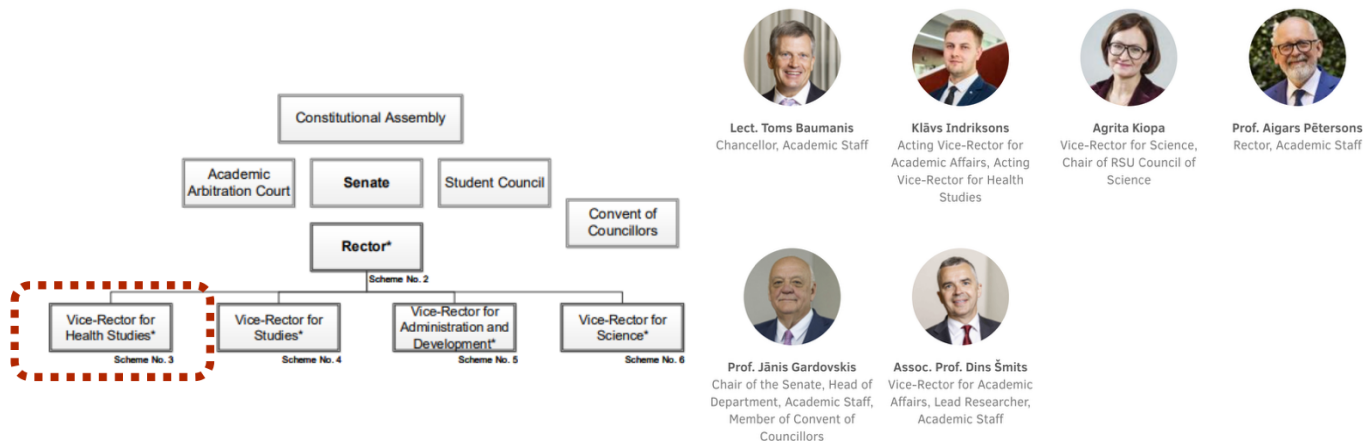
Asst. to Head of Academic Affairs
Yathin Sabu
Asst. Medical Science Director
Asst. Head of Sports and Integration
Antonio Gisolfi
antonio.gisolfi@rsu.lv
Public Relations Officer
Ana Rita Policarpo
Human Resources Officer
Beatriz Lima Coelho
Beatriz.Coelho@rsu.lv

STRUCTURE AND HIERARCHY AT RSU

<https://www.rsu.lv/en/about-us/structure>

THE RECTOR AND VICE-RECTORS

The International Student Department falls under the Vice-Rector for Health Studies. Prof. Klāvs Indriksons, one of four Vice-Rectors under the Rector Prof. Aigars Pētersons.



THE INTERNATIONAL STUDENT DEPARTMENT (ISD)

