

General Job Description for Members of the Teaching and Research Staff

1. The job responsibilities of the members of the teaching and research staff include teaching, research, development or other creative activity, and administrative work. The duties of these areas of work are more generally described in this Annex to the rules. Annexes 2-10 establish which generally described work duties are required in a specific position of teaching or for a member of the research staff, in the areas related to teaching, research and development or other creative activity and administrative work.

2. The job responsibilities related to teaching are:

2.1. Teaching, including:

2.1.1. Planning the teaching process – preparations for carrying out teaching, selecting teaching aids, study environments and teaching methods, etc.;

2.1.2. Carrying out teaching – organisation and supervision of contact learning in the form of auditory work and e-learning, professional placement and independent work, directing interdisciplinary projects of students, etc.;

2.1.3. Assessment and provision of feedback – assessment of learning outcomes of the course, providing feedback to student papers, participating in the work of the defence committee of final theses and doctoral theses, participating in the work of the final exam committee, participating in the work of the appeal committee, reviewing student papers and acting as an opponent in doctoral theses, participating in RPL calculation, etc.;

2.2. Supervision – supervising final theses, including doctoral theses;

2.3. Study development – study programme administration, participating in the compilation and development of a study programme, compilation and development of courses, course programmes and course descriptions, creation and development of teaching aids, learning environments, reference and methodology materials, etc.;

2.4. Support activity for teaching – participating in student admissions, participating in planning and organising study activity, teaching-related reporting, introducing learning opportunities in Tallinn University, self-development for achieving necessary knowledge and skills for teaching, etc.

3. Teaching may involve all university students and take place in degree study as well as continuing education, which may include all forms and levels of degree study. Teaching may take place in different structural units of the university and also within the framework of cross-university cooperation. Teaching is conducted pursuant to the procedures established in the university.

4. The calculation of teaching load takes place as follows:

4.1. the volume of teaching is mainly assessed on the basis of the volume of credit points of teaching carried out and the number of supervised and defended student papers and final theses;

4.2. in teaching, one ECTS credit is equivalent to 18 astronomical hours of work, which includes auditory teaching or real-time E-teaching in the extent of seven hours and in the remaining part planning and assessing the study process and giving feedback. This calculation is valid in the case of approximately 20 students;

4.3. in supervision, the volume of a final thesis at the first level of higher education is considered as being equal to 30-40 astronomical hours and the volume of final thesis at the second level of higher education is considered as being equal to 50-60 astronomical hours. The volume of supervising a doctoral thesis is considered to be 50-60 astronomical hours per calendar year. In the supervision of professional placement, calculation based on credit points referred to in clause 4.2 may be replaced with the following calculation: one

credit point (ECTS credit) equals the work of 0.5-1 (in case of pedagogical practice, 0.5-1.5) hours per student; [Amended 25.04.2016; amended 13.03.2017]

4.3¹. further conditions for the calculation of the volume of teaching may be established by the Rector; [Entry into force 26.04.2016]

4.4. in addition to the above, Head of unit may establish differences in the calculation of the volume of teaching if it is necessary due to specifications arising from the speciality, in case of a new course or a different number of students, in applying different forms of e-learning and in other justified circumstances. Conditions will be applicable similarly to all employees working under similar conditions. The immediate superior of an employee shall agree with the employee on the volume of teaching in a calendar year; [Amended 25.04.2016]

4.5. the immediate superior shall agree with the employee on the volume of teaching tasks in a calendar year, according to the volume of all work tasks of the employee. Agreement on the volume of teaching and supervision duties is based on the volume of corresponding duties described in Annexes 2-10; [Amended 25.04.2016]

4.6. the estimated volume of teaching among all work duties in a specific employment position for a member of teaching or research staff is given in Annexes 2-10.

5. Teaching performance is mainly evaluated on the basis of feedback given by students and efficiently supervised student papers and final theses, but also on the basis of completion of other work duties related to teaching performed in the position. It is also presumed that study programme development takes place in the study area, and modern teaching aids and methodology will be used and further developed.

6. The members of the teaching staff who carry out professional education of teacher of pre-school childcare education, class teacher, teacher of one or several subjects in basic school or upper secondary school or teacher of vocational educational institute, shall within a period of every three (3) years deliver at least 100 lessons corresponding to the speciality or subject he or she teaches in the educational establishment of the corresponding level of education.

7. The job responsibilities related to research, development or other creative activity are:

7.1. Research and development, including

7.1.1. Planning basic and applied research – applying for financing or participating in the application, initiating a research topic or research project, etc.;

7.1.2. Carrying out basic and applied research – planning research, collecting and analysing data, working with literature, conducting experiments, fieldwork, Heading research projects, including managing the people, processes and budget, reporting, etc.;

7.1.3. Publishing and assessing research results – compiling and publishing research publications, editing research magazines and collections, reviewing research publications, participating in conferences and organising these, etc.;

7.1.4. Developing and applying the knowledge received through research and experience into producing new materials, products and devices, implementing processes, systems and services or improving these significantly, etc.;

7.2. Creative activity – participating in a creative contest, presenting creations, organising creative events, participating in a specialised master's course, reflecting creation in media, etc.;

7.2¹. The Rector may establish criteria following the specific characteristics of the field for replacing the requirements for the compilation and publication of research publications with outstanding recognized results achieved in professional development and creative activity. A proposal regarding the establishment of such criteria may be submitted to the Rector by the council of the unit. [Entry into force 26.01.2016]

7.3. Activity supporting research and development or other creative activity – developing tools, reporting on research, development and creative activity, participating in the work of research and creative organisations

and expert panels, popularising the speciality, introducing the research, development and creative activity results to the public, self-development for developing the knowledge and skills necessary for research, development and creative activity, etc.

