

APPROVED by the Rector of the University of Tartu
Decree no. 35 of 3 September 2015
(effective as of 1 January 2016)

AMENDED by the Rector of the University of Tartu
Decree no. 58 of 19 December 2016
(effective as of 1 January 2017)

AMENDED by the Rector of the University of Tartu
Decree no. 17 of 15 June 2018
(effective as of 15 June 2018)

AMENDED by the Rector of the University of Tartu
Decree no. 4 of 15 March 2021
(effective as of 1 January 2021)

AMENDED by the Rector of the University of Tartu
Decree no. 10 of 1 June 2022
(effective as of 1 May 2022)

Statutes of the Institute of Computer Science

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 approve the Statutes of the Institute of Computer Science.

I. General provisions

1. Institute of Computer Science (hereinafter ‘institute’) is an institute of the University of Tartu (‘university’) Faculty of Science and Technology operating under the Higher Education Act, the University of Tartu Act, the statutes of the university, the statutes of the institute and other legislation. [effective as of 1 January 2021]
2. The main task of the Institute of Computer Science is to conduct teaching, research and development activities and provide services required by society in fields related to computer science, informatics and information technology. [effective as of 15 June 2018]
3. To fulfil its main task, the institute
 - 3.1. implements the strategic plan of the Faculty of Science and Technology and complies with the development priorities of the institute;
 - 3.2. coordinates and organises research and development activities in the university in the fields of computer science and information technology and cooperates with other universities, research and development institutions, enterprises and organisations in Estonia and abroad; [effective as of 15 June 2018]
 - 3.3. develops the curricula managed by the institute and organises quality studies on the basis of curricula in accordance with the terms and volume established in the university on all levels of higher education;
 - 3.4. organises continuing education in its specialisations;
 - 3.5. organises professional consultations;
 - 3.6. organises conferences and seminars, introduce research results to the public;
 - 3.7. ensures academic progeny of the institute;
 - 3.8. develops the infrastructure of the institute;
 - 3.9. performs other tasks in accordance with the rules established in the university.
4. The name of the institute in English is *Institute of Computer Science*.

II. Governance

5. The institute has a council, the composition of which is approved by the dean of the Faculty of Science and Technology (hereinafter referred to as the dean) on the basis of the proposal of the head of institute. The head of institute serves as the chair of the council.
6. The council comprises 15 members. Members of the council are the head of institute, assistant head of institute, three student representatives, three members appointed by the head of institute, and seven representatives of employees.
7. Employees, whose work load in the institute is at least 20 hours a week, elect representatives of employees to the council from among themselves. The elections are held by secret vote and conducted electronically in May of every odd year. The head of institute announces the elections at least two weeks before the elections by announcing the term for submitting candidates. At the time of announcing the elections, the head of the institute establishes the instructions of the electronic voting. Candidates can be submitted by head of institute, ordinary professors and jointly by three employees. Each voter has the same number of votes as there are elected positions. The results of the elections are approved as a ranking list. If several candidates receive an equal number of votes, their order in the list is decided by a draw. [effective as of 1 January 2021]
8. Representatives of employees are elected to the council for a two-year period. The mandate of the elected representatives begins on 1 August. The mandate of the representatives of employees in the council is valid until the new representatives take office. If a 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.
9. The conditions and procedure of electing the student representatives are provided in the Statutes of the Student Body. Student representatives are elected or appointed to the council for a one-year period. The mandate of the elected or appointed representatives takes effect on 1 August and is valid until the new representatives take office.
10. The council
 - 10.1 determines the development priorities of the institute;
 - 10.2. decides on matters regarding the teaching, research and development activities of the institute;
 - 10.3. initiates the opening, changing and closing of curricula;
 - 10.4. approves the distribution and amendments of the institute's budget and oversees the implementation of the budget;
 - 10.5. makes proposals to the dean to appoint the programme directors of the curricula managed by the institute;
 - 10.6. makes proposals to the council of the Faculty of Science and Technology to create the positions of professors; [effective as of 1 January 2021]
 - 10.7. elects research fellows, lecturers, junior lecturers and teachers of the institute; [effective as of 1 May 2022]
 - 10.8. forms an opinion on the candidates to the position of professors and associate professors; [effective as of 1 January 2021]
 - 10.9. is responsible for the execution of the principles of the quality management of the study, research and development activities and submits the report about the quality monitoring at the institute to the council of the Faculty of Science and Technology;
 - 10.10. forms the institute's work units and determines their tasks;
 - 10.11. decides the awarding of doctoral degrees on the basis of the curricula approved by the senate in accordance with the rules set in the university;
 - 10.12. forms committees for matters related to the organisation of studies and research if necessary;
 - 10.13. hears and approves the annual activity report presented by the head of institute;
 - 10.14. adopts its rules of procedure;

- 10.15. forms an opinion on matters raised by the rector, university council, senate, faculty council and members of the institute council;
- 10.16. may initiate amending the statutes of the institute;
- 10.17. determines other matters put in its competence by the university statutes or other legislation.

11. Council meetings are held according to need but at least six times during the academic year. The council meeting is convened by and chaired by the head of institute, in his/her absence the person acting in his/her capacity. The head of institute must convene a council meeting if it is requested by at least one third of the council members. The chair of the council may allow people who are not members of the council to participate in the council meetings with the right to speak but without the right to vote. In order to decide urgent matters, the council meeting may be held electronically in accordance with the rules of procedure of the council.

