

Minutes of the EKA Senate meeting No. 174 of 15.08.2022

Amendments approved

Minutes of the EKA Senate meeting No. 177 of 16.11.2022

Amendments approved

Minutes of the EKA Senate meeting No. 206 of 27.11.2024

Amendments approved

Minutes of the EKA Senate meeting No. 228 of 14.10.2026

EKA UNIVERSITY OF APPLIED SCIENCES REGULATION ON RESEARCH, ARTISTIC AND CREATIVE ACTIVITIES

1. General provisions

- 1.1. The Regulation on Research, Artistic and Creative Activities (hereinafter – the Regulation) of EKA University of Applied Sciences (hereinafter – EKA) establishes the procedures for organising and financing research, artistic and creative activities (hereinafter – the Activities) at EKA.
- 1.2. The Activities at EKA shall be carried out in accordance with the requirements of the Law on Higher Education Institutions (hereinafter – AL) and the Law on Scientific Activity (hereinafter – ZDL).
- 1.3. **Research** – purposeful activity aimed at using facts, theories and laws of nature obtained by scientific methods to create or improve products, processes and methods. **Innovation** – the implementation of new ideas, developments and technologies in science, technology, social, cultural or other fields in a product or service. **Scientific activity** – creative activity comprising science, research and innovation (Section 1, Clause 1 of ZDL).
- 1.4. The objectives of the Activities at EKA are defined in EKA’s documents “Development Strategy of EKA University of Applied Sciences” and “Strategy for the Development of Science and Creative Activity at EKA University of Applied Sciences”.
- 1.5. EKA ensures academic freedom in the Activities and compliance with research ethics, and observes the principles established in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers ([European Charter & Code](#)).
- 1.6. EKA’s Vice-Rector for Science shall supervise the Activities and assess achievements.
- 1.7. In carrying out the Activities, EKA ensures equal treatment, observes equality and excludes discrimination based on gender, age, nationality, social status or origin, financial status, religious, political or other beliefs.
- 1.8. Assessment of the outcomes of the Activities shall be based on clear and uniform principles. The assessment procedure is described in the “Scientific Staff Performance Assessment Procedure of EKA University of Applied Sciences”.

2. Research directions

- 2.1. Each year, EKA defines priority research directions based on its Development Strategy, Strategy for the Development of Science and Creative Activity, Internationalisation and Modernisation Strategy, and the current labour market situation.
- 2.2. EKA’s Vice-Rector for Science shall propose research directions for discussion by the Scientific Council. Following approval by the Scientific Council, the research directions shall be announced at the General Meeting of the EKA’s Researchers.
- 2.3. EKA’s Vice-Rector for Science shall appoint a coordinator for each direction.

