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Statutes of the TTK University of Applied Sciences

Approved 05.01.2015 No. 2

The Regulation shall be established on the basis of subsection 2 of § 4 of the Institutions of Professional Higher Education Act.

Chapter 1

GENERAL PROVISIONS

§ 1. Type, name and legal status

- (1) TTK University of Applied Sciences (hereinafter: TTK UAS or university) is a university of applied sciences that operates pursuant to the Institutions of Professional Higher Education Act, this Statutes and other legislation.
- (2) The name of the university in English is the *TTK University of Applied Sciences*.
- (3) The university shall be a state institution administered by the Ministry of Education and Research.

§ 2. Location and mail address of TTK UAS

- (1) TTK UAS is located in Tallinn. Structural units of the university may be located elsewhere in Estonia.
- (2) TTK UAS mail address: Pärnu mnt 62, 10135 Tallinn.

§ 3. Seal, account and budget

TTK UAS shall have a seal with a diminished image of the national coat of arms and its name, bank account consolidated with other institutional accounts under the state treasury and own budget.

Chapter 2

OBJECTIVE AND FUNCTIONS

§ 4. Objective of TTK UAS

The objective of the university is to offer internationally recognised competitive professional higher education supported by science and technology in the study areas of engineering, manufacturing and construction and in the study area of services, transport services and provide public services based on the study, applied sciences and other creative activity areas.

§ 5. Functions of TTK UAS

The university shall:

- 1) conduct tuition in compliance with curricula of professional higher education;
- 2) ensure study and work organisation that provides for acquisition of required knowledge, skills and ethical convictions by students;
- 3) create favourable conditions to the university's membership for study, applied research and development activities, for professional development and communication with academic staff and students in Estonia and abroad;
- 4) procure equipment, literature, inventory and other means required for study, applied and basic research and development work;
- 5) promote cooperation with educational, research and development institutions in Estonia and foreign countries;
- 6) participate in international, national and social projects, guided by the objectives of the university;
- 7) organise conferences, workshops and other events related to main functions;
- 8) provide advising/consulting services in the broad study area of engineering, manufacturing and construction and service, including the study field of transport service;
- 9) organise preparation and publication of course books and study aids and recommend use of study literature;
- 10) provide services related to main activities for charge at the extent established in the Statutes;
- 11) implement main principles of internationalisation of lifelong learning and education.

Chapter 3

RECTOR AND RECTOR'S OFFICE

§ 6. Competence of the Rector

TTK UAS shall be directed by the Rector. The Rector is in charge of the general state, development and for the legitimate and practical use of the financial resources of the university.

§ 7. Duties of the Rector

The Rector shall:

- 1) exercise the highest administrative and disciplinary authority within the limits of competence in TTK UAS;
- 2) represent TTK UAS within the authority prescribed by the Institutions of Professional Higher Education Act and the Statutes;
- 3) authorise Vice-Rectors or other university staff to represent the university and enter into transactions in the name of TTK UAS within the limits of power granted by the Statutes;
- 4) establish the number and fields of activity of Vice-Rectors and appoint Vice-Rectors and conclude fixed-term employment contracts with them;
- 5) direct the activities of the TTK UAS Council (hereinafter *Council*) and ensure implementation of the resolutions taken by the Council;
- 6) forward proposals for the composition of the Advisory Board to the minister in charge of relevant area;
- 7) approve statutes of structural units by a directive;
- 8) approve work procedure rules and operations procedure rules by a directive;
- 9) ensure practical organisation of study, research and development and creative activities;
- 10) matriculate and delete students from the matriculation register;
- 11) announce public competition for openings for teaching and research positions;
- 12) issue, change and terminate employment contracts with the university personnel and approve their job descriptions;
- 13) ensure preparation of university's draft budget and funding applications;
- 14) approve the university's budget and ensure implementation of the budget;
- 15) control the budgetary funds within the limits of the authorisation granted by the Institutions of Professional Higher Education Act and other legislation;
- 16) decide on key economic issues;
- 17) be accountable to the Council and to the minister in charge of relevant area and ensure reporting to the Ministry of Education and Research prescribed by law;
- 18) perform other duties prescribed by the Institutions of Professional Higher Education Act, the Statutes and other legislation that remain outside competence of other personnel.

