

The Statute of the Tallinn University School of Natural Sciences and Health

TU Senate Regulation No.11 dated 27 April 2015

These regulations are established pursuant to Clause 2 of Subsection 3 of Section 14, and Subsection 2 of Section 19 of the Universities Act.

Chapter 1 GENERAL PROVISIONS

§ 1. Legal basis

- (1) The Tallinn University School of Natural Sciences and Health (hereinafter the *school*) is an academic unit of Tallinn University (hereinafter the *university*) that provides education at three levels of higher education, continuing education and conducting research, development and creative activity in the following study areas:
 - 1) Science and Technology Education;
 - 2) Natural Sciences and Sustainability;
 - 3) Psychology and Behavioural Sciences;
 - 4) Movement, Health and Sport Sciences.
- (2) In Estonian, the school is known as the: Loodus-ja terviseteaduste instituut.
- (3) The school operates pursuant to the Universities Act, the Tallinn University Statute, the Foundation Acts, the Statute of the school and other Legal Acts that regulate the activity of the school.
- (4) The Senate decides upon the redesign, reorganization or termination of the school.
- (5) The Senate approves the Statute of the school including amendments thereto.
- (6) The school may have its own insignia that is used together with the university insignia, according to the procedures established by the university.

§ 2. Purpose of activity and tasks

- (1) The purpose of the school is to guarantee the achievement of the university objectives in the study areas in accordance with the Development Plans of the university and the school.
- (2) A study area is a thematically connected study, research, development and creative activity of the school, the objective of which is to develop the school's capacity for research, development and creative activities pursuant to the Development Plans of the university and the school. The school is responsible for degree study programme(s) and continuing education, and to conduct study in its study areas. Academic employees may participate in the activity of one or several study areas.
- (3) In order to achieve its objectives, the school:
 - 1) Conducts study, research and development and creative activity in its study areas;
 - 2) Develops study programmes and conducts study at three levels of higher education;
 - 3) Performs research activities, development and creative work, initiates and organises the implementation of research, development and creative programmes and projects and the application of research results in practice;
 - 4) Develops cooperation between study areas, both inside the school and with other schools;

- 5) Counsels, performs expert assessments and offers other knowledge and creative services;
- 6) Delivers continuing education;
- 7) Develops its own work environment, updates its infrastructure for research, study, development and creative activities;
- 8) Fosters the development of a new generation of teaching and research staff;
- 9) Creates and develops cooperative initiatives both in Estonia and in foreign countries, including cooperation with specialized partnerships and associations;
- 10) Organizes conferences, seminars and consultations;
- 11) Participates in popularizing research, including popularizing the results of the school's own research, development and creative activities;
- 12) Performs tasks within its own jurisdiction that are necessary for achieving the objectives of the school.

2. Chapter MANAGEMENT

§ 3. Management

The management organs of the school are the Council and the Director.

§ 4. The Council

- (1) A chairperson elected from among the members of the council is appointed to be the Chair of the Council. The Director shall not be a chairperson. The chairperson is elected in the first session of each study year and his or her authority as a chairperson is valid until commencement of the authority of the chairperson of the council elected in the first session of the following study year. The same person may not be elected as a chairperson of the Council for more than three successive elections. The Council shall elect a new chairperson if the authority of the chairperson is terminated prematurely.
- (2) The Council includes:
 - 1) The Director;
 - 2) Heads of study areas;
 - 3) Heads of subunits;
 - 4) Student representatives;
 - 5) At least one representative of another school;
 - 6) At least one member from outside of the university;
 - 7) Up to three employees of the school, based on a proposal of the Director.
- (3) Student representatives, who are elected by the Student Council for a period of one year, constitute at least one fifth of the membership of the Council. The Director also appoints a representative from another school and a member from outside the university for a period of two years. The authority of the previously assigned members of the Council commences on 1 September. In the event of an early termination of the authority of a member of the Council, the authority of the new member commences upon the approval of the membership by the Rector and is valid until the termination of the initial period of authority of the replaced member.
- (4) The Director appoints the employee described in Clause 7 of Subsection 2 of this Section for two years and his or her authority as a member of the Council commences on 1 September. The Director may appoint a new member in the case of premature termination of the authority of an existing member. The authority of the new member

commences upon the approval of the membership by the Rector and is valid until the termination of the initial period of authority of the replaced member.

