

# **Job descriptions of the teaching and research staff members at the Estonian University of Life Sciences**

ADOPTED by  
EMÜ Council Regulation No. 1-5/17  
of 27.11.2014

This regulation is based on Universities Act § 14 paragraph 3 clause 4<sup>1</sup>, Research and Development Organisation Act § 8, Regulation of the Government of the Republic of 18 December 2008 no. 178 "Standard of Higher Education" § 14 - 21 and the Statutes of Estonian University of Life Sciences, section 26.1.16.

## **1. General**

- 1.1. This regulation shall provide the academic position, the main tasks of the teaching and the research staff, their qualification requirements, the general conditions and procedure of the assessment of compliance, the basis of accounting of work, the rights of the teaching and the research staff members of the Estonian University of Life Sciences (hereinafter the University).
- 1.2. The conditions and procedure provided in the regulation are applied when a member of teaching or research staff is elected, appointed to a position or his/her performance is reviewed. When assessing the competence of the academic or research staff member, their previous academic activity, including scientific activities, teaching and creative work, participation in the work of academic, research and creative expert boards etc. and evaluations given by students for conducting teaching work, is taken into consideration.
- 1.3. Teaching staff members of the University are professors, docents (associate professors), lecturers, assistants and teachers. The teaching staff shall be divided into regular teaching staff and extraordinary teaching staff.
- 1.4. The positions of the research staff members of the University are the lead research fellow, senior research fellow, research fellow and junior research fellow. The heads of the structural units of the University shall be regarded as research staff, if they are involved in a research topic or a research project.

Veterinarians of the veterinary clinic of the Institute of Veterinary Medicine and Animal Sciences participate in academic and research work pursuant to the terms and conditions of their employment contracts and they belong to the members of the University as a research and development institution as defined in § 7 of the Research and Development Organisation Act. The requirements for the participation of veterinarians in academic and research work and for the evaluation of their performance shall be established by the Council of the Institute of Veterinary Medicine and Animal Sciences.

- 1.5. A regular teaching staff member and research staff member is elected for the position in the course of an open competition.
- 1.6. The applicant shall not be allowed to take part in the competition, if he or she has seriously violated the *Code of Ethics of Estonian Scientists*. A basis for not allowing the applicant to the competition shall be the opinion of the academic committee of the Council of the University, drawn up in writing after the discussion of the applicant's misconduct within the committee.
- 1.7. A person may be employed to the position of an academic staff member or research staff member without announcing a competition and a fixed-term contract may be concluded with him/her in the following cases:
  - 1.7.1. the competition for electing an academic staff member or a research staff member has failed;
  - 1.7.2. the job performed at the respective position is of temporary nature.
  - 1.7.3. In the case of 7.1.1. a fixed-term contract is signed until the position is filled as a result of a competition, but not for longer than five years.
- 1.8. Under conditions established by the Council of the University, the Rector is entitled to invite, without announcing a competition, scholars or other distinguished creative persons or distinguished practitioners in their field to conduct studies as visiting teaching staff members for up to five years.
- 1.9. In order to achieve the objectives of the curriculum and the prospective learning outcomes it is possible to invite, without announcing a competition, scholars or other distinguished creative persons or outstanding practitioners in their field, who do not have to meet the qualification requirements of the present regulation, to conduct studies as visiting teaching staff members for up to five years.

## **2. Main tasks of teaching staff members and research staff members and basis for accounting of work**

2.1. The main tasks of teaching staff members are conducting studies, teaching development, research and development activities, as well as organisational-administrative work. The annual workload of a full-time teaching staff member is on the average 1688 hours. A teaching staff member must have sufficient qualifications to achieve the aims and learning outcomes of the curriculum. Teaching competence involves the planning of the teaching process, conducting the studies, assessment and giving feedback, supervising and reviewing and teaching-methodological activities.

