

**APPROVED:**

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**Regulations on conditions for participation of academic staff at international scientific research and academic conferences, art symposiums, and audio-visual festivals**

**I. General conditions**

1.1. The aim of these regulations is to support the academic and scientific potential, to promote the carrying out of scientific research and development of scientific measures, as well as to increase the citation index of the academic staff (hereinafter referred to as – teaching staff) of the Riga International School of Economics and Business Administration (hereinafter referred to as – RISEBA or School).

1.2. RISEBA supports the scientific activity of the academic staff for the approved research directions.

1.3. Each faculty has definite research directions and assigns academic staff that is appointed as the head of the research direction.

1.4. Faculty deans, at the beginning of each academic year, submit a plan of research and/or artistic creative works to the Vice-Rector for Research, which has already been approved at a faculty session and which contains all directions of research works and artistic creative works the academic staff of the respective faculty are working in.

1.5. At the beginning of the academic year each faculty is granted school funding (budget) for research and artistic creative works, and the faculty dean is responsible for the rational use of the said funding.

1.6. These regulations regulate/define participation and payment for the participation of the RISEBA academic staff at international scientific and academic conferences, art symposiums, and audio-visual festivals (hereinafter referred to as – Scientific work promotion activities) in Latvia and abroad.

**II. Criteria for the participation of the RISEBA teaching staff at international scientific research and academic conferences, art symposiums, and audio-visual festivals.**

2.1. RISEBA academic staff may qualify for a paid business trip for participation in an activity that promotes scientific work if he/she meets the following criteria:

2.1.1. During the last two years, the academic staff has published at least one scientific publication (according to NL0079 “Regulations on the conditions for publication of academic staff’s research results” paragraph 2.2.1.-2.2.8.).

And he meets at least one of the following criteria:

2.1.2. Academic staff in the last two years participated in a report paper and/or scientific article at least at one scientific conference, organised by RISEBA and BA School of Business and Finance; or, according to the direction of the research, during the last two years, the academic staff has participated at an international art symposium, exhibition, or audio-visual festival, or RISEBA organised conference in humanities and arts.

2.1.3. In the previous year, the academic staff has participated in a paper/ article at least one other international conference in Latvia or abroad.

2.1.4. The academic staff participates in the implementation of projects managed by the RISEBA Project department (not including ERASMUS+ mobility).

2.2. To apply for participation in scientific activity academic staff must submit to the faculty dean and Vice-Rector for Research an application with justification for taking part in an activity that promotes scientific work. The application must contain the research subject matter, the title of the article or description of artistic creative work, the research or artistic creative work direction approved by RISEBA, as well as a short description of the activity that promotes scientific work.

2.2.1. If the article has been developed with a co-author from RISEBA, then apply for participation in the activity for the promotion of scientific work may ONE of the co-authors. Two or more co-authors from RISEBA can apply for participation in the Scientific Work Promotion Activity by attracting additional projects or ERASMUS+ mobility funding.

2.3. Upon assessing the possibility of granting financial support for the participation of the academic staff in an activity that promotes scientific work, it is taken into consideration whether or not the teaching staff involves students in the scientific and/or artistic creative work – at least one student has taken part at a previous student scientific conference of RISEBA, whose scientific or artistic creative work was supervised by the respective teaching staff.

2.4. The funding granted by RISEBA to faculties is distributed in accordance with the priorities of the research directions of the faculty, through reimbursing the participation of the academic staff in activities that promote scientific work, in accordance with the following limit values:

2.4.1. **Lecturer – EUR 500 /per academic year**, with a volume of research work of 80 acad. hours in the academic year (not exceeding the total costs of the faculty of 2000 EUR/ year of study)

2.4.2. **Assistant Professor – EUR 1000 / per academic year**, with a volume of research work of 130 academic hours in the academic year

2.4.3. **Associated Professor – EUR 1500 / per academic year**, with a volume of research work of 180 academic hours in the academic year

2.4.4. **Professor – EUR 2000 / per academic year**, with a volume of research work of 230 acad. hours in the academic year

2.4.5. **Teaching staff or administrative staff not elected to an academic position – EUR 500 / per academic year** (not exceeding the total cost of the faculty 2000 EUR/ year of study)

2.5. Financial resources intended for participation in the activity of promoting scientific work, not exceeding the annual budget allocated to an academic position and the faculty, may be diverted to another form of support for scientific activity:

- to cover the costs of translation/ proofreading of a scientific article
- to cover publication costs (*open access*)
- payment of membership fees (individual membership in scientific societies and associations).

The transfer of funds is carried out based on a submission from the faculty member, which is agreed upon with the Faculty Dean and approved by the Vice-Rector for Science.

2.6. In the funding granted by RISEBA is not sufficient to cover the expenditures for participation in activities that promote scientific work, then the funding is distributed within the faculty by tender; also, the faculty may attract external funding in the form of EU projects or grants.

2.7. In the academic staff wishes to participate in an activity that supports scientific work outside Latvia and the total amount of the expenditures exceeds the limits defined in paragraph 2.4., then the following conditions are in force:

2.7.1. Expenses exceeding the limit set out in paragraph 2.4 shall be agreed with the Faculty Dean and approved by a decision of the Vice-Rector for Research and the Financial Director. These funds are covered from the faculty budget, subject to the cost of participation, hotel costs and daily allowance norms in accordance with the current Regulations of the Cabinet of Ministers. Travel expenses are approved in accordance with the annual limits set by the Financial Director.

2.7.2. RISEBA shall pay the expenses for participation in the activity for the promotion of scientific work within the limits specified in Paragraph 2.4, and the academic staff shall cover the amount of expenses exceeding the limit specified in Paragraph 2.4 from personal funds.

2.8. Academic staff may be awarded additional funding if they meet the following criteria:

2.8.1. If the academic staff fulfils the requirements of the Latvian Council of Science, namely:

2.8.1.1. the faculty member has been the author of at least two articles/publications published in international databases (*Web of Science*, *SCOPUS*, *ERIH*, *Engineering Village2*) over the past three years.

2.8.1.2. in the last three years there has been at least one article referred to in the previous subparagraph and a review has been developed for a scientific monograph that complies with the rules approved by the Latvian Council of Science.

2.8.2. The Professor and the Associate Professor shall be the author of at least one scientific article published in highly quoted international journals at least once every three years.

2.8.3. Over the past three years, at least one award has been won at an international art symposium, exhibition, competition, or festival of audiovisual works.

2.8.4. The academic staff is the head of the research direction.

2.8.5. The faculty dean has nominated the faculty member to receive additional funding (there is acceptance).

2.9. RISEBA, in accordance with the internal regulatory enactments separately pays the academic staff for a scientific article that is included in international scientific databases (*Web of Science*, *SCOPUS*, *ERIH*, *ELSEVIER*) or for the main prize won for participation in an international art symposium, exhibition, competition or festival of audiovisual works.

2.10. The funding (limit) for activities for the promotion of scientific work are valid only for one relevant study year.

2.11. After participating in the Scientific Work Promotion Activity, the faculty member presents its results at the next Faculty meeting and/or Scientific Council meeting.

### **III. Application coordination procedure.**

3.1. Application of the academic staff on participation in an activity that promotes scientific work shall be coordinated with:

3.1.1. the Head of the relevant research and/or artistic creation direction

3.1.2. the Faculty Dean

3.1.3. with the Head of the Study Department that the absence of the academic staff in the activity for the promotion of scientific work will not affect the study process.

3.2. The final decision on directing the submission of the teaching staff for approval to the rector is made by the Vice-Rector for Research.

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