TALLINNA TERVISHOIU KÕRGKOOL

THE CONDITIONS AND PROCEDURE FOR RESEARCH WORK SUPPORT AT TALLINN HEALTH CARE COLLEGE

1. The conditions and procedure for (hereinafter *the Procedure)* research work support at Tallinn Health Care College (hereinafter *the College)* is based on the Institutions of Professional Higher Education Act, Organisation of Research and Development Act, the 'Development Plan 2017-2021", "The Conditions and Procedure for Applying for a Sabbatical Semester at Tallinn Health Care College".

2. The objective of the Procedure is to regulate the support for all applied research[1] conducted by the employees of *the College*, including the Doctoral studies[2] of its employees.

3. *The College* has a planned applied research fund for each budgetary year. Services are funded according to the budget of *the College* in the capacity agreed with the Rector's Office.

4. Costs relating to research activities are usually planned into the budget of the unit (chair, department, centre) and into the applied research fund. Extraordinary costs must be previously coordinated with the Manager of the unit.

5. Research work support provided by *the College* involves:

   5.1 Translation services (English, Finnish, Russian), coordinated by the Language Teaching Coordinator, who:

      5.1.1 will forward the employee in need of support to the language teacher of *the College*, providing the competencies and resources are there;

      5.1.2 provides various translators based on the database of translators compiled outside *the College*;

   5.2 Editing services (English, Finnish, Russian), coordinated by the Language Teaching Coordinator, who:

      5.2.1 offers the editing to be done by the language teachers of *the College,* providing they will have the time to do it;

      5.2.2 helps the employee in choosing a suitable editor based on the relevant database;

   5.3 Data Processing

      5.3.1 The employees provide the service in accordance with the agreement with the immediate superior;

      5.3.2 Based on the research plan, *The College* provides user support for programmes like SPSS and similar;

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[1] Applied research is research or a project approved by *the College* and conducted by an employee of *the College*.

[2] The objective of Doctoral studies is the development of the staff of *the College* and supporting the development of their research potential.

5.3.3 *The College* enables consultations for interpreting the support and results for data processing based on the research plan;

5.4 Search of scientific publications, conducted by the Manager of the *College's* Library, who:

5.4.1 Introduces various opportunities for searching evidence-based literature in the *College's* Library and in other libraries (i.e. the National Library, the library of the Tallinn University of Technology, international libraries etc);

5.4.2 Assists in conducting an evidence-based literature search according to previously submitted key words;

5.4.3 Orders evidence-based literature if needed;

5.4.4 For ordering evidence-based literature for Doctoral or scientific papers from the database of other libraries, including foreign libraries, the necessary application must be submitted;

5.5 Involvement of experts when needed

5.5.1 Experts from the *College* (lecturers, budget experts etc) are confirmed according to the working plan, coordinated with the immediate superior;

5.5.2 The potential need of involving external experts (i.e. among the partners of the *College)* is added to the working plan;

5.6 Formalisation and other technical support (i.e. formalising posters) is agreed based on the specifics of the work with the employee's immediate superior, and where needed, with the Rector's office

5.6.1 The employees of the *College* provide the service according to the working plan coordinated with the Rector's Office/Manager of a unit;

5.6.2 If necessary the service provider will be hired from outside the *College* (Providers listed on the *College's* website).

6. The financial volume of research work support is a part of the *College's* budget for the financial year and is approved for each calendar year.

7. The employees of *the College* can submit proposals to the Rector's Office for amending the procedure. These well be reviewed once a year, before the budgetary planning period.