

APPROVED

Minutes of the EKA Senate meeting No. 174 on 15/08/2022

Amendments approved

Minutes of the EKA Senate meeting No. 177 on 16/11/2022

Amendments approved

Minutes of the EKA Senate meeting No. 206 on 27/11/2024

EKA UNIVERSITY OF APPLIED SCIENCES

REGULATION ON RESEARCH AND ARTISTIC ACTIVITY

1. General provisions

- 1.1. The EKA University of Applied Sciences (hereinafter - *EKA*) Regulation on Research and Artistic Activity (hereinafter - *the Regulation*) determines the procedure by which the research and artistic activities are organized, research activities are conducted and managed, and research financing is distributed at EKA.
- 1.2. The goals of EKA research and artistic activities are defined in the following EKA 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".
- 1.3. EKA ensures and endorses the academic freedom of research, artistic and creative activities as well as the ethical norms of research.
- 1.4. The supervision of research and artistic activities and the assessment of achievements are performed by the EKA Vice-Rector for Science.
- 1.5. When implementing research and artistic activities, EKA ensures equal treatment by observing equality principles and excluding discrimination based on gender, age, nationality, social status or origin, property status, religious, political or other beliefs.
- 1.6. The assessment of the results of research and artistic activities is rooted in clear and uniform principles.

2. Research fields

- 2.1. Every year EKA defines priority research fields.
- 2.2. Research fields are developed consistent with "Development Strategy of EKA University of Applied Sciences", "Strategy for the Development of Science and Artistic Activity at EKA University of Applied Sciences", "Internationalization and Modernization Strategy of EKA University of Applied Sciences", and the current situation on the labor market.
- 2.3. Research fields are set by the EKA Vice-Rector for Science, upon which they are discussed with the research field coordinators and are approved by the EKA Council of Science. Research fields are discussed by EKA scientists at the annual meeting of EKA researchers.
- 2.4. Research fields are approved by the EKA study council of a relevant study field consistent with the "Regulation of the Study Council of EKA University of Applied Sciences".
- 2.5. The list of research fields is approved by the EKA Vice-Rector for Science.

3. Research and artistic activities

- 3.1. The outcomes of research/ artistic activities are produced and ensured by individual researchers/ artists or the research group, organized by a coordinator, within each specified research/artistic field.
- 3.2. The following are the goals of a research group:
 - 3.2.1. to promote the development of scientific and artistic activity at EKA and to engage in cooperation with other universities;
 - 3.2.2. to promote cooperation among EKA and foreign academic staff;
 - 3.2.3. to ensure a more intensive implementation of research and artistic activities in the study process;
 - 3.2.4. to promote and increase the number of scientific articles and their citation in the world's most valued scientific databases and journals.
- 3.3. Academic staff and students from different study fields can conduct research activities within one research field.
- 3.4. A coordinator manages research and artistic activities within a specified research field.
- 3.5. The head of the study field "Art" is the coordinator of research and artistic activities within the research field "Creative Industry and Design".
- 3.6. The coordinators of other research fields must comply with the following requirements:
 - 3.6.1. two scientific articles published within six years in publications indexed in the Web of Science or SCOPUS databases;
 - 3.6.2. expert status of the Latvian Council of Science (desirable);
 - 3.6.3. Hirsch index in the Web of Science or SCOPUS database (the h-index of 2 is desirable).
- 3.7. The following are the responsibilities of a coordinator of research/artistic activities:
 - 3.7.1. to ensure the transparency of work process of research and artistic activities and information exchange among the parties involved in the activity;
 - 3.7.2. to coordinate the process of preparing scientific articles or works of art;
 - 3.7.3. to ensure the publication or exhibition of scientific articles or works of art;
 - 3.7.4. to involve new members in the research group;
 - 3.7.5. to cooperate with representatives of the EKA scientific institution.
- 3.8. The research group is to conduct the following activities in as much as possible:
 - 3.8.1. to involve the academic staff and students of EKA and other universities or colleges in conducting research and artistic activities;
 - 3.8.2. to inform EKA students about research and artistic activity themes, application procedures and deadlines;
 - 3.8.3. to create a plan for conducting research and artistic activities, determine the appropriate methods, and appoint the responsible persons;
 - 3.8.4. the coordinator of the research field provides information on the progress of research and artistic activities following the request of the EKA Vice-Rector for Science.
- 3.9. Results to be achieved in research fields:
 - 3.9.1. publication of scientific articles in publications indexed in the Web of Science, SCOPUS or ERIH+ databases;