8. In the fields of art, creative activity may be added to research and development or may replace these.
9. The volume of research, development or other creative activity is calculated as follows:
 - 9.1. The volume is mainly evaluated on the basis of the existence of research publications, research projects and development projects with research component that are funded outside of the university or in the field of arts, the existence of creative work presentations and creative projects.
 - 9.2. The member of the teaching or research staff shall perform the duties of compiling and publishing research publications or presenting creative work depending on the employment position in the volume described in Annexes 2-10. The volume of other research, development or creative activity duties is not determined separately. The immediate superior shall agree with the employee on the volume of these activities in a calendar year, according to the volume of all work duties of the employee.
 - 9.3. The estimated volume of research and development or creative activity among all the work duties on a specific employment position of a member of teaching or research staff is given in Annexes 2-10.
10. The performance in the field of research, development or other creative activity is assessed mainly on the basis of the level of research publications, research projects and development projects with research components that are funded from outside of the university or in the field of arts, on the level of creative work and creative projects. It is also based on the performance of the other work duties of research, development and creative activity performed on the employment position. Among other things, it is presumed that presentations will be made in (international) research or creative events and cooperation takes place with other universities, research establishments and companies.
11. Teaching, research and development or other creative activity is accompanied by self-development for improving the knowledge and skills necessary for the activity. Self-development may include work with literature, receiving counselling from a mentor, continuing education related to teaching skills or participation in other training and activities, including those that take place outside of the university. Professional development of members of the teaching staff may take place within the framework of sabbatical leave.
12. The tasks related to administrative work are:
 - 12.1. Participating in the work of the academic and administrative bodies of the university;
 - 12.2. Participating in the work of academic bodies and bodies related to academic work outside of the university;
 - 12.3. Performing a management duty – managing an academic sub-unit or a unit related to work-organisation, including managing people, activities and a budget;
 - 12.4. Introducing the university and one's own speciality to the public through public performances, opinion pieces, etc.
13. The estimated volume of administrative work among all work duties in a specific employment position of a member of the teaching or research staff is given in Annexes 2-10.
14. The volumes of work duties established in Annexes 2-10 and the division of working time between different work duties are only valid for full-time work.
15. The employee and his or her immediate superior shall agree on the specific work duties, their volume and expected results for a calendar year and/or longer period at the beginning of the employment relation and subsequently on an annual basis during the evaluation and development discussion.
16. The immediate superior of an employee is the Head of a university unit or subunit, except when otherwise established by the work organisation in the unit.

Job responsibilities, workload and job requirements of professor

| GENERAL DESCRIPTION OF WORK ON THE POSITION | |
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| Job responsibilities | Job requirements |
| <p>A professor is a leading member of the research staff in his or her speciality who is actively participating in research, development or other creative activity at international level. This person organises study in his or her study area and teaches, manages research and development or other creative activity and efficiently supervises students, members of teaching staff and researcher staff involved in these activities.</p> <p>Development of teaching and research in the area of studies, the new academic generation and the efficiency of Master's and doctoral study is expected from the person filling the position.</p> | <ol style="list-style-type: none"> 1. A doctoral degree or equivalent qualification, except in the field of arts, where a Master's degree or equivalent qualification is required. 2. An internationally recognized expert in his or her speciality or in the field of arts an internationally recognized creative practitioner. 3. Active development of skills and knowledge required for teaching, research, development or other creative activity. 4. A candidate who commences work in the position of professor from September 1, 2017 is expected to have specialised international experience. <ol style="list-style-type: none"> 4.1. Completion of degree studies or post-doctoral studies in a foreign country or 4.2. Completion of continuing education in a foreign country within the last five years (preferably for a total period of at least three months) or 4.3. Performance of specialised academic work in a foreign country during at least one year or within the last five years, preferably for a total period of three months. |
| TEACHING | |
| Not more than 50% of the work load | |
| Job responsibilities | Job requirements |
| <ol style="list-style-type: none"> 1. Teaching, including <ol style="list-style-type: none"> 1.1. Teaching at all levels of higher education, but mostly in Master's and doctoral study; 1.2. Organising teaching in his or her subject field, including supervising the members of teaching and research staff involved in teaching, making proposals for inviting visiting lecturers; 1.3. Volume of teaching ranges between 18-23 ECTS credits (324-414 hours) in a calendar, within the framework of which the volume for the specific year shall be agreed with the employee. 2. Supervision, including: <ol style="list-style-type: none"> 2.1. Supervising students, mainly Master's and doctoral students; the volume of supervision amounts to at least 300 hours per calendar year; 2.2. During a 5-year working period at least 1 doctoral thesis has been defended as a result of supervision. 3. Study development 4. Activity supporting teaching | <ol style="list-style-type: none"> 5. Capacity to organise teaching in his or her subject field, develop study programmes and teaching methodology. 6. Knowledge of contemporary teaching aids, learning environments, teaching methods and knowledge of the ways for developing these. A person who has previously worked as a lecturer must have participated in continuing education concerning teaching and/or supervision skills within the past five years. 7. Pedagogical skills and experience in teaching and supervising students in a higher education establishment, the level and volume of which corresponds to at least two years in the position of an associate professor. 8. If the teaching of subject didactics courses belongs to the job responsibilities of the position, the candidate is required to have at least three years of experience of teaching the subject or specialised |

