

**REGULATION  
ON THE ELECTION OF ACADEMIC STAFF AND THE EVALUATION OF THEIR  
SCIENTIFIC AND PEDAGOGICAL QUALIFICATIONS**

**1. GENERAL CONDITIONS**

- 1.1. The Regulations on the Election and Qualification Evaluation of Academic Personnel (hereinafter - the Regulations) determine the procedure for election to academic positions - professor, associate professor, assistant professor, lecturer, assistant professor, as well as the procedure for evaluation of performance, scientific and pedagogical qualification of professors and associate professors at JSC "Transport and Communications Institute" (hereinafter - TSI).
- 1.2. This Regulation is adopted based on the Law on Higher Education Institutions, the Law on Education, the Labour Law, the Constitution of the TSI and other normative acts.
- 1.3. **Evaluation of scientific and pedagogical qualification** - the evaluation process for the scientific and pedagogical qualification of a professor or associate professor, established by laws and regulations and carried out by the Council of Professors of the relevant field of science at least once every six years based on a decision of the Senate of the TSI;
- 1.4. **Performance evaluation** - the process of evaluating the performance of a professor or associate professor (interim evaluation) by Evaluation Commission at least once every two years;
- 1.5. **Evaluation Commission** - a commission approved by the Rector's order to evaluate the performance of professors and associate professors. The composition of the commission is approved for a certain evaluation period within the academic year.

**2. TAKING A POSITION AS A RESULT OF AN ELECTION**

- 2.1. The academic staff of the TSI is elected by open competition from among the candidates who best satisfy the conditions for competition. For the purposes of the Regulations, a vacant post shall be deemed to be a post for which a competition is held.
- 2.2. Election of academic staff to academic posts during the year may only take place within the list of positions and budget approved for the faculty. Unplanned changes may be made only with the written consent of the Chairman of the Board of TSI. When planning changes in the list of academic staff positions for the next budget year, the Dean of the Faculty must estimate the number of academic staff to be elected during the year, indicating the respective position and term of election, and justify the need for this election.
- 2.3. The Dean of the Faculty or his/her deputy shall be responsible for initiating the competition for election to academic positions. The technical support of the competition procedure and communication with applicants shall be carried out by the Human Resources Development Department.
- 2.4. The aim of the competition is to select and elect such an academic staff that would meet the qualification and work experience requirements set by the respective academic position, would be endowed with the required level of competence, and would be more competitive compared to other applicants.

- 2.5. Tasks of the competition:
  - 2.5.1. ensure that the election process is open to all eligible candidates
  - 2.5.2. offer all applicants the same opportunities to demonstrate their qualifications and competences;
  - 2.5.3. to ensure an objective and fair evaluation of applicants.
- 2.6. Election to the academic positions of professor and associate professor are made by the Council of Professors of the relevant field. Election to the academic positions of assistant professor, lecturer and assistant shall be organized and implemented by the TSI Senate.
- 2.7. The TSI shall conclude an employment contract with the person elected to the academic position for a period of 6 (six) years.

### 3. TAKING A POSITION WITHOUT AN ELECTION

- 3.1. If TSI has a vacant or temporarily vacant academic position, the Rector of TSI may, on the proposal of the Dean of the Faculty, decide not to announce a competition. In this case, the Rector may hire a visiting professor, associate visiting professor, guest lecturer, guest lecturer or visiting assistant for a period of up to two years.
- 3.2. During a temporary absence of up to two years, an associate professor may be appointed to the position of professor, an assistant professor may be appointed to the position of associate professor, and a lecturer may be appointed to the position of assistant professor.

### 4. REQUIREMENTS FOR APPLICANTS FOR ACADEMIC POSITIONS

- 4.1. Requirements for the applicant for participation in competition:
  - 4.1.1. The general requirements for academic staff laid down in the Republic of Latvia Law on Education, Law on Higher Education Institutions and the regulations of the Cabinet of Ministers;
  - 4.1.2. the qualification and competence requirements for academic staff set out in the relevant job descriptions;
  - 4.1.3. additional requirements imposed by the organisers of the competition.
- 4.2. For the position of **professor** can apply a person who is an internationally recognized specialist in his/her field, who actively carries out scientific work and provides high-quality studies in the relevant field of science, and who meets the following criteria:
  - 4.2.1. Doctor degree;
  - 4.2.2. at least three years' academic experience as an associate professor or professor;
  - 4.2.3. compliance with the criteria of scientific, pedagogical and organisational competence set out in the Republic of Latvia Cabinet Regulation No 129 of 25.02.2021, including author of scientific publications, scientific monographs, in accordance with the number set out in Annex 1 to the Regulations for the scientific field.
- 4.3. For the position of **associate professor** can apply a person who is a recognized specialist in his/her field, who actively carries out scientific work, provides high-quality study work and meets the following criteria:
  - 4.3.1. Doctor degree;
  - 4.3.2. compliance with the criteria of scientific, pedagogical and organisational competence set out in the Republic of Latvia Cabinet Regulation No 129 of 25.02.2021, including author of scientific publications, scientific monographs, in accordance with the number

