

APPROVED by the  
Rector of the University of Tartu  
Decree no. 19 of 31 August 2015  
(effective as of 1 January 2016)

AMENDED by the  
Rector of the University of Tartu  
Decree no. 24 of 2 August 2018  
(effective as of 2 August 2018)

## **Statutes of Institute of Biomedicine and Translational Medicine**

Based on clause 15 (2) 8) and subsection 24 (1) of the Statutes of the University of Tartu, adopted by the Senate of the University of Tartu Regulation no. 11 of 21 July 2014 and approved by the Council of the University of Tartu Resolution no. 18 of 29 July 2014, I hereby approve the Statutes of the Institute of Biomedicine and Translational Medicine.

### **I. General provisions**

1. Institute of Biomedicine and Translational Medicine (“institute”) is an institute in the Faculty of Medicine of the University of Tartu (“university”), operating in accordance with the Universities Act, the University of Tartu Act, the Statutes of the university, the Statutes of the institute and other legislation.
2. The main task of the institute is to conduct teaching, research and development and provide the services required by society in the field of biomedicine and translational medicine. [effective as of 2 August 2018]
- 2<sup>1</sup>. To fulfil its main task, the institute:
  - 2<sup>1</sup>.1. supports the health policy of Estonia and the development of disciplines in the field of medicine;
  - 2<sup>1</sup>.2. coordinates preclinical research and development at the university;
  - 2<sup>1</sup>.3. organises teaching and study at all levels of study of higher education;
  - 2<sup>1</sup>.4. takes the lead in new areas of research in medicine and promotes the transfer of this knowledge to the society, cooperates with academic institutions, professional networks, health care institutions and enterprises in Estonia and internationally;
  - 2<sup>1</sup>.5. develops the infrastructure of the institute for teaching and study, research and development;
  - 2<sup>1</sup>.6. performs other tasks which contribute to achieving the university’s objectives.[effective as of 2 August 2018]
3. The name of the institute in English is Institute of Biomedicine and Translational Medicine.

### **II. Governance**

4. The highest academic decision-making body of the institute is the council of the institute (“council”).
5. The council comprises all the professors and research professors of the institute (excl. visiting professors), whose workload at the institute is at least 20 hours per week, and up to five members appointed by the council, two academic staff representatives and the student representatives. [effective as of 2 August 2018]

- 5<sup>1</sup>. Members appointed by the council are appointed for a term of up to three years from among candidates nominated by council members. [effective as of 2 August 2018]
6. The two representatives of the academic staff of the institute are elected by secret vote every three years in May. The head of institute announces the election and the deadline for submission of candidates at least two weeks before the elections. [effective as of 2 August 2018]
7. Candidates of academic staff representatives may be submitted by the head of institute, at least five academic staff members of the institute jointly, and the student council of the Faculty of Medicine. The electoral body comprises all academic staff members of the institute, whose total workload in the institute is at least 20 hours per week. Each voter has one vote. [effective as of 2 August 2018]
8. [repealed as of 2 August 2018]
9. The results of the elections are approved as a ranking list. If multiple candidates receive an equal number of votes, the ranking is determined by drawing lots. [effective as of 2 August 2018]
- 9<sup>1</sup>. The mandate of the elected representatives starts as of the beginning of July and is effective until new representatives take office. If an elected council member is unable to participate in the council's work, the dean, on the proposal of the head of institute, may appoint the next candidate in the ranking list to substitute for the withdrawn council member until the withdrawn member returns, but no longer than until the next elections. [effective as of 2 August 2018]
- 9<sup>2</sup>. The mandate of an ex officio council member may be suspended based on the member's application, if the council member's employment contract is temporarily suspended (due to parental leave, illness, etc.), the council member is on sabbatical leave or secondment or in other justified cases, when the council member is known in advance to be absent from more than two consecutive council meetings. The member files an application to the council chair. The head of institute, on the proposal of the council chair, makes a motion to the dean, who approves an amendment in the composition of the council by a directive. [effective as of 2 August 2018]
- 9<sup>3</sup>. If a council member has been absent from more than half of the meetings in an academic year, the council member must give reasons for absence if asked by the council chair. In case of absence without good reason, the council chair may ask the council member to file an application for temporary suspension of membership. [effective as of 2 August 2018]
10. Student representatives are elected or appointed to the council for one year. The conditions and procedure of electing or appointing student representatives are provided in the Statutes of the Student Body, taking into account that student representatives must make up 1/5 of the council members and that at least a third of the student representatives must be doctoral students. The mandate of the student representatives starts as of the beginning of July and is effective until new representatives take office.
11. The council of the institute elects the council chair for three years. The composition of the council and the council chair are approved by the dean of the Faculty of Medicine ('dean'). [effective as of 2 August 2018]
12. The council