3. Research and artistic activities

- 3.1. The outcomes of the Activities shall include:
 - 3.1.1. articles published in journals indexed in SCOPUS or CA Web of Science (hereinafter – CA WoS);
 - 3.1.2. articles published in conference proceedings or book chapters available for verification in SCOPUS or CA WoS;
 - 3.1.3. books and monographs published on behalf of EKA or by the EKA’s academic staff;
 - 3.1.4. scientific articles in other publications indexed in other databases;
 - 3.1.5. presentations at international scientific conferences;
 - 3.1.6. students’ scientific articles;
 - 3.1.7. students’ presentations at student conferences;
 - 3.1.8. creative works by students and academic staff;
 - 3.1.9. participation of the EKA’s staff in conference plenary sessions;
 - 3.1.10. exhibitions, competitions and other scientific and creative events organised.
- 3.2. EKA’s academic staff and students shall produce the outcomes of the Activities.
- 3.3. Research groups may be established within the priority research directions.
- 3.4. The objectives of a research group shall be:
 - 3.4.1. to produce the outcomes of the Activities;
 - 3.4.2. to promote the development of the Activities at EKA and their integration into the study process;
 - 3.4.3. to promote cooperation between researchers from EKA and other higher education institutions, including institutions abroad;
- 3.5. Research within a single research direction may involve academic staff and students from different fields of study and science.
- 3.6. The Activities within a direction shall be managed by a coordinator.
- 3.7. The responsibilities of a coordinator of a research and/or artistic activity direction shall be:
 - 3.7.1. to ensure transparency of the Activities and the exchange of information among the parties involved;
 - 3.7.2. to coordinate the preparation of scientific articles or creative works;
 - 3.7.3. to ensure the publication or exhibition of scientific articles or creative works;
 - 3.7.4. to involve new members in the research group;
 - 3.7.5. to cooperate with EKA’s administrative and support staff, representatives of the Scientific Institution, academic staff of study programmes and students;
 - 3.7.6. to ensure that up-to-date information on the outcomes of the relevant direction is published on EKA’s website.
- 3.8. Each year in June, the coordinator of a research and/or artistic activity direction shall submit a report on the research group’s achievements during the academic year to EKA’s Head of Science Administration Department, using the report form (Appendix 1).
- 3.9. EKA shall organise conferences, seminars, discussions and other events to disseminate the outcomes of the Activities.
- 3.10. Student participation in student conferences is governed by the “Regulation on the International Student Scientific and Practical Conference ‘Student Research Activity: Theory and Practice’ of EKA University of Applied Sciences and Alberta College”.

4. Dissemination of the outcomes of research and artistic activities

- 4.1. EKA shall compile and publish the outcomes of research and artistic activities in the Annual Report on Scientific and Creative Activities.
- 4.2. Achievements in research and artistic activities shall be presented at EKA’s international scientific conference “Emerging Trends in Economics, Culture and Humanities” (etECH).
- 4.3. To ensure the dissemination and promotion of research, EKA shall:
 - 4.3.1. organise scientific conferences;
 - 4.3.2. publish EKA’s scientific journals “Economics and Culture” and “Sustainability, Social Innovations and Digital Transformation”;

- 4.3.3. publish conference proceedings;
- 4.3.4. publish conference abstract proceedings;
- 4.3.5. publish Students' Creative and Artistic Works;
- 4.3.6. publish a monthly research newsletter on EKA's website;
- 4.3.7. provide opportunities to publish research results on "The Collaborative Library" platform;
- 4.3.8. collect scientific articles and research data in open-access repositories (accessible through EKA's website <https://www.augstskola.lv/>).
- 4.4. EKA's staff shall participate in conferences organised by other higher education institutions and publish articles in their scientific publications.

5. Financial support for research and artistic activities

- 5.1. EKA shall provide annual funding for the development of research and artistic activities.
- 5.2. EKA's Vice-Rector for Science shall prepare a request for the required funding and submit it to EKA's Board for approval.
- 5.3. Within the approved funding allocation, EKA's Vice-Rector for Science shall, by written decision for each academic year, determine the maximum financial support for each expense category listed in Clause 5.5 of this Regulation (hereinafter – the funding limit).
- 5.4. EKA's Vice-Rector for Science shall inform academic staff and researchers of the funding limits at the General Meeting of Researchers or a Science Club meeting. Information on the limits and their period of application shall be recorded in the minutes of the relevant meeting.
- 5.5. Financial support shall be available to **EKA's academic staff and researchers** for the following expense categories:
 - 5.5.1. publication costs for articles indexed in CA WoS, SCOPUS or ERIH+;
 - 5.5.2. scientific conference participation fees;
 - 5.5.3. business trip expenses for participation in scientific conferences as a presenter;
 - 5.5.4. other expenses, subject to individual agreement with EKA's Vice-Rector for Science.
- 5.6. Financial support shall be available to **EKA's students** for the following expense categories:
 - 5.6.1. scientific article publication fees;
 - 5.6.2. conference participation expenses;
 - 5.6.3. exhibition participation expenses;
 - 5.6.4. other expenses supporting research and artistic activities, as agreed with the Vice-Rector for Science.