- 3.9.2. publication of scientific articles in other publications that are indexed in other databases;
- 3.9.3. reports at the conference "Emerging Trends in Economics, Culture and Humanities" (hereinafter - *ETECH*);
- 3.9.4. articles for the EKA scientific journal "Economics and Culture";
- 3.9.5. scientific articles of students;
- 3.9.6. students' abstracts for the abstract proceedings of the student conference;
- 3.9.7. students' reports at the student conference;
- 3.9.8. descriptions of students' works of arts for the collection "Art";
- 3.9.9. organization of exhibitions and contests;
- 3.9.10. award in the nomination at the exhibition "Exhibition for Schools of the Latvian Designers' Society";
- 3.9.11. organization of a game development event/contest;
- 3.9.12. award-winning places in a game development event/contest.
- 3.10. The coordinator of the research and/or artistic creativity direction submits a report on the results achieved by the research group during the academic year to the Head of the Development of the Scientific Institution in June each year by filling out the report form (Appendix 1).
- 3.11. The coordinator of the priority research directions (within the scope of specialization of the Scientific Institution) submits a progress report on the results achieved by the research group's activities over a three-month period to the Head of Development of the Scientific Institution every three months by filling out the report form (Appendix 1).
- 3.12. EKA organizes conferences, seminars, discussions and other events to disseminate the outcomes of research and artistic activities.
- 3.13. The research and artistic activities are conducted by the following EKA staff:
 - 3.12.1. academic staff;
 - 3.12.2. guest lecturers;
 - 3.12.3. administrative staff;
 - 3.12.4. staff of the EKA scientific institution;
 - 3.12.5. students.
- 3.14. The EKA academic staff and students who are not involved in a research group can also conduct research and artistic activities.
- 3.15. The EKA academic staff enters information about the results of research and artistic activities into the e-NEXUS database by June 30 of the given year.
- 3.16. The requirements for students' research and artistic activities are included in the study program, study course descriptions and regulations.
- 3.17. Student participation in student conferences is regulated by the "EKA University of Applied Sciences and Albert College Regulation on International Student Scientific and Practical Conference "Student Research Activity: Theory and Practice"".

4. Dissemination of results of research and artistic activities

- 4.1. The results of research and artistic creativity are collected and published by EKA in the Annual Report on Scientific and Creative Activities.

- 4.2. The results of research and artistic activities are reported at the EKA Annual International Scientific Conference "Emerging Trends in Economics, Culture and Humanities" (etECH).
- 4.3. In order to ensure the dissemination and popularization of the outputs of conducted research, EKA undertakes the following actions:
 - 4.3.1. organizes scientific conferences;
 - 4.3.2. publishes the EKA scientific journal "Economics and Culture";
 - 4.3.3. publishes collections of scientific articles;
 - 4.3.4. publishes collections of conference abstracts;
 - 4.3.5. publishes collections of descriptions of students' creative projects and works of art.
- 4.4. The EKA staff participate in conferences organized by other universities and publishes articles in scientific paper collections of other universities.

5. Financial support of research and artistic activities

- 5.1. EKA provides funding to support research and artistic activities on the annual basis.
- 5.2. The application for the required amount of funding is created by the Vice-Rector for Science of EKA and submitted to the EKA Board for approval.
- 5.3. The amount of funding approved by the Board forms the budget for financing research and artistic activities (hereinafter - the *Budget*).
- 5.4. The Budget determines the amount of funding for each research field by cost category.
- 5.5. The Budget is intended for EKA staff and other researchers involved in the EKA research and artistic activities.
- 5.6. The Budget provides financial support for *lecturers* and *researchers* in relevant research fields in the following cost categories:
 - 5.6.1. publication costs of articles indexed in the Web of Science, SCOPUS, ERIH+ or other databases;
 - 5.6.2. travel expenses and participation costs associated with the delivery of research results at scientific conferences;
 - 5.6.3. remuneration to the authors of articles indexed in the Web of Science, SCOPUS or ERIH+ databases;
 - 5.6.4. remuneration to a coordinator of a research field for fulfilling the criteria, set in the Budget;
 - 5.6.5. remuneration allocated to the research field "Creative Industries and Design" for:
 - 5.6.5.1. coordination of student research activities, performed consistent with the Budget criteria;
 - 5.6.5.2. award nomination at the "Exhibition for Schools of the Latvian Designers' Society";
 - 5.6.5.3. organization of an exhibition of paintings or objects of arts;
 - 5.6.5.4. organization of a game development event or contest;
 - 5.6.5.5. an award-winning place at a game development event or contest.
- 5.7. The Budget provides financial support for students in relevant research fields in the following cost categories:
 - 5.7.1. costs of publication of scientific articles;

