

## **Tallinn University Statutes**

Regulation No. 12 of Tallinn University Senate of 17 June 2019

This Regulation is established on the basis of clause 14 (3)1) of the Universities Act and in compliance with the Higher Education Act (RT I, 19.03.2019, 12) and the Tallinn University Act (RT I, 14.03.2019, 4).

### **Chapter 1 GENERAL PROVISIONS**

#### **§ 1. Tallinn University**

(1) Tallinn University (*Tallinna Ülikool*, hereinafter the University) is a research, development, creative, educational and cultural institution where instruction is provided at all levels of higher education. The University fulfils the objectives and tasks established for the University in the Tallinn University Act in compliance with the mission set forth in the Higher Education Act and the basic values set forth in the Tallinn University Academic Charter.

(2) The name of the University in English is Tallinn University. The abbreviation of the name of the University is TLÜ in Estonian and TLU in English.

(3) The University has its own flag, logo and other distinguishing insignia exclusively characteristic of the University.

(4) In its activities, the University shall comply with the Higher Education Act, the Tallinn University Act, the Organisation of Research and Development Act, these Statutes, the University Development Plan, and other legal acts.

### **Chapter 2 MANAGEMENT**

#### **§ 2. Management of the University**

(1) The University shall be directed by the Council, the Senate and the Rector.

(2) The Council is the management body of the University, which shall be responsible for the long-term and sustainable development of the University as well as for making important economic, financial and assets-related decisions, ensuring the achievement of the objectives of the University.

(3) The Senate is the academic decision-making body of the University, which shall be responsible for the research, development, creative and educational activities of the University and ensure the high quality thereof.

(4) The Rector is the legal representative of the University, who directs the everyday activity of the University based on the development plan, budget and other strategic documents of the University.

(5) The management system of the University shall support the planning of development in accordance with the basic values and objectives of the University, as well as the adoption of management decisions, the performance and improvement of basic and support processes, and the assessment of the effectiveness and impact of activities.

#### **§ 3. Composition of the Council**

(1) The Council shall be composed of eleven members of whom five members shall be appointed by the Senate, one member shall be appointed by the Estonian Academy of

Sciences, and five members shall be appointed by the Minister of Education and Research.

(2) The Council members to be appointed by the Senate shall be determined as follows:

1) member candidates may be nominated jointly by at least eight Senate members – every Senate member can support up to three candidates; the council of an academic unit – up to three candidates; the council of an institution – up to three candidates; the Rector – up to three candidates;

2) a candidate must be a member of the University. If a person who has been appointed as a member ceases to be a member of the University, the status of the person as a member of the Council shall not expire;

3) the written application to nominate a candidate shall be submitted together with the written consent of the candidate;

4) the term for submitting candidates and other organisational conditions shall be determined by the Rector;

5) the Senate shall decide the appointment of members by way of a secret ballot. Every Senate member shall give a vote to five candidates. The results shall be determined on the basis of a ranking list of candidates who have received at least one vote. In the case of an equal number of votes, the person to be placed higher in the ranking list shall be decided by a draw. The first five candidates in the ranking list shall be appointed as the Council members. Other candidates shall be substitute Council members on the basis of the ranking list. In the case of a need for a substitute, the inclusion of a substitute member in the composition of the Council shall be initiated. Upon inclusion in the composition of the Council, the mandate of the person as a Council member shall remain valid until the end of the mandate of that composition of the Council.

(3) A Council member nominated by the Senate may not simultaneously be a Senate member. If a person becomes a Senate member during his/her mandate as a Council member, the University shall initiate the exclusion of the person from the composition of the Council. If a person becomes a Council member during his/her mandate as a Senate member, his/her mandate as a Senate member shall end as of the entry into force of his/her mandate as a Council member.

(4) In justified cases, the Senate may recall a Council member appointed by it before the end of his/her mandate. At least 2/3 of the composition of the Senate must vote in favour of the recalling.

(5) A Council member elected by the Senate may withdraw upon his/her own wish before the end of his/her mandate. In order to withdraw, the person shall submit a written application to the Senate via the Rector generally at least two months in advance, or less in an extraordinary event, depending on the circumstances.