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| | <p>teaching experience in an educational establishment of the corresponding level.</p> <p>9. The candidate to the position must have supervised Master's and preferably also doctoral theses that have been defended. At least one doctoral thesis must have been defended within the past five years under the supervision of the person who has previously worked as a professor. In the field of arts, the requirement of a defended doctoral thesis may be replaced by a student's international success in the creative field (participation in international competitions, creative projects, etc.).</p> |
| <p>RESEARCH AND DEVELOPMENT OR OTHER CREATIVE ACTIVITY A minimum of 35% of the work load</p> | |
| <p>Job responsibilities</p> | <p>Job requirements</p> |
| <p>1. Research and development, including</p> <p>1.1. Managing research and development or other creative activity at the international level in his or her speciality, including leading a research topic or research project, supervision of the members of teaching and research staff involved in these activities, applying for financing;</p> <p>1.2. Publication and assessment of research results;</p> <p>1.3. Development.</p> <p>2. In the fields of art, creative activity may be added to research and development or replace these.</p> <p>3. Activities supporting research and development or other creative activity.</p> | <p>10. The competence to manage research, development or other creative activity in his or her subject field and apply for necessary financing.</p> <p>11. At least five years of active experience at an international level in research and development or other creative activity, which has resulted in publishing a minimum of nine high-level research publications, at least five of which must have been published within the last five years.</p> <p>A publication is considered to be a high-level research publication if it has been published, or received confirmation of publication, in an international peer-reviewed journal and corresponds to the ETIS classification: 1.1, 1.2, 2.1, or 3.1. Monographs corresponding to the classification of 2.1 are taken into account if, they have been published by a publishing house that is listed among international research publishers. One monograph is considered to be equal to three 1.1, 1.2 or 3.1 publications. One monograph may be replaced by a study book of higher education corresponding to ETIS classification 2.4 or to classification 6.2 in the case of study books published prior to 1.06.2014.</p> <p>In specialities falling in the field of arts, a public concert, performance, exhibition or other manifestation of audio-visual or creative artwork shall be considered equal to a publication provided it is of international level and/or internationally acknowledged. [Amended 21.11.2016]</p> <p>11¹. Existence of international cooperation links. [Entry into force 26.01.2016]</p> <p>11². Experience in the management of projects related to research, development or other creative activity. [Entry into force 26.01.2016]</p> |

| ADMINISTRATIVE WORK A minimum of 10% of the work load | |
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| Job responsibilities | Job requirements |
| 1. Participation in the work of the academic and administrative bodies of the university and outside of the university; 2. Performance of a management duty – management of an academic sub-unit or unit related to work-organisation, including management of a study area; 3. Introducing the university and one's own speciality. | 12. Experience for doing corresponding work. |

Job responsibilities, workload and job requirements of an associate professor

| GENERAL DESCRIPTION OF WORK ON THE POSITION | |
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| Job responsibilities | Job requirements |
| <p>An associate professor is a member of teaching staff who conducts teaching in his or her subject field and who actively participates in research, development or other creative work and provides effective supervision of students, teaching staff members and research staff members who are involved in that work.</p> | <ol style="list-style-type: none"> 1. A doctoral degree or equivalent qualification, except in the field of arts where a Master's degree or equivalent qualification is required. 2. An internationally recognized expert in his or her speciality or in the field of art, an internationally recognised creative practitioner. 3. Active development of skills and knowledge required for teaching, research, development or other creative activity. 4. Specialised international experience is expected from a person commencing work from September 1, 2017. <ol style="list-style-type: none"> 4.1. Completion of degree studies or post-doctoral studies in a foreign country or 4.2. completion of continuing education in a foreign country within the last five years or 4.3. performance of specialised academic work in a foreign country during at least one year or within the last five years, preferably for a total period of at least three months. |
| TEACHING | |
| Not more than 60% of work load | |
| Job responsibilities | Job requirements |
| <ol style="list-style-type: none"> 1. Teaching, including: <ol style="list-style-type: none"> 1.1. Teaching at all levels of higher education; 1.2. Organising teaching in his or her subject field, including supervising lecturers and members of research staff involved in teaching; 1.3. Volume of teaching ranges between 28-35 ECTS credits (504-630 hours) in a calendar year, within the framework of which the volume for the specific year shall be agreed with the employee. 2. Supervision - supervising students, preferably doctoral students; the volume of supervision amounts to at least 330 hours per calendar year; 3. Study development 4. Activity supporting teaching | <ol style="list-style-type: none"> 5. Capacity to organise teaching in his or her subject field, develop study programmes and teaching methodology. 6. Knowledge of contemporary teaching aids, learning environments, teaching methods and the ways for developing these. A person who has previously worked as a lecturer must have participated in continuing education concerning teaching and/or supervision skills in the past five years. 7. Pedagogical skills and experience of teaching and supervising students in a higher education establishment, the level and volume of which corresponds to at least two years on the position of lecturer. 8. If the teaching of subject didactics courses belongs to the work requirements of the position, the candidate is required to have at least three years of experience of teaching the subject or specialised teaching experience in an educational establishment of the corresponding level. 9. It is recommended that Master's theses have been defended under the supervision of the |

