

INTERNAL REGULATORY ENACTMENT

01.06.2026

Rīga

No. 1-PB-9/30/2026

Regulations for the Implementation of the Additional Programme “Health/Tech Bootcamp” of the Rīga Stradiņš University Student Innovation Programme

Issued pursuant to
Section 72(1)2) of the State Administration Structure Law
Section 17¹(1) and 17¹(3) of
the Law on Higher Education Institutions

I. General Provisions

1. The Regulations for the implementation of the Additional Programme “Health/Tech Bootcamp” (hereinafter – the Intensive Programme) of the Rīga Stradiņš University Student Innovation Programme (hereinafter – the Programme) under the project “Rīga Stradiņš University Student Innovation Grants” (hereinafter – the Project) set out the main provisions and requirements for ensuring the uniform, timely, and high-quality implementation of student innovation applications (hereinafter – the Application) submitted within the Intensive Programme at Rīga Stradiņš University (hereinafter – RSU).
2. The Regulations lay down the procedure for selection, implementation, monitoring and financing of the Intensive Programme Applications, including the criteria for evaluation of the Applications and the procedure for evaluation of the final results.
3. The Regulations are publicly available on the RSU website www.rsu.lv.
4. The implementation of the Intensive Programme is organised by the RSU Innovation Centre (hereinafter – the IC). The IC announces the implementation of the Intensive Programme as necessary to ensure the achievement of the Project objectives.
5. The IC announces the application for the Intensive Programme through RSU and IC official communication channels. The IC may decide on the additional information dissemination measures required, if the IC has the financial resources necessary for the implementation of such measures.
6. When announcing the registration for the Intensive Programme, the IC draws up a notice (hereinafter – the Notice) and includes at least the following information:
 - 6.1. topic;
 - 6.2. event time;
 - 6.3. venue;
 - 6.4. event language;

- 6.5.event length;
 - 6.6.the total funding available and the amount of individual support per Application;
 - 6.7.the size of the prize pool and the procedure for awarding prizes (if applicable);
 - 6.8.mode of lecture delivery;
 - 6.9.level of participants (if applicable);
 - 6.10. requirements for participants;
 - 6.11. rules on the processing of personal data (if applicable);
 - 6.12. other significant information (if applicable).
7. The purpose of the Intensive Programme is to help the students applying for participation to form student teams (hereinafter – the Team) that best meet the conditions for the implementation of the Programme, to prepare the Teams quickly and intensively for further implementation of the Application, and to provide support during the implementation of the Application in order to improve the innovation and entrepreneurial capabilities of the Team.
 8. The activities, meetings and other events of the Intensive Programme are organised both in person and remotely. The IC publishes the exact plan on the RSU website on the Internet no later than two (2) weeks before the start of the Intensive Programme.
 9. The applicant is a student Team from a Latvian and/or foreign higher education institution in bachelor, professional studies, master, doctoral or residency study programmes.
 10. The Team consists of 2–5 students. The total number of Teams admitted per Intensive Programme is up to 10 Teams.
 11. Within the Intensive Programme, the Team develops/implements a solution to a problem from the idea bank or a solution to a problem defined by the Team itself to improve the socio-economic situation.
 12. The IC provides the Team training and individual expert consultations, and covers the costs of mobility, materials and expert consultations directly related to the implementation of the Application.
 13. During the Intensive Programme, the Team will be provided with the opportunity to meet with the student’s supervisor (hereinafter – the Supervisor) at least once a week, whose duty is to ensure the implementation of the methodological phases of the Team’s work.
 14. For the implementation of the Application, the IC and the Teams take into account the *“Methodology for the application of a fixed amount payment for the implementation of student innovation applications for the development and initial verification of an innovation idea under Measure 1.1.1.7 “Innovation grants for students” of Specific Support Objective 1.1.1 “Strengthening research and innovation capacity and introducing advanced technologies in the common R&D system” of the European Union Cohesion Policy Programme 2021–2027”* (hereinafter – the Methodology).

