

Approved

the Senate meeting of the EKA University of Applied Sciences

as of 27.01.2022. Minutes No 166

With amendments

Approved

EKA University of Applied Sciences

Scientific Council Meeting as of 31.10.2024. Minutes No ZP-2024/6

the Senate meeting of the EKA University of Applied Sciences

as of 27.11.2024. Minutes No 206

REGULATION ON THE SCIENTIFIC INSTITUTION

I GENERAL

- 1.1. The Scientific Institution of the EKA University of Applied Sciences (hereinafter – EKA) has been founded as a commercial company by the EKA Board of decision No 1-3/21-15.
- 1.2. The official name of the EKA Scientific Institution is "EKONOMIKAS UN KULTŪRAS AUGSTSKOLA". The name in English is the "EKA University of applied Sciences".
- 1.3. The aim of the activity of the Scientific Institution "EKA University of applied Sciences" (hereinafter referred to as the SI) is to participate in the implementation of the EKA development strategy in order to achieve internationally recognized research results in the field of economics and entrepreneurship, to promote the cooperation of researchers, academic staff, students, partner universities, as well as industry representatives, to ensure research-based studies, to increase the scientific qualification of its staff, thereby contributing to solving the challenges of Latvia's economy and society.

II TASKS OF THE SCIENTIFIC INSTITUTION

- 2.1. The tasks of the SI are as follows:
 - (1) to conduct research in the field of economics and entrepreneurship;
 - (2) to publish research results in local and international scientific publications, mainly in publications indexed in Web of Science/SCOPUS/ERIH+ databases, especially supporting publications of the academic staff of the SI in journals with the impact factor and Q1/Q2;
 - (3) to participate in the organization of scientific conferences and other scientific events;
 - (4) to write project applications for international and national research project competitions; to participate in research projects as a coordinator or partner;
 - (5) to involve academic staff and students in research activities;
 - (6) to cooperate with other universities, institutions and commercial sectors in the implementation of research activities;
 - (7) to ensure publicity of the results of the SI activity.
- 2.2. The control of the SI task execution is provided by the Head of the SI.

III MANAGEMENT OF THE ACTIVITY OF THE SCIENTIFIC INSTITUTION

3.1. The EKA Scientific Council and the Head of the SI are involved in the management of the SI activity.

3.2. The EKA Scientific Council (hereinafter referred to as the SC) is a collegial institution of the EKA scientists, and its activity is regulated by the Regulation on the Scientific Council of the EKA University of Applied Sciences.

3.3. Duties of the Head of the SI:

- (1) to develop strategic development planning documents of the SI;
- (2) to ensure efficient operation of the SI in accordance with the strategic development planning documents of the SI;
- (3) to develop effective mechanisms for attracting academic staff of the SI and ensuring their effective work;
- (4) to develop programmes for enhancing the competences of the academic staff of the SI and to coordinate their implementation;
- (5) to ensure cooperation of the SI with Latvian and foreign universities, as well as other institutions and companies;
- (6) to represent the interests of the SI in Latvia and abroad;
- (7) to prepare reports on the SI activity, to present their content to the EKA administration and staff, and to ensure their publicity;
- (8) to ensure planning of the results of the SI staff activity and control of the achievement of the results;
- (9) to identify and attract new sources of funding;
- (10) to plan the SI budget and monitor its spending.

IV STAFF OF THE SCIENTIFIC INSTITUTION

4.1. The SI employs staff in the following academic and administrative positions.

- senior researcher;
- researcher;
- research assistant;
- Head of the SI;
- Secretary of the SI.

4.2. The Head of the SI is elected by the Scientific Council (SC) in an open competition.

4.3. The decision to appoint the Head of the SI to the position is passed by the EKA Senate following a proposal of the Scientific Council to this effect. The employment agreement with the Head of the SI is concluded by the EKA Board for a period of five years.

4.4. Requirements for a candidate for the position of the Head of the SI:

- doctor's degree
- status of an expert of the Latvian Council of Science in the field of science "Economics and Entrepreneurship"
- at least C1 level proficiency of English

- experience in the preparation, implementation and management of research projects
- experience in a managing position

4.5. The number of academic positions at the SI is determined by the Head of the SI depending on the necessity and funding opportunities, agreeing the decision with the EKA Board.

