

**TALLINN HEALTH CARE COLLEGE
APPLIED RESEARCH AND RESEARCH AND DEVELOPMENT (RUTA)
WORKING GROUP RULES OF PROCEDURE**

1. GENERAL PROVISIONS

- 1.1. Tallinn Healthcare College applied research and research and development working group`s (hereinafter referred to as RUTA) work is guided by Tallinn Healthcare College`s [Statutes](#), [Academic Regulations of Study](#), [Code of Ethics](#), "[Good Scientific Practice](#)" framework document and the document "[The Conditions and Procedure for Research Work Support at Tallinn Healthcare College](#)".
- 1.2. RUTA members prioritise generally recognised main principles of research; members of the working group will contribute to raising the awareness of the institution of higher education`s members regarding spreading main values based on main principles of research in different outputs.

2. OBJECTIVE OF RUTA

The objective of RUTA is to raise awareness related to applied research and research and development among the membership of Tallinn Healthcare College, to support and advise activities preceding applied research and in connection to it and to monitor that nationally provided documentation, which has been approved by the school, is followed when conducting research and scientific work.

3. MISSION AND VALUES OF RUTA

RUTA`s mission is to stand for ethical, correct and substantial research and development. Due to this, RUTA`s values are ethical practices, correctness and substance (EKS – *eetilisus, korrektsus ja sisukus*). These values are applied in the research and development activities of Tallinn Healthcare College.

Ethical research pays attention to potential ethical aspects and if necessary, an application is submitted to the competent institution to assess the piece of research`s ethical aspects. Members of RUTA make sure that honest and respectful working relations are upheld both in research teams and in mutual communication. In order to facilitate and improve research, Tallinn Healthcare College has established equal opportunities and common grounds for all involved in research.

Correct research is accurate and reliable with reasoned methodology and formalised according to research requirements. Correctness in the context of RUTA`s work means that RUTA activities are documented and the part directed at the public is accessible under [Tallinn Healthcare College webpage`s RUTA division](#).

Substantial research is innovative, full of content and corresponds to the needs and expectations of society and sectoral employers (need-based).

In cooperation with Tallinn Healthcare College's [life-long learning centre](#) and [ethics committee](#), RUTA supports, advises and trains colleagues in relation to the process and documentation of applied research. In cooperation with Tallinn Healthcare College's Student Council, RUTA inspires students' participation in research competitions, research cafes and student conferences.

4. COMPOSITION OF WORKING GROUP

- 4.1. The number of RUTA members is not restricted. The active steering group is composed of at least seven members. RUTA work is led by the Chair of the working group elected from among the members of the steering group. If the Chair of RUTA is away for more than a week, his or her tasks will be fulfilled by the Committee's Secretary or stand-in chosen by the steering group.
- 4.2. The composition of the Committee, the Chair and Secretary will be approved by the Rector based on the proposal of the Head of RUTA working group with a Directive for three years (from the 2018/2019 academic year). The Directive is based on The Minister of Education and Research's Regulation No 5 "[Tallinn Healthcare College Statutes](#)" (RTI, 01.12.2017, 4) dated January 05, 2015.
- 4.3. RUTA members, who wish to contribute to the promotion of Tallinn Healthcare College's applied research and research and development activities, but who lack the time to participate as a full member of the steering group, can choose a more passive form of membership.
 - 4.3.1. The reason for passive membership in RUTA may be due to a high teaching load, including launching different processes or projects related to studies, taking a free semester from studies etc.
 - 4.3.2. In case of passive membership in RUTA, it is possible to contribute to the work of RUTA in the framework of a specific project.
 - 4.3.3. Passive membership in RUTA does not presume staying up-to-speed on other RUTA projects on a current basis and providing constant feedback to other projects, also, participation in regular meeting is not presumed.
- 4.4. RUTA is operational if at least 5 members (70%) of the steering group attend.
- 4.5. RUTA's work format is a meeting. The working group's meetings are divided into regular and extraordinary meetings. The regular meetings take place once a month and information about the meetings is available in SIS. The extraordinary meetings take place according to the needs of specific projects.
- 4.6. RUTA's extraordinary meetings are convened and conducted by different heads of sub-working groups and/or special projects (e.g. compendium of final papers, training etc) based on necessity. Summaries of extraordinary meetings and/or progress of projects or related issues and other circumstances are presented at regular RUTA meetings (but no more seldom than once per quarter).
- 4.7. If necessary, meetings can be conducted, participation in meetings and decision can be taken electronically.
- 4.8. RUTA rules of procedure, the times and activities of regular meetings are accessible to the members on Tallinn Healthcare College's webpage under "[Applied research and research and development](#)"

5. MAIN TASKS OF RUTA

- 5.1. Inspires teaching staff to do research, including organisation of trainings, science cafes etc.
- 5.2. Advises teaching staff in creating and conducting applied research.
- 5.3. Organises and makes sure there is applied research-related support and consultation in Tallinn Healthcare College.
 - 5.3.1. RUTA elects and the Rector of Tallinn Healthcare College approves a representative of the higher education institution, who participates in Tallinn Medical Research Ethics Committee and reviews applications for applied research, if necessary, advises on improving and enhancing documentation and provides an assessment to whether the applied research should receive permission.
- 5.4. Regularly enhances and develops cross-institutional research-related guidance material, including the part related to innovative research (so-called “smart final paper“).
- 5.5. Supports writing publications, including finding need-based opportunities in cooperation with Tallinn Healthcare College`s Life-long Learning Centre.
- 5.6. Establishing cooperation between curricula and leading the study process in order to harmonise the teaching of basics of research, both independently and in cooperation with subject teachers and Tallinn Healthcare College`s Ethics Committee.
- 5.7. Supports supervisors and students regarding ethical aspects of research and assessment whether there is a need for permission from the Ethics Committee and advises in drawing up Ethics Committee documentation, including preparing supervisor training on making supervision more efficient.
- 5.8. Cooperates with Tallinn Healthcare College`s Ethics Committee:
 - 5.8.1. In developing publication ethics` and academic ethics` guidelines and raising awareness;
 - 5.8.2. Developing and implementing principles of how to handle issues of plagiarism, including ensuring the user-friendliness of the plagiarism register and raising awareness on it;
- 5.9. Documents aspects related to research activities:
 - 5.9.1. Creates the register for research presentation and student work introduced to the public;
 - 5.9.2. Makes sure information about the work of RUTA is available on Tallinn Healthcare College`s homepage under "[Applied research and research and development](#)";
 - 5.9.3. Creates the “Research“ section on Tallinn Healthcare College`s webpage.
- 5.10. Supports and increases students` activism in research, including organising science cafes student conferences, student work competition, compiles the compilation of final papers both independently and in cooperation with Tallinn Healthcare College`s Student Council.
- 5.11. Ensures the content development of RUTA and implementable activities.

6. RETENTION OF RUTA DOCUMENTS

- 6.1. Minutes are kept at RUTA meeting, the minutes are signed, registered and saved in the document administration programme EKIS 15 days after the meeting at the latest.

6.2. The Chair of RUTA submits RUTA`s work plan to the Rector`s Office for each financial year and gives an overview of the committee`s activities once every academic year to the College`s Council.