

Amended
by the Senate Regulation No. 23 dated 21.09.2015
by the Senate Regulation No. 2 dated 13.03.2017

Tallinn University Statute

TU Senate Regulation No.5 dated 30 March 2015

This regulation is established pursuant to Clause 1 of Subsection 3 of Section 14
of the Universities Act

Chapter 1 GENERAL PROVISIONS

§ 1. Name and site

Tallinn University (hereinafter *the university*) is an educational, creative, research and development institution situated in the city of Tallinn; the structural units of the university may be situated outside of Tallinn. The institution is referred to in English as Tallinn University, with the abbreviation of “TU”. In the Estonian language, the abbreviation “TLÜ” is used.

§ 2. Legal status

The university is a legal person in public law, which operates pursuant to the Constitution of the Republic of Estonia, the Universities Act, the Organisation of Research and Development Act, the university Statute (hereinafter *the Statute*) and other legislation. In its academic activities, the university adopts the principles of the Magna Charta of European Universities. The university provides education in several fields of study at three levels of higher education; the university conducts research, development and creative activities.

§ 3. Autonomy

The autonomy of the university is embodied in its right to independently decide upon the ways of achieving its objectives, including:

- 1) Making decisions regarding the content and organisation of studies and study programmes;
- 2) Choosing the areas and subject of research; deciding upon the organisation and use of the results of research, development and creative activities;
- 3) Establishing the conditions and procedures of admission, study and graduation;
- 4) Establishing its own structure and appointing teaching and research staff;
- 5) Deciding upon the use and disposal of its own assets as provided by law;
- 6) Making decisions regarding other matters concerning activities that by law are under university jurisdiction.

§ 4. Working language

- (1) The working language of the university is Estonian, except in international communication and in certain events as determined by the university council (hereinafter *the Senate*).

- (2) The language of instruction of the university is Estonian. The Senate decides upon the usage of other languages.

§ 5. Mission

The university's mission is to support the sustainable development of Estonia through high-level research and study, the education of intellectuals, public discussions and the promotion of academic partnership. By promoting research conducted in Estonian and aimed at Estonian development, the university has become integrated into European educational and academic life and thought. This process contributes to the development of Estonia as a country that is recognised for its smart economy and intelligent organisation of society.

§ 6. Objectives and tasks

The university:

- 1) Promotes development of society and continuation of the Estonian language and culture;
- 2) Promotes study, research, development and creative activities;
- 3) Conducts studies that are based on research and creative activities, according to the Standard of Higher Education as established in professional higher education, Bachelor's, Master's and doctoral study programmes, as well as in the integrated study programmes of Bachelor's and Master's studies. The university also issues the respective graduation documents;
- 4) Organises continuing education and provides other services relating to its principal activities;
- 5) Conducts fundamental and applied research and development activities, performs expert analyses and provides relevant services;
- 6) Disseminates research results, develops knowledge-based methodological and technological solutions;
- 7) Promotes publishing and the library;
- 8) Cooperates with research and development, educational and other institutions and associations, both in Estonia and abroad;
- 9) Arranges the enlargement, cataloguing and conservation of the museum and other collections providing public access to them;
- 10) Informs the public of university activities;
- 11) Acts in other ways that are appropriate for achieving the objectives of the university.

Chapter 2 MANAGEMENT

§ 7. Membership of the Senate

- (1) The Senate is the highest collegial decision-making body of the university.
- (2) The *ex officio* members of the Senate are the Rector, Vice-Rectors and Administrative Directors. The rest of the Senate comprises the elected representatives of the teaching and research staff and students.
- (3) The Rector shall approve the nominal composition of the Senate prior to the beginning of each academic year, as well as any changes in the composition of the Senate that are deemed to be exceptional in nature.
- (4) An authorized representative of the Advisory Board and persons invited by the Rector, may participate in the Senate meeting with the right to speak.

