

APPROVED
Based on the Council of the ENDC decision of 31st August 2009
By the Commandant of the ENDC Order No. 210 of 31st August 2009

Amended
Based on the Council of the ENDC decision of 11th February 2010
By the Commandant of the ENDC Order No. 25 of 19th February 2010

Amended
Based on the Council of the ENDC decision of 02 April 2013
By Order of the Commandant No. 37 of 11 April 2013

TEACHING AND RESEARCH STAFF QUALIFICATION REQUIREMENTS, TERMS AND PROCEDURES OF ASSESSING THEIR COMPATIBILITY

I GENERAL PROVISIONS

1. The current document is applied based on the Professional Higher Education Act, Research and Development Organisation Act, Standard of Higher Education, Estonian National Defence College (hereinafter: ENDC) Statutes and the Estonian Researchers' Code of Ethics.
2. The aim of this document is to establish the qualification requirements for the teaching and research staff of the ENDC and the terms and procedures for assessing their compatibility. This procedure is applied when selecting or nominating a member of teaching or research staff for a position.
3. When applying for a position the applicant's prior work is taken into account, including research work, study and creative work, participation in study (incl. methodological study), research and creative expert committees, etc., and feedback from students. In assessing the suitability of the applicant for the position of teaching or research worker one must above all take into consideration the applicants' competence and qualifications to fulfil the tasks determined for the position by the job description, including professional experience in the field.
4. Regular teaching and research staff are selected by competition for a period of up to 5 years. For members of ENDC teaching staff who have worked in the position of professor for at least 11 years and have been evaluated according to the regulations set by the Council of the ENDC, the contract is issued indefinitely.
5. The position of teaching or research staff member can be filled without open application procedures for a fixed period of time by a person corresponding to the set of requirements set forth in this document for the position of lecturer or research worker in the following cases:
 - 1) The competition for selecting a member of teaching or research staff has resulted in failure;
 - 2) The position of member of teaching or research staff has been vacated before the prescribed time;
 - 3) A regular member of teaching or research staff is appointed for up to three years.
6. The applicant is not admitted to the competition if he/she has breached the code of ethics of Estonian researchers. Should such an offence become evident, the election committee shall not present the candidate to the Council of the ENDC for election.

7. As per the conditions determined by the Council of the ENDC, the Commandant of the ENDC has the right to invite researchers or other outstanding specialists or experts in a particular field as visiting lecturers without following the competitive process.
8. Members of the teaching and research staff are selected by the Council of the ENDC.

II GENERAL DEFINITIONS

9. Teaching staff – the teaching staff of the ENDC consists of professors, professors emeritus, associate professors, lecturers, assistants, teachers and instructors. Members of teaching staff are divided into regular teaching staff and visiting members of the teaching staff.
10. Regular member of the teaching staff – a member of the teaching staff of the ENDC appointed or elected to the position. The position of regular member of the teaching staff can be a military post.
11. Visiting member of the teaching staff – non-staff member of teaching staff invited by the Commandant of the ENDC to conduct study or research work without submitting to open competition.
12. Professor emeritus – member of teaching staff who has worked or served in the ENDC in the position of professor for at least 10 years and has reached retirement age. A professor emeritus has the right to participate in the activities of the institution of professional higher education and be remunerated for it while not filling the position of regular professor.
13. Professor – leading member of the teaching staff participating in research and development or creative activities at an international level within their specific field, organising and conducting studies, supervising research and development activities or other creative activities, and successfully supervising students, teaching staff and researchers involved in the abovementioned activities. Proof of the standard of the professor's work comprises the results of study, research and development work of the chair he/she heads and his/her own achievements in research, development and creative work at an international level.
14. Associate professor – member of the teaching staff who actively participates in research and development activities or other creative activities, conducts studies, leads research or development or other creative activities in his/her professional field and successfully supervises students and teaching staff involved in such activities. If a professor's position becomes vacant or his/her contract is suspended, an associate professor can act as substitute.
15. Lecturer – member of teaching staff who conducts studies, can supervise research and development projects or other creative activities and supervise students involved in such activities.
16. Assistant – member of teaching staff who conducts studies, supervises practical work, practical placements and student graduation papers and participates in research and development activities or other creative work.
17. Teacher – member of teaching staff who conducts seminars, practical exercises, practical placements and fulfils other practical teaching tasks.
18. Instructor – teacher (including a serviceman in active service) of practical specialty subjects.
19. Researcher – person working or serving in the position of leading research fellow, senior research fellow or research fellow.
20. Leading research fellow – internationally recognised researcher in his/her field who supervises the research work of his/her speciality in a research and development facility.
21. Senior research fellow – recognised scientist in his/her field who supervises a research subject or research project or is responsible for completing its most important sub-categories.