- set out in Annex 1 to the Regulations for the scientific field;
- 4.3.3. two years of academic work experience as an assistant professor or highly valued professional achievements in the respective field, based on the recommendation of the faculty management.
- 4.4. A person who has a doctoral degree, publications corresponding to the field of science, who is able to read lecture courses, conduct seminars, practical classes, laboratory work, perform individual research work, and who has at least 3 (three) years of pedagogical work experience at a higher education institution may apply for the position of **docent**.
- 4.5. A person who has a doctoral or master's degree, scientific publications relevant to the field and who is able to give lecture courses, conduct seminars, practical classes and laboratory work can apply for the position of a **lecturer**.
- 4.6. A person who has a master's degree or who is studying for a master's degree in a relevant field, who is able to conduct seminars, practical classes, laboratory work, and participate in research work can apply for the position of an **assistant**.
- 4.7. In order to enable students to acquire practical skills and knowledge in the profile subjects of professional study programmes, the position of associate professor and assistant professor may also be held by a person with higher education without a scientific degree, and the position of lecturer or assistant professor - also without an academic degree, if he/she has sufficient practical work experience relevant to the subject being taught:
- 4.7.1. Associate Professor position - a person without a degree who has at least ten years of practical work experience in the relevant field;
- 4.7.2. docent position - a person without a scientific degree who has at least seven years of practical work experience in the relevant field;
- 4.7.3. lecturer or assistant position - a person without an academic degree who has at least five years' practical work experience in the relevant field.
- 4.8. When evaluating the applicants' compliance with the position, the indicators of scientific, pedagogical and organizational activity of the last 6 years are taken into account.
- 4.9. Requirements for all applicants for academic positions:
- 4.9.1. knowledge of the national language in accordance with the requirements of the laws and regulations;
- 4.9.2. knowledge of foreign languages at the level required for the performance of the duties of the academic position (including conducting classes in these languages);
- 4.9.3. continuous improvement of their academic and scientific qualifications.

## **5. PROCEDURES FOR ORGANISING THE ELECTION OF ACADEMIC STAFF TO ACADEMIC POSITIONS**

- 5.1. The election procedure for academic positions includes:
- 5.1.1. submission of an application to the Rector on the need for a competition for an academic position, prepared by the dean of the faculty and agreed with the Vice-rector for academic and research;
- 5.1.2. announcement of competition for academic staff;

- 5.1.3. acceptance of application documents from candidates;
  - 5.1.4. Initial evaluation of the compliance of the applicant's documents with the established requirements in the Human Resource Development Department;
  - 5.1.5. evaluation of the information and professional abilities of the applicants in the Senate Competition Commission;
  - 5.1.6. the vote of the members of the Senate Competition Committee and their recommendation to the Senate on the candidate's election/non-election to an academic position;
  - 5.1.7. Senate vote on the election/non-election of a candidate for an academic position, as well as a recommendation for professors and associate professors for election or qualification assessment in the Council of Professors.
- 5.2. The competition shall be announced for vacant positions of permanent academic staff or positions which, due to the expiry of the term of election of academic staff to these positions, will be vacant in 2-3 months, according to the posts and budget approved by the relevant faculty.
- 5.3. The decision to announce the competition is made by the TSI Rector.
- 5.4. The Human Resource Development Department publishes a notice announcing the competition in the vacancies section of the TSI website in the working languages of the website and on the recruitment portal that TSI has entered into an agreement with. The deadline for the submission of documents shall be set at not less than 30 days from the date of publication of the competition notice.
- 5.5. Applicants wishing to take part in the competition shall submit the following documents to the Human Resource Development Department:
- 5.5.1. An application addressed to the Rector of TSI;
  - 5.5.2. curriculum vitae (CV) in Latvian and English;
  - 5.5.3. copies of documents - higher education diploma, scientific degree and scientific title diploma (if requested in accordance with competition rules), presenting originals and copies of scientific publications for the last 6 (six) years or a list of links to them. Documents obtained abroad must be certified by the AIC. The PhD must be approved by the industry's Promotion Council;
  - 5.5.4. a copy of the certificate of proficiency in the state language (for applicants who have not received education in the state language), presenting the original;
  - 5.5.5. a certificate of compliance with the requirements of Section 50 of the Education Law (Annex 3);
  - 5.5.6. self-assessment of the applicant's scientific and pedagogical qualification:
    - 5.5.6.1. professors and associate professors in accordance with Annex 1 to the Regulations.
    - 5.5.6.2. docents, lecturers and assistants in accordance with Annex 4 to the Regulations.
  - 5.5.7. copies of evidence of professional qualifications, documents certifying improvement and other documents confirming that the applicant meets the qualification requirements for the length of academic and scientific work.
  - 5.5.8. In addition to the documents listed above, applicants may add other competences documents (copies) of their choice (certificates, licences, references, etc.).