Article publication costs for academic staff and researchers

- 5.7. Scientific article publication costs shall be covered from EKA's funds if all of the following conditions are met:
 - 5.7.1. the applicant is employed by EKA;
 - 5.7.2. the publication states an institutional affiliation with EKA;
 - 5.7.3. the article has been accepted for publication in a scientific journal whose indexing in Scopus or CA WoS can be verified;
 - 5.7.4. the publication costs do not exceed the funding limit;
 - 5.7.5. an official invoice has been received from the journal, issued using EKA's billing details.
- 5.8. To apply for funding, the following documents shall be submitted to EKA's Head of Science Administration Department:
 - 5.8.1. a completed application (Appendix 2);
 - 5.8.2. confirmation that the scientific article has been accepted for publication (an acceptance letter or email confirmation);
 - 5.8.3. an official invoice issued by the journal to EKA, using the billing details published in the "Contacts and details" section of EKA's website.

Scientific conference participation costs for academic staff and researchers

- 5.9. Scientific conference participation costs shall be covered from EKA's funds if all of the following conditions are met:
 - 5.9.1. the applicant is employed by EKA;

- 5.9.2. the presentation states an institutional affiliation with EKA;
 - 5.9.3. the conference is included in EKA's list of recommended scientific conferences, available in the "Researcher Guide" section of EKA's website;
 - 5.9.4. a letter confirming acceptance of the presentation for the conference has been received;
 - 5.9.5. the participation fee does not exceed the funding limit;
 - 5.9.6. an official invoice has been received from the conference organiser, issued using EKA's billing details.
- 5.10. To apply for funding, the following documents shall be submitted to EKA's Head of Science Administration Department:
- 5.10.1. a completed application (Appendix 3);
 - 5.10.2. a letter from the conference organiser confirming acceptance of the presentation;
 - 5.10.3. an official invoice issued by the conference organiser to EKA, using the billing details published in the "Contacts and details" section of EKA's website.

Business trip expenses for academic staff and researchers

- 5.11. Business trip expenses shall be covered from EKA's funds if all of the following conditions are met:
- 5.11.1. the applicant holds an elected academic position at EKA;
the purpose of the business trip is participation in an international scientific conference as a presenter;
 - 5.11.2. the conference is included in EKA's list of recommended scientific conferences, available in the "Researcher Guide" section of EKA's website;
 - 5.11.3. the business trip expenses do not exceed the funding limit;
 - 5.11.4. the business trip application is submitted at least one month before the first day of the trip.
- 5.12. To apply for funding, the following documents shall be submitted to EKA's Head of Science Administration Department:
- 5.12.1. a completed application (Appendix 4), submitted within the specified deadline;
 - 5.12.2. additional information required to prepare the business trip order, specifying the trip dates and planned travel, local transport and hotel expenses.
- 5.13. To receive funding for a business trip, the applicant shall ensure that the application has been approved.
- 5.13.1. The application for business trip expenses shall be approved by EKA's Vice-Rector for Science.
 - 5.13.2. The applicant shall submit a copy of the signed application to the Rector's Office administrator to arrange the business trip order.
 - 5.13.3. The Rector's Office administrator shall submit the business trip order signed by EKA's Rector to the Accounting Department, which shall arrange the payment.
- 5.14. After returning from the business trip, the applicant shall submit the following supporting documents to EKA's Head of Science Administration Department:
- 5.14.1. a certificate of participation;
 - 5.14.2. the event programme identifying the applicant's institutional affiliation with EKA;
 - 5.14.3. a business trip report (Appendix 7);
 - 5.14.4. documents substantiating business trip expenses (transport invoices and receipts, travel tickets, boarding passes, the hotel invoice and receipt, and bank statements confirming payments).
- 5.15. If the requested funding exceeds the funding limit, EKA's Vice-Rector for Science shall decide on approval of the application on an individual basis.