22. Research fellow – researcher under the supervision of a professor, associate professor, leading research fellow or senior research fellow who participates in completing a research subject or research project.
23. Studies – a detailed definition of studies is given in the job description of the teaching staff.
24. Election committee – committee established for electing members of teaching and research staff, organising the election of teaching and research staff in accordance with these regulations.

III TEACHING AND RESEARCH STAFF QUALIFICATION REQUIREMENTS

Professor

25. A recognised specialist in his/her field with a PhD or equivalent qualification who possesses pedagogical skills and experience, including experience in supervising students and at least five years of experience in active research and development activities or other creative activities, meets the criteria for the position of professor of the ENDC.
26. A professor should be competent to organise the teaching of the subjects in his/her field, guarantee academic continuity, supervise research work or professional development activities in his/her field and organise degree studies. The applicant for the position of professor should be able to lead a research group and ensure the integrity of the speciality throughout the country. The main proof of the standard of the professor's work is the efficient organisation of Master's studies and the successful completion of research and development projects.
27. Publications¹ in a specific field (preferably in peer-reviewed journals) are one prerequisite of professional competence. The applicant is required to have completed research work to a volume of at least three research articles in the last five years, with international indexation being qualitative proof of such activity. The applicant's success in receiving and fulfilling criteria for research grants is also taken into account.
28. In applying for the position of professor, except when the applicant has not previously held such a position, at least three Master's theses must have been defended under the applicant's supervision in the last five years.
29. Within the field of study, the prerequisite for applying for the position of professor is experience in teaching at an institution of higher education that, in volume and level, corresponds to at least two years of work in the position of associate professor. The election committee may also ask the applicant to submit a *venia legendi*.
30. In order to work as professor one has to:
 - 1) Continuously participate in research, creative and development activities at an international level (in different projects), have produced research publications in the last five years and given presentations at international conferences;
 - 2) Have experience of administrative management;
 - 3) Have experience of pedagogical work in an institution of higher education;
 - 4) Have experience of supervising Master's theses and, where possible, doctoral theses when the applicant has repeatedly been elected to the position of professor.
31. When evaluating the applicant for the position of professor and compiling a ranking of applicants the following is taken into account:
 - 1) Experience of pedagogical work at an institution of higher education, including the effectiveness in supervising Master's theses and doctoral theses where possible;
 - 2) The level and citability of articles or the level and feedback of creative activities in professional criticism;
 - 3) Editing research journals, reviewing articles;
 - 4) Organising international research events, leading congresses and conferences, giving plenary presentations and presentations at international research events;
 - 5) Practical activity and experience in the field of the position applied for;
 - 6) Belonging to research and creative organisations and their management boards;
 - 7) Connections and contacts for international cooperation;
 - 8) Activities in curriculum development and supervision, including accreditation and evaluation;
 - 9) Public presentations to popularize research, creative contributions to the field and publications;
 - 10) Participation in the institution's academic activities;

¹ Descriptions of the required research publications are detailed in the current regulation clauses 70-73

- 11) Success in obtaining support for research and development projects;
- 12) Successful activities of the professor's former academic division and its fulfilment of development plans presented in previous competitions;
- 13) Honorary titles, research and creative awards;
- 14) For repeated applications for the position of professor, achievements in that position, particularly the success of postgraduate studies and successfully completing research and creative projects;
- 15) Experience in compiling study materials and manuals.