- 5.6. The Human Resources Development Department shall verify that the documents submitted comply with the requirements set out in Article 5.5 of these Regulations shall be submitted to the Chairman of the Senate Competition Commission within three working days and the Chairman of the Senate shall be informed thereof.
- 5.7. If the documents submitted are incomplete, the Human Resources Development Department will contact the applicant within three working days and agree on the necessary corrections or additions.
- 5.8. Upon receipt of the documents, the Chairman of the Senate Competition Commission provide information on applicants to the Dean of the faculty in which there is a vacant academic position and instructs to organize the examination of the competence of the applicants.
- 5.9. The Chairman of the Senate Competition Commission shall designate 1 (one) expert from the TSI academic staff who is competent in the respective field to evaluate the documents submitted by the applicants in more detail.
- 5.10. The meeting of the Senate Competition Commission is organized at the time specified by the Chairman of the Senate Competition Commission. The following are invited to the Competition Commission meeting:
  - Chairman of the Board;
  - Deans of the faculties at which vacant posts are advertised;
  - Rector;
  - Vice-Rector for Academic and Research;
  - Experts who have examined the documents submitted by the applicants;
  - Representative of Human Resources Development Department.
- 5.11. The Senate Competition Commission, at its meeting, evaluates the compliance of the applicant's scientific, pedagogical and organisational competence with the published requirements of the competition, hears the evaluation of experts and the Dean, and conducts personal interviews with the applicant. If necessary, the Senate Competition Commission may request additional information about the Applicant. The Senate Competition Commission shall be responsible to the Senate for the reasonableness of the decision of the Commission, which confirms the compliance of the submitted information with the requirements of the competition.
- 5.12. The Senate Competition Committee shall, by its decision, nominate the most suitable candidates for election to an academic post by submitting to the Senate a reasoned opinion (in the form of a list, starting with the most suitable) on all candidates for the position.
- 5.13. The Senate Competition Committee shall take a decision on each individual candidate by majority vote, provided that more than half of its members are present at the meeting.
- 5.14. The decisions of the Senate Competition Committee shall be recorded in the minutes. The documents of the candidate(s) nominated by the Competition Committee shall be submitted to the Chairman of the Senate for inclusion on the agenda of the next meeting of the Senate.
- 5.15. At its meeting, the Senate, on the basis of the decision of the Senate Competition Committee, as well as the documents submitted by the applicants, shall decide by open vote of a majority of the Senators present whether or not to elect the most suitable applicants to an academic

position, as well as whether or not to recommend an applicant for election to the position of Professor or Associate Professor in the relevant field of the Council of Professors. In case none of the candidates is elected to the academic position, the Rector decides on the re-competition.

- 5.16. Within three working days after the Senate meeting, the Secretary of the Senate shall prepare an extract of the minutes of the Senate meeting with the decision on the recommendation for election to the position of professor or associate professor in the relevant field of the Professors' Council and submit it to the Human Resources Development Department. The Human Resources Development Department shall, within five working days, submit the applicants' dossiers to the relevant Professors' Council.

## **6. ELECTION TO THE POSITION OF DOCENT, LECTURER AND ASSISTANT**

- 6.1. A decision on the election of a candidate to the academic post of docent, lecturer or assistant professor shall be taken at a meeting of the Senate by open voting.
- 6.2. The candidate(s) for whom a majority of the votes cast "for" in favour exceed the number of votes cast "against" shall be deemed to have been elected to the vacant position(s).
- 6.3. If, as a result of counting the votes, the applicants have received the same number of votes, which does not allow the Senate to give preference to any of them, the Senate may decide to organize a repeat voting (at this or the next Senate meeting).
- 6.4. The Secretary of the Senate shall, within three working days after the Senate meeting, submit to the Human Resources Development Department an extract of the minutes of the Senate meeting on the results of the competition for election to academic positions. The Human Resources Development Department shall keep the documents submitted by the candidates.
- 6.5. Within three working days of receipt of the minutes of the Senate meeting, the Human Resources Development Unit shall notify the applicants of the decision of the Senate meeting and, within five (5) working days, shall prepare the necessary amendments to the contracts or conclude the contracts of employment for the elected lecturers.
- 6.6. In the case of complaints about the violation of the electoral procedure, the Applicant may submit a written complaint to the Chairman of the Senate of TSI within 5 (five) working days after the election. The Chairman of the Senate sets up a commission for reviewing it and sets a deadline for reviewing the complaint - not more than 1 (one) month. A reply signed by the Chairman of the Senate is sent to the complainant in writing.

## **7. ELECTION TO THE POSITION OF PROFESSOR AND ASSOCIATED PROFESSOR**

- 7.1. The decision on the election to the position of professor and associate professor shall be taken by the Professors' Council of the relevant discipline, in accordance with the procedures in force in that Council.
- 7.2. Election procedure of the Professors' Council of TSI Transport Engineering:
  - 7.2.1. The election of professors and associate professors shall be held by public ballot no later than four months from the date of the announcement of the competition.
  - 7.2.2. The Chairman of the Professors' Council organizes the election of professors and associate professors.

- 7.3. A meeting of the Board of Professors' Council shall be held no later than four months from the date of the announcement of the competition. It has a quorum if more than half of the voting members of the board participate (including online). The Secretary of the Council shall invite all candidates for the relevant position to the meeting. The absence of the candidate is not an obstacle to the election.
- 7.4. Foreign members of the Professors' Council can participate in the election process in absentia (remotely - electronically online).
- 7.5. The secretary of the professors' council ensures the preparation of documents for the meeting of the professors' council.
- 7.6. Based on the minutes of the meeting of the professors' council, a decision is made on the scientific and pedagogical qualification of the candidate for the position of professor or associate professor. If the Council of Professors has decided that the scientific and pedagogical qualification of the candidate for the position of professor or associate professor does not comply with the requirements of the position, then the candidate's candidacy shall not be nominated for further elections.
- 7.7. The applicant has the right to get acquainted with the minutes of counting votes at the secretary of the professors' council.
- 7.8. An applicant for the position of professor and associate professor may submit an application regarding the decision of the professors' council (violations of the election procedure) within one month from the moment of its notification. The application for the position of associate professor and professor is addressed to:
  - 7.8.1. TSI Academic Arbitration Court if the candidate is a member of the staff of the higher education institution at the time of the election;
  - 7.8.2. To the Rector of TSI, if the applicant is not a member of the staff of the higher education institution at the time of the election.