§ 8. Regulations issued by the Rector

The Rector shall issue directives within the limits of own competence.

§ 9. Appointment of the Rector to office and release of the Rector from office

- (1) The Rector shall be elected by way of a public competition up to five years in accordance with §7 subsection 1 of the Institutions of Professional Higher Education Act, in compliance with the procedures prescribed by the regulation of the minister in charge of the activity area. The minister under whose area of government the university belongs or a representative authorised by the minister shall enter into the employment contract with the Rector.
- (2) After release from the duties of the Rector, the Rector shall have the right to return to the position occupied at TTK UAS prior to the election as Rector.
- (3) The Rector's sign of office shall be the chain of office, the governing statutes of which shall be approved by the Council.

§ 10. Motion of no confidence in the Rector

- (1) The Council shall have the right to bring a motion of no confidence in the Rector in case of the Rector's failure to fulfill the duties of office and functions of the university or culpable contravention of law or the Statutes.
- (2) A motion of no confidence in the Rector shall require a joint motion of at least half of the Council members. A temporary chair shall be elected to consider the matter.
- (3) A motion of no confidence in the Rector shall be decided by secret ballot and passed with a two-thirds majority.
- (4) After passing the motion of no confidence in the Rector, the Council shall recommend the minister in charge of the activity area to terminate the employment contract with the Rector.

§ 11. Rector's Office

- (1) The Rector's Office operating as an advisory body to the Rector shall be composed of the Vice-Rectors and other individuals assigned by the Rector. The composition and operating procedures shall be established by the Rector's directive.
- (2) Vice-Rectors of TTK UAS shall direct activity areas and respective structural units, as assigned by the Rector. Vice-Rectors and other members of the Rector's Office may act on behalf of the Rector upon the Rector's authorisation.
- (3) Vice-Rectors shall be employed under a fixed-term contract, in compliance with the

validity term of the employment contract of the Rector who appointed the Vice-Rectors, though for a term not exceeding five years.

(4) Once released from the duties of the Vice-Rector, the named shall retain the right to resume an equivalent position at TTK UAS held prior to appointment as Vice-Rector.

§ 12. Professors Assembly

(1) The Professors Assembly shall serve as an advisory body to the Rector on academic matters.

(2) The Professors Assembly shall comprise all regular and professors *emeriti* united in the assembly upon invitation of a Vice-Rector in charge of relevant activity area. Membership of the Professors Assembly shall be decided by a simple majority.

(3) Professors Assembly shall be headed by the assembly's elder, elected from among regular professors by simple majority of the Assembly.

(4) Composition and rules of procedure of the Professors Assembly shall be approved by the directive of the Rector.

Chapter 4

COUNCIL AND ADVISORY BOARD

§ 13. Competence of the Council

The Council is the highest collegial decision-making body of TTK UAS.

§ 14. Composition of the Council

(1) The Council shall be composed of the Rector, the Vice-Rectors, the finance and administration director, the representative of the professors, one representative of teaching staff from each academic unit, one representative from outside TTK UAS named by the Rector, representatives of the student body who shall constitute at least one-fifth of the Council composition. The number of student body representatives shall be established by the Rector.

(2) The Council shall be chaired by the Rector.