§ 8. Election of the Senate members

- (1) The representatives of the teaching and research staff are elected as follows:
 - 1) Ordinary members of the teaching and research staff elect seven members to the Senate;
 - 2) The council of a school shall elect one representative to the Senate;
 - 3) The council of an institution shall elect one representative to the Senate;
 - 4) The council of the college shall elect one representative to the Senate. If there is more than one college in the university structure, then the councils of the colleges shall elect a joint representative to the Senate.
- (2) The representative of the teaching and research staff may not work in the position of a Director of an academic unit or an institution or belong or be elected to the Senate on different grounds. A representative is elected for three years. The Management Regulation also regulates the election of representatives.
- (3) Student representatives shall comprise at least 1/5 of the membership of the Senate and the Representative Council of the Student Union elects the representatives for a period of one year. In the event of early termination of the authority of a representative, a new representative, whose authority shall begin upon approval of his/her membership by the Rector and remain valid until the end-date of the authority of the replaced Senate member, shall be elected.
- (4) The authority of the representative as a member of the Senate commences on the 1st September of the year of election.

§ 9. Senate jurisdiction

The Senate:

- 1) Shall adopt the university Statute and make amendments thereto;
- 2) Shall adopt the university Development Plan and its respective alterations and amendments;
- 3) Shall adopt and amend the following founding acts:
 - The Academic Charter
 - The Management Regulation
 - The Regulation of Economic Activity
 - The Research and Development Regulation
 - The Employment Relations Rules
 - The Study Regulation
- 4) Shall decide upon the establishment of academic units and their subunits and institutions, their alteration, re-organisation and termination;
- 5) Shall adopt the development plans and statutes of the academic units and their respective alterations and amendments;
- 6) Shall adopt the development plans and statutes of the university institutions and their respective alterations and amendments;
- 7) Shall approve the statute of the Student Union and their respective alterations and amendments;
- 8) Shall establish permanent and temporary committees of the Senate;
- 9) Shall decide upon general issues concerning study and research of at least two structural units;
- 10) Shall establish the structure of a study programme, including the conditions and procedure for launching, developing and closing of the study programme;
- 11) Shall approve the study programmes that are in conformity with established requirements and approved by the council of the academic unit;
- 12) Shall approve joint study programmes and the concluding of cooperation agreements of

- joint study programmes;
- 13) Shall approve the list of study programmes where admission will be opened in the upcoming academic year decide on the limitations of student places;
 - 14) May list study programmes for full-time study and study programmes which establish higher requirements for full-time study;
 - 15) Shall establish the rates for reimbursement of study costs;
 - 16) Shall establish the conditions and procedure for admission, including the minimum requirements for evaluating the language of instruction proficiency of a foreign student;
 - 17) Shall establish the conditions and procedure for the recognition of prior learning of the student;
 - 18) Shall establish the conditions and procedure for the defence of degrees;
 - 19) Shall establish the organisation of doctoral study and conditions and procedure for the attestation of doctoral students;
 - 20) Shall establish the conditions and procedure for the dismissal of students from the university;
 - 21) Shall approve the fields, forms and procedure for conducting continuing education in the university;
 - 22) Shall make proposals to the Minister on the agreement for allocating activity support;
 - 23) Shall establish and terminate positions of professors and research professors, except in the cases established in the Employment Relations Rules; [Amended 21.09.2015]
 - 24) Shall elect ordinary professors;
 - 25) Shall establish the conditions and procedure of competition for the employment of the Director of an academic unit and of an institution;
 - 26) Shall establish the qualification requirements for academic employees and the conditions and procedure for the assessment of compliance with these;
 - 27) Shall establish the conditions and procedure for the professional review of academic employees;
 - 28) Shall establish the regulations for the employment of academic staff;
 - 29) May express no confidence in the Rector;
 - 30) May award the titles of professor emeritus and associate professor emeritus;
 - 31) May elect honorary members, honorary doctors and honorary professors of the university;
 - 32) Shall approve the collective budget, the annual report and the financial plan of the university;
 - 33) Shall delimit financial resources that the Rector, Vice-Rectors and Heads of structural units have a right to manage;
 - 34) Shall make decisions on issues relating to the assets of the university to the extent and pursuant to the Universities Act and this Statute, including the university's acquisition, appropriation, limited encumbrance and building lease of property, and deferred payment;
 - 35) Shall establish and make amendments to the statutes of the university funds pursuant to the Regulation of Economic Activity;
 - 36) Shall decide on the university insignia;
 - 37) Shall hear the reports from the Rector, Vice-Rectors, the Administrative Directors and Heads of structural units, and the proposals of the Advisory Board and form an opinion where necessary;
 - 38) Shall decide on establishing, restructuring and terminating legal persons by the university and participating in other legal persons;
 - 39) Shall decide upon other issues presented by the Rector or other members of the Senate, to form an opinion, which by legislation, falls within the limits of the competence of the Senate.

