

INSTITUTE OF TRANSPORT AND TELECOMMUNICATIONS
REGULATIONS ON ELECTION OF SCIENTIFIC STAFF TO ACADEMIC POSITIONS

1. GENERAL PROVISIONS

- 1.1. The election of scientific staff to academic positions at the Institute of Transport and Telecommunications (hereinafter - TSI) shall be in accordance with the Law on Scientific Activities, the Law on Higher Education Institutions and on the basis of the TSI Constitution and these Regulations.
- 1.2. Academic positions are as follows: Lead Researcher, Research Fellow and Research Assistant.
- 1.3. The Regulations regulate the election of research staff to academic positions.
- 1.4. Lead Researchers, Visiting Research Fellows and Visiting Research Assistants may be recruited without election.
- 1.5. A person may be elected to the position of Lead Researcher, Research Fellow and Research Assistant only in a single scientific institution.
- 1.6. Lead Researcher, Research Fellows and Research Assistants are elected by open competition for a period of six years by the Research and Doctoral Council of TSI (hereinafter referred to as the “RDC”).

2. REQUIREMENTS FOR APPLICANTS FOR THE POSITION OF LEAD
RESEARCHER, RESEARCH FELLOW AND RESEARCH ASSISTANT

- 2.1. A person who holds a doctoral degree, has scientific publications relevant to the field of science, is capable of independently conducting scientific research, preparing scientific project proposals and supervising the research work of other scientists, and has at least 5 (five) years of scientific and academic work experience may apply for the position of Lead Researcher. The applicant's scientific qualifications will be assessed by the RDC in accordance with the criteria for Lead Researcher set out in point 3.9.1.
- 2.2. The position of Research Fellow is open to a person who holds a doctoral or a Master degree, who has scientific publications and who is capable of carrying out scientific work independently. The applicant's scientific qualifications will be assessed by the RDC in accordance with the criteria for Research Fellows set out in point 3.9.2.
- 2.3. A person who holds a Bachelor or Master degree and who is capable of carrying out scientific research may apply for the position of Research Assistant. Participation in scientific research projects and scientific conferences is desirable.

3. LEAD RESEARCHERS, RESEARCH FELLOWS AND RESEARCH ASSISTANTS ELECTION PROCEDURE

- 3.1. The Vice-Rector for Research and Academic Affairs submits to the Rector an application for a call for applications, as proposed by the Research Administration Department.
- 3.2. The Rector takes a decision on the launch of an open competition.
- 3.3. The Human Resources Development Department publishes a notice of open competition for scientific staff positions in the vacancies section of the TSI website and on the job advertisement portal with which TSI has a contract, indicating the specific field of science. The deadline for the submission of documents is set at not less than 30 days from the date of publication of the competition notice.
- 3.4. The competition is open to all persons who meet the criteria for the post and wish to be considered for election, irrespective of their place of employment.
- 3.5. Within the deadline specified in the competition notice, a candidate for the position in question sends an application for participation in the competition, addressed to the Rector, either electronically or in person, to the Human Resources Development Department, indicating the position for which he or she is applying and in which scientific discipline (subfield) (see Annex 1). The application shall be accompanied by the following documents:
 - 3.5.1. the applicant's Curriculum Vitae (in the EuroPass format),
 - 3.5.2. a list of scientific publications published during the last 6 (six) years,
 - 3.5.3. a list of scientific projects in which the applicant has participated during the last 6 (six) years, indicating his or her role,
 - 3.5.4. any other documents that the applicant wishes to include in his or her application to better describe his or her qualifications (copies of certificates, licences, etc.),
 - 3.5.5. copies of any scientific or academic degrees or educational qualifications,
 - 3.5.6. a certificate from the Latvian Academic Information Centre certifying that the higher education and academic or scientific degree correspond to the degrees approved in Latvia, if the previous education or academic or scientific degree was obtained abroad,
 - 3.5.7. a certificate of proficiency in the national language to the extent necessary for the performance of professional and official duties, if the applicant's native language is not Latvian or if the person has received education not in the Latvian language. If the applicant does not have the knowledge of the state language, he or she undertakes to acquire it within 6 (six) years from the date of election in accordance with the seventh paragraph of Article 27 of the Law on Higher Education.

The documents referred to in points 3.5.5 - 3.5.7 cannot be submitted if the applicant is an employee of TSI and these documents have been submitted to the Human Resources Development Department of TSI in the past and they have not been changed.
- 3.6. Within one week of the deadline for submission, the Human Resources Development Department shall assess the formal compliance of the documents submitted by the applicants with the requirements set and submit the documents to the RDC Secretary.

- 3.7. The Chairperson of the RDC determines the time and format (in person or remotely) of the RDC meeting. The Secretary of the RDC informs the members of the RDC about the meeting and circulates the documents submitted by the applicants so that the members of the RDC can get acquainted with them in proper time.
- 3.8. The RDC is entitled to consider the question of election to scientific positions if more than half of its members are present at the meeting. Candidates for the positions may be invited to attend the RDC meeting.
- 3.9. At the RDC meeting, the candidates are discussed in an open discussion in which their scientific and professional qualifications and their suitability for the position is evaluated according to the criteria laid down for the scientific position:
 - 3.9.1. Eligibility criteria for the position of Lead Researcher:
 - 3.9.1.1. Doctoral degree;
 - 3.9.1.2. scientific publications relevant to the field of science announced (at least five publications in internationally cited journals during the last six years);
 - 3.9.1.3. professional or academic experience in the relevant field of science (not less than five years in total);
 - 3.9.1.4. management of or participation in projects, contract research of international and / or national scope (at least two in the last six years; at least one in the first election);
 - 3.9.1.5. presentations at international conferences (at least three during the last six years);
 - 3.9.1.6. have prepared at least one research project proposal in the last six years (under the applicant's supervision or with substantial contributions).
 - 3.9.2. Eligibility criteria for the position of Research Fellow:
 - 3.9.2.1. Master or Doctoral degree;
 - 3.9.2.2. scientific publications relevant to the field of science announced (at least three publications in citable sources during the last six years);
 - 3.9.2.3. experience (participation) in national and international projects (at least one in the last six years); the criterion shall take effect from the second election;
 - 3.9.2.4. presentations at the international conferences (at least two during the last six years).
- 3.10. The decision on the election of a candidate to the academic position of Lead Researcher, Research Fellow and Research Assistant is taken at the RDC meeting by open voting.
- 3.11. The candidate(s) for whom a majority of votes in favour were received and for whom the number of votes in favour exceeds the number of votes against are considered to have been elected to the vacant position(s).
- 3.12. The competition is considered not to have been held if no applications have been submitted or if the candidates do not meet the requirements or have not submitted the required documents within the time limits. The Rector decides on the relevance and timing of a new competition.
- 3.13. The minutes of the RDC meetings shall be kept. The minutes of the RDC meetings and the documents submitted by the candidates shall be kept in accordance with the TSI rules regarding the documents.
- 3.14. The results of the competition are announced by an order of the Rector. The HRD informs the participants in writing of the results of the competition.

4. PROCEDURE FOR APPEALS

- 4.1. An appeal against irregularities in the election results and procedures is submitted by the candidate to the Rector not later than 10 (ten) days after the election.
- 4.2. The appeal is examined within 1 (one) month by a committee established by the Rector's order.
- 4.3. The decision of the Appeal Commission is final. The appellant shall be notified in writing of the decision of the Appeal Commission no later than three working days after the conclusion of the Appeal Commission.