§ 15. Functions of the Council

The Council shall:

- 1) place proposals for initiation of amendments and additions to the Statutes to the minister in charge of the activity area;
- 2) adopt the Strategic Plan of TTK UAS, upon its approval by the Ministry of Education and

Research;

- 3) approve long-term strategic goals of main activities resulting from the Strategic Plan of TTK UAS;
- 4) decide on matters related to international communication of the university;
- 5) establish the insignia (flag, logo, Rector's office chain, badge, medal etc.) of the university and procedure of their implementation;
- 6) have the right to bring a motion of no confidence in the Rector;
- 7) endorse the Statutes of Student Body;
- 8) approve the curricula and amendments therein;
- 9) approve joint curricula and approve entering into cooperation agreement on the joint curricula;
- 10) endorse the Study Regulation;
- 11) establish conditions and procedure for student admission, including minimum requirements for proficiency in the instruction language for assessment of foreign nationals' language proficiency, in accordance with §168 subsection 2 of the Aliens Act;
- 12) establish the conditions and procedure of the exclusion of students from TTK UAS;
- 13) approve, if necessary, the curricula that operate full-time study exclusively and the curricula that operate full-time study under higher requirements;
- 14) establish the conditions and procedure for accreditation of prior experiential learning;
- 15) establish the regulation of academic leave;
- 16) establish procedure for issuance of the English language version of the diploma supplement to individuals who graduated prior to the academic year of 2002/2003;
- 17) establish, by 1 September of each year, conditions and procedure for application, granting and payment of student allowances; establish conditions and rules for reimbursement of study costs and rates of reimbursement thereof at least four months prior to the beginning of the academic year;
- 18) approve the composition of the graduation theses defence committees - the chair and members thereof, in compliance with the recommendations of the TTK UAS Advisory Board;
- 19) adopt decisions on general matters of tuition concerning more than one faculty;
- 20) establish the qualification requirements of the teaching staff and conditions and procedure for assessment thereof;
- 21) establish conditions and procedure for evaluation of the teaching and research staff performance;

- 22) establish conditions and procedures for granting regular teaching staff a one-term paid sabbatical leave for creative work or upgrading of professional skills, as well as the conditions and rules of remuneration;
- 23) elect regular teaching and research staff;
- 24) establish conditions regarding the right of the Rector to invite scientists or other distinguished creative individuals or practitioners in their area to visiting professor positions for a five-year term on a non-competitive basis;
- 25) have the right to confer the title of professor *emeritus/emerita* to professors upon 10-year employment at the university and reaching the retirement age;
- 26) establish rules for professor *emeritus/emerita* remuneration;
- 27) approve honorary doctorates;
- 28) establish forms of training and re-training courses and regulations of organisation of training and re-training;
- 29) establish the bases and rules for charges of fee-based services related to main activities;
- 30) approve rules for expending revenue from state budget funds and economic activity;
- 31) approve implementation of the TTK budget and the report of the financial year;
- 32) adopt decisions on matters related to state property entrusted to TTK UAS use according to the extent and rules prescribed by law;
- 33) hear Rector's and Vice-Rectors' activity reports and proposals and evaluations of the Advisory Board concerning the development of the university, including matters of curricula development;
- 34) have the right to form committees and working groups;
- 35) resolve other issues placed within its competence in accordance with the Institutions of Professional Higher Education Act, the Statutes and other law.

§ 16. Election of Council members and term of authorisation

- (1) The Rector shall organise the election of the teaching staff representatives to the Council in June every three years. The term of authorisation begins on 1 September of the same year and extends to a period of three years.
- (2) Regular members of teaching staff may stand as candidates in the elections to the Council, nominate and elect other regular teaching staff members to be their representatives.
- (3) The Rector shall approve the procedure for the election of teaching staff representatives. The procedure for election of the student body shall be approved by the Student Council.

(4) Representatives of the student body to the TTK UAS Council shall be elected by the Student Council.

(5) In case of a council member's absence from the university for a period exceeding three months, an alternate member approved by the Rector shall be called up. An alternate teaching staff representative shall be approved on the basis of vote rankings. An alternate member of the student body representative shall be nominated by the Student Council.

§ 17. Legislation and rules of procedure of the Council

(1) The main work format of the Council is the session. Sessions may be regular and extraordinary.

(2) Regular sessions are held at least four times each academic year. Regular sessions are called and chaired by the Council chair, or in the chair's absence, by the eldest member of the Council.

(3) Extraordinary sessions are called by the Council chair or at the request of one-third of the Council members.

(4) Two-thirds of the Council members constitute a quorum. At the absence of quorum, the Council chair shall call a new session within a period of two weeks.

