

**REGULATIONS
ON RISEBA INTERNATIONAL STUDENTS RESEARCH AND ARTISTIC CREATION
CONFERENCE**

“CHANGING WORLD – IN SEARCH FOR NEW SOLUTIONS - 2023”

RISEBA University of Applied Sciences (hereinafter RISEBA) announces the International Students Research and Artistic Creation Conference “Changing World – in Search for New Solutions - 2024” (hereinafter - Conference). The Conference is held in line with these Regulations and Conference cost estimate approved by the rector.

1. Aim of the Conference:

To familiarize with student research and artistic creation results within RISEBA study directions, promoting interest in performing scientific work.

2. Conference Organizing Committee:

Chairperson of the Organizing Committee:

- Assoc. Prof. Valters Kaže, Vice-Rector for Research and Development

Members of the Organizing Committee:

- Prof. Lūcija Rutka, Rector
- Ast. Prof. Raina Vīra, Head of the Methodological Board, Chairperson of the Constitutional Assembly
- Prof. Irina Senņikova, Member of the Board, Vice-Rector for Academic and International Affairs
- Prof. Iveta Ludviga, Dean of the Faculty of Business and Economics
- Ast. Prof. Aigars Ceplītis, Executive Dean of Faculty of Media and Creative Technologies
- Lect. Rūdolfš Dainis Šmits, Executive Dean of the Faculty of Architecture and Design
- Assoc. Prof. Mārtiņš Veide, Head of Management Direction;
- Anna Strazda, Head of Research Division
- Head of Marketing and Communication Division
- President of the Student Council
- *Bachelor and Master study programme directors:*
 - Valerijs Dombrovskis, Director of Bac. Study programme “Business Psychology”
 - Aleksandrs Skvorcovs, Director of Bac. Study programme “Business Management”
 - Inese Kukle, Director of Bac. Study programme “European Business Studies”
 - Keitija Grende, Director of Bac. Study programme “Audiovisual Media Art”
 - Zane Vēja, Director of Bac. Study programme “Architecture”
 - Anna Kvelde, Director of Bac. Study programme “Public Relations and Advertising Management”
 - Doc. Inese Slūka, Director of Mg. Study programme “Project Management” and “Business Management”
 - Dr. Jevgenijs Kurovs, Director of Mg. Study programme “Strategic Business Management”
 - Prof. Maija Zakriževska-Belogrudova, Director of Mg. Study programme “Management Psychology and Supervision”
 - Dr. Ivars Godmanis, Director of Mg. Study programme “Big Data Analytics”
 - Anna Vorončuka, Director of Mg. Study programme “Sports Management” and “Health Management”

3. Conference Tracks:

1. Financial Markets – Situation Assessment and Challenge Analysis
2. Assessment of Financial Institutions and Their Development Possibilities

3. Decision Making in Digital Transformation Age
4. Financial Technologies (FinTech) and Performance Management
5. Business Meets Art
6. Architecture Solutions
7. Project Management and Its Solutions
8. Advertising: Trends in Yesterday, Today, Tomorrow. Marketing and Advertising in Financial area
9. Business Psychology and Human Resource Management
10. Innovative solutions of audiovisual art and media
11. Social Technologies as a Tool for Creative Personality Development
12. Economics and Entrepreneurship
13. Health economics and pharmacy

4. Conference Participants:

Undergraduate study programme and postgraduate study programme students and alumni, who have defended Graduation Paper in 2023/2024 study year, and students of secondary and vocational schools.

5. General Provisions of Conference:

5.1. Applications of the Conference participants and paper submission is done electronically till **3rd June 2024**

5.2. Conference languages: Latvian, English.

5.3. The Conference Organizing Committee has the right to unify the sections and evaluate contest results in the unified section.

5.4. Conference works (Scientific paper abstracts) must be submitted electronically, registered in the system. Conference papers under the section “Audio-Visual Art and Media work”, after the participant has registered in the system, should be submitted to Aigars Ceplītis, on Durbes 4, Riga, LV-1048 in CD or USB stick marked „For RISEBA International Students Research Conference - 2024”.