II. Provisions for the Submission of the Applications

15. The application for the Intensive Programme has two (2) stages:
 - 15.1. During the first stage, the students submit individual applications, providing basic information about themselves, their motivation for participating in the Intensive Programme and their competences. Applications must be submitted electronically via the application link provided in the Notice. The receipt of the application is confirmed by an automatic message from the electronic system. Based on this information, students are given the opportunity to form Teams. At this stage, the participants are not assessed;

- 15.2. The time allocated for the Team building is determined for each Intensive Programme individually and is indicated in the Notice. The IC defines the format of the first stage according to the topic (for example, hackathon format, idea competitions, and others) while students decide on the composition of the Team.
- 15.3. During the second stage of application when the Teams are formed, each Team prepares the Application.
16. When applying for the second stage, the Team completes and submits the Application (Annex 1), together with the annexes, to the IC electronically via the website by the deadline specified in the call for applications.
17. The Team submits, together with the Application, a draft budget form as set out in Annex 2 to these Regulations. The draft budget form shall specify the costs of materials and services, expert fees, mobility costs, and a breakdown of these costs by budget line. Each budget line included in the draft budget form shall be substantiated by supporting documentation (e.g. a price survey, quotations, price lists published on official websites, or historical data).

III. Provisions for the Operation of the Application Evaluation Committee

18. The Application Evaluation Committee (hereinafter – the Committee) includes Latvian and/or international experts with relevant scientific and business development expertise and experience, including start-up founders and other entrepreneurs, as well as sector or technology experts.
19. The Committee composition and the Chair of the Committee are approved by a decree of the RSU Vice-Rector for Studies. The Committee is composed of at least five (5) members.
20. The Committee has a quorum if at least 3 Committee members are present at the Committee meeting, including at least one representative of a company or start-up.
21. Members of the Committee, before taking up their duties in the Committee, sign a Declaration of Impartiality and Confidentiality (Annex 6).
22. The Committee is convened by the Committee Secretariat, the functions of which are performed by the IC. All meetings of the Committee are recorded in minutes. The minutes contain the time and place of the meeting, the participants, the agenda and the decisions taken.
23. The minutes of the Committee meeting are signed by the Chair of the Committee and a representative of the Secretariat.
24. The minutes signed by the Committee are submitted to the Rector, who, on the basis of the minutes of the Committee meeting, decides on the approval or rejection of the Application and other documents related to the implementation of the Application.

IV. Assessment and Selection Criteria

25. The Committee evaluates the Applications and approves the Teams within ten (10) working days after the deadline for submission of the Applications.
26. The Committee examines the Applications and approves the participation of the Teams based on the Application evaluation criteria set out in Annex 3 to these Regulations.
27. Initially, the Committee recommends for approval those Applications that are intended to be implemented by interdisciplinary Teams.
28. The IC notifies the results to the Team by e-mail to the address specified in the Application.
29. The Team may appeal against the decision adopted by the Committee within five (5) working days from the date of notification of the Committee decision by submitting an appeal to the RSU IC.
30. In the event of an appeal, the Head of the Innovation Centre convenes the Appeal Committee within five (5) working days, which is approved by a decree of the RSU Vice-

Rector for Studies. The Committee comprises the Head of the IC and two independent experts with voting rights and re-examines the Team's application on its merits. The Head of the IC informs the appellant of the time and place of the meeting of the Appeal Committee. The appellant is entitled to attend the hearing of the Appeal Committee. The absence of the appellant does not preclude the matter from being decided at the hearing of the Appeal Committee.

31. The decree of the Appeal Committee is notified to the appellant electronically within one (1) working day from the examination of the appeal. The decree of the Appeal Committee is final, and the Vice-Rector for Academic Affairs takes the final decision on its basis. The Committee decides on the review of the assessment results if necessary.

V. Conclusion of the Agreement and Conditions for the Award of Funding

32. Following the Committee's decree on the eligibility and acceptance of the application for the Intensive Programme, the IC and the Team conclude a mutual agreement on participation in the Intensive Programme (hereinafter – the Agreement), which sets out the conditions for the implementation of the Application.
33. Funding is provided based on the terms of the Agreement concluded between the Team and the IC at the time of admission. The form of the Agreement is approved by the RSU Rector's Decree.
34. The allocated funding is managed by the IC by paying the costs approved in the use of the funding according to invoices, delivery notes or other settlement documents, in accordance with the Procurement Planning, Implementation and Control Regulations in force at RSU.
35. The duration of the Application implementation is four (4) months from the date of entry into force of the Agreement, if the financing is granted to the Team for the development and initial verification of the innovation idea, and six (6) months, if the financing is granted to the Team for the development of the innovation idea on the basis of the existing proof of concept.

