

**APPROVED**

In the Senate Meeting  
10.02.2016, Protocol No. 16/1.1-07/02

Changes approved  
24.03.2022, Order No. 22/1.1-3/42

**RULES OF ACTION FOR HEAD OF SCIENTIFIC DIRECTION**

1. Objective: To organize the work of researchers in the Scientific Direction at the RISEBA University of Applied Sciences (hereinafter referred to as RISEBA).
2. The Head of the Scientific Direction is subordinate to the dean of the relevant faculty of RISEBA.
3. Requirements for the Head of the Scientific Direction:
  - 3.1. The Head of the Scientific Direction must hold a doctoral degree; in the case of creative directions, they must be recognized professionals in their field.
  - 3.2. It is recommended that the Head of the Scientific Direction either holds or plans to obtain within a year the status of an expert from the Latvian Council of Science; for creative directions, they must be experts in their field within one of the cultural management organizations.
  - 3.3. It is recommended that the Head of the Scientific Direction has good networking opportunities within their field and maintains a list of potential partners (local and international universities and researchers).
  - 3.4. The Head of the Scientific Direction must have authored (or co-authored) at least one publication indexed in the scientific databases Web of Science or SCOPUS in the last two years; for creative directions, they must be authors in professional publications within their field.
  - 3.5. It is recommended that the Head of the Scientific Direction has authored (or co-authored) one article published in a journal with a significant Impact Factor or a journal with an equivalent indicator of Source Normalized Impact per Paper (SNIP) in the last three years; the Head of the Scientific Direction must also be the author of monographs and/or books in the scientific direction.
  - 3.6. It is recommended that the Head of the Scientific Direction is a member of Latvian and international scientific associations; for creative directions, they must be members of professional cultural and arts associations.
  - 3.7. The Head of the Scientific Direction must participate in organizing Annual International Conference on Student Scientific and artistic Creative works and attracting participants.
4. The Head of the Scientific Direction organizes and ensures the work of researchers in their direction, meeting the following criteria each academic year:

- 4.1. At least two seminars on the results of research work are conducted in the scientific direction; for creative directions, these can be replaced by artistic creative workshops.
- 4.2. Researchers in the scientific direction have published at least one paper per three researchers in the last year, indexed in the Web of Science and SCOPUS databases; for creative directions, this applies to publications in professional journals within their field. The manager of the scientific research direction provides expert opinions in press releases for local and international media (newspapers, journals, TV, radio, news portals, etc.).
- 4.3. Bachelor's and master's program students, as well as doctoral students, are involved in the scientific direction.
- 4.4. The Head of the Scientific Direction ensures the attraction of external funding for research work or creative activities. To accomplish this, a proposal for a research project is prepared in collaboration with the RISEBA Project Division and submitted for evaluation to the relevant external institution.
- 4.5. The Head of Scientific Direction submits the scientific direction plan to the RISEBA Scientific Council, which determines the session for plan discussion and approval.
5. The Head of the Scientific Direction, who successfully fulfils the criteria, may apply for an increase in their budget for trips to scientific conferences, as well as for the reimbursement of participation fees in associations.

Prepared by:

Vice-Rector of Research

Tatjana Vasiljeva

Approved:

At the meeting of the Scientific Council on 05.02.2016.

**CONTENT OF THE SCIENTIFIC DIRECTION (SUB-DIRECTION)  
2021-2023<sup>1</sup>**

**SECTION 1 — Description of the Scientific Direction**

**Name of the Scientific Direction and abbreviation of the name** (*the name of the direction shall be included in one sentence, briefly revealing the content of the direction; the abbreviation of the name of the direction shall be included in one word*):

**Name of the Scientific Direction**

***Name of the Scientific Direction in English***

*Field and sub-field of science<sup>2</sup>  
Smart Specialization Area RIS<sup>3</sup> (if applicable)*

**Head of the Scientific Direction:**

Name, surname, academic degree	
Department, position	
Phone number	
E-mail	
Hirsch index (WOS/ Scopus)	
Rights of the Latvian Council of Science expert (field and term)	