5.5. Conference will be held: **7th June 2024**.

5.6. Presentation time at the Conference: 8 minutes, discussion time after each report: 5 – 7 minutes.

5.7. The Conference will be arranged in-person (with opportunity to join remotely at Zoom platform).

6. Assessment criteria:

6.1. The paper is assessed if:

- it is submitted in relevant form and is in line with Appendix 3 (Audio-visual Arts and Media work Papers has to be addressed to Aigars Ceplītis, on Durbes 4, Riga, LV-1048, and submitted in CD or USB stick); Appendix 4 Guidelines for Formatting Articles (scientific articles submitted by using electronic submission form, expect “Architectural” section) or Appendix 5 requirements (Section “Architecture”)
- it is submitted in specified time;
- the participant status complies with the requirements of Clause 4 under these Regulations;
- the hard copy of the paper is submitted during the conference the paper is signed by university faculty member or secondary school teacher (scientific supervisor of the article). The scientific supervisor may be a co-author of the publication*.

6.2. Each electronic submitted scientific article to be assessed has the reviewer appointed who provides assessment, with the evaluation criteria (1. 3 or Appendix 5, depending on the selected section) as well as conclusions on whether it is allowed/not allowed to present the paper at the Conference. If reviewer’s conclusion is negative, a particular paper is reviewed by the editorial board of the Conference, making reasoned decision on whether to allow/not allow presenting the paper at the Conference. Assessment on

each presentation and scientific article in accordance with the evaluation criteria (Appendix 2), is provided by each chair of the section. The final evaluation is based on the mean of the each session's chair evaluation and the reviewer's evaluation. In case the evaluation is equal for number of session's participants, the final decision is taken by the main chair of the session.

6.3. Each submitted audio-visual work is evaluated by appointed commission of RISEBA Audio-visual Media Arts Department, which pursuant to assessment criteria of Audio-visual Arts and Media Work (Appendix 3) makes a decision on work promotion or non-promotion to the Conference.

6.4. Each submitted paper under "Architecture" section is evaluated based on the criteria listed in the Appendix 5 of these Regulations.

7. Evaluation of Conference Paper Assessment:

The works are assessed basing on the Appendices 1 – 5 of these Regulations. RISEBA academic staff members and employers participate in the evaluation.

All the conferences participants having participated with their research works or having presented their audiovisual works will be awarded a certificate.

Chairperson of the Conference Organizing Committee V. Kaže

* - Not referred only to audio-visual works

LIST OF APPENDICES

Appendix 1. Assessment criteria of scientific article

Appendix 2. Abstract presentation criteria

Appendix 3. Assessment criteria of audiovisual work.

Appendix 4. Guidelines for formatting abstract (Quality criteria, Manuscript requirements, Abstract formatting sample)

Appendix 5. Assessment criteria of Architecture Section.

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ASSESSMENT CRITERIA OF SCIENTIFIC ARTICLE

NAME OF THE PAPER:

SECTION:

<i>CRITERION</i>	<i>ASSESSMENT</i>									
Justification of the topicality of selected theme	1	2	3	4	5	6	7	8	9	10
Formulation of the aim and the tasks of the paper	1	2	3	4	5	6	7	8	9	10
Amount and depth of literature analysis, ability to use references	1	2	3	4	5	6	7	8	9	10
Justification for selected research methods	1	2	3	4	5	6	7	8	9	10
Reflection of research results and recommendations	1	2	3	4	5	6	7	8	9	10
Paper formatting compliance with guidelines	1	2	3	4	5	6	7	8	9	10
<i>AVERAGE VALUE OF ASSESSMENT:</i>										

Positive characteristics of the paper

...

Disadvantages of the paper

...

Reviewer conclusion: **Allowed/ not allowed to present the paper** at the Conference

(cross out unnecessary one)

<i>REVIEWER:</i>	
<i>ACADEMIC DEGREE:</i>	
<i>WORKPLACE:</i>	
<i>POSITION:</i>	

<i>DATE</i>	
<i>SIGNATURE</i>	

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ABSTRACT PRESENTATION CRITERIA

NAME OF THE PAPER:

SECTION:

<i>CRITERION</i>	<i>ASSESSMENT</i>									
Justification of the topicality of selected theme	1	2	3	4	5	6	7	8	9	10
Formulation of the aim and the tasks of the paper	1	2	3	4	5	6	7	8	9	10
Amount and depth of literature analysis, ability to use references	1	2	3	4	5	6	7	8	9	10
Justification for selected research methods	1	2	3	4	5	6	7	8	9	10
Reflection of research results and recommendations	1	2	3	4	5	6	7	8	9	10
Papers formatting compliance with the instructions	1	2	3	4	5	6	7	8	9	10
Presentation layout	1	2	3	4	5	6	7	8	9	10
Performance quality	1	2	3	4	5	6	7	8	9	10
Answers on audience questions	1	2	3	4	5	6	7	8	9	10
AVERAGE VALUE OF ASSESSMENT:										

Positive characteristics of presentation

...