- 12.1. determines the development priorities of the institute and presents them to the faculty council;
  - 12.2. discusses and decides on matters regarding the teaching and study, research and development in the institute;
  - 12.3. initiates the opening, changing and closing of curricula;
  - 12.4. approves the institute's budget and monitors the implementation of the budget;
  - 12.5. makes decisions on the proper use and management of academic and research rooms;
  - 12.6. elects lecturers, assistants, teachers, senior research fellows, research fellows and junior research fellows;
  - 12.7. forms an opinion on opening the positions of professors, associate professors and research professors and on the candidates to these positions;
  - 12.8. is responsible for implementing the principles of the quality management of the teaching and study, research and development and presents the quality monitoring report of the institute to the council of the Faculty of Medicine;
  - 12.9. establishes work units in the institute, determines their tasks, and appoints the heads of work units on the proposal of the head of institute for a term of five years; [effective as of 2 August 2018]
  - 12.10. establishes the rules of procedure of the council;
  - 12.11. performs other tasks imposed on the council of the institute by regulations and bylaws.
13. The institute's council meetings are held as needed but at least six times a year. The institute's council has a quorum if more than half of the members of the institute's council are present. The decision of the institute's council is adopted if more than half of the members present at the meeting vote for it, unless otherwise provided in these statutes. The budget of the institute is approved by a 2/3 majority of those present at the meeting.
  14. The institute's council meeting is convened and chaired by the council chair or the substitute chair. The council chair is substituted in his or her absence by a council member appointed by the council chair. In case the council chair is unable to appoint a substitute, the chair of the meeting is elected by members of the council. The council chair must also convene a council meeting if at least half of the institute's council members request it. [effective as of 2 August 2018]
  15. To make decisions on urgent matters, the council may hold a meeting electronically. A decision of the electronic meeting is adopted if more than half of the members of the institute's council vote for it. The budget of the institute is approved if 2/3 of the members of the institute's council vote for it.
  16. The institute is led by the head of institute, who is elected by the council of the institute from among the professors and research professors of the institute for a term of three years. The head of institute performs the duties of a head of institute as an additional assignment. The head of institute cannot simultaneously hold the position of the council chair of the institute.
  17. The dean announces the election of the head of institute at least one month before the elections. Candidates may be submitted by the dean, at least five academic staff members of the institute jointly, and the student council of the Faculty of Medicine. [effective as of 2 August 2018]
  18. The head of institute is elected by secret vote, in accordance with the university's regulations for secret votes. The results of the election of the head of institute are approved by the dean.

A person cannot hold the position of the head of institute for more than three consecutive terms of office.