(5) The Council shall adopt rules of procedure that provide for general principles guiding the organisation of Council work.

(6) The Council shall pass resolutions within the limits of competence. Council resolutions shall be adopted by a majority vote of all members present. In cases provided in subsections 1, 2, 5, 6, 31 and 32 under § 15, a two-thirds majority vote of Council members is required. Resolutions of the Council shall be signed by the Council chair, or in case of chair's absence, by the eldest member of the Council.

(7) In case of the chair's disagreement with the resolution, the chair leaves the resolution unsigned and proposes the matter for reconsideration in the next session of the Council. If the Council passes the resolution in the same version, the chair signs the resolution, stating the dissenting opinion thereof.

(8) The minutes of the sessions shall be recorded by an individual designated by the chair.

(9) An authorised representative of the Advisory Board may take part in the Council sessions and the Rector may invite other individuals to the sessions and give them floor. § 18. Advisory Board

§ 18. Legislation and rules of procedure of the Council

The Advisory Board, serving as an advisory body, shall be an interface between the university and society, which is formed according to the conditions and procedure prescribed by the Institutions of Professional Higher Education Act.

Chapter 5

STRUCTURE AND MANAGEMENT OF STRUCTURAL UNITS

§ 19. Structure

- (1) The structure of TTK UAS is composed of the academic and the support structure.
- (2) Structural units shall be formed, altered and terminated by the resolution of the Council.
- (3) The objective of the structural units shall be to perform university's functions in their relevant activity areas, operating on the basis of the Statutes, approved by the Council and established by the directive of the Rector within the area of responsibility assigned by the Rector or a person designated.
- (4) A head of a structural unit shall be accountable to the Rector or a person designated and the Council.
- (5) A head of a structural unit shall be appointed by the Rector.

§ 20. Academic and support structure

- (1) Academic structure shall be composed of the following:
 - 1) faculties and structural units (departments, institutes, chairs) under their control;
 - 2) institutions;
 - 3) centres.
- (2) Support structure shall comprise structural units supporting the academic structure.

§ 21. Faculty

- (1) A faculty is a primary unit of the university's academic structure that unites study, research and development work in related areas. The statutes of the faculty shall be adopted by the faculty council, approved by the Rector.
- (2) Faculty activities shall be directed by the dean and the faculty council, as provided in the faculty statutes.

§ 22. Department, institute and chair

- (1) A department shall be a structural unit under a faculty that unites related institutes or chairs and organises study, research and development activities. A department is directed by a department head and the department council, as provided in the faculty statutes.
- (2) An institute shall be a structural unit under a department that unites related chairs. An institute is directed by a head, as provided in the faculty statutes.
- (3) A chair shall be a structural unit under a department or an institute that ensures adherence to

and development of a study area and unites teaching staff involved in research and development and other staff in the activity area of the chair.

(4) Head of a chair shall be a full professor elected by the Council through open competition for a term of five years. Head of a chair shall be appointed by the Rector on the basis of the election results. In case none of the candidates for the post of the head meet the requirements set for the professor's position, the Rector may appoint a holder of a chair for a period of five years upon referral of the dean.

Chapter 6

ORGANISATION OF STUDIES

§ 23. Curriculum

Tuition at TTK UAS shall be conducted at higher education level according to professional higher education curricula that comply with the Institutions of Professional Higher Education Act and the Higher Education Standard established by clause 7 subsection 2 under § 5 in the Republic of Estonia Education Act.

§ 24. Admission and exclusion of students

Students shall be admitted to and excluded from TTK UAS according to the conditions and rules established by the Council.

§ 25. Basis for the organisation of studies

Organisation of studies at TTK UAS shall be governed by the Study Regulation that provides for general requirements of study organisation.

Chapter 7

MEMBERS

§ 26. Members

TTK UAS membership is composed of the Rector, the Vice-Rectors, teaching staff, research staff and other staff and students.

§ 27. Teaching and research staff

(1) The teaching staff of the university carry out teaching, research and instructional development, with workloads established by the Council, as well as administrative duties of the academic post elected and appointed to, in accordance with the job description.

