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## STATUTES OF THE UNIVERSITY OF TARTU

Adopted based on subsection 2<sup>3</sup> (4) of the University of Tartu Act.  
[effective as of 1 September 2020]

### I. General provisions

#### § 1 Objective

The University of Tartu ('university') is the national university of the Republic of Estonia, a universal integrated research, development, study and culture institution, aiming to advance science and culture, provide the possibilities to acquire higher education based on the development of science and technology on three levels of higher education in the field of humanities, social, medical and natural sciences and to provide public services based on teaching, research and other creative activities.

#### § 2 Tasks

To achieve its objective, the university:

- 1) organises research-based degree studies and continuing education;
- 2) engages in basic and applied research;
- 3) contributes to the preservation and development of the Estonian language and culture by promoting Estonian-language education and scientific disciplines which study Estonia and its people;
- 4) directs the development of the society of Estonia, participating through its members in various decision-making and advisory bodies and giving expert opinions on matters important to the society;
- 4<sup>1</sup>) promotes thinking that supports the sustainable development of the society and develops its main activities to achieve the sustainable development goals; [effective as of 1 September 2020]
- 5) provides public services related to its teaching, research and development activities;
- 6) advances knowledge and technology transfer and innovation and popularises research;
- 7) creates an inspiring learning and working environment and enhances the possibilities of its members to engage in creative, cultural and athletic self-expression;
- 8) encourages the activities of its students both within and outside the university, helping them to become responsible members of the society in addition to supporting their professional development;
- 9) offers schools advice and support on developing pupils' abilities and talents;

- 10) preserves and develops national cultural heritage, including its historical buildings as well as collections and archives containing items of scientific, artistic and historical value;
- 11) acting through the university's museums and botanical garden, organises adding to, research in and preservation of scientific and museological collections, and ensures public access to such collections;
- 12) develops its publishing activities and the university library to serve the members of the university and make scientific information available to the public;
- 13) in its capacity of data controller of the Estonian Genome Centre, organises the development and maintenance of the centre and gene research required for that purpose; [effective as of 1 September 2020]
- 14) collaborates with other research and educational institutions and partner organisations;
- 15) engages in other activities that contribute to the achievement of its objective.

### **§ 3 Name in English**

The name of the university in English is the "University of Tartu".

### **§ 4 Location**

- (1) The university is located in the city of Tartu.
- (2) Structural units of the university may operate outside Tartu.

### **§ 5 Adoption and entry into force of the statutes**

- (1) These statutes and any amendments to them ('the statutes') are adopted by the senate.
- (2) The senate has adopted the statutes if at least 15 senate members have voted in favour of them.
- (3) Within 30 days after the senate has passed a resolution to adopt the statutes, the council must either approve the corresponding resolution or exercise its right of veto.
- (4) To approve the statutes, at least six council members must vote in favour of them.
- (5) If the council decides to veto the statutes, it must state its reasons for doing so. A veto is valid if at least six council members have voted for it.
- (6) If the council exercises its veto, the senate must, within 30 days after the declaration of the veto, pass a new resolution regarding the adoption of the statutes.
- (7) If the senate adopts the statutes for the second time, the council approves the statutes within 30 days.
- (8) The statutes become effective upon their approval in the council unless the statutes provide for a later date. The statutes have been adopted by the council after the council has passed a corresponding resolution, the resolution has been drawn up, signed and published in the university's document management system.

## **II. Members**

### **§ 6 Members of the university**

Members of the university comprise members of the university council, the rector, students, employees, medical residents, professors emeriti, associate professors emeriti, honorary doctors and honorary fellows.

### **§ 7 Students**

- (1) A student is a person matriculated to a degree study curriculum of the university.
- (2) Students of the university make up the student body.
- (3) The student body is represented by the student union; all students have the right to vote in the elections of the student union. The student union elects the chair of its board who is referred to as the president of the student body.

- (4) The principles governing the activities of the student body are provided in the Statutes of the Student Body as adopted by the student union and approved by the rector. The student union has adopted the Statutes of the Student Body if more than 50% of the members of the student union have voted for it.
- (5) In the faculty council, the students of the faculty are represented by the student council of the faculty. All students of the faculty have the right to vote in the elections of the student council of the faculty. The conditions and procedure of electing the student council of the faculty are provided in the Statutes of the Student Body.
- (6) Student representatives to decision-making and advisory bodies and committees of the university are appointed by the student union, unless otherwise provided by the university bylaws.

## **§ 8 Employees**

- (1) Employees of the university are academic and support staff, who all fulfil the objective of the university.
- (2) Academic staff positions comprise professors, associate professors, research fellows, lecturers, junior research fellows, junior lecturers and teachers.
- (3) The members of the university's academic staff carry out teaching, research and development activities according to their job duties and perform functions arising from any elected or appointed offices.