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| | <p>candidate to the position. Master's theses must have been defended under the supervision of the person who has previously worked as an associate professor.</p> |
| <p>RESEARCH AND DEVELOPMENT OR OTHER CREATIVE ACTIVITY a minimum of 25% of work load</p> | |
| <p>Job responsibilities</p> | <p>Job requirements</p> |
| <p>1. Research and development, including: 1.1. Actively participating in research and development at the international level in his or her speciality, including initiating a research topic or research project and participating in these, applying for financing; 1.2. Publication and assessment of research results; 1.3. Development. 2. In the fields of art, creative activity may be added to research and development or may replace these. 3. Activities supporting research and development or other creative activity.</p> | <p>10. The competence to participate in research, development or other creative activity in his or her subject field, initiate research, development or creative projects and apply for necessary financing. 11. At least five years of active experience at an international level in research and development or other creative work, which has resulted in publishing a minimum of six high-level research publications, at least three of which must have been published within the last five years. A publication is considered to be a high-level research publication if it has been published, or received confirmation of publication, in an international peer-reviewed journal and corresponds to the ETIS classification: 1.1, 1.2, 2.1, or 3.1. Monographs corresponding to the classification of 2.1 are taken into account if, they have been published by a publishing house that is listed among international research publishers. One monograph is considered to be equal to three 1.1, 1.2 or 3.1 publications. One monograph may be replaced by a study book of higher education corresponding to ETIS classification 2.4 or to classification 6.2 in the case of study books published prior to 1.06.2014. One 3.1 publication may be replaced by a chapter or chapters that have been published in a 2.4 publication or in the case of study books of higher education published before 1.06.2014 in a 6.2 publication. In specialities falling in the field of arts, an acknowledged public concert, performance, exhibition, audio-visual work or a manifestation of another creative activity shall be considered equal to a publication. [Amended 21.11.2016] In other areas, acknowledged outstanding results achieved in professional development and creative activity may be considered partly equal to publication if criteria following the specific characteristics of the field have been established for this purpose. [Entry into force 26.01.2016] 12. Having international cooperation links, participating in international projects related to research, development or other creative activity.</p> |

| ADMINISTRATIVE WORK A minimum of 10% of the work load | |
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| Job responsibilities | Job requirements |
| <ol style="list-style-type: none">1. Participation in the work of the academic and administrative bodies of the university and outside of the university;2. Performance of a management duty – management of an academic sub-unit or a unit related to work-organisation, including Heading a study area;3. Introducing the university and one’s speciality. | <ol style="list-style-type: none">13. It is recommended that the candidate has had experience in performing the respective work. |

Job responsibilities, workload and job requirements of lecturer**GENERAL DESCRIPTION OF WORK ON THE POSITION**

| Job responsibilities | Job requirements |
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| The lecturer is a member of the teaching staff who conducts teaching on the first two levels of higher education, or where the lecturer holds a research degree, then in all levels of higher education. A lecturer provides supervision of students in the first and second level of higher education, and participates in research and development or other creative activity. | <ol style="list-style-type: none"> 1. A Master's degree or equivalent qualification. 2. Active development of skills and knowledge required for teaching, research, development or other creative activity. 3. It is recommended that a candidate who commences work as of September 1, 2017, has specialised international experience: <ol style="list-style-type: none"> 3.1. Completion of degree studies or post-doctoral studies in a foreign country or 3.2. completion of continuing education in a foreign country within the last five years or 3.3. performance of specialised academic work in a foreign country. |

