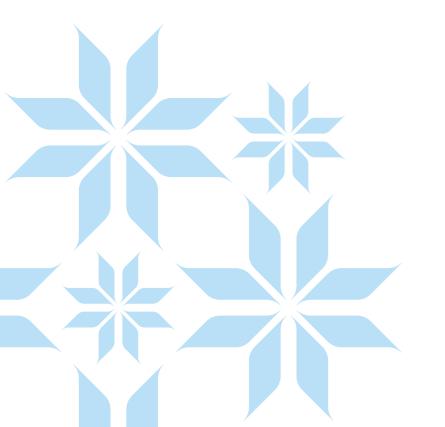
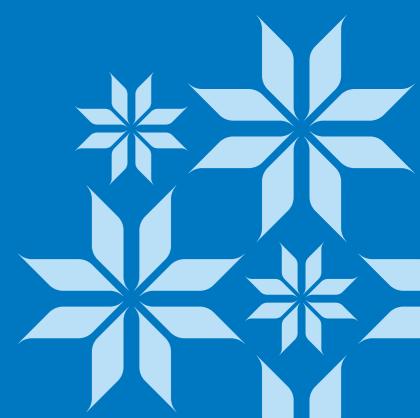


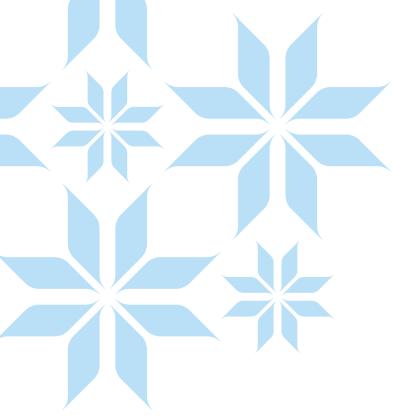


Welcoming Programme Research Module

Training Materials







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Welcoming programme website

www.settleinestonia.ee







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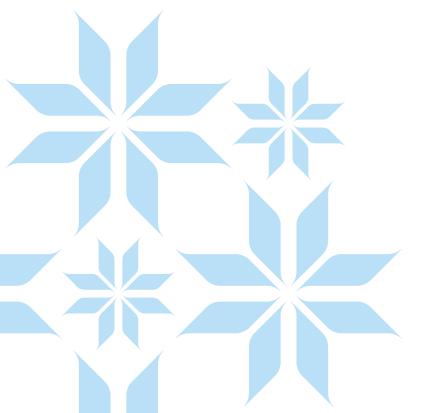
This training material contains introductory information targeted at foreign nationals relocating to Estonia for work as a researcher or a lecturer. The material provides a thorough overview of the following topics: the right of residence and requirements for granting or acquiring and extending residence permits for research migration; structure of the research and higher education system in Estonia; Estonian academic organisations and networks; research funding schemes; teaching practices applied at Estonian universities, etc.

The material has been drawn up in order to provide the research module trainings of the welcoming programme aimed at newly arrived immigrants, which was commissioned by the Ministry of the Interior of Estonia. The welcoming programme is an action plan that consists of various informative and interactive training modules. It aims to support foreign nationals who have migrated to Estonia in settling in and acquiring the primary knowledge and skills needed to adjust quickly and efficiently. In addition to the research module, the welcoming programme is comprised of modules on working and entrepreneurship, studying, family life, international protection, children and young people, as well as basic (A1) language training. Further information about the welcoming programme can be found at www.settleinestonia.ee.

The training material has been drawn up while keeping in mind the interests and needs of foreign researchers relocating to Estonia and other foreign nationals interested in doing research in Estonia. You can use the material as training course notes, for independent study, or to refresh your memory after the training course. We have also put together knowledge tests based on the materials, which you can use to check your knowledge at the end of the training course.

Every topic refers to important additional materials or the relevant organisations. The references guide you to useful web pages in Estonian, English and/or Russian.

Welcome to Estonia!



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1. LEGAL INFORMATION: RIGHT OF RESIDENCE AND RESIDENCE PERMITS

In this chapter:

- » How do I apply for or extend my residence permit?
- » How do I register my place of residence?
- » Can I be employed by several employers at the same time?
- » Can I work and study at the same time?

1.1. For the citizens of the European Union, the member states of the European Economic Area, and the Swiss Confederation (hereafter EU citizens)

EU citizens are free to enter and stay in Estonia provided they have a valid travel document or an identity card, but if they stay for more than three months, they are obliged to register their place of residence in Estonia in the Population Register. Within one month from registering your place of residence you must apply for an Estonian ID card (*ID-kaart in Estonian*) by going in person to a service point of the Police and Border Guard Board. The same applies to the nationals of Iceland, Norway, Liechtenstein and Switzerland.

You can register your place of residence at the local government registers' services, or if you are staying in a smaller local government, directly in the local government's offices. Family members can submit a joint notice of their place of residence.

Not only is registering mandatory by law, but without having your data entered in the registry you cannot get Estonian health insurance, receive social support or be entitled to use many other public services. This gives you the right to vote in local government elections and the European Parliament elections, as well as the right for temporary residency of five years. An EU citizen who has resided in Estonia permanently for five consecutive years on the basis of the right of temporary residency has the right to obtain permanent residency.

When you leave to foreign country, you must submit data about the new place of residence in the Estonian Population Register. If you do not know the exact address of your place of residence in your country of departure, the accuracy of the state and the city will be sufficient.

By submitting a new residence address to a foreign country, your temporary right of residence expires in Estonia and the ID card becomes invalid. You must return the invalid identity card to the Police and Border Guard Board that issued the document.

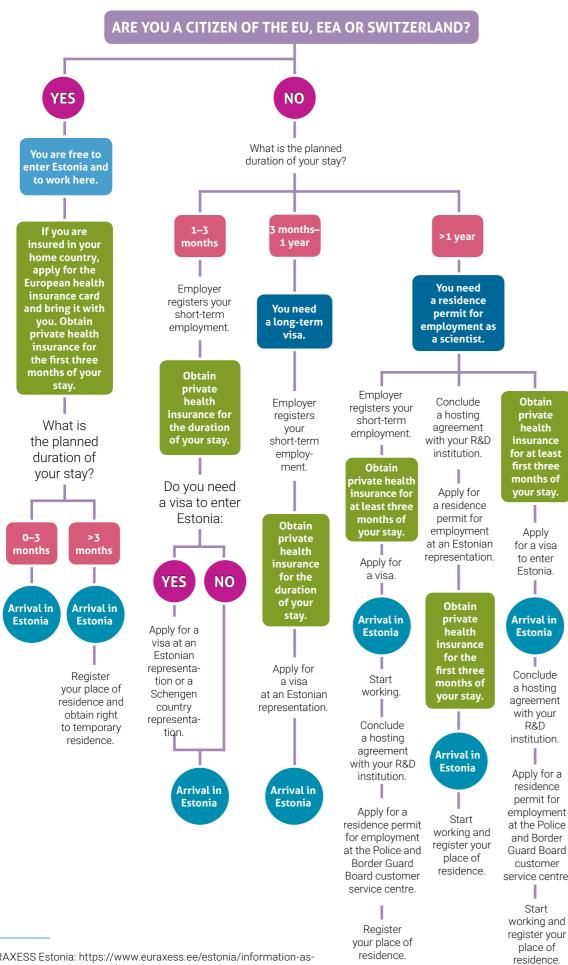
Where to register your place of residence?

Local governments: www.eesti.ee/ eng/contacts/ kohalikud_omavalitsused





Road-map for coming to Estonia¹



¹ EURAXESS Estonia: https://www.euraxess.ee/estonia/information-assistance/entry-conditions-and-residence-permits

The **third-country family members** of an EU citizen are required to follow the visa requirements that apply for entering Estonia. The family members of an EU citizen who is employed or studying in Estonia, has sufficient legal income to ensure the subsistence of him/herself and the family and has medical insurance, can apply for the right of temporary residency in the foreign representation of the Republic of Estonia or by going in person to a service point of the Police and Border Guard Board after arriving in Estonia.

For more information about registering your place of residence and submitting your place of residence information, see the home page of the Ministry of the Interior at www.siseministeerium.ee under the Population Procedures.

You can access your data in the Population Register at the State Portal www.eesti.ee and through the city, rural municipality or county government.

1.2 For the citizens of third countries

Citizens of third countries who are staying in Estonia for work for **over twelve months** must apply for a residence permit for employment. The issue of residence permits to aliens is regulated by the Aliens Act. Researchers planning to work in Estonia should apply for a residence permit for employment for scientific research. If you are already in Estonia You can apply for a residence permit to work as a scientist at a service point of the Police and Border Guard Board.

Researchers are exempt from the immigration quota and are eligible to apply for a residence permit for employment as a researcher without the consent of the Estonian Unemployment Insurance Fund. They do not have to fulfil the salary criterion either.

A residence permit for the purposes of research is issued if:

- » an alien has appropriate professional preparation or experience for such activity;
- » the researcher's host institution has been recognised and registered by the Ministry of Education and Research and has been positively evaluated in at least one research field or
- » the educational institution has valid institutional accreditation or;
- » the principal activity of the institution entered in the state register of state and local government authorities is research and development and
- » the hosting agreement is signed between the researcher and the hosting research institution for carrying out research and development work.

The hosting agreement (võõrustamisleping) certifies to the Police and Border Guard Board that you will be doing research in Estonia. The hosting agreement should include:

Family members of the EU citizens



www.politsei.ee/en/



Important to know!



Family members of citizens of third countries

- » your name and qualification;
- » name and registration code of the hosting institution;
- » name of your contact person in the institution;
- » duration of the research project and the financing source of the project.

If the above listed data is stated in your employment contract, then a copy of such employment contract may be submitted instead of the hosting agreement.

You can find a list of other necessary documents and the application forms for the residence permit for employment as a scientist at the website of the Police and Border Guard Board. The process of obtaining a residence permit for employment may take up to two months.

A temporary residence permit for employment is issued for a period of guaranteed employment in Estonia for a period of up to two years, and can be extended for up to five years at a time. Starting from October 1, 2017, it will be possible to extend one's temporary residence permit for up to ten years at a time.

Within one month after receiving the residence permit you will be obliged to register your place of residence in the Population Register of Estonia. Family members can submit a joint notice of their place of residence.

Together with the residence permit for employment or the residence permit, you will receive an Estonian ID number and an **Estonian residence permit card** (elamisloakaart in Estonian). Your employer will use your ID number to forward all the necessary information to the Estonian Health Insurance Fund, the Employment Register, the Tax and Customs Board and the Social Insurance Board so that you were granted health insurance and other benefits resulting from paid taxes. The residence permit card can be used for regular identification as well as for giving digital signatures. It also carries information about your residence permit and conditions of employment, including the name of your employer, the location of employment and your position. You are allowed to work in Estonia only under the conditions determined in your residence permit.

If you have been granted a temporary residence permit for employment, you may be employed by several employers at the same time, provided that the specified conditions determined in your residence permit for employment are still followed.

The family members of a citizen of a third country must apply for a residence permit. Citizens of third countries may apply for a temporary residence permit for settling with their spouse to whom a residence permit for employment has been granted. In case of children, you should apply for a residence permit for settling with a close relative. The applications for residence permits for family members can be submitted together with the researcher's application. The decision whether or not to grant the family members a residence permit will be made after a decision has been made concerning the researcher.

1.3 For doctoral students



You should apply for a temporary residence permit for study, if you wish to study in Estonian educational institutions acknowledged by the state (incl. doctoral studies). If you are a student and wish to come to Estonia for a period of up to twelve months (e.g. as a visiting doctoral student), you can also apply for either a short-term or a long-term visa.

Starting from April 1, 2017, a residence permit for study is issued for a nominal period of one's studies. The permit may be extended for the estimated duration of studies.

Students may get a job in Estonia without a separate work permit, provided that working does not interfere with the studies and that they study full-term.

Starting from September 2015, all doctoral students who receive a doctoral allowance based on the Study Allowances and Study Loans Act are provided with social guarantees, including **health insurance**. Doctoral allowance is also taken into account when calculating parental benefits and the pension qualifying period. For more detailed information, please contact the doctoral studies administration at your university.

If you do not qualify for doctoral allowance under this act you need to obtain a private health insurance contract for the duration of your studies.