[effective as of 1 September 2020]

## **§ 8<sup>1</sup> Academic staff positions**

- (1) A professor is a leading academic staff member in their specialisation who actively participates in research, development and creative activities at the international level, organises and performs teaching activities in their area of research, directs research, development and creative activities and secures the funding necessary for those activities, and supervises students and academic staff involved in these activities. A professor must hold a doctoral degree or an equivalent qualification. In creative arts, to meet the job requirements of a professor, the person must have teaching skills and experience, including in supervising students, be an internationally recognised creative artist with at least five years of active experience in creative arts, and hold at least a master's degree or an equivalent qualification.
- (2) An associate professor is a recognised academic staff member in their specialisation whose main duties are high-level research, development and creative activities and teaching at all levels of higher education. An associate professor supervises students and other academic staff involved in those activities. An associate professor must hold a doctoral degree or an equivalent qualification. In creative arts, to meet the job requirements of an associate professor, the person must be a recognised creative artist with teaching skills and experience, including in supervising students and in creative activities, and hold at least a master's degree or an equivalent qualification.
- (3) A research fellow is an academic staff member who is involved in research, development and creative activities and participates in teaching. A research fellow must hold a doctoral degree or an equivalent qualification.
- (4) A lecturer is an academic staff member who teaches primarily at the first and second level of higher education at the university and participates in research, development and creative activities. A lecturer must hold a doctoral degree or an equivalent qualification. In creative arts, to meet the job requirements of a lecturer, the person must be a recognised creative artist holding at least a master's degree or an equivalent qualification.
- (5) A junior research fellow is an academic staff member who is matriculated to doctoral studies and participates in research, development and creative activities under the guidance of a

supervisor and based on the individual plan for doctoral studies with the aim to defend the doctoral degree. A junior research fellow may teach at the first and second level of higher education.

[effective as of 1 August 2022]

- (6) A junior lecturer is an academic staff member who teaches at the first and second level of higher education and participates in research, development and creative activities under the guidance of more experienced academic staff members. A junior lecturer must hold a master's degree or an equivalent qualification.
- (7) A teacher is an academic staff member who teaches seminars, practical study and exercise classes at the first and second level of higher education and performs other practical teaching tasks. A teacher must hold a master's degree or an equivalent qualification. In the Faculty of Medicine, 'assistant' may be used as the job title of a person filling the position of a teacher. [effective as of 1 September 2020]

### **III. Governance**

#### **§ 9 Competences of the council**

- (1) The council is the highest decision-making body of the university, responsible for the long-term development of the university and ensuring that the objective of the university is achieved.
- (2) The council:
  - 1) approves the university's statutes, having a single right of veto on the corresponding resolution of the senate;
  - 2) adopts the strategic plan of the university and organises its implementation;
  - 3) adopts the university's budget and supplementary budget, if necessary, and approves the annual report of the university;
  - 4) forms an opinion on candidates to the position of rector;
  - 5) adopts rules and regulations to govern the elections of the rector;
  - 6) decides on taking of loans;
  - 7) decides on the principles of the creation of and participation in legal entities;
  - 7<sup>1</sup>) appoints the auditor and establishes the internal auditing rules of the university; [effective as of 1 September 2020]
  - 8) adopts the council's rules of procedure;
  - 9) decides on other matters which have been placed in its competence by the law or these statutes;
  - 10) forms an opinion on other matters raised by the senate;
  - 11) may form an opinion on other matters concerning the activities of the university.

#### **§ 10 Council members**

- (1) The council comprises eleven members, five of whom are nominated by the senate, five by the minister for education and research, and one by the Estonian Academy of Sciences.
- (2) The candidates of the council members nominated by the senate are put up as follows:
  - 1) the council of each faculty puts up candidate(s) for one council member place;
  - 2) all senate members have the right to put up candidates for the remaining council member place.
- (3) The candidate's written consent is required for the candidate to be put up. The faculty council may put up candidate(s) who are supported by the council of at least one other faculty.
- (4) The senate nominates the council members by secret vote, whereas a separate competition is held for the nomination of each of the five members. The vote is held according to the senate's rules of procedure.

- (5) A council member nominated by the senate may not hold the position of the university's rector or vice rector, area director, dean, head of an institute, director of a college or director of an institution, or serve as a senate member. If a council member nominated by the senate is elected or appointed to any of the positions incompatible with the status of a council member, the senate recommends the Government of the Republic to revoke the member's mandate to the council and nominates a new council member instead of them according to the procedure stipulated in the statutes.