#### **§ 4. Remuneration of the Council members**

The Council members shall be paid a monthly fee the amount of which shall be 100% of the minimum monthly salary per calendar month established by the Government of the Republic for the chairman of the Council and 50% for other members. Upon the mandate beginning or ending in the middle of a calendar month the fee shall be calculated proportionately.

#### **§ 5. Competence of the Council**

The Council shall:

1) adopt the development plan of the University;

2) adopt the budget of the University;

3) have the right to impose a single veto on the Senate's resolution to adopt the Statutes;

4) adopt the financial plan, the budget implementation report and the annual report of the University;

- 5) decide on the acquisition and transfer of immovable property and on encumbering thereof with a restricted real right and assuming loans for the University;
- 6) establish general regulations which regulate the bases of economic activities and the budget of the University;
- 7) establish the regulation of electing the Rector and determine the terms and conditions of the agreement to be concluded with the Rector;
- 8) assess the performance of the Rector once a year after the submission and the approval of the annual report of the University. Depending on the results, the Council may decide to alter the remuneration of or to award a performance pay for the Rector;
- 9) decide on the restructuring and termination of legal persons founded by the University, and establish the principles of founding of legal persons by the University and participation therein;
- 10) assume an opinion with regard to other important matters in the area of responsibility of the Council and perform other functions assigned to it by legal acts.

#### **§ 6. Work procedure of the Council and processing of draft acts**

- (1) The first session of a new composition of the Council shall be convened and the agenda shall be determined by the Rector. The Council shall elect a chairman and a vice-chairman from amongst its members. The work of the Council shall be directed and the Council shall be represented by the Council chairman or, in his/her absence, the vice-chairman who shall during the substitution have all the competences assigned to the Council chairman.
- (2) Council sessions shall be held as necessary, and the times and dates of sessions shall be determined on the basis of the need to process draft acts.
- (3) Draft regulations and resolutions shall be submitted to the Council by the Rector and, in matters concerning the Rector, by the Council chairman. Draft acts shall be submitted together with a letter of explanation and other necessary materials to the academic secretary. The Council chairman shall approve the agenda and determine the time and date of the session, leaving at least 10 working days between the approval of the agenda and the holding of the session, except in the case specified in subsection (4) of this section. The academic secretary shall notify the Council members of the time and date and agenda of the session and forward the relevant materials.
- (4) Urgent matters may be decided by way of electronic voting without gathering for a session upon the initiative of the Council chairman or, in exceptional cases, the Rector. Electronic voting shall be subject to the same requirements for the majority of votes as apply at sessions. Upon electronic voting, the majority of votes shall be calculated from the total number of members of the Council. Voting shall be held in the manner and at the term notified to the members. The Council members shall have at least two working days for voting.
- (5) For the preparation of matters to be discussed, the Council may form temporary committees, with a Council member to be appointed as the leader thereof. The consent of the Council members shall be required for their appointment.
- (6) The Council sessions shall be recorded in minutes by the academic secretary. The minutes shall be signed by the Council chairman and the academic secretary.

#### **§ 7. Legal acts of the Council**

- (1) The Council shall make regulations and adopt resolutions within the limits of its competence.
- (2) The Council shall be in quorum, if at least 2/3 of the members of the Council participate in the session.
- (3) The Council shall adopt legal acts by a simple majority of votes of the Council members participating in the session, unless otherwise stipulated by law or in these Statutes.