(2) Professional higher education positions at TTK UAS shall be: professor, associate

professor, lecturer, teaching assistant and teacher, all of whom are subject to the requirements established by the Institutions of Professional Higher Education Act, Higher Education Standard set out by clause 7 subsection 2 under § 5 of the Republic of Estonia Education Act, and by the Council.

- (3) Teaching and research staff posts shall be filled in accordance with subsections 7-9 under § 23 of the Institutions of Professional Higher Education Act.
- (4) The research staff of the university shall be subject to the requirements set out in the Research and Development Organisation Act. The research staff may take the teaching function.
- (5) The composition of the teaching and research staff shall be approved each year by the Rector on the recommendation of the Vice-Rector for relevant activity area. Professor positions by the specific field shall be designated by the Council.

§ 28. Other staff

- (1) The task of other staff is to ensure smooth operation of the university, maintain the property/assets of TTK UAS and provide support services.
- (2) Employment rights, duties and responsibilities shall be established in accordance with legislation regulating labour relations.

§ 29. Rights and duties of employees

- (1) Employees shall:
 - 1) be entitled to access training courses necessary for professional development;
 - 2) be entitled to use, without charge, the TTK UAS Library, equipment and other resources for study, research and development work in accordance with the procedure established by the Council;
 - 3) be obligated to make prudent use of the state property/assets entrusted to TTK UAS;
 - 4) have the right and responsibility to secure the university's reputation;
 - 5) have the right and responsibility to improve their professional qualifications and teaching competence in case of teaching staff;
 - 6) have other rights and responsibilities arising from legislation regulating labour relations, university's work procedure rules and an employee's employment contract and job description.

(2) Regular teaching staff shall have the right to apply for a one-term leave once every five years to update professional qualifications or other creative work, according to conditions and procedure established by the Council.

§ 30. Students

Students are individuals admitted to the full- or part-time study of professional higher education.

§ 31. Rights and obligations of students

Students shall be entitled to:

- 1) receive information from the university regarding the organisation of studies;
- 2) study and career counselling;
- 3) compose an individual study plan in accordance with the TTK UAS Study Regulation;
- 4) when studying under a joint study curriculum, complete a substantial portion of the curriculum at another institution participating in the joint curriculum, whereby all forms of study shall be considered as study at the other institution participating in the joint curriculum thereof;
- 5) attend lectures outside the curriculum and take practical training/internship, seminars, examinations and assessment tests;
- 6) use, without charge, university's lecture rooms, laboratories, computer classes, libraries, inventory, equipment and other resources according to procedure established by the Rector;
- 7) elect their representatives or be elected to the Student Council;
- 8) the right and responsibility to secure reputation of the university;
- 9) participate in the studies;
- 10) submit well-grounded complaints to the Rector through the Student Council regarding a teacher's unsuitability to teach a course;
- 11) make a request to retake an examination or pass/fail assessment before an examination commission, in accordance with the Study Regulation and on the basis of a reasoned application;
- 12) forward proposals to the Rector for improvements in the Study Regulation;
- 13) at least eight-week vacation per year;
- 14) take academic leave once, generally for up to one year, during professional higher education studies, additionally for health reasons for up to two years, in the case of military conscription or alternative civilian service, for up to one year, and for the care of a child, until the child reaches the age of three;

- 15) receive a student identification card, according to procedure established by the directive of the minister of relevant activity area, on the basis of clause 9 subsection I under § 24 of the Institutions of Professional Higher Education Act;
- 16) receive a student allowance and student loan according to conditions and procedure established by the Study Allowances and Study Loans Act;
- 17) continue studies at this or another educational institution in the same or closely related field in case a curriculum is closed or the activities of TTK UAS are terminated;
- 18) obligation to make prudent use of state property/assets entrusted to TTK UAS and follow the university's Study Regulation and internal procedure rules;
- 19) all other rights and obligations arising from relevant legislation.