Disadvantages of presentation

...

REVIEWER:	
ACADEMIC DEGREE:	
WORKPLACE:	
POSITION:	

<i>DATE</i>	
<i>SIGNATURE</i>	

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ASSESSMENT CRITERIA OF AUDIOVISUAL WORK

NAME OF THE WORK:

SECTION:

<i>CRITERION</i>	<i>ASSESSMENT</i>									
Audio-visual work selection compliance with student readiness	1	2	3	4	5	6	7	8	9	10
Selection of creative team and compliance thereof with a content and form solution of audio-visual work	1	2	3	4	5	6	7	8	9	10
Clarity of structure and formation principle of audio-visual work	1	2	3	4	5	6	7	8	9	10
Content solution of audio-visual work and research application in work development	1	2	3	4	5	6	7	8	9	10
Quality of artistic approaches of audio-visual work and compliance with format selected	1	2	3	4	5	6	7	8	9	10
Technological solution and technical quality of audio-visual work	1	2	3	4	5	6	7	8	9	10
Audio-visual work compliance with contemporary requirements of the global audio-visual industry	1	2	3	4	5	6	7	8	9	10
Audio-visual work originality	1	2	3	4	5	6	7	8	9	10
<i>AVERAGE VALUE OF ASSESSMENT</i>										

<i>REPRESENTATIVE OF ASSESSMENT COMMISSION:</i>	
<i>ACADEMIC DEGREE:</i>	
<i>WORKPLACE:</i>	
<i>POSITION:</i>	

<i>DATE</i>	
<i>SIGNATURE</i>	

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GUIDELINES FOR FORMATTING ABSTRACT

Editorial objectives

Papers that contribute to the topics of the Conference are considered.

The reviewing process

Each paper undergoes peer review process.

Quality criteria

Before submitting the paper, please check if it is in line with the quality criteria. To be accepted, every paper has to meet all of these criteria:

1. Relevance

Does the content of the article meet the topics of the conference?

2. Clarity of thematic focus

Is the author's theme clearly stated?

3. Literature analysis

Does the paper demonstrate adequate understanding of up-to-date literature in the field and at least 20 sources? It is necessary to use: recent years issued / published sources, including at least 5 sources that are not older than 3 years; original language issued / published sources; scientific databases available sources.

4. Research design and data

Are the research methods adequately applied for the paper?

5. Clarity of Conclusions

Are Conclusions clearly stated in the paper? Are conclusions formulated in the form of abstracts and numbered in Arabic numerals? If conclusions do not contain direct finding of facts, or they reflect the author's most important lessons to be derived from a theoretical and practical research? If there is a hypothesis that is based on whether or not it has been confirmed or not? If the study has raised questions whether the answers to them are presented? If conclusions can be drawn from the content of the work and are not supported by data and facts that are not mentioned / discussed / analysed at work? If conclusions are not included in the references or quotations from other authors' works, or they reflect only the author's thoughts, judgments, conclusions resulting from the research conducted, literary analysis, etc.?

6. Signature

Is the paper signed by the supervisor (academic staff member of your university/higher education institution?)

Copyright

By submitting the paper, the author(s) simultaneously confirms that:

- 1) the paper is based on his/ her own research/ analysis and written by the author(s) as indicated within (the editor can use special software to check the originality of submissions received);
- 2) the submitted paper has not been published in its current or substantially similar form in other journals/sources (in any language);
- 3) the paper contains no false statements or material that could violate intellectual property rights of

- any private or legal entity, terms and conditions of publishing houses or sponsors;
- 4) all references cited in the paper are included in a list of references (with reference to the primary source and author);
- 5) he/she indemnifies against any loss or damage incurred by Riga International School of Economics and Business Administration and third parties arising out of the breach of the copyright confirmation;
- 6) the author(s) bears legal responsibility for correctness of the information provided.