**Participants of the Scientific Direction:**

**For each participant (faculty and/or student) indicate:**

<b>1.</b>	Name, surname and academic degree	
	Department, position	
	Phone number	

<sup>1</sup> The form has been created in accordance with the criteria of the methodology for the evaluation of international scientific institutions (Technopolis, 2019)

<sup>2</sup> In accordance with the Regulations of the Cabinet of Ministers No. 49 of 23.01.2018 "Regulations regarding the Fields and Sub-fields of Science of Latvia"

<sup>3</sup> In accordance with the guidelines of the MoES, <https://www.izm.gov.lv/en/media/3745/download>

	E-mail	
2.	Name, surname and academic degree	
	Department, position	
	Phone number	
	E-mail	
3.	...	

**Existing or potential external partners of the Scientific Direction:**

1.	Name of the Institution	
	Country	
	Contact person: name, surname, academic degree	
	Department, position	
	Address	
	Phone number	
	E-mail	
2.	...	

**Summary of the Scientific Direction** (*maximum 1000 characters*):

(*Objective, tasks, topicality of the study, justification and questions, expected term and scope of the study, any other information about the study that one wishes to indicate*)

**Objective:**

**Tasks:**

**Topicality:**

**Additional information** (research topics, justification etc.):

No.	Directional activities	Remarks and explanation
1.		
2.		
3.		
...		

**SECTION 2 – Quality indicators and impact of directional research (science and studies)**
*The quality of the research:*

- Fundamental and applied research is of equal importance
- Cooperation of the scientific institution with the economic sector corresponding to its field of activity

*Impact on the field of science:*

- Impact of research on the development of the scientific field
- The impact on related areas, compliance with the objectives of the state policy for the development of science and technology, as well as for the development of education and innovation is evaluated

**2.1. Results of the Scientific Directions implemented for the previous period (2021)**

No.	Performance-based indicator	Number
1.	Scientific publications <sup>4</sup>	
1.1.	Publications indexed in WOS/ Scopus	
1.2.	Peer-reviewed monographs or collective monographs with ISBN indexed in WOS <i>Book Citation Index</i> and/ or Scopus	
1.3.	Articles or chapters in scientific books indexed in WOS/ Scopus	
1.4.	Publications in conference proceedings indexed in WOS/ Scopus	
2.	Defended PhD theses	
3.	Defended Master theses	
4.	Other publications	
5.	Joint <i>international</i> publications (Universities and countries represented by co-authors)	
6.	Joint publications with <i>representative of industry</i> (organisations represented by co-authors)	
7.	Joint publications with <i>students</i>	
8.	<i>Interdisciplinary</i> studies (sectors and numbers), if applicable	
9.	Participation in national or international research projects	
9.1.	Name of the project (type: fundamental/ applied; EU programme, etc.)	
	Leading partner (country, name of the organisation)	
	Implementation period	
	National projects	
	International projects (including countries)	
	Students involved in project (level of studies, number of students)	
	Planned project results (publications, conferences, seminars etc.)	
	Project funding	
	Head of the project	

<sup>4</sup> Points 1-4 according to the NZDIS classification of results of scientific activity

10.	<b>Number of new technologies, methods, prototypes, products or services transferred for implementation</b> (concluded agreements on the transfer of intellectual property or other cooperation agreements):	
11.	<b>Incorporation of research results into the study process</b> (study course titles, new study methods, developed methodological tools, sections at student conferences, student conference proceedings, etc.):	
12.	<b>High quality publications</b> ( <i>number of citations, journal title, impact factor, ABDC or ABC journal lists</i> ):	

**SECTION 3 — Impact of direction on society and economy**

*Economic and social impact:*

- *Economic and social impact (including culture and gender)*
- *The potential of scientific results to promote higher education, social equality, integration and well-being, public health, national security, sustainable development of the social, economic and cultural spheres, public awareness of the importance of scientific activity, as well as impact on achievements. Of the objectives, the evolution of the priorities and areas of the Smart Specialisation Strategy is assessed*