Financial support for students

- 5.16. Financial support for students' research and artistic activities shall be provided from EKA's funds if all of the following conditions are met:
- 5.16.1. the funding is intended for students' research, artistic and creative activities within the meaning of Clause 1.3 of this Regulation;
 - 5.16.2. the purpose of the expenditure corresponds to the specific nature of the student's study programme.
- 5.17. An EKA student or a study programme director may apply for financial support.

- 5.18. If the applicant is an EKA student, the application shall be submitted and reviewed as follows:
- 5.18.1. the student shall submit an application (Appendix 5) to the study programme director;
 - 5.18.2. the study programme director shall assess whether the proposed activity corresponds to the development objectives of the study programme, assess the need for and justification of the funding, and decide whether to endorse the application for further consideration or reject it;
 - 5.18.3. if the study programme director endorses the application, they shall forward it to EKA's Head of Science Administration Department at anna.strazda@eka.edu.lv ;
 - 5.18.4. EKA's Vice-Rector for Science shall review the application and make the final decision on granting or refusing funding;
 - 5.18.5. EKA's Head of Science Administration Department shall inform the study programme director of the decision and, if funding is granted, forward the application for further processing according to the funding category;
 - 5.18.6. the study programme director shall inform the student in writing of the outcome of the application.
- 5.19. If the applicant is a study programme director, they shall complete the application (Appendix 5) and submit it to EKA's Head of Science Administration Department. The application shall then be reviewed in accordance with Clauses 5.18.2–5.18.6 of this Regulation.
- 5.20. To apply for funding, the student or study programme director shall submit the following documents to EKA's Head of Science Administration Department:
- 5.20.1. a completed application (Appendix 5);
 - 5.20.2. documents substantiating the request for financial support;
 - 5.20.3. where applicable, an invoice issued to EKA, using the billing details published in the "Contacts and details" section of EKA's website.
- 5.21. After using the funding, the student or study programme director shall submit documents substantiating the expenditure to EKA's Head of Science Administration Department (in accordance with Clause 5.14 of this Regulation).

Awards and recognition

- 6.1. To highlight and recognise EKA's academic staff and researchers' outstanding achievements in research, EKA may grant the following bonuses and awards:
- 6.1.1. a bonus for publishing a scientific article in a journal classified in the Q1 or Q2 quartile in CA WoS/SCOPUS in the year of the article's publication;
 - 6.1.2. a bonus for publications exceeding the individual workload requirements specified in the employment contract;
 - 6.1.3. a bonus for joint publications with foreign researchers or business sector representatives;
 - 6.1.4. awards for other significant research achievements, presented at General Meetings of Researchers or Science Club meetings;
 - 6.1.5. an award for the best presentation at the etECH conference.
- 6.2. A bonus for a single article shall be granted in one category only. If an article meets the criteria for several categories, the bonus shall be granted in the category with the highest bonus amount.
- 6.3. A bonus for an article published in a Q1 or Q2 journal shall be paid if all of the following conditions are met:
- 6.3.1. the applicant has submitted an application (Appendix 6);
 - 6.3.2. the applicant is the first author of the article, and the article states an institutional affiliation with EKA;
 - 6.3.3. EKA is the applicant's only institutional affiliation stated in the article;
 - 6.3.4. the applicant holds an elected academic position at EKA;
 - 6.3.5. the article has been published and can be verified through an online link, a Digital Object Identifier (hereinafter – DOI) or a full bibliographic reference;
 - 6.3.6. the journal's Q1 or Q2 quartile can be verified in CA WoS using the Journal Impact Factor or in SCOPUS using CiteScore;
 - 6.3.7. if EKA has covered the article's publication costs, these costs do not exceed the funding limit (in accordance with Clause 5.7 of this Regulation).
- 6.4. To receive a bonus for an article published in a Q1 or Q2 journal, the author shall submit an application (Appendix 5) to EKA's Head of Science Administration Department, providing a full reference to the

article. After receiving the request and verifying the information, the Head of Science Administration Department shall prepare an application to the University's Board (Appendix 8).

