PRINCIPLES OF ORGANISATION OF RECTOR’S WORK

Adopted based on clause 9 (2) of the Statutes of the University of Tartu, and pursuant to clause 3 (4) of the University of Tartu Act and clauses 17 (1) and (2) of the Statutes of the University of Tartu.

I. General provisions
1. The Principles of Organisation of Rector’s Work (‘principles’) govern the terms and conditions of employment in the position of the rector of the University of Tartu (‘university’) and the guarantees upon termination of the contract made with the rector.
2. The rights and obligations which arise from the office of the rector are defined in the legislation of the Republic of Estonia and in the university’s bylaws, including the statutes of the University of Tartu and these principles, and the contract made with the rector. The provisions of the Law of Obligations Act concerning the authorisation agreement are applied to the contract made with the rector.
3. The representative of the university in making, amending and terminating the contract with the rector is the council chair of the university. The council chair coordinates his or her decisions beforehand with the council.

II. Rector’s oath of office
4. Before assuming office, the rector takes an oath of office before the university council and the senate.
5. The rector’s oath of office is worded as follows: ‘Assuming the office of the Rector of the University of Tartu, I solemnly swear to uphold the laws of the Republic of Estonia, the Statutes of the University of Tartu and good academic practice. I promise to hold my office with honour and dignity and to care for all things that contribute to the greater good of the university.’
6. The rector signs the text of the oath, also stating the date of taking the oath.

III. Rector’s chain of office
7. The symbol of the office of the rector is the rector’s chain of office (‘chain of office’). The chain of office belongs to the university.
8. The chain of office is made from nickel silver and brass and consists of a medal and chain on the front and of chain links and a small plate on the back. The medal bears the image of the portico of the university’s main building and the text ‘Universitas Tartuensis 1632’. The chain links which were designed to mark the university’s 350th anniversary bear the symbols of the ten faculties which the university had at the time. The reverse side of the plate on the back is inscribed with the number ‘1988’, the year the chain of office was made, and with the names of the authors ‘Arseni Mölder’ and ‘Ivo Janis’.
9. The right to wear the chain of office is vested with the incumbent rector. The right to wear the chain of office arises after the rector has taken the oath of office. The right to wear the chain of office terminates when the rector’s term of office expires.
10. The chain of office is presented to the rector by the chair of the university council at the rector’s inauguration ceremony in the university’s assembly hall. The chair of the university council may, as a token of respect, entrust the task of presenting the chain of office to a previous rector or to the President of the Republic of Estonia.
11. The rector wears the chain of office
11.1. at ceremonial academic events in the university;
11.2. at a ceremonial meeting with the rector of another university;
11.3. at national ceremonies when representing the university;
11.4. at ceremonial events of other academic institutions;
11.5. at the rector’s discretion at other ceremonial events when representing the university.

12. Male incumbents wear the chain of office either with a suit or tail coat, women incumbents with a suit or evening dress. Other decorations may be worn together with the chain of office.
13. The chain of office is kept in a locked box in the Rector’s Office. The official in charge of keeping of the chain of office is the academic secretary.
14. When wearing the chain of office, the rector takes necessary measures to avoid damage to or loss of the chain of office.

IV. Location of performance of official duties and working time
15. The rector performs his or her official duties in Tartu.
16. As a rule, the rector performs official duties during normal working hours, 8 hours per day and 40 hours per week. The rector organises his or her working time independently, provided that he or she is available for work-related communication during the working hours stipulated in the university’s Work Rules. Saturdays, Sundays and national and public holidays are days off work. If necessary, the rector also performs official duties outside normal working hours, for which the rector is not separately remunerated.

17. The rector’s official travel is organised according to the university’s Travel Rules based on a travel order issued by the rector him- or herself. If necessary, the rector appoints a substitute to act in his or her place for the duration of official travel.
18. In the case of incapacity for work, the rector informs at the first possible opportunity the secretary of the university council of the inability to perform work duties and, if necessary, appoints a substitute. The secretary of the university council makes arrangements for informing the substitute and appointing the substitute to act in the capacity of the rector.
19. The rector is entitled to 56 calendar days of annual paid leave, during which the amount of pay agreed in the contract is paid. The time and duration of the leave is determined by the rector, informing the secretary of the council of it. The rector appoints a substitute for the duration of the leave.

V. Remuneration, evaluation of performance and other benefits
20. The rector is paid remuneration, which may include performance-based pay.
21. For performing official duties, the rector is paid monthly remuneration. The amount of the remuneration is decided by the council and is agreed upon in the contract, taking into consideration the purpose and content of duties, the qualifications required for and the responsibility involved in the work, the usual remuneration paid in the labour market for performing similar duties, changes in average salary paid in the university and other principles deemed relevant by the university council. The amount of the remuneration is reviewed once a year at the time of the annual performance appraisal of the rector.
22. A performance-based pay may be paid to the rector for performance in the previous period. The university council reviews the rector’s performance once a year and determines the award of individual performance pay to the rector after the university’s annual report is approved. The amount of the performance-based pay may be up to 30% of the average remuneration during the appraisal period.
23. The rector is entitled
   23.1. to use the university’s car and services related with its maintenance and use at the university’s expense;
   23.2. to compensation of representational expenses based on expenditure report;
   23.3. to compensation of professional continuing education expenses;
23.4. to compensation of other expenses related with the performance of duties (work equipment, communication devices and costs, etc.), pursuant to the principles provided in the university’s bylaws and the terms and conditions of the contract.

24. Upon certified leave due to illness or injury, the agreed amount of remuneration is paid to the rector up to and including the eighth calendar day of illness.

25. At the end of the term of office, the rector is entitled to paid time off work for professional development to update his or her professional academic qualification, pursuant to the regulations established in the university.

**VI. Implementation provisions**


27. The principles take effect on 1 July 2017.