1.4 Extension of the residence permit

Those who already hold a valid residence permit and have sufficient legal income can extend the residence permit on the same terms and conditions on which they applied for the residence permit. If you wish to extend a temporary residence permit you have to submit the same documents that you submitted when applying for your temporary residence permit. You have to do so at least two months before the expiry of the valid residence permit and in person at a service point of the Police and Border Guard Board. If less than two years has passed since you previously applied for a residence permit and had your fingerprints taken, you can also apply for an extension of your residence permit by post or by e-mail.

Since 1 January 2016, holders of the temporary residence permit for employment as a researcher/lecturer or for studies have a right for an additional temporary stay in Estonia for a period of 183 days maximum, following the expiry date their temporary residence permit. During that time the foreign national can legally stay in Estonia without extending the prior residence permit in order to continue their studies/ work, or find a new job and enter into employment or continue their studies or obtain other grounds to get a new residence permit.

10 LEGAL INFORMATION EXTENTION OF RESIDENCE PERMIT 11

Please bear in mind that **this additional stay for 6 months is not an extension of the residence permit and is valid only in Estonia.** If you decide to travel to another EU country during this period, you should apply for a D-type of visa (you can do that in Estonia, at one of the service points of the Police and Border Guard Board that deals with visa issues).

NB! If for some reason the temporary residence permit is terminated prior to the expiry date, this additional period will not apply.

Should you decide not to stay in Estonia after your research work or studies, then make sure that your return tickets are bought within the validity period of your residence permit.

After residing in Estonia permanently for five years based on a temporary residence permit, you can apply for a **long-term residence permit** if the following criteria are met:

- » you hold a valid temporary residence permit;
- » the data of your place of residence have been entered into the Population Register of Estonia;
- » you have permanent legal income for subsistence in Estonia;
- » you are covered with health insurance (by Eesti Haigekassa);
- » you comply with the integration requirement, i.e. you have knowledge of the Estonian language at least at the B1 level established by the Language Act or at an equivalent level.

Migration Advice

Starting from March 2017, Estonian Police and Border Guard Board (PBGB) offers personal migration advice counselling service. Personal advisors advise about different legal grounds to live in Estonia and the necessary documentation for foreigners coming to work or study here but also to employers and educational institutions who invite foreigners.

Advisors are located in Tallinn's Tammsaare and Pinna service points, in Tartu and Jõhvi police stations and also part-time in Pärnu service point.

Advisors can be contacted:

- » via phone: +372 612 3500
- » by email: migrationadvice@politsei.ee
- » via Skype: EstonianPolice_MigrationAdvice
- » by appointment.

Counselling service in offered in Estonian, English and Russian. More information about the service can be found at www.migrationadvice.ee.

www.migrationadvice.ee



2. STRUCTURE OF THE RESEARCH AND HIGHER EDUCATION SYSTEM

In this chapter:

- » Who are the main actors on the Estonian academic landscape?
- » What is the Estonian academic ranking system like?
- » What is ETIS and how can I use it?

2.1 The position of higher education on the landscape of Estonian education

The general educational system in Estonia comprises of basic, secondary, vocational, higher and adult education. Preschool education is also available in kindergartens and other institutions of a similar capacity.

Preschool, basic, and upper secondary education

Preschool education is acquired either in a preschool childcare institution or at home. There are four types of preschool childcare institutions: day nurseries (for children of 1 to 3 years of age), nursery schools (for children of 1 to 7 years of age), special nursery schools, and nursery-primary schools. Local governments must provide the opportunity to attend childcare institutions to all children between 1 and 7 years of age who live in their catchment areas if this is requested by their parents.

Compulsory basic education lasts for nine years (grades 1–9) and starts when a pupil reaches the age of seven. The academic year begins on 1 September and ends in the beginning of June the following year. The academic year lasts for at least 35 weeks and there are usually four school holidays. Education is free in the schools funded by the state and local governments. Private schools charge a fee.

After grade 9, pupils are awarded the Basic School Leaving Certificate (põhikooli lõputunnistus) and are entitled to proceed to **secondary education**. Though it is not compulsory, 70–75% of pupils continue their studies in upper secondary school after graduating from basic education. After basic education pupils have mainly two options: either to enrol in an upper secondary school (gümnaasium) or in a vocational education institution (kutseõppeasutus).

The study programme at **upper secondary school** is arranged into mandatory and voluntary courses. In order to graduate from upper secondary school a student is required to complete the curriculum at

13



12 LEGAL INFORMATION EDUCATION LANDSCAPE

least at a satisfactory level, passing the state exams consisting of the Estonian language or Estonian as a second language, mathematics and a foreign language exam, passing the upper secondary school exam, and completing a student research paper or practical training during the entire study period.

Vocational education, which is primarily funded by the state, aims to give pupils professional skills and practical experience. Vocational education may be acquired either after graduation from basic school or after graduation from upper secondary school. Many adults who have higher education also complete vocational training later.

Lifelong learning for adults is becoming more and more popular in Estonia: they allow adults to acquire and improve their professional, occupational and speciality knowledge, skills and experience, or retrain. Flexible study opportunities have been created for adult learners: distance learning and evening courses, external study and part-time study, as well as participation in various courses.

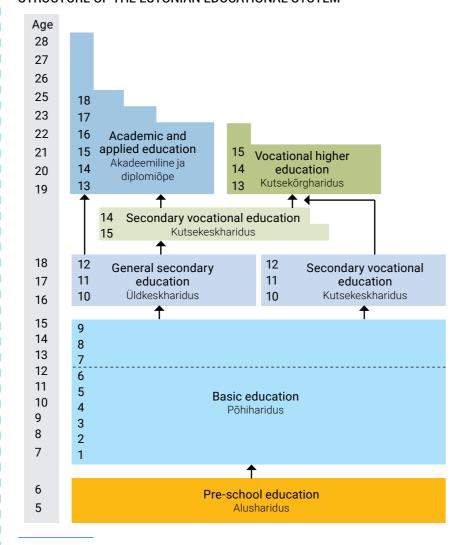
STRUCTURE OF THE ESTONIAN EDUCATIONAL SYSTEM²

What is education sys-

tem like in your home

country? Is it similar to

Estonian system?



² Vaht, Gunnar; Udam, Maiki; Kütt; Kadri (eds.) 2000. Higher education in Estonia (Second Edition). Tallinn: Ministry of Education.

2.2 Research and higher education institutions



Higher education is regulated by the following legislations: Universities Act (Ülikooliseadus - 1995), the Institutions of Professional Higher Education Act (Rakenduskõrgkooli seadus – 1998), the Private Schools Act (Erakooliseadus - 1998), and the Standard of Higher Education (Kõrgharidusstandard - 1996; 2002; 2008).

The Estonian higher education system is a two-tier system that comprises academic and professional higher education. There are two types of higher education institutions in Estonia: universities (ülikool) and applied higher education institutions (rakenduskõrgkool). Since the 2012/2013 academic year, higher education in Estonia has been free of charge for those who study full-time and in Estonian.

Universities are institutions that offer academic higher education. At universities, students acquire academic qualifications of higher education at different levels: the bachelor's (bakalaureus), master's (magister) and doctoral (doktor) level. Moreover, universities may also offer professional higher education studies.

Public universities benefit from relative autonomy that gives them a certain degree of independence in managing and organising the academic structure, teaching and research work, the course curricula, the terms and conditions for the employment of teaching staff, and academic life in general.

At present, the Estonian system of higher education consists of six public universities and one private university:

- » Eesti Kunstiakadeemia (Estonian Academy of Arts)
- » Eesti Muusika- ja Teatriakadeemia (Estonian Academy of Music and Theatre)
- » Eesti Maaülikool (Estonian University of Life Sciences)
- » Tallinna Tehnikaülikool (Tallinn University of Technology)
- » Tallinna Ülikool (Tallinn University)
- » Tartu Ülikool (University of Tartu);
- » Estonian Business School (private)

In addition to universities, there are 13 more positively evaluated research and development institutions:

- » Estonian Biocentre
- » Institute of the Estonian Language
- » Estonian Literary Museum
- » Tartu Observatory
- » National Institute for Health Development

- >> Estonian National Museum
- » Under and Tuglas Literature Centre of the Estonian Academy of Sciences
- » National Institute of Chemical Physics and Biophysics
- » Cybernetica
- » Protobios OÜ

How many state or

private universities are in

your country? And other

types of higher educa-

tion institutions you are

familiar with?

- » Competence Centre for Cancer Research
- » Competence Centre on Health Technologies
- » Bio-Competence Centre of Healthy Dairy Products

The Estonian Biocentre and Tartu Observatory are to be joined with the University of Tartu in the future.

Applied higher education institutions (*rakenduskõrgkool*) usually offer professional higher education and their aim is to provide profession skills. However, these applied higher education institutions may also offer master level degree programmes, often in collaboration with universities.

There are two types of applied higher education institutions in Estonia: public (founded by the state budget) and private. The latter provide study programmes mainly in the following fields: social sciences (economics, international relations, law), business administration, theology, and fine arts.

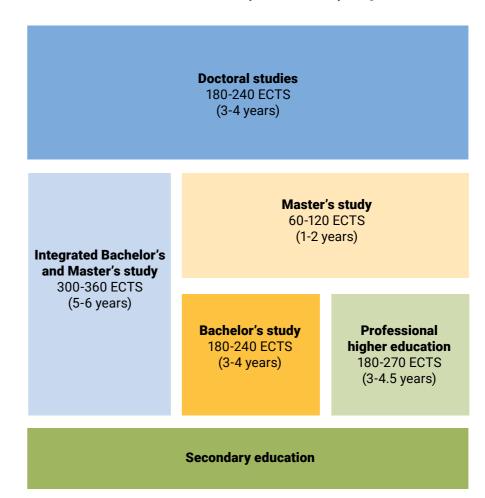
As of 2017, the Estonian system of higher education encompasses eight state professional higher education institutions:

- » Eesti Lennuakadeemia (Estonian Aviation Academy)
- » Kaitseväe Ühendatud Õppeasutused (Estonian National Defence College)
- » Lääne-Viru Rakenduskõrgkool (Lääne-Viru College)
- » Sisekaitseakadeemia (Estonian Academy of Security Sciences)
- » Tallinna Tehnikakõrgkool (Tallinn College of Engineering)
- » Tallinna Tervishoiu Kõrgkool (Tallinn Health Care College)
- » Tartu Kõrgem Kunstikool (Tartu Art College)
- » Tartu Tervishoiu Kõrgkool (Tartu Health Care College)

There are also seven private professional higher education institutions and two state vocational education institutions that offer professional higher education programmes.

2.3 Higher education qualifications

Since the Bologna Declaration was signed by the European Ministers of Education in 1999, the Estonian system of higher education has undergone several changes. The academic year 2002/2003 was a landmark year in the history of higher education in as much as it witnessed the transition to a new system of study stages.³



Since the year 2002/2003 the Estonian higher education system has followed a three-cycle structure according to the bachelor-master-doctoral programme model of the European Higher Education Area.⁴

The Estonian ENIC/NARIC evaluates foreign qualifications and determines the Estonian correspondence to the attested qualifications for commencing or continuing studies in Estonian higher education institutions or employment in non-regulated professions.

http://archimedes.ee/enic/en/



³ Implementation of Bologna declaration in Estonia 1999-2003: report / prepared by a work group including the representatives of the Estonian Ministry of Education and Research, Higher Education Quality Assessment Council, Estonian ENIC/NARIC, et al.

 $^{^4}$ Estonian Ministry of Education and Research: www.hm.ee/sites/default/files/higher_education_system_2013.pdf

What academic positions have you held before? What is the position you desire the most?

2.4 Academic staff and ranks

The Universities Act passed in 1995 provides the procedure for the activities of universities, incl. the rights and obligations of teaching staff and students. According to the act, the teaching staff of an Estonian university may consist of professors (professor), associate professors (dotsent), lecturers (lektor), assistants (assistent) and teachers (õpetaja).

A professorship is comprised of professors and professors emeritus. A professor is a member of the teaching staff who has a leading role in his or her field of research. A professor has at least five years of experience in research, holds an Estonian doctoral degree or a recognised foreign academic degree of equal value.

An associate professor (dotsent) is a member of the teaching staff who conducts studies in his or her broad area of studies, participates actively in research, development or other creative activities and supervises students and members of the teaching staff involved in those activities, has at least five years of experience in research, development or some other creative activity, and holds an Estonian doctoral degree or a corresponding qualification.

