

APPROVED by the Rector of the University of Tartu
Decree no. 36 of 3 September 2015
(effective as of 1 January 2016)

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 Estonian Marine Institute

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 Estonian Marine Institute.

I. General provisions

1. The Estonian Marine Institute ('institute') is an institute in the Faculty of Science and Technology of the University of Tartu ('university'), 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 is to conduct teaching, research and development activities related to aquatic ecosystems and provide services for society.
3. To perform its main task, the institute
 - 3.1. organises teaching and studies at all levels of higher education under the terms and in the volume established by the university;
 - 3.2. organises applied research and development activities;
 - 3.3. monitors water environment, aquatic life and fish resources according to national, international and other programmes, assesses and forecasts their situation and environmental impacts;
 - 3.4. organises conferences and seminars; communicates scientific achievements to the public;
 - 3.5. provides counselling to Estonian state agencies and local governments in matters related to the marine environment and the use of living and non-living resources and in implementing EU directives and international conventions;
 - 3.6. performs other tasks that contribute to the achievement of the university's objectives.
4. The name of the institute in English is *Estonian Marine Institute*.

II. Governance

5. The institute has a council, the composition of which is approved by the dean of the Faculty of Science and Technology ('dean') on the proposal of the director of institute. The council chair is the director of institute.
6. The council comprises the director, assistant director, research secretary, heads of departments, ordinary professors of the institute, up to three members appointed by the director of the institute and representatives of academic staff.

7. Full-time ordinary academic staff members of the institute elect representatives of academic staff to the council from among themselves by secret vote, so there is one representative per every ten full-time academic staff members. The number of elected members is established for five years as at the moment of the election. The director of the institute announces the election and the deadline for submitting candidates at least two weeks before the election. Candidates may be submitted by all academic staff members who have the right to vote. Each voter has one vote. Election takes place every five years in May. The election results are approved in the form of a ranking list. If several candidates receive an equal number of votes, their ranking is determined by drawing lots.

8. Representatives of academic staff are elected to the council for a term of five years. The mandate of the elected representatives starts at the beginning of July. The mandate of the representatives of academic staff in the council runs until new representatives take office. If a council member is unable to participate in the work of the council, the dean, on the proposal of the director 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 election.

9. The institute council

9.1. determines the development priorities of the institute;

9.2. makes decisions on matters related to teaching, research and development in the institute;

9.3. approves the institute's budget and monitors its implementation;

9.4. decides the awarding of doctoral degrees based on the curricula approved by the senate following the rules established by the university;

9.5. elects research fellows, lecturers, junior lecturers and teachers of the institute;

[effective as of 1 May 2022]

9.6. forms an opinion on candidates to the positions of professors and associate professors of the institute; [effective as of 1 January 2021]

9.7. initiates the opening, changing and closing of curricula of the institute;

9.8. establishes the rules of procedure of the council;

9.9. is responsible for implementing the quality management principles in teaching, research and development and submits the quality monitoring report of the institute to the council of the Faculty of Science and Technology;

9.10. performs other tasks imposed on the institute council by legislation and bylaws.

10. Council meetings are convened by the chair as needed, but at least four times a year. The council chair must also convene a council meeting at the request of at least 1/3 of the council members. The council has a quorum if more than half of the council members are present at the meeting. It is also possible to participate in the meeting using two-way audio and video technology. The decision is adopted if more than half of the members present at the meeting vote in favour unless otherwise provided in these statutes. [effective as of 1 May 2022]

11. To decide urgent matters, the council may hold an electronic meeting. A decision of the electronic meeting is adopted if more than half of the council members have voted in favour.

12. The institute is managed by the director, who is elected for a term of three years by the institute council from among the employees of the institute who hold a doctoral degree or an equivalent qualification. The director of institute performs the duties of a head of institute as an additional assignment.