- 6.5. Bonuses for publications exceeding the individual workload requirements specified in the employment contract (Clause 6.1.2) and for joint articles with foreign authors and/or business sector representatives (Clause 6.1.3) shall be granted on the basis of the annual assessment results.
- 6.6. Following the annual assessment, researchers shall be informed of their assessment results and the amount of the bonus granted.
- 6.7. A bonus for publications exceeding a researcher's individual workload requirements (the minimum number of publications specified in the employment contract) shall be granted if the following conditions are met:
 - 6.7.1. the annual assessment has established that the workload requirements have been exceeded, in accordance with the Assessment Regulation;
 - 6.7.2. the publication meets one of the following conditions:
 - 6.7.2.1. a journal article has been published and assigned a DOI, or confirmation of acceptance for publication has been received from the journal's editorial office; the journal is indexed in CA WoS/SCOPUS/ERIH+;
 - 6.7.2.2. a conference paper or book chapter has been published and is available for verification in CA WoS/SCOPUS;
 - 6.7.3. EKA is stated as the researcher's only institutional affiliation in the publication;
 - 6.7.4. the researcher has not received a bonus for the publication in the Q1 or Q2 category or in the category for a joint article with a foreign author or business sector representative.
- 6.8. A bonus for a joint scientific article with a foreign researcher or business sector representative shall be granted to a researcher whose institutional affiliation with EKA is stated in the article, provided that the following conditions are met:
 - 6.8.1. the article has been published in a journal indexed in CA WoS, Scopus or ERIH+, or in conference proceedings, and the article is available for verification in CA WoS or Scopus;
 - 6.8.2. at least one co-author of the article is a foreign researcher or a business sector representative;
 - 6.8.3. the researcher has not received a bonus for the article in another category.
 - 6.8.4. For the purposes of this clause, a foreign researcher is a co-author whose stated institutional affiliation is with a research or higher education institution registered abroad.
 - 6.8.5. For the purposes of this clause, a business sector representative is a co-author whose stated institutional affiliation is with a private sector business or another entity engaged in economic activity.

Appendices to the Regulation

Appendix 1. Research Direction Activity Report Form.

Appendix 2. Application for Coverage of Article Publication Costs.

Appendix 3. Application for Coverage of Conference Participation Fees.

Appendix 4. Application for Coverage of Business Trip Expenses.

Appendix 5. Application for Financial Support (Students).

Appendix 6. Application for a Q1/Q2 Publication Bonus.

Appendix 7. Business Trip Report.

Appendix 8. Board Decision on Granting a Q1/Q2 Publication Bonus to the University's Academic Staff and Researchers.

EKA UNIVERSITY OF APPLIED SCIENCES RESEARCH DIRECTION PROGRESS REPORT FORM

Name and surname of the research direction coordinator:

Name of the research direction:

Reporting period: academic year 20__/20__ (for submission in June)

No.	Research outcome	Description	Guidance for completing the description
1.	Scientific article		Authors and article title. Status: in preparation / submitted / published. If published, provide a full reference. Evidence: DOI
2.	Conference participation		Presenters, conference title and presentation title. Evidence: certificate or conference programme (PDF)
3.	Agreement		Organisation name, agreement number and date.
4.	Event participation		Participant's name, event title, date and venue. Evidence: link confirming participation or a document
5.	Event organised		Event title, date and venue, target audience and number of participants. Evidence: link confirming participation, programme
6.	Article in a professional journal		For example: Jurista Vārds, Bilance, etc. Authors and article title. Evidence: link or other supporting evidence
7.	Media article or interview		Authors and article title. Evidence: link or other supporting evidence
8.	Cooperation with organisations outside academia		Organisation name, type of cooperation and EKA employee involved. Evidence: link or other supporting evidence (mention of EKA in sector reports, municipal reports, government policy documents, organisations' websites or major media outlets).
9.	Other		

EKA University of Applied Sciences

(position, name, surname)
Email: _____

EKA University of Applied Sciences
To the Head of Science Administration Department

APPLICATION

Date: _____ 20__

Please pay the invoice (publication costs) for the scientific article

(article title)

accepted for publication in the journal _____
(journal title, ISSN)

The journal is indexed in the _____ database.