## **8. APPROVAL OF THE TASKS OF THE WORK OF AN EXISTING PROFESSOR AND ASSOCIATED PROFESSOR, EVALUATION OF SCIENTIFIC AND PEDAGOGICAL QUALIFICATIONS**

- 8.1. The Dean of the Faculty shall develop the terms of reference for a tenured professor or associate professor for 6 (six) years, in accordance with the strategy of the TSI, the work plan of the Faculty, the criteria set out in the Republic of Latvia Cabinet Regulation No. 129 and additional criteria, if such are established by order of the TSI.
- 8.2. Before the beginning of each academic year, the Human Reserach Development Department shall submit to the Deans of the Faculties information on the dates for the election of academic staff and the end of the evaluation of the scientific and pedagogical qualifications of professors and associate professors for the current academic year.
- 8.3. In cases when the employment contract (fixed-term employment contract) of the professor or associate professor expires or the evaluation term has expired (in cases where the employment contract is concluded for an indefinite period), the Dean of the Faculty shall, no later than seven months before the expiry of the election period or the evaluation period, evaluate the performance of the assignments during the previous period, prepare the assignments for the next evaluation period and coordinate with the Vice-Rector for Academic and Research. The evaluation of a tenured professor or associate professor shall be carried out by the TSI in accordance with the Law on Higher Education Institutions, Republic of Latvia Cabinet Regulation No. 129 and these Regulations once every six years.

- 8.4. The scientific and pedagogical qualifications of a temporary professor or associate professor shall be evaluated by the Council of Professors of the relevant field not later than six months before the expiry of the employment contract or evaluation term of the professor or associate professor.
- 8.5. When evaluating a tenured professor or associate professor with a fixed-term contract, the Dean shall ascertain before the evaluation whether the professor or associate professor wishes to continue in the position beyond the end of the contract. If the professor or associate professor indicates that he/she does not wish to continue in the position beyond the end of the contract, no evaluation shall be carried out.
- 8.6. A professor or associate professor whose term of election or evaluation expires shall submit to the Rector an application addressed to the Human Resources Development Department stating his/her wish to continue the employment relationship and other documents necessary for the evaluation of the scientific and pedagogical qualifications of the professor or associate professor:
- An application addressed to the Rector of TSI;
  - curriculum vitae (CV in Europass format) in Latvian and English;
  - copies of scientific publications for the last 6 (six) years or a list of links to them;
  - self-assessment of scientific and pedagogical qualifications, in accordance with the criteria set out in Republic of Latvia Cabinet Regulation No. 129 of 25.02.2021 "Procedure for Assessing the Scientific and Pedagogical Qualifications or Results of Artistic Creativity of a Candidate for the Position of Professor or Associate Professor and of a Full Professor or Associate Professor" for the relevant field of science (Annex 1);
  - work tasks for the next period (Annex 5).
- 8.7. Human Resource Development Department after coordination with the Dean of the relevant faculty, within five working days after receiving the documents from the professor or associate professor, submits the received documents and the evaluation of the performance of the work of the professor or associate professor to the Senate.
- 8.8. The Senate, on the basis of the submitted documents, shall assess the scientific and pedagogical qualifications of the professor or associate professor in accordance with the criteria set out in Republic of Latvia Cabinet Regulation No. 129, and give its opinion.
- 8.9. Within five working days after the Senate meeting, the Secretary of the Senate shall prepare an extract of the minutes of the Senate meeting with the decision on the recommendation of the professor or associate professor for evaluation by the Professors' Council in the field and submit it to the Human Resources Development Department.
- 8.10. Within five working days, the Human Resources Development Department prepares a cover letter and sends the documents of the professor or associate professor for the assessment of the scientific and pedagogical qualification to the professors' council of the respective field.
- 8.11. The evaluation of the scientific and pedagogical qualification of a professor or associate professor by the Professors' Council of the relevant field shall be performed within two months from the date of receipt of the documents of the professor or associate professor to be evaluated or within the term specified by the relevant Professors' Council.
- 8.12. The minutes of the discussion of the decisions of the evaluation of the scientific and pedagogical qualification of the tenured professor or associate professor and the application of the professors' council shall be sent by the professors' council of the respective field to the Rector.
- 8.13. Rector, based on the decision of the Professors' Council:
- 8.13.1. establish an employment relationship with a person who has been elected to the



- post of professor or associate professor. The employment contract with a professor or associate professor shall be concluded for a period of six years;
- 8.13.2. continue the employment relationship with a tenured professor or associate professor after the expiry of a six-year employment contract if the scientific and pedagogical qualifications of the professor or associate professor are assessed as meeting the criteria set out in Republic of Latvia Cabinet Regulation No. 129:
- 8.13.2.1. by concluding a second successive fixed - term employment contract, or
  - 8.13.2.2. by concluding a third successive contract of indefinite duration, or
  - 8.13.2.3. continuing an employment contract already concluded for an indefinite period
- 8.13.3. terminates the employment relationship with the professor or associate professor or offers him or her a job in another position, if the scientific and pedagogical qualification of the professor or associate professor has been assessed as inconsistent with Republic of Latvia Cabinet Regulation No. 129 the criteria set out.