(5) The Rector shall approve the nominal membership of the Council on the motion of the Director of the school prior to the commencement of the study year and upon changes in the membership.

§ 5. Jurisdiction of the Council

The Council:

- 1) Adopts the development plan of the school pursuant to the Development Plan of the university and submits it for approval to the Senate;
- 2) May make proposals to the Senate for the approval of study areas;
- 3) Adopts the proposed budget of the school according to the conditions and procedures set out in the Management Regulations.
- 4) Approves the action plan of the school;
- 5) Evaluates the action plan of the school;
- 6) Adopts the study programmes and submits these to the Senate for approval and approves continuing education study programmes;
- 7) May make proposals to the Senate for establishing or closing a research or development centre of the school;
- 8) May make proposals to the Rector in regard to the statutes of the research or development centre of the school;
- 9) Elects the Director according to the Legal Acts that regulate employment relations;
- 10) May make proposals to the Senate regarding the formation and termination of positions for professors and research professors;
- 11) Submits an opinion to the Senate regarding candidates for the position of a professor;
- 12) Elects ordinary members of teaching staff and research staff, except professors, on the basis of and in accordance with the procedures established in the Legal Acts;
- 13) May elect honorary members of the school;
- 14) May form sub-committees and advisory bodies;
- 15) May propose to the Senate amendments to the Statute of the school;
- 16) Resolves other issues arising from the Statute and other Legal Acts;

§ 6. Work organisation of the Council

(1) The chairperson of the Council chairs the sessions of the Council. A member of the Council appointed by the chairperson shall chair the meeting in the absence of the chairperson.

(2) The chairperson of the Council shall determine the agenda of the session. In general, a notice setting out the time, place and agenda together with other prepared material is forwarded to the members of the Council at least one week prior to the commencement of the session.

(3) The Council is summoned on the initiative of the chairperson or by not less than one quarter of the members of the Council. The Director summons and chairs the session for an extraordinary election of the chairperson of the Council.

(4) The secretary of the Council appointed by the Director shall record the minutes of the sessions.

(5) The Council has a quorum if at least two thirds of the members participate in the meeting. The decisions of the Council are decided by a single majority of votes of the participating members.

- (6) The decisions that relate to the budget of the school or to proposals for amendments to the Statute (including study areas) are decided by not less than two-thirds majority of votes of the participating members.
- (7) The chairperson of the session and secretary of the Council shall sign the minutes of the session.
- (8) The sessions of the Council are open to the public, except when the chairperson of the Council has declared a session “closed” for the protection of personal data or the protection of other data or for other valid reasons.
- (9) The minutes and decisions of the Council are registered in accordance with the administrative procedures of the university and published using the university document management system.
- (10) A decision of the Council enters into force on the day following its adoption unless the Council decides otherwise
- (11) The Council meets by request, but not less than twice each semester. The Council may also arrive at decisions by means of electronic voting without convening a physical meeting. The same requirements for the majority of votes are applicable in electronic voting as during physical sessions. In electronic voting, the majority of votes are calculated based on the Council membership.

§ 7. The Director

- (1) The Director directs the school and is responsible for the development of the study areas, the overall productiveness, sustainability and general state of the school.
- (2) The Council of the school elects the Director on the basis of and in accordance with the procedures established in the Legal Acts regulating employment relations.
- (3) The Rector shall appoint a replacement during the period of a Director’s absence. The person replacing the Director shall have all the rights and obligations arising from the Legal Acts.