### **§ 11 Rules of procedure of the council**

- (1) The council elects its chair from amongst its members following the council's rules of procedure. If the chair is absent, the oldest council member present serves as acting chair.
- (2) The council holds regular and extraordinary sessions. Regular sessions take place at least four times a year based on a timetable approved by the council. At least once a year, the council organises a joint session with the senate.
- (3) A session of the council is called by the chair on their own initiative or on a motion brought by at least six council members or by the senate. When a session of the council is called, the agenda of the session together with draft versions of any regulations or resolutions submitted for adoption in the session is sent to the council members at least ten days before the session is held. The president of the student body may apply to the chair of the council for the right to participate in the sessions of the council with the right to speak.
- (4) The council adopts regulations and resolutions within its competence. Any opinion of the council which contains rules of general application is formalised as a regulation and published in the university's document management system. Any opinion of the council regarding a particular matter is formalised as a resolution, communicated to the persons concerned by that resolution and published in the university's document management system.
- (5) The council is competent to act when at least eight council members attend the session.
- (6) A regulation or resolution of the council is adopted if it receives more than 50% of the votes cast, unless the statutes require a larger majority. The university's strategic plan is adopted if at least six council members have voted for it.
- (7) To prepare matters for debate, the council may convene standing committees or ad hoc committees.
- (8) Council members are entitled to receive any information necessary for carrying out their duties from the rector, vice rectors and area directors.
- (9) A council member receives monthly remuneration amounting to 1/3 of the average monthly salary at the university for the previous calendar year. The council chair receives monthly remuneration amounting to 1/2 of the average monthly salary at the university for the previous calendar year. The council establishes the procedure of remuneration.

### **§ 12 Competences of the senate**

- (1) The senate is the university's academic decision-making body, responsible for the university's teaching, research and development activities and for ensuring high quality of these activities.
- (2) The senate:
  - 1) adopts the university's statutes and submits the statutes to the council for approval;
  - 2) decides on general matters concerning teaching and research, including the priorities of the teaching and research activities of the university;
  - 3) determines the university's academic structure;
  - 4) establishes the statutes of curriculum and opens, amends and closes curricula;
  - 5) establishes the rules and procedure for admitting students to and excluding them from the university;
  - 6) establishes the Study Regulations of the university;

- 7) establishes the rules and procedure for the annual progress review of doctoral students and for the defence of doctoral degrees;
- 8) establishes the quality management principles for teaching, research and development activities, approves the action plan for eliminating the possible shortcomings described in the assessment report for institutional accreditation and assesses the implementation of the action plan; [effective as of 1 September 2020]
- 9) establishes the rules and procedure for admission to and exclusion from medical residency training and establishes residency training programmes;
- 10) establishes the rules and procedure for the recognition of students' prior learning and work experience;
- 10<sup>1</sup>) establishes the conditions and procedure for the reimbursement of study costs in degree studies; [effective as of 1 September 2020]
- 11) establishes the rules and procedure for awarding stipends and student allowances;
- 12) submits its opinion on the strategic plan to the council;
- 13) establishes the qualification requirements, tasks of academic staff, the rules and procedure for their recruitment and the rules and procedure for their professional review; [effective as of 1 September 2020]
- 14) elects ordinary professors and decides on promotion to professor's position; [effective as of 1 May 2022]
- 15) [repealed as of 1 September 2020]
- 16) establishes the procedure of recognition at the university and elects honorary doctors and honorary fellows;
- 17) holds a single right of veto on a resolution of the council on the adoption of the university's budget;
- 18) forms an opinion on candidates to the position of rector;
- 19) adopts the senate's rules of procedure;
- 20) decides on other matters which have been placed in its competence by the law or these statutes;
- 21) forms an opinion on other matters raised by the council;
- 22) may form an opinion on other matters concerning the activities of the university.

### **§ 13 Election of the senate**

- (1) The senate comprises 22 members. The senate is composed of the rector as its chair, 16 members elected by the university's academic staff and five representatives of the students.
- (2) Representatives of the university's academic staff are elected for a term of three years. Four members are elected from each faculty. Elections are held in May and the mandate of the elected senate members commences from the beginning of July. The senate adopts the rules and regulations of the election of the senate at least four months before the election.
- (3) Candidates to the senate are put up by faculty. In each faculty, eligible candidates are ordinary full-time academic employees of the university who are employed in a college or institute of that faculty. In the Faculty of Medicine, eligible candidates also include academic staff of clinical specialisations whose workload at the university is least 20 hours per week. [effective as of 1 September 2020]
- (4) In each faculty, a candidate must be nominated jointly by at least ten employees who are entitled to vote and are employed within that faculty. The candidate's written consent is required for the candidate to be put up.
- (5) In an election of the senate, all academic employees whose academic workload at the university is at least 20 hours per week have the right to vote. [effective as of 1 September 2020]
- (6) Elections are held by secret vote. Each voter has two votes. Each voter may vote for any candidate, regardless of the faculty in which the candidate has been nominated.

