

RTU Golden fund regulation

1. Terminology used in regulations

- 1.1. *Graduate* – student, who have graduated Riga Technical university, has completed all necessary requirements and has obtained corresponding first level higher education and qualification, bachelor degree or bachelor degree with a qualification, master degree or master degree with qualification.
- 1.2. *Graduate selection* – list of *graduates*, made after every study year and is publicly available for everyone.
- 1.3. *RTU Golden fund* – register of all *graduates* included in *graduate selections*.
- 1.4. *Candidate of graduate selection* – *graduate*, who has been nominated for inclusion in *graduate selection*.
- 1.5. *Academic achievements* – marks *graduate* has received during studies.

2. General provision

- 2.1. Goal of *RTU Golden fund* is to praise best RTU graduates, to inform society about their achievements and to promote *graduate* career development possibilities.
- 2.2. *RTU Golden fund* consists of *graduate selections*; number of *graduates* included in fund is not limited.
- 2.3. Not less than 30% from all *graduates* included in *graduate selection* are master level graduates.
- 2.4. At least one *graduate* from every first level higher education program, bachelor level program and master level program, whose weighted average mark is at least 7, is included in *graduate selection*.

3. Selection of candidates for inclusion in *graduate selection*

- 3.1. RTU Career support and service unit every semester selects at least two *graduates* from every study program according to these criteria:

No	Criteria	Score
1.	Weighted average mark in all study courses	7 - 10
2.	Participation in student organizations, excellent achievements in science, sport and/or culture.	0 - 10
Sum		7 - 20

- 3.2. The *graduates* referred to in point 3.1 are recommended to the director of the graduated study program as potential candidates for *graduate selection*.
- 3.3. Director of study program carefully evaluates the candidates and whether confirms them or nominates other *graduates* of this study program whose weighted average mark is above 7. Director of study program evaluates *graduates* by these criteria:

No	Criteria	Score
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1.	Weighted average mark in all study courses	7 - 10
2.	Participation in student organizations, excellent achievements in science, sport and/or culture.	0 - 10
3.	Involvement in internal processes of faculty/department (for example, successful corporation with the faculty administration).	0 - 10
Sum		7 - 30

- 3.4. Final decision about nominating two or more candidates is made by the director of study program. Their decision need to be communicated in written form or by phone informing RTU Career support and service unit.
- 3.5. If director of study program does not nominate any candidates RTU Career support and service unit nominates 5 best *graduates* of study program evaluating their weighted average mark in all study courses.
- 3.6. Head of any department or unit can nominate candidates by criteria in point 3.3. These candidates of *graduate selection* are being evaluated by criteria in point 4.5.
- 3.7. Points received during selection process are not made public.

4. Selection of *graduates* to be included in *graduate selection*

- 4.1. Within 5 working days after gathering information mentioned in points 3.4. and 3.6. RTU Career support and service unit sends information about nomination via email. Information is sent to emails registered in ORTUS.
- 4.2. Within 10 days after sending out the information all nominees have to fill autobiography review form (in electronic format) prepared by RTU Career support and service unit.
- 4.3. If candidate doesn't want to candidate for being included in *graduate selection* they need to in written format inform RTU Career support and service unit (n Riga, Azenes street 6 – in Student services, phone number: 67089025, email: karjera@rtu.lv) in term mentioned in point 4.2.
- 4.4. If candidate has not given any response to RTU Career support and service unit, it implies that *graduate* does not want to be included in *graduate selection*.
- 4.5. RTU Career support and service unit evaluates all candidates and using following criteria chooses *graduates* to include in *graduate selection*:

No	Criteria	Score
1.	Weighted average mark in all study courses	7 - 10
2.	Scientific and academic activities	0 – 5
3.	Social activities	0 – 5
4	Participation in seminars, conferences, courses, trainings	0 – 5
5.	Professional experience	0 – 5
Sum		7 - 30

- 4.5.1. Information is evaluated by data provided in autobiography review form;
- 4.5.2. Weighted average mark is obtained from study management system.
- 4.6. If two or more *graduate selection* candidates score is equal or is very close (within 0,5 points), then candidates are asked to submit recommendations about them to more carefully evaluate their suitability to be included in *graduate selection*.

- 4.7. Information about inclusion in *graduate selection* and therefore registration in *RTU Golden fund* is sent to candidates' email.
- 4.8. *Graduates* included in *graduate selection* can decline from inclusion in *graduate selection*, therefore refusing from inclusion in *RTU Golden fund*. To do so *graduates* should inform RTU Career support and service unit (in Riga, Azenes street 6 – in Student services, phone number; 67089025, email: karjera@rtu.lv), in written form within ten days after receiving email about inclusion in *graduate selection*.

5. Publicity of RTU Golden fund

- 5.1. Information about *graduates* included in *graduate selection* is published in websites of Riga Technical university (www.rtu.lv), RTU Career center (www.karjera.rtu.lv) and in ORTUS.
- 5.2. Public information about graduate selection after every study years is sent to RTU Career support and service unit's co-operation companies.
- 5.3. In *graduate selection* public material following information is displayed about each *graduate*:
 - 5.3.1. Name, surname;
 - 5.3.2. photo;
 - 5.3.3. name of study program graduated;
 - 5.3.4. short description of social, scientific and professional activities;
 - 5.3.5. Contact information (email). *Graduate* can choose to display full contact information, part of it or not to display their contact information, informing RTU Career support and service unit (in Riga, Azenes street 6 – in Student services, phone number; 67089025, email: karjera@rtu.lv) about it in written form within ten days after receiving email about inclusion in *RTU Golden fund*.
- 5.4. RTU Career support and service unit is responsible for publicity of *RTU Golden fund*.
- 5.5. *Graduate* included in *RTU Golden fund* at any moment can refuse of further displacement of his personal data.

6. Activity of RTU Golden fund

- 6.1. RTU Career support and service unit is responsible about activity of *RTU Golden fund*.
- 6.2. To retain place in *RTU Golden fund* all *graduates* have to meet following requirements of a regular basis:
 - 6.2.1. At least once per year they have to provide information to RTU Career support and service unit about their career development including following information:
 - 6.2.1.1. current employment company;
 - 6.2.1.2. job title;
 - 6.2.1.3. social activities.
 - 6.2.2. Renew contact information, if it has changed;
 - 6.2.3. Continue to cooperate with RTU Career support and service unit as far as possible;
 - 6.2.4. Participate in activities organized for graduates as far as possible.

7. Changes in RTU Golden fund regulation or cessation of activities

- 7.1. Changes in *RTU Golden fund* regulation is approved by RTU vice-rector of study affairs.
- 7.2. Activities of *RTU Golden fund* may be suspended by RTU vice-rector of study affairs.

RTU vice-rector of study affairs

U. Sukovskis

Head of RTU Career support
and service unit

U.Vorma