



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 doctoral students/Ph.D cand. for academic work
(part -time employment)
within the project “Strengthening academic staff of Transport and
Telecommunication Institute capacity in strategic specialisation areas”
for
the academic year 2018/2019, Spring semester, the academic year 2019/2020

<p>Regulations of the Cabinet of Ministers regulating implementation of the activity of the specific aid objective aid</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>Purpose of the selection of doctoral students/Ph.D cand. for the part -time employment in TTI</p>	<p>In order to strengthen academic staff of TTI in the areas of strategic specialisation to select doctoral students/Ph.D cand. for the part -time employment in compliance with requirements prescribed by Paragraphs 2.7., 17.1., 18.1.8., and 39. of the SAM Cabinet Regulations and Transport and Telecommunication Institute Academic Staff Development Plan (approved by acting rector at 31 May 2018) for the academic year 2018/2019, Spring semester, and the academic year 2019/2020.</p>
<p>Areas of work and study courses, the implementation of which is intended to attract doctoral students/Ph.D cand. for the part -time employment</p>	<p>Nominators are encouraged to submit applications for the following study directions, study programme and courses:</p> <p>1. In the study direction "Information Technology, Computer Engineering, Electronics, Telecommunications, Computer Control and Computer Science" following courses:</p> <p>Functional programming, Logic programming, Object-oriented programming, Programming, System programming, Network programming, Web application development tools, Web application construction, Mobile and network application development, Java application development, Data structures and algorithms, Computer processing methods for statistical data, Probability theory and Mathematical Statistics, Introduction to Intellectual Systems, Discrete Mathematics, Digital Electronic Instrument Systems, Fundamentals of Electronics, Aeronautical Communications Systems and Networks, Basics of Communication Systems, Airborne Radar Systems, Aircraft</p>

	<p>Radio-navigation Systems, Digital Electronic Instrument Systems, Global Navigation Satellite System, Signals and Chain 1, Electro-radio measurement methods and means, Digital circuitry, Signals and circuits 2, Theory of Automatic Control, Information systems and technologies in logistics, Information systems and technologies in business, Business Intelligence & Data Quality.</p> <p>2. In the study direction "Mechanics and metalworking, heat energy, heat engineering and mechanical engineering" following courses: Aerodynamics, Flight Dynamics and Control, Propulsion System, Design and Performance of Gas Turbine Engine, Aerostructures (Aircraft Design and Manufacturing) and Aircraft Performance, Avionics, Aircraft Maintenance, Modelling mechanisms and systems.</p> <p>3. In the study direction "Transport Services" following courses: Vehicles, Passengers and Freight transport planning and logistics, Design and Evaluation of Transport Systems, Supply Chain Management, Integrated Supply Chain Quality and security Management, Transport terminals.</p> <p>4. In the study direction "Management, administration and real estate management (in the frame of the Master programme "Aviation Management") following courses: Human Resource Management and Leadership, Marketing Management, Airline Management, Project Management (in aviation). Languages of teaching – Latvian and/or English. Master's program "Aviation Management" is instructed only in English.</p>
<p>Financial terms and contract</p>	<p>Remuneration to within the scope of the project according to work load, but not exceeding gross 1,000 euro per month for the part – time (50 % work load) (including employee Social Security Taxes, excluding employer Social Security taxes).</p> <p>TTI will provide a temporary employment contract of not less than 12 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>

Administrative support	The TTI orientation activities for doctoral students/Ph.D cand. will be implemented by representatives of the relevant department, faculty and the International Relations Coordinator.
Type of applications' selection	An open competitive selection of doctoral students/Ph.D cand. applications.
Period of work	2018/2019 academic year, Spring semester (from February 1, 2019. 2019/2020 academic year.

I. Requirements for doctoral students/Ph.D cand.

1. Doctoral students or doctoral degree candidates from Latvia, European Union and outside European Union who have an intent within 12 months of obtaining the degree to work in the TTI as academic staff, irrespective of age, race, gender, ethnicity, political affiliation, social status or other features, may participate in the selection procedure.
2. In the event of the approval of the application person must not concurrently receive remuneration within the frame of the present Activity under the Specific Aid 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" in any other Latvian higher education institution.

II. Submission of Applications and Required Documents

3. TTI announces an open selection of doctoral students or Ph.D candidates by publishing a notice in the official gazette "Latvijas Vēstnesis" (www.lv.lv), on the portal of the European Commission EURAXESS (<https://euraxess.ec.europa.eu>), the website of the Ministry of Education and Science (www.izm.gov.lv) and the TTI website www.tsi.lv in English and Latvian language.
4. Under this Regulation applications should be submitted electronically (by e-mail) or in paper version **from 18 December 2018 till 18 January 2019** (till 12 p.m. by Latvian time). In case application is submitted electronically documents and information mentioned in the Article 5 of the Regulation must be sent to an email address pro822@tsi.lv. In case application is submitted in paper version documents and information mentioned in the Article 5 of the Regulation must be sent to the TTI address - Lomonosova iela 1, Riga, LV-1019, Latvia, room No 301. The envelope should content the notice "Application of doctoral student/Ph.D cand. for open competition selection" and name of the Applicant.
5. Application could be submitted in Latvian or in English.
6. The application shall consist of the following documents:
 - 6.1. an application form (in Latvian and/or English) (Annex 1.);

- 6.2. description of the study course in the form of syllabus (in Latvian and/or English) (Annex 2). Description should be submitted for every study course for which the person is applying as an academic staff;
- 6.3. applicant's CV (in Latvian and/or 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 over the last 5 years and other information necessary according to application's assessment criteria;
- 6.4. copies of the applicant's diploma/as certifying the level of previous education;
- 6.5. other documents 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.

III. Assessment of Applications

7. TTI rector issues a decision to establish the assessment commission (further: the Commission) for the purpose of evaluation of 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 applications according to such criteria:
 - 11.1. Academic or teaching experience;
 - 11.2. Scope of cooperation with academic, scientific and professional institutions in Latvia and abroad;
 - 11.3. Topicality of scientific work / theses and research excellence;
 - 11.4. Experience in projects;

11.5. Research capacity (activities over the last 5 years);
11.6. Supervision of research papers/thesis over the last 5 years;
11.7. Compliance with the institutional needs for academic engagement/delivery of certain study courses at the TTI;
11.8. 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 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.

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 doctoral students or Ph.D candidates 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”.