- (4) Every Council member shall have one vote and voting rights cannot be delegated. Upon voting, votes shall be cast in favour or against a draft act.
- (5) If the performance of a transaction with a Council member or a person related to a Council member or another matter which may entail a conflict of interests is decided by voting, the respective member shall not take part in voting and the quorum shall be thereby reduced.
- (6) Legal acts of the Council shall be adopted by public voting. Secret ballot shall be used upon voting on resolutions that concern persons.
- (7) Secret ballot shall be held by way of voting slips (damaged slips shall not be taken into account). For the counting of votes, the Council shall form a vote counting committee of at least three members and the members of the committee shall be elected from amongst the Council members. The voting results shall be recorded in the minutes.
- (8) Upon processing the development plan and the budget:
- 1) the Council shall adopt the development plan or the budget and submit these to the Senate for review;
  - 2) the Senate shall decide on exercising the right of veto within 30 calendar days from the adoption of the development plan and within 14 calendar days from the adoption of the budget;
  - 3) if the Senate does not exercise the right of veto by the prescribed term, the development plan or the budget shall be considered adopted on the day following the vetoing term.
  - 4) if the Senate exercises the right of veto, the Senate must present the reasons for vetoing in its resolution. The Council shall review the development plan or the budget in the extent deriving from the Senate's reasons and amend and/or supplement these, if necessary. The Council shall make a final decision on the adoption of the development plan or the budget within two months at the latest from the Senate's vetoing resolution.
- (9) The Council shall decide on vetoing the Statutes to be adopted by the Senate by a majority of votes of at least 2/3 of the Council members participating in the session.
- (10) The Council shall decide on adopting the development plan and the budget and may make a motion of no confidence with regard to the Rector by a majority of votes of at least 2/3 of the Council members.
- (11) The legal acts of the Council shall be signed by the Council chairman and the academic secretary.
- (12) Except in the cases stipulated in clause 1) of subsection (8) of this section, the legal acts of the Council shall enter into force on the day following the adoption thereof, unless stipulated otherwise in a relevant legal act.

## **§ 8. Composition of the Senate**

- (1) The composition of the Senate shall include:
- 1) the Rector;
  - 2) Vice-Rectors;
  - 3) directors of academic units and institutions;
  - 4) representatives of academic employees, who shall form 2/5 of the composition of the Senate;
  - 5) representatives of students, who shall form 1/5 of the composition of the Senate.
- (2) The Rector shall approve the composition of the Senate by name before the beginning of each academic year and upon an extraordinary change in the composition of the Senate.
- (3) The representatives of academic employees shall be elected to the Senate for three years by the regular academic employees of the University. The Senate shall establish the terms and conditions of and the procedure for the election of the representatives of academic employees.
- (4) The representatives of students shall be elected to the Senate for one year by the

Representative Council of the Student Union. Upon a premature expiry of the mandate of a representative, the mandate of the new representative shall become effective as of the approval of the change in the composition by the Rector and shall remain valid until the end of the term of the original mandate of the substituted Senate member.

(5) If the number of persons included in the Senate on the basis of their position during the validity of the mandate of the representatives of academic employees and students:

1) increases, additional representatives of academic employees and students shall also be included in the composition of the Senate up to the required proportion;

2) decreases, the number of the representatives of academic employees and students shall not be reduced during the validity of the mandate of the representatives.

(6) A Senate member cannot be included in the Senate on different grounds and cannot simultaneously be a Council member.

(7) The mandate of representatives as Senate members shall become effective from 1 September of the year of election.

## **§ 9. Competence of the Senate**

(1) For the purpose of developing the bases of functioning and the structure of the University, the Senate shall:

1) adopt the Statutes of the University;

2) have the right to impose a single veto on the Council's resolution to adopt the development plan or the budget;

3) adopt the Academic Charter;

4) decide on the creation, transformation, restructuring and termination of academic units, subunits thereof and institutions;

5) establish the statutes and approve the development plans of academic units;

6) establish the statutes and approve the development plans of the University institutions;

7) establish the terms and conditions of and the procedure for the election of the representatives of academic employees to the Senate;

8) establish the procedure for the submission and processing of the Senate's draft legal acts as well as the procedure for the formation of Senate's committees;

9) approve the Statutes of the Student Union;

10) decide on the insignia of the University.

(2) For the purpose of organising the research, development, creative and educational activities of the University, the Senate shall:

1) establish the general rules that regulate research and development activities, and the research and development strategy;

2) establish the general rules that regulate the organisation of degree studies as well as other procedures that regulate the bases of teaching and learning, which shall, above all, stipulate the bases for admission to the University, organisation of studies and exclusion from the University, the requirements related to study programmes and the minimum requirements for the level of study language as well as the terms and conditions of compensation of study expenses and consideration of previous studies and work experience;

3) adopt important resolutions related to degree studies, above all, approve study programmes, including joint study programmes, and decide the closing thereof, approve the conclusion of cooperation agreements for joint study programmes, establish admission requirements, the list of study programmes to be opened for admission, the limits of study places and the terms and conditions of study loads, and the rates of study cost compensation and remuneration;

4) establish the bases for the organisation of continuing education studies and ensuring the quality of activities.