§ 10. Senate legislation

- (1) The Senate adopts regulations as legislative acts and decisions as individual acts.
- (2) The decisions of the Senate are valid when more than 2/3 of the members of the Senate participate in the decision-making process.
- (3) The Senate passes regulations and decisions and amendments thereto with a simple majority of the participants in the meetings of the Senate sessions, where it is not established otherwise in the Statute.
- (4) A majority of at least 2/3 of the votes of the Senate members participating in the Senate meeting is required to pass the Statute and its amendments.
- (5) The Senate may express no confidence in the Rector. No confidence is expressed when at least 2/3 of the Senate members vote in the affirmative in a *non-confidence vote*.
- (6) The Senate may make decisions pursuant to the Management Regulation by electronic voting, without convening a meeting of the Senate. The same requirements for a majority of votes in a Senate meeting also apply in electronic voting. In electronic voting, the majority of votes are calculated from the Senate members.
- (7) The Rector, or the Vice-Rector acting as the Rector, and the secretary of Senate sign the legislative acts of the Senate.
- (8) The legislative acts of the Senate enter into force on the day following their signature, except in cases where the Senate decides otherwise. The acts are communicated to the university members through the university document management system.

§ 11. Operating procedures of the Senate

- (1) The Senate meets at least twice in each semester.
- (2) The Rector chairs the Senate meetings. A member of the Senate appointed by the Rector shall chair the meeting in the Rector's absence.
- (3) The Management Regulation governs the work organisation of the Senate.

§ 12. Senate committees

- (1) The Senate establishes both permanent and temporary committees as operating organs of the Senate.
- (2) Every member of the Senate shall belong to at least one permanent committee. Also, one representative of each academic unit and institution may belong to a permanent committee, as well as other individuals, according to the conditions and procedures set out in the Management Regulation.
- (3) A permanent committee of the Senate shall give an opinion on draft legislations that are presented to the Senate as well as other issues entered on the agenda of the Senate, and shall perform other tasks as established in the Management Regulation.
- (4) The Senate may decide to form a temporary committee for fulfilling temporary tasks according to the conditions and procedures set out in the Management Regulation.

§ 13. Rector

- (1) The Rector directs the university, and is responsible for the general state and development of the university as well as for the legitimate and rational use of the university's financial resources.
- (2) The Rector:
 - 1) Shall exercise the highest administrative power within the limits of his or her authority;
 - 2) Shall adopt the regulations established in the Universities Act;
 - 3) Shall determine the number of Vice-Rectors and their fields of activity;
 - 4) Shall appoint Vice-Rectors and enter into employment contracts with them for a period of up to five years;

- 5) Shall determine the fields of activity of the Administrative Directors and enter into employment contracts with them;
- 6) Shall ensure the implementation of the Senate regulations and decisions;
- 7) Shall have the right of a single veto on a Senate regulation or decision;
- 8) May convene a university government (hereinafter *the collegial body*) and establish the basis and procedure for its activity.
- 9) Shall provide expedient organisation of studies and research;
- 10) Shall provide the compilation of the budget project of the university and implementation of the university budget and shall present a corresponding report to the Senate;
- 11) Shall represent the university and make transactions on behalf of the university;
- 12) Shall be accountable to the Senate;
- 13) Shall make decisions on issues that are within the Rector's jurisdiction according to the legal acts, as well as other issues that are not within the Senate's jurisdiction;
- (3) The rights and obligations of the Rector and the Rector's work organisation are established in the Management Regulation.

§ 14. Legal acts of the Rector

The Rector shall issue directives and orders for completing tasks that are mandatory for the university members.

