

## **Rules of Development Activity of Tallinn Health Care College**

### **1. General provisions**

- 1.1. Rules of Development Activity (hereinafter the Rules) provides the goals and areas of development of Tallinn Health Care College (hereinafter the College) and the procedures of financing, management, reporting, evaluation, intellectual property and dissemination of results of the Rules, approval thereof and amendment therein;
- 1.2. Development activities are guided by the Professional Higher Education Institutions Act, the Statutes and the Development Plan of the College, these Rules and other documents of the College regulating development activities under the laws of the Republic of Estonia;
- 1.3. In the Rules, definitions are used in the following meaning:
  - 1.3.1. **Development activity** - application of knowledge and skills gained through research and best practices for development of the fields indicated by the College through the application or significant improvement of processes, systems and services;
  - 1.3.2. **Priority directions of development** - activities or applied research requiring priority development indicated by the College for the period referred to;
  - 1.3.3. **ETIS** - Estonian Research Information System, National Register aggregating Estonian R & D data established with Government Regulation No. 92 on 7 April 2006;
  - 1.3.4. **Research and Development Authority** - an institution registered in the sub-register of research and development institutions in the Estonian Research Information System;
  - 1.3.5. **Evaluation** - provision of evaluation on achievement of the stated objectives;
  - 1.3.6. **Intellectual property** - the right of ownership for the results of creative activity;
  - 1.3.7. **Consultations** - counseling services in the social, health and welfare areas;
  - 1.3.8. **Project** - a single or a temporary task with a well-defined objective that must be solved on time, using the specified resources;
  - 1.3.9. **Applied research** - research to acquire new knowledge in order to apply it/them to social, health and welfare areas;
  - 1.3.10. **National Program** – a program, the execution of which falls within the responsibility of a Ministry or an appointed body;
  - 1.3.11. **State funding**- an activity to be carried out on the basis of state budget funds;
  - 1.3.12. **Direction of research** - phases of targeted applied research, which usually generates continuation of new studies.

## **2. Development objectives and areas of the College**

2.1 The objectives for the development of the College are in cooperation with partners and engaging learners to develop the areas stemming from the health needs of the population and necessary for the society.

2.2 Development activities can be divided into:

2.2.1. Applied research:

2.2.1.1. Based on the development needs of employers and of professional and vocational associations;

2.2.2.2. Based on the development needs of the College;

2.2.2.3. Based on the initiative of the different counterparties (governments, partner schools, the state);

2.2.2. Curriculum development;

2.2.3. International cooperation;

2.2.4 Presentation of the results of research and development activities;

2.2.5. Popularization of the activities of the College.

## **3. Funding of the development activities of the College**

3.1. The budget, including owned resources of the College;

3.2. Other state budgetary funds;

3.3. National programs;

3.4. International programs;

3.5. Various foundations, corporations and other legal and private persons.

\*Funding of the development activities of the College is carried out pursuant to the strategy for funding of development activities.

## **4. Management of the development activities of the College**

4.1 Development activities are managed by a member of the Rector's office, a manager of a structural unit or a designated person;

4.2. Directions of research of the College and the Chairs together with the responsible lecturer are confirmed by the Council of the College.

## **5. Reporting and evaluation of the development activity of the College**

5.1 Forms of reporting of the development activity:

5.1.1. Reports of lecturers and staff in SIS;

- 5.1.2. CV's and results of development activities in ETIS;
- 5.1.3. Development and research reports;
- 5.1.4. Development interviews;
- 5.1.5. Reporting to the Statistical Office;
- 5.1.6. Annual reports and the academic year reports of the College.
- 5.2. Development reporting to the financer(s) according to the requirements set.
- 5.3. Indicators for evaluation of the development activity of the College:
  - 5.3.1 Achievement of the objectives and the quality thereof (textbook, course, module, study and work conditions, etc.);
  - 5.3.2 Involvement of students in activities (projects, the presented educational materials, conferences, public events, etc).
- 5.4. Disclosure of results in the library of the College and in ETIS and distribution (projects, publications, presentations);
- 5.5. Consultations, etc.

## **6. Property rights of the development activity**

- 6.1. The copyright of the intellectual property created as a result of a development activity belongs to the author(s) thereof;
- 6.2. The proprietary rights of the intellectual property created as a result of development belong to the College, if not stipulated otherwise by an agreement.

## **7. Compliance with, approval and amendment of the Rules**

- 7.1. The 'Rules' is a strategic document of the College, compliance with which is mandatory for all structural units and personnel;
- 7.2. The Rules are administered by the Vice-Rector for Development and International Relations;
- 7.3. The Rules shall take effect upon confirmation thereof by the Council of the College and remain in force for three years.
- 7.4. The membership and the structural units of the College have the right to initiate changes and additions to the Rules;
- 7.5. The changes and the additions are approved by the Council of the College, but not more frequently than once during the academic year.