(3) For the purpose of developing the basic rules related to the academic employees,

professors emeriti and honorary members, the Senate shall:

1) establish the general rules that regulate the employment relations of academic employees, which shall, above all, stipulate the positions of and qualification requirements for academic employees, filling of academic positions, the evaluation of employees, the bestowal of emeritus status and the granting of sabbatical leave, filling of a position of the head of an academic unit and institution, and the terms and conditions related to the self-improvement of managers;

2) adopt important resolutions related to academic employees, above all, create and eliminate tenure system positions and elect tenure system professors. In addition, the Senate shall create and eliminate other academic positions and elect other academic employees, if that is prescribed in the general rules that regulate the employment relations of academic employees;

3) decide the bestowal of emeritus status upon a person and establish emeritus fees;

4) establish the terms and conditions of and the procedure for the bestowal of honorary titles and decide the bestowal of the title of an honorary member, honorary doctor or honorary professor of the University upon a person.

(4) As the academic decision-making body of the University, the Senate shall in addition to the tasks specified in subsections (1) to (3) of this section assume an opinion with regard to other important matters in its area of responsibility and perform other functions assigned to it by legal acts.

#### **§ 10. Work procedure of the Senate**

(1) The sessions of the Senate shall be chaired by the Rector as the Senate chairman. In the absence of the Rector, a Senate member appointed by the Rector shall chair the session of the Senate.

(2) The regular sessions of the Senate shall take place at least twice in a semester on the basis of the work plan established by the Rector.

(3) Urgent matters may upon the initiative of the Senate chairman be decided by way of electronic voting without gathering for a session. Electronic voting shall be subject to the same requirements for the majority of votes as apply at sessions. Upon electronic voting, the majority of votes shall be calculated from the total number of members of the Senate. Voting shall be held in the manner and at the term notified to the members. The Senate members shall have at least two working days for voting.

(4) The Senate shall form permanent and temporary committees as the Senate's constituent bodies.

(5) The more detailed procedure of work of the Senate, including the procedure for the submission and processing of the legal acts of the Senate and the procedure for the formation of committees, shall be established by the Senate.

#### **§ 11. Legal acts of the Senate**

(1) The Senate shall make regulations and adopt resolutions within the limits of its competence.

(2) The Senate shall be in quorum if at least 2/3 of the members of the Senate participate in the session.

(3) The Senate shall adopt legal acts by a simple majority of votes of the Senate members participating in the session, unless otherwise stipulated by law or in these Statutes.

(4) The Senate shall adopt the Statutes of the University with a majority of votes of at least 2/3 of the Senate members participating in the session.

(5) In processing the Statutes:

1) the Senate shall adopt the Statutes and it shall be submitted to the Council for review;

2) the Council shall decide on exercising the right of veto within 30 calendar days after the

adoption of the Statutes by the Senate;

3) if the Council does not exercise the right of veto during the prescribed term, the Statutes shall be considered adopted on the day following the vetoing term;

4) if the Council exercises the right of veto, the Council shall present the reasons for vetoing in its resolution. The Senate shall review the Statutes in the extent deriving from the reasons of the Council and amend and/or supplement it, if necessary. The Senate shall make a final decision on the adoption of Statutes within two months at the latest from the Senate's vetoing resolution.

(6) The Senate shall decide on vetoing the development plan and the budget to be adopted by the Council by a majority of votes of at least 2/3 of the Senate members.

(7) The Senate may make a motion of no confidence with regard to the Rector with a majority of votes of at least 2/3 of the Senate members.

(8) The legal acts of the Senate shall be signed by the Rector and the academic secretary. In the absence of the Rector, a Rectorate member substituting for the Rector shall sign the legal acts instead of the Rector.

(9) Except in the case stipulated in clause 5) of subsection (5) of this section, the legal acts of the Senate shall enter into force on the day following their adoption, unless stipulated otherwise in a relevant legal act.