A lecturer (lektor) is a member of the teaching staff who is involved in teaching tasks and delivering lectures, supervises students and holds an Estonian master's degree or a corresponding qualification.

An assistant (assistent) has an auxiliary role and his or her main task is to conduct seminars and practical trainings. An assistant of a university institution holds at least a master's degree whereas an assistant of a professional higher education institution holds at least a bachelor's degree.

A university teacher (õpetaja) carries out practical teaching tasks such as seminars and practical trainings.

The Research and Development Organisation Act (ORDA) provides definitions for research staff: the positions of the research staff of R&D institutions in Estonia include those of the early-stage researcher (nooremteadur), research fellow (teadur), senior research fellow (vanemteadur), research professor (juhtivteadur), and academy research professor (uurija-professor). The latter is elected for up to five years by the Estonian Academy of Sciences by way of a public competition.

2.5 Some statistics on research and higher education

What are the main chal-

lenges/trends in higher

education that you have

come across in your

own country?

In the academic year 2016/2017:

persons were enrolled in formal education.		
of them were enrolled in general education.		
attended vocational education.		
were enrolled in higher education. Compared to the previous year, the number of students in higher education has decreased. The drop in the number of students is clearly related to the higher education reform implemented in 2013.		
foreign students studied in Estonia. Compared to the previous academic year the data clearly show an increase in the number of foreign students in Estonia.		
research and development personnel were employed at Estonian non-profit research institutions		
foreign researchers worked at Estonian non-profit research institutions, which is 9% less than in the previous academic year.		

Table 1. The number of students in higher education in Estonia by level, 2012-2016.5

2012	2013	2014	2015	2016
20,233	17,878	15,749	14,235	13,414
24,525	22,661	20,550	18.899	16,849
3,949	3,731	3,589	3,344	3,308
13,055	12,746	12,423	11,781	11,588
3,044	2,982	2,903	2,833	2,635
64,806	59,998	55,214	51,092	47,794
	20,233 24,525 3,949 13,055 3,044	20,233 17,878 24,525 22,661 3,949 3,731 13,055 12,746 3,044 2,982	20,233 17,878 15,749 24,525 22,661 20,550 3,949 3,731 3,589 13,055 12,746 12,423 3,044 2,982 2,903	20,233 17,878 15,749 14,235 24,525 22,661 20,550 18.899 3,949 3,731 3,589 3,344 13,055 12,746 12,423 11,781 3,044 2,982 2,903 2,833

⁵ HaridusSilm: www.haridussilm.ee.

Table 2. The number of foreign students in higher education in Estonia by level of study, 2012-2016.⁶

•					
	2012	2013	2014	2015	2016
Professional higher education	56	30	37	68	122
Bachelor's studies	919	1,142	1,394	1,568	1,566
Integrated bachelor's/ master's studies	233	240	265	278	286
Master's studies	450	577	879	1,223	1,568
Doctoral studies	218	241	312	339	375

www.stat.ee/sciencetechnology-innovation



www.etis.ee



Table 3. Research and developement personnel by insititutional sector, 2011-2015.7

	2011	2012	2013	2014	2015
Non-profit institutional sectors total	6,936	7,349	7,517	7,562	7,232
Higher education sector	5,713	6,076	6,247	6,342	6,001
Government sector	1,089	1,120	1,140	1,085	1,095
Private non-profit sector	134	153	130	135	136
Business enterprise sector	3,195	1,856	2,767	2,930	n/a

2.6 The Estonian Research Information Systems (ETIS)

ETIS is the Estonian Research Information System. Its chief role is to store and pool information on research and development institutions, researchers, research projects and various research results. ETIS also serves as a platform for submitting applications both for researchers and institutions.

Researchers can use ETIS for submitting and processing grant applications as well as for submitting and confirming project reports. ETIS also mediates research-related news and allows researchers to communicate with each other in the forum.

Although you are not obliged to create an ETIS account, it is strongly recommended to do so and to update your research activities regularly as ETIS enables you to:

- » upload, and later easily download your CV and keep track of your research activities;
- » submit applications for grant competitions in Estonia;
- » disseminate your research outcomes at a larger scale;
- » increase your visibility on the World Wide Web (Google and other search engines direct to ETIS accounts);
- » search for and network with other researchers working in Estonia.

An ETIS administrator of your research institution will create an account for you. If there is no ETIS administrator in your institution, please contact the ETIS Department in the Estonian Research Council (etis@etag.ee).

The ETIS user manual provides all the information you need to know to get started with ETIS.

A foreign researcher can open a new account in ETIS before he or she has an Estonian ID card. However, researchers living abroad who wish to apply for grants in Estonia will – if their application is successful – be asked to provide their personal identification code (*isikukood*) once they receive an Estonian ID card. This helps to avoid having double user account in ETIS (one prior and another after arrival).

2.6.1 Classification of publications in ETIS

The system arranges scientific publications following the classification provided below. It is important to stress, however, that the classification of publications used in ETIS is not to be thought of as an assessment of quality. Each section has its own importance and thus, publications classified in lower classes do not necessarily have a lower status. We encourage each researcher to look at ETIS as a virtual bookshelf in which each book placed on a different shelf has its own significance, importance and value.

www.etag.ee/ETIS_ manual_long



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R&D institutions can use ETIS to submit applications and introduce their research results more widely. Several R&D institutions also use ETIS as their internal research information system. Research funding organisations use ETIS for evaluating and processing applications and giving feedback.

⁶ HaridusSilm: www.haridussilm.ee.

⁷ Statistics Estonia: www.stat.ee/science-technology-innovation

The ETIS classification scheme:

1. Articles in journals

- 1.1 Scholarly articles indexed by Thomson Reuters Web of Science (excluding articles indexed in Thomson Reuters Conference Proceedings Citation Index) and/or published in journals indexed by ERIH (European Reference Index of the Humanities) categories INT1 and INT2 and/or indexed by Scopus (excluding chapters in books);
- 1.2 Peer-reviewed articles in other international research journals with an ISSN code and international editorial board, which are circulated internationally and open to international contributions; articles of ERIH category NAT;
- 1.3 Scholarly articles in Estonian and other peer-reviewed research journals with a local editorial board; peer-reviewed scientific articles in journals important for Estonian culture or scholarly articles in Akadeemia, Looming, Vikerkaar.

2. A book/monograph

- 2.1 Scholarly monographs;
- 2.3 Dissertations published in a series of dissertations (excluding manuscripts);
- 2.4 University textbooks;
- 2.5 Published research project report or study.

3. Articles in proceedings/a chapter in a book or in a collection/specific research publications

- Articles/chapters in books published by the publishers listed in Annex (including collections indexed by the Thomson Reuters Book Citation Index, Thomson Reuters Conference Proceedings Citation Index, Scopus);
- 3.2 Articles/chapters in books published by the publishers not listed in Annex;
- 3.3 Specific research publications (dictionaries, lexicons, sets of maps, (field) guides, text-critical
- 3.4 Articles/presentations published in conference proceedings not listed in Section 3.1;
- 3.5 Articles/presentations published in local conference proceedings.

4. Editing scientific publications

- 4.1 Editing collections or special issues of research journals corresponding to the requirements set in sections 1.1, 1.2, 3.1, 3.2;
- 4.2 Editing of other research publications that are published by academic publishers.

5. Published meeting abstracts

- 5.1 Conference abstracts indexed by Thomson Reuters Web of Science;
- 5.2 Conference abstracts that do not belong to section 5.1.

6. Other publications

- 6.1 Full articles in encyclopedias;
- 6.2 Textbooks and other study materials (excluding university textbooks);
- 6.3 Popular science articles;
- 6.4 Popular science books;
- 6.5 Essays accompanying books of fiction;
- 6.6 Articles in other journals and newspapers;
- 6.7 Other creative activities.
- 6.8 Short publications in scholarly journals and books;
- 6.9 Critical book reviews.

How do I access databases such as the Thomson Reuters Web of Science, Scopus or ERIH?

It is possible to access the Thomson Reuters Web of Science, Scopus, ERIH and other databases through the websites of university libraries. For instance, if you are a researcher at the University of Tartu, you can easily access the databases listed above by logging in as a University of Tartu user.

Looking at your list of publications how would you classify your most recent publications? Are these 1.1, 1.2, 2.1 or any other classification?



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3. ESTONIAN ACADEMIC NETWORKS AND **ORGANISATIONS**

In this chapter:

- » What is the main legislative act that regulates Estonian
- » Which institutions are in charge of the development of Estonian R&D?
- » What do the centres of excellence, doctoral schools and competence centres do?

3.1 Organisation of research and development in Estonia

The main "legislative backbone" for organising R&D&I in Estonia is the Organisation of Research and Development Act (ORDA) passed by the Parliament in 1994, last amended in 2014. The purpose of ORDA is to provide the grounds for organising R&D and to ensure legal means for the preservation and further development of scientific and technological creation as a component of Estonian culture and the Estonian economy.

ORDA describes the state organisation of R&D. It:

- » outlines the tasks of the Government of the Republic, the Research and Development Council (an advisory body to the Government of the Republic), and the Estonian Research Council;
- » describes the state organisation of R&D in ministries;
- » defines the tasks of the Research Policy and Innovation Policy Committees;
- » outlines the principles of financing and state supervision;
- » describes the evaluation of R&D in Estonia (either as a regular evaluation for assessing the level of the corresponding field of R&D at an R&D institution, or as a targeted evaluation for developing the research policy and for obtaining the information necessary for organising R&D).

The core national research and development and innovation guideline document is "Knowledge-based Estonia", the Estonian Research, Development and Innovation Strategy 2014-2020. This is the third Estonian Research and Development and Innovation (RDI) strategy and it establishes four main objectives for Estonia.

Organisation of Research and Development Act: www.riigiteataja.ee/ en/compare_original/511112013011



www.hm.ee/sites/default/ files/estonian_rdi_strategy_2014-2020.pdf

Strategy "Knowledge-based Estonia 2014-2020": www.hm.ee/sites/default/files/estonian_rdi_strategy_2014-2020.pdf

The four main objectives of "Knowledge-based Estonia 2014-2020" are:

1) Research in Estonia is of a high level and diverse.

It is internationally competitive and visible, and covers the main fields of higher education and culture. The network of research institutions operates efficiently. The infrastructure is modern. A new generation of researchers and innovators is ensured. Estonia is an attractive place for research and development, and a researcher career is popular.

2) Research and development (RD) functions in the interests of Estonian society and economy.

It proceeds from the needs of society and the economy, and prioritises research applications. Research institutions are motivated to undertake applied research and productive cooperation with enterprises and government authorities. The state is smart in commissioning applied research and development. Research carried out for socio- economic objectives is efficiently organised.

3) RD makes the structure of the economy more knowledge-intensive.

RDI investments selected and managed by the smart specialisation method encourage the development of growth areas at a heightened pace. The share of knowledge-intensive entrepreneurship in the economy and the added value of exports will increase significantly. The selected growth areas are: information and communication technology (ICT) horizontally through other sectors; health technologies and services; and the more effective use of resources.

4) Estonia is active and visible in international RDI cooperation.

Cross-border cooperation helps to solve the tasks faced by Estonia and the world as a whole. Estonia participates in the initiatives of the European Research Area (incl. the joint programming of research), European innovation partnerships, initiatives in the Baltic and Nordic region, and international research infrastructures. The enterprises here have access to the world's newest RDI results, and cooperation opportunities and infrastructures are open to them.

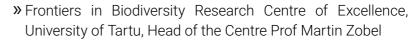
3.2 Centres of excellence in research

A centre of excellence in research is a consortium of several research groups internationally recognised in their field of research.