2.2. The main tasks of research staff members are research and research related development and administrative activities. The average hours of work of a full-time research staff member are 1768 hours a year. A research staff member who is a faculty member of the University may perform the tasks of a teaching staff member. The recommended workload is 60 hours a year. An applicant to the position of a research staff member is informed of the obligation of teaching.

2.3. The regular members of the teaching and research staff who conduct teaching shall improve their pedagogical and didactic skills on a regular basis.

2.4. In addition to teaching and research activities the members of teaching and research staff may perform other tasks (administrative work, consulting work, knowledge transfer, veterinary medical work at the Institute of Veterinary Medicine and Animal Sciences, engineering design, etc.).

2.5. Teaching is conducted as contact teaching, supervision, practical training, preparation for teaching, assessing the work of students and providing feedback to students on their work, preparation and performing admission tests, continuing education courses, etc.

2.5.1. Contact teaching is a lecture, seminar, practicum, laboratory work, individual lesson or another form of study specified in the curriculum, organised to achieve learning outcomes and oriented at the acquisition of knowledge and skills. Contact teaching takes place in a learning environment (including e-learning), in which both the student and the teaching staff member participate.

2.6. Teaching development activities include the planning and preparation of the teaching process, preparation of study aids and methodological materials,

compilation and publication of textbooks, creation and implementation of web-based courses, preparation of study programmes, participation in the preparation and development of curricula, implementation of new teaching methods into use, etc.

2.7. Research and development work includes fundamental and applied research, publication of research results in print and their presentation at academic forums, publication of the results of development activities (developed technologies, patents, etc.), participation in conferences, discussions, meetings, etc., completion of targeted financing research topics and research grants, participation in joint projects and contracts, participation in expert evaluation, application of the results of research through consultations and contracts, development of research and teaching laboratories, etc.

2.7.1. Research and development work involves organisational activities (participation in the work of research organisations, editorial work for academic journals and collections of articles, organising conferences etc.), application for funding (targeted research grants, research and development support, contracts etc.) for research and development activities, development of international relationships, participation in international research studies and projects, introduction of the exchange of students and teaching staff or research staff, etc.

2.8. Other activities include administrative work (participation in the collegial decision-making bodies and committees of the University, participation in academic and administrative bodies and committees outside the University, preparation of legal acts etc.), higher-level consulting work (providing information to decision-making bodies on the developments, possibilities and needs of the field of science, introduction of research results and provision of research service to the consumer/manufacturer etc.), promotion of one's specialty/profession/field and representation of the university, self-improvement (development of skills and knowledge required for research and teaching work), promotion of the academic culture, etc.

2.9. When accounting for the worktime and workload all the work tasks of different nature are taken into consideration. A bigger workload in one area shall compensate for a smaller involvement in other areas. The workload of a teaching or research staff member shall be specified in the employment contract.

- 2.10. The basis for accounting the academic workload of the teaching and research staff is the volume of teaching in academic hours, irrespective of the form of work. The distribution of academic workload in each semester shall be decided by the head of the subunit/or the work organiser in agreement with the employee. The workload may be different in different semesters.
- 2.11. The performance of regular teaching and research staff members is assessed once every five years.

### **3. The rights of teaching and research staff**

- 3.1. Teaching staff members and research staff members have the right:
- 3.1.1. to use the rooms, equipment and other property of the University to perform their work assignments.
- 3.1.2. to raise questions concerning their work and the activities of the University before the officials or the decision-making bodies of the University, and also to express their opinions and make proposals in the questions pertaining to their field of study when they are discussed in the decision-making bodies of the University.
- 3.2. Regular members of teaching staff are entitled to one sabbatical semester of paid leave for every five years of service for the purpose of improving their professional skills or for other creative pursuits.

### **4. Job descriptions and qualification requirements for teaching and research staff**

#### **4.1. Professor**

##### **4.1.1. *Job description of professor***

- 4.1.1.1. Professor is a leading teaching staff member who actively participates in international-level research, development or other creative activities, organises and conducts teaching in his/ her subject group, leads research or development work or other creative activities and effectively supervises the students, teaching and research staff members involved in such activities.