TEACHING**Not more than 75% of the work load**

| Job responsibilities | Job requirements |
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| <ol style="list-style-type: none"> 1. Teaching, including: <ol style="list-style-type: none"> 1.1. Teaching at the first two levels of higher education or in the case of having an academic degree, at all stages of higher education; 1.2. Providing supervision of the members of teaching staff involved in teaching his or her subjects; 1.3. Volume of teaching ranges between 40-48 ECTS credits (720-864 hours) in a calendar year, in the framework of which the volume for the specific year shall be agreed with the employee. 2. Providing supervision - supervising students of the first and second level of higher education; the volume of supervision amounts to at least 330 hours per calendar year; 3. Study development– study programme administration, participating in the compilation and development of a study programme, compilation and development of courses, course programmes and course descriptions, creation and development of teaching materials, study environments and methodology, etc.; 4. Activity supporting teaching | <ol style="list-style-type: none"> 4. Knowledge of contemporary teaching aids, study environments, teaching methods and the ways for developing these. A person who has previously worked as a lecturer must have participated in continuing education concerning teaching and/or supervision skills in the past five years. 5. Pedagogical skills and experience of teaching and supervising students in a higher education establishment, the level and volume of which corresponds to at least one year in the position of teacher. 6. If the teaching of subject didactics courses belongs to the job requirements of the position, the candidate is required to have at least three years of experience of teaching the subject or specialised teaching experience in an educational establishment of the corresponding level. |

| RESEARCH AND DEVELOPMENT OR OTHER CREATIVE ACTIVITY | |
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| A minimum of 20% of the work load | |
| Job responsibilities | Job requirements |
| <p>1. Research and development, including:</p> <p>1.1. Participation in research under the supervision of a professor, associate professor, research professor or senior research fellow;</p> <p>1.2. Publication of research results;</p> <p>2. In the fields of art, creative activity may be added to research and development or replace these.</p> <p>2. Activities supporting research and development or other creative activity.</p> | <p>7. Experience in research and development or other creative work in his or her speciality, which has resulted in publishing a minimum of two research publications, at least one of which must have been published within the last five years.</p> <p>A publication is considered to be a research publication if it has been published, or received confirmation of publication, in an international peer-reviewed journal and corresponds to the ETIS classification: 1.1, 1.2, 2.1, or 3.1, but also 3.2 and 1.3. One publication may be replaced by a study book of higher education corresponding to ETIS classification 2.4 or by a chapter or chapters that have been published in a 2.4 publication or in the case of study books of higher education published before 1.06.2014 in a 6.2 publication. If the employment position is related to teacher education, then one publication may be replaced with a study book of the corresponding level of education. One 2.1 monograph is considered to be equal to three 1.1, 1.2 or 3.1 publications. However, a monograph cannot be replaced. In specialities falling in the field of arts, an acknowledged public concert, performance, exhibition, audio-visual work or a manifestation of another creative activity shall be considered equal to a publication. [Amended 21.11.2016]</p> <p>In other areas, acknowledged results achieved in professional development and creative activity may be considered equal to publication if criteria following the specific characteristics of the field have been established for this purpose. [Entry into force 26.01.2016]</p> |
| ADMINISTRATIVE WORK | |
| A minimum of 5% of the work load | |
| Job responsibilities | Job requirements |
| <p>1. Participation in the work of the academic and administrative bodies of the university and outside of the university;</p> <p>2. Performance of a management duty – management of a work-organisational unit.</p> <p>3. Introducing the university and one’s speciality.</p> | <p>8. It is recommended that the candidate would have experience of performing the respective work.</p> |

Job responsibilities, workload and job requirements of an assistant

| GENERAL DESCRIPTION OF WORK ON THE POSITION | |
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| Job responsibilities | Job requirements |
| An assistant teaches at the first two levels of higher education by conducting seminars, practical courses and practice sessions. An assistant may supervise students at the first and second level of higher education and be involved in research and development. | 1. A Master's degree or equivalent qualification. 2. Active development of skills and knowledge required for teaching, research, development or other creative activity. |
| TEACHING A minimum of 75% of the work load | |
| Job responsibilities | Job requirements |
| 1. Teaching, including: 1.1 Conducting seminars, practical courses and practice sessions at the first two levels of higher education; 1.2 Volume of teaching ranges between 66-80 ECTS credits (1188-1440 hours) in a calendar year, within the framework of which the volume for the specific year shall be agreed with the employee. 2. Providing supervision - students of the first and second level of higher education; the volume of supervision amounts to at least 160 hours per calendar year; 3. Study development in accordance with the order of the immediate superior. 4. Activity supporting teaching | 3. Knowledge of contemporary teaching aids, study environments, teaching methods and the ways for developing these. A person, who has previously worked as a lecturer, must have participated in continuing education related to teaching and/or supervision skills in the past five years. 4. Pedagogical skills and experience of teaching and supervising students in a higher education establishment. 5. If the teaching of subject didactics courses belongs to the work requirements of the position, the candidate is required to have had at least three years of experience of teaching the subject or specialised teaching experience in an educational establishment at the corresponding level. |
| RESEARCH AND DEVELOPMENT OR OTHER CREATIVE ACTIVITY Not more than 25% of the work load | |
| Job responsibilities | Job requirements |
| 1. Participation in research and development under the supervision of a professor, associate professor, research professor or senior research fellow. 2. Activities supporting research and development or other creative activity as ordered by the immediate superior. | 6. Competence to participate in research under supervision. |
| ADMINISTRATIVE WORK Not more than 10% of the work load | |
| Job responsibilities | Job requirements |
| 1. Participation in the work of the academic and administrative bodies of the university as well as outside of the university; 2. Introducing the university and one's speciality. | |