§ 8. Jurisdiction of the Director

The Director:

- 1) Directs the activities of the school, organizes study, research, development and creative activities, guarantees the compliance of activities of the school with the university Statute, the Foundation Acts, the statute of the school and other Legal Acts;
- 2) Is responsible for and organises the compilation and implementation of the school’s development plan and action plan;
- 3) Coordinates the development and cooperation of the study areas of the school and appoints the Heads of study areas;
- 4) Guarantees the compilation of the financial budget of the school and is responsible for its implementation, manages the financial resources of the school and monitors their use;
- 5) Administers the budget resources of the school and manages and deploys the assets at the disposal of the school in accordance with the university Legal Acts;
- 6) Guarantees the designated use of the school’s assets; the supervision of the deployment of assets; the compilation of the required reports relating to the use of assets; and the fulfilment of other duties established in the university’s Legal Acts;
- 7) Guarantees the enactment of the decisions of the Council and ensures compliance with the Legal Acts in the pursuit of the school’s activity.
- 8) Carries out the orders and instructions given by the Rector, Vice-Rector and Administrative Director within the limits of their jurisdiction;

- 9) Issues orders within the limits of his or her jurisdiction, which are obligatory for the staff and students of the school;
- 10) Represents the university in communications with third parties for completing tasks arising from the Statute within the limits provided by the budget of the school and Legal Acts, and within the powers assigned by the Rector;
- 11) Executes the rights and obligations of an employer in the school within the powers provided by the university's Legal Acts;
- 12) Reports on the activity of the school to the Council, the Rector and other persons named in the university's Legal Acts;
- 13) Undertakes to inform the university members and the public of the activities of the school and their results;
- 14) Performs other tasks arising from the Statute and other legal acts;

Chapter 3 SUBUNITS

§ 9. The Institute of Ecology

- (1) The Institute of Ecology, functioning as a research centre, is part of the structure of the school. The activity of the Institute is focused on research and development and the Institute centres research groups in the study area of natural sciences and sustainability.
- (2) The Institute carries out baseline and applied studies for acquiring knowledge of and managing the state, development and functional structure of organisms, landscapes, ecosystems and geospheres, and for promoting sustainable development and corresponding education. The Institute participates in the development activity, promotion of environmental sciences and preparation of professional staff.
- (3) The Statute, as approved by the Rector, determines the bases for the activity of the Institute.
- (4) The Senate decides on the redesign, reorganization and termination of the Institute.

Chapter 4 MEMBERS

§ 10. Members

The members of the school are the employees, students, members-emeriti and honorary members.

Chapter 5 STUDENT COUNCIL

§ 11. Student Council

- (1) The Student Council represents the interests of the students of the school and all students of the school have the right to elect the Student Council.
- (2) The Student Council acts pursuant to the statute of the Student Union and the

statute of the Student Council. The Student Council shall adopt its statute and the Council of the school and the Representative Council of the Student Union shall approve it.

(3) The Student Council shall elect a representative to the Council of the school.

Chapter 6 ASSETS AND FINANCING

§ 12. Assets and financing

- (1) The assets of the school form a part of the university's assets.
- (2) The school uses its assets prudently and for completing the objectives of the school.
- (3) The school shall use the movable property that is recorded as an expenditure on the school budget.
- (4) Acquisition and the use of movable property, including the supervision of its use, and any other activity related to the assets shall take place according to the conditions and procedures established by the Legal Acts of the university.
- (5) A balanced budget shall be prepared concerning all income and expenditures of the school. The Senate shall approve the budget of the school as a part of the university budget.
- (6) The school is financed from the State budget, funds received from research, development and creative activities and other income according to the conditions and procedures established in the university's Legal Acts.

Chapter 7 SUPERVISION AND REPORTING

§ 13. Supervision and reporting

- (1) The school compiles financial, statistical and other required reports and submits these reports according to the procedures, and on the dates determined by Legal Acts.
- (2) Supervision of the school's activities is exercised by the Rector in accordance with the Universities Act and other Legal Acts, and by other persons in accordance with the conditions and procedures provided for in the Legal Acts.
- (3) The Director is accountable to the Council, the Rector and other persons named in the university's Legal Acts.

Chapter 8 IMPLEMENTATION PROVISIONS

§ 14. Implementation provisions

Subsection 9 of Section 5, and Clause 2 of Section 7 of the present Statute are applicable to the Director who assumes office after 31 August 2017.

§ 15. Entry into force of the Statute

This Statute enters into force on 1 September 2015.

/digitally signed/

Mihkel Kangur
Chairman of Senate

/digitally signed/

Tiit Land
Rector

/digitally signed/

Hille Erik
Secretary of Senate