## **§ 12. Competence of the Rector**

As the head of the University, the Rector shall:

1) ensure the everyday general management of the University;

2) be responsible for the general condition and development of the University, implementation of the budget, and legal and expedient use of financial resources;

3) represent the University and perform transactions on behalf of the University and authorise other persons for this purpose, if necessary;

4) ensure the implementation of regulations and resolutions of the Council and the Senate;

5) ensure the preparation of the Statutes and the development plan of the University and establish the procedure for planning and reporting on the development of the University;

6) ensure the preparation of the draft financial plan and budget;

7) establish the statutes of subunits of academic units;

8) design the support structure and establish the statutes of support units;

9) decide on the foundation of and participation in legal persons by the University in accordance with the principles established by the Council;

10) establish the regulations necessary for the activities of the University, the establishment of which is not within the competence of the Council or the Senate;

11) determine the number, areas of activity and competences of Vice-Rectors and administrative directors;

12) have a reporting obligation to the Council and the Senate;

13) have a single right of veto regarding the regulations and resolutions of the Council and the Senate. A legal act can be vetoed within 7 calendar days from the relevant session. Upon vetoing, the issuer of the legal act shall review the act in the extent deriving from the reasons of the veto at the subsequent session, but not later than within one month from notification of the vetoing;

14) may declare invalid a decision of an internal body or person of the University not specified in subsection (13) of this section, which is in contradiction with legal acts or harmful for the University, or demand that the issuer of the act bring it into conformity with legal acts, or suspend the implementation of the decision and demand a review thereof;

15) perform other functions assigned to him/her by the Statutes of the University or other legal acts and decide on matters related to the activity of the University which have not

been placed within the competence of the Council or the Senate.

### **§ 13. Work organisation of the Rector**

- (1) The Rector shall organise his/her working time independently, taking into account the need to fulfil professional duties in a timely and proper manner and being generally available during the regular working hours of the University.
- (2) If the agreement concluded with the Rector provides for a holiday for the Rector, the Rector shall take the holiday on the basis of his/her own decision.
- (3) The Rector shall go on business assignments on the basis of his/her own decision. The Rector shall be compensated for business assignment expenses in accordance with the procedure applicable at the University.
- (4) The Rector shall appoint a substitute for the duration of his/her absence. The Rector's substitute shall have all the rights and obligations arising from the competences of the Rector.

### **§ 14. Legal acts of the Rector**

- (1) The Rector shall issue directives and orders for the fulfilment of his/her duties.
- (2) The legal acts of the Rector shall enter into force on the day following the signing thereof, unless stipulated otherwise in a relevant legal act.

### **§ 15. Election and assumption of office of the Rector**

- (1) The Rector shall be elected by an electoral body the members of which comprise all the members of the Council and the Senate, the regular professors of the University and the student representatives elected by the Student Union.
- (2) The Student Union shall elect student representatives to the electoral body in a number which ensures that the students included in a managerial body and the student representatives elected to the electoral body make up 1/5 of the composition of the electoral body.
- (3) If a person is included in the electoral body due to his/her status as a member of a managerial body, he/she shall not be included in the electoral body on other grounds.
- (4) Every member of the electoral body shall have one vote and the right of vote cannot be delegated.
- (5) For conducting the elections, the Council shall at least six months before the end of the term of office of the current Rector form a five-member election committee, appoint its chairman, determine the terms for candidacy and election procedures, establish the rules for the election of the Rector and the terms and conditions of the agreement to be concluded with the Rector. The Council shall have the right to change the terms for election procedures upon a proposal from the election committee.
- (6) The chairman of the election committee shall publicly announce the elections in at least two nationally distributed daily newspapers at least five months before the end of the term of office of the current Rector.
- (7) A person who is or has been elected to the position of a professor and has been nominated in accordance with requirements may run as a candidate for the position of a Rector.
- (8) Rector candidates may be submitted to the election committee by the council of an academic unit, the council of an institution, at least ¼ of the Council members, at least ¼ of the Senate members, and the current Rector.
- (9) The elections shall be held at least three months before the end of the term of office of the current Rector.
- (10) The meetings of the election committee shall be chaired by the Council chairman.