- 4.1.1.2. Teaching and teaching development

- 4.1.1.2.1. A professor may teach at all levels of higher education. The most important task is teaching specialty subjects at the Master's degree and Doctoral level and the supervision of Master's degree and Doctoral students. The recommended ratio between teaching and teaching development work of a professor is 30%. The minimum amount of contact hours for a full-time professor is 160 hours per study year.
- 4.1.1.2.2. A professor is responsible for the improvement of teaching methodology in his or her field, for the compilation and development of study programs. A professor is familiar with modern technical study aids and teaching methods. A professor prepares textbooks and study materials, and supervises the teaching staff members involved in teaching the subjects in his or her field(s).
- 4.1.1.2.3. A professor takes charge of developing the Estonian-language terminology in his or her field.
- 4.1.1.2.4. It is the responsibility of the professor to provide for the improvement of the qualification and creative activities of the staff in his or her field and ensure academic continuity.
- 4.1.1.3. Research and development work
  - 4.1.1.3.1. A professor leads research and development work in his or her field and is successful in initiating and leading research projects.
  - 4.1.1.3.2. A professor develops relationships with researchers and research institutions of other universities. The professor shall actively apply for finances from domestic and foreign organisations, cooperate with legal persons and bodies governed by public law at home and abroad in the promotion and application of his/her research results.
- 4.1.1.4. Administrative work
  - 4.1.1.4.1. A professor participates in the work of collegial decision-making bodies and committees of the University, also in academic and administrative bodies and committees outside the University. Professors are active in providing higher-level consultations pertaining to the profile of their field.
  - 4.1.1.4.2. A professor promotes his or her specialty/profession/field of science and supports the academic culture.
  - 4.1.1.4.3. A professor actively improves his or her skills and knowledge that are necessary for teaching and research work. He or she participates in research conferences and seminars and does organisational work in his/her field of research.

4.1.1.4.4. The immediate organiser of the work of a professor is the head of the respective subordinate unit.

#### **4.1.2. Qualification requirements for the position of the professor**

4.1.2.1. The candidate for the position of professor must be an internationally acknowledged specialist in his/her field of study, with at least five-year active experience in teaching, research and development work or any other creative activities, who has a doctoral degree or an equivalent academic qualification and who has successfully supervised Master's and PhD students.

4.1.2.2. A prerequisite for applying for the position is academic work experience in an institution of higher education, which corresponds to at least two-year work experience as an associate professor, including efficient supervision of Master's degree and Doctoral students.

4.1.2.3. At least one Doctoral thesis has been defended within the past five years with the candidate as the supervisor or co-supervisor.

4.1.2.4. Research at high international level in the respective or related research field in the equivalent required of an at least three PhD theses is one of the prerequisites for the application.

4.1.2.5. During the professional review the work as a professor during the past five years is assessed, including on-going scientific activity. During the past five years the professor must have carried out research exceeding that required of a PhD thesis.

#### **4.2. Docent (Associate Professor)**

4.2.1. Job description of docent (associate professor)

4.2.1.1. Docent (associate professor) is an academic staff member, who teaches a subject group in his/her specialism at the University, and actively participates in research, development or other creative activities and efficiently supervises students and teaching staff members involved in these activities.

4.2.1.2. Teaching and teaching development

4.2.1.2.1. Docent (associate professor) is competent to teach at all levels of higher education (including the supervision of Doctoral students). The success in

the supervision of Bachelor's and Master's degree students is one of the most important indicators of the efficiency of docent's (associate professor's) work. It is recommended that teaching and teaching development should account for 30% of the total workload. The minimum amount of contact hours for a full-time associate professor is 256 hours per study year.