Manuscript requirements

General requirements

1. The abstract must contain a clearly formulated research aim.
2. The abstract must be written in Latvian or British English. The articles must satisfy standard language requirements, be edited and proofread.
3. The abstract should be **3-8** pages long.
4. The abstract must be laid out on an A4 size (210 x 297 mm) page, space between the lines 1.5 (except summary, section Key words and table of content, where space between the lines must be 1), in *Times New Roman* font, text distance on the paper: from up, bottom and right side 20 mm, but left side 35 mm. The edges of the text should be aligned. Font for chapter titles are 12 size. After chapter headlines do not use full stops or do not underline it. Compared with the text, titles can be highlighted with a darker font (Bold). All work shall be numbered pages at the bottom middle of the page with Arabic numerals. Each paragraph begins with a derogation to the first row - 0.6 cm.
5. In order to indicate the work of existing images, tables, formulas, etc. abbreviations, for example (see. Fig. 2.) (see. Table 1.) (see. Appendix 3) and so on.
6. Quotes, numerical data, images, formulas, etc. use of information from published works, as well as other authors' conclusions and opinions utilization (retelling it) mandatory in reference to the source. References presented in accordance with the Harvard system (Harvard system) and LVS ISO 690: 2010: the text in brackets refer to the author's name and year of publication of the resource.
7. Quote of other thoughts and opinions of the author accurate reflection of what should be in quotation marks. The source without the use of references is not allowed and qualifies as a rude violation of academic integrity - plagiarised.
8. In accordance with RISEBA "Regulations on plagiarism" plagiarism of another author's work (published or unpublished) Use of the text without proper reference to the author. Plagiarism is considered the academic work or a fragment, which corresponds to the structure and reasoning of another author's work. The penalties for plagiarism are applied in accordance with RISEBA "Regulations on plagiarism."
9. Paper's numerical information is recommended to place the tables. Numerical material used in the paper or graphs, has to be analysed.
10. Tables are numbered with Arabic numerals above the table in the right side, for example, Table1.
11. Each table should be the content of the appropriate title and answered to the questions: Who? Where? When? What unit of measurement? If the table data are expressed in different units, they shall appear in separate columns or rows, separated by commas.
12. To illustrate diagrams, charts, graphs, cartograms of paper has to be marked as images. They must be placed immediately following the references to them. Images desirable place so that they could see, without turning the work. Figures are numbered in Arabic numerals.

ABSTRACT FORMATTING SAMPLE

RESEARCH TITLE (12 pt, Bold, ALL CAPS, centred)

Name Surname, Scientific Supervisor (11 pt, Bold, centred)

Represented Institution and Address (11 pt, Normal Italic, centred)

E-mail (11 pt, Normal Italic, centred), the first author's e-mail must be indicated

The summary should be 3-8 pages in total; each section should range from 150-400 words. The summary must accurately reflect the research aim, the most significant theories underlying the research, the research design (research methods, sample, procedure), key findings, conclusions and recommendations. The summary is submitted in Latvian or English.

Introduction (12 pt, Bold)

The introduction indicates the relevance of the research and the research problem, research objectives, research questions or hypotheses, as well as previous research in this area. Text within the section is in 11 pt Normal, with a first-line indent of 0.6 cm, ranging from 150-400 words.

Theoretical Justification (12 pt, Bold)

The most significant theories on which the research is based must be presented, the research subject and object must be described, the most important literature and information sources used in the research must be mentioned. Tables and images included in the text must adhere to these formatting requirements. Text within the section is in 11 pt Normal, with a first-line indent of 0.6 cm, ranging from 150-400 words.

Research Design (12 pt, Bold)

In this section author describes the research design (qualitative/ quantitative methodology), presents the conceptual model of the research (defines variables), describes the research methods used, the sample of respondents, describes the procedure for collecting and analysing data. Briefly describes the main results obtained. If necessary, address ethical aspects, limitations, etc. Tables and images included in the text must adhere to these formatting requirements. Text within the section is in 11 pt Normal, with a first-line indent of 0.6 cm, ranging from 150-400 words.