§ 15. Appointment of Rector

- (1) A Rector shall be elected for a period of five (5) years by an electoral body. The electoral body is comprised of all the members of the Senate, elected professors and research professors of the university and student representatives elected by the Representative Council of the Student Union. Student representatives make up at least 1/5 of the membership of the electoral body, including students who are members of the Senate.
- (2) A member of the Advisory Board who has agreed to participate in the electoral body shall also belong to the electoral body. The chair of the electoral working group shall make a proposal for participation in the electoral body to all members of the Advisory Board.
- (3) To conduct the elections, the Senate shall form an electoral working group of five (5) members, nominate the chair of the group, determine the deadlines for nominating the candidates and election procedures, approve the rules and regulations of the election and the conditions of the agreement to be concluded with the Rector, at least six months prior to the termination of the contract of the sitting Rector.
- (4) The chair of the electoral working group shall announce the elections in public through at least two national daily newspapers, not later than five (5) months prior to the termination of the contract of the sitting Rector.
- (5) A person who is or has been elected to the position of a professor may be a candidate for the position of Rector, provided all electoral procedure requirements have been met.
- (6) The council of an academic unit, at least 1/4 of the Senate members, the sitting Rector and at least 2/3 of the members of the Advisory Board may nominate candidates for the position of Rector.
- (7) Elections shall take place not later than three (3) months prior to the termination of the contract of the sitting Rector.
- (8) The candidate who receives more than half of the votes of the electoral body shall be elected. In the case where none of the candidates for the Rector's position gather the necessary number of votes, a second round of elections shall take place. In this case, the Rector shall be elected from the two candidates that gathered the most votes in the first

round with the majority of votes of the members of the electoral body participating in the session.

- (9) The most senior member of the Senate shall chair the session of the electoral body.
- (10) The Senate has the right to change the election deadlines upon the proposal of the electoral working group.
- (11) Should the electoral body fail to elect a new Rector before the termination of the authority of the sitting Rector, the Senate shall appoint a substitute for the Rector until the election of the new Rector, for a term not to exceed one (1) year. The most senior member of the Senate shall conclude an agreement with the person who is acting as Rector.

§ 16. Appointment of the Rector to office and his or her release from office

- (1) The Rector shall assume office by taking an oath of office before the Senate.
- (2) The most senior member of the Senate shall enter into an employment contract with the Rector, which establishes the rights and obligations of the Rector.
- (3) After resigning from the office of the Rector, he or she has the right to return to the previous employment position at the university.
- (4) A Rector, who has held office for the full term of five (5) years and who remains an employee of the university, is entitled to a paid free semester as established in the Management Regulation.
- (5) The Rector shall be released from the office of Rector by the Senate prior to the expiration of the term of his or her contract, if the Senate has expressed no confidence in the Rector.
- (6) No confidence in the Rector shall be deemed to have been expressed when the Rector is found guilty of violating obligations pursuant to the legal acts, fails to fulfil his or her employment duties, or is not able to ensure the realization of the university objectives.
- (7) At least one-third of the Senate membership or a joint request by the councils of at least two (2) academic units can initiate the expression of no confidence in the Rector.
- (8) The Senate shall elect a temporary president of the Senate with the majority of votes of the participating members of the Senate session in order to discuss the expression of no confidence. Expressing no confidence is decided by secret ballot.
- (9) The Rector's authority terminates upon exceeding the termination date of the employment contract; upon resignation at his or her request to be released from completing his or her employment duties; upon the day of being released from duties prior to the date of termination of the employment contract.
- (10) If the authority of the Rector is terminated prematurely and the new Rector has not been elected by the date of termination of authority of the Rector, then the Senate shall appoint a substitute for the Rector until the new Rector is elected, for an interim period not to exceed one (1) year. The most senior member of the Senate shall conclude an agreement with the person acting as the Rector.