- 5.7.2. costs for participation in conferences;
- 5.7.3. costs for participation in exhibitions;
- 5.7.4. other costs associated with the implementation of research and artistic activities approved by the EKA Vice-Rector for Science.
- 5.8. The costs of publishing scientific articles indexed in the Web of Science or SCOPUS database are covered regardless of a research field on the condition that at least one of the authors of the article is a faculty member of EKA.
- 5.9. In accordance with the Regulation, specified in paragraph 5.6.1., the following documents must be submitted to the EKA Vice-Rector for Science in order to apply for funding:
 - 5.9.1. completed application for receiving support (Appendix 2);
 - 5.9.2. confirmation of the acceptance of the scientific article for publication;
 - 5.9.3. invoice issued to EKA, including the EKA details published on the EKA website in the section Contacts and Details.
- 5.10. In accordance with the Regulation, specified in paragraph 5.6.2., in order to apply for funding, the following steps must be undertaken:
 - 5.10.1. submit a completed application form for covering the travel costs of the business trip to the Head of Science Administration Department (Appendix 3);
 - 5.10.2. submit the necessary information for the preparation of the business trip order.
- 5.11. In accordance with the Regulation, specified in paragraph 5.7.1., the student or the director of the program, or the head of the study field, or the academic staff submits the following documents to the Head of Science Administration Department:
 - 5.11.1. completed application form (Appendix 4);
 - 5.11.2. confirmation of the acceptance of the scientific article for publication;
 - 5.11.3. invoice issued to EKA, including the EKA details published on the EKA website in the section Contacts and Details.
- 5.12. In accordance with the Regulation, specified in paragraphs 5.7.2. and 5.7.3., in order to apply for funding, the student or the director of the program, or the head of the study field, or the academic staff, undertake the following actions:
 - 5.12.1. submits a completed application form (Appendix 4) to the Head of Science Administration Department;
 - 5.12.2. submits the necessary information for the preparation of the order.
- 5.13. In accordance with the Regulation, specified in paragraph 5.7.4., the student or the director of the program, or the head of the study field, or the academic staff submit a completed application to the Head of Science Administration Department (Appendix 4);
- 5.14. After the funding has been used, lecturers and students must submit the following supporting documents to the Head of Science Administration Department, if possible:
 - 5.14.1. Certificate of Participation;
 - 5.14.2. program of the event that includes the name of EKA and the name(s) of the participant(s);
 - 5.14.3. other necessary supporting documents.
- 5.15. Upon returning from a business trip, lecturers and students, as applicable, must submit to the EKA Finance Department documents confirming the costs of the business trip (receipts, invoices, tickets, etc.) and a business trip report (Appendix 5).

Appendix 1. EKA Regulations on Research and Artistic Activity

Form

EKA RESEARCH DIRECTION ACTIVITY PROGRESS REPORT

Name, surname of the coordinator of the direction:

Name of the research direction:

Reporting period: 202../202..academic year

1 st quarter (June 1 – August 31)	For submission in September
2 nd quarter (September 1 – November 30)	For submission in December
3 rd quarter (December 1 – February 28)	For submission in March
ANNUAL REPORT	For submission in June

No.	The result of the scientific activity	Description	Explanation for creating a description
1.	Scientific article		Authors, title of the article. Status: started / submitted / published. If the article is published, then full reference Proof: DOI
2.	Presentation at the conference		Authors, conference name Proof: Certificate or Conference program (pdf)
3.	Contract		Name of organization, contract number, the date of conducting
4.	Participation in event		Participant's name, event title, time and location. Proof: LINK confirming participation or document
5.	Organized event		Event name, time and location, target audience, number of participants Proof: LINK confirming participation, program
6.	Article in professionally-oriented journal		Examples: <i>Jurista vārds, Bilance...</i> Authors, title. Proof: LINK or other confirmation
7.	Media article, interview		Authors of the article, title. Proof: LINK or other confirmation
8.	Collaboration with organizations outside academia		Name of the organization. Type of cooperation. EKA staff involved. Proof: LINK or other confirmation (mention of EKA's name in industry reports, municipal reports, government policy documents, organization homepages or mainstream media).
9.	Other		

Appendix 2. EKA Regulations on Research and Artistic Activity

EKA University of Applied Sciences

Academic staff _____
(first name, surname)

E-mail: _____

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

APPLICATION FOR RECEIVING SUPPORT

17.01.2025

Please, pay the invoice for the cost of publishing the scientific article *title of the article*.
The article will be published in the conference proceedings of the conference *title*, which is indexed
in the database *name*.

Attached/enclosed documents:

- Confirmation of acceptance of the article for publication
- An invoice issued by the institution responsible for publishing the article

(applicant signature, applicant name)

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

Appendix 3. EKA Regulations on Research and Artistic Activity

EKA University of Applied Sciences

Academic staff _____
(first name, surname)

E-mail: _____

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

APPLICATION

17.01.2025

Please, pay the participation fee, business trip and local transport expenses to name of the place to enable aim

in the amount of *EUR, CENTS* eiro (*amount in words*),
including:

- transport expenses in the amount of *EUR, CENTS* eiro (*amount in words*);
- participation fee in the amount of *EUR, CENTS* eiro (*amount in words*);
- living expenses in the amount of *EUR, CENTS* eiro (*amount in words*).

(applicant signature, applicant name)

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

Appendix 4. EKA Regulations on Research and Artistic Activity

EKA University of Applied Sciences

(position or student)

(first name, surname)

E-mail: _____

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

APPLICATION

17.01.2025

Please, pay the expenses in the amount of *EUR, CENTS* eiro (*amount in words*).

The purpose and items of expenses are the following:

List of the purpose and items of expenses

(applicant signature, applicant name)

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