



I E G U L D Ī J U M S T A V Ā N Ā K O T N Ē

**REGULATION**  
**of the Transport and Telecommunication Institute (hereinafter the TTI)**  
**on**  
**selection of foreign academic staff**  
**within the project “Strengthening academic staff of Transport and**  
**Telecommunication Institute capacity in strategic specialisation areas”**  
**for**  
**the academic year 2018/2019 Spring Semester**

<p><b>Regulations of the Cabinet of Ministers regulating implementation of the activity of the specific aid objective aid</b></p>	<p>Cabinet Regulations No. 25 of 9 January 2018, “Implementing Regulations for the First, Second and Third Project Applications Selection Round of Specific Objective 8.2.2 “To Strengthen Academic Staff of Higher Education Institutions in the Areas of Strategic Specialisation” of the Operational Programme “Growth and Employment” (hereinafter - the SAM Cabinet Regulations).</p>
<p><b>Purpose of the selection of foreign academic staff for TTI</b></p>	<p>In order to strengthen academic staff of TTI in the areas of strategic specialisation to select foreign academic staff in compliance with requirements prescribed by Paragraphs 2.1., 17.2., 18.1.9., 18.1.10., 39 of the SAM Cabinet Regulations and Transport and Telecommunication Institute Academic Staff Development Plan (approved by acting rector at 31 May 2018) in four study directions for the academic year 2018/2019 Spring Semester.</p>
<p><b>Areas of work and study courses, the implementation of which is intended to attract foreign academic staff</b></p>	<p><b>Nominators are encouraged to submit applications for the following study directions, study programmes and courses:</b></p> <p><b><u>1. Study direction "Information Technology, Computer Engineering, Electronics, Telecommunications, Computer Control and Computer Science".</u></b></p> <p>In the frame of the study programme " Master of Natural Sciences in Computer Science" applications for such study course are encouraged:</p> <ul style="list-style-type: none"> <li>- Un-structured Data Analysis – 2 KP (3 ECTS).</li> </ul> <p>In the frame of the study programme " Bachelor of Natural Sciences in Computer Science " for such study course are encouraged:</p> <ul style="list-style-type: none"> <li>- Introduction to Intelligence Systems – 2 KP (3 ECTS).</li> </ul> <p><b>2. In the frame of the study direction "Management, administration and real estate management" (Master's program "Aviation Management") applications for such study courses are encouraged:</b></p>

	<ul style="list-style-type: none"> <li>- Sustainable Supply Chain Management and Multimodal Transport - 2 KP;</li> <li>- Research Methods and Project Management - 2 (Project Management) –2 KP (3 ECTS);</li> <li>- Airport Management – 4 KP (6 ECTS);</li> <li>- Quality and Safety Management in Aviation - 2KP (3 ECTS).</li> <li>- Decision Making Methodologies – 2KP (3 ECTS).</li> </ul> <p><b>3. In the frame of the study direction "Management, administration and real estate management"</b> (Master's program "Aviation Management) and <b>in the frame of the study direction "Transport Services"</b> masters' study programme "Master of Social Sciences in Transport and Logistics" and "Business Administration in Transport" (Bachelor of Professional Education), "Transport and Business Logistics" (Bachelor of Professional Education) applications for such study course are encouraged:</p> <ul style="list-style-type: none"> <li>- Development of Business Models for Intermodal Transport - 2KP (3 ECTS);</li> <li>- Research Methods and Project Management - 3 (Decision making methodologies) - 2KP (3 ECTS).</li> </ul> <p>Language of teaching – English.</p>
<b>Financial terms and contract</b>	<p>Remuneration to foreign academic staff within the scope of the project according to work load, but not exceeding gross 4,000 euro per month (including employer Social Security taxes) 1 hour rate ranges from 80 till 100 euro gross, including staff travel and accommodation expenditures.</p> <p>TTI will provide a temporary employment contract of not less than 6 months with possibility to continue cooperation in the academic field after the end of the project.</p> <p>TTI will provide a flexible working schedule and possible involvement in international research and innovation projects.</p>
<b>Administrative support</b>	<p>The TTI orientation activities for guest teachers will be implemented by representatives of the relevant department, faculty and the International Relations Department.</p>
<b>Language support</b>	<p>TTI will provide by choice to foreign academic staff acquisition of the Latvian language - different levels of acquisition, using teaching materials developed by the Latvian Language Agency for foreigners.</p>
<b>Type of applications' selection</b>	<p>An open competitive selection of foreign academic staff applications.</p>
<b>Period of work</b>	<p>2018/2019 academic year: February 1, 2019 – June 30, 2019.</p>

## I. Requirements for foreign academic staff

1. Persons, who were employed in an academic position in any accredited foreign higher education institutions (except in Latvia based institutions) in the previous five years (1 November 2013 – until now) irrespective of age, race, gender, ethnicity, political affiliation, social status or other features, may participate in the selection procedure.