§ 17. Rectorate

- (1) The Rectorate comprises the Rector, Vice-Rectors and Administrative Directors.
- (2) An Administrative Director is a manager who is responsible for the university support units in a field of activity appointed by the Rector. The Administrative Director provides effective and sustainable functioning of the university administrative and/or economic activity. The university may have not more than two (2) Administrative Directors.
- (3) The Vice-Rector and Administrative Director:
 - 1) Directs the field of activity appointed by the Rector;
 - 2) Is responsible for the general state of affairs and development in his or her field of

- activity and reports to the Rector and the Senate;
- 3) Represents the university in communication with third parties within the limits of his or her jurisdiction as provided by legal acts and within the powers assigned by the Rector;
- 4) Issues orders within the limits of his or her jurisdiction.
- (4) The rights and obligations and work organisation of the Vice-Rector and Administrative Director are established in the Management Regulation.

§ 18. Collegial Body

- (1) The Rector may form an advisory Collegial Body for the operational management of the university.
- (2) The decisions and positions of the Collegial Body are recommendatory.
- (3) The Rector establishes the basis and procedure for the activities of the Collegial Body.

§ 19. Advisory Board

- (1) The Advisory Board is an advisory body that links the university and society.
- (2) The Government of the Republic shall determine the members of the Advisory Board after considering the opinion of the university.
- (3) The Advisory Board shall make proposals to the Minister and the Senate on issues relating to the development of the university and present their assessment of the university to the public.

Chapter 3 STRUCTURE

§ 20. General provisions of the university structure

- (1) The university structure is comprised of academic units with their subunits; support units and institutions.
- (2) The academic units and institutions are structural units within the meaning of the Universities Act.
- (3) An academic unit conducts study, research, development and creative activity.
- (4) A support unit supports the conduct of study, research, development and creative activities and/or provides the necessary central administrative services required for the functioning of the university or completion of other university objectives.
- (5) An institution is a unit that performs independent tasks targeted at the public.

§ 21. Academic unit

- (1) Academic units are schools and colleges that operate on the basis of statutes approved by the Senate.
- (2) The Senate decides on establishing, reorganising, transforming or terminating an academic unit.
- (3) A school is an academic unit that conducts research and development, degree level studies at three levels of higher education, continuing education, research, development and creative activity according to the areas of study of the school. An area of studies is defined as thematically connected study, research, development and creative activity developed within a school. The Senate shall approve areas of studies in the statutes of the school.
- (4) A college is an academic unit aimed at supporting regional development. It may conduct studies at the first two levels of higher education, continuing education, research, development and creative activity.

- (5) The structure of an academic unit may include subunits. The Senate decides on establishing, reorganising, transforming or terminating these subunits. The Head of the subunit is responsible for directing it. The Rector approves the Statute of the subunit.
- (6) A subunit is:
 - 1) A research centre aimed at research and development consolidating the research groups of the unit;
 - 2) A development centre established to carry out activities that support the implementation of the main activities of academic units, both internally and for offering services outside of the university.

§ 22. Competence of an academic unit

- (1) An academic unit is competent to:
 - 1) Conduct study, research, development and creative activity according to the Statute;
 - 2) Organise the work of the unit, create and develop cooperation within Estonia and abroad;
 - 3) Perform other tasks in order to achieve the objectives of the unit.
- (2) The academic unit exercises its competence on the basis of, and in compliance with, the law, the university Statute, the Statute of the unit and other legal acts.

§ 23. Management of an academic unit

- (1) The management bodies of the unit are the Council and the Director.
- (2) The jurisdiction and basis for activities of the management bodies of the academic unit are established in the Statute of the unit.

§ 24. Council of an academic unit

- (1) The council of an academic unit is comprised of the Director, Heads of the subunits, student representatives, at least one representative of another academic unit, at least one member from outside the university and other persons established in the Statute of the unit. In addition to the above positions, the council of a school also includes the Heads of the study areas.
- (2) The Council:
 - 1) Adopts the development plan of the academic unit and submits it for approval to the Senate;
 - 2) May propose amendments to the Statute of the unit to the Senate;
 - 3) May make proposals to the Senate regarding the formation and termination of positions of professors and research professors;
 - 4) Adopts the action plan of the unit and evaluates the activity report of the unit;
 - 5) Adopts the budget proposal of the academic unit according to the conditions and procedures established in the Management Regulation.
 - 6) Adopts the study programmes of the academic unit and submits these to the Senate for endorsement;
 - 7) Elects the ordinary teaching and research staff of the academic unit, with the exception of professors;
 - 8) Resolves other issues arising from the Statute of the unit and other legal acts;

§ 25. Director of an academic unit

- (1) The activity of an academic unit is directed by the Director who is responsible for the effectiveness of study, research, development and creative activity, and the general state and economic sustainability of the unit;
- (2) The Director of an academic unit is elected by the Council of the unit according to the procedure established in the Statute of the unit and legal acts that regulate employment

relations.