(11) The Rector candidate, who gathers more than half of the votes of the members of the election committee, shall be elected. If none of the Rector candidates gathers the necessary votes, the second round shall be held where the Rector shall be elected from amongst two candidates who have gathered the most votes by way of a simple majority of votes of the members of the election committee participating in the session of the election committee. If the candidates receive an equal number of supporting votes in the second round, the candidate who received more votes in the first round shall be elected.

(12) The Rector shall assume office by taking the following oath of office in front of the Council and the Senate: "Upon commencing to fulfil the duties of the Rector of Tallinn University, I undertake to comply with the laws of the Republic of Estonia, the Statutes of Tallinn University, and good academic practices. I vow to maintain my position with dignity and integrity and to take care of the development and well-being of the University in the best possible manner."

(13) If the elections fail and a new Rector has not been elected by the time of expiry of the mandate of the Rector, an acting Rector shall be appointed in accordance with the provisions of the Tallinn University Act.

#### **§ 16. Resignation or release from office of the Rector**

(1) The authority of the Rector shall end at the expiry of the term of the agreement, upon resignation from office at his/her own request, or upon release from office before the expiry of the term of the agreement by a motion of no confidence.

(2) A motion of no confidence may be made with regard to the Rector, if he/she materially violates obligations arising from legal acts, fails to fulfil his/her duties or is unable to ensure the implementation of the objectives of the University. A motion of no confidence may be proposed by at least 1/3 of the members of the Council or the Senate. The motion of no confidence shall be decided by way of a secret ballot. For discussing the motion of no confidence in the Senate, the Senate shall elect the person to direct the discussion of the respective agenda item by way of a simple majority of votes of the members participating in the session.

(3) The University employee who has been elected as the Rector shall after the expiry of the authority of the Rector have the right to resume working at a position equivalent to the one at which he/she previously worked at the University.

(4) After the expiry of the authority of the Rector, a Rector who has been in office for the full term of office (five years) and remains a University employee shall be entitled to paid professional self-improvement in accordance with the general rules that regulate employment relations.

(5) If the authority of the Rector ends prematurely and no new Rector has been elected by the time his/her authority ends, an acting Rector shall be appointed in accordance with the provisions of the Tallinn University Act.

#### **§ 17. Rectorate**

(1) The Rectorate shall comprise the Rector, the Vice-Rectors and the administrative directors.

(2) A Vice-Rector and an administrative director shall direct the areas of activity designated by the Rector and be responsible for the functioning and development of the support units subordinated to them.

(3) A Vice-Rector and an administrative director shall:

1) direct the area of activity designated by the Rector and establish area-specific regulations in accordance with the competence granted to them by legal acts;

2) be responsible for the overall condition and development of their area of activity and report to the Rector;

- 3) represent the University in relations with third persons within the limits of the competence granted by legal acts and the authorisation received from the Rector;
- 4) give orders within the limits of their competence.
- (4) The employment contract of a Vice-Rector shall be concluded for a fixed term, for the period of validity of the authority of the Rector, including an acting Rector.

### **Chapter 3** **STRUCTURE**

#### **§ 18. General provisions on University structure**

- (1) The University structure shall comprise academic units together with their subunits, support units and institutions.
- (2) An academic unit shall conduct educational as well as research, development and creative (RDC) activities.
- (3) A support unit shall support the performance of educational and RDC activities and/or ensure the central support services necessary for the functioning of the University, or the achievement of other objectives of the University.
- (4) An institution shall be a unit that fulfils independent tasks intended for the public.

#### **§ 19. Academic unit**

- (1) Academic units are institutes and colleges which operate on the basis of the statutes established by the Senate.
- (2) An institute is an academic unit which conducts studies at three levels of higher education, continuing education, and RDC activities according to the study areas of the institute. A study area constitutes thematically linked educational and RDC activities developed at an institute. Study areas shall be established by the Senate in the statutes of an institute.
- (3) A college is an academic unit aimed at supporting regional development, which may conduct studies at the first two levels of higher education, continuing education, and RDC activities.
- (4) The structure of an academic unit may include the following subunits:
  - 1) a research centre, which is focused on research and development and contains the research groups of the units;
  - 2) a development centre, which is created for carrying out the activities that support the main activities of the academic units both inside the University and in providing services outside the University.
- (5) The statutes of subunits shall be established by the Rector. A subunit shall be directed by the head of a subunit.