## **9. PERFORMANCE EVALUATION OF A PROFESSOR OR ASSOCIATE PROFESSOR**

- 9.1. An Evaluation Committee, approved by a Rector's Order, shall, at least every two years, evaluate the performance of a tenured professor or associate professor in accordance with the approved terms of reference.
- 9.2. The Chairman of the Evaluation Commission submits the Performance Evaluation (Annex 6) to the Human Resource Development Department, and it is kept in the personal file.
- 9.3. When evaluating the performance of a professor or associate professor, the Evaluation Commission shall take into account the following conditions:
- 9.3.1. the amount of work performed in relation to the amount of work specified in the terms of reference in 6 (six) years (taking into account that after two years 1/3 of the amount of tasks must be completed, after four years 2/3 of the amount of tasks must be completed);
  - 9.3.2. if the performance of the tasks is partial, the scope of the tasks set out in point 9.3.1 of the Regulations and the tenderer's proposal for the execution of the tasks;
  - 9.3.3. circumstances which prevented the commencement or performance of tasks.
- 9.4. If the professor or associate professor has completed the workload (in accordance with point 9.3.1 of the Regulations) during the performance evaluation period (two years), then the performance evaluation is positive, and no further action is required.
- 9.5. If the professor or associate professor has started the work tasks but has partially completed the expected scope of the work tasks (according to point 9.3.1 of the Regulations) during the performance evaluation period of 2 (two) years, the evaluation shall be positive provided that the professor or associate professor concerned submits to the Evaluation Committee a plan to complete the partially completed tasks before the next performance evaluation or scientific and pedagogical qualification evaluation.
- 9.6. If the professor or associate professor has not started the performance tasks within the performance evaluation period of 2 (two) years, the evaluation shall be negative, and the approved Evaluation Committee shall have the right to propose to the Professors' Council of the relevant field to evaluate the adequacy of the scientific and pedagogical qualification of the professor or associate professor for the position to be filled before the deadline.
- 9.7. In the case referred to in Article 9.6 of the Regulations, the evaluation shall be carried out by

the Professors' Council of the relevant discipline in accordance with the provisions of Chapter 8 of these Regulations.

## **10. CONCLUDING ISSUES**

- 10.1. With the approval of these Regulations in the Senate, the following shall become invalid:
  - 10.1.1. Regulations on the election of academic staff by competitive procedure, approved at the Senate meeting on 11.12.2018;
  - 10.1.2. Regulations on the Evaluation of Professors and Associate Professors at the Transport and Telecommunication Institute, approved by the Chairman of the Board on 19.05.2021. order No. 12\_01./71.

## Transport and Telecommunication Institute

### Self-assessment of scientific and pedagogical qualification of the candidate for the position of professor/associate professor or incumbent professor/associate professor

*Republic of Latvia Cabinet Regulation No. 129 of 25 February 2021 Procedures for Evaluating the Results of Scientific and Pedagogical Qualifications or Artistic Creativity of a Candidate for the Position of Professor or Associate Professor and Professor or Associate Professor in Incumbent (hereinafter referred to as MKN).*

Candidate for the position of Professor/Associate Professor or current Professor/Associate Professor \_\_\_\_\_

*(Applicant's name, surname, degree)*

Criterion	Minimum regulation		Actual number	List of specific results	Notice
	<b>Professor/Associate professor</b>				
<b>SCIENTIFIC QUALIFICATIONS</b>	<b>4 positive criteria / 3 positive criteria</b>				
MKN 3.1.1.p. Anonymously reviewed scientific publication in the scientific journal or in the edition of conference reports indexed in the database SCOPUS or Web of Science Core Collection or reviewed scientific monograph and anonymously reviewed scientific publication in a scientific journal or in a conference report published in a database SCOPUS or Web of Science Core Collection	Number	Hirsch Index			
	<i>Engineering 5/4 Natural sciences 5/4 Social sciences 4/3</i>	<i>Engineering 3/2 Natural sciences 3/2 Social sciences 1/1</i>			
	<i>1/1 or submitted for publication</i>				
	<i>Engineering 3/4 Natural sciences 3/2 Social sciences 2/1</i>	<i>Engineering 3/2 Natural sciences 3/2 Social Sciences 1 / -</i>			
MKN 3.1.2.p. Presentation at international scientific conferences in Latvia and abroad	<i>5 / 3</i>				
MKN 3.1.3.p. Management or scientific participation in the implementation of research and development	<i>scientific supervisor performing the duties of a principal investigator in at least one research and development project/</i>				

projects	<i>/leading researcher or researcher performing the duties of a principal investigator in at least one research and development project</i>			
MKN 3.1.4.p. The rights of an expert of the Latvian Science Council have been granted				
MKN 3.1.5.p. Review of doctoral theses	<i>two reviewed doctoral theses/ /at least one reviewed doctoral theses</i>			
MKN 3.1.6.p. Obtained intellectual property rights related, for example, to an inventive patent (including additional protection certificates for medicinal products and plant protection products), topography, trademark, design, copyright or related rights, plant variety, and the alienation or licensing of their rights and transfer of technology rights to market new products the production and sale of products or services needed to achieve commercial success (commercialisation)				
MKN 3.1.7.p. Management or participation of implementation of scientific contract work				
MKN 3.1.8. Training of scientific qualifications in foreign universities and scientific institutions				
<b>PEDAGOGICAL QUALIFICATIONS</b>	<b>4 positive criteria / 3 positive criteria</b>			
MKN 3.2.1.p. Doctoral thesis management and the number of defended doctoral theses	<i>the supervisor of the doctoral thesis for at least one doctoral thesis for which a doctoral degree has been awarded / the supervisor of the doctoral thesis for at least one doctoral thesis</i>			
MKN 3.2.2.p. Master's thesis management and the number of defended doctoral theses				