The goal of centres of excellence is to improve the quality and efficiency of scientific research through cooperation between research groups. The objective of the measure "Development of centres of excellence in research", funded from the European Structural Funds, is to create the preconditions for increasing the competitiveness and cooperation capacity of Estonian research activities in the European Research Area. Following centres of excellence have received funding:

Centres of excellence in research in 2008-2015:





- » Centre of Excellence in Genomics, Estonian Biocentre, Head of the Centre Prof Maido Remm
- » Centre for Integrated Electronic Systems and Biomedical Engineering, Tallinn University of Technology, Head of the Centre Prof Raimund Ubar
- » Centre of Excellence in Chemical Biology, University of Tartu, Head of the Centre Prof Tanel Tenson
- » Centre of Excellence in Cultural Theory, University of Tartu, Head of the Centre Prof Valter Lang
- » Centre of Translational Medicine, University of Tartu, Head of the Centre Prof Eero Vasar

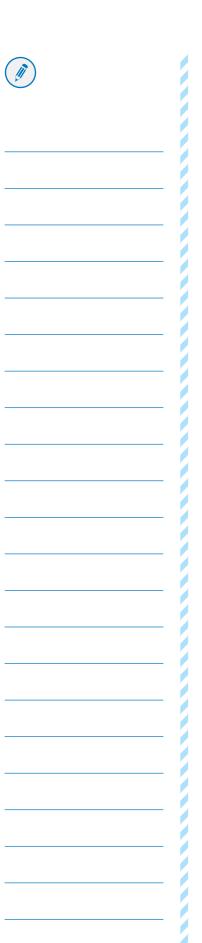
Centres of excellence in research added in 2011–2015:

- » Dark Matter in (Astro) Particle Physics and Cosmology, National Institute of Chemical Physics and Biophysics, Head of the Centre Dr Martti Raidal
- » Centre of Excellence in Environmental Adaptation, Estonian University of Life Sciences, Head of the Centre Prof Ülo Niinemets
- » High-Technology Materials for Sustainable Development, University of Tartu, Head of the Centre Prof Enn Lust
- » Mesosystems Theory and Applications, University of Tartu, Head of the Centre Prof Vladimir Hiznjakov
- » Centre for Nonlinear Studies, Tallinn University of Technology, Head of the Centre Prof Jüri Engelbrecht

Centres of excellence in research added in 2016-2023:

- » Centre of Excellence in Estonian Studies (CEES), Estonian Literary Museum, Head of the Centre Leading Researcher Mare Kõiva
- » Centre of Excellence "Ecology of Global Change: Natural and Managed Ecosystems" (EcolChange), Estonian University of Life Sciences, Head of the Centre Professor Ülo Niinemets
- » Centre of Excellence "Dark Side of the Universe" (Dark Universe), National Institute of Chemical Physics and Biophysics, Head of the Centre Research Professor Martti Raidal





- » Centre of Excellence "Emerging Orders in Quantum and Nanomaterials" (EQUITANT), National Institute of Chemical Physics and Biophysics, Head of the Centre Research Professor Urmas Nagel
- » Centre of Excellence in Information Technology (EXCITE), Tallinn University of Technology, Head of the Centre Professor Maarja Kruusmaa
- » Centre of Excellence "Zero Energy and Resource Efficient Buildings and Districts" (ZEBE), Tallinn University of Technology, Head of the Centre Professor Jarek Kurnitski
- » Centre of Excellence for Genomics and Translational Medicine (GenTransMed), University of Tartu, Head of the Centre Professor Andres Metspalu
- » Centre of Excellence in Molecular Cell Engineering, University of Tartu, Head of the Centre Professor Tanel Tenson
- » Centre of Excellence "Advanced Materials and Hightechnology Devices for Sustainable Energetics, Sensorics and Nanoelectronics" (HiTechDevices), University of Tartu, Head of the Centre Professor Enn Lust

The main activities supported for the centres of excellence are the acquisition of infrastructure and equipment; work visits or assignments carried out in other institutions; the training and mobility of researchers; national and international cooperation relating to centres of excellence; development and testing of innovative ideas; dissemination of information and the popularisation of research findings.

3.3 Doctoral schools

Apart from centres of excellence, doctoral schools are another way to establish recurrent, albeit smaller, communities focusing on a specific issue or approach. A doctoral school is run by an Estonian university in cooperation with a partner/partners: other Estonian and foreign universities, R&D organisations, public sector institutions and companies.

National and international cooperation is required. Doctoral schools are project-based and funded from the European Social Fund. 16.9 million euros were allocated to doctoral schools in 2009–2015 (plus 5% self-financing).

Doctoral Schools in Estonia in 2016–2022:

- » Graduate School in Biomedicine and Biotechnology, University of Tartu
- » Estonian Doctoral School in Mathematics and Statistics, University of Tartu

- » Doctoral School in Civil and Environmental Engineering, Tallinn University of Technology
- » Doctoral School in Energy and Geotechnology, Tallinn University of Technology
- » Graduate School of Functional Materials and Technologies, University of Tartu
- » Doctoral School of Educational Sciences, University of Tartu
- » Doctoral School of Information and Communication Technologies, Tallinn University of Technology
- » Graduate School in Linguistics, Philosophy and Semiotics, University of Tartu
- » Doctoral School of Clinical Medicine, University of Tartu
- » Graduate School of Culture Studies and Art, University of Tartu
- » Doctoral School of Behavioural, Social and Health Sciences, University of Tartu
- » Doctoral School of Earth Sciences and Ecology, University of Tartu
- » Doctoral School in Economics and Innovation, University of Tartu

3.4 Competence centres

Competence centres are designed to improve the competitiveness of enterprises through strategic cooperation between Estonian science and industry sectors. They are small R&D institutions jointly established and operated by a number of companies and universities with a strong focus on applied research.

There were eight technology competence centres in 2007–2013. A new programme was launched in summer 2015 to provide support for six technology competence centres in 2014–2020:

- » Competence Centre of Food and Fermentation Technologies
- » Competence Centre on Health Technology
- » ELIKO Competence Centre
- » Bio-Competence Centre of Healthy Dairy Products
- » Software Technology and Applications Competence Centre (STACC)
- » Innovative Manufacturing Engineering Systems Competence Centre (IMECC)



www.tftak.eu www.ccrmb.ee www.eliko.ee www.tptak.ee www.stacc.ee

www.imecc.ee



4. FUNDING OF RESEARCH



In this chapter:

- » What kind of funding instruments are available in Estonia and who is in charge of managing them?
- » What are PUT and IUT?

4.1 Governance structure of the Estonian R&D system: a historical overview

The institutional reform encompassed a number of elements which all contributed to the restructuring of the Estonian research and development system in the late 1990s and early 2000s. In 1990–1991, all Soviet Union ministerial branch institutes were dissolved. In 1990, the Estonian Science Foundation and the Estonian Innovation Foundation were established. Later in 1997, the Research Competence Council (the future Estonian Research Council) was set up. The same year, the Archimedes Foundation was founded to manage EU framework programmes, and provide the national contact points network services to the Estonian research community.

A number of legislative acts were passed to support the functioning of the new system: the Organization of Research and Development Act (ORDA) was passed by the Estonian Parliament in 1994, the Universities Act in 1995 and the Estonian Academy of Sciences Act in 1997. "Knowledge-based Estonia", the first Estonian R&D Strategy for 2002–2006 was passed by the Estonian Parliament in 2001; "Knowledge-based Estonia II", the second Estonian R&D&I Strategy for 2007–2013 was passed in 2007.



The research funding system was also completely reformed. The most important milestones were:

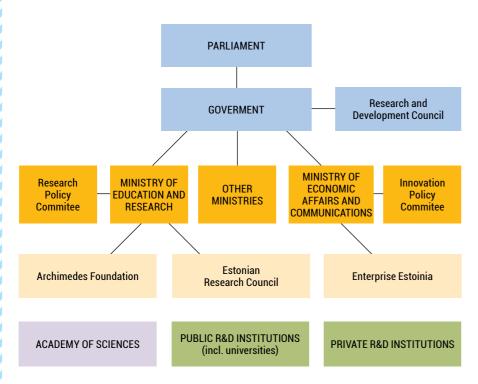
- 1994 Estonian Science Foundation grants were introduced (personal funding)
- 1997 targeted financing of research topics (multi-annual team funding of institutions)
- 1999 national programmes of the Ministry of Education and Research
- 2001 centres of excellence programme
- 2003 support for maintaining the infrastructure of R&D institutions
- 2005 base-line funding (formula-based institutional funding)
- 2007 EU-financed national thematic programmes
- 2007 post-doctoral funding schemes (Mobilitas, ERMOS, Mobilitas Plus)



Several international evaluations of R&D areas and the R&D funding system were carried out: an international (1991–1992) and internal (1994) evaluation of all research areas took place; in 2000–2004 the second international evaluation of all the R&D areas was carried out; in 2003 the international evaluation of the R&D financing system by PREST (Manchester, UK) occurred; in 2010 the first regular evaluation of all Estonian R&D institutions took place ("broad and shallow" evaluation); in 2011 the first targeted evaluation of a research area was carried out ("narrow and deep" evaluation of plant and soil science). Before 2015, six evaluations of different research areas had been carried out. For detailed information about the evaluations, see the homepage of the Estonian Research Council.

4.2 Present-day R&D governance structure

Levels of governance:



Policy design and goal setting is carried out by the Estonian Parliament (Riigikogu) and the Government of the Republic. The Government prepares national R&D development plans; submits them to the Riigikogu, which approves national R&D programmes; ensures cooperation between the ministries; and enacts legislation.

The **Research and Development Council** advises the Government of the Republic on matters relating to the R&D strategy. The Council is composed of twelve members, appointed with a three-year mandate by the Government of the Republic, and includes:

- » the Prime Minister (acting as Chairman);
- » the Minister of Education and Research;
- » the Minister of Economic Affairs and Communications;
- **»** one member of the Government of the Republic appointed by the Prime Minister;
- » eight members appointed by the Government of the Republic.

It operates through two permanent committees chaired by the Minister of Education and Research and the Minister of Economic Affairs and Communications who submit an annual report on their specific competencies.

The main tasks of the Research and Development Council are to:

- » advise the Government of the Republic on matters relating to the research and development strategy;
- » present to the Government of the Republic its opinion on national research and development programmes presented by the ministries;
- » each year, prepare a report on research and development in Estonia outlining the objectives of the research and development policy for the forthcoming period to the Government of the Republic;
- » advise the Government of the Republic on the preparation of the draft state budget in respect to the amounts to be allocated for research and development and with regard to the different ministries and types of financing for research and development;
- » advise the Government of the Republic on the establishment and reorganisation of research and development institutions and the termination of their activities;
- » advise the Government of the Republic on establishing conditions and procedures for the evaluation of research and development.

The Ministry of Education and Research implements the national research policy, organises the financing and evaluation of the activities of R&D institutions and coordinates international research cooperation at the national level. The Ministry is also responsible for the planning, coordination, execution and monitoring of research policy related to the activities of universities and research institutes. The Minister of Education and Research is advised by the Research Policy Committee.

https://riigikantselei.ee/ en/research-and-development-council

https://hm.ee/en



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https://www.mkm.ee/en



http://www.etag.ee/en/



www.archimedes.ee



www.eas.ee/en



The Ministry of Economic Affairs and Communications is responsible for planning, coordinating and executing research and development activities and innovation policy related to business. The Minister of Economic Affairs and Communications is advised by the Innovation Policy Committee.

All ministries shall perform the following functions in the field of R&D: organisation of the required R&D in their areas of government and the financing thereof, taking into account the results of evaluation and the related assessments and recommendations; drafting national R&D programmes and organising their implementation, drafting the R&D programmes of their area of government and organising their implementation; approval of the statutes of state R&D institutions which belong under their area of government; justification and determination of the funds required for financing R&D in their area of government upon preparation of the draft budget for the area of government, and approval of the budgets of such R&D institutions in the extent of the amounts allocated in the state budget for R&D in the area of government.

The Estonian Research Council is a governmental foundation established to concentrate the funding of R&D and guarantee the better functioning of financing systems. The Council is the main funding organisation of R&D, consolidating different grants and types of funding and giving research more visibility in the society.

The Archimedes Foundation is an independent body established by the Estonian government with the objective of coordinating and implementing different international and national programmes and projects in the field of training, education and research. The Archimedes Foundation is the implementing body of Erasmus+. It also administers several national and international scholarship schemes for improving mobility, and marketing Estonian higher education and research abroad. The evaluation of foreign qualifications is carried out by the Academic Recognition Information Centre (Estonian ENIC/NARIC centre), while the Estonian Higher Education Quality Agency carries out the institutional accreditation and quality assessment of study groups. The Archimedes Foundation is also the Implementing Agency of Structural Support for the period 2007–2013 and 2014–2020 in the field of R&D.

Enterprise Estonia established in 2000, promotes business and regional policy in Estonia and is one of the largest institutions within the national support system for entrepreneurship. It provides financial assistance, counselling, cooperation opportunities and training for entrepreneurs, research institutions, and the public and non-profit sectors. **Development funding** is provided by the Ministry of Economic Affairs and Communications and administered by Enterprise Estonia.

