

**RIGA INTERNATIONAL SCHOOL OF ECONOMICS AND  
BUSINESS ADMINISTRATION**

APPROVED  
In Senate's meeting of  
10.02.2016, minutes No. 16/1.1-07/02

**OPERATIONAL PROVISIONS FOR THE SCIENTIFIC RESEARCH ADVISOR**

1. The objective: to organize the work of the relevant scientific research direction researchers in Riga International School of Economics and Business Administration (hereinafter – RISEBA).
2. The advisor of the scientific research direction is subject to the head of RISEBA's relevant department.
3. Requirements for the advisor of the research direction:
  - 3.1. Advisor of the scientific research direction must have a doctor's degree in science ; in case of creative directions, the person must be a respected professional in the field.
  - 3.2. It is recommended that the advisor of the scientific research direction has the expert status with the Latvian Council of Science, or it is planned to acquire on within a year; in case of creative directions – the person is recommended to be an expert in his field in one of the cultural administrative organizations.
  - 3.3. It is recommended that the advisor of the scientific research direction has highly efficient networking possibilities in the field of the respective direction and has a list of potential partners (local and foreign universities and researchers).
  - 3.4. Advisor of the scientific research direction must be author or co-author of at least one scientific article indexed in the scientific databases Web of Science, SCOPUS; in case of creative directions – an author in paper of his field.
  - 3.5. It is recommended that the advisor of the scientific research in the last three years is an author or co-author of one article which is being published in a magazine with a significant Impact Factor, or in a magazine with an appropriate indication of Source Normalized Impact per Paper (SNIP); and that the advisor of the scientific research is an author of monographs and/or books.
  - 3.6. It is recommended that the advisor of the scientific research is member of Latvian and international scientific associations; in creative directions – member of professional cultural and artistic associations.
  - 3.7. Advisor of the scientific research must participate in students' scientific conference organization and attraction of participants.
4. Advisor of the scientific research organizes and provides for work of researchers in his field, achieving the following benchmarks in each academic year:
  - 4.1. At least two seminars have been organized in the scientific research direction on results of the scientific research works; in creative directions this may be substituted by creative artistic workshops.
  - 4.2. Researchers of the scientific research direction have, during the last year, published at least one scientific research article for every three direction researchers, which is indexed in the scientific data bases Web of Science and SCOPUS; in creative directions – publications in the professional paper of the

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respective field. Advisor of the scientific research has provided an expert opinion in press releases, to local and international mass media (newspapers, magazines, TV, radio, news portals and so on).

4.3. Students of Bachelor's and Master's degree, as well as doctoral students are involved in the scientific research direction.

4.4. Advisor of the scientific research direction ensures attraction of outer financing for performing research or creative activities. To this end, in collaboration with the RISEBA project Division, there is an application to be prepared and submitted to the external body for the relevant scientific research project.

4.5. Advisor of the scientific research direction submits a plan of the scientific research plan to the RISEBA Scientific board, which determines a meeting for discussion and approval of the plan.

5. Advisor of the scientific research direction who successfully meets the prerequisites, may be eligible for an increase in its budget for trips to scientific conferences, as well as for payment of membership fees in scientific associations.

Prepared by:  
Vice-rector for Research

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Approved:  
During meeting of Scientific Board, 05.02.2016