

APPROVE

Rector

_____ A.Melnis

_____ 2018

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Chairman of the Convent

_____ M.Karoļs

_____ 2018

REGULATIONS
on Organisation of Scientific Methodological Work
at Riga Aeronautical Institute

Issued pursuant to
Riga Aeronautical Institute
Constitution, Paragraph 24.1

1. The Regulations lay down the procedure of organisation of scientific methodological work and support to it at the Riga Aeronautical Institute (hereinafter referred to as RAI).
2. The purpose of organisation of scientific methodological work is to promote active, creative and qualitative academic and scientific activity of academic staff, preparation and publication of scientific publications and methodological materials.
3. In order to support the contribution of intellectual work of academic staff to the preparation and publication of scientific and methodological work, funding shall be calculated and granted for this purpose every year of studies.
4. Under these Regulations scientific and methodological work shall mean a monograph, a scientific publication (article, proceedings), a textbook, a study aid and a methodological material, which is recognised as a scientific methodological material by the Board of Directors upon its evaluation.
5. The Board of Directors includes the Chairman of the Convent (Chairman of the Board of Directors), the rector, directors of study directions “Transport services”, “Mechanics and Metalworking, Heat Energy, Heat Engineering and Mechanical Engineering”, “Information Technology, Computer Equipment, Electronics, Telecommunications, Computer Management and Computer Science” and the Marketing Director.
6. The Board of Directors shall:
 - 6.1. calculate the total annual funding for support to scientific methodological work, taking into account financial possibilities of RAI;
 - 6.2. evaluate the importance, feasibility of a scientific methodological work and take a decision on the amount of remuneration to be paid;
 - 6.3. invite experts or reviewers for the evaluation of a scientific methodological work;
 - 6.4. determine the preparer of the Technical Work Assignment and evaluate the Technical Work Assignment after it has been drafted.

7. The Technical Work Assignment shall include the requirements and criteria set for a scientific methodological work, which should be observed by the potential author when preparing a work and to qualify for remuneration. The Technical Work Assignment shall be prepared following the form appended in Annex 1 to these Regulations.
8. A scientific methodological work may be drafted at the author's initiative or based on the proposal of the RAI management, management of a study direction or study programme.
9. The author of the initiative or the proposal shall prepare and submit an application in a free form addressed to the Chairman of the Board of Directors and coordinated with the director of the study programme.
10. The application shall state the following information about the scientific methodological work:
 - 10.1. name;
 - 10.2. type (textbook, study aid, methodological material, etc.);
 - 10.3. short rationale of its necessity and feasibility;
 - 10.4. planned volume.
11. The application shall be submitted:
 - 11.1. to the RAI Secretariat, Mežkalna iela 9, Riga;
 - 11.2. electronically, by e-mail (rai.lv@ml.lv);
 - 11.3. by post.
12. Having reviewed and evaluated the application, the Board of Directors shall take a decision on drafting of the scientific methodological work or rejection of its drafting. In case of a positive decision, the Board of Directors shall determine the preparer of the Technical Work Assignment, the deadline for submission of the Technical Work Assignment and its review. After the Technical Work Assignment has been evaluated and if it has been supported, an agreement shall be concluded with the author in accordance with the RAI's procedure (Annex 2).
13. The author shall submit his/her scientific methodological work to the Board of Directors using the method specified in Paragraph 11 of these Regulations.
14. In case of acceptance of the scientific methodological work the Board of Directors shall take a decision of the amount of remuneration to be paid to the author, taking into account the total funding granted for the current year of studies for this purpose. The decision of the Council shall be prepared in the form of an order in accordance with the procedure defined by RAI.
15. The amount of remuneration to be paid to the author shall be accepted and the remuneration shall be paid within one month of the submission of the scientific methodological work to the Board of Directors.
16. If the scientific methodological work is a scientific publication, the preparation of the Technical Work Assignment and submission of the application referred to Paragraph 9, 10 and 11 is not necessary.
17. In order to receive remuneration for the preparation of a scientific publication, after publication of a scientific publication the author shall submit to the Board of Directors this information using the method specified in Paragraph 11 of these Regulations.
18. The information shall contain:

- 18.1. name of the scientific institution;
 - 18.2. name of the source (journal, collected papers, edition, etc.), where the scientific publication has been published;
 - 18.3. year, volume, number of the edition, number of pages in the publication.
19. After the remuneration has been paid to the author, RAI shall become a co-author of the scientific methodological work and shall obtain all the rights to use the scientific methodological work at its discretion.

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at the RAI Senate meeting of _____ 2018

Minutes No. _____