

APPROVED by the Rector of the University of Tartu
decree no. 37 of 3 September 2015
(effective as of 1 January 2016)

AMENDED by the Rector of the University of Tartu
Decree no. 71 of 21 December 2015
(effective as of 21 December 2015)

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. 15 of 25 August 2022
(effective as of 1 September 2022, partially effective
as of 1 May 2022)

Statutes of the Institute of Mathematics and Statistics

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 Mathematics and Statistics.

I. General provisions

1. The Institute of Mathematics and Statistics ('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 and to provide services to the society in the field of mathematics and mathematical statistics.
3. To perform its main task, the institute
 - 3.1. ensures the balanced development of the institute;
 - 3.2. ensures the next generation of academic staff of the institute;
 - 3.3. compiles curricula and conducts teaching based on the curricula approved by the senate;
 - 3.4. organises research and development;
 - 3.5. organises the teaching of mathematics and mathematical statistics at the university;
 - 3.6. conducts the education of mathematics teachers;
 - 3.7. conducts continuing education in its specialisations;
 - 3.8. organises professional consulting activities;
 - 3.9. develops the infrastructure of the institute;
 - 3.10. performs other tasks in accordance with the rules established at the university.
4. The name of the institute in English is *Institute of Mathematics and Statistics*.

II. Governance

5. The highest decision-making body of the institute is the institute council ('council'), the composition of which is approved by the dean of the Faculty of Science and Technology ('dean') on the proposal of the head of institute. The council chair is the head of the institute.

6. The *ex officio* members of the council are the head of institute, the deputy head, programme directors of bachelor's and master's curricula managed by the institute, representatives of specialisations of doctoral programmes, ordinary professors, heads of work organisation units, three academic staff representatives and student representatives. [effective as of 1 September 2022]
7. Ordinary academic staff members of the institute whose workload at the institute is at least 20 hours per week elect the representatives of academic staff to the council from among themselves by secret vote every odd year in May. The head of institute announces the election and the deadline for submitting candidates at least two weeks before the election. Candidates may be submitted by the head of institute, ordinary professors and jointly by at least three academic staff members of the institute. Each voter has two votes. The election results are approved in the form of a ranking list. If several candidates receive an equal number of votes, a new voting round (with each voter having one vote) is organised to determine the ranking of these candidates. If several candidates also receive an equal number of votes in the new round, their ranking is determined by drawing lots.
[effective as of 1 September 2022]
8. Academic staff representatives are elected for a term of two years. The mandate of the elected representatives starts on 1 August. The mandate of the academic staff representatives 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 head of institute, may appoint the next candidate in the ranking list of council election to substitute for the withdrawn council member until the withdrawn member returns, but no longer than until the next elections.
9. Student representatives make up at least 1/5 of all council members. The conditions and procedure of electing or appointing student representatives are provided in the Statutes of the Student Body. Student representatives are elected or appointed to the council for one year. The mandate of the representatives starts on 1 August and is effective until new representatives take office.
10. The council
 - 10.1. defines the development priorities of the institute;
 - 10.2. makes decisions on matters related to teaching, research and development in the institute;
 - 10.3. initiates the opening, amending and closing of curricula;
 - 10.4. approves the budget of the institute and monitors the implementation of the budget;
 - 10.5. makes proposals to the dean of the faculty to appoint the programme directors of curricula managed by the institute;
 - 10.6. elects research fellows, lecturers, junior lectures and teachers of the institute;
[effective as of 1 May 2022]
 - 10.7. makes proposals to the council of the Faculty of Science and Technology to create the positions of professors; [effective as of 1 January 2021]
 - 10.8. forms an opinion on candidates to the positions of professors and associate professors;
[effective as of 1 January 2021]
 - 10.9. 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;
 - 10.10. forms the work organisation units of the institute and determines their tasks;
 - 10.11. decides the awarding of doctoral degrees based on the curricula approved by the senate following the rules established by 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 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, members of the university council, senate, faculty council and institute council;

- 10.16. may initiate an amendment of the statutes of the institute;
- 10.17. decides other matters placed in the competence of the council by the statutes of the university or other bylaws.
11. Council meetings are held as needed but at least six times per academic year. The council meeting is convened and chaired by the head of institute or, during his or her absence, by the deputy head. The head of institute must also convene a council meeting at the request of at least a third of the council members. Based on the decision of the council chair, individuals who are not members of the council may take part in council meetings with the right to speak but without the right to vote. To decide urgent matters, the council may hold an electronic meeting in accordance with the rules of procedure of the council.
12. The council adopts resolutions within its competence. The council has a quorum if at least 3/5 of the council members, including the head of institute or, in his or her absence, the deputy head, are present. A council resolution is adopted if more than half of the members present at the meeting are in favour, unless otherwise provided in these statutes. In case of an electronic meeting, a resolution of the council is adopted if more than half of the council members vote in favour.
13. The institute is managed by the head of institute, who is elected for a term of three years by the institute council by secret vote from among the institute staff who hold a doctoral degree or an equivalent qualification. The head of institute performs the duties of a head of institute as an additional assignment.
14. The dean announces the election of the head 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. A person cannot be elected as the head of institute for more than three consecutive terms of office. The results of the election of the head of institute are approved by the dean.
15. The head of institute is elected, if more than half of the members of the institute council have voted in favour. If none of the submitted candidates receive the required amount of votes, all the candidates who did not receive any votes and the candidate with the least votes, or if there are more such candidates, the one determined by drawing lots, are eliminated from the list of candidates and a new voting round is organised. Voting rounds are held until one candidate is elected or until there are no candidates left.
16. If no eligible candidates are submitted to the position of the head or if the head of institute is not elected, the dean appoints an acting head until the election of the head of institute but for no longer than one year.
17. The head of institute
- 17.1. manages the institute and ensures that its activities are in accordance with the development priorities of the institute, the statutes of the institute, the statutes of the university, laws and other legislation;
 - 17.2. chairs the institute council;
 - 17.3. determines the composition and heads of work organisation units and supervises their work;
 - 17.4. is responsible for the lawful and proper use of the funds and other assets allocated to the institute;
 - 17.5. makes a proposal to the dean to create positions of associate professors and nominate experts to evaluate the candidates to the positions of associate professors; [effective as of 1 January 2021]
 - 17.6. decides the creating of the positions of research fellows, lecturers, junior lecturers and teachers of the institute and organises their election and professional reviews; [effective as of 1 May 2022]
 - 17.7. makes a proposal to the dean to exclude an ineligible candidate from the list of candidates to the position of a research fellow, lecturer, junior lecturer and teacher; [effective as of 1 May 2022]

