

APPROVED  
RISEBA Senate meeting 31.05.2007. minutes No 3/07  
AMENDMENTS  
RISEBA Senate meeting 10.04.2019. minutes No 19/1.1-07/3

## **RISEBA University of Applied Sciences RISEBA SCIENTIFIC COMMITTEE REGULATIONS**

### **I. GENERAL INFORMATION**

1.1. The RISEBA Scientific Committee (hereinafter the Committee) is a collegiate institution of RISEBA scientists and researchers.

1.2. The Regulations have been drafted taking into account the Law on Institutions of Higher Education of the Republic of Latvia, the Law on Scientific Activity of the Republic of Latvia, and the RISEBA Constitution, and regulate the Committee's basic operations.

1.3. Terms used in the Regulations (in accordance with the Law on Scientific Activity of the Republic of Latvia):

**Scientific activity** — creative activity that involves science, research and innovation.

**Science** — a sphere of intellectual activity in which theoretical or experimental methods are used to acquire and compile knowledge about natural and societal phenomena.

**Research** — targeted activity using science-based facts, theories, and laws of nature to create or improve new products, processes and methods.

**Innovation** — implementation of new scientific, technical, social, cultural or other ideas, developments and technologies in a product or service.

1.4. Scientific activity is one of the most important criteria in personnel policy and is used for evaluating academic staff, considering them for promotion, and designating their job categories, as well as for various motivational purposes (setting bonuses, etc.).

1.5. Scientific research carried out at RISEBA should be oriented toward RISEBA's priority scientific fields, and the quality of the research results should be confirmed through publication in respected academic and trade publications, grants from the Latvian Council of Science, recognition by the Committee, etc.

### **II. STRUCTURE OF THE COMMITTEE AND RULES GOVERNING ITS OPERATIONS**

2.1. The Committee manages and coordinates scientific research activity at RISEBA.

2.2. The Committee consists of the Rector of RISEBA, the Vice Rector of Teaching and Learning, full-time elected faculty members / professors, heads of structural units whose functions include scientific work, and lead researchers.

2.3. The Committee's operations are supervised by the Vice Rector for Research.

2.4. Committee meetings are held at least once every two months or more often if necessary.

2.5. Extraordinary meetings of the Committee may be convened as necessary and may be initiated by the Rector or Vice Rectors.

2.6. A Committee meeting has a quorum if not less than two-thirds of Committee members participate.

### **3. FUNCTIONS OF THE COMMITTEE**

The Committee oversees issues of content, organisation, quality assessment and development pertaining to RISEBA scientific research activity and the furthering of staff's academic qualifications.

The Committee has the following functions:

3.1. To compile the scientific research activity plans of RISEBA structural units, monitor their results in implementing scientific goals and tasks, and develop proposals for improving scientific activity.

3.2. To approve the research plans of scientific fields and/or lead researchers and monitor their implementation.

3.3. To promote RISEBA's cooperation with partners in research and innovation.

3.4. To approve staff's plans for furthering their scientific qualifications and evaluate the results.

3.5. To plan, supervise, coordinate and monitor the financing of RISEBA scientific activity.

3.6. To examine applications for scientific research projects in which RISEBA plans to participate; to supervise, coordinate and monitor approved RISEBA scientific research project plans and their progress.

3.7. To analyse doctoral study activity and quality improvement; to decide on doctoral study organisational and financial issues.

3.8. To consider, discuss and approve components of Promotion Thesis development in RISEBA doctoral programmes, e.g. the Research Proposal or the first draft of the Promotion Thesis. After the Committee approves the respective component of the Promotion Thesis, the doctoral student may submit it to the Joint Doctoral Programme Council.

3.9. To approve the plan of scientific and methodological work to be published by RISEBA and analyse its implementation.

3.10. To approve the RISEBA scientific conference plan and supervise its implementation.

3.11. To consider and prepare drafts of regulatory documents within the Committee's competence for submission to the Senate.

3.12. To elect scientists to academic positions; if necessary, to raise the issue of removing a researcher from a position before the end of its term.

### **4. ACADEMIC POSITIONS IN SCIENTIFIC ACTIVITY**

4.1. The academic positions in scientific activity are as follows:

- lead researcher
- researcher
- assistant

4.2. The RISEBA Senate elects individuals to academic positions through open competition according to the Committee's recommendations. The competition is announced by publishing a notice in the newspaper *Latvijas Vēstnesis* at least one month in advance.

4.3. Individuals with a doctoral degree may be elected to the position of lead researcher. Individuals with a doctoral or master's degree may be elected to the position of researcher.

## **5. ASSESSMENT OF SCIENTIFIC WORK**

5.1. The results of scientific work are evaluated according to the criteria set by the Latvian Council of Science and the internal documents of RISEBA.

5.2. The results of faculty members' scientific research work are evaluated independently within the framework of the respective scientific group (field) as well as once a year in the process of evaluating academic staff's work overall, i.e. at the end of the academic year.

## **6. PRESENTATION AND PUBLICATION OF RESEARCH RESULTS**

6.1. RISEBA publishes a report on its scientific activity no later than six months after the end of the reporting year.

6.2. The results of research conducted by RISEBA researchers and faculty members may be presented at RISEBA's annual scientific research conference, other scientific research conferences, and scientific and creative competitions, shows and exhibitions organised by RISEBA's creative departments.

6.3. The results of research conducted by RISEBA researchers and faculty members may be published in a scientific journal corresponding to the research field or in one of the scientific journals published by RISEBA: The Journal of Business Management and ADAM Arts.