The Estonian Academy of Science, established in 1939, has a special place and role in the Estonian R&D system. It unites the country's researchers, scholars and intellectuals with the goal of:

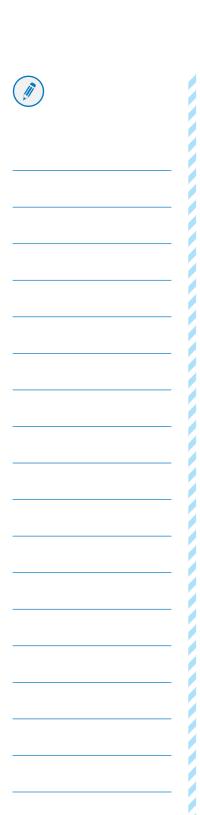
- » improving academic activities in Estonia;
- » supporting the internationalisation of the Estonian scientific community;
- » providing advice on research policies and on how they can contribute to economic growth and the improvement of the quality of life in Estonia, enhancing public appreciation of science and scientific methods of thought.

As of December 2016, the Academy counted 80 full and 20 foreign members.



www.akadeemia.ee





4.3 Funding instruments of the Ministry of Education and Research

Research in Estonia is primarily financed on the basis of quality competition. Financing mainly comes from:

- » the state budget;
- » companies (e.g. large enterprises such as Eesti Energia and Viru Keemia Grupp);
- » foreign funds (mainly the European Union's Framework Programme for Research and Innovation Horizon 2020, and other EU initiatives, such as the European Cooperation in Science and Technology (COST), Joint Technology Initiatives (JTI), Joint Programming Initiatives (JPI), etc.).

The main national funding instruments financed from the state budget are:

Baseline funding means the financing of R&D for the purpose of attaining the development objectives of an R&D institution, including for co-financing national and foreign projects, opening new fields of research, and investing in infrastructure. It is a formula-based annual allocation (publications, awarding of doctoral degrees, patents, volume of contract research).

Research funding is intended to support the work of institutions, research groups, and top scientists (institutional and personal funding). National funding is organised by the Estonian Research Council or the ministry related to the field of research (see chapter 5.4).

4.3.1 Institutional and personal research funding

Institutional research funding (IUT) is support allocated for financing the high-level R&D and related activities (research themes) of an institution involved in the aforementioned activities. The aim is to ensure the consistency of the research and development of an R&D institution, and to upgrade, supplement and maintain the infrastructure necessary for this purpose. Therefore, it is the function of institutional research funding to ensure the stability of financing research and development in an R&D institution by funding high-level research. The funded research themes should guarantee the consistency and sustainability of a research field in Estonia.

Due to the current restructuring the Estonian research funding system, there will be no calls for new IUT applications.

Personal research funding (PUT) means the funding of high-level research and development activities carried out by researchers or small research groups who are employed by an R&D institution. It comprises three categories of grants: 1) a grant to support advancedlevel research team leaders to carry out a research project with his/ her team (team grant); 2) a grant to support an individual high-risk or innovative research project (exploratory research grant) at a high international level. Due to the current restructuring the Estonian research funding system, there will be no calls for new exploratory research grant applications; 3) a grant to support young researchers who wish to promote their independent research career and to establish an independent research team (start-up grant); 4) a grant to support PhD degree holders or those with equivalent qualification to continue their independent research careers in strong research groups, and to support research in the interests of Estonian society and economy (postdoctoral grant).

Applications PUT allocation can only be submitted electronically via ETIS and prepared by a researcher. The application should also be approved/confirmed by the host institution.

The review procedure is a three-stage process:

- » Individual remote reviews by (foreign) reviewers.
- » An expert panel meeting; meeting outcome ranking the applications within the panel's domain of research and consolidated reports.
- » Evaluation Committee meeting; meeting outcome ranking, final report and final decision to finance by the Estonian Research Council.

Individual reviews will be made available to the applicants (anonymously) together with the final reviews.

4.3.2 National R&D programmes

There are two types of national programmes:

- 1. National programmes to support activities related to the Estonian language, culture and language technology, which are funded under the national programmes "Estonian language and cultural memory II (2014–2018)" and "Estonian Language Technology 2011–2017". The Ministry of Education and Research launched these programmes in 1999 to support R&D in limited domains, e.g. Estonian language and literature, history, folklore, national collections, language technology.
- 2. EU-financed **national thematic programmes** were launched in Estonia in 2007. The priority research fields for 2014–2020 (i.e. the Economic Growth Areas) are information and communication technology (ICT), such as the use of ICT in industries (automation and

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robotics), cyber-security, software development; medical technologies and services, such as biotechnology, e-medicine; and finally the efficient use of resources, such as material science and industry, "smart houses", healthy food, chemical engineering. Research, development and innovation in these fields receive priority funding. Three new programmes were launched to support these activities in the following priority research areas: **NUTIKAS** (applied research in the areas of smart specialisation), RITA (applied research in socioeconomic areas), and Mobilitas Pluss (researchers' mobility).

Additional funding for research and higher education is provided by **external grants**. The Ministry of Education and Research in cooperation with the Estonian Research Council and the Archimedes Foundation is implementing the Norway and EEA Grants programmes.



5. TEACHING PRACTICES, STRUCTURE OF COURSES AND GRADING

In this chapter:

- » What are academics and their work conditions like?
- » What are students like in Estonian higher education? What are their expectations and obligations?
- » What is ECTS? How is assessment carried out at Estonian universities?

What kind of similarities or differences have you noticed in the teaching practices used in Estonia compared to your previous experiences?

SIMILARITIES	DIFFERENCES

5.1. University teaching practices in Estonia

In recent years, the teaching practices in Estonian higher education have been a target for reforms and development. Academics' teaching skills and competencies have been paid a lot of attention via various programmes and training courses. The level of teaching skills among the teaching staff is crucial for the professional competitiveness of higher education graduates.8

Teaching in higher education involves planning a study process, conducting teaching activities, assessing and giving feedback, supervising and reviewing, and methodological activities.

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lifelong learning? Ellu Saar, Rene Mõttus (Ed.). Higher in education in the crossroad: the case of Estonia. (119-136). Peter Lang Verlag

How would you describe the teaching practice in the country or countries you have worked as an academic? Please write down 3-5 descriptors.

⁸ Jõgi, L, Karu, K, Krabi, K. (2013). Experiencing learning at university: making the best of



The form of studies recommended at Estonian higher institutions is active learning. Active learning is a process of studying in which students participate actively. It helps students interpret the acquired knowledge and associate it with reality.

Recommended learning methods:

- » lectures, including conversation, discussion, explanation and demonstration (up to 40% of auditory studies);
- » seminars, practicums, group work, including written exercises, experiments, etc. (up to 60% of auditory studies);
- » active study methods, including simulations, role play, discussions, fieldtrips, project study and problem study;
- » studying in an e-learning environment;
- » independent work (students' independent work in the lecture, homework, writing research papers and essays, independent work with literature and research activities);
- » individual supervision.

Requirements for successful learning:

- » The study material must be significant to the student. The more voluntary learning is, the more important it is to motivate the student. When dealing with adults you will have to keep in mind that they may already have an idea or even skills that do not necessarily coincide with the ones you teach. Trying to re-learn something in a different way is always harder than simply adding knowledge.
- » The material you teach must be appropriate or slightly challenging for the student. It is very difficult for a person to learn if he does not understand the material.
- » Learning success can also be increased by revising and bringing examples. Making the subject auditory or visual also helps in understanding. Another typical misconception that teachers have is thinking that once they have spoken the student has learned all there is to learn.

Some examples of active learning methods:

- » taking notes;
- » work-along exercises;
- » one-minute essays;
- » concept maps;
- » peer teaching;
- » study partners and working in pairs;
- » group work;

- » case study or case-based learning;
- » questions and answers.

University teaching as experienced by academic staff

Teaching is a process which is:

- » planned together with the students;
- » a process of cooperative learning and cooperation;
- » used to create conditions for critical understanding, discussion, constructing common knowledge;
- » meant for broadening experiences;
- » intended for learning how to learn;
- » used for connecting learning with practice.

Teaching is an opportunity to support the development of the students' personality.

Teaching is connected to the context of formal learning, which is based on the requirements and standards of learning.

University teaching as experienced by students

Students experience university teaching through the negation of what teaching is not, through expectations of what teaching should be, and through what teaching is for students.

- **»** Teaching *is not*: saying what is right, imposing viewpoints, active academics and passive learners.
- » Teaching should be: cooperative, interactive, directed towards the reflection and development of students.
- » Teaching is: creative, a learning process of developing opportunities for orientation, cooperation, connections and critical interactions, inspiring and something that creates new values.

Students experience the student-academic communication as being somewhat one-sided; they perceive academic staff as providing information without interactive communication. By contrast, student-student communication is experienced as being interactive.

Research shows that students like to be actively involved in the study processes (96% agree or strongly agree), but only 25% of students have experienced active involvement in academics. Discussions with other students during the study process help them to improve comprehension (87% agree or strongly agree); students support and help each other (90% agree or strongly agree). Student involvement, active participation and interactive discussion in the study process are prerequisites for higher-level learning.

In which situations has your learning experience been the most pleasant and efficient? What has motivated you to learn?

»		
>>		



- » Nearly 40% of academics in Estonia work as a lecturer and 30% are professors or assistant professors.
- » Most academics (67%) work full time but it is common to take on extra work assignments in either other universities or elsewhere.
- » 50% of academics fall in the age bracket of 36-55 years; 23% are younger than 35 years and 27% are older than 65 years.

Academic staff experience university teaching as a process, an opportunity to support students' personal development, and as being connected to the context of formal learning. Thus, a discrepancy between the experiences of students and academics and the tensions in teaching practices become apparent.9

5.2 Academics in Estonia

Some key characteristics of academics in Estonia:

Estonian academics are satisfied with their work

There is a high level of workplace satisfaction among academics. An interest in their field and an intellectually stimulating work environment are considered to be the principal motivational factors. The workload is considered adequate. At the same time, Estonian academics are well qualified: they often have a doctoral degree or corresponding qualification.

Combination of giving lectures and conducting research

It is common to combine giving lectures with conducting research. Approximately half of the working time of a typical academic comprises lecturing and teaching, the rest is taken up by other work assignments such as research, administrative duties or self-perfecting.

Opinions on teaching competence and shortcomings in skills

Academics associate teaching competence rather with specialised knowledge than teaching skills. Successful teaching is also related to the motivation and background knowledge of the students. Teaching quality is negatively affected by large classes, shortage of funds, and a sizeable workload.10

A study on role expectations shows what academics expect from themselves and what students expect from the academics. 11

Academics about their role

Competency

- deep knowledge of the field
- wide horizon
- self-development

Motivation and attitudes

- sparking interest
- love for teaching and the field
- dedication

Teaching

- clear content
- variation of teaching methods
- encouraging questions answering questions

Students about the role of academics

Motivation

- sparking interest in students
- active and enthusiastic, hearty and humorous
- interest in their field

Teaching

- associations with real life and practical situations
- good self-expression skills
- interesting presentation

Emotional relation

- approachable
- sympathetic and flexible
- friendly and helpful

Academics' responsibilities

Study regulations in each higher education institution specify the responsibilities of academics in the context of teaching.

and

The core responsibilities of academics are:

- » compiling a study programme, which includes the topics/ themes to be covered, recommended reading, assessment methods and criteria. The study programme is usually made available to the students prior to the course;
- » conducting teaching (lectures, seminars) in accordance with the study programme;
- » providing students with study materials (online, on paper, references);
- » assessing and giving feedback to the work/exams of the students:
- » assessing the students' achievements and entering the results in the study information system. Tallinn University, for example, requires assessment to be done within ten working days. The results are then entered into the study information system (ÕIS).

Which of the expecta-

tions are difficult to

meet?

Which of the responsibilities seem most complicated for you and why?

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⁹ Jõgi, L, Karu, K, Krabi, K. (2013). Experiencing learning at university: making the best of lifelong learning? Ellu Saar, Rene Möttus (Ed.). Higher in education in the crossroad: the case of Estonia. (119–136). Peter Lang Verlag

¹⁰ Eesti õppejõud 2012 Praxis: www.praxis.ee/wp-content/uploads/2014/03/2013-Eesti-oppejoud-2012.pdf

What are the key characteristics of an academic in the country or countries you have worked before?