4.2.1.2.2. A docent (associate professor) is familiar with modern technical study aids and teaching methods. The docent prepares study aids and methodological materials, improves the teaching methodology in his/her specialty, and supervises the teaching staff members involved in teaching subject(s) in his/her field.

#### 4.2.1.3. Research and development work

4.2.1.3.1. Docent (associate professor) is an independent researcher, but may supervise the research work of subordinate academic staff members and scholars. He or she is successful in initiating and performing research projects.

4.2.1.3.2. Docent (associate professor) develops relations with the researchers at other Universities and research institutes. The docent shall actively apply for finances from domestic and foreign organisations, cooperate with legal persons and bodies governed by public law at home and abroad in the promotion and application of his/her research results.

#### 4.2.1.4. Administrative work

4.2.1.4.1. Docent (associate professor) participates in the work of collegial decision-making bodies and committees of the University, and also in academic and administrative bodies and committees outside the Universities. A docent (associate professor) is active in consultation activities, informing the decision-making bodies of the development, possibilities and needs of their speciality as concerns the profile of their field, introducing research results and providing research services to the consumer/manufacturer.

4.2.1.4.2. Docent (associate professor) promotes his or her speciality/profession/field of science.

4.2.1.4.3. Docent (associate professor) actively improves his or her skills and knowledge necessary for teaching and research work.



4.2.1.5. The immediate organiser of the work of the docent (associate professor) is a professor/ head of the respective subordinate unit.

#### **4.2.2. Qualification requirements for the position of the professor**

4.2.2.1. The candidate to the position of docent (associate professor) is an acknowledged specialist in his or her field, with teaching skills and experience, including at least 5-year experience in research and development work or other creative activities, with a Doctoral degree or an equivalent academic qualification. The docent holds a *venia legendi*.

4.2.2.2. Experience in academic work at a higher educational institution, including efficient supervision of Master's degree students as well as internationally recognised research in his or her specialism or its related field in the volume equivalent to that of at least two PhD theses in the past five years are the prerequisite for the participation in the competition.

4.2.2.3. During the professional review the work as a docent (associate professor) during the past five years is assessed, including on-going scientific activity. During the past five years the docent (associate professor) must have carried out research exceeding that required of a PhD thesis.

4.2.2.4. In the past five years the docent (associate professor) must have effectively supervised students in the second and desirably also in the third tier of higher education.

### **4.3. Lecturer**

#### **4.3.1. Job description of lecturer**

4.3.1.1. Lecturer is a teaching staff member, who teaches at the first and the second tiers of higher education, or if the lecturer holds a PhD he or she can teach at all academic levels. A lecturer is involved in research and development work.

#### 4.3.1.2. Teaching and teaching development

4.2.2.4.1. A lecturer delivers lectures, conducts seminars, practicums and laboratory work, and is entitled to administer examinations and preliminary examinations (pass/fail examinations). The minimum number of contact hours for a full-time lecturer is 352 hours per study year. As an exception,

the share of teaching and teaching development for a lecturer who is not involved in research or any other activities, may amount to 90% of his or her workload.

4.2.2.4.2. A lecturer is familiar with modern technical study aids and teaching methods. A lecturer prepares study aids and teaching materials, improves the teaching methodology in his or her field.

4.3.1.3. Research and development work

4.3.1.3.1. A lecturer participates in research work under the supervision of a professor, docent (associate professor) or senior research fellow.

4.3.1.4. Administrative work

4.3.1.4.1. A lecturer promotes his or her specialty/profession/field of science.

4.3.1.4.2. A lecturer actively improves his or her skills and knowledge needed for teaching and research work.

4.3.1.4.3. The immediate organiser of the work of the lecturer is a professor/ docent (associate professor)/ head of the respective subordinate unit.

#### **4.3.2. Qualification requirements for the position of the lecturer**

4.3.2.1. The candidate for the position of lecturer is a person with teaching skills and an experience in research and development work or other creative activities in his or her field, with a Master's degree or an equivalent academic qualification. From January 2020 a doctoral degree or its equivalent is required.