Attachments:

- Confirmation/acceptance letter for the article;
- Invoice issued by the institution responsible for publishing the article.

(applicant's signature, name and surname)

Approved by _____ / Head of Science Administration Department /
(signature, date)

EKA University of Applied Sciences

(position, name, surname)

Email: _____

EKA University of Applied Sciences
To the Head of Science Administration Department

APPLICATION

Date: _____ 20__

Please pay the participation fee of EUR _____ for the scientific conference

(conference title)

with the presentation _____
(presentation title).

Participation in the conference will be online / in person.

Attachments:

- Confirmation of acceptance of the presentation for the conference;
- Invoice for the conference participation fee issued by the responsible institution.

(applicant's signature, name and surname)

Approved by _____ / Head of Science Administration Department /
(signature, date)

EKA University of Applied Sciences

(position, name, surname)

Email: _____

EKA University of Applied Sciences
To the Head of Science Administration Department

APPLICATION

Date: _____ 20__

Please cover the travel, local transport and hotel expenses for the business trip

to _____ from _____ 20__ to _____ 20__
(city, country) (date from) (date to)

to participate in _____
(scientific conference title)

in the amount of EUR ____ . __ (amount in words) _____.

Including:

- travel expenses: EUR ____ . __ (amount in words) _____;
- local transport expenses: EUR ____ . __ (amount in words) _____;
- hotel expenses: EUR ____ . __ (amount in words) _____.

(applicant's signature, name and surname)

Approved by _____ / Head of Science Administration Department /
(signature, date)

EKA University of Applied Sciences

(position or student)

(name, surname)

Email: _____

EKA University of Applied Sciences
To the Head of Science Administration Department

APPLICATION

Date: _____ 20__

Please cover expenses related to research, artistic and creative activities in the amount of EUR
_____ . ____ (amount in words) _____.

Purpose and items of expenditure:

(applicant's signature, name and surname)

Approved by _____ / Head of Science Administration Department /
(signature, date)

EKA University of Applied Sciences

(position, name, surname)

Email: _____

EKA University of Applied Sciences
To the Head of Science Administration Department

APPLICATION

Date: _____ 20__

Please grant a Q1/Q2 publication bonus for the scientific article:

(article title)

published in the journal _____
(journal title, ISSN)

The journal is indexed in _____; journal quartile: _____.
(Web of Science / Scopus)

(applicant's signature, name and surname)

Approved by _____ / Head of Science Administration Department /
(signature, date)



Registration No. 40003402986
Address: Pērnavas iela 62, Riga, LV-1009

APPROVED BY
Rector / Member of the Board
_____/ O. Laugaļenkova /
Date: _____ 2026

BUSINESS TRIP REPORT

I: _____
(position) (name, surname) (personal identity number)

Pursuant to Order No. _____ dated _____ 2026, I undertook a business trip.

Business trip tasks and results achieved

(Description of tasks carried out during the trip, conferences/meetings attended and results obtained)

The following funds were spent on the business trip (in accordance with Cabinet Regulation No. 969):

No.	Expense type / Supporting document	Document No.	Date	Currency	Amount (EUR)
1.	Daily allowance (business trip allowance)	Cabinet Reg. 969		EUR	
2.	Transport expenses (tickets / fuel)			EUR	
3.	Hotel / accommodation expenses			EUR	
4.	Participation fees / other related expenses			EUR	
TOTAL (EUR):					0

Please approve this report and reimburse all expenses in full on the basis of the supporting documents submitted.

Date: _____ 2026

(signature)