E-MAIL

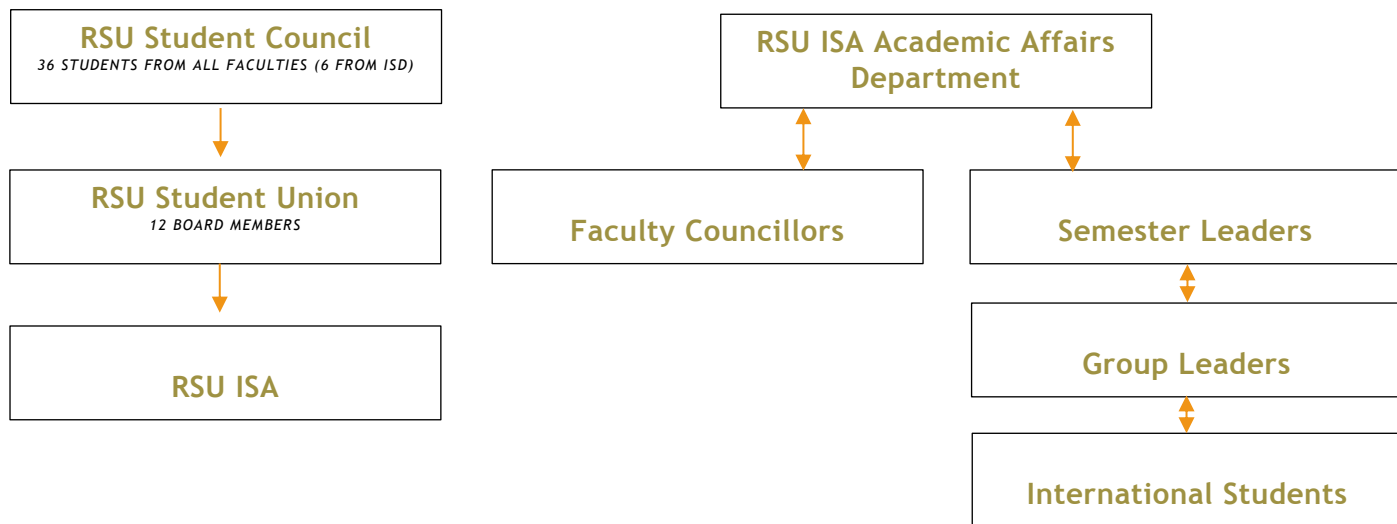
Foreign@rsu.lv

Lect.
Smuidra Žermanos

Vice-Dean for International Students, Faculty of Medicine
Academic Staff, Department of Human Physiology and Biochemistry

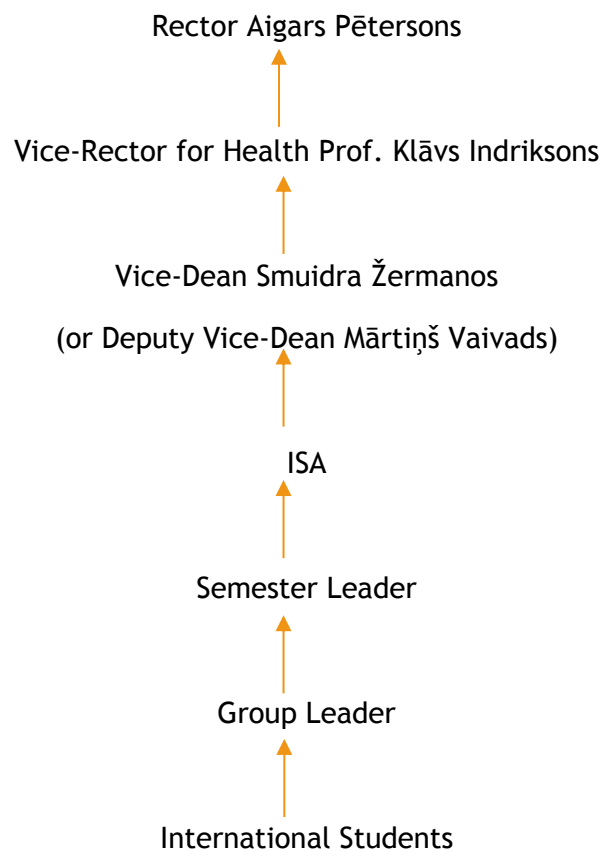


STUDENT REPRESENTATION AT RSU



FLOW OF INFORMATION

STUDENT ISSUES, CONCERNS, AND QUESTIONS



NEWS AND UPDATES FROM RSU

Rector/Vice-Rector/Dean



ISA



Semester Leader



Group Leaders



International Students

RELEVANT DOCUMENTS

ACADEMIC REGULATIONS

Contains information about the procedure for organization of studies in first and second level professional study programs (e.g., medicine and dentistry). Find information about the organization of studies, the grading system, types of assessments, organization of exams (incl. unsuccessful attempts), appeals, etc. at RSU.

<https://www.rsu.lv/en/students/documents>

Subsection: Academic Regulations I

INTERNAL RULES

Contains information about matriculation, student rights and obligations, tuition fee, academic leave, exclusion from studies, etc.

<https://www.rsu.lv/en/students/documents>

Subsection: Internal Rules and Regulations for Studies

COMPLAINT / ACADEMIC APPEAL FORM

Students have the right to contest the process or assessment of an examination in accordance with Academic Regulations, Section 7. Before submitting an appeal, students may review their assessed work.

The Academic Appeal Form must be submitted to Student Services:

- within one working day for National examinations.
- within two working days for all other examinations, excluding the day the result was announced.

Appeals should be addressed as follows:

- Mid-semester exams: to the Head of the academic unit, or to the Dean/Vice-Rector if the Head or Dean assessed the exam.
- End-of-course exams (1st attempt): to the Head of the academic unit.
- End-of-course exams (2nd attempt): to the Dean.
- National examinations: to the Chairperson of the respective National Examination Board.

ACADEMIC LEAVE & RETURNING FROM ACADEMIC LEAVE

<https://www.rsu.lv/en/contacts/student-services/application-forms>

TUITION FEE DISCOUNT FORM

Tuition fee discounts can be granted in one of these categories: academic excellence, social support, family members, RSU recognition enhancement, pharmacy study program, physiotherapy study program, nursing study program, occupational therapy study program, admissions discount.