¹¹ Vadi, M, Reino, A, Aidla, A. (2014). Õppejõud ja üliõpilane: rollikäsitluse vaade. http://primus. archimedes.ee/sites/default/files/Raport.pdf

Which of the responsibilities seem most complicated for you and why?	

Academic roles - lecturer and supervisor

A **lecturer** is a person who performs the main tasks of the academic staff of the university and/or a renowned expert/trainee in the field and/or a visiting lecturer. A lecturer must have at least a master's degree or an equivalent qualification and have the competence to teach in the field (i.e. deliver lectures, carry out seminars, practical work and colloquiums, supervise students, compile study materials). It is the lecturer's task to organise the course work and perform the methodical work of the course.

Tasks associated with lecturers' responsibilities:

The study regulations of each higher education institution specify the responsibilities of academics in the context of teaching:

- » compiling a study programme, which includes the topics/ themes to be covered, recommended reading, assessment methods and criteria. The study programme is usually made available to the students prior to the course;
- » auditory work, including in-service training and open university tasks (lectures, practicums, exercises, seminars, colloquiums) and web-based work, if necessary;
- » checking and evaluating the students' work (evaluating the work during the process, preparing and accepting preliminary examinations and exams);
- » assessing the students' achievements and entering the results in the study information system (ÕIS);
- » consultations (if necessary);
- » supervising students (if necessary), see the supervisor's guideline;
- » reviewing and/or opposing master's theses (if necessary);
- » conducting admissions exams for new prospective students (if necessary);
- » preparing auditory studies and online courses;
- » compiling teaching and methodological materials;
- » participating in compiling study programmes and curricula;
- » participating in the work of the deciding bodies and committees (incl. the appeal and plagiarism proceedings committee, etc.).

The lecturer responsible for the subject guarantees that the subject is carried out in accordance with the syllabus. The lecturer compiles a syllabus for every subject he or she is responsible for, and the syllabus is approved by the programme manager. The syllabus is based on the goals of the subject as set out in the curriculum.

The **supervisor** of a bachelor's or a master's thesis is a lecturer, research fellow or a doctoral student if they have acquired at least a master's degree or an equivalent qualification. As an exception, the supervisor can also be from outside the university. A master's thesis can have up to two supervisors. Both the supervisor's and co-supervisor's names are added to the title page of the thesis.

The supervisor has to be acquainted with the research field and the methods chosen by the student and be able to supervise a thesis on that topic.

The supervisor's role and tasks

The supervisor's task is to help the student with both choosing the topic and putting together a content-rich thesis. The student has to have the opportunity to turn to the supervisor for help with problems and questions that may arise throughout the process of writing the thesis. The supervisor is to help with identifying the main problems, wording the hypotheses, choosing the research methods, finding the necessary sources and turn the student's attention to any mistakes and drawbacks found in the paper.

The supervisors must keep in mind that they are not the co-author of the thesis. The student has to show initiative, stay in touch with the supervisor and inform the supervisor about the development of the thesis. The supervisor is not obliged to correct the form and content of the paper but point out drawbacks and offer solutions. The student must take the suggestions into account when perfecting the thesis, but they are not obligated to take the supervisor's suggestions into consideration if they do not agree with them and concurrently present reasonable arguments. The supervisor has the right to refuse to continue supervising if the student does not abide by the deadlines set for compiling the paper. The supervisor has the right to quit supervising and the student has the right to switch supervisors if the chosen topic is beyond the competencies of either party.

5.3 Students in Estonian higher education

Some key characteristics about university students in Estonia¹²:

- » The number of undergraduate students in Estonian higher education is slowly decreasing. However, the number of master's and doctoral students has been increasing.
- » Estonian students are independent and often need to cover their own study and living costs.
- » Students spend more time at work than at the university. Students over 30 dedicate an equal amount of time to studies and work.

What is essential in the relationship between the supervisor and the student?

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 $^{^{12}}$ Eurostudent V: http://primus.archimedes.ee/sites/default/files/EurostudentV_l6pparu-anne.pdf $\,$

What have you noticed about students in Estonia? What are they	
like?	
The role expectations are somewhat similar but what is the reality? Are students good at	
time management or fail to turn in their papers on time?	
» 	
» 	
» 	

- » There are more female students in all levels of higher education. For example, in master's studies, over 65% of the students are female.
- » The size of study groups varies depending on the field. The smallest groups are in art and humanities (commonly 10-20 students or even fewer). The biggest groups are in medicine, natural sciences, social sciences, business and law (groups of over 100 students).

A study carried out in 2014 looked into the role expectations of Estonian students¹³. How do they see their role as university students and what are the role expectations that academics have for students?

Students about themselves Academics about students (the order of priority) (the order of priority) Personality Motivation good time management - interested in the field of study - strong sense of duty goal-oriented - hard-working, diligent - have a positive attitude, active Participating in studies Personality

- strong sense of duty - accurate and correct

- attend classes
- participate actively
- ask questions

Motivation

- interested in the field of study
- self-development
- internal motivation

Participating in studies - participate actively

- respect deadlines

- ask questions
- share opinions

Students' rights and obligations

Students have the right to:

- » receive timely and professional assistance in the planning and execution of their studies;
- » be informed of the requirements and the execution procedures of all subjects and of any changes in their curricula;
- » freely plan their studies within their curricula;
- » participate in all contact studies offered by the academic units of the university;
- » complete their studies during the nominal study period under the conditions that were valid when they commenced their studies.

Students have the obligation to:

- » fulfil their obligations prescribed in the study regulations and in their study contract;
- » follow good academic practice.

Academic dishonesty and plagiarism

Academic dishonesty or misconduct is any type of cheating that occurs in formal academic life. All of the following items are considered to be a violation of good academic practice and contemptible behaviour:

- » Using aids and materials at the examination, except for those explicitly allowed by the teacher.
- » Prohibited sharing of knowledge (e.g. prompting, copying another student's work, etc.) by students during an assessment.
- » Taking an examination, assessment, etc. for another student.
- » Submitting another person's written work under your own name (plagiarism).
- » Using parts of another person's work or the student's own earlier work without appropriate academic references (plagiarism).
- » Resubmitting the student's own work, if credits have already been awarded for it.
- >> Fabrication of data, information and citations.

In case of academic fraud, depending on the seriousness of the fraud, and taking into account the written explanations given by the student, the teacher and/or by the examiner, the university may either reprimand the student or make a proposal to the Vice-Rector of Studies that the student be deleted from the matriculation register.

Following good and honest academic practice has gained more attention in Estonian higher education. Many higher education institutions are using pragiarism detecting systems (e.g. Urkund, etc.).

5.4 Practicalities of teaching: the structure of courses and assessment

Academic calendar

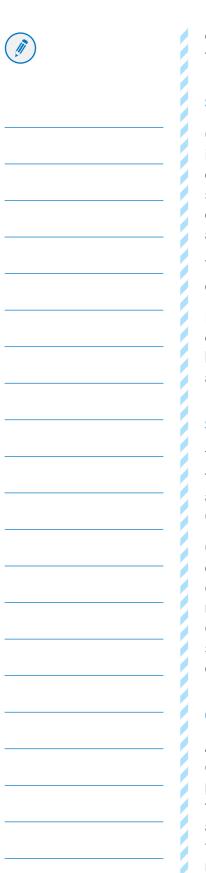
The academic year is the temporal calculation unit of the study process, beginning on 1 September and ending on 31 August. The academic year consists of two 20-week semesters. The academic calendar specifies the dates of the beginning and end of the academic year, semesters, and holidays and, if necessary, other important dates related to the organisation of studies. Academic calendars can be found on university websites.

Forms of study

Full-time (täiskoormus) study is a form of study in which daily attendance is expected from students. Part-time (osakoormus) study or **distance learning** (kaugõpe) or part-time (osakoormus) study is a form of study where studies are conducted in study sessions and the

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¹³ Vadi, M, Reino, A, Aidla, A. (2014). Õppejõud ja üliõpilane: rollikäsitluse vaade. http://primus. archimedes.ee/sites/default/files/Raport.pdf



emphasis is on the student's independent work. Studies take place in the form of contact classes, practical training and independent work.

System of study

Contact classes are lectures, seminars, practicums, laboratory work, individual classes or any other method of study established by the educational institution, which is targeted at acquiring knowledge and skills. Contact classes (including e-learning) take place in a study environment where both the student and the teaching staff member are present.

The volume of contact classes for a specific subject is specified in the curriculum.

Practical training is a purposeful activity organised for the achievement of study outcomes, and it is targeted at implementing the acquired knowledge and skills in the work environment under the instruction of a supervisor.

Study Information System (ÕIS = õppeinfosüsteem)

The Study Information System ÕIS is an online database that supports the organisation of studies. Most universities in Estonia use ÕIS; it is a common communication channel between a lecturer and a student. ÕIS is web-based and therefore easily accessible.

ÕIS is very useful as it contains a summary of the subjects a student has chosen, the study materials, grades, etc. ÕIS keeps and systematises data concerning the studies at the university. Some of the study materials are only accessible via ÕIS, which is why it is important to get a user account early on. Also, it is a contact channel between a student and a lecturer – notices and information sent through ÕIS are considered to have been officially forwarded to the student.

Curriculum, module, subject

A **curriculum** is the source document of studies which sets out the general goals of the studies, the learning outcomes, the nominal study period and the workload of the curriculum, the language of tuition, the requirements for the commencement of studies, the list, workload and a brief descriptions of subjects, the options and requirements for choosing subjects, the options for specialisation as well as the requirements for completing the studies.

A curriculum is comprised of a set of modules. The **module** of introductory courses provides students with a general overview of the subject area. Speciality modules focus on providing students with speciality knowledge. Students can also choose a minor, which will give them an overview of interesting specialisations other than their major.

The goals and the learning outcomes of the curriculum and parts thereof are defined on the basis of knowledge, skills and competencies, which take into consideration the learning outcomes of the respective stage of study described in the higher education standard and the requirements of the labour market and the target group.

A **subject** is a set of knowledge and skills (competences) dealing with issues in a particular discipline or area or providing a broader view of them. Passing a subject is marked by performance.

Subject categories:

- » compulsory subjects: subjects that the students must acquire within a curriculum;
- » elective subjects: subjects that can be selected from a list of subjects provided in the curriculum;
- » open electives: subjects that can be selected freely from the subjects listed in the different curricula of the university.

The course description provides a brief introduction to the subject in Estonian and English and is accessible on the university study system ÕIS. The course description includes the following information: the code and name of the subject, the language of instruction, prerequisite subject(s), the workload of the subject, the objectives of the subject and expected learning outcomes (knowledge and skills acquired in the course of study), a brief description of the subject course, the name of the teaching staff member and the method of assessing learning outcomes (differentiating or non-differentiating assessment).

The course programme/syllabus is a document defining the content of a subject and the prerequisites for study. The syllabus includes the following information: the workload and timetable of contact classes; the quota of participants, if necessary; the list of topics to be covered, topics for independent work; a list of required and recommended study material/literature, and the method of assessing the achieved learning outcomes (e.g. oral or written examination or prelim, test, summary essay, report, course paper, course project, etc.). The syllabus also includes the requirements that need to be met before the final assessment of learning outcomes (prerequisite subjects, participation in seminars, written papers, etc.); the principles of grading (incl. the weight of ongoing assessment) and possibilities for retaking the examinations.

The syllabus is made, updated and entered in ÕIS by the teaching staff member in charge of the subject. It is obligatory for the teaching staff member to follow the syllabus. If necessary, the syllabus may contain extraordinary studies (lectures by visiting staff member, etc.).

The syllabi are made public and available in the university's ÕIS. The teaching staff member introduces the syllabus to the students at the opening lecture.



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Credits

The study load of the subject is calculated in credit points (credits). A credit (**ECTS** in English or EAP in Estonian) at Estonian universities is given for 26 hours of student's work. E.g. a 3-credit course represents 78 hours of acceptable work. The time may be spent in various combinations of classroom, laboratory, library, off-campus and athome work.

Students earn credit points pursuant to the requirements specified in the curriculum of the subject, as a result of the final assessment of the learning outcomes achieved.

The volume of a curriculum per an official standard academic year is 60 credits. Credits are allocated to course units and are awarded to students who successfully complete the course by satisfying the assessment requirements.