12. The council adopts resolutions within its competence. The council is qualified to adopt resolutions if at least ten members participate in the meeting, incl. head of institute or the person acting in his/her capacity. It is also possible to participate in a meeting using two-way audio and video technology. A resolution of the council is adopted if more than half of the members present are in favour of the resolution, unless stipulated otherwise in these statutes. In case of an electronic meeting, a resolution of the council is adopted if more than half of the members are in favour of the resolution. [effective as of 1 May 2022]

13. The work of the institute is led by the head of institute, who is elected by secret vote, in accordance with the university's rules of secret voting, by the institute council for three years from among the institute employees with a doctoral degree or an equal qualification. The head of institute fulfils the duties of a head of an institute as an additional assignment.

14. The dean announces the elections of head of institute at least two weeks before the elections. Candidates may be submitted by the dean, at least five members of academic staff of the institute jointly, and by the student council of the Faculty of Science and Technology. The head of institute is elected by secret vote, in accordance with the university's rules of secret voting. The results of the elections of the head of institute are approved by the dean. A person cannot be the head of institute for more than three consecutive terms of office.

15. If no candidates meeting the requirements have been nominated to the position of the head of institute or if the nominated candidates fail to be elected, the dean appoints the acting head of institute until the elections of the head of institute but for no longer than one year.

16. The head of institute

16.1. leads the institute and ensures that its work is in accordance with the institute's development priorities, the statutes of the institute, the statutes of the university and other legal acts;

16.2. leads the work of the institute council;

16.3. appoints the composition and heads of work units and supervises their work;

16.4. is responsible for the state of affairs in and the development of the institute and the lawful and proper use of its funds;

16.5. appoints and relieves of office the assistant head of institute from among the institute employees and determines their tasks with a directive;

16.6. reports to the institute council about the state of affairs in the institute and his/her work at least once a year;

16.7. resolves other matters in his/her capacity by legal acts, also the matters related to the institute which are in no one else's capacity.

17. The head of institute is entitled to sign, on behalf of the university, within the limits of the institute budget and for the purpose of filling the main task of the institute and taking into consideration the terms and conditions established in the university:

17.1. contracts for the supply of services with natural persons; [effective as of 1 January 2021]

17.2. [repealed as of 15 June 2018]

17.3. [repealed as of 15 June 2018]

- 17.4. contracts for use to take into use movable property;
- 17.5. licence agreements to take into use intellectual property protected by copyright;
- 17.6. [repealed as of 1 May 2022]
- 17.7. practical training agreements to organise practical training in the curricula managed by the institute; [effective as of 15 June 2018]
- 17.8. study agreements with students who are going to study abroad, and with foreign universities; [effective as of 15 June 2018]
- 17.9. grant agreements with the Ministry of Culture, the Cultural Endowment of Estonia, local governments and associations of local governments, and to sign applications, reports and other documents in connection with these agreements; [effective as of 1 January 2021]
- 17.10. contracts for the supply of services of the High Performance Computing Centre of the University of Tartu; [effective as of 1 January 2021]
- 17.11. confidentiality agreements and personal data processing agreements related to the teaching and research activities of the institute.
[effective as of 1 January 2021]

17¹. The right of the head of institute to enter into contracts on behalf of the university for buying movables and ordering services that are required by the institute will be provided in the Procurement Rules. [effective as of 15 June 2018]

18. The head of institute reports to the dean and institute council.

19. The institute council may express no confidence in the head of institute if the head of institute has contravened the law, the statutes of the institute or university or other legislation regulating the activities of the university or is unable to perform the duties of the head of institute. The motion to express no confidence in the head of institute can be submitted to the institute council by at least five council members with a joint application or the dean with an inquiry. To express no confidence, a majority of ten members of the institute council must support the corresponding decision by secret vote. If the vote of no confidence has been decided, the dean relieves the head of institute from office and appoints an acting head of institute until the election of the new head of institute, but for no longer than one year.

20. If the position of head of institute becomes vacant before the end of the term of office of the head of institute, the dean appoints the acting head of institute until the elections of the head of institute but for no longer than one year.

21. During his/her absence, the head of institute is substituted by the assistant head of institute or one of the professors of the institute on the proposal of the head of institute on the basis of the directive of the dean.

III. Implementing provisions

22. Until the head of institute is elected, the tasks of the head of institute are filled by the current head of Institute of Computer Science. The elections of the head of institute are held in December 2016 the latest. An employee of the university who holds the position of the head of Institute of Computer Science as of 31 December 2015 cannot be elected head of institute for more than two terms in a row after the entry into force of these statutes. [effective as of 15 June 2018]

23. The first elections of representatives of employees to the council of the Institute of Computer Science are held on 30 October 2015 the latest. The mandate of the elected members of the council commences from 1 January 2016 and terminates on 31 July 2017.

24. Employees whose work load in the Institute of Computer Science is at least 20 hours a week as of 30 September 2015 shall participate in the first elections of the representatives of employees. The elections are held in accordance with clause 7 of these statutes.

25. Student representatives in the first composition of the institute are appointed by the Student Council of the Faculty of Mathematics and Computer Science by 30 November 2015 the latest, making sure that students of all levels of study are represented. The mandate of the student representatives commences from 1 January 2016 and terminates on 31 July 2016.

25¹. The 2017 elections of the representatives of employees to the council of the institute are held on the basis and pursuant to the procedure provided in these statutes in April 2017 at the latest. [effective as of 01 January 2017]

26. These statutes become effective on 1 January 2016.