Associate professor

32. A recognised specialist in his/her field with an academic degree or equivalent qualification who possesses pedagogical skills and experience, including experience in supervising students and at least five years of experience in active research and development activities or other creative activities, meets the criteria for the position of associate professor of the ENDC.
33. An associate professor should be competent to organise the teaching of the subjects of his/her field, guarantee academic continuity, guide research work or development activities in his/her field. The applicant for the position of associate professor should preferably be able to lead a professional research team as an independent researcher. The main proof of the standard of the associate professor's work is the efficient supervision of applied higher education and Master's students and the completion of research and development projects.
34. Research work in a specific field shown in publications in professional journals (preferably peer-reviewed journals) is one prerequisite of the professional competence of an associate professor. The applicant is required to have completed research work to a volume of at least two research articles in the last five years with international indexation being qualitative proof of such activity. The applicant's success in receiving and fulfilling criteria for research grants is also taken into account.
35. Within the field of studies, the prerequisite for applying for the position of associate professor is experience in teaching at an establishment of higher education that, in volume and level, corresponds to at least two years of work in the position of lecturer. The election committee may also ask the applicant to submit a *venia legendi* as proof of his/her teaching competence.
36. In order to work as associate professor one has to:
 - 1) Continuously participate in research, creative and development activities at an international level (in different projects) and have produced research publications in the last five years;
 - 2) Have experience of pedagogical work at an institution of higher education, supervising graduation papers and Master's theses in particular.
37. When evaluating the applicant for the position of associate professor and compiling a ranking of applicants the following is taken into account:
 - 1) Experience of pedagogical work at an institution of higher education, including supervising Master's theses and potentially doctoral theses;
 - 2) The level and citability of articles or the level of creative activities and feedback in professional criticism;
 - 3) Practical activity and experience in the field of the position applied for;
 - 4) Activities in curriculum development and supervision;
 - 5) Editing research journals, reviewing articles;
 - 6) Presentations at international congresses or conferences;
 - 7) Public presentations to popularize research, creative contributions to the field and publications;
 - 8) Participation in the institution's academic activities;
 - 9) Belonging to research and creative organisations and their management boards;

- 10) Success in obtaining support for research and development projects;
- 11) Honorary titles, research and creative awards;
- 12) For repeated applications for the position of associate professor, achievements in that position, particularly the success of postgraduate studies and successfully completing research and development projects;
- 13) Experience in compiling study materials and manuals.

Lecturer

38. An experienced person in his/her field who possesses pedagogical skills and a Master's degree or equivalent qualification corresponds to the position of lecturer of the ENDC.
39. A lecturer should be competent to teach the subjects of his/her field at the first two levels of higher education, including delivering lectures and supervising students. The applicant for the position of lecturer should be able to participate in research and development activities under the supervision of a professor, leading research fellow, associate professor or senior research fellow. The main proof of the standard of the lecturer's work is the quality of studies offered, effectiveness of student supervision and active participation in research and development activities.
40. Two prerequisites of professional competence for the applicant for the position of lecturer are participation in research and development activities and research publications in the last five years, and prior teaching experience at an institution of higher education that, in volume and level, corresponds to at least two years of work in the position of assistant.
41. In order to work as lecturer one has to:
 - 1) Have experience and skills in pedagogical work;
 - 2) Have experience in research and development or other creative activities in the field and have produced professional publications (including published study materials).
42. When evaluating the applicant for the position of lecturer and compiling a ranking of applicants the following is taken into account:
 - 1) Experience of pedagogical work and student supervision;
 - 2) Publications or experience and the level of creative activities performed;
 - 3) Practical activity and experience in the field of the position applied for;
 - 4) Presentations at conferences;
 - 5) Connections and contacts for international cooperation;
 - 6) For repeated applications for the position of lecturer, achievements in that position, particularly the quality of teaching and effectiveness of supervision and participation in research and development projects.

Assistant

43. An experienced person in his/her field who possesses at least a Bachelor's degree, diploma of professional higher education or equivalent qualification corresponds to the position of assistant of the ENDC.
44. An assistant should be competent to conduct studies, seminars, practical training and practical placements at the first level of higher education, supervise graduation papers and participate in research and development activities. The applicant for the position of assistant should be able to participate in research and development activities under the supervision of a professor, leading research fellow, assistant professor or senior research fellow. The main proof of the standard the assistant's work is the quality of studies offered and the effectiveness of the supervision of graduation papers.
45. When evaluating the applicant for the position of assistant and compiling a ranking of applicants the following is taken into account:
 - 1) Experience of pedagogical work, including supervision of graduation papers;

- 2) Publications and their level (including published study material and articles in professional journals);
- 3) Experience of compiling and fulfilling research or development projects;
- 4) Experience of presentations at conferences;
- 5) For repeated applications for the position of assistant, achievements in that position, particularly the quality of studies offered and effective supervision of graduation papers.

