

CONFIRMED

at the RISEBA Senate meeting
of 25.03.2020, Prot. No. 20/1.1-7/3

RULES

on research group activities

1. General provisions

1.1. The purpose of these RULES is to develop the academic and scientific potential of academic staff (hereinafter “lecturers”) of RISEBA University of Applied Sciences (hereinafter “RISEBA”), promote the publication of research results in academic volumes, and increase the citation index of RISEBA lecturers.

1.2. These rules stipulate the conditions for RISEBA lecturers’ participation in research group activities.

2. Research group objectives

The following objectives have been set for RISEBA research group activities:

2.1. To promote the development of science using the academic and scientific potential of RISEBA researchers, academic staff, and doctoral and master’s students; to activate joint research work with other universities, including international cooperation in matters of scientific development.

2.2. To increase the number of scientific articles published in high-quality academic journals.

2.3. To promote the dissemination of RISEBA research results in society, thus increasing the impact of science and research on the well-being of Latvian citizens; to promote RISEBA researchers’ influence on an international level.

2.4. To ensure the integration of RISEBA research results into the study process, thus increasing the quality of studies and promoting students’ interest in research work.

3. Requirements for research group heads

3.1. Research group heads must have a doctoral degree or, in the case of creative fields, be recognised professionals in their field with a master’s degree at minimum.

3.2. It is recommended that research group heads should have Latvian Council of Science (LZP) expert status or plans to acquire it in the near future. In the arts, if the head has only a master’s degree, it is permissible for him/her to not have LZP expert status.

3.3. It is recommended that research group heads should have good networking opportunities within their field and a list of potential partners (local and foreign universities and researchers).

3.4. In a two-year period, research group heads should author (or co-author) at least one article indexed in the academic databases Web of Science or SCOPUS or should author a creative work presented at a high-quality art symposium, exhibition, competition or audiovisual festival.

3.5. It is recommended that research group heads should author (or co-author) one article published in a high-quality academic journal in a three-year period.

3.6. It is recommended that research group heads should be members of Latvian and/or international scientific, professional or creative associations.

3.7. Research group heads must actively participate in the organisation of RISEBA scientific conferences and at least once every two years organise a section on their research field. Heads must actively work in attracting conference participants and promote students' participation in RISEBA student scientific conferences.

4. Requirements for research group results

Research group heads organise and ensure the work of their group members, endeavouring to meet the following criteria:

4.1. Each study year, researchers working in a group should present the most significant results of their research in at least one seminar, organised by the respective RISEBA department.

4.2. Depending on the number of researchers working in the group, it is the responsibility of the group head to involve them as much as possible in the discussion and publication of research results:

- it is recommended that for every three to four researchers in a group, at least two (2) scientific articles should be published over a two-year period in a journal indexed in the academic databases Web of Science / SCOPUS or a journal included in the ABS List of Journals or ABDC List of Journals; or acknowledgement should be received from European or Latvian state institutions for achievements in research and the practical significance of the research.
- it is recommended that for every three to four researchers in a group, at least four (4) scientific articles should be published over a two-year period in conference proceedings indexed in the academic databases Web of Science / SCOPUS.

4.3. Researchers in creative fields should create at least one artistic work over a two-year period.

4.4. Researchers in creative fields should participate in an art symposium, exhibition, show, competition or audiovisual festival at least once every two years.

4.5. It is recommended that groups should include students of master's and doctoral programmes.

4.6. RISEBA should have cooperation agreements in a research group's field, or memoranda of understanding, or other mutually binding documents on cooperation with partners in the group from other universities and/or institutions.

4.7. Over a two-year period, groups should publish at least two scientific articles with co-authors who are RISEBA students.

4.8. Over a two-year period, groups should publish at least two scientific articles with co-authors who are foreign researchers.

4.9. Groups should ensure publicity of research achievements. In cooperation with the RISEBA Communication Department, at least two presentations in the mass media in Latvia and/or abroad should be made every year about the group's results.

4.10. Groups should ensure frequent participation of their researchers in international scientific projects with Latvian and foreign partners. In cooperation with the Project Department, an application for a research project to attract external funding for research work should be prepared and submitted for evaluation to the relevant external institution; or, in cooperation

with the Project Department, a research project should be found in which RISEBA researchers can participate as partners.

4.11. Every two years, at the beginning of each planning period – in the first quarter of the calendar year – group heads must submit a two-year plan for their research groups to the RISEBA Scientific Committee, which sets a meeting for discussion and approval of the plan.

4.12. Once a year in December, group heads must submit a report on the results of the plan to the RISEBA Scientific Committee.

4.13. Depending on the nature of their field, group heads may include in their plans other work not mentioned in this section, planning it accordingly and discussing it at the meeting of the RISEBA Scientific Committee.

5. Financial support for research group activities

5.1. RISEBA provides each group head with a monthly payment of 100 euros gross for group management.

5.2. Group heads may apply for an increase in their budget for trips to scientific conferences.

5.3. Group heads may apply for membership fees in associations.

5.4. Depending on the nature of their field, group heads may apply for other types of support not mentioned in this section, planning it accordingly and discussing it at the meeting of the RISEBA Scientific Committee.