#### **§ 20. Competence of the academic unit**

- (1) It shall be in the competence of an academic unit to:
  - 1) conduct educational and RDC activities in accordance with its statutes;
  - 2) organise the work of the unit and create and develop cooperation relations in Estonia and abroad;
  - 3) perform other functions necessary for achieving the objectives of the unit.
- (2) An academic unit shall apply its competence on the basis of and in accordance with the law, the Statutes of the University, the statutes of the unit, and other legal acts.

#### **§ 21. Management of the academic unit**

- (1) The governing bodies of an academic unit are the council and the director.
- (2) The competence and bases of operation of the governing bodies of an academic unit are

established in the statutes of the unit.

#### **§ 22. Council of the academic unit**

(1) The council shall include the director, the heads of subunits, student representatives, at least one representative of another academic unit, at least one member from outside the University, and other persons in accordance with the statutes of the unit. The council of an institute shall in addition to the aforementioned members also include heads of study areas.

(2) The Council shall:

- 1) adopt the development plan of the unit and submit it to the Senate for approval;
- 2) have the right to make proposals to the Senate concerning the amendment of the statutes of the unit;
- 3) approve the activity plan of the unit and provide an assessment of the activity report of the unit;
- 4) adopt the draft budget of the unit on the terms and conditions and in accordance with the procedure stipulated in the rules regulating the processing of budgets;
- 5) adopt the study programmes of the academic unit and submit these to the Senate for approval;
- 6) elect the regular academic employees of the academic unit in accordance with the general rules regulating employment relations;
- 7) decide other matter arising from the statutes of the unit and other legal acts.

#### **§ 23. Director of the academic unit**

(1) The activities of an academic unit are managed by a director who is responsible for the efficiency of the educational and RDC activities of the unit as well as for the overall condition and sustainability of the unit.

(2) The director of an academic unit shall be elected in accordance with the procedure stipulated in the general rules regulating employment relations.

(3) The director shall:

- 1) manage the academic unit on the basis of and in accordance with the Statutes of the University, the statutes of the unit, and other legal acts;
- 2) ensure and organise the preparation and implementation of the development plan and activity plan of the unit;
- 3) plan the financial resources of the unit and ensure the purposeful use of the financial resources and other assets;
- 4) coordinate the development and cooperation of study areas as the head of an institute;
- 5) issue orders within the limits of his/her competence;
- 6) perform other functions arising from the statutes of the unit and other legal acts.

#### **§ 24. Support unit**

(1) A support unit is a unit that supports the conduct of educational and RDC activities and/or ensures central support services necessary for the functioning of the University or a unit ensuring the fulfilment of other objectives of the University.

(2) The Rector shall design the support structure of the University by deciding on the creation, transformation, reorganisation and termination of the support units of the University and by establishing the statutes of the support units. The Rector shall ensure the availability and functioning of the central support services necessary for the functioning of the University as well as the availability and functioning of other support units that support the core activities of the University.

#### **§ 25. Institution**

(1) The bases of and procedure for the activities of an institution shall be stipulated in the

statutes of the institution. The governing bodies of an institution are the council and the director.

(2) The activities of an institution shall be managed by the director who is responsible for the efficiency of the activities of the institution as well as for the general condition and sustainability of the institution and issues orders within the limits of his/her competence. The director shall be elected in accordance with the procedure stipulated in the general rules regulating employment relations.

## **Chapter 4**

### **MEMBERS**

#### **§ 26. Employees**

(1) The employees of the University comprise academic employees and non-academic employees.

(2) Academic employees are employees whose work duties are related to teaching or RDC activities or both at a higher education level.

(3) The positions of academic employees, the requirements established for them and the filling of the positions is stipulated in the general rules regulating employment relations.

#### **§ 27. Students**

(1) A student is a learner at a higher education level from admission to studies until exclusion from studies.

(2) The rights and obligations of a student shall arise from the Higher Education Act, the legal acts of the University and other legal acts as well as from the contract concluded between the student and University.

(3) The students of the University shall form a Student Union which shall exercise the students' right to self-government and independently decide and organise matters related to student life based on the interests, needs, rights and responsibilities of the students. The Representative Council of the Student Union shall be the representative body of the Student Union.