<p><b>1. Publicity of Scientific Direction</b> (<i>characterize the strategy for disseminating the results of the study and informing the public in no more than 1000 characters</i>):</p> <p>....</p>
<p><b>2. Impact on society</b> (<i>dissemination of the results of the research and informing the public, indicating the specific information channels</i>):</p> <p>Dissemination of research results will take place:</p> <p>1) ...</p>
<p><b>3. Impact on economy</b> (<i>describe how the research affected national laws and regulations, education, public safety and sustainability, 1000 characters</i>)</p>

**4. SECTION — Infrastructure of the Scientific Direction**

*Research environment:*

- *Organization of research management in the institution*
- *Long-term strategic and financial resource planning, including human resource development strategy*
- *Target orientation of research work*
- *Availability and quality of support services, research infrastructure, databases, technical staff, training and training load of personnel, ratio of students involved in research to the total number of employees, etc.*
- *Consistency with institutional governance*
- *Open access, long-term development and resource planning are evaluated*

**Financing necessary for the implementation of the Scientific Direction (in euro):**

No.	Objective	Planned amount of expenses	Year, date	Notes (any additional information)
1.	Participation on conferences:			
2.	Name of the conference, country, approximate expenses for participation			
3.	Other trips (describe each planned trip)			
3.	Purchase of the necessary additional equipment (computer equipment, video equipment, software, etc.) (indicate each planned unit)			
4.	Training required ( <i>indicate number, persons, places</i> )			
5.	Foreign study missions, service trips, business trips ( <i>indicate number, persons, places</i> )			
6.	Services of translation/ proofreading, expenses for research commissioned by the authorities, etc.			
7.	Other expenses			

**5. SECTION –development potential and planned activities of scientific direction**

*The development potential of the institution includes:*

- *The ability of researchers to compete at international level*
- *The ability of the scientific environment to support the selected research*
- *The ability of selected scientific objectives and research topics to influence the international scientific community and society as a whole*
- *Ability to start new research directions*

*The assessment shall focus on:*

- *The institution's vision and plans for the future*
- *How realistically the institution assesses its strengths and weaknesses, opportunities and threats, and whether the institution has a carefully thought-out plan to manage such factors*
- *The vision of the future of the scientific institution, t.sk., to what extent the assessment of the strengths, weaknesses, opportunities and threats of scientific institutions is justified.*
- *Age and career growth of active research staff*
- *The size of the institution and its ability to attract high-level doctoral students and researchers*
- *Ability to attract funding awarded through a competitive bidding process*
- *Its orientation to topical issues in the selection of research topics*
- *Involvement in promising international cooperation projects and networks, etc.*

**5.1. Planned activities of the Scientific Direction (performance indicators, number)**

No.		2022	2023
1.	Publications (WOS/ Scopus)		
2.	PhD Theses		

3.	Master Theses		
4.	Participation in projects		
5.	New technologies, methods, prototypes, products and services, number		
...			

**5.2. The plan for the development of the Scientific Direction for the next period (2022-2023):**

No.		Notes (any additional information)
1.	New planned topics of research	
2.	Research topics, that are out of topicality and will not be continued (excluded from the focus of the study)	
3.	New recruitment plan (new planned participants - researchers, professors, students, industry, how they will be addressed)	
4.	New international partners, countries	
5.	Funding opportunities (international network, projects, project partners)	

**5.3. Assessment of the risks of the implementation of the Scientific Direction, including a plan of measures for the prevention or reduction of the identified risks (not more than 2000 characters):**

No.	Risks (description of risks)	Risk assessment		Risk mitigation/ prevention measures
		Degree of probability (very small/ small/ probable/ large/ very high)	Degree of impact (small / medium/ large/ very large)	
1.	<b>Strategic risks</b> 1.1. 1.2.			
2.	<b>Implementation risks</b>			
3.	<b>Financial risks</b>			
4.	<b>Legal risks</b>			
5.	<b>Information system risks</b>			
6.	<b>Human resource risks</b>			
7.	Other risks			

*Signature of the head of the scientific direction:*

*Signatures of the members of scientific direction:*

*Date*