(3) The Director:

- 1) Directs the academic unit as established by the Statute, the Statute of the academic unit and other pieces of legislation and maintains concordance with them;
- 2) Guarantees the compilation of the unit's development plan and action plan and is responsible for their realisation;
- 3) Plans the financial resources of the unit, guarantees purposeful usage of financial resources and other assets;
- 4) As the Head of the school, coordinates the development and cooperation of the areas of studies;
- 5) Performs other tasks arising from the Statute of the unit and other legal acts.

§ 26. Support unit

- (1) A support unit is a unit that supports the conduct of studies, research, development and creative activities and/or provides central administrative services required for the university operation or achievement of other university goals.
- (2) The Rector decides on establishing, reorganising, transforming or terminating a support unit.
- (3) A support unit operates on the basis of the Statute approved by the Rector.

§ 27. Institution

- (1) The basis and procedures for the operation of an institution are established in the Statute of the institution. The management bodies of an institution are the Council and the Director.
- (2) The Director is elected by way of public competition for a period of up to five (5) years in accordance with the procedure established in the legal acts that regulate employment relations. The Rector concludes an employment contract with the Director.
- (3) The Tallinn University Academic Library is an institution of the university that, in accordance with its Statute collects, makes accessible, digitises and preserves information resources necessary for study, research and development, as well as resources relevant to the national cultural heritage.

Chapter 4 MEMBERS

§ 28. Employees

- (1) The university has both academic and non-academic employees.
- (2) By law, academic employees are the teaching staff and research staff.
 - 1) The teaching staff is comprised of professors, associate professors, lecturers, assistants and teachers. The members of the teaching staff are ordinary or visiting;
 - 2) The research staff is comprised of research professors, senior research fellows, research fellows and early-stage researchers.
- (3) The Senate establishes the competence requirements for ordinary and visiting teaching staff based on the Standard of Higher Education and the requirements for research staff are set out in the Organisation of Research and Development Act.
- (4) The rights and obligations of the university employees are prescribed by legal acts and arise from the employment contract.

§ 29. Students

- (1) A student is a person who has been matriculated to the university in full-time or part-time professional higher education, Bachelor's, Master's or doctoral study or study based on the integrated study programmes of Bachelor and Master's study.
- (2) The Universities Act, the legal acts of Tallinn University as well as other legal acts and mutual contracts between the students and the university, all establish the rights and obligations of students.
- (3) Individuals pursuing continuing education courses, students of the Open University and external students are not entitled to belong to the Student Union. The Universities Act, the Adult Education Act and/or their contract with the university determines the legal status of these individuals.

§ 30. Rights and obligations of students

- (1) The rights of students are set out in the Universities Act and other legal acts. Students have a right to:
 - 1) Choose courses for their study programme outside their field of study pursuant to the procedures established at the university, regardless of their speciality;
 - 2) Acquire higher education without the reimbursement of study costs pursuant to legal acts;
 - 3) Use lecture halls, inventory and other assets for study free of charge pursuant to the established procedures;
 - 4) Continue their studies pursuant to another study programme or at another university should the study programme be closed;
 - 5) Elect their representatives and be elected to the collegial decision-making bodies of the university;
 - 6) Submit reasoned claims regarding the organisation of studies;
 - 7) Take academic leave, obtain a study allowance and a study loan according to the conditions and procedures established by legal acts;
 - 8) Receive counselling in regard to academic affairs and careers, and obtain necessary information for studies, including that related to study programmes, course programmes and the academic calendar;
 - 9) Exercise other rights provided to students by legal acts.
- (2) Students shall fulfil the obligations provided for students by the Universities Act, the Statute, the Study Regulation and other legislation and be liable for any violation thereof.