4.3.2.2. The recommended prerequisite is teaching experience in an institution of higher education, including experience in supervising students and/or previous research work.

4.3.2.3. During the professional review the work as a lecturer during the past five years is assessed, including research work at international level equivalent to at least one third of the volume of a doctoral thesis.

#### **4.4. Assistant**

##### ***4.4.1. Job description of an assistant***

- 4.4.1.1. Assistant conducts seminars, practicums and practice classes in the first and second tier of higher education in the University. An assistant may supervise students of the first and second level of higher education and is involved in research and development work. Assistants are assistant teaching staff members with a specialism qualification.
- 4.4.1.2. An assistant may be given a limited number of tasks in delivering lectures, supervising and reviewing term papers and projects and, if the assistant is sufficiently experienced, also in supervising and reviewing the final papers of the students at the first level of higher education. The share of teaching and teaching development for an assistant not involved in research or any other activities, may amount to 90% of his or her total workload. The standard classroom teaching load of a full-time assistant is at least 384 academic hours per calendar year.
- 4.4.1.3. An assistant is familiar with modern technical study aids and teaching methods. An assistant prepares study aids and teaching materials, improves teaching methodology in his or her field.
- 4.4.1.4. An assistant participates in research work under the supervision of a professor, docent (associate professor) or senior research fellow.
- 4.4.1.5. An assistant promotes his or her specialty/profession/field of science.
- 4.4.1.6. An assistant actively improves his or her skills and knowledge required for teaching and research work.
- 4.4.1.7. The immediate organiser of work of an assistant is a professor/docent (associate professor)/head of the respective subordinate unit.

#### **4.4.2. Qualification requirements for the position of the assistant**

- 4.4.2.1. The candidate to the position of an assistant is a person with a Master's degree or an equivalent academic qualification.
- 4.4.2.2. During the professional review the work as an assistant during the past five years is assessed.

### **4.5. Teacher**

#### **4.5.1. *Job description of a teacher***

- 4.5.1.1. Teacher conducts seminars, practical work and practice classes at the two lower levels of higher education, performs other teaching tasks of the practical nature, may supervise students at the first level of higher education and may be involved in research and development work. The teacher performs teaching duties of a practical nature.
- 4.5.1.2. A teacher has a right to administer preliminary examinations (pass/fail examinations) and examinations in his or her subject. Teacher may be assigned the task of supervising and reviewing term papers and projects and, in case of sufficient experience, the supervising and reviewing of final papers of the students in their first tier of higher education. The share of teaching and teaching development for a teacher not involved in research or any other activities, may amount to 90% of his or her total workload. The standard workload of contact-based teaching of a full-time teacher is at least 576 academic hours per calendar year.
- 4.5.1.3. A teacher is familiar with modern technical study aids and teaching methods. Teacher participates in the preparation of study aids and teaching materials, improves the teaching methodology in his or her field.
- 4.5.1.4. A teacher does not have the obligation to do research and/or other creative work. Due to this, teaching and methodological work accounts for a bigger proportion in the workload of the teacher.
- 4.5.1.5. A teacher promotes his or her specialty/profession.
- 4.5.1.6. A teacher actively improves the skills and knowledge necessary for teaching work.
- 4.5.1.7. The head of the subunit is the immediate organiser of the work of the teacher.

#### **4.5.2. Qualification requirements for the position of the teacher**

- 4.5.2.1. The candidate to the position of a teacher shall have a Master's degree or an equivalent academic qualification.
- 4.5.2.2. During the professional review the work as a teacher during the past five years is assessed.

#### **4.6. Lead research fellow**

#### **4.6.1. Job description of the lead research fellow**

4.6.1.1. Lead research fellow is an internationally recognised scholar in his or her field, who conducts research studies in his or her field of study in the institute and supervises Doctoral students. Lead research fellow is qualified to perform teaching, deliver lectures and supervise students in all tiers of higher education. The organisation of degree studies, first and foremost doctoral studies, comprises the working tasks of a lead research fellow.