## II. Submission of Applications and Required Documents

2. TTI announces an open selection of foreign academic staff by publishing a notice in the official gazette “Latvijas Vēstnesis”, on the portal of the European Commission Euraxess, the website of the Ministry of Education and Science ([www.izm.gov.lv](http://www.izm.gov.lv)) and the TTI website [www.tsi.lv](http://www.tsi.lv) in English and Latvian language.
3. Under this Regulation applications should be submitted electronically (by e-mail) or in paper version **from 16 November 2018 till 16 December 2018** (till 12 p.m. by Latvian time). In case application is submitted electronically documents and information mentioned in the Article 4 of the Regulation has to be sent to an email address [pro822@tsi.lv](mailto:pro822@tsi.lv). In case application is submitted in paper version documents and information mentioned in the Article 4 of the Regulation has to be sent to the TTI address - Lomonosova iela 1, Riga, LV-1019, Latvia, room No 301. The envelope should content the notice “Application for the open competition selection of foreign academic staff” and name of the Applicant.
4. The application shall consist of the following documents:
  - 4.1. an application for the foreign academic staff application selection (in English) (Annex 1.);
  - 4.2. description of the study course in the form of syllabus (in English) (Annex 2). Description should be submitted for every study course for which the persons is applying as an academic staff;
  - 4.3. applicant’s CV (in English, preferably in Europass format), including language passport (<https://europass.cedefop.europa.eu/documents/european-skills-passport/language-passport/templates-instructions/instructions>), information about teaching experience and study courses, scientific activities and publications in past 5 years, other information necessary according to application’s assessment criteria;
  - 4.4. copies of the applicant’s diploma/as certifying the level of previous education;
  - 4.5. other documents (optional) testifying to the skills, knowledge and capacity of the applicant, including list of publications and indications of websites where most significant publications have been published, information about participation in conferences, certificates attesting language proficiency, information about participation in the implementation and administration of academic and research projects awarded as a result of competition, information about international experience and other documents.
5. In order to comply with the requirements Applicants are encouraged to look through in detail Annex 3 „Applicant’s Evaluation Sheet” of the Regulation.

6. In case of questions concerning application procedure or administrative issues Applicants are encouraged to contact TTI on the e-mail [pro822@tsi.lv](mailto:pro822@tsi.lv) no later than 3 working days before application submission deadline.

### **III. Assessment of Applications**

7. TTI rector issues a decision to establish the assessment commission (further: the Commission) for the purpose of evaluation of foreign academic staff applications in 10 working days' time. The evaluation is performed by filling in evaluation sheet for each applicant for each study course (Annex 3). All the minutes of meetings of the commission are recorded.

8. Evaluation of the applications starts with checking the applicant's technical compliance with Regulations Part I and compliance of the documents with Regulations Part II.

9. In the case of the non-compliance of the applicant and non-conformity of the submitted documents, the Commission takes a decision to request missing documents or information from the applicant, excluding Annex 1 "Application Form for Selection Procedure", Annex 2 „Description of Study Course/Syllabus” and applicant's CV (in case of lack of these documents applicant drops from the competition).

10. In case the applicant doesn't provide the documents or information on the Commission's request during 5 working days a decision to reject an application is adopted. The Commission continues to assess applications which technically complying the Regulations.

11. The Commission evaluates foreign academic staff applications according to such criteria:

11.1. Academic experience;

11.2. Other relevant experience in educational field;

11.3. Scope of cooperation with academic, scientific and professional institutions in Latvia and abroad;

11.4. Content of the study course according to syllabus/course description;

11.5. Experience in projects;

11.6. Research capacity (activities over the last 5 years);

11.7. Supervision of research papers/thesis over the last 5 years;

11.8. Compliance with the institutional needs for academic engagement/delivery of certain study courses at the TTI;

11.9. Willingness to continue academic work in TTI after the end of the support in the frame of the project.

12. Evaluation criteria and assessment methodology is available in the Annex 3 „Applicant's Evaluation Sheet” of the Regulation.

13. The Commission summarizes candidates' applications, prioritizes them in each of four study directions separately starting with the majority points.

14. The Commission makes decision on the supported applications or on rejection in line with assessment results stated above.

15. Secretary of the Commission summarizes results in the Minutes signed by the Chairman of the Commission.

16. Rector of the TTI prepares instruction in accordance with decision of the Commission and ensures publishing of the decision in the institution's website [www.tsi.lv](http://www.tsi.lv).

17. Applicants are informed about the tender results in accordance with the type of communication noted in the application form (Annex 1).

18. After the approval of competition results, TTI agrees with the supported academic staff about terms, conditions of technical and financial cooperation, the rights, obligations and responsibilities of the parties and other details and signs the agreement.

- Annex 1 „Application Form for Selection Procedure”;
- Annex 2 „Description of the Study Course/Syllabus”;
- Annex 3 „Applicant’s Evaluation Sheet”.