§ 31. Student Union

- (1) The students of the university form the Student Union.
- (2) The Student Union is an institution which exercises the right of the students to self-government – to decide on and manage independently, pursuant to law and legislation issued on the basis thereof, issues of student life based on the interests, needs, rights and obligations of students.
- (3) The Student Union acts pursuant to the Universities Act, the Statute, the statute of the Student Union, pieces of legislation of the Representative Council and the Executive Board of the Student Union and other legal acts. The statute of the Student Union is adopted at the session of the Representative Council of the Student Union with a minimum of a two-thirds majority of votes and endorsed by the Senate.
- (4) The responsible representative body of the Student Union is the Representative Council of the Student Union; all students have a right to elect the Representative Council. Elections of the Representative Council take place according to the rules for the

election of the council, which are adopted by the Representative Council and approved by the Rector.

- (5) The executive body of the Student Union is the Executive Board, which is elected by the Representative Council of the Student Union.
- (6) The Representative Council elects student representatives to the Senate.

§ 32. Student council

- (1) A student council represents the interests of the students of each academic unit and all students of the academic unit have a right to elect members of the student council.
- (2) Every academic unit that conducts degree level studies has a student council. Each academic unit may have one (1) student council.
- (3) A 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 academic unit and the Representative Council of the Student Union shall approve it.
- (4) A student council shall elect student representatives to the council of the academic unit.

§ 33. Emeritus professors and associate professors

- (1) The Senate may award the title of *Professor Emeritus* to an individual who has worked at the university as a professor for at least ten years or has been elected as an ordinary professor at least on two occasions and who is retiring. A professor emeritus has the right to take part in the university activity, but he or she does not fill the position of an ordinary professor.
- (2) The Senate may award the title of *Associate Professor Emeritus* to a member of the teaching staff who has worked for at least 15 years at the university as an associate professor and who is retiring. An associate professor emeritus has the right to participate in the university activity, but he or she does not fill the position of an ordinary associate professor.

§ 34. Honorary members, honorary doctors and honorary professors

- (1) An *Honorary Member* is:
 - 1) An honorary member of the university is an individual elected by the Senate who has rendered special services to the university and thus has significantly contributed to the achievement of a statutory objective. The Senate shall elect the honorary members of the university.
 - 2) An honorary member of the academic unit is an individual who has rendered special services to the academic unit and thus has significantly contributed to the achievement of an objective specified in the statute of the unit. The council of the academic unit shall elect the honorary member of the academic unit.
- (2) The title of *Honorary Doctor* may be awarded to individuals who are not employed by the university but have influenced the development of the university and research fields in an outstanding manner. The Senate shall elect the honorary doctors of the university.
- (3) The title of *Honorary Professor* may be awarded to top experts or public figures who participate in the university study, research and development activities and/or creative activities without having an employment contract with the university. The Senate shall elect the honorary professors of the university.

Chapter 5 ORGANISATION OF STUDIES

§ 35. Basis of study organisation

- (1) All persons with the required qualifications have an equal right to compete for admission to the university.
- (2) The university provides studies at three levels of higher education on the basis of study programmes that are in compliance with the Standard of Higher Education.
- (3) At the university, study may be undertaken in the form of full-time, part-time or external study.
- (4) The university study is organised under the conditions and procedures established in the Study Regulation and other legal acts.
- (5) Continuing education takes place according to the conditions and procedures established by the Senate.

§ 36. Degree study

- (1) There are three levels of study:
 - 1) The first level of higher education includes professional higher education and Bachelor's study. Professional higher education provides competences for working in a specific professional field or continuing studies at the Master's level. During Bachelor's study, a student improves his or her general educational knowledge and acquires the basic knowledge and skills of a speciality and the knowledge and skills necessary for Master's study and to commence work;
 - 2) Master's study is study at the second level of higher education during which a student improves his or her knowledge and skills in his or her speciality and acquires the knowledge and skills necessary for independent work and doctoral study.
 - 3) Doctoral study is study at the third and highest level of higher education during which a student acquires the knowledge and skills necessary for independent research, development or professional creative activity.
- (2) Higher education study based on the integrated study programmes of Bachelor and Master's study is made up of two levels.