19. If no candidates who meet the requirements have been submitted to the position of the head of institute or if the none of the candidates is elected, the dean appoints an acting head of institute until the elections of the head of institute, but for no longer than one year.
20. The head of institute
  - 20.1. leads the institute and ensures that its work complies with the institute's development priorities, the statutes of the institute, the statutes of the university, laws and other regulations;
  - 20.1<sup>1</sup>. appoints the heads of work units for five years; [effective as of 2 August 2018]
  - 20.2. [repealed as of 2 August 2018]
  - 20.3. [repealed as of 2 August 2018]
  - 20.4. establishes the prices of paid services provided by the institute;
  - 20.5. is responsible for the general situation in the institute, the development of the institute and the lawful and proper use of its funds;
  - 20.6. resolves matters placed by university bylaws within the competence of the head of institute, and resolves matters related to the institute that have not been placed within the competence of anyone else by bylaws.
21. The head of institute is entitled to sign, on behalf of the university, within the limits of the institute's budget and for the purpose of performing the main task of the institute and taking into consideration the terms and conditions established at the university:
  - 21.1. contracts for the supply of services with natural persons for provision of services; [effective as of 2 August 2018]
  - 21.2. [repealed as of 2 August 2018]
  - 21.3. [repealed as of 2 August 2018]
  - 21.4. contracts for use to take into use movable property;
  - 21.5. licence agreements to take into use intellectual property protected by copyright;
  - 21.6. practical training agreements to organise practical training in the curricula managed by the institute; [effective as of 2 August 2018]
  - 21.7. grant agreements with the Cultural Endowment of Estonia, the Council of the Gambling Tax, local governments and associations of local governments; and applications and other documents, incl. reports and requests for payment, submitted in connection with these agreements; [effective as of 2 August 2018]
- 21<sup>1</sup>. The right of the head of institute to enter into contracts on behalf of the university for buying movables and ordering services that are necessary for the institute will be provided in the Procurement Rules. [effective as of 2 August 2018]
- 21<sup>2</sup>. The head of institute forms an advisory body, the board of the institute, which comprises the head of institute, the council chair of the institute and up to five persons, who the head of institute appoints from among the council members. The task of the board of the institute is to support the head of institute in managing the institute and forming balanced views on critical topics. If necessary, the board prepares materials for the council meeting. Decisions made at the board meetings are recorded. [effective as of 2 August 2018]
22. The head of institute reports to the dean and to the council of the institute. The head of institute submits a written management report and financial report to the council annually at the February meeting of the council. The council approves the report and submits it to the dean of the Faculty of Medicine. [effective as of 2 August 2018]

23. The council of the institute may express no confidence in the head of institute if the head of institute is in violation of the law, the statutes of the institute or the university or other regulations governing the activities of the university, or is unable to perform the duties of the head of institute. A motion to express no confidence may be submitted to the council of the institute by at least a third of the members of the institute's council in a joint statement, or by the dean of the Faculty of Medicine in an address. The vote of no confidence is decided by the council of the institute by secret vote by the majority of at least 2/3 of the members. If the vote of no confidence has been decided, the dean releases the head of institute from office and appoints an acting head of institute until the election of the head of institute, but for no longer than one year.
24. If the position of the head of institute remains vacant before the end of the term of office of the head of institute, the dean appoints an acting head of institute until the election of the head of institute but for no longer than one year.
25. During the absence of the head of institute, the head of institute is substituted by a professor or research professor of the institute on the proposal of the head of institute and on the basis of the directive of the dean.

### **III. Implementing provisions**

26. The first election of the academic staff representatives to the council of the institute takes place on 1 December 2015 at the latest. As of 1 November 2015, the academic staff members of the Institute of Biomedicine and Translational Medicine, Institute of Anatomy, Institute of Microbiology, and Institute of Pathological Anatomy and Forensic Medicine take part in the first election of council members. The dean of the Faculty of Medicine announces the elections and the deadline for submission of candidates at least two weeks before the elections. The elections are organised pursuant to clauses 6, 7, 8 and 9 of these statutes.
27. The student council of the Faculty of Medicine appoints student representatives to the council of the institute on 1 December 2015 at the latest, taking into account that the student representatives form 1/5 of the council members and at least a third of the student representatives are doctoral students.
28. The mandate of the academic staff representatives starts on 1 January 2016 and is in force until 30 June 2018. The mandate of the student representatives is in force until 30 June 2018.
29. The first election of the head of institute takes place on 31 December 2015 at the latest. For the first election of the head of institute, the dean of the Faculty of Medicine forms an electoral council comprising the professors (excl. visiting professors) and research professors of the Institute of Biomedicine and Translational Medicine, Institute of Anatomy, Institute of Microbiology, and Institute of Pathological Anatomy and Forensic Medicine, and the elected members and student representatives of the council of the Institute of Biomedicine and Translational Medicine. The head of institute is elected from among the professors or research professors of the Institute of Biomedicine and Translational Medicine, Institute of Anatomy, Institute of Microbiology, and Institute of Pathological Anatomy and Forensic Medicine for the term of three years. Candidates may be submitted by the dean, at least five academic staff members of the institute jointly, and the student council of the Faculty of Medicine. The mandate of the head of institute starts on 1 January 2016. After these statutes take effect, a university employee who is as elected as the head of institute on 31 December 2015 at the latest, cannot be elected as the head of institute for more than two consecutive terms of office.

30. The statutes take effect on 1 January 2016.