- (7) Substitute representatives of academic employees are elected together with the representatives. In each faculty, the four candidates who receive the largest number of votes are elected senate members. The results of an election of senate members and substitute senate members are drawn up by faculty as a single rank list.
- (8) Representatives of students are appointed by the student union for a term of one year, making sure that students of all levels of study and all faculties are represented. The mandate of student representatives commences from the beginning of July. If a student representative is deleted from the university's matriculation register, the student union appoints a substitute member, following the same principles.
- (9) A senate member may not hold the position of a vice rector, area director, dean, head of an institute, director of a college or director of an institution, or serve as a council member. If a dean or a head of an institute is elected senate member, that person is released from the office of a dean or a head of an institute starting from the day of taking office as a senate member.
- (10) The senate decides to replace a senate member with a substitute senate member on the motion of the senate member to be replaced or, if the senate member leaves the university or is elected or appointed to a position incompatible with the office of senate member, on the motion of the rector. A substitute senate member is appointed for the period of absence of the principal senate member, but not for longer than the duration of the mandate of the principal senate member.
- (11) If there are no more substitute members on the list of the faculty, the substitute member is appointed from the common ranking list across faculties, drawn up on the basis of votes received at the elections.

#### **§ 14 Rules of procedure of the senate**

- (1) The senate holds regular and extraordinary sessions. Regular sessions take place at least ten times a year based on a timetable approved by the senate.
- (2) A session of the senate is called by the chair on their own initiative or on a motion brought by at least 12 senate members or by the council. When a session of the senate is called, an agenda of the session together with draft versions of any regulations or resolutions submitted for adoption in the session is sent to the senate members at least seven days before the session is held. A matter requiring decision raised at the session is added to the agenda of the senate session if at least 2/3 senate members present vote for the inclusion of the matter on the agenda.
- (3) If the chair is absent, the vice rector acting for the rector serves as acting chair.
- (4) The senate adopts regulations and resolutions within its competence. Any opinion of the senate which contains rules of general application is formalised as a regulation and published in the university's document management system. Any opinion of the senate regarding a particular matter is formalised as a resolution, communicated to the persons concerned by that resolution and published in the university's document management system.
- (5) The senate is competent to act if at least 15 senate members attend the session.
- (6) A regulation or resolution of the senate is adopted if it receives more than 50% of the votes cast, unless these statutes require a larger majority.
- (7) To prepare matters for debate, the senate may convene standing committees or ad hoc committees.
- (8) Senate members are entitled to receive any information necessary for carrying out their duties from the rector, vice rectors and area directors.

## **§ 15 Competences of the rector**

- (1) The rector is the head of the university who is responsible for the lawful and expedient use of the assets of the university and who, within their competence and pursuant to the resolutions of the council and of the senate, exercises the highest administrative and disciplinary authority at the university.
- (2) The rector:
  - 1) ensures that regulations and resolutions of the council and of the senate are duly observed;
  - 2) reports to the council and the senate;
  - 3) represents the university and makes transactions on behalf of the university within the limits provided by these statutes and by law;
  - 4) ensures the drafting of the university budget;
  - 5) ensures the implementation of the university budget and submits the corresponding report to the council;
  - 6) establishes the University of Tartu Work Rules;
  - 7) establishes the Internal Accounting Rules and the bases for the written business procedure of the university;
  - 8) establishes the principles of operation of the units of the university;
  - 9) approves the Statutes of the Student Body;
  - 10) decides on the number of student places per curriculum;
  - 10<sup>1</sup>) establishes the rates of tuition fees in degree studies; [effective as of 1 September 2020]
  - 11) based on the principles established by the council, decides on the acquisition, encumbrance with limited real right and transfer of immovable property;
  - 12) determines the procedure of substituting for the rector in the rector's absence;
  - 13) may set up a think tank as an advisory body to discuss and analyse matters regarding the development of the university;
  - 14) may repeal any resolution made by a dean, head of an institute, director of a college or director of an institution or the council of a faculty, institute, college or institution that contravenes the law and suspend any resolution that is harmful to the university and refer such resolution for review to the official or body who adopted it;
  - 15) determines other matters placed within its competence by the law, these statutes or other bylaws;
  - 16) decides on other general matters concerning the university unless these matters fall within the competence of the senate or the council.
- (3) The rector issues decrees and directives to fulfil the rector's tasks. Any opinion of the rector which contains rules of general application is formalised as a decree and published in the university's document management system. Any opinion of the rector regarding a particular matter is formalised as a directive and communicated to the persons concerned by that directive.

## **§ 16 Election of the rector**

- (1) To organise the election of the rector, the council adopts the rules and regulations of the election at least six months before the end of the term of office of the incumbent rector, appoints an election committee of five members and designates its chair.
- (2) The chair of the election committee publicly announces the election in at least two major Estonian daily newspapers at least four months before the end of the term of office of the incumbent rector.
- (3) Candidates to the position of the rector may be submitted by faculty councils, the councils of other Estonian universities, the board of the Estonian Academy of Sciences, jointly by 15 ordinary professors of the university and by the student union. Candidates to the position of the rector must be or have been elected a professor.