Teacher

46. A person with higher education corresponds to the position of teacher of the ENDC.
47. A teacher must be competent to conduct studies relevant to his/her position, supervise students, compile study materials and participate in the development of teaching methodologies.
48. When evaluating the applicant for the position of teacher and compiling a ranking of applicants the following is taken into account:
 - 1) Experience of pedagogical work, including experience in compiling study materials;
 - 2) Experience of compiling and fulfilling development and creative projects;
 - 3) For repeated applications for the position of teacher, achievements in that position, particularly participation in developing teaching methodologies.

Instructor

49. A specialist with secondary education who has at least eight years of work experience in the relevant field corresponds to the position of instructor of the ENDC.
50. An instructor must be competent to conduct studies relevant to his/her position, compile study materials and participate in the development of teaching methodologies.
51. When evaluating the applicant for the position of instructor and compiling a ranking of applicants the following is taken into account:
 - 1) Experience of pedagogical work;
 - 2) Experience of compiling and fulfilling development and creative projects;
 - 3) Current practical experience in the relevant field.

Leading research fellow

52. A person who has acquired a PhD in Estonia or possesses equivalent qualifications from abroad, has worked as associate professor, senior research fellow or university professor for a total of at least ten years and has supervised at least one successful doctoral thesis or has supervised research work that has led to products or processes under patent protection, or who has supervised research work that has made a significant contribution to the development of national defence in Estonia, corresponds to the position of leading research fellow.
53. A leading research fellow should be an internationally recognised independent researcher who can lead research work in his/her field, assure academic continuity, organise postgraduate studies and supervise more junior members of the teaching and research staff. The applicant should be competent to lead a research group and contribute to the development of the field throughout Estonia. The main proof of the standard of a leading research fellow's work is successfully completing research and development projects in the ENDC.
54. One prerequisite of professional competence for the applicant for the position of leading research fellow is research work at an international level. Continuous research activities are required: research work at an international level to a volume of at least three research articles published in peer-reviewed journals within the last five years. The applicant is expected to have experience in receiving and fulfilling the criteria for research grants. It is

recommended to have experience in working in a research organisation and performing administrative work in addition to experience in giving lectures and supervising students.

55. In order to work as leading research fellow one should:
- 1) Continuously participate in research and creative and development activity at an international level and have produced research publications within the last five years;
 - 2) Give presentations at international conferences;
 - 3) Participate in research or development projects, or in administrative management.
56. When evaluating the applicant for the position of leading research fellow and compiling a ranking of applicants the following is taken into account:
- 1) Level and citability of articles or level of creative activity and reviews in professional criticism;
 - 2) Effectiveness of supervising Master's and doctoral theses;
 - 3) Editing research journals, reviewing articles;
 - 4) Organising international research events, leading congresses and conferences, delivering plenary presentations and presentations at international research events;
 - 5) Membership of research organisations and their management boards;
 - 6) Connections and contacts for international co-operation;
 - 7) Delivering public presentations to popularize research and publications;
 - 8) Success in obtaining funding for research and development projects;
 - 9) Successful activities of a research institution and fulfilling the development plan of a previous research institution;
 - 10) Activities in curriculum development and supervision, including accreditation and evaluation;
 - 11) Honorary titles, research and creative awards;
 - 12) Participation in the academic life of an institution;
 - 13) For repeated applications for the position of leading research fellow, work in that position, particularly activities in supervising and developing research in the relevant field and the successful completion of research and development projects.

Senior research fellow

57. A recognised researcher who has acquired a PhD in Estonia or equivalent qualifications from abroad corresponds to the position of senior research fellow.
58. A senior research fellow of the ENDC should be an independent researcher capable of supervising a research subject or research project, or is responsible for completing its most important sub-divisions. He/she should be able to supervise more junior members of the teaching and research staff, including postgraduate students. He/she must be qualified to teach his/her subject at all levels of higher education. The main proof of the standard of a senior research fellow's work is the level of completion of research and development projects.
59. One prerequisite of professional competence for the applicant for the position of senior research fellow is active research work at an international level. Continuous activities in research work are required: research work to a volume of at least three international research publications in the last five years. The applicant is expected to be successful in receiving and fulfilling the criteria for research grants. It is advisable for the applicant for the position of senior research fellow to have delivered lectures and supervised students.
60. In order to work as senior research fellow one should:
- 1) Possess international cooperation connections, participate in international research, cultural or development projects;
 - 2) Have produced peer research publications to a volume of at least three articles published in international [peer](#)-reviewed publications in the last five years.