Chapter 8

STUDENT BODY

§ 32. Student Body

- (1) All students at TTK constitute the student body.
- (2) The student body shall exercise their right to self-government through its authorities.

§ 33. Student Council

- (1) The governing and representative body of the student body shall be the Student Council, which represents the student body in relation to the university, national and international organisations, institutions and individuals.
- (2) Each student matriculated in TTK UAS has the right to stand as a candidate and vote in the Student Council elections.
- (3) Elections of the Student Council members shall be free, on the grounds of the proportional representation of faculties. Elections shall be general, uniform, and direct. Voting shall be secret. Voting procedure shall be provided in the Statutes of the Student Body.
- (4) The Student Council elections for the forthcoming academic year shall be organised at the end of April of the current academic year at the latest.
- (5) The Student Council shall elect the representatives of the student body to the TTK UAS Council and other decision-making and advisory bodies, as set forth in the Statutes of the Student Body.
- (6) The budget of the university allocates funds that the Student Council will use for student

self-government for the purpose of performance of the functions arising from law and the Statutes of the Student Body. The Student Council disposes of the funds independently, on the basis of the authorisation granted by the Rector and in accordance with the procedure established by the Statutes of the Student Body. Funding proposals of the student body shall be placed by the Student Council.

§ 34. Statutes of the Student Body

- (1) Activities of the student body shall be governed by the Statutes of the Student Body.
- (2) The Student Council shall prepare the draft Statutes of the Student Body, post for evaluation by the students and set a deadline for proposals and objections at least one month from the date of posting. Within the term assigned, every student has the right for proposals and objections to the draft. The Student Council shall review the proposals and objections received and shall prepare the final draft supplemented by the considerations related to the proposals and objections submitted and shall forward the final draft of the Statutes to the student body for adoption.
- (3) The Statutes of the Student Body shall be adopted by a two-thirds majority vote of the student body. If a student has not taken a stance on the draft within two weeks of the date of the draft's submission for adoption, the case shall be construed as having accepted the draft.
- (4) The Student Council shall place the Statutes adopted by the student body to the Council for approval.
- (5) In case the Statutes fail to be adopted by the student body, the Student Council will organise preparation and adoption of a new draft of the Statutes. In case of amendments to the Statutes, the Student Council shall not call for the pertinent motion to make the amendment.
- (6) Amendments to the Statutes of the Student Body shall be subject to the procedure prescribed by subsections 2–5.

Chapter 9

ASSETS AND FINANCING

§ 35. Assets

TTK UAS shall possess, use and have at the disposal state assets entrusted for fulfillment of its

functions set out in the Institutions of Professional Higher Education Act and the Statutes according to the procedure prescribed in the State Assets Act.

§ 36. Financing

- (1) TTK UAS shall be funded from the state budget, income from the provision of services related to its main activities for a charge and other resources.
- (2) The research and development activities of the university shall be funded on the basis of procedure provided by the Research and Development Organization Act.
- (3) TTK has the right to provide services related to its main activities for a charge to legal as well as natural persons in the following cases: in-service training, retraining, level study, including external study, applied research, contractual development work, professional consultations and publishing in the study areas of engineering, manufacturing and construction engineering and in the service study area in the transport service study direction. The basis and procedure for service charges shall be established by the Council.

Chapter 10

REPORTING, AUDITING AND SUPERVISION

§ 37. Reporting

Financial and statistical reporting of the university shall be maintained in accordance with procedure provided by law.

§ 38. Auditing

Financial activities and use and maintenance of state assets entrusted to the university shall be audited by the Ministry of Education and Research and the National Audit Office.

§ 39. Supervision

Supervisory control over the activities of TTK UAS shall be exercised by the Ministry of Education and Research in accordance with procedure provided by law.

Chapter 11

IMPLEMENTING PROVISIONS

§ 40. Harmonisation of legislation of TTK UAS with the Statutes

All legislation provided by the Rector and the Council shall be brought into conformity with the Statutes within three months of the date of the latter entering into force.

Jevgeni Ossinovski
Minister

Janar Holm
Chancellor