- (4) The elections take place at least three months before the end of the term of office of the incumbent rector.
- (5) At least two weeks before the election, the council and the senate present an assessment regarding the suitability of the candidates to the position of the rector. The council and the senate may rank the candidates.
- (6) The rector is elected for a term of five years by an electoral college comprising members of the council, senate, faculty councils and the student union as well as all professors whose workload at the university is at least 20 hours per week. [effective as of 1 May 2022]
- (7) The electoral college elects the rector in an election meeting. The election meeting is competent to act if more than 50% of the members of the college attend the meeting. The election meeting is chaired by the chair of the election committee.
- (8) The candidate who receives the votes of more than 50% of the members of the electoral college is elected rector.
- (9) No candidate can be elected rector for more than two terms in a row.
- (10) If no candidate is elected, the term of office of the incumbent rector is extended by one year. If no candidate is elected and the office of the rector is vacant at the time of the election, the senate appoints an acting rector for a term of up to one year.

### **§ 17 Fulfilment of rector's duties**

- (1) The rector assumes their duties by taking an oath of office before the council and the senate.
- (2) The chair of the council signs the employment contract with the rector for up to five years, defining the rector's rights and duties, the rate of remuneration and other conditions of acting as a rector.
- (3) If an employee of the university is elected rector, the employment contract of this employee is suspended until the end of the employee's term of office as the rector; the employee is entitled to resume their former position after he or she has been released from the office of the rector.
- (4) A motion of no confidence in the rector may be brought if the rector has contravened the law or these statutes, is unable to perform the duties of the rector or fails to achieve the objective of the university. The motion of no confidence may be brought by a joint declaration of the councils of at least two faculties. To express no confidence in the rector, a 2/3 majority of the members of both the council and the senate must support the corresponding decision. For the duration of dealing with the motion of no confidence in the rector, the senate session is chaired by the most senior senate member. If the council and the senate have expressed no confidence in the rector, the rector is relieved of their duties before the term of the employment contract concluded with the rector.
- (5) The rector's mandate ends 1) on the day their employment contract ends; 2) in the case of resignation, on the day the rector is released from the duties of the office, or 3) if the rector is relieved from office before the term of the employment contract, on the day of relieving from office.
- (6) If the rector's employment contract is terminated before the term of office, the senate appoints the deputy rector until the election of the new rector, but not for longer than one year.

### **§ 18 Vice rectors**

- (1) The rector establishes the positions of vice rectors, appoints vice rectors to office and releases them from office.
- (2) A vice rector directs an area of activity as determined by the rector and coordinates the activities of the university's units in that area.

- (3) Vice rectors:
  - 1) are responsible for the development their area of activity;
  - 2) represent the university in its relations with third parties within the limits of authority granted by the rector;
  - 3) issue directives within the limits of their area of activity which are binding to all members of the university;
  - 4) substitute for the rector and for other vice rectors following the procedure established by the rector;
  - 5) report to the rector.
- (4) A vice rector must hold a doctoral level degree or another equivalent qualification. A vice rector works on the basis of a fixed-term employment contract. The employment contract of a vice rector is terminated from the moment the rector who appointed the vice rector is released from office.
- (5) If the rector is released from the office before the term expires, the vice rectors appointed by the rector remain in office until a new rector assumes their duties.
- (6) If an employee of the university is appointed a vice rector, the previous employment relationship of this employee is suspended until the end of the employee's term of office as a vice rector; the employee is entitled to resume their former position after the employment contract as the vice rector has ended.

#### **§ 19 Area directors**

- (1) Area directors manage the area of activity assigned to them by the rector and direct the work of structural units in their area. [effective as of 1 May 2022]
- (2) Area directors:
  - 1) are responsible for the development their area of activity;
  - 2) represent the university in its relations with third parties within the limits of authority granted by the rector;
  - 3) issue directives within the limits of their area of activity which are binding to all members of the university;
  - 4) report to the rector.

#### **§ 20 Rector's office**

- (1) The rector's office consists of the rector, vice rectors, deans and area directors.
- (2) The rector's office submits proposals to the council, senate and rector in matters within their competence and coordinates the implementation of the resolutions of the council, senate and rector in the structural units of the university.
- (3) The basis of the activity of the rector's office and the rules of procedure are adopted by the rector.

### **IV. Structure**

#### **§ 21 Academic structure**

- (1) The academic structure of the university consists of institutes and colleges of four faculties (*valdkond*) and university's institutions not affiliated to any faculty.
- (2) The university has the following faculties:
  - 1) Faculty of Arts and Humanities;
  - 2) Faculty of Social Sciences;
  - 3) Faculty of Medicine;
  - 4) Faculty of Science and Technology.
- (3) The senate decides on the establishment, reorganisation and termination of institutes, colleges and university's institutions.

