



REGULATION

on the EKA University of Applied Sciences and Albert College

Student International Scientific Practical Conference

"Student Research Activity: Theory and Practice".

I. General provisions

1. The Regulations on the Student International Scientific Practical Conference of the EKA University of Applied Sciences, hereinafter - EKA, and Albert College, hereinafter - the AK, hereinafter - the Regulations, shall determine the procedures by which the student scientific practical conference shall be organised.
2. The aim of the conference is to familiarise the participants of the conference with the results of the research work of students on topical theory and practice issues related to the knowledge acquired during the study process and their application in the acquisition of research skills.
3. Conference activities take place:
 - In person, in the premises of the EKA University of Applied Sciences, Lomonosova Street 1/5; Riga, Latvia;
 - In person, in the Albert College premises, 22 Skolas Street, Riga, Latvia;
 - Online on Moodle.

4. The work of the EKA and AK International Student Scientific Practical Conference is planned in the following sessions*:

Session 1: Economics, finance and accounting;

Session 2: Linguistics and Translation

Session 3: Culture, creative and entertainment industries

Session 4: Creative and artistic works

Session 5: Management

Session 6: Human resources

Session 7: Public relations and marketing

Session 8: Information Technology

Session 9: Law

Session 10: International student session

Session 11: Computer games design and graphics

* the number of sessions may vary, taking into account the number of student applications.

5. Students of master's programmes participate in the conference in sessions according to the direction of the study, but their reports are evaluated separately by the jury.
6. The conference session for students studying in a foreign language is organised separately.

7. The conference reports will be published in a collection of student research papers issued by the EKA and the AK.
8. Full-time and part-time college, bachelor and master students and graduates of EKA, AK and other higher education institutions in Latvia and foreign countries are invited to participate in the conference with their theoretical and practical research.
9. Working languages of the conference – Latvian, English, Russian.
10. Each participant (author) of the conference receives a certificate of participation in the student international scientific practical conference.
11. The conference shall be organised by the Organising Committee.
12. The members of the editorial board are responsible for the preparation and publication of the collection of students' scientific articles.
13. The Student International Scientific Practical Conference is financed from the EKA and AK budgets.

II. Application procedure and publication submission

14. Registration of participants shall take place electronically by completing the registration form.
15. The registration form (Annex 1) together with a short research annotation (Annex 2) in .doc or .docx format should be sent to the e-mail address conference@eka.edu.lv, within the submission deadlines published on the EKA and AK websites.
16. The student can submit the topic of the report individually or together with a group of co-authors.
17. A group of co-authors can consist of a maximum of 5 (five) students.
18. Confirmation or refusal to participate in the conference is sent in electronic form to the e-mail address indicated in the student's application after receiving the registration form.
19. After receiving the confirmation, the participant submits the scientific article in accordance with the requirements of the article. The requirements for the presentation of a scientific article are available on the EKA and AK websites (article form).
20. The scientific article should be sent to the e-mail jelena.titko@eka.edu.lv, within the submission deadlines published on the EKA and AK websites.
21. Students of master's programmes must submit an article before defending the final work.
22. A participant is entitled to participate in the conference 1) only with an abstract and report, without a prepared and submitted scientific article, or 2) only with an article, without presenting a report at the conference.

III. Organisation of the conference

23. The Conference Organisation Committee is composed of EKA Rector, EKA Vice-Rector for Science, Director of Albert College, the EKA and AK Programme Directors, representatives of the EKA and AK Students' Councils.
24. The Organizing Committee is responsible for planning and organizing the conference, planning budget lines, creating a database of applications and participants' publications, creating conference sessions according to scientific topics, publishing a collection of articles electronically or in a printed format, including preparing a report on budget use and next year's conference budget planning.
25. The Organizing Committee appoints a four-member session jury of the conference: two of the academic staff from the relevant industry (one from EKA, one from AK) and two student representatives (one from EKA, one from AK).

IV. Conference

26. Participants at the conference will present a report in the form of a presentation. The presentation must be prepared using a presentation template available for download on the EKA and/or AK websites, or according to the presentation template of the represented university.
27. The presentation must be saved in PDF format.
28. The number of slides in a presentation should not exceed 12 slides.
29. The maximum duration of the presentation is 10 minutes.
30. The session of creative and artistic works can be organized in full or in part in the format of an exhibition. Authors of creative works can participate in the conference with an artwork or a report.
31. At the end of each session, a joint discussion is held, in which the participants of the conference, listeners and others present are invited to participate.

V. Evaluation, awarding

32. Reports/ creative works in each session are evaluated by the members of the jury commission consisting of four people (organising a conference in an online format – consisting of two people).
33. The reports are evaluated according to their compliance with the criteria, which are summarised in the student scientific paper evaluation page (Annex 3).
34. Creative works are evaluated according to their eligibility criteria, which are summarised in the student creative work evaluation page (Annex 4).
35. When evaluating a student's report or creative work, each member of the jury fills in the relevant evaluation sheet, assigning the appropriate number of points to the rapporteur (s). Points are added up to get the total number of points.
36. Each member of the jury has the right to award additional points (the maximum additional score is 3) if, in his or her view, the report or creative work is of excellent quality.
37. At the end of the evaluation process, a final score is determined for each report or creative work, which is calculated as the arithmetic mean of the jury members' assessments.
38. The final assessment shall be placed in the evaluation report (Annex 5), which shall be signed by all members of the jury.
39. At the end of the relevant session, the jury determines the best work based on the highest number of points.
40. At the end of the conference, the best research/creative work in each session and scientific supervisors of these works are awarded.

