

## **PRINCIPLES OF SUPPORTING THE PROFESSIONAL DEVELOPMENT OF THE EMPLOYEES OF THE ESTONIAN ACADEMY OF SECURITY SCIENCES**

### **1. Area of regulation**

1.1. The aim of the Principles of Supporting the Professional Development of the Employees of the Estonian Academy of security Sciences (hereinafter the Academy) is to describe the principles of organising continuing professional training at the Academy, the requirements for allowing a lecturer take a sabbatical term and the principles of the internships of the lecturers.

1.2. In addition to the areas regulated with this document, the employees of the Academy may, with an aim to develop themselves professionally:

- 1.2.1. participate in the ERASMUS+ programme according to the principles stated in the Procedures for the Mobility of Academic and Non-academic Staff;
- 1.2.2. participate in job shadowing according to the principles of the job shadowing of the staff of the domain of the Ministry of the Interior;
- 1.2.3. apply for the remuneration of a professional qualification exam taken to obtain a certificate of professional qualification in the area of their professional position;

### **2. The process of organising continuing education training activities at the Academy**

2.1. Continuing professional training is a professional training that allows the employee to acquire and improve their vocational, professional and/or speciality-related knowledge and skills. An employee is also considered to have taken part in a continuing professional training if they have (but not exclusively) participated in a conference, forum, information day, seminar, or finished a subject or module from the curricula for degree studies.

2.2. Upon planning and organising an employee's continuing education training activities, the Academy considers both the needs and aims of the Academy as an institution and the individual work-related needs of the employee.

2.3. The structural unit responsible for the coordination and carrying out of continuing education training activities at the Academy is the Centre for Continuing Education. The planning and organisation of the training activities are carried out in cooperation with the General Department, the departments of Academic Affairs and Development and other structural units. Upon planning and organisation, the following principles are followed:

- 2.3.1. the employees' long term need for training is analysed based on the Academy's development and implementation plan, the priority areas for training are agreed upon in the rectorate;
- 2.3.2. the employees' needs for training are analysed based on the Academy's action plan, summaries of P&D discussions, and the training plan for the coming academic year is confirmed in the rectorate;

2.4. Decisions upon an employee's individual need for training are made by the employee's direct superior, who bases their decision on the agreements made during the P&D discussion with the

employee, the employee's reasoned wish and the Academy's aims and opportunities. (the list is not exhaustive)

2.5. The employee submits their application to participate in a training through the public servant's self-service portal.

2.6. Applications to participate in trainings in Estonia are submitted at least 7 calendar days before the training takes place, and applications to participate in trainings abroad are submitted at least 14 days before the beginning of the training. Applications to participate in trainings organised at the Academy must be submitted according to the requirements and deadlines stated in the training information details.

2.7. After the training application has been confirmed, the employee registers themselves, and if needed, organises their transport and accommodation, unless it has agreed upon differently.

2.8. An employee is allowed to participate in an external training if within 6 months there are no similar open trainings organised either by the Academy or in the domain of the Ministry of the Interior, or if there is a good reason the employee cannot participate in such training.

2.9. In the existence of a topic with a great need for training, common internal trainings are organised for the employees, if possible.

2.10. As a rule, the Academy does not pay the training-related fees of the employees on their probation period, unless there is an immediate need to participate in a training in order to start fulfilling one's duties.

2.11. In case the Academy has accepted the employee's participation in a continuing professional training, it pays for the costs accompanying the posting, but as a rule, the following costs are not covered:

- 2.11.1. participation-related costs in the sum exceeding the lowest possible participation fee;
- 2.11.2. participation costs related to attending a festive event held during the training;
- 2.11.3. accommodation costs during an internal training if the employee refuses to use the accommodation provided by the Academy.

2.12. The Academy may require the employee pay the training-related costs:

- 2.12.1. up to 50% of the costs of a language training organised outside the Academy;
- 2.12.2. up to 100% of the training-related costs should the employee not participate in a training without having a good reason.

2.13. Resource-intensive training agreements between the Academy and the employee are made in the following circumstances:

- 2.13.1. the cost of the training with direct and indirect costs exceeds at least five times the minimum rate of the monthly salary established by a regulation of the Government of the Republic on the basis of § 29 subsection 5 of the Employment Contracts Act (Civil Service Act, § 32, subsection 1);
- 2.13.2. the length of the training is more than 90 calendar days in a year, and the time needed for participation constitutes a substantive part of the employees working time.