- (4) The rector establishes the statutes of institutes, colleges and university's institutions.
- (5) The work of a faculty is managed by the dean's office, the principles of which are established by the dean.

## **§ 22 Faculty council**

- (1) Each faculty has a council that:
  - 1) adopts a strategic plan of the faculty that is consistent with the strategic plan of the university;
  - 2) adopts the budget of the faculty;
  - 3) submits proposals to the senate to open and close curricula;
  - 4) forms an opinion on the candidates to professor's position; [effective as of 1 May 2022]
  - 5) submits proposals to the rector on the division and number of student places in the faculty;
  - 6) elects associate professors and decides on promotion to associate professor's position; [effective as of 1 May 2022]
  - 7) [repealed as of 1 September 2020]
  - 8) defines the priorities of teaching, research and development activities in the faculty;
  - 9) coordinates the implementation of the principles of the quality management of the study, research and development activities in the institutes and colleges of the faculty;
  - 10) makes recommendations to the institutes and colleges of the faculty to improve the quality of study, research and development activities; [effective as of 1 September 2020]
  - 11) directs the creation of working environment and motivators that support the achievement of the objectives of the university;
  - 12) makes proposals to the senate to reorganise institutes and colleges in the faculty and makes proposals to the rector to establish the corresponding statutes;
  - 13) adopts the faculty council's rules of procedure;
  - 14) decides on other matters placed within its competence by university bylaws or matters of importance in the development of the faculty.
- (2) The faculty council comprises 25 members. The *ex officio* members of a faculty council are the dean and the heads of institutes and directors of colleges within the faculty. In addition, the faculty council comprises five students and three members appointed by the faculty council itself. The council of the Faculty of Medicine appoints one member from among resident doctors. Academic staff of the faculty choose their representatives who fulfil the rest of council member places. The dean serves as the chair of the faculty council. [effective as of 1 September 2020]
- (3) The senate establishes the rules and procedure for choosing the representatives of academic staff to the faculty council. The representatives of students are elected to the faculty council according to the Statutes of the Student Body.
- (4) The meeting of a faculty council is competent to act if more than 50% of the members of the council attend the meeting. A resolution of the faculty council is adopted if more than 50% of the members present are in favour of the resolution.

## **§ 23 Dean**

- (1) A faculty is directed by the dean who:
  - 1) prepares the resolutions of the faculty council and guarantees the implementation of the resolutions;
  - 2) ensures the lawful and expedient use of financial resources and other assets allocated to the faculty;
  - 3) ensures the fulfilment of the strategic plan of the university and the faculty;
  - 4) makes decisions regarding the organisation of study and the status of the students according to the bylaws of the university;
  - 5) represents the university in its relations with third parties within the limits of authority granted by the rector;

- 6) monitors the activities of the structural units within the faculty;
  - 7) creates a motivating working environment that supports development;
  - 8) if necessary, suspends any resolution by the head of an institute or director of a college within the faculty or by the faculty council that contravenes the law and refers such resolution for review to the official or body who adopted it;
  - 9) fulfils other tasks assigned to the dean by other university bylaws;
  - 10) solves other matters concerning the faculty unless these matters fall within the competence of someone else.
- (2) The dean issues directives within their competence.
  - (3) The dean is elected for a term of four years from among professors and associate professors of the university following the procedure established by the rector. The dean is elected by the electoral body comprising the academic staff members of the faculty, whose workload as academic staff is at least 20 hours per week, and the student representatives in the faculty council and in the councils of institutes and colleges of the faculty. In the Faculty of Medicine, the electoral body also comprises resident doctors in the faculty council and in the councils of institutes. Candidates to the position of the dean may be submitted by the rector, by councils of the institutes and colleges of the faculty, jointly by at least ten academic staff members of the faculty, and by the student council of the faculty. [effective as of 1 September 2020]
  - (4) No candidate can be elected dean for more than two terms in a row.
  - (5) The dean fulfils the duties of a dean as an additional assignment.
  - (6) The dean reports to the rector and the faculty council.
  - (7) The dean must not hold the position of the head of an institute or the director of a college.
  - (8) The dean may establish positions of vice deans and appoint vice deans from among the academic staff of the faculty; vice deans fulfil the duties of a vice dean as an additional assignment.
  - (9) In the dean's absence, the dean is substituted by a vice dean or a head of an institute or director of a college within the faculty on the basis of the rector's directive.
  - (10) The faculty council may express no confidence in the dean if the dean has contravened the law, these statutes or other legislation regulating the activities of the university or is unable to perform the duties of the dean. The motion of no confidence in the dean can be brought to the faculty council by the rector or by at least one third of the members of the faculty council who make a joint declaration to the faculty council. To express no confidence in the dean, a 2/3 majority of the members of faculty council must support the corresponding decision by secret vote. If the vote of no confidence has been decided, the rector relieves the dean from office and appoints a deputy dean until the election of the new dean, but for no longer than one year.