<https://www.rsu.lv/en/tuition-fee-discounts>

OTHER USEFUL CONTACT DETAILS

INTERNATIONAL MEDICINE STUDY PROGRAM

FACULTY OF MEDICINE

The general email to contact; the “Medicine Dean’s Office” for international students.

foreign@rsu.lv

LECT. SMUIDRA ŽERMANOS

Vice-Dean for International Students, Faculty of Medicine

smuidra.zermanos@rsu.lv

ASST. PROF. MĀRTIŅŠ VAIVARDS

Deputy Vice-Dean for International Students, Faculty of Medicine

Martins.vaivads@rsu.lv

GINTA DELVINA

Project Administrator, Faculty of Medicine

Ginta.delvina@rsu.lv

IEVA BĒRZIŅA

Project Administrator, Faculty of Medicine

ieva.berzina@rsu.lv

INTERNATIONAL DENTISTRY STUDY PROGRAM

FACULTY OF DENTISTRY

The general email to contact; the “Dentistry Dean’s Office”.

sf@rsu.lv

ASSOC. PROF. DR. MED. LAURA NEIMANE ANDRIS ĀBELTIŅŠ

Dean, Faculty of Dentistry

Laura.neumane@rsu.lv

HEAD OF DIRECTORS OF DEPARTMENTS

Department	Head of Department	Email
Department of Anaesthesiology and Intensive Care	Prof. Oļegs Sabeļņikovs	olegs.sabelnikovs@rsu.lv
Department of Biology and Microbiology	Prof. Dr. med. Juta Kroiča	juta.kroica@rsu.lv
Department of Conservative Dentistry and Oral Health	Prof. Anda Brinkmane	anda.brinkmane@rsu.lv
Department of Dermatology and Venereology	Asst. Prof. Elga Sidhoma	elga.sidhoma@rsu.lv
Department of Family Medicine	Vija Siliņa	vija.silina@rsu.lv
Department of Human Psychology and Biochemistry	Prof. Pēteris Tretjakovs	peteris.tretjakovs@rsu.lv
Department of Infectiology	Prof. Dr. habil. med. Ludmila Viksna	ludmila.viksna@rsu.lv
Department of Internal Diseases	Prof. Aivars Lejnieks	aivars.lejnieks@rsu.lv
Department of Neurology and Neurosurgery	Prof. Andrejs Millers	andrejs.millers@rsu.lv
Department of Obstetrics and Gynaecology	Prof. Dace Rezeberga	dace.rezeberga@rsu.lv
Department of Occupational and Environmental Medicine	Assoc. Prof. Dr. med. Jeļena Reste	jelena.reste@rsu.lv
Department of Ophthalmology	Prof. Guna Laganovska	guna.laganovska@rsu.lv
Department of Oral and Maxillofacial Surgery	Prof. Ilze Akota	ilze.akota@rsu.lv
Department of Oral Medicine	Prof. Ingrīda Čēma	ingrida.cema@rsu.lv
Department of Orthodontics	Assoc. Prof. Gundega Jākobsone	gundega.jakobsone@rsu.lv
Department of Orthopaedics	Prof. Andris Jumtiņš	andris.jumtins@rsu.lv
Department of Otorhinolaryngology	Asst. Prof. Gunta Segliņa	gunta.seglina@rsu.lv

Department of Paediatric Surgery	Assoc. Prof. Zane Ābola	<u>zane.abola@rsu.lv</u>
Department of Paediatrics	Prof. Dr. habil. med. Dace Gardovska	<u>dace.gardovska@rsu.lv</u>
Department of Pathology	Prof. Ilze Štrumfa	<u>ilze.strumfa@rsu.lv</u>
Department of Pharmacology	Asst. Prof. Inga Stukēna	<u>inga.stukena@rsu.lv</u>
Department of Physics	Asst. Prof. Jevgenijs Proskurins	<u>jevgenijs.proskurins@rsu.lv</u>
Department of Prosthetic Dentistry	Prof. Una Soboļeva	<u>una.soboleva@rsu.lv</u>
Department of Psychiatry and Narcology	Prof. Elmārs Rancāns	<u>elmars.rancans@rsu.lv</u>
Department of Psychosomatic Medicine and Psychotherapy	Prof. Māris Taube	<u>maris.taube@rsu.lv</u>
Department of Radiology	Assoc. Prof. Ardis Platkājis	<u>ardis.platkajis@rsu.lv</u>
Department of Rehabilitation	Assoc. Prof. Liāna Deklava	<u>liana.deklava@rsu.lv</u>
Department of Surgery	Prof. Dr. habil. med. Jānis Gardovskis	<u>janis.gardovskis@rsu.lv</u>
Institute of Anatomy and Anthropology	Prof. Māra Pilmane	<u>mara.pilmane@rsu.lv</u>