Job responsibilities, workload and job requirements of a teacher

| GENERAL DESCRIPTION OF WORK ON THE POSITION | |
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| Job responsibilities | Job requirements |
| A teacher carries out teaching at the first two levels of higher education by conducting seminars, practical courses, practice sessions, performs other teaching-related tasks of practical nature, may supervise students at the first level of higher education and be involved in research and development. | <ol style="list-style-type: none"> 1. A Master's degree or equivalent qualification. 2. Active development of skills and knowledge required for teaching, research, development or other creative activity. |
| TEACHING | |
| A minimum of 75% of the work load | |
| Job responsibilities | Job requirements |
| <ol style="list-style-type: none"> 1. Teaching, including: <ol style="list-style-type: none"> 1.1. Delivering seminars, practical courses, practise sessions and other teaching-related tasks of a practical nature at the first two levels of higher education; 1.2. Volume of teaching ranges between 66-80 ECTS credits (1188-1440 hours) in a calendar year, within the framework of which the volume for the specific year shall be agreed with the employee. 2. Providing supervision - supervising students at the first level of higher education; the volume of supervision amounts to at least 160 hours per calendar year; 3. Study development – participating in the compilation and development of a study programme, compiling and developing courses, course programmes and course descriptions, creating and developing teaching materials, study environments, teaching methodology, etc.; 4. Activity supporting teaching. | <ol style="list-style-type: none"> 3. Knowledge of contemporary teaching aids, study environments, teaching methods and the ways for developing these. A person, who has previously worked as a lecturer, must have participated in continuing education related to teaching and/or supervision skills in the past five years. 4. Pedagogical skills and experience of teaching and supervising students in a higher education establishment. 5. If the teaching of subject didactics courses belongs to the work requirements of the position, the candidate is required to have had at least three years of experience of teaching the subject or specialised teaching experience in an educational establishment at the corresponding level. |
| RESEARCH AND DEVELOPMENT OR OTHER CREATIVE ACTIVITY | |
| Not more than 20% of the work load | |
| Job responsibilities | Job requirements |
| <ol style="list-style-type: none"> 1. Participation in research and development under the supervision of a professor, associate professor, research professor or senior research fellow. 2. In the fields of art, creative activity may be added to research and development or replace these. 2. Activities supporting research and development or other creative activity as ordered by the immediate superior. | <ol style="list-style-type: none"> 6. Competence to participate in research under supervision. |

| ADMINISTRATIVE WORK Not less than 5% of the work load | |
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| Job responsibilities | Job requirements |
| 1. Participation in the work of the academic and administrative bodies of the university as well as outside of the university; 2. Introducing the university and one's speciality. | |

Job responsibilities, workload and job requirements of a research professor**GENERAL DESCRIPTION OF WORK ON THE POSITION**

| Job responsibilities | Job requirements |
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| <p>The research professor is an internationally recognised researcher in his or her speciality, who manages and leads research carried out in that speciality at the university and supervises doctoral students.</p> <p>Development of research in the speciality, the new academic generation and efficiency of doctoral study is expected from the person filling the position.</p> | <ol style="list-style-type: none"> 1. A doctoral degree conferred in Estonia or equivalent qualification granted abroad. 2. An internationally recognized researcher in his or her speciality, who has worked in a university for a total of at least ten years in the position of professor, associate professor or senior research fellow; 3. Active development of skills and knowledge required for teaching, research, development or other creative activity. 4. Specialised international experience is expected from a candidate in order to commence work from September 1, 2017. <ol style="list-style-type: none"> 4.1. Completion of degree studies or post-doctoral studies in a foreign country, or 4.2. completion of continuing education in a foreign country within the last five years (preferably for a total period of at least three months), or 4.3. performance of specialised academic work in a foreign country during at least 1 year or within the last five years, preferably for a total period of three months. |

RESEARCH AND DEVELOPMENT**A minimum of 75% of the work load**

| Job responsibilities | Job requirements |
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| <ol style="list-style-type: none"> 1. Research and development, including: <ol style="list-style-type: none"> 1.1. Heading of research and development at the international level in his or her speciality, including leading a research topic or research project, supervising the members of the teaching and research staff involved in these activities, applying for financing; 1.2. Publication and assessment of research results. 2. Supporting activities of research and development | <ol style="list-style-type: none"> 5. Competence to: manage and lead research and development activity in his or her speciality; apply for necessary financing; supervise research and development of other employees and students. 6. Active experience at an international level in research and development which has resulted in publishing a minimum of nine high-level research publications, at least five of which must have been published within the last five years. For commencing work after September 1, 2017, a minimum of 15 high-level research publications are required, at least five of which must have been published within the last five years. Subsequently, a minimum of seven high-level research publications must have been published for every five-year working period. A publication is considered to be a high-level research publication if it has been published, or received confirmation of publication, in an international peer-reviewed journal and corresponds to the ETIS classification: 1.1, 1.2, 2.1, or 3.1. |