### **3. Allowing a lecturer to take a sabbatical term**

3.1. Sabbatical term is a semester a lecturer is freed from their duties. Staff lecturers of the Academy have a right to apply for a sabbatical semester once in five years mostly for finishing their doctoral studies or for compiling a monography.

3.2. A lecturer has a right to apply for a sabbatical term if:

- 3.2.1. at the time of applying, their workload at the Academy is at least 0.75 of a full time equivalent post;
  - 3.2.2. they have worked at the Academy for at least three academic years;
  - 3.2.3. the lecturer whose service or work relationship is temporary has at least one academic year until the end of their temporary service or work relationship after the end of their sabbatical term.
- 3.3. The length of a sabbatical term is up to 20 calendar weeks and it must be used during a certain spring or autumn semester.
- 3.4. During a sabbatical term, the main part of the lecturer's basic salary is maintained.
- 3.5. To take a sabbatical term, the lecturer submits an application to the Rector through the document management system by 1<sup>st</sup> of May (if they want to take the autumn semester off) or by 1<sup>st</sup> of December (if they want to take the spring semester off). The application must be previously agreed upon by the lecturer's immediate superior and the head of their structural unit.
- 3.6. The application must state the period of the sabbatical term, a description of the activities planned for the sabbatical, a measurable result, a connection with the Academy's strategic aims, and the time planned for specific activities.
- 3.7. Decisions whether to satisfy or dismiss a lecturer application to take a sabbatical term are made by the Rector, who makes a respective decision available to the applicant in a month after the application was submitted.
- 3.8. Sabbatical terms with employees with a contractual relationship are drawn up as an annex to their contract of employment, public servants' sabbaticals are drawn up as the Rector's directive.
- 3.9. Allocating sabbatical terms is coordinated by the lecturer's immediate superior, whose responsibilities also involve finding replacements for carrying out the teaching activities during the sabbatical, if necessary.
- 3.10. An application to go on a sabbatical term may be rejected or another time for the sabbatical shall be agreed on if the structural unit cannot reorganise their work due to the lecturer's absence, or if the Academy's budget does not have sufficient funds for financing the sabbatical.
- 3.11. Within a month after the end of the sabbatical term, the lecturer submits a thorough report reflecting the extent the activities described in the application were achieved. Works or proof documents showing the real result must accompany the report. Before submitting the report to the Rector, the immediate superior also adds their evaluation of the works carried out.
- 3.12. The activities carried out during the sabbatical term and the report mentioned in 3.11 shall be considered during the lecturer's P&D discussion and evaluation.

#### **4. Internships for lecturers**

- 4.1. Internship is a purposeful professional or speciality-related practical activity or the process of familiarising oneself with those activities in a relevant agency in order to develop one's speciality-related skills of the area connected with the curriculum, the lecturer's field of research or development or teaching area.
- 4.2. Lecturers whose workload at the Academy is at least 0.75 of a full time equivalent post and who have worked as staff lecturers at the Academy for at least one year, are (as a rule) obliged to attend a one-month internship once in five academic years. In case internships are divided into separate sections, their minimal length has to be at least one week.

4.3. During an internship, the main part of the lecturer's basic salary is maintained. During the internship period, the lecturer is freed from carrying out other duties, and agreements to reduce the lecturer's teaching load proportionally within the academic year can be made.

4.4. Whether there is a need to attend an internship, is decided upon the lecturer and their immediate superior. The decision shall be based on the P&D discussions, evaluation, the need to improve professional skills and the aims and possibilities of the Academy. Internship periods shall be stated in the workload table, which shall then reflect the internship period, place and aims.

4.5. Specific internship place, time and aims shall be agreed upon with the representatives of the respective unit and agency. It is the responsibility of the lecturer's immediate superior to guarantee the necessary replacements during the lecturer's internship period.

4.6. Within a month after the end of the internship, the lecturer submits a report to their immediate superior. The report shall reflect their activities during the internship, their compatibility with the stated aims, and their evaluation of what was studied. The immediate superior adds the report their own evaluation and hands it to the General Department.

4.7. The lecturer's activities during the internship and their new knowledge shall be considered during their evaluation and at the P&D discussion.