MKN 3.2.3.p. Lecturing in the doctoral study program, except for foreign students				
MKN 3.2.4.p. Lecturing in the master's study program, except for foreign students				
MKN 3.2.5.p. Lecturing for foreign students in Latvia				
MKN 3.2.6.p. Lecturing in foreign universities				
MKN 3.2.7.p. Training materials prepared, including the release of training means for publication				
MKN 3.2.8.p. Raising pedagogical qualifications in Latvian and foreign universities or scientific institutions				
<b>ORGANISATIONAL WORK RELATED TO SCIENTIFIC AND PEDAGOGICAL WORK</b>	<b>3 positive criteria / 2 positive criteria</b>			
MKN 4.1.p. Management of participation of the Council of Professors of the Branch, Promotion Council, Scientific Council of the University or Scientific Institution or Scientific Council of its structural unit or activities				
MKN 4.2.p. Research and development project management	<i>project manager or project coordinator for at least one research and development project / / project manager or project coordinator or project manager assistant for at least one research and development project</i>			
MKN 4.3.p. Management or participation of the Committee of the Organisation of International Conferences in the organisation				

of international scientific conferences				
MKN 4.4.p. Management of or participation in the editorial board of scientific journals or anonymous peer-reviewed scientific publication in a scientific journal or conference proceedings, review of scientific articles in publications indexed to the SCOPUS or Web of Science Core Collection database or included in the ERIH + database				
MKN 4.5.p. Leading or participating in international scientific, academic or artistic associations				
MKN 4.6.p. Management or participation of a committee of a national and international organisation of scientific, academic or artistic creative competitions, festivals and other equivalent events in the organisation of national and international scientific, academic or artistic creative competitions, festivals and other equivalent events				

**ANNEX 2**

Regulation on the election of academic staff and assessment of qualifications in TSI

**Transport and Telecommunication Institute**

**Rector** \_\_\_\_\_

\_\_\_\_\_  
(*name, surname*)

Application.

I am submitting my application for the vacant position of \_\_\_\_\_, please consider my candidature for this position.

Attached:

1. CV (Europass format) in English;
2. CV (Europass format) in Latvian;
3. Copies of documents:
  - 3.1. *Diploma of education*;
  - 3.2. *Certificate of knowledge of the state language (if applicable)*;
4. List of publications;
5. Copies of publications;
6. Self-assessment of the scientific and pedagogical qualification of the applicant for the academic position of TSI;
7. copies of the training certificates.

I certify the authenticity of the documents submitted and the accuracy of the information provided and accept full responsibility for them.

\_\_\_\_\_  
(*date*)

\_\_\_\_\_  
(*signature*)

\_\_\_\_\_  
(*professor, associate professor, docent, lecturer, assistant*)

**ACKNOWLEDGMENT**

I, \_\_\_\_\_, p.k. \_\_\_\_\_ - \_\_\_\_\_,  
(*name, surname*)

I have read the first, second and fourth paragraphs of Section 50 of the Education Law, which state that a person **may not work** as a teacher:

- 1) who has been punished for the commission of an intentional criminal offense (irrespective of the expulsion or removal of a criminal offense), unless after an expulsion or removal of the criminal offense an institution appointed by the Cabinet has assessed whether it does not harm the interests of the learner a criminal offense or a less serious crime;
- 2) whose legal capacity is restricted in accordance with the procedures specified in regulatory enactments;
- 3) who has been deprived of custody by a court decision.

In view of the above, I certify that there are no obstacles to taking up the position of \_\_\_\_\_.

\_\_\_\_\_  
(*date*)

\_\_\_\_\_  
(*signature*)



**Self-assessment of the scientific and pedagogical qualification of a candidate for the position of docent, lecturer or assistant**

Applicant's name, surname, degree: \_\_\_\_\_

Criterion	In 20__ - 20__ (6 years)		Notice
	Number	List of specific results	
1. Assessment of scientific qualifications:			
1.1. Scientific publications included in the list of generally recognized peer-reviewed scientific publications approved by the Latvian Science Council (indicate compliance with the Hirsch index, if any).			
1.2. Participation in international scientific conferences (with any report) in Latvia and abroad			
1.3. Management of Latvian Science Council and other national research projects and programs or participation in their implementation			
1.4. Management of internationally funded research projects or participation in their implementation			
1.5. Management or participation of implementation of scientific contract work			

1.6. Expert activity in Latvian Science Council and international projects and programs			
1.7. Received patents and licenses			
<b>2. Assessment of pedagogical qualifications:</b>			
2.1. Doctoral thesis management			
2.2. Master's thesis management			
2.3. Management of diploma theses and bachelor's theses			
2.3. Management of lectures and other activities			
2.4. Development of study courses (subjects)			
2.5. Development and management of study programs			
2.6. Presentation at academic conferences			
2.7. Preparation of textbooks and teaching materials and their submission for publication or published works			
2.8. Raising qualifications in foreign and Latvian universities or scientific research institutions			
2.9. Lecturing in foreign universities			
<b>3. Assessment of organisational competence (related to academic and social activities):</b>			
3.1. Management of scientific and academic commissions or collegial institutions or participation in their activities;			
3.2. Management of the Commission of the			

Organisation of International Conferences or participation in its activities			
3.3. Management or participation in the editorial board of a scientific publication;			
3.4. Management of a university, faculty, institute, group of professors, department, laboratory;			
3.5. Management of international scientific, academic or artistic associations or participation in their activities;			
3.6. Officially approved consultant of state, local governments and other companies established by legal or natural persons.			