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| | <p>Monographs corresponding to the 2.1 classification are taken into account if they have been published by publishing houses that are listed as international research publishers. One monograph is considered to be equal to three 1.1, 1.2 or 3.1 publications. One monograph may be replaced by a study book of higher education corresponding to ETIS classification 2.4 or to classification 6.2 in the case of study books published before 1.06.2014.</p> <p>6¹. Existence of international cooperation links. [Entry into force 26.01.2016]</p> <p>6². Experience in the management of projects related to research, development or other creative activity. [Entry into force 26.01.2016]</p> |
| <p>TEACHING A minimum of 10% of the work load</p> | |
| <p>Job responsibilities</p> | <p>Job requirements</p> |
| <p>1. Teaching, including: 1.1. Teaching at all levels of higher education, but mostly in doctoral study; 1.2. Organising teaching in his or her speciality, including supervising the members of teaching and research staff involved in teaching, organising teaching in doctoral study; 2. Providing supervision – mainly supervising doctoral students. During a 5-year working period, at least one doctoral thesis must have been defended as a result of his or her supervision. 3. Teaching development in the field of teaching in doctoral study. 4. Supporting activity for teaching in the field of teaching</p> | <p>7. Competence to teach his or her speciality and organise primarily doctoral study and to supervise doctoral students. 8. Experience of teaching and supervising students in a higher education establishment. 9. The candidate to the position must have acted as supervisor of at least one doctoral student who has successfully defended his or her thesis, or they must have supervised research that has resulted in products or processes that have been granted patent protection.</p> |
| <p>ADMINISTRATIVE WORK A minimum of 5% of the work load</p> | |
| <p>Job responsibilities</p> | <p>Job requirements</p> |
| <p>1. Participation in the work of the academic and administrative bodies of the university as well as outside of the university; 2. Performance of a management duty – management of an academic sub-unit or a unit related to work-organisation, including management of a study area; 3. Introducing the university and one’s own speciality.</p> | <p>10. Experience for performing corresponding work.</p> |

Job responsibilities, workload and job requirements of senior research fellow

| GENERAL DESCRIPTION OF WORK ON THE POSITION | |
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| Job responsibilities | Job requirements |
| <p>The senior research fellow is a recognized researcher in his or her speciality, who manages and leads a research topic or research project or is responsible for the completion of significant sections thereof.</p> | <ol style="list-style-type: none"> 1. A doctoral degree conferred in Estonia or an equivalent qualification granted abroad. 2. A recognized researcher in his or her speciality. 3. Active development of skills and knowledge required for teaching, research, development or other creative activity. 4. Specialised international experience is expected of a candidate for commencing work from September 1, 2017. <ol style="list-style-type: none"> 4.1. Completion of degree studies or post-doctoral studies in a foreign country or 4.2. completion of continuing education in a foreign country within the last five years or 4.3. performance of specialised academic work in a foreign country during at least one year or within the last five years, preferably for a total period of three months. |
| RESEARCH AND DEVELOPMENT A minimum of 75% of the work load | |
| Job responsibilities | Job requirements |
| <ol style="list-style-type: none"> 1. Research and development, including: <ol style="list-style-type: none"> 1.1. Managing and leading a research topic or research project of his or her speciality or substantial sections thereof and supervising the members of teaching and research staff involved in these activities; 1.2. Publication and assessment of research results. 2. Supporting activities of research and development. | <ol style="list-style-type: none"> 5. Competence to: manage and lead a research topic or research project; apply for necessary financing; supervise the research and development activity of other employees. 6. Active experience at an international level in research and development which has resulted in publishing a minimum of six high-level research publications, at least three of which must have been published within the last five years. For commencing work after September 1, 2017, a minimum of eight high-level research publications are required, at least four of which must have been published within the last five years. Subsequently, a minimum of five high-level research publications must have been published for every five-year working period. A publication is considered to be a high-level research publication if it has been published, or received confirmation of publication, in an international peer-reviewed journal and corresponds to the ETIS classification: 1.1, 1.2, 2.1, or 3.1. Monographs corresponding to the 2.1 classification are taken into account if they have been published by publishing houses that are listed as international research publishers. One monograph is considered to be equal to three 1.1, 1.2 or 3.1 publications. One |

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| | <p>monograph may be replaced by a study book of higher education corresponding to ETIS classification 2.4 or to classification 6.2 in the case of study books published prior to 1.06.2014. One 3.1 publication may be replaced by a chapter or chapters that have been published in a 2.4 publication or in the case of study books published prior to 1.06.2014 in a 6.2 publication.</p> <p>7. Having international cooperation links, participating in international projects related to research, development or other creative activity.</p> |
| <p>TEACHING A minimum of 10% of the work load</p> | |
| Job responsibilities | Job requirements |
| <p>1. Providing supervision – supervising students. 2. Teaching, including: 2.1. Teaching at all levels of higher education; 2.2. Organising teaching in his or her speciality, including supervising members of the teaching and research staff involved in teaching; 3. Study development in the field of teaching. 4. Activity supporting teaching in the field of teaching</p> | <p>8. Experience of teaching and supervising students in a higher education establishment is recommended.</p> |
| <p>ADMINISTRATIVE WORK Not more than 10% of the work load</p> | |
| Job responsibilities | Job requirements |
| <p>1. Participation in the work of the academic and administrative bodies of the university as well as outside of the university; 2. Completion of a management duty – management of an academic sub-unit or unit related to work-organisation; 3. Introducing the university and own speciality.</p> | <p>9. It is recommended that the candidate has had experience of performing the respective work.</p> |