#### 4.6.1.2. Research and development work

4.6.1.2.1. Lead research fellow directs research studies in his or her field of study, takes charge of the availability of the necessary financial means for that, and is responsible for the efficiency of research and development work. Lead research fellow supervises the research work of subordinate teaching and research staff members.

4.6.1.2.2. Lead research fellow actively develops relationships with other universities, research institutions and companies, and participates in consultation and development work.

#### 4.6.1.3. Administrative and organisational work

4.6.1.3.1. Lead research fellow promotes his or her field of science.

4.6.1.3.2. Lead research fellow develops his or her knowledge and skills necessary for research work. He or she participates in research conferences and seminars and does research-organisational work.

4.6.1.3.3. The immediate organiser of work of the lead research fellow is the head of the subunit.

#### **4.6.2. Qualification requirements for the position of lead research fellow**

4.6.2.1. The candidate to the position of a lead research fellow is a person with a Doctoral degree or an equivalent academic degree. The person shall have work experience as a docent (associate professor), senior research fellow or a university professor of at least ten years in total, and he or she shall have supervised at least one defended Doctoral thesis, or research work done under his or her supervision has led to patented products or processes.

4.6.2.2. Internationally recognised research in his or her specialism or its related field in the volume equivalent to that of at least three PhD theses and success in finding necessary resources for research (targeted research grants, research and development assistance, contracts, etc.) are the prerequisites for the participation in the competition.

4.6.2.3. In professional reviews the effectiveness of the work of a lead research fellow in the past five years is assessed, including his/her on-going research activities: internationally recognised research during the past five years in the volume equivalent to that of at least two PhD theses. Successful defence of Master's and doctoral theses under the supervision of the lead research fellow is also an important indicator.

#### **4.7. Senior research fellow**

##### ***4.7.1. Job description of the senior research fellow***

4.7.1.1. Senior research fellow is a recognised scholar in his or her field, who leads a research topic or a research project, or is responsible for the completion of substantial sections thereof. Senior research fellow is qualified to perform teaching, deliver lectures in his or her specialism and supervise students in all tiers of higher education.

##### 4.7.1.2. Research and development work

4.7.1.2.1. The effectiveness of the work of senior research fellows is demonstrated by their ability to secure research funding (funding and research grants, contracts in the field of research and development, etc.).

4.7.1.2.2. Senior research fellow actively develops relationships with other universities, research institutions and companies, and participates in consultation and development work.

##### 4.7.1.3. Administrative and organisational work

4.7.1.3.1. Senior research fellow promotes his or her field of research.

4.7.1.3.2. Senior research fellow develops the knowledge and skills necessary for research work. He or she participates in research conferences and seminars and does research-organisational work.

4.7.1.3.3. The immediate organiser of the work of the senior research fellow is the head of the subunit.

#### **4.7.2. Qualification requirements for the position of the senior research fellow**

- 4.7.2.1. The candidate to the position of senior research fellow is a recognised specialist in his or her field with research experience. He or she holds a Doctoral degree or an equivalent academic degree. Experience in teaching at an institute of higher education, including experience in supervising graduate and postgraduate students is recommended.
- 4.7.2.2. Internationally recognised research in his or her specialism or its related field in the volume equivalent to that of at least two PhD theses is a prerequisite for the participation in the competition.
- 4.7.2.3. In professional reviews the effectiveness of the work of a senior research fellow in the past five years is assessed, including his/her on-going research activities: internationally recognised research during the past five years in the volume equivalent to that of at least one and a half PhD theses.

