

APPROVED
at the Senate meeting on 26 February 2019
Minutes No 2-1/2/2019

AGREED UPON
at the Rectorate meeting on 26 February 2019
Minutes No 5-2/4/2019

REGULATIONS of the Rīga Stradiņš University Annual Awards

I General Provisions

1.1. Rīga Stradiņš University Annual Awards (hereinafter referred to as the RSU Annual Awards) is a tradition established by Rīga Stradiņš University (RSU), the aim of which is to express appreciation to RSU students and employees for outstanding performance in studies and work, implementation of RSU strategic goals and promotion of the RSU image.

1.2. The RSU Annual Awards shall be presented once a year at the *Academic Ball*.

1.3. The RSU Alumni Association Award shall also be presented at the Academic Ball. The procedure for nominating and evaluating candidates and determining the award winner shall be determined by the Alumni Association.

II RSU Annual Awards Nominations

2.1. The RSU Annual Awards shall be presented in the following nominations: Student of the Year; Master's Student of the Year; Doctoral Student of the Year; Resident of the Year; Lecturer of the Year; Researcher of the Year; Structural Unit of the Year; Administrative Employee of the Year; Lifetime Achievement Award.

III Nomination Criteria

3.1. The RSU Annual Award nomination deadline shall be announced by the Rector.

3.2. Candidates for the awards can be nominated by any RSU structural unit, employee, student or RSU Student Union by filling in the nomination form on the RSU website.

3.3. RSU Annual Awards main nomination criteria:

3.3.1. *Student of the Year, Master's Student of the Year, Resident of the Year, Doctoral Student of the Year* – a student with very good grades who is also active outside their studies;

3.3.2. *Lecturer of the Year* – a lecturer who has proved their professionalism in the study work, has received high student evaluation in the evaluation questionnaires of study courses or study programmes, actively uses the e-studies environment for the organisation of the study process;

3.3.3. *Researcher of the Year* – an RSU researcher who has made a significant contribution to achieving the strategic scientific goals of RSU;

3.3.4. *Structural Unit of the Year* – a structural unit of RSU, the team of which has proven its professionalism and ability to deal with issues within its remit promptly and efficiently;

3.3.5. *Administrative Employee of the Year* – an employee who has proven their professionalism in administrative work and is a compassionate, selfless and helpful colleague;

3.3.6. *Lifetime Achievement Award* – a long-time employee of RSU who has made a significant contribution to RSU studies or research.

IV Evaluation and Winner Approval Procedures

4.1. Nominees shall be evaluated by:

4.1.1. For the nominations Student of the Year, Master's Student of the Year, Doctoral Student of the Year, Resident of the Year – by the Academic Affairs Department, if necessary involving the relevant structural unit, such as the International Student Department, Department of Doctoral Studies or the Faculty of Residency;

4.1.2. For the nomination Lecturer of the Year – Student Union;

4.1.3. For the nomination Researcher of the Year – Research Department;

4.1.4. For the nominations Administrative Employee of the Year and Structural Unit of the Year – the winners shall be selected in two rounds. In the first round, RSU employees and students shall vote online for all nominees. In the second round, the Rectorate shall decide on one of the three nominees with the highest number of votes;

4.1.5. For the nomination Lifetime Achievement Award – by the RSU Rectorate.

4.2. The winners shall be approved by a decision of the Rectorate. The decision shall be based on objective information about the candidate and by a simple majority of votes of the members of the Rectorate.

V Other Provisions

5.1. The list of nominations referred to in Paragraph 2.1 of the Regulations may be supplemented according to the achievements of structural units/ individuals over the year (e. g. Annual Award in Culture, Event of the Year, etc.). The Rectorate shall decide on the additions to the list of nominations and related matters (e. g. evaluation procedures, etc.).

5.2. The Rector of RSU, taking into account the RSU budget possibilities, shall issue a decree on awarding cash prizes to the annual award winners or determine other material incentive measures in accordance with the regulatory enactments.

Director of the Communications Department

E. Šauers