## **§ 24 Institutes**

- (1) Institutes are the principal academic units of the university which bring together teaching, research and development activities in related disciplines. The main task of an institute is to conduct teaching, research and development activities in its disciplines and to ensure that the tasks set out in the university's statutes are duly performed. The activities of an institute are regulated by its statutes established by the rector. The name of an institute may include the word "teaduskond" (school).
- (2) The tasks of the council of an institute ('institute council') are to:
  - 1) determine the development priorities of the institute;
  - 2) decide on matters regarding the teaching, research and development activities of the institute;
  - 3) initiate the opening and closing of curricula;
  - 4) monitor the implementation of the budget of the institute;

- 5) elect research fellows, lecturers, junior lecturers and teachers; [effective as of 1 May 2022]
  - 6) form an opinion on the candidates to professor's and associate professor's position; [effective as of 1 May 2022]
  - 7) be responsible for the implementation of the principles of the quality management of the teaching, research and development activities; [effective as of 1 September 2020]
  - 8) fulfil other tasks assigned to the institute council by other university bylaws.
- (3) The institute council is formed according to the rules and procedure established in the statutes of the institute. In institutes involved in teaching, representatives of students must make up 1/5 of all the members of the institute council.
  - (4) The institute is directed by the head of the institute elected for a term of three years according to the conditions and procedure established in the statutes of the institute. Candidates to the position of the head of an institute may be put up by the dean, jointly by at least five members of academic staff of the institute, and by the student council of the faculty. The head of an institute must hold a doctoral level degree or another equivalent qualification. The head of an institute fulfils the duties of a head of an institute as an additional assignment. No candidate can be elected head of an institute for more than three terms in a row. According to the statutes of the institute, the head of the institute may be also called a director ('direktor' or 'juhataja'). Following the procedure established in the statutes of the institute, the institute council may express no confidence in the head of the institute if the head has contravened the law, these statutes or other legislation regulating the activities of the university or is unable to perform the duties of the head of an institute.

## **§ 25 Colleges**

- (1) A college is an academic institution that conducts teaching, research and development activities in its disciplines and fulfils other tasks according to its statutes. A college located outside Tartu performs the role of the regional centre of competence and development of the university in the region specified in the statutes of the college. A college operates according to the statutes adopted by the rector.
- (2) A college has a council that is formed according to the conditions and procedure stipulated in the statutes of the college and fulfils the tasks stipulated in the statutes of the college.
- (3) The head of a college is a director elected by the senate for a term of five years according to the rules and procedure stipulated in the statutes of the college. The senate may delegate the right to elect the director of the college to another decision-making body of the university. A director of a college must hold a doctoral level degree or another equivalent qualification. No candidate can be elected director of a college for more than two terms in a row. [effective as of 1 September 2020]

## **§ 26 University's institutions**

- (1) The university's institutions are units that perform autonomous tasks within the academic structure of the university. The objective of an institution, as well as the principles and procedure of its work, are established in its statutes established by the rector. The senate decides on the establishment of an institution of the university.
- (2) An institution is directed by a director of the institution elected by the senate for a term of five years according to the conditions and procedure stipulated in the statutes of the institution.

## **§ 27 Consortia**

- (1) Structural units of the university have the right to form consortia to organise their cooperation.
- (2) A consortium operates according to its statutes, which determine the principles and organisation of cooperation of the structural units forming the consortium, the principles of

funding the consortium, the position in the university structure of employees fulfilling the tasks of the consortium and other matters regarding the work of the consortium.

- (3) The head of the consortium is appointed according to the procedure provided in the statutes of the consortium.
- (4) The organisation of records management in the consortium is the responsibility of the head of a unit specified in the statutes of the consortium.
- (5) If the consortium is formed by structural units within one faculty, its statutes are approved by the dean based on a joint proposal by the heads of the units forming the consortium. [effective as of 1 September 2020]
- (6) If the consortium is formed by several faculties, the institutes and colleges of several faculties, non-faculty institutions and/or support units, its statutes are approved by the rector based on a joint proposal by the heads of the units forming the consortium. [effective as of 1 September 2020]

## **§ 28 Support structure**

- (1) The task of support units is to provide support services required for the teaching, research and development activities as well as for other creative activities.
- (2) Support units operate according to the aim, principles and procedure defined by the rector.

## **V. Assets and budget**

### **§ 29 Assets**

- (1) The university possesses, uses and disposes of its assets to achieve its objective.
- (2) The council decides on the principles of acquisition, encumbrance with limited real right and transfer of immovable property and leases of immovable property to other parties.
- (3) The rector establishes the conditions and procedure of the use and disposal of movable property. The council may establish limitations on disposal of movable property.