#### **4.8. Research fellow**

##### **4.8.1. *Job description of the research fellow***

- 4.8.1.1. Research fellow is a research staff member who participates in completing a research topic or a research project. A research fellow is qualified to perform teaching, deliver lectures in his or her specialism and supervise students in accordance with his or her academic degree.
- 4.8.1.2. Research and development work
  - 4.8.1.2.1. Research fellow does not independently complete a research topic or a research project, but works on them under the supervision of a professor, docent (associate professor), or senior research fellow.
- 4.8.1.3. Administrative and organisational work
  - 4.8.1.3.1. Research fellow promotes his or her field of science.
  - 4.8.1.3.2. Research fellow develops his knowledge and skills necessary for research work. He or she participates in research conferences and seminars and in research-organisational activities.
  - 4.8.1.3.3. The immediate organiser of the work of the research fellow is the head of the subunit.

#### **4.8.2. Qualification requirements for the position of the research fellow**

4.8.2.1. The candidate to the position of research fellow is a person with an academic degree or an equivalent academic qualification, prior experience in research work is recommended. Previous teaching experience, including the experience in supervising students in an institute of higher education is recommended. From January 2020 a doctoral degree or its equivalent is required.

4.8.2.2. In professional reviews the effectiveness of the work of a research fellow in the past five years is assessed, including his/her on-going research activities: internationally recognised research during the past five years in the volume equivalent to that of at least two-thirds of a PhD thesis.

#### **4.9. Junior research fellow**

##### **4.9.1. *Job description of the junior research fellow***

4.9.1.1. Junior research fellow is a member of the research staff, who participates in research work under the supervision of a supervisor.

4.9.1.2. A junior research fellow takes part in studies and in academic development activities and/or is involved in the implementation of research project or theme. In studies and academic development activities the junior research fellow participates in conformity with the job requirements established for a lecturer or an assistant, depending on the qualifications of the junior research fellow.

4.9.1.3. A junior research fellow takes part in the publication of the results of research and development activities, and gives presentations at research conferences or seminars.

4.9.1.4. A junior research fellow develops his or her knowledge and skills necessary for research work.

4.9.1.5. The immediate organiser of work of the junior research fellow is the head of the subunit.

##### **4.9.2. Qualification requirements for the position of the junior research fellow**



4.9.2.1. Candidates to the position of junior research fellow shall have at least the Master's degree or equivalent qualification.

4.9.2.2. In professional reviews the effectiveness of the work of a junior research fellow in the past five years is assessed, including internationally recognised research in the volume equivalent to that of at least one-third of a PhD thesis.

## **5. Taking into account scientific publications**

5.1. The publication of research results in international journals and their citations determine the level of international research. Internationally recognised scientific publications are:

5.1.1. articles in journals indexed by *Thomson Reuters Web of Science* or *Scopus*; articles published in other international pre-reviewed scientific journals with an international editorial board, an international peer-review board, with international distribution and availability, and openness for contributions;

5.1.2. articles/chapters published in collections issued by recognised international publishing houses;

5.1.3. monographs published by recognised international publishing houses.

5.2. In addition the following issues are taken into account:

5.2.1. research important from the Estonian society or economy point-of-view;

5.2.2. efficiency in applying and being awarded patents and plant variety certificates;

5.2.3. university textbooks written by the author and in use at the higher educational institution.

5.3. The requirements for the research work expressed through the volume of the doctoral thesis is based on Chapter VII «Requirements for the Doctoral Thesis» of the regulation No. 1-5/8 of the EMU Council of 29.05.2014 «Conditions and Procedure for Awarding Doctorates».

## **6. Implementation**

6.1. The present regulation shall be implemented in all academic units when electing, appointing and reviewing the members of teaching and research staff, starting from 01.01.2015.

Regulation no. 3 of the Council of Estonian Agricultural University dated 31/03/2009 «Qualification Requirements for the Teaching Staff and the Research Staff of Estonian University of Life Sciences and the Conditions and Procedure for Assessment of Compliance» is repealed.

/signature/

Mait Klaassen

Rector

/signature/

Lea Michelson

Academic Secretary