VI. Conditions for Funding Monitoring

36. In order to ensure the monitoring of the use of funding, the responsible employees of the IC carry out regular written communication with the implementers of the Application, using electronic data processing and information exchange systems, if necessary.
37. If the Team carries out an economic activity during or after the Application implementation, such as establishing a company or receiving income from business activities, the funding received by the Team in the Project will be reclassified as *de minimis* aid.
38. The fact of the Team's commencement of economic activity is verified by the responsible employee of the IC in public registers and the database of the Register of Enterprises at least two (2) times a year or as necessary if the available information indicates the commencement of economic activity.
39. The IC decides on the granting of *de minimis* aid in accordance with the RSU Regulations for granting *de minimis* aid to the Project (to be developed and coordinated with CFCA if there is a need to grant *de minimis* aid within the Project).

VII. Conditions for Evaluating the Results of the Application

40. At the end of the Intensive Programme, the Team submits to the IC a final report (Annex 4).
41. The Team submits the final report form to the IC no later than five (5) days before the Team's final presentation.
42. Teams present their results to the Committee at the DEMO DAY. The IC ensures the public display of Teams' presentations.

43. The Committee evaluates the report submitted by the Team in accordance with the evaluation criteria set out in Annex 5 to these Regulations.
44. The Committee decides on the result of the implementation of each Application by assessing the compliance of the planned and achieved results with the requirements of the Methodology. The members of the Committee adopt the decision on the approval of the results of the Application implementation in a collegial manner, by discussing each Application and agreeing on the assessment.
45. The resolution of the Committee is recorded in the minutes, including a summary of the reasoned opinion of the Committee and information on whether the implementation of the Application has resulted in the development of the Team idea and/or the development of a prototype.
46. The results of the Team Application will be published on the RSU website www.rsu.lv, indicating the name and summary of the Application by RIS3 areas, ensuring public access to the results (taking into account commercial interests, if applicable).
47. If a scientific publication based on the Application has been developed and published in the Web of Science or SCOPUS databases, the Team shall inform the RSU IC in writing.

Annexes:

1. Application Form “Student Innovation Application for Intensive Programme” (Annex 1)
2. Draft Budget Form (Annex 2)
3. Application Assessment Criteria (Annex 3)
4. Final Report Form (Annex 4)
5. Final Report Evaluation Form (Annex 5)
6. Declaration of Impartiality and Confidentiality (Annex 6)

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Appendix 1 from the implementation guidelines for the Health/Tech Bootcamp, a supplementary program of the Riga Stradiņš University student innovation program

Application Form

Student Innovation Application for Participation in the Intensive Program

1. Application title:

2. Applicant information – for each team member:

1. Team member (team contact person)	
Name, surname	
University, faculty, field of study, status at the university	
Study year	
Role/responsibilities within the team and description of duties	
Phone number, email address	
2. Team member	
Name, surname	
University, faculty, field of study, status at the university	
Study year	
Role/responsibilities within the team and description of duties	
Phone number, email address	
3. Team member	
Name, surname	
University, faculty, field of study, status at the university	
Study year	

Role/responsibilities within the team and description of duties	
Phone number, email address	

(If there are more members on the team, continue the table by adding additional rows or columns as needed.)

3. Motivation for participating in the INC programme (up to 300 words)
4. A summary of the project application, which may be published on the RSU website (up to 150 words)
5. Purpose of the project (up to 150 words)
6. Short description of the business idea (up to 300 words)
7. Market research (up to 150 words)
8. What is the unique offer of your idea? What are the advantages of the solution proposed in the application over existing solutions? (up to 150 words)
9. Relevance of the business idea (up to 150 words)
10. Current stage of development of the business idea (up to 150 words)
11. Who do you think will be the main customers for your product? (up to 150 words)
12. What are the key competencies, knowledge and skills of your team? (up to 100 words)
13. Activity schedule (by month):

Activity schedule			
<i>Activity</i>	<i>Planned completion time</i>	<i>Justification</i>	<i>Planned outcome</i>

We certify that:

(Please mark with an X if you agree/confirm)

	The team with the specific idea is not simultaneously receiving support from another Latvian business incubator or higher education programme implementing a student innovation grant programme;
	At this point, no member of the team with a related business idea has been registered in the State Revenue Service of the Republic of Latvia or other countries or in the Commercial Register (or their analogues) as an economic operator or sole proprietor, none of the members of the team own a capital stake in such company and none of the members of the team is a member of the board or council of such company.