Chapter 6 ASSETS AND FINANCING

§ 37. University assets

- (1) The university is the owner of assets and possesses, uses and disposes its own assets pursuant to the procedures prescribed by law and the legal acts of the university. The university is only entitled to own assets necessary to perform its functions.
- (2) The Senate shall decide on and establish the conditions and procedures for the possession, disposal, and encumbrance with restricted real right or building rights of the university property.
- (3) Movable property is obtained and disposed of according to the conditions and procedures established by the legal acts of the university.
- (4) The university shall dispose of assets deemed not necessary for achieving the university objectives following the principle of increasing the benefit that the university may get from these procedures and transactions, avoiding loss and guaranteeing that the transactions are in compliance with legislation, transparent and controlled.

§ 38. Financing

- (1) The university revenue comprises funds allocated from the State budget, funds received

from the reimbursement of study costs, from the performance of services related to main activities, from research, development and creative activities, as well as other income.

- (2) A balanced budget shall be prepared concerning all income and expenditures of the university. The Senate shall approve the financial plan, the budget and the budget implementation report.

Chapter 7

CONTROL, SUPERVISION AND REPORTING

§ 39. Control and supervision

- (1) Administrative supervision over the legality of the activity of the university is exercised by the Ministry of Education and Research.
- (2) The State Audit Office shall audit the activities of the university pursuant to the State Audit Office Act.
- (3) The economic activities of the university shall be monitored by regular and special audits prescribed by the Senate.
- (4) The conditions and procedure for conducting an internal audit are established in the Management Regulation.

§ 40. Reporting

- (1) The university shall report on its activities, i.e. present statistical reports on its activity and on the implementation of its budget, to the extent of and pursuant to the procedures provided by law or on the basis thereof.
- (2) The reporting of the university units takes place pursuant to the conditions and procedure established by legal acts.

Chapter 8

IMPLEMENTATION PROVISIONS

§ 41. Transitional provisions

- (1) The authority of the Senate membership that was appointed pursuant to the Statute that was in force prior to 1 September 2015 shall be valid until 31 December 2015. If the authority of a member elected to the given Senate should terminate before 31 December 2015, a new member shall not be elected to fill the vacancy and the quorum shall decrease respectively, except in the case where, upon premature termination of the powers of a student representative, the proportion of student representation remains below the required level. In such a case, a new member shall be elected whose authority shall terminate on 31 December 2015.
- (2) The elections of the teaching and research staff and students belonging to the first Senate elected pursuant to the present Statute, shall be conducted not later than 14 December 2015. The Rector shall approve the nominal membership of the Senate not later than 18 December 2015 and the authority of the membership of the Senate will commence on 1 January 2016. The authority for teaching and research staff members belonging to the given membership is valid until 31 August 2018 and the authority of student representatives until 31 August 2016.
- (3) The employment contract concluded with the sitting Rector at the time of entry into force of this Statute shall be valid until the expiry of the employment contract or its

termination before the prescribed time.

- (4) The Representative Council of the Student Union shall appoint student representatives from among students within the study programmes of the school, to the inaugural of a school council formed as of 1 September 2015, not later than 17 August 2015. The Rector shall approve the first membership of the council not later than 31 August 2015.
- (5) The Rector shall appoint the first director of the school formed as of 1 September 2015, for the period until 31 August 2017; in the event of early termination of the director's authority, the Rector shall appoint a new director for the remaining period until 31 August 2017. Until 31 August 2020, the Rector shall appoint the following directors of schools according to the specifications set in the Employment Relations Rules. The procedure for election of the director described in Subsection 25 (2) of the Statute shall be applicable for the director who will assume office after 31 August 2020. [Amended 13.03.2017]
- (6) The legal acts of Tallinn University shall be brought into compliance with this Statute not later than 1 May 2016.

§ 42. Repeal

- (1) Tallinn University Statute (endorsed by the TU Senate Regulation No. 10, dated 10 April 2006) is repealed.
- (2) "The establishment of the Estonian abbreviation for Tallinn University and the university's name and abbreviation in English" (endorsed by TU Senate Regulation No. 10, dated 28 March 2005) is repealed.

§ 43. 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