Assessment and grading

All courses taught at the university end with an examination (in Estonian *eksam*) or a pass/fail assessment (in Estonian *arvestus*). There may be several independent examinations in separate parts of the course. There are usually oral and written examinations at the end of each semester, during a 4-week examination session.

Academic achievement is assessed according to one of two systems: differentiated assessment (grading) and non-differentiated assessment.

Differentiated assessment of students' academic results in a subject or its parts is conducted using a six-grade assessment system (supplemented by the verbal counterpart and the description of meaning of every grade) as follows:

Grade	Definition in English	Definition in Estonian	Description
Α	excellent	suurepärane	outstanding performance
В	very good	väga hea	outstanding performance with some errors
С	good	hea	generally sound work with a number of notable errors
D	satisfactory	rahuldav	fair but with significant shortcomings
E	sufficient	kasin	some knowledge of the subject but severe shortcomings
F	insufficient	puudulik	unsatisfactory knowledge

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The examination or preliminary examination is considered passed if it is graded with a grade ranging from "E" to "A".

Non-differentiated assessment of academic results is conducted using a system whereby the positive result is defined as a "Pass" and the negative result as a "Fail".

The lecturers enter all the results in the Study Information System and the students can follow their progress at all times.

5.5 Recognition of prior and experiental learning (RPL)

RPL (or *VÕTA* in Estonian) is a process, which makes it possible to take into account the knowledge and experience acquired elsewhere when fulfilling the admission requirements or completing a study programme in order to avoid re-learning something that the student has already learned.

RPL benefits those who wish to continue unfinished studies or change their speciality, as well as those who wish to apply for the accreditation of knowledge and skills gained from additional training, work and other experiences. In addition, it is possible to use RPL in awarding professional qualifications and planning a career in general.

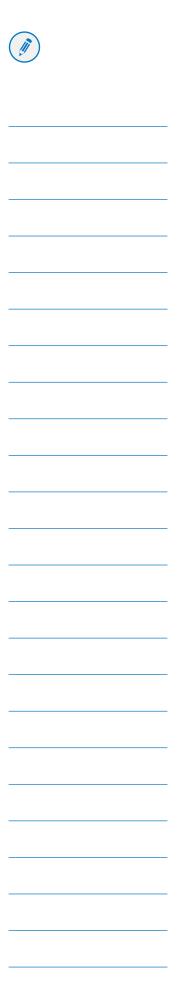
All Estonian higher education institutions have RPL regulations in place. Recognition is based on whether the acquired knowledge, skills and experience are comparable with the learning outcomes of a subject, course, or module. Applying for RPL is in most cases free of charge for the students. RPL applications are assessed individually. The application and submitted materials are assessed; if necessary, an interview may be conducted with the applicant; he or she may be given an extra task or asked to submit additional materials.

RPL assessment is usually carried out by a body of experts either at the university level or the institute/department level. ¹⁴

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 $^{^{14}}$ Manual for RPL: http://primus.archimedes.ee/sites/default/files/vota/Manual%20for%20 RPL_eng.pdf





6. INTELLECTUAL PROPERTY

In this chapter:

- » What are the two main IP-related legal acts in Estonia?
- » Who has the moral rights and economic rights of a work created under an employment contract in Estonia?

Though many aspects of national intellectual property (IP) laws have been standardised through a number of international agreements, intellectual property protection varies from country to country and is valid in the country or territory of the work's origin to citizens and permanent residents.

In Estonia, the **Copyright Act** protects authorship rights. Moral rights and economic rights constitute the content of copyright. According to the Estonian Copyright Act, the moral rights of an author are inseparable from the author's person and are non-transferable, while the economic rights of an author are transferable as single rights or a set of rights for a charge or free of charge. The author of a work created under an employment contract has moral right to the work created; however, the economic rights of the author generally remain with the employer (section 32 of the Copyright Act). This applies to monographs, textbooks, handbooks, etc. As a rule, universities waive the benefit of the economic rights of the author of scientific articles, conference presentations and other similar materials.

The free use of others works is permitted without the authorisation of the author and without payment of remuneration for scientific, educational, informational and judicial purposes if mention is made of the name of the author of the work, if it appears thereon, the name of the work and the source publication (section 19 of the Copyright Act). For instance, it is possible to use a lawfully published work for the purposes of illustration in teaching and scientific research to the extent justified by the purpose and on the condition that such use is not carried out for commercial purposes.

The **Patents Act** regulates the legal protection of patentable inventions. An authorised institution gives out protection documents; in Estonia it is the Patent Office. **The Estonian Patent Office (Patendiamet)** is a government agency that operates under the Ministry of Justice and provides legal protection to patents, trademarks, utility models, industrial designs, geographical indications and integrated circuits. The office provides free consultations by phone, email or in person.

As in many other European universities, researchers in Estonia have the obligation to give notice of any invention to their university. The author has the right to obtain a fair return on those cases where the invention is owned by the university (section 13 of the Patents Act). IP-related legal acts in Estonia can be found at www.epa. ee/en/additional-info/ legal-acts



Read more about the Estonian Patent Office at www.epa.ee/en



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Read more about EIPTTC at eitk.ee/en

Therefore, in case of any copyright-related questions your first contact is your employer.

A wide variety of intellectual property and technology transfer support services and trainings are offered by **the Estonian Intellectual Property and Technology Transfer Centre** (Eesti Intellektuaalomandi ja Tehnoloogiasiirde Keskus), a foundation established by the Estonian Chamber of Commerce and the Ministry of Economic Affairs and Communications.



7. SUPPORT SERVICES FOR THOSE MIGRATING TO ESTONIA FOR RESEARCH

In this chapter:

- » How can I get free of charge advice on practical matters related to my relocation and stay in Estonia?
- » Where can I find information on other services available for new arrivals in Estonia?



7.1 The EURAXESS network

EURAXESS is a Europe-wide network set up to assist researchers who work or study abroad. EURAXESS has service centres in 40 European countries. They offer free advice on administrative and practical issues that mobile researchers and their family members can come across when living and doing research in a foreign country. There are nine EURAXESS service centres in Estonia that provide customised assistance to researchers (doctoral students, lecturers, postdoctoral scholars, visiting professors, and other academic staff) coming to Estonia.

EURAXESS IN ESTONIAN R&D INSTITUTIONS IN TALLINN

- » Estonian Academy of Sciences, Anne Pöitel and Ülle Raud mobility@akadeemia.ee; tel. +372 644 8677 or +372 645 1925
- » Tallinn University of Technology, contact: Anu Johannes anu.johannes@ttu.ee; tel. +372 620 3578
- » Tallinn University, contact: Merje Olm merje.olm@tlu.ee; tel. +372 640 9237
- » Archimedes Foundation, contact: Julia Duh julia.duh@archimedes.ee; tel. +372 699 6496
- » 5. Estonian Academy of Arts, contact: Dagmar Raide dagmar.raide@artun.ee; phone: +372 626 7306

EURAXESS IN ESTONIAN R&D INSTITUTIONS IN TARTU

- » Estonian Research Council, contact: Hanna Raig euraxess@etag.ee; tel. +372 730 0338
- » University of Tartu, contact: Sirli Urbas sirli.urbas@ut.ee; phone: +372 737 5194
- » Estonian University of Life Sciences, contact: Eve-Liis Abroi eve-liis.abroi@emu.ee; tel. +372 731 3069
- » Tartu Observatory, contact: Tiia Lillemaa tiia.lillemaa@to.ee; tel. +372 696 2502

EURAXESS Estonia communication channels:

web page: www.euraxess.ee

newsletter: www.euraxess.ee/estonia/estonian-network/ newsletter



Facebook page: www.facebook.com/euraxessestonia.ee

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www.ut.ee/en/welcome



7.2 University services

Many Estonian universities have their own internal support services system for researchers.

» University of Tartu (UT) has a welcoming website for its international students and staff. The site provides all the necessary information on relocating to Estonia and working in UT: www.ut.ee/en/welcome. On the site, you can also find information on language courses and social events (family days, winter sports days, and so forth) organised by the university.

Every October, the University of Tartu organises a welcoming seminar for its new international employees and visiting faculty members. The half-day seminar aims to provide useful information about the UT and living in Estonia. Furthermore, every October, the Rector of the University of Tartu, Professor Volli Kalm greets all international staff, doctoral students and their families at a reception held in the University of Tartu Art Museum. The reception usually takes place during the first two weeks of October.

Once a month, usually on weekends from October to May, UT arranges social events for international staff and their family members. Together with the Tartu Nature House, UT coordinates a culture event series called "Tartu — rich in cultures". Cultural evenings showcase the worldview, traditions, art and nature of different countries and people. Events are held in the Tartu Nature House.

Estonian language and culture courses

International staff and visiting faculty members of the University of Tartu as well as their family members can sign up for one Estonian language course per semester free of charge. Additionally, one Estonian culture course can be attended free of charge. Courses consist of one to two classes per week.

English courses

If you would like to improve your English, there are several English courses for academic purposes available at UT (level C1 – advanced, B2 – intermediate). Courses are free of charge for UT teaching staff and researchers.

More information: **Sirli Urbas**, e-mail: sirli.urbas@ut.ee, tel. +372 737 5194.

» Tallinn University (TLU) invites all its international research staff, lecturers and doctoral students to take part in the events of the International Café. Informal gatherings take place once during a three-month period. Every time, a member of the rector's office delivers a presentation on a subject currently topical for the university staff. Participants are also welcome to present or discuss topics they find interesting. TLU has also created a closed Facebook

group for its international staff where university-related information is shared and discussed.

When the large groups of international staff arrive somewhere at the same time, the Personnel Office of TLU organises a new employee training, similar to the one held twice a year for Estonian staff members. In addition, there is a Welcoming Guide for the new TLU employees — an e-book with all necessary information about moving to Estonia and starting work at TLU (see tlu.ee/welcome).

More information: **Karl Hallik**, e-mail: karl.hallik@tlu.ee, tel. +372 640 9216.

» Tallinn University of Technology (TUT) offers its foreign researchers and doctoral students Estonian language courses each semester (A1 to B1). The course is held once a week (two academic hours at a time). These interesting and interactive classes focus on Estonian culture and everyday life. This is a kind of a "language club" where, apart from learning the language, colleagues can get better acquainted with each other.

Once or twice a semester, TUT also organises briefings for the international staff where various topics are discussed: e.g. mentorship at TUT, possibilities for international mobility, the e-learning environment Moodle, and so forth.

More information: **Ann Neudorf**, e-mail: ann.neudorf@ttu.ee, phone: +372 620 2068.

All international staff members at TUT willing to socialise in English are also welcome to join the American Space Club. Topics of the club gatherings vary from political discussions to cultural events.

The American Space at TUT: americanspace@ttu.ee; phone: +372 620 3543 or 620 3546.

» The International Club of the Estonian University of Life Sciences (EMÜ) brings together international students and staff by organising cultural and social events inside and outside the university. Club members meet almost every month for road trips, international evenings and other events.

More information: **Liis Massa**, liis.massa@emu.ee, phone +372 731 3074.