20\_\_ of \_\_. \_\_\_\_\_

\_\_\_\_\_  
*(Name, surname, signature)*

Professor/Associate Professor of the Transport and Telecommunication Institute \_\_\_\_\_  
 (department / position / name, surname)

**Tasks for election/evaluation for a period of time (6 years)**

Criterion	Minimum normative period 6 years		Number for period 2 years	Number for period 4 years	Number for period 6 years	Notice
	<b>Professor/Associate Professor</b>					
<b>SCIENTIFIC QUALIFICATIONS</b>	<b>4 positive criteria / 3 positive criteria</b>					
MKN 3.1.1.p. Anonymously reviewed scientific publication in the scientific journal or in the edition of conference reports indexed in the database SCOPUS or <i>Web of Science Core Collection</i> or reviewed scientific monograph and anonymously reviewed scientific publication in a scientific journal or in a conference report published in a database SCOPUS or <i>Web of Science Core Collection</i>	Number	Hirsch Index				
	<i>Engineering 5 / 4</i> <i>Natural Sciences 5 / 4</i> <i>Social Sciences 4 / 3</i>	<i>Engineering 3 / 2</i> <i>Natural Sciences 3 / 2</i> <i>Social Sciences 1 / 1</i>				
	<i>1 / 1 or submitted for publication</i>					
	<i>Engineering 3 / 4</i> <i>Natural Sciences 3 / 2</i> <i>Social Sciences 2 / 1</i>	<i>Engineering 3 / 2</i> <i>Natural Sciences 3 / 2</i> <i>Social Sciences 1 / -</i>				
MKN 3.1.2.p. Presentation at international scientific conferences in Latvia and abroad	5 / 3					
MKN 3.1.3.p.	<i>scientific supervisor performing the duties of a</i>					

Management or scientific participation in the implementation of research and development projects	<i>principal investigator in at least one research and development project/  /leading researcher or researcher performing the duties of a principal investigator in at least one research and development project</i>				
MKN 3.1.4.p. The rights of an expert of the Latvian Science Council have been granted					
MKN 3.1.5.p. Review of doctoral theses	<i>two reviewed doctoral theses/ /at least one reviewed doctoral theses</i>				
MKN 3.1.6.p. Obtained intellectual property rights related, for example, to an inventive patent (including additional protection certificates for medicinal products and plant protection products), topography, trademark, design, copyright or related rights, plant variety, and the alienation or licensing of their rights and transfer of technology rights to market new products the production and sale of products or services needed to achieve commercial success (commercialisation)					
MKN 3.1.7.p. Management or participation of implementation of scientific contract work					
MKN 3.1.8. Training of scientific qualifications in foreign universities and scientific institutions					
<b>PEDAGOGICAL QUALIFICATIONS</b>	<b>4 positive criteria / 3 positive criteria</b>				

MKN 3.2.1.p. Doctoral thesis management and the number of defended doctoral theses	<i>the supervisor of the doctoral thesis for at least one doctoral thesis for which a doctoral degree has been awarded / the supervisor of the doctoral thesis for at least one doctoral thesis</i>				
MKN 3.2.2.p. Master's thesis management and the number of defended doctoral theses					
MKN 3.2.3.p. Lecturing in the doctoral study program, except for foreign students					
MKN 3.2.4.p. Lecturing in the master's study program, except for foreign students					
MKN 3.2.5.p. Lecturing for foreign students in Latvia					
MKN 3.2.6.p. Lecturing in foreign universities					
MKN 3.2.7.p. Training materials prepared, including the release of training means for publication					
MKN 3.2.8.p. Raising pedagogical qualifications in Latvian and foreign universities or scientific institutions					
<b>ORGANISATIONAL WORK RELATED TO SCIENTIFIC AND PEDAGOGICAL WORK</b>	<b>3 positive criteria / 2 positive criteria</b>				
MKN 4.1.p. Management of participation of the Council of Professors of the Branch, Promotion Council, Scientific Council of the University or Scientific Institution or Scientific Council of its					

structural unit or activities					
MKN 4.2.p. Research and development project management	<i>project manager or project coordinator for at least one research and development project /  / project manager or project coordinator or project manager assistant for at least one research and development project</i>				
MKN 4.3.p. Management or participation of the Committee of the Organisation of International Conferences in the organisation of international scientific conferences					
MKN 4.4.p. Management of or participation in the editorial board of scientific journals or anonymous peer-reviewed scientific publication in a scientific journal or conference proceedings, review of scientific articles in publications indexed to the SCOPUS or Web of Science Core Collection database or included in the ERIH + database					
MKN 4.5.p. Leading or participating in international scientific, academic or artistic associations					
MKN 4.6.p. Management or participation of a committee of a national and international organisation of scientific, academic or artistic creative competitions, festivals and other equivalent events in the organisation of national and international scientific, academic or artistic creative competitions, festivals and other					

equivalent events					
<b>OTHER TASKS/ACTIVITIES</b>					

Dean of the Faculty \_\_\_\_\_  
*(name, surname, signature)*

\_\_\_\_\_  
*(date)*

Professor/Associate Professor \_\_\_\_\_  
*(name, surname, signature)*

\_\_\_\_\_  
*(date)*



Professor/Associate Professor of the Transport and Telecommunication Institute \_\_\_\_\_  
 (department / position / name, surname)