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REGISTRATION FORM

Send the completed form with a short abstract to conference@eka.edu.lv

Article author's name, surname	
Name and surname of co-author (if any)	
Name and surname of another co-author (if any)	
Title of the article in Latvian	
Title of the article in English	
Information about the scientific supervisor (name, surname, academic/ scientific degree, position)	
Educational institution	
Study programme (level, name)	E.g. <i>Master's programme "Business Administration"</i>
Author's e-mail address	
Author's phone number	
Membership form (mark required with Bold)	<ul style="list-style-type: none"> ✓ With abstract and personal presentation at session ✓ With abstract, full article and personal presentation at session ✓ Virtual membership (abstract only) ✓ Virtual membership (with abstract and full article)
Send the article together with a short annotation in .doc or .docx format as an e-mail attachment to conference@eka.edu.lv	Use the abstract form

Student Scientific Paper Evaluation Page

No.	Evaluation criterion				Assessment*
		Does not match (0)	Partially complies (1)	Meets (2)	
TECHNICAL REQUIREMENTS					
1.	The technical quality of the presentation meets the requirements of the Regulations, is accurate and easy to understand (size of letters, quality of drawings)				
SCIENTIFIC QUALITY OF THE RESEARCH					
1.	The theme of the research is topical, touches on important issues in the selected field				
2.	The aim of the study is clearly defined				
3.	The tasks of the study are clearly formulated. Performing tasks ensures that the research aim is achieved				
4.	Research methods have been chosen appropriately to achieve the aim of the research				
5.	The conclusions are clearly formulated and reflect the most important insights of the author(s) resulting from the research				
6.	The results of the research reflected in the proposals have a practical application				
PRESENTATION OF RESEARCH RESULTS					
1.	The research title reflects the research content				
2.	When presenting the research, the rapporteur(s) uses the business language style, applies professional terminology				
3.	When presenting the research, the rapporteur(s) does not read from the slides, but uses them as tools				
4.	The presentation contains all the information necessary to fully reflect the content of the research and the results achieved				
INVOLVEMENT OF PARTICIPANTS IN THE DISCUSSION					
1.	The rapporteur is able to answer questions in a reasoned way, demonstrating understanding of the topic				
2.	When participating in the discussion, the reporter uses a business language style, uses professional terminology				
TOTAL POINTS**:					

* Jury score at each point can range from "0" (not matched) to "2" (match).

**Each member of the jury has the right to award additional points (the maximum additional score is 3) if, in his or her view, the report or creative work is of excellent quality (see Section 36 of the Regulation).

**Student Creative Work Evaluation Page (For evaluation of the art direction study programme
"Interior Design" students' works)**

No.	Evaluation object / criterion	Assessment*		
		1	2	3
QUALITY OF THE CREATIVE WORK				
1.	Giving shape to a design solution / balance of colour and composition			
2.	Design functionality according to the purpose of the concept and the tasks addressed			
3.	Technical solution – students apply the acquired knowledge according to their study level, use the necessary software			
4.	Student offers innovative solution in their design according to modern requirements			
		Assessment*		
		Does not match (0)	Partially complies (1)	Meets (2)
WORK PRESENTATION (if applicable)				
1.	The presentation of the results of the research has been prepared using the EKA/ AK presentation template			
2.	When presenting own research, the rapporteur uses business language, professional terms			
3.	When presenting the research, the rapporteur(s) does not read from the slides, but uses them as tools			
4.	The information in the presentation is easy to understand (size of letters, quality of drawings)			
INVOLVEMENT OF PARTICIPANTS IN THE DISCUSSION (if applicable)				
1.	The rapporteur is able to answer questions in a reasoned way, demonstrating understanding of the topic			
2.	When participating in the discussion, the rapporteur uses business language, professional terms			
TOTAL POINTS**:				

*Jury score can vary from "1" (lowest rating) to "3" (highest rating) at each point.

* Jury score at each point can range from "0" (not matched) to "2" (match).

**Each member of the jury has the right to award additional points (the maximum additional score is 3) if, in his or her opinion, the student's work is of excellent quality.

**Student Creative Work Evaluation Page (For evaluation of the art direction study programme
"Computer Game Design and Graphics" students' works)**

No.	Evaluation object / criterion	Assessment*		
		1	2	3
Quality of the game				
1.	Game is without bugs and crashes			
2.	Game graphics are effective, related to game theme			
3.	Game audio is effective, creates atmosphere of the game			
4.	Game flow is not boring, it's fun to play			
5.	Game has elements of innovation			
6.	Game has a feeling of completeness			
Game presentation				
7.	Game presentation was clear, well prepared			
8.	Team was able to answer the questions and comments			
9.	Argumentation was professional			
TOTAL POINTS**:				

*Jury score can vary from "1" (lowest rating) to "3" (highest rating) at each point.

**Each member of the jury has the right to award additional points (the maximum additional score is 3) if, in his or her opinion, the student's work is of excellent quality.3

ANNEX 5

**Student International Scientific Practical Conference
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Evaluation report

Session “ _____ ”

No.	Name of the rapporteur (s)	Assessment
1.		
2.		
3.		
4.		
5.		
6.		
7.		

8.		
9.		

According to the highest number of points obtained, the best work of the above session is

" _____ "

Author (-s)

Supervisor

Session jury:

_____/_____/_____
 (signature) (name, surname) (date)

_____/_____/_____
 (signature) (name, surname) (date)

_____/_____/_____
 (signature) (name, surname) (date)

_____/_____/_____
 (signature) (name, surname) (date)