13. The dean announces the election of the director of institute at least two weeks before the election. Candidates may be submitted by the dean, jointly by at least five academic staff members of the institute, and by the student council of the Faculty of Science and Technology. The director of institute is elected by a secret vote following the university regulations for secret votes. The results of the election of the director of institute are approved by the dean. A person cannot hold the position of the director of institute for more than three consecutive terms of office. If no eligible candidates are submitted to the position of the director of institute or if none of the candidates is elected, the dean appoints an acting director of institute until the election of the director of institute but for no longer than one year.

14. The director of institute
 - 14.1. manages the institute and ensures that its activities comply with the development priorities of the institute, these statutes, the statutes of the university, and other legislation;
 - 14.2. is responsible for the general situation in and the development of the institute, ensuring the lawful and proper use of its funds and other assets;
 - 14.3. to ensure purposeful organisation of work, forms departments and other work organisation units in the institute and determines their tasks and heads;
 - 14.4. may form committees, panels and working groups to solve problems in the organisation of work, determining their tasks, area of competence and members;
 - 14.5. appoints the assistant director and research secretary and determines their fields of activity;
 - 14.6. to organise the activities of the institute, may form an institute government of employees of the institute, determining the procedure and bases of its activities;
 - 14.7. establishes the prices of paid services provided by the institute;
 - 14.8. performs other functions assigned to him on her by legislation as well as functions required for fulfilling the statutory tasks of the institute that have not been placed within the competence of anyone else by legislation.
15. The director of institute has the right to sign the following on behalf of the university, within the limits of the budget of the institute and for the purpose of performing the main task of the institute, taking into consideration the terms and procedure established by the university:
 - 15.1. contracts for the supply of services with natural persons; [effective as of 1 January 2021]
 - 15.2. [repealed as of 15 June 2018]
 - 15.3. [repealed as of 15 June 2018]
 - 15.4. contracts for use to take into use movable property;
 - 15.5. licence agreements to take into use copyrighted intellectual property; [effective as of 15 June 2018]
 - 15.6. 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]
 - 15.7. confidentiality agreements and agreements on personal data processing related to the teaching and research activities of the institute. [effective as of 15 June 2018]
- 15¹. The director's right to sign contracts on behalf of the university for buying movables and ordering services that are necessary for the institute is provided in the Procurement Rules. [effective as of 15 June 2018]
16. The institute council may express no confidence in the director of institute if the director violates the law, the statutes of the university or other legislation governing the activities of the university, or is unable to perform the director's duties. A motion of no confidence may be submitted to the institute council by at least a third of the members of the institute council in a joint statement, or by the dean in an address. The vote of no confidence is decided by the institute council by secret vote by a majority of at least 2/3 of the members. If the vote of no confidence has been decided, the dean releases the director of institute from office and appoints an acting director of institute until the election of the director of institute but for no longer than one year.
17. The director of institute reports to the dean and to the institute council.
18. If the position of the director of institute becomes vacant before the end of the term of office of the director of institute, the dean appoints an acting director of institute until the election of the director of institute but for no longer than one year.
19. In the director's absence, the director is substituted by the assistant director or a council member working at the institute, appointed by the dean's directive based on the director's proposal.

III. Implementing provisions

20. Until the election of the director of institute, the director of the University of Tartu Estonian Marine Institute performs the functions of the director of institute. The election of the director of institute takes place in February 2018 at the latest. After these statutes take effect, a university employee who is the director of the University of Tartu Estonian Marine Institute as at 31 December 2015 cannot be elected as the director of institute for more than two consecutive terms of office.

21. The mandate of the academic staff representatives elected to the research council of the University of Tartu Estonian Marine Institute is effective until 30 June 2018.

22. The Statutes of the University of Tartu Estonian Marine Institute adopted by the Council of the University of Tartu Regulation no. 19 of 22 June 2007 and amended by the Council Regulation no. 13 of 30 October 2009 and the Rector's Decree no. 18 of 14 June 2012 are repealed.

23. The statutes take effect on 1 January 2016.