**Performance evaluation form for incumbent professor / associate professor**

Criterion	Minimum normative period 6 years		Score (fulfilled; partially fulfilled; not fulfilled)				Notice
			Employee self-assessment 2 years	Employee self-assessment 4 years	Assessment commission assessment 2 years	Assessment commission assessment 4 years	
	<b>Professor/Associate Professor</b>						
<b>SCIENTIFIC QUALIFICATIONS</b>	<b>4 positive criteria / 3 positive criteria</b>						
MKN 3.1.1.p. Anonymously reviewed scientific publication in the scientific journal or in the edition of conference reports indexed in the database SCOPUS or <i>Web of Science Core Collection</i> or reviewed scientific monograph and anonymously reviewed scientific publication in a scientific journal	Number	Hirsch Index					
	<i>Engineering 5 / 4</i> <i>Natural Sciences 5 / 4</i> <i>Social Sciences 4 / 3</i>	<i>Engineering 3 / 2</i> <i>Natural Sciences 3 / 2</i> <i>Social Sciences 1 / 1</i>					
	<i>1 / 1 or submitted for publication</i> --						

or in a conference report published in a database SCOPUS or <i>Web of Science Core Collection</i>	<i>Engineering 3/4 Natural Sciences 3/2 Social Sciences 2/1</i>	<i>Engineering 3/2 Natural Sciences 3/2 Social Sciences 1/-</i>					
MKN 3.1.2.p. Presentation at international scientific conferences in Latvia and abroad	<i>5 / 3</i>						
MKN 3.1.3.p. Management or scientific participation in the implementation of research and development projects	<i>scientific supervisor performing the duties of a principal investigator in at least one research and development project/  /leading researcher or researcher performing the duties of a principal investigator in at least one research and development project</i>						
MKN 3.1.4.p. The rights of an expert of the Latvian Science Council have been granted							
MKN 3.1.5.p. Review of doctoral theses	<i>two reviewed doctoral theses/ /at least one reviewed doctoral theses</i>						
MKN 3.1.6.p. Obtained intellectual property rights related, for example, to an inventive patent (including additional protection certificates for medicinal products and plant protection products), topography, trademark, design, copyright or related rights, plant variety, and the alienation or licensing of their rights and transfer of technology rights to market new products the production and sale of products or services needed to achieve commercial success (commercialisation)							

MKN 3.1.7.p. Management or participation of implementation of scientific contract work						
MKN 3.1.8. Development of scientific qualifications in foreign universities and scientific institutions						
<b>PEDAGOGICAL QUALIFICATIONS</b>	<b>4 positive criteria / 3 positive criteria</b>					
MKN 3.2.1.p. Doctoral thesis management and the number of defended doctoral theses	<i>the supervisor of the doctoral thesis for at least one doctoral thesis for which a doctoral degree has been awarded / the supervisor of the doctoral thesis for at least one doctoral thesis</i>					
MKN 3.2.2.p. Master's thesis management and the number of defended doctoral theses						
MKN 3.2.3.p. Lecturing in the doctoral study program, except for foreign students						
MKN 3.2.4.p. Lecturing in the master's study program, except for foreign students						
MKN 3.2.5.p. Lecturing for foreign students in Latvia						
MKN 3.2.6.p. Lecturing in foreign universities						
MKN 3.2.7.p. Training instruments prepared, including the release of training means for publication						

MKN 3.2.8.p. Raising pedagogical qualifications in Latvian and foreign universities or scientific institutions						
<b>ORGANISATIONAL WORK RELATED TO SCIENTIFIC AND PEDAGOGICAL WORK</b>	<b>3 positive criteria / 2 positive criteria</b>					
MKN 4.1.p. Management of participation of the Council of Professors of the Branch, Promotion Council, Scientific Council of the University or Scientific Institution or Scientific Council of its structural unit or activities						
MKN 4.2.p. Research and development project management	<i>project manager or project coordinator for at least one research and development project /  / project manager or project coordinator or project manager assistant for at least one research and development project</i>					
MKN 4.3.p. Management or participation of the Committee of the Organisation of International Conferences in the organisation of international scientific conferences						
MKN 4.4.p. Management of or participation in the editorial board of scientific journals or						

anonymous peer-reviewed scientific publication in a scientific journal or conference proceedings, review of scientific articles in publications indexed to the SCOPUS or Web of Science Core Collection database or included in the ERIH + database						
MKN 4.5.p. Leading or participating in international scientific, academic or artistic associations						
MKN 4.6.p. Management or participation of a committee of a national and international organisation of scientific, academic or artistic creative competitions, festivals and other equivalent events in the organisation of national and international scientific, academic or artistic creative competitions, festivals and other equivalent events						
<b>OTHER TASKS/ACTIVITIES</b>						

Dean of the Faculty \_\_\_\_\_  
(name, surname, signature)

\_\_\_\_\_  
(date)

Professor/Associate Professor \_\_\_\_\_  
(name, surname, signature)

\_\_\_\_\_  
(date)