

APPROVED  
on October 30, 2018  
At the Council meeting,  
Minutes No. 5  
with amendments  
from May 10, 2022 Council meeting  
Minutes No. 1-1.5/2022/02  
with amendments  
from February 23, 2026 Board meeting  
Minutes No. 1-1.6/2026/01

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## REGULATIONS OF THE STUDENT SCIENTIFIC PAPER COMPETITION

### 1. General Provisions

1.1. The Regulations of the Student Scientific Paper Competition (hereinafter – the Regulations) determine the procedure for organizing the Student Scientific Paper Competition of the Riga Management College (hereinafter – the College), the criteria for the selection of papers, and the procedure for determining the winners.

1.2. The Competition is organized once per academic year.

1.3. The thematic areas of the Competition papers are announced annually.

1.4. The topics of scientific papers submitted to the Competition must be related to contemporary scientific issues and societal development, and must highlight the contribution of the higher education sector to the development of science and the promotion of public welfare.

1.5. The methodological, organizational, and informational support of the Competition is ensured by the Competition Committee, the composition of which is approved by the Director of the College.

### 2. Aim and tasks of the Competition

2.1. The aim of the Competition is to develop students' scientific research activities and strengthen their role in the training of specialists, as well as to promote students' creativity and ability to develop original, practically applicable research papers and solutions to practical problems.

2.2. The tasks for achieving the aim of the Competition are:

- to improve the quality of students' theoretical and practical preparation in the chosen field;
- to involve students in the implementation of scientific research and to develop research skills;
- to promote students' willingness to continuously improve and expand their knowledge in accordance with the requirements of modern science and practice, to foster cooperation between the College and other higher education institutions and companies in Latvia and abroad, and to promote the use of methodologies developed in students' papers in companies' internal quality assessment processes;
- to encourage student participation in academic activities, stimulating interest in continuing education and involvement in research.

### 3. Participants of the Competition and Requirements for Paper Submission

3.1. Students of all study programmes of the College may participate in the Competition, regardless of the mode of study.

3.2. Scientific research papers that are independent research conducted by students and comply with the announced Competition theme and defined research problems are accepted for the Competition.

3.3. Papers completed during the study process or specially developed for the Competition may be submitted.

3.4. Requirements for papers submitted to the Competition:

- relevance of the research problem;
- independent and creative approach to solving it;
- determination of the possibilities for practical implementation of the developed proposals.

3.5. Within the framework of the Competition, only papers submitted within the specified deadline will be evaluated.

3.6. Papers with content and formatting complying with the requirements of these Regulations are forwarded to the Competition.

3.7. If the content or formatting of a paper does not comply with the requirements of these Regulations, the Competition Committee has the right not to accept the paper or to return it to the author for corrections, specifying the deadline for submission of the revised version.

#### **4. Content and Formatting of the Competition Paper**

4.1. Scientific papers shall be submitted to the Competition Committee electronically within the deadlines specified in the Director's order by sending them to the email address: info@college.lv.

4.2. The structure of the scientific paper must be as follows (line spacing 1.5 throughout the paper, spacing between paragraphs; 2 cm top margin, 3 cm left margin and 2 cm right margin; page number centered at the bottom):

1. **Title of the paper** – *Times New Roman Bold, 14 pt*, centered;
2. **Information about the author** – one line below: name, surname (*12 pt*, centered, **Times New Roman Bold**); represented institution, email (*12 pt*, centered, *Times New Roman*);
3. **Information about the scientific supervisor** – academic degree, academic position, name, surname (*12 pt*, centered, *Times New Roman*), email;
4. **Abstract in two languages** (in English – Abstract; in Latvian – Anotācija) – *Times New Roman Bold, 10 pt*. Length up to 500 characters including spaces. The abstract must include: topic, research problem, research methods, aim, results, conclusions;
5. **Keywords** – title “Keywords” (*Times New Roman Bold, 12 pt*), listed in alphabetical order (no fewer than three and no more than seven; *Times New Roman, 12 pt*);
6. **Text of the paper** – one line below: length from 6000 to 12000 characters (excluding spaces), i.e., 4–8 pages, *Times New Roman, 12 pt*. Tables and figures must be numbered; their titles – *Times New Roman, 12 pt*, justified. The table number shall be placed above the table in the upper right corner; the table title shall be centered below the number without a full stop at the end (*12 pt*). The figure number and title shall be placed below the figure, centered (*12 pt*);
7. **Sections of the paper** (headings centered, *12 pt, Times New Roman Bold*):
  - Introduction: relevance of the topic, aim, methods;
  - Main part, preferably divided into subsections;
  - Conclusions and proposals;
  - List of references and literature (sources must be numbered, *Times New Roman, 10 pt*).

References in the text shall be formatted in parentheses, indicating the author and year of publication after the cited quotation/paragraph.

4.3. Papers must be submitted electronically only, by sending them to info@college.lv. The email message must include information about the author (name, surname, study programme title, group code).

#### **5. Review and Evaluation of Papers**

5.1. Scientific papers submitted within the specified deadline and meeting the requirements shall be registered and forwarded to the Competition Committee.

5.2. Scientific papers are evaluated in two stages.

5.3. In the first stage, papers are evaluated by reviewers appointed by the Competition Committee. The evaluations are reflected in written reviews. Papers are assessed according to accepted scientific criteria: compliance of the research with the contemporary theoretical level of the chosen problem, sufficient empirical basis, originality of empirical material, originality and novelty of hypotheses, findings and recommendations, and relevance of the research topic. The logic and clarity of presentation are also evaluated. Reviews are submitted to the Competition Committee, which ensures that participants receive copies of the reviews in order to familiarize themselves with the evaluation and prepare their presentation.

5.4. The review shall include an evaluation of the following elements:

- correlation between the stated aim and planned tasks;
- compliance of the content with the stated aim and tasks;
- linkage of the empirical research with theoretical findings;
- appropriateness and correct application of empirical research methods;
- practical significance of the research;
- extent of use of the sources listed in the bibliography;
- correct use of references;
- validity of conclusions;
- specificity and relevance of proposals to the research content;
- quality of the research language.

5.5. In the second stage, the Competition Committee evaluates the presentation of the scientific paper. The presentation is assessed according to the following criteria:

- author's presentation skills;
- visual materials used;
- argumentation and communication skills in discussion;
- precision of argumentation and theoretical knowledge demonstrated during the discussion.

5.6. After summarizing the results of both stages, the Competition Committee makes a decision on the winners by open vote with a simple majority. In the event of a tie, the Chairperson of the Committee has the casting vote.

5.7. The list of winners is documented in a protocol signed by all members of the Committee.

5.8. After the Competition, an order of the Director of the College is issued approving the list of winners and awards.

5.9. The winners of the Competition are granted a one-time monetary award in the following amounts: first place – EUR 150.00; second place – EUR 100.00; third place – EUR 50.00.

5.10. The Competition Committee may decide to recognize submitted papers that comply with all development and formatting criteria as fulfillment of a study project.

5.11. If a student is dissatisfied with the Committee's decision, it may be contested by submitting an appeal to the Director of the College. The decision of the Director may be appealed in accordance with the procedures set out in the Administrative Procedure Law.

5.12. After the conclusion of the Competition, the student scientific research papers are stored in the College archive.

Chairperson of the Council  
Terēza Korsaka  
Riga, 23 February 2026