Conclusions (12 pt, Bold)

Conclusions should be formulated in the form of short statements (theses) and numbered with Arabic numerals. Conclusions cannot be direct factual statements; they should reflect the author's most important insights derived from theoretical and practical research, contain answers to research questions. If a hypothesis is proposed, indicate whether it has been confirmed or not, and provide the justification. If research questions are proposed, provide answers to them. Conclusions must be based on the content of the work and cannot be justified by data and facts not mentioned/ considered/ analysed in the work. Conclusions cannot contain references or quotes from other authors' works; they should only reflect the author's thoughts, judgments, insights derived from the research, literature analysis, etc. Text within the section is in 11 pt Normal, with a first-line indent of 0.6 cm, ranging from 150-400 words.

Recommendations (12 pt, Bold)

Describe the proposals developed as a result of the research, indicating to whom the proposals are addressed, the purpose for which they should be implemented, the possible costs of implementing the proposals. Text within the section is in 11 pt Normal, with a first-line indent of 0.6 cm, ranging from 150-400 words.

Keywords (11 pt, Bold, Italic, first-line indent 0.6 cm): keywords must be written in 10 pt, Normal, 3 – 6 keywords.

Reference list

List at least 20 sources in alphabetical order according to the Harvard system and LVS ISO 690:2010. Include books, journal articles, published conference papers, unpublished conference paper collections, regulatory acts and other documents, electronic resources with their respective formats and dates accessed.

The list of references (at least 20 sources) should reflect those scientific articles and sources of information that are previously indicated in the text. The list of references should be in alphabetical order.

- *For books:* Surname, Initials (year), *Book title*, Place of publication: Publisher, eg Harrow, R. (2005), *No Place to Hide*, New York, NY: Simon & Schuster.
- *For book chapters:* Surname, Initials (year), "Chapter name", Publisher's surname, Initials (Ed.), *Book title*, Place of publication: Publisher, pages.
For example, Calabrese, F.A. (2005), "The early pathways: theory to practice – a continuum", in Stankosky, M. (Ed.), *Creating the Discipline of Knowledge Management*, New York, NY: Elsevier, 15-20.
- *For journals:* Surname, Initials (year), "Title of the scientific article", *Journal name*, issue (number), pages.
For example, Capizzi, M.T. & Ferguson, R. (2005), "Loyalty trends for the twenty-first century", *Journal of Consumer Marketing*, 22(2), 72-80.
- *For published conference articles:* Surname, Initials (year of publication), "Article name", Surname, Initials (Ed.), *Conference title, which may include the place and dates of the conference*, place of publication: Publisher, number of pages.
For example, Jakkilinki, R., Georgievski, M. & Sharda, N. (2007), "Connecting destinations with an ontology-based e-tourism planner", *Information and communication technologies in tourism 2007 proceedings of the international conference in Ljubljana, Slovenia, 2007*, Vienna: Springer-Verlag, 12-32.
- *For unpublished conference proceedings:* Surname, Initials (year), "Article title", report presented "Conference title", conference date, conference location, available at: www.address.com (accessed on December 5, 2013).
For example, Aumueller, D. (2005), "Semantic authoring and retrieval within a wiki", the paper presented at the European Semantic Web Conference (ESWC), 29 May-1 June, Heraklion, Crete, available at: <http://dbs.uni-leipzig.de/file/aumueller05wiksar.pdf> (accessed 5 December 2013).
- *For regulatory acts and other documents:* Law/document name, year, edition, date, number
For example, "Labour Law" (2012), *Latvijas Vēstnesis*, January 9, 2003, No. 4615.
- *For electronic resources:* if available electronically, the full www address of the viewed resource must be provided, as well as the date when the specific resource was viewed.
For example, Castle, B. (2005), "Introduction to web services for remote portals", available at: <http://www-128.ibm.com/developerworks/library/ws-wsrp/> (accessed 5 December 2013).

Tables and figures included in the text must be designed according to the following principles.

Table 1

The amount of services provided by SIA "N" in 2014, (thousand EUR) (Bērziņš, 2014, p. 123)

No.	Type of service	Total per year	Month			
			January	February	March	April

Figures (diagrammes, graphs, etc.) are numbered using Arabic numerals according to the model.