61. When evaluating the applicant for the position of senior research fellow and compiling a ranking of applicants the following is taken into account:
- 1) Level and citability of articles or level of creative activity and its feedback in professional criticism;
 - 2) Effectiveness of supervising Master's and doctoral theses;
 - 3) Editing research journals, reviewing articles;
 - 4) Presentations at international congresses and conferences;
 - 5) Public presentations to popularize research and publications;
 - 6) Participation in the academic life of an institution;
 - 7) Membership of research organisations and their management boards;
 - 8) Success in obtaining grants for research and development projects;
 - 9) Honorary titles, research and creative awards;
 - 10) Activities in curriculum development and supervision;
 - 11) For repeated applications for the position of senior research fellow, activities in that position, particularly activities in supervising and promoting research work in the relevant field and the successful completion of research and development projects.

Research fellow

62. A person with an Estonian research degree or equivalent qualifications corresponds to the position of research fellow of the ENDC.
63. A research fellow should be competent to participate in completing a research subject or research project in his/her field under the supervision of a professor, associate professor, leading research fellow or senior research fellow. The applicant should be able to supervise more junior members of the teaching staff and Master's students. He/she must be qualified to teach his/her subject at the first two levels of higher education. The main proof of the standard of a research fellow's work in the ENDC is the level of participation in research and development projects and successfully completing certain sub-topics.
64. One prerequisite of professional competence for the applicant for the position of research fellow is research work at an international level. Constant research activities are required: research work to a volume of at least two international research publications in the last two years. The applicant is expected to be successful in obtaining and fulfilling the criteria for research grants along with completing research projects. It is advisable for the applicant for the position of research fellow to have delivered lectures and supervised students.
65. In order to work as research fellow one should also:
- 1) Have produced professional publications;
 - 2) Have experience in research and development activities within the relevant field.
66. When evaluating the applicant for the position of research fellow and compiling a ranking of applicants the following is also taken into account:
- 1) Professional qualifications;
 - 2) Level of publications;
 - 3) Experience in compiling and completing research and development projects;
 - 4) Connections and contacts for international cooperation;
 - 5) Presentations at conferences;
 - 6) For repeated applications to the position of research fellow, previous work in that position, particularly activities in supervising and promoting research work in the relevant field and the successful completion of research and development projects.

Visiting members of teaching staff

67. A visiting professor can be a person who has worked in the position of professor or associate professor at an institution of higher education, as well as someone whose

knowledge and experience in the field of his/her studies corresponds to that of professor of the ENDC. A serviceman in active service holding the post with a military rank must be a recognised and long-term practitioner in his/her field.

68. A visiting lecturer can be someone whose professional knowledge and experience within the field of his/her studies are equivalent to the level of lecturer of the ENDC. A serviceman in active service holding the post with a military rank must be a recognised practitioner in his/her field.
69. The system of appointing visiting members of the teaching staff is determined by the regulations on appointing visiting members of the ENDC teaching staff.

Requirements for research publications

70. Research publications can be the following publications:
- 1) Articles in journals indexed by ISI Web of Science and/or belonging to ERIH (*European Reference Index of the Humanities*) categories A or B (Level 1.1 in the Estonian Science Information System ETIS);
 - 2) Articles in other international peer-reviewed professional research journals that have an international editorial board, international circulation, are open to contributions and/or belong to ERIH category C (ETIS level 1.2);
 - 3) Articles in peer-reviewed journals that have a local editorial college, or research publications in such journals significant to Estonian culture such as *Akadeemia*, *Looming*, *Vikerkaar* (ETIS level 1.3) in Estonia and elsewhere;
 - 4) Monographs published by an internationally recognised research publishing house (ETIS level 2.1);
 - 5) Monographs published by other research publishing houses (ETIS level 2.2);
 - 6) Dissertations published as part of a dissertation series (except manuscripts) (ETIS level 2.3);
 - 7) Articles or chapters in internationally recognised publications (ETIS level 3.1);
 - 8) Articles or chapters in publications from other research publishing houses (ETIS level 3.2);
 - 9) Articles or chapters in specific research publications, dictionaries, lexicons, atlases, designated manuals and publications with reviews (ETIS 3.3).
71. Applicants should refer to the publications they have produced that meet these requirements in the sub-section of their *curriculum vitae* that covers relevant research work.
72. New translations of the Bible or sections thereof, scientifically annotated translations, drafts of legal acts or legal acts compiled by the applicant or with his/her participation, scientifically annotated legal acts and original textbooks for universities are all considered to come under the description of research publications. During assessment, experts are expected to draw attention to any relevant material that should be considered.
73. Research work that has not been published in publications as set forth in clause 70, but has significant value to the Estonian society, economy or national culture can be considered as publications at an international level by the expert committee. This would also include publications that have been repeatedly cited in leading research publications in the relevant field.