### **§ 30 Budget and reporting**

- (1) The university's budget for the next year must be adopted by the council on 1 December at the latest.
- (2) The council has adopted the budget when at least six council members have voted for it.
- (3) The senate is entitled to exercise its right of veto on a resolution of the council adopting the university's budget within 30 days from the date of adopting the budget. To exercise the right of veto on the budget, at least 12 senate members must vote for the veto. When the senate vetoes the budget, it must state its reasons for doing so.
- (4) If the senate does not exercise its right of veto, the budget becomes effective on the 31st day following its adoption in the council.
- (5) If the senate exercises its right of veto, the council must adopt the budget anew within three weeks following the exercise of the veto. Then the budget becomes effective on the day following its second adoption in the council.
- (6) The council approves the annual report of the university on 30 June of the year following the accounting year at the latest.

### **§ 31 Auditing**

- (1) The auditing of the annual report of the university's accounting is conducted by an auditor appointed by the council.
- (2) The council determines the procedure of the audit committee and its term of office and appoints the members of the audit committee.

- (3) The council decides on the organisation of the internal auditing of the university.

## **VI. Implementing provisions**

### **§ 32 Entry into force of the statutes**

These statutes become effective on 1 January 2016.

### **§ 33 Implementation of the statutes**

- (1) The senate decides on the establishment of institutes and colleges within the faculties by 31 May 2015, taking into account the opinions of the councils of areas, faculties, institutes, colleges and institutions.
- (2) The rector establishes the statutes of institutes and colleges within faculties as well as institutions not affiliated to any faculty by 31 August 2015.
- (3) The senate establishes the conditions and procedure for choosing the representatives of academic staff to the faculty council by 30 June 2015 according to subsection 22 (3) of these statutes. The rector establishes the lists of electors of the representatives of academic staff as on 15 September 2015. The first election of the representatives of academic staff to the faculty council takes place on 30 October 2015 at the latest.
- (4) By 30 September 2015 at the latest, the senate establishes the conditions and procedure for electing deans who will take office on 1 January 2016. The rector organises the election of the deans; the election takes place on 15 December 2015 at the latest.
- (5) The rector is responsible for bringing the bylaws of the university into conformity with these statutes by 1 January 2016 at the latest.
- (6) Consortia formed on the basis of the Statutes of the University of Tartu in force until 31 December 2015 will continue work according to statutes in force.

### **§ 34 Transitional provisions**

- (1) The conditions stipulated by subsection 10 (5) and subsection 13 (9) of these statutes, according to which the senate members or council members appointed by the senate may not hold the position of a head of an institute, are not applied to council members or senate members who are heads of an institute at the time of entry into force of the statutes.
- (2) If the number of senate members elected from any faculty falls below four before 1 September 2017 and there are no more substitute members in that faculty, the senate may declare an extraordinary election to the senate to be held pursuant to the procedure provided in the statutes in order to fill any vacant seats. If the number of senate members elected from any faculty falls below four between 1 January 2017 and 30 June 2017 and there are no more substitute members in that faculty, the seat will remain vacant and the quorum is reduced accordingly. If the statutes have defined 15 as the size of the quorum or the number of votes required for the adoption of a resolution, the new condition is that at least 2/3 of the members of the senate must attend the session or vote in favour of the resolution.
- (3) An employee of the university who has held the position of the dean of a faculty for at least three years as on 31 December 2015 cannot be elected dean for more than one term in a row after the entry into force of these statutes.
- (4) The council establishes the conditions and procedure for the reimbursement of study costs and the rates of tuition fees in degree studies for the 2020/2021 academic year. For the 2021/2022 academic year, the senate establishes the conditions and procedure for the reimbursement of study costs by 1 April 2021 at the latest. [effective as of 1 September 2020]
- (5) The position titles of research professors, associate professors and assistants are changed on 1 January 2021. The new title of research professors will be professor and the new title of

associate professors and senior research fellows will be associate professor. The title of assistants will be changed to that of a teacher or a junior lecturer, depending on the person's tasks. [effective as of 1 September 2020]

### **§ 35 Repealing the Statutes of the University of Tartu**

The Statutes of the University of Tartu adopted by the council of the University of Tartu Resolution no. 47 of 28 May 1999 and amended by Regulation no. 5 of 31 March 2000, Regulation no. 17 of 25 May 2001, Regulation no. 6 of 30 April 2003, Regulation no. 11 of 20 June 2003, Regulation no. 2 of 1 April 2005, Regulation no. 1 of 23 February 2006, Regulation no. 9 of 22 June 2006, Regulation no. 20 of 22 December 2006, Regulation no. 13 of 27 April 2007, Regulation no. 17 of 31 October 2008, Regulation no. 12 of 30 October 2009, Regulation no. 12 of 24 September 2010, Regulation no. 3 of 22 February 2011, Regulation no. 15 of 16 December 2011, Resolution no. 2 of 13 February 2012 and Resolution no. 21 of 15 October 2012, Resolution no. 3 of 6 March 2013 and Resolution no. 17 of 21 October 2013 is repealed.