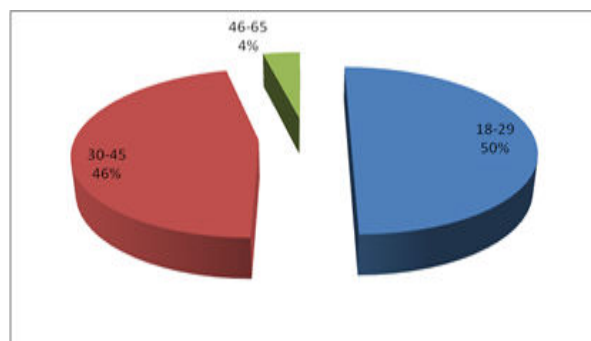


Figure 1. Distribution of personnel in company X by age distribution in 2013 (number of respondents – 100).

Figures must be designed in such a way that corrections can be made to them, such as changing the font. References to literature sources must be formatted according to Harvard formatting requirements. In the case of citing a source in a foreign language, the author's surname should be indicated in the original language.

The formulas used in the work are numbered with Arabic numerals. The number of the formula is written in brackets on the right side of the page. A comma must be placed after the formula and the symbols used in the formula must be explained, indicating their units of measurement. The unit of measurement of the same parameter must be constant throughout the work. When referring to a formula in the text, its number should be indicated in parentheses, for example: "With formula (1) it is calculated..."

Example: The annual depreciation rate is calculated according to formula (1) (Bērziņš, 2007, p. 123):

$$A = \frac{F}{t_a}, \quad (1)$$

where A – annual depreciation rate;
 F – initial value of fixed assets, EUR
 t_a – amortization period, year.

Each table or diagram should be explained in a short and concise text.

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**ASSESSMENT CRITERIA OF
 ARCHITECTURE SECTION**

NAME OF THE WORK:

SECTION:

The rating scale of 1-10

I. Conception

The research topic is clearly defined	
Theme's originality	
Theme's actuality	
Theme's actuality substantiation in the project	
Compliance with the name of the research topic	

II. Applied research methods and sources

Bibliography and source volume, quality and relevance of the topic	
Research methods in compliance with the theme	

III. Research

Hypnosis or question statement	
The target compliance with the topic	
Tasks of fitness for purpose	
Content compliance with the goals and objectives	

IV. Formal aspects

Work structure is an appropriate and targeted	
Course outline clarity / quality of the text	
Language use in compliance with the requirements of scientific work	
References are presented according to requirements	
Formatting requirements are presented	

V. Results and conclusions

Results clarity	
The aims achieving degree	
Conclusions and recommendations validity	
Research theoretical and practical importance	

(Practical (B) part)

Composition of part B

A1 tablets

Scale model

Summary A3 booklet

Digital PDF copy

The rating scale of 1-10

EVALUATION CRITERIA:

1. Scope, quality and relevance of the design task and design program to the topic.	
2. Quality and conclusions of the design research part. Research as an integrated part of the design process, the quality of examples and sources used in it, relevance to the design task, presentation and graphic representation.	
3. Compliance of the work with the set design task and program (interpretation of the design program, functionality, part of the general plan, part of the architecture).	
4. Originality of work (innovation, intelligence, artistic approach, creativity, design concepts and ideas (concept quality, reasonableness and strength).	
5. The architectural-artistic quality of the work (aesthetic quality, the ability to transform the design program into an aesthetically attractive architectural form / volume, compliance with the environment and human scale, harmony of proportions or reasoned disharmony, the use of light and color as aspects forming the architectural environment, the ability to apply mutually harmonious construction and decoration materials).	
6. Understanding of the construction technologies used in the work and the constructive solutions of the building (building structures, use of construction technologies, selection of construction materials, detailed drawings).	
7. Quality of the graphic material of the work (structure and clarity of the graphic and written material, outline of the design process, layout of the graphic material on the tablets, layout, graphic techniques and methods used, quality of the graphic and layout execution of the work, level of graphic culture - cleanliness and accuracy).	
8. Formal criteria (completeness and quality of the submitted material, compliance with the established deadlines, compliance of the work with the regulations and compliance with the regulations, compliance of the graphic material with the regulations, quality of the layout of the graphic material on the tablets).	
9. Process (use of appropriate design methods, use of appropriate media and tools, experimental approach and ability to innovate - discover new, unprecedented approaches and ways of performing work).	

VI. Positive qualities at work

...

VII. Deficiencies and imperfections visible in the work

...

VIII. Questions to be asked at the reviewer's discretion

...

Average value _____ (rating in scale from 1-10)

Remarks _____

Date: _____

Riga

(Reviewer's name, surname, scientific degree, signature)