Job responsibilities, workload and job requirements of researcher

| GENERAL DESCRIPTION OF WORK ON THE POSITION | |
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| Job responsibilities | Job requirements |
| The research-fellow is a member of the research staff who participates in implementing a research topic or research project. | <ol style="list-style-type: none"> 1. A research degree conferred in Estonia or an equivalent qualification granted abroad. As an exception, a doctoral degree defended outside of TU is required in the case of a post-doctoral fellow if the person is applying for the position by way of public competition organised by the university. 2. Active development of skills and knowledge required for teaching, research, development or other creative activity. 3. Specialised international experience is expected from a candidate for commencing work from September 1, 2017. <ol style="list-style-type: none"> 3.1. Completion of degree studies or post-doctoral studies in a foreign country or 3.2. completion of continuing education in a foreign country within the last five years or 3.3. performance of specialised academic work in a foreign country. |
| RESEARCH AND DEVELOPMENT A minimum of 75% of the work load | |
| Job responsibilities | Job requirements |
| <ol style="list-style-type: none"> 1. Research and development, including <ol style="list-style-type: none"> 1.1. Participating in the implementation and application of financing of a research topic or research project under the supervision of a professor, associate professor, research professor or senior research fellow; 1.2. Publication and assessment of research results. 1.3. Development. 2. Supporting activities of research and development. | <ol style="list-style-type: none"> 4. The competence to participate in research and development. 5. Experience in research and development that has resulted in publishing a minimum of three high-level research publications, at least one of which must have been published within the last five years. Subsequently, a minimum of four high-level research publications must have been published for every five-year working period. A publication is considered to be a high-level research publication if it has been published, or received confirmation of publication, in an international peer-reviewed journal and corresponds to the ETIS classification: 1.1, 1.2, 2.1, or 3.1. One monograph is considered to be equal to three 1.1, 1.2 or 3.1 publications. |
| TEACHING A minimum of 5% of the work load | |
| Job responsibilities | Job requirements |
| <ol style="list-style-type: none"> 1. Supervision of students. If the research fellow has a doctoral degree, then also supervision of doctoral students. 2. Teaching at the first and second level of higher education. | <ol style="list-style-type: none"> 6. Experience in teaching and supervising students in a higher education establishment is recommended. |

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| <p>3. Study development activity in the field of teaching. 4. Activity that supports teaching in the field of teaching.</p> | |
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| <p style="text-align: center;">ADMINISTRATIVE WORK Not more than 10% of the work load</p> | |
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| <p>Job responsibilities</p> | <p>Job requirements</p> |
| <p>1. Participation in the work of the academic and administrative bodies of the university as well as outside of the university; 2. Performance of a management duty – management of a work-organisational unit. 3. Introducing the university and one’s own speciality.</p> | <p>7. It is recommended that the candidate has had experience for performing the respective work.</p> |

Job responsibilities, workload and job requirements of an early-stage researcher

| GENERAL DESCRIPTION OF WORK ON THE POSITION | |
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| Job responsibilities | Job requirements |
| The early-stage researcher is a researcher who participates in research under guidance of a supervisor. | 1. A Master's degree conferred in Estonia or an equivalent qualification granted abroad. |
| RESEARCH AND DEVELOPMENT A minimum of 75% of the work load | |
| Job responsibilities | Job requirements |
| 1. Research and development, including: 1.1. Participation in the implementation of a research topic or research project under the supervision of a professor, associate professor, research professor or senior research fellow; 1.2. Publication of research results; 1.3. Development activity in accordance with the order of the immediate superior. 2. Activities supporting research and development as ordered by the immediate superior. | 2. The competence to participate in research and development under supervision; experience in teamwork is also recommended. 3. A minimum of three high-level research publications must have been published for every five-year working period starting from commencement of work. A publication is considered to be a high-level research publication if it has been published, or received confirmation of publication, in an international peer-reviewed journal and corresponds to the ETIS classification: 1.1, 1.2, 2.1, or 3.1. One monograph is considered to be equal to three 1.1, 1.2 or 3.1 publications. |
| TEACHING A minimum of 5% of the work load | |
| Job responsibilities | Job requirements |
| 1. Supervision of students. 2. Teaching at the first and second level of higher education. 3. Development of teaching in the field of teaching. 4. Activity that supports teaching in the field of teaching | 3. Experience in teaching and supervising students in a higher education establishment is recommended. |
| ADMINISTRATIVE WORK Not more than 10% of the work load | |
| Job responsibilities | Job requirements |
| 1. Introducing the university and one's own speciality. | |