IV EVALUATING QUALIFICATION REQUIREMENTS OF MEMBERS OF TEACHING AND RESEARCH STAFF

74. Teaching and research staff correspondence to qualification requirements is evaluated:
- 1) When accepting applications for the position of member of teaching or research staff;

- 2) When appointing a position of member of teaching or research staff in the event that open competition results in failure or said position becomes available ahead of schedule;
- 3) When appointing a visiting member of teaching staff;
- 4) Evaluating the members of teaching and research staff.

75. Correspondence to requirements is assessed by:

- 1) The competition committee, involving experts when necessary, when a candidate is applying for a position in the event that open competition results in failure;
- 2) Chief or head of Chair, involving the competition committee or experts when necessary, when appointing visiting members of teaching staff;
- 3) The evaluation committee when evaluating members of teaching and research staff.

76. In evaluating applicant correspondence to qualification requirements (except when evaluating a visiting member of teaching staff) the specifications and foundations of Chapter III "Teaching and Research Staff Qualification Requirements" of this document form the basis of the evaluation, together with the qualifications, documents proving prior study, research, and development and creative activities of the applicant. When evaluating a visiting member of teaching staff, evaluation is predominantly based on the applicant's professional recognition and previous professional achievements.

V PROCEDURES FOR SELECTING MEMBERS OF TEACHING STAFF

Public competition to apply for the position of regular member of teaching staff

77. Regular members of the ENDC teaching and research staff are selected through public competition by the Council of the ENDC for a period of up to five years.

78. The public competition to fill the position of member of ENDC teaching staff is issued by the Commandant of the ENDC, publishing the notice of competition in national newspapers with the condition that applicants have at least one month from the date of publication to submit their application.

79. The Commandant of the ENDC opens a public competition to fill the position of member of teaching or research staff in the following cases:

- 1) A position of member of teaching staff is vacant;
- 2) A contract with a member of teaching staff has come to its conclusion or is due to expire in less than 6 months.

80. Public competition is considered to be open from the day the notice of competition is published in national newspapers.

Notice of competition

81. The notice of competition contains the following information:

- 1) Name and address of the institution;
- 2) Title of the position to be filled;
- 3) Deadline of the contract or term of service;
- 4) Requirements for the applicant;
- 5) Application deadline;
- 6) List of documents to be submitted with the application.

82. The applicant has the right to request and receive additional information on the position he/she is applying for.

Selecting a member of the teaching staff with military rank

83. A member of teaching or research staff with military rank is selected by the Council of the ENDC through competition *in-camera* to work within the Defence Forces for a period of up to five years. The Council can also exceptionally open a public competition to recruit a member of teaching or research staff with military rank.
84. A member of teaching staff with military rank is selected according to the guidelines set forth in this document, with the exception of the requirements for opening competition and publishing competition notices.

Terms of participation in competition

85. An applicant submits the following documents in order to participate in competition:
 - 1) A written application;
 - 2) A *curriculum vitae* in the correct format including a list of research papers and work experience;
 - 3) A certified copy of all documents confirming higher education, Master's degree, PhD or relevant qualifications;
 - 4) Other documents the applicant considers necessary;
 - 5) For repeated applications for the positions of professor or leading research fellow, an overview of professional activities engaged in over the last five years should be submitted in addition.
86. A person whose application and required documents reach the ENDC by the deadline stipulated in the notice of competition is permitted to participate in the competition. If said documents are sent through the postal service to the ENDC in hard copy the postmark is taken into account.
87. If an applicant's documents confirming his/her higher education or academic degree were issued abroad, the applicant must demonstrate that his/her qualifications are valid and correspond to the requirements of the Estonian education system.
88. The documents necessary for application are submitted to the administrative department where they are registered according to the records management procedure of the Estonian Defence Forces; they are then passed on to the chairman of the election committee at the earliest convenience. Documents are returned, when requested, to candidates who withdraw from competition or are not selected for the position, with the exception of the application documents themselves.
89. It is recommended to applicants for the positions of professor and leading research fellow to append at the end of their *curriculum vitae* the names and contact information of three references who might be contacted for any additional information.