(4) The Student Union shall have Statutes which shall be adopted by the Representative Council of the Student Union with a majority of votes of at least 2/3 of all the members, and approved by the Senate.

(5) The interests of the students of academic units shall be represented by the Student Council the bases for the formation and activities of which as well as the duties of which derive from the Statutes of the Student Union.

#### **§ 28. Professors emeriti**

Professors emeriti are persons who have worked at the University for a long period of time and have attained the retirement age and to whom the Senate has in accordance with the general rules regulating employment relations bestowed emeritus status for the purpose of supporting the withdrawal of academic employees from active educational and research and development activities.

#### **§ 29. Honorary members, honorary doctors and honorary professors**

(1) Honorary members of the University are persons who have done a special service to the University and significantly contributed towards the achievement of the statutory objectives of the University.

(2) Honorary members of academic units are persons who have done a special service to an academic unit of the University and significantly contributed towards the achievement of the objectives of that unit.

(3) Honorary doctors of the University are persons not employed at the University, who have significantly contributed to the development of the University and the research areas of the University.

(4) Honorary professors of the University are top specialists or outstanding cultural and social figures who participate in the educational, research, development and/or creative activities of the University without having employment relations with the University.

## **Chapter 5**

### **ASSETS, FINANCING, REPORTING AND SUPERVISION**

#### **§ 30. Assets and financing**

(1) The University shall possess, use and dispose of its assets on the terms and conditions and in accordance with the procedure stipulated in the Tallinn University Act, these Statutes and the University's legal acts that regulate the respective area.

(2) The activities of the University shall be financed in accordance with the Higher Education Act and the Tallinn University Act. A budget shall be prepared for all the revenue and expenses of the University, which shall conform to the requirements stipulated in the Higher Education Act and other legal acts.

#### **§ 31. Reporting and supervision**

(1) The University shall maintain accounting, statistical and other records and submit reports in accordance with the procedure stipulated in legal acts.

(2) The University shall be audited and supervision shall be performed over the activities of the University in accordance with the procedure stipulated in legal acts.

## **Chapter 6**

### **IMPLEMENTING PROVISIONS**

#### **§ 32. Transitional provisions**

(1) The Senate, which has been formed on the basis of the Universities Act, shall perform the functions placed on it under the Universities Act until 31 December 2019 and shall perform the functions placed on the Senate under the Tallinn University Act and these Statutes as of 1 January 2020.

(2) The Senate shall appoint the members of the first Council to be formed on the basis of the Tallinn University Act and these Statutes by 30 September 2019 at the latest.

(3) The authority of the Senate which has been formed under the Universities Act shall remain valid until 31 August 2020. Upon the expiry of the mandate of a representative elected to the said composition of the Senate by the regular teaching staff and research employees of the University before 1 September 2020, a new member shall be appointed to replace him/her, if a substitute member is available. If there is no substitute member and the mandate of a representative of teaching staff and research employees elected by the council of an academic unit and institution expires prematurely, no new elections shall be held and the quorum shall be thereby reduced. Upon the premature expiry of the mandate of a students' representative before 1 September 2020, a new member shall be elected to the said composition of the Senate until the expiry of the authority, if the level of representation of the students would otherwise fall below 1/5 of the composition of the Senate.

(4) The authority of the Senate to be formed under the Tallinn University Act and these Statutes shall become effective on 1 September 2020.

(4) An employment contract concluded before 1 September 2019 for the employment in the position of the director of an institute shall remain valid until the end of the term established in the contract.

(5) The legal acts of the University shall be brought into conformity with these Statutes by 1 March 2020.

**§ 33. Repeal**

The Statutes of Tallinn University (established by Regulation No. 5 of the TLU Senate of 30 March 2015) shall be repealed on 1 September 2019, except for sections 10 to 12 which shall be repealed on 1 January 2020.

**§ 34. Entry into force of the Statutes**

These Statutes shall enter into force on 1 September 2019, except for sections 10 and 11 which shall enter into force on 1 January 2020.

(digitally signed)

Tiit Land  
Rector

(digitally signed)

Hille Erik  
Secretary of the Senate