- 17.8. agrees with employees on the conditions and the amendment of employment contracts, incl. the leave and, in coordination with the financial account holder, the salaries;
 - 17.9. in coordination with the dean, makes a proposal to the rector to recognise an employee with the medal, badge of distinction, letter of appreciation;
 - 17.10. forms the academic affairs committee of the institute comprising the deputy head, programme directors and other members appointed by the head of institute; such committee is chaired by the deputy head and its task is to coordinate the teaching and studies in the institute and make proposals related to this field to the head and the council;
 - 17.11. determines the basis and procedure of the activities of the academic affairs committee;
 - 17.12. reports to the institute council about the state of affairs in the institute and his or her work at least once a year;
 - 17.13. appoints and dismisses the deputy head and defines the duties of the deputy head in a directive;
 - 17.14. resolves other matters placed within his or her competence by legislation and also matters related to the institute that have not been placed within the competence of anyone else by legislation.
18. The head 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:
- 18.1. contracts for the supply of services with natural persons; [effective as of 1 January 2021]
 - 18.2. [repealed as of 15 June 2018]
 - 18.3. [repealed as of 15 June 2018]
 - 18.4. contracts for use for taking movable property into use;
 - 18.5. licence agreements to take into use intellectual property that is protected by copyright;
 - 18.6. practical training agreements to organise practical training in the curricula managed by the institute; [effective as of 15 June 2018]
 - 18.7. learning agreements with students going to study abroad, and with foreign universities; [effective as of 15 June 2018]
 - 18.8. 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]
 - 18.9. confidentiality agreements and personal data processing agreements related to the teaching and research activities of the institute. [effective as of 1 January 2021]
- 18¹. 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 is provided in the Procurement Rules. [effective as of 15 June 2018]
19. The head of institute reports to the dean and the institute council. [effective as of 15 June 2018]
20. The institute council may express no confidence in the head of institute if the head violates the law, the statutes of the institute or the university or other legislation governing the activities of the university, or is unable to perform the duties of the head. A motion of no confidence in the head of institute 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 head from office and appoints an acting head until the election of the head of institute but for no longer than two months.

21. If the position of the head of institute remains vacant before the end of the term of office of the head, the dean appoints an acting head of institute until the election of the head of institute but for no longer than one year.
22. During the absence of the head of institute, the head is substituted by the deputy head based on the dean's directive on the proposal of the head of institute.

III. Implementing provisions

23. Until the head of institute is elected, the tasks of the head of institute are performed by the head of the Institute of Mathematics. The first election of the head of the Institute of Mathematics and Statistics is announced by the dean of the Faculty of Mathematics and Informatics on 22 December 2015 at the latest. The election of the head of institute is held on 5 January 2016 at the latest. Candidates of the head of institute may be submitted by the dean of the Faculty of Mathematics and Informatics, jointly by at least five academic staff members of the Institute of Mathematics and Institute of Mathematical Statistics, and by the student council of the Faculty of Mathematics and Informatics. Based on and pursuant to the procedure provided in the statutes, the head of institute is elected by the institute council comprising the acting head of institute, programme directors of the curricula of the institute, ordinary professors of the institute, three elected representatives of academic staff and four student representatives appointed by the student council of the Faculty of Mathematics and Informatics. [effective as of 21 December 2015]
24. The first election of representatives of teaching and research staff to the council of the Institute of Mathematics and Statistics is held on 30 October 2015 at the latest. The mandate of the elected council members starts on 1 January 2016 and is effective until 31 July 2017. The student council of the Faculty of Mathematics and Informatics appoints four student representatives on 30 November 2015 at the latest, making sure that students of all levels of study are represented. The mandate of student representatives starts on 1 January 2016 and is effective until 31 July 2016.
25. The full-time ordinary academic staff of the Institute of Mathematics and the Institute of Mathematical Statistics as of 30 September 2015 participate in the first election of council members. Candidates may be submitted by the heads of the Institute of Mathematics and the Institute of Mathematical Statistics, ordinary professors and jointly by at least three full-time academic staff members of the institutes. The dean of the Faculty of Mathematics and Informatics announces the election and the deadline for submitting candidates at least two weeks before the election.
26. The statutes take effect on 1 January 2016.