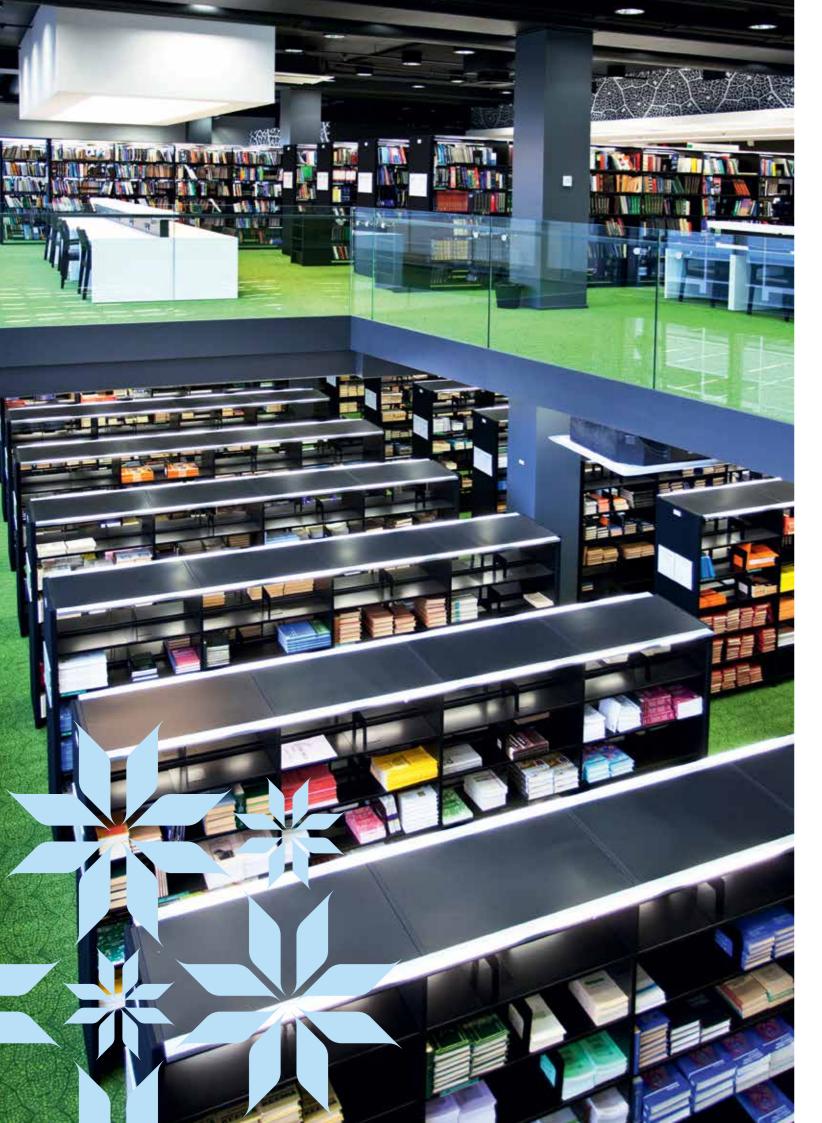
The Rector of the University of Life Sciences welcomes all international staff and students at a reception held at the beginning of each academic year (usually in September).

All international staff members can also sign up for Estonian language courses at the Language Centre of EMÜ.

More information: **Eve-Liis Abroi**, e-mail eve-liis.abroi@emu.ee, phone +372 731 3069.

tlu.ee/welcome





8. LIBRARIES

In this chapter:

- » How does the academic library system work in Estonia and what are its main institutions?
- » What is ESTER?
- » To which databases do Estonian universities have access?

Estonia's network of libraries comprises public, school, science and specialised libraries and the Estonian National Library. The Estonian National Library is a public body that collects and preserves books published in Estonia or containing information on Estonia. It is tasked with research and development in library studies and related disciplines, and with fulfilling the duties of a parliamentary and scientific library. **DIGAR** is the e-library environment of the Estonian National Library. It contains books, newspapers, magazines, maps, music sheets, photos, postcards, posters, illustrations, audio books, and music files.

Estonian libraries have merged their databases into a joint electronic catalogue. **ESTER** is the shared catalogue of 16 major Estonian libraries, and it also contains records of items stored in university colleges and special libraries. Participating libraries and their abbreviations:

- » EAAL, Estonian Academy of Arts Library
- » EAML, Estonian Art Museum Library
- » EAMTL, Estonian Academy of Music and Theatre Library
- » EDF, Libraries of Estonian Defence Forces
- » ELMAL, Archival Library of Estonian Literary Museum
- » ENM, Estonian National Museum Library
- » EPL, Eesti Pank Library
- » EULSL, Library of the Estonian University of Life Sciences
- » NLE, National Library of Estonia
- » RLE, Repository Library of Estonia
- » Tartu PL, Tartu Public Library
- » TCL, Tallinn Central Library
- » TTK/UASL, Tallinn University of Applied Sciences Library
- » TUAL, Academic Library of Tallinn University
- » TUTL, Tallinn University of Technology Library
- » UTL, University of Tartu Library

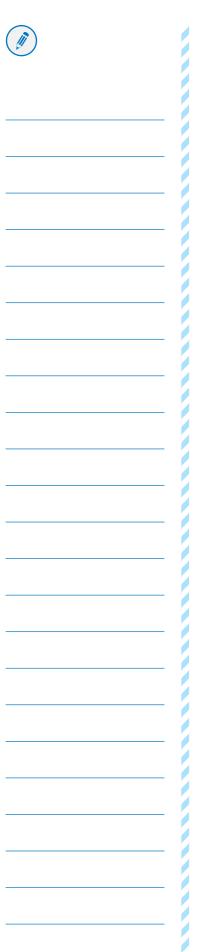
ESTER contains records on books, periodicals, sheet music, sound

www.digar.ee



www.ester.ee

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recordings, online resources, etc. It allows the user to search the items in the catalogue by many search options, request items for use on site or for checking out, send suggestions and purchase recommendations to libraries and use many other library services. Articles published in the Estonian press and collections can be found in the database of Estonian articles ISE.

A reader's card can be obtained directly at the library. An ID card or passport is required for obtaining a reader's card. Having a reader's card enables you to borrow books from the library and use other library services. Items not available in one library can be requested via **Interlibrary Loan** (ILL) from other Estonian or foreign libraries.

Wireless Internet and public computers are available at libraries. It is also possible to reserve library rooms for the purpose of individual study or research. All large libraries provide copying, scanning, printing and binding services for an extra fee. As a rule, copies can be made of library materials (books, journals, newspapers, photos, manuscripts, etc.) according to the requirements provided by the Copyright Act concerning the free use of a work, i.e. copying is allowed only for personal use or teaching and research purposes; copies cannot be made for commercial purposes.

It is possible to access electronic journals and publications and **databases** through university servers:

Databases of the University of Tartu Library: http://www.utlib.ee/index.php?mod=db&e_id=&p_id2=&cmd=go&liik_id=3

Databases of the Academic Library of Tallinn University:

http://www.tlulib.ee/index.php/en/resources/databases

Databases of the Tallinn University of Technology Library:

http://www.ttu.ee/?id=19464

Databases of the Estonian University of Life Sciences:

http://library.emu.ee/eng/information_sources/databases_ e-journals

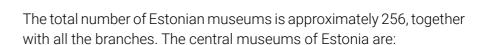
Databases of the Academy of Arts:

http://elmo.academyart.edu/find-resources/online_articles.html

9. MUSEUMS AND ARCHIVES

In this chapter:

» Where can I find information on Estonian museums and archives?



- » Estonian National Museum
- » Estonian Literary Museum
- » Estonian History Museum
- » Art Museum of Estonia
- » Estonian Museum of Natural History
- » Museum of Estonian Architecture
- » Estonian Maritime Museum
- » Estonian Theatre and Music Museum
- » Estonian Health Care Museum and Open Air Museum
- » Estonian Sports Museum

Among all European countries, Estonia has the largest number of museums per 100,000 inhabitants. A complete list of Estonian museums can be found on the website of **the Information Centre of Estonian Museums**. The activities of museums and libraries in Estonia are managed and coordinated by the Ministry of Culture, and the legal basis of their work is the Museums Act.

MulS is the museum information system – a web-based work environment to manage museum collections and keep track of state assets. It also helps to make the information kept in the museums accessible to the public.

E-kultuuripärand is a joint information portal of Estonian museums, libraries, archives, and other memory institutions. You can use the portal to search for information on cultural heritage items recorded in the information systems of various memory institutions. The goal is to provide a reliable, accessible and easy-to-follow portal for both academics and amateur historians. However, most of the information is accessible only in Estonian.

Every year in May, Estonian museums open their doors to visitors for a night of special events and exhibitions. The **Museum Night** is an extremely popular event that brings thousands of people to the museums.



www.muuseum.ee

www.muis.ee



www.e-kultuur.ee

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www.arhiiv.ee

The National Archives were established in 1999 with the task of collecting and preserving records reflecting Estonian history, culture, state and social conditions, regardless of the time or place of creating these records or the data medium. The National Archives are comprised of the Historical Archives, the State Archives, the Film Archives and the County Archives. The Historical Archives mainly deal with storing pre-independence era records originating from the period between the 13th and the 20th centuries. The State Archives house documents issued since Estonia gained its independence. The Film Archives contain audio-visual records: photos, films and sound recordings. Furthermore, in addition to the national archives system, there are also town archives working under the jurisdiction of local governments.

www.ais.ra.ee

The National Archives are public. Nonetheless, access might be restricted to some public records to protect important public interests and to protect individuals' private lives from the public eye. To search for the documents preserved in the archives, please visit the Archives Information System AIS. For detailed information about the possibilities of using the archival records, you are welcome to visit a virtual reading room of the National Archives at www.ra.ee/vau or the homepages of the archives.





References and other useful links

Archimedes Foundation: www.archimedes.ee — mobility grants and scholarships, ERASMUS+, Estonian ENIC/NARIC centre, etc.

Archives Information System: ais.ra.ee

Information Centre of Estonian Museums: www.muuseum.ee

Intellectual property related legal acts in Estonia: www.epa.ee/en/additional-info/legal-acts

Databases of the University of Tartu Library: https://utlib.ut.ee/en/databases%20

Databases of the Academic Library of Tallinn University: http://www.tlulib.ee/index.php/en/resources/databases

Databases of the Tallinn University of Technology Library: http://www.ttu.ee/?id=19464

Databases of the Estonian University of Life Sciences: http://library.emu.ee/eng/information_sources

Databases of the Academy of Arts:

http://elmo.academyart.edu/find-resources/online_articles.html

Enterprise Estonia: www.eas.ee — assistance and counselling for entrepreneurs, research institutions, and the public and non-profit sectors

E-repository (www.e-varamu.ee) is a joint information portal of Estonian museums, libraries, archives, and other memory institutions.

Estonian Academy of Science: http://www.akadeemia.ee/en/

Estonian Intellectual Property and Technology Transfer Centre: www.eitk.ee/en — intellectual property and technology transfer support services, training and education

Estonian legislation, Riigi Teataja: www.riigiteataja.ee/en — English translations of Estonian legislation

Estonian National Library e-library environment, DIGAR www.digar.ee. Estonian libraries have merged their databases into a joint electronic catalogue ESTER at www.ester.ee. ISE articles published in the Estonian press and collections can be found in the database of Estonian articles: http://ise.elnet.ee/search.

Estonian Ministry of Culture: www.kul.ee — information about the state's culture, sports, arts and heritage conservation activities, incl. museum, libraries, creative industries, etc.

Estonian Ministry of Economic Affairs and Communications: www.mkm.ee — economy, entrepreneurship, business-academic cooperation, etc.

Estonian Ministry of Education and Research: www.hm.ee — R&D policy, Centers of Excellences, Doctoral Schools, research funding, etc.

Estonian official gateway: www.estonia.ee - Estonian history, society, economy, culture, etc.

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Estonian Patent Office: www.epa.ee/en — legal information on protection of patents, trademarks, utility models, industrial designs, etc.

Estonian Research Council: www.etag.ee — research funding, international research cooperation, science communication, etc.

Estonian Research Information System: www.etis.ee — information on research institutions, researchers, research projects, etc. ETIS user manual www.etag.ee/ETIS_manual_long

Estonian State Portal: www.eesti.ee - information on public services in Estonia

Estonica: www.estonica.org — Encyclopedia about Estonia

EURAXESS Estonia: www.euraxess.ee — practical information for foreign researchers living in Estonia

Knowledge-based Estonia, the Estonian Research, Development and Innovation Strategy 2014–2020: www.hm.ee/sites/default/files/estonian_rdi_strategy_2014-2020.pdf.

Museum Information System, MulS: www.muis.ee

National Archives www.arhiiv.ee

Police and Border Guard Board: www.politsei.ee/en – legal basis for staying in Estonia, identity documents, citizenship, etc.

Police and Border Guard Board Migration Advisors: https://www.politsei.ee/migrationadvice/ – free legal advice by PBGB personal advisors about different legal grounds to live in Estonia and the necessary documentation.

Recognition of prior and experiental learning (RPL) manual: http://primus.archimedes.ee/sites/default/files/vota/Manual%20for%20RPL_eng.pdf

Research in Estonia: www.researchinestonia.eu — information and news about research activities in Estonia

Road-map for coming to Estonia: www.euraxess.ee/estonia/information-assistance/entry-conditions-and-residence-permits-estonia/roadmap-visas-entry

Statistics Estonia: www.stat.ee — information on the economic, demographic, social and environmental situation and trends in Estonia

Study in Estonia: www.studyinestonia.ee — gateway to the higher education of Estonia

Welcoming programme: www.settleinestonia.ee - Your guide to settling in Estonia