Appendix 2 from the implementation guidelines for the Health/Tech Bootcamp, a supplementary program of the Riga Stradiņš University student innovation program

Budget form

Each budget item must be supported by supporting documentation, e.g. price quotations, tenders, price information publicly available on websites.

Draft budget						
1	2	3	4	5	6	7
No.	Title of the cost item	Service provider	Amount (including VAT)	Documents justifying the costs (price survey, quotations, historical data, price lists on official websites, etc.)	Justification of the necessity of the costs to achieve the objective of the application	Source of funding (EU funding or private funding)
1.	Costs of materials and services					
1.1.						
1.2.						
Total:						
2.	Expert fees					
2.1.	Consultation with industry experts (business, scientific, academic) on the specifics of the application research, development, testing or validation of a specific model or prototype					
2.2.	Legal, financial and tax advice on the specifics of the application product, service or model					
2.3	Other advice on the specifics of the application product, service or model					
Total:						
3.	Mobility costs					
3.1.						

3.2.						
Total:						
Total application costs						

Appendices

1.

Appendix 3 from the implementation guidelines for the Health/Tech Bootcamp, a supplementary program of the Riga Stradiņš University student innovation program

Application Evaluation Criteria

The Commission evaluates each application collectively and arrives at a single, joint assessment through discussion among its members. In cases where Commission members have significantly differing opinions regarding the rating to be assigned, the Commission's discussions are recorded in the minutes, and the Commission votes on the rating to be assigned. The Secretariat compiles a list of applications in order, starting with the application that received the highest score. For admission to the Intensive Program, the Commission recommends projects in accordance with the scores awarded, starting with the project that received the highest score and taking into account the amount of funding available within the Project.

	Criterion	Point scale	Notes, comments
1.	All required fields in the application have been filled out	0-1	To be filled out by IC
2	The application was submitted by the deadline	0-1	To be filled out by IC
3	The application topic aligns with the themes of the Intensive Program	0-1	To be filled out by IC
4	The problem to be addressed and the proposed solution are clearly described	0-3	
5	The stage of the idea's development and its potential for further development are described	0-3	
6	The target audience is defined and characterized	0-3	
7	Market potential has been assessed	0-3	
8	The application is being implemented by an interdisciplinary team	0-3	
9	A clear timeline for activities (tasks, assignments, expected results) has been defined	0-3	
10	Preliminary market research has been conducted for budget development, and price quotes have been included	0-3	
11	The costs included in the budget are justified and necessary for achieving the objective	0-3	

Appendix 4 from the implementation guidelines for the Health/Tech Bootcamp, a supplementary program of the Riga Stradiņš University student innovation program

Final Report Form (to be completed by the Team)

1. General project information
 - Team name
 - First name, last name (list all team members)
2. Progress in developing the idea (compare planned vs. achieved)
 - Initial situation – briefly describe the idea or concept
 - Planned results in the application: describe the main planned results to be achieved, highlighting the most important aspects of each phase (month)
 - Actual results achieved: describe the results actually achieved, whether the planned timeline, activities, etc., were followed
3. Prototype Description (if applicable)
 - Prototype Name
 - Description
 - Testing (how, what was tested, what were the results)
4. Implementation of methodological phases*
 - Knowledge and training: event name, date, location, format (lecture, presentation), topic, key takeaways, benefits. (Repeat for each event)
 - Networking and collaboration: event name, location, date, what you did (pitch, mentor carousel, industry event), key takeaways, benefits. (Repeat for each event)
 - Proof of Concept: Describe what was done during the implementation of the application — surveys, experiments, analyses; what the results and conclusions were (repeat for each activity)
 - MVP/Prototype (if applicable): what was developed, the testing process and results; conclusions
 - Business Model (if applicable): describe the target customers, value proposition (impact), and revenue model; key conclusions
5. Potential for further development – describe what will happen next – development, market, financing
6. Budget Assessment: Was the initially planned budget adequate? Briefly explain; describe the main actual cost items; conclusions
7. Team members self-assessment: Describe the main achievements and challenges (and how they were overcome); evaluate the team's collaboration and describe the benefits each member gained from participating in the program.

8. Evaluation of collaboration with the supervisor and mentors of the thesis: provide a brief description

9. Attachments
 - Photographs, presentations, images of prototypes, and other visual materials

 - Other supporting documents

*Appendix 2 to the Methodology referred to in Paragraph 14 of the Regulations