4.6. Minimum requirements for applicants to the positions of senior researcher, researcher and research assistant:

(1) requirements for an applicant to the position of a senior researcher:

- doctor's degree
- status of an expert of the Latvian Council of Science in the field of science "Economics and Entrepreneurship"
- at least C1 level proficiency of English
- experience in the implementation or management of scientific projects
- at least 6 publications indexed in international citation databases over the past 6 years, at least two of which have been published in journals of category Q1 or Q2
- H-index Web of Science or SCOPUS database – at least 2

(2) requirements for an applicant to the position of a researcher:

- master's or doctor's degree
- at least B2 level proficiency of English
- at least 2 scientific publications in the last 6 years, at least one of which has been indexed in SCOPUS or Web of Science databases

(3) requirements for an applicant to the position of a research assistant:

- master's degree
- at least B2 level proficiency of English
- at least 2 scientific publications in the last 6 years

4.7. Procedure for election to the positions of senior researcher, researcher and research assistant:

(1) the Head of the SI shall announce an open competition for an academic position.

(2) the candidate shall electronically or personally submit to the Secretary of the SI the documents indicated in the vacancy announcement within the time period indicated in the vacancy announcement:

- an application addressed to the Head of the SI for participation in the competition (Annex 1);
- CV (Curriculum Vitae), which demonstrates scientific, pedagogical and organizational work experience and a list of publications over the last 6 (six) years;
- copies of documents certifying scientific or academic degrees or education;
- other documents that the applicant wishes to attach to the application in order to demonstrate their qualification.

(3) the Secretary of the SI shall check the compliance of the documents with the competition requirements.

(4) the Secretary of the SI shall transfer the documents submitted by the applicant to the Head of the SI.

(5) the Head of the SI shall submit the documents submitted by the applicant to the Chairperson of the SC.

(6) the Chairperson of the SC shall convene a meeting of the Scientific Council.

(7) the members of the SC shall familiarize themselves with the documents submitted by the applicant and assess the conformity of the qualification of the candidate for the position with the requirements of the position.

(8) all the members of the SC who are present are members of the Election Commission. Members of the SC pass a decision on election/non-election of the candidate to the academic position in the SI by secret ballot. The voting ballot form is attached in Annex 2. The form of the vote counting minutes is attached in Annex 3. The electronic voting process is described in the Regulation on the Scientific Council.

(9) in the case of a positive decision of the SC (if more than half of the members present in the SC meeting have voted for the candidate), the Secretary of the SI shall prepare an extract of the minutes of the SC meeting regarding the election of a person to the position of senior researcher, researcher or research assistant (Annex 4), which shall be signed by the Chairperson of the SC.

(10) the decision to elect a person as a senior researcher, researcher or research assistant shall be approved by the EKA Senate.

(11) an employment contract with the academic staff of the SI shall be concluded for a period of six years by the EKA Board.

4.8. The SI academic staff shall be responsible for:

- timely and high-quality performance of their duties in accordance with this job description;
- compliance with ethical standards in accordance with the Code of Ethics;
- fulfilment of internal regulatory requirements in relation to the position they hold;
- the veracity of the information provided in connection with the performance of the duties of their position.

4.9. The rights of the SI academic staff:

- to request information from their immediate manager in relation to the performance of the duties of their position;
- to offer suggestions to the Head of the SI on improving the efficiency of the operation of the SI;
- to participate in open research project competitions in Latvia and abroad;
- to participate in the activities organized by the SI in order to raise their research qualification or to ensure the publicity of their research results;
- to receive annual paid leave in accordance with the procedures laid down in laws and regulations.

4.10. Dismissal from work

(1) the Board has the right to dismiss a representative of the SI staff prior to the termination of the term of their contract for non-conformity to the position, if:

- systematic failures to perform their duties or the quality of their performance of the duties is not in accordance with the job description;
- breaches of the norms of the EKA Code of Ethics have been established.

(2) if the SC states non-conformity of a representative of the SI staff with their position, the Board shall be informed without delay of the decision taken.

(3) the Board shall dismiss the representative of the SI staff in accordance with the procedures and within the time periods laid down in the Labour Law of the Republic of Latvia.

(4) in other cases, a representative of the SI staff shall be dismissed from work in accordance with the laws and regulations of the Republic of Latvia.