Competition committee

90. The Commandant of the ENDC composes a competition committee of three members (hereinafter: the committee) by the deadline of application submission in order to evaluate applicant correspondence with requirements. This committee consists of professional experts. When selecting a professor or leading research fellow, at least one member of the committee should come from outside the institution and have the qualification of professor. When selecting an associate professor or senior research fellow it is advisable to have one member of the committee with the qualification of professor. When selecting members of teaching and research staff with military rank, in addition to the above one specialist member of the committee should come from outside the institution.

91. Composition of the committee (chairman, members) is approved by order of the Commandant of the ENDC.
92. The committee:
 - 1) Convenes by proposal of the chairman no later than ten working days after the committee is formed;
 - 2) Examines applicant documents;
 - 3) Evaluates applicant correspondence to the requirements of the competition based on this document, taking professional competence and potential into account;
 - 4) Forms a ranked placement list of applicants in accordance with the requirements of the competition;
 - 5) Submits a written opinion to the Council of the ENDC within three working days of having reached a decision containing a list of applicants corresponding to the requirements of the competition and their ranking in order of suitability.
93. The chairman of the Council personally informs all applicants in writing who do not correspond to the requirements of the competition within seven working days after receiving the decision of the committee.
94. The committee reaches its decision by vote.

Selecting a member of teaching staff

95. When necessary, the Council of the ENDC invites for interview those applicants considered suitable by the committee, providing at least ten working days of prior notice.
96. The Council selects a member of the teaching staff by open vote no longer than one week after the final interview.
97. The Council is able to exercise its authority when at least 2 out of 3 of members are present. The decision on the successful applicant is made by majority vote. In the event of a tie, the chairman of the Council casts the deciding vote.
98. In the event that a member of the Council applies for a position of member of teaching staff, he/she absents him/herself from Council deliberations for the duration of his/her application being discussed.
99. When selecting professors, reasonable exceptions can be made as to the requirements of teaching experience and successful supervision only where shortcomings in one area are compensated for by outstanding outcomes in research work.
100. When selecting associate professors or lecturers, reasonable exceptions can be made as to the requirements of teaching and research work experience. The Council of the ENDC decides on the issue of exceptions.

Competition results

101. Competition results are formalised as the decision of the Council.
102. In the decision of the Council the following is mentioned:
 - 1) Name of the institution;
 - 2) Title of the position to be filled;
 - 3) Term of contract or service;
 - 4) Time and place of the Council meeting;
 - 5) Names of those present at the Council meeting;
 - 6) Names of candidates taking part in elections and the result of the applicant interview;

7) Results of voting (in ranked order).

103. The Commandant of the ENDC notifies each candidate individually in writing of the decision concerning his/her application within seven working days after the Council has reached its decision.
104. The Commandant of the ENDC settles a fixed-term contract with the person selected for a position, or appoints the serviceman in active service for a fixed term, or makes a proposal to the Commander of the Defence Forces to appoint the serviceman for a fixed term.
105. When a selected applicant chooses to renounce his/her position, the candidate in second place in the ranking order is considered to be elected for the position.

Filing complaints

106. A candidate can file a complaint concerning the Council decision mentioned in clause 101 following the regulations and terms specified in the relevant legislative acts within 10 calendar days after receiving the decision.

Unsuccessful competition

107. Competition is considered unsuccessful when:

- 1) No applications were submitted to the competition for the position of member of teaching staff;
- 2) No applicant corresponded to the requirements of the competition;
- 3) No candidates corresponding to the requirements of the competition entered into a contract or no candidates were appointed for service;
- 4) The decision of the Council is declared invalid.

108. In the event of the circumstances mentioned in clause 107, the Commandant of the ENDC issues a new competition within one month.

Implementing the regulations

109. /Null and void as of the 2nd of April 2013/.