

Rules of Procedure of the council of the Institute of Computer Science

I. Organising the council meeting

1. The council meeting is called by the head of institute, in their absence the substituting employee (hereinafter referred to as chair of the council). The chair of the council shall convene a council meeting within ten days from receiving the request by at least one third of the council members.
2. The council secretary sends the invitation to the meeting with the draft agenda to the council members at least seven days prior to the meeting. The materials of the meeting are made available through the document management information system. The agenda of each council meeting may include matters raised during the meeting. The agenda of the meeting, including the list of matters raised during the meeting, is approved at the beginning of the meeting.
3. A council member shall inform the council secretary of not participating in the meeting no later than one day before the meeting.
4. The council is qualified to adopt decisions if at least ten members participate in the meeting, incl. the chair of the council. 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.
5. The head of institute 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.
6. In order to decide urgent matters, the council meeting may be held electronically. In case of an electronic meeting, at least two work days are given for voting and a resolution is adopted if more than half of the members are in favour of the resolution.

II. Discussion and adopting resolutions

7. The council meeting is chaired by the chair of the council. In discussing the items on the agenda, the floor is first given to the presenter(s). After this, council members can ask questions. The floor for expressing opinions is given by the chair of the council in the order of expressing the request to speak.
8. If the chair of the council decides that the question has been discussed sufficiently, he/she ends the discussion and proposes to vote on the matter. If a member of the council wishes to continue the discussion, the council decides on this with a simple majority.

III. Voting

9. Procedure for voting on proposals.
 - 9.1. The projects and proposal of the decision to be voted on are submitted to the council electronically—the question put to the vote must be worded so that it is possible to respond with “yes” or “no”.
 - 9.2. Council members can request that parts of the question are voted on separately, this

is approved by members present at the council meeting.

- 9.3. If parts of a proposal are voted on separately, the decision is put to the vote as a whole after the constituent parts have been voted on.
- 9.4. Recommended amendments and supplements are voted on before the main proposal. If several amendments have been submitted, the proposals that differ in principle are voted on first. If the main proposal is rejected, the adopted amendments and supplements shall also cease.
- 9.5. If there are several independent proposals which differ in principle, the chair of the meeting puts the proposals to the vote in order of being submitted.
10. Council resolutions are adopted by public vote, except in cases stated in clause 11. All council members who are present shall participate in the voting. Members can cast their votes in favour, against or abstain.
11. The election of senior research fellows, research fellows, junior research fellows, lecturers, assistants and teachers, the forming of an opinion about candidates to the positions of professors, lead research fellows and associate professors and other cases stipulated by the university bylaws are done by secret vote.
12. If the voting decides a matter related to a council member (for example, election to a position), the person involved does not participate in the discussion and voting of this matter. This reduces the quorum by one.
13. A committee is formed for secret voting which comprises at least three members who are approved by the council by public vote. The committee members elect the chair of the committee from among themselves. The committee prepares a protocol on the voting results which are presented by the chair of the committee, the result is approved by the council by public vote.

IV. Minutes of the meeting

14. The council secretary takes the minutes of the meeting. Presenters submit their materials beforehand electronically or at the meeting in writing. Each council member can add their statement, differing opinion or proposal to amend the decision to the minutes. The minutes are signed by the chair of the meeting and the council secretary. The minutes are published in the document management information system within five work days from the day of the meeting.

V. Allowing a doctoral thesis for defence

15. Pursuant to clause 19 of the Procedure for Awarding Doctorates, an applicant for a doctorate submits to the council his/her dissertation together with all additional materials.
16. The dissertation is sent for review to one reviewer from the institute and two reviewers from outside the University of Tartu who are internationally recognised researchers of the respective specialisation, who hold a doctoral degree or a corresponding qualification and do not have a conflict of interests upon performing the task. At least one reviewer must be from abroad.
17. After receiving the reviews, the applicant for a doctorate may submit a supplemented

dissertation to the council.

18. To decide on allowing the dissertation for defence, the head of the institute submits to the council a proposal on the time and place of the defence as well as on the appointment of the opponent(s) and, if necessary, additional members of the council. A reviewer of a dissertation can also be an opponent of the dissertation.
19. After the dissertation has been allowed for defence, the applicant for a doctorate organises the printing of the dissertation at the University of Tartu Press and submits 20 printed copies of the dissertation to the council at least one month before the defence. The head of the institute decides on the number of printed copies of each particular dissertation.

VI. Doctoral thesis defence

20. The procedure of the defence of a dissertation is as follows:
 - 20.1. Chair of the council opens the defence meeting. The academic secretary of the institute checks the council's quorum and introduces the applicant for the doctorate.
 - 20.2. Presentation by the applicant (*lectio praecursoria*) to introduce the main results of the dissertation (30 minutes) and possible quick questions regarding the presentation.
 - 20.3. Speeches by opponents and the applicant's academic debate with the opponents.
 - 20.4. General academic debate, including speech by the supervisor(s).
 - 20.5. Final remarks of the doctoral candidate (1 minute).
 - 20.6. Closed part where members of the defence council, the secretary, opponents and supervisor(s) participate. The council makes a decision about awarding the doctoral degree by public vote and approves the protocol.
 - 20.7. Announcement of the decision.
21. Defence of the dissertation is recorded.