4.11. Appeal procedure

(1) appeals for violations of the electoral procedure may be submitted to the Board not later than within 5 (five) working days after the elections.

(2) an appeal shall be examined within one month by a Commission composed of 3 members established by a decision of the Board. If necessary, experts who give a written opinion may be invited.

(3) the decision of the Commission is final. The appellant shall be notified in writing of the decision of the Board not later than within 3 (three) working days after the decision of the Commission.

V RESOURCES

5.1. Assets of the SI consist of fixed assets, current assets and other property transferred to it by EKA or acquired as a result of its activities or on another legal basis. The SI property is the property of EKA.

5.2. EKA funding, earmarked for the development of its scientific activity, as well as funding raised within the framework of projects, is used to finance the activity of the SI.

5.3. The Head of the SI is responsible for planning the SI budget and controlling its spending.

VI LIQUIDATION AND REORGANIZATION

6.1. The decision on the reorganization or liquidation of the SI shall be taken by the EKA Board following an initiative of the Head of the SI and/or the EKA Vice-Rector for Science, and/or the SC.

6.2. The procedure for reorganization or liquidation of the SI shall be determined by the EKA Senate, taking into account the EKA Constitution, the Law on Institutions of Higher Education, the Law on Scientific Activity and other binding legal acts of the Republic of Latvia.

VII ADOPTION AND AMENDMENT OF THE REGULATION

7.1. The Regulation shall come into force on the date of its approval at the meeting of the EKA Senate.

7.2. Amendments to the Regulations are approved by the EKA Senate upon proposal of the SC.

Annex 1

To: the Head of the Scientific Institution "EKA University of Applied Sciences"

(name, surname)

(name, surname of the applicant)

(personal ID number)

APPLICATION

I am applying for the academic position of "senior researcher" / "researcher" / "research assistant" (underline as necessary) of the Scientific Institution "EKA University of Applied Sciences", and I would appreciate if you could consider my candidacy.

Please find attached:

1. CV on ___ pages.
2. Copies of education certificates on ___ pages
3. Copies of other documents on ___ pages

VOTING BALLOT

For election to the position of _____ in the Scientific Institution
"EKA University of Applied Sciences"

____ . _____ . 20 ____ .

No.	Name and surname of the candidate	The opinion of the voter (delete unnecessary)	
		to promote	not to promote
1.		to promote	not to promote
2.		to promote	not to promote
3.		to promote	not to promote
4.		to promote	not to promote

Annex 3

APPROVED

by the Scientific Council meeting _____ 20 ____

Minutes No. _____

Scientific Council ____ . Meeting _____ 20 ____

MINUTES OF THE VOTE COUNTING COMMISSION

On election to the position of _____

The Scientific Council is composed of _____ members.

_____ members participate in the meeting.

The Commission received _____ voting ballots from the Secretary of the Scientific Council.

The members of the Scientific Council received _____ voting ballots.

_____ voting ballots were not used.

Voting results

No.	The applicant surname and name	The number of voting ballots found in the ballot box	Number of invalid voting ballots	Number of votes	
				to promote	not to promote
1.					
2.					
3.					

Voting results

The Commission states that the candidate _____ has been approved for election to the position of _____, as they has received the number of votes required, which is more than half of the members of the Scientific Council present.

The Commission states that the candidate _____ has not been approved for election to the position of _____.

Chairperson of the Commission _____

Members

Secretary

**EXTRACT FROM
THE SCIENTIFIC COUNCIL MEETING MINUTES NO. ____**

Riga
Beginning of the meeting:

Participants of the Scientific Council meeting:

Chairperson of the Scientific Council

Members of the Scientific Council:

Meeting is chaired by:

Minutes are taken by:

AGENDA

Item 1

On the vacant researcher position

Member of the Scientific Council reports that, following the vacancy competition announcement for the vacant academic position (published in the newspaper "Latvijas Vestnesis" No..., annex 1) candidates have applied, and is to be promoted for election to the position in the Scientific Institution in the field of

Voting: for, against, abstained

DECISION No: To approve the voting minutes of the Scientific Council and to promote for election to the position in the Scientific Institution "EKA University of Applied Sciences" in the field of

Chairperson of the Scientific Council /signature/
Council

THE EXTRACT IS CORRECT

Secretary of the Scientific Council
Riga,