Rules and Principles of the Work of Rector’s Office

Based on clause 20 of the Statutes of the University of Tartu, adopted by senate regulation no. 11 of 21 July 2014 and approved by council resolution no. 18 of 29 July 2014, I establish the Rector’s Office of the University of Tartu (‘the university’) and determine the fields of activity, powers and procedure of substituting for the members of the Rector’s Office.

I. Members of the Rector’s Office and the rector

1. Members of the Rector’s Office of the university are:
   1.1. rector;
   1.2. vice rectors:
      1.2.1. vice rector for research;
      1.2.2. vice rector for academic affairs;
      1.2.3. vice rector for development;
   1.3. deans;
   1.4. heads of spheres of responsibility:
      1.4.1. director of administration;
      1.4.2. head of finance;
      1.4.3. academic secretary.

2. The rector directs the activities of the university, is in charge of the lawful and expedient use of finances, and exercises the highest administrative and disciplinary authority within the limits of his/her competence and in accordance with the resolutions of the council and senate.

3. The rector organises the work of the following support units of the university:
   3.1. [repealed as of 2 October 2017]
   3.2. Internal Audit Office.

4. Upon the rector’s absence, he/she is substituted for, on the basis of the rector’s directive, by one of the vice rectors. [effective as of 2 October 2017]
II. Vice rector for research

5. The vice rector for research directs the activities of the university in the field of fundamental and applied research and is responsible for the organisation and development of the following activities:
   5.1. research and development activities;
   5.1.1. studies and organisation of studies at the level of doctoral studies; [effective as of 2 October 2017]
   5.2. other tasks imposed on him/her by the university bylaws.

6. The vice rector for research organises the work of the following support units of the university:
   6.1. Grant Office. [effective as of 29 December 2017]

7. The vice rector for research coordinates the activities of the following university institutions:
   7.1. Institute of Genomics, [effective as of 29 December 2017]
   7.2. [repealed as of 2 October 2017]
   7.3. [repealed as of 2 October 2017]
   7.4. library.

8. Upon his/her absence, vice rector for research is substituted for, on the basis of the rector’s directive, by vice rector for academic affairs or vice rector for development. [effective as of 2 October 2017]

III. Vice rector for academic affairs

9. The vice rector for academic affairs directs the field of academic affairs and is responsible for the organisation and development of the following activities:
   9.1. studies and organisation of studies at the level of bachelor’s and master’s studies and residency; [effective as of 2 October 2017]
   9.2. continuing education and activities intended for school students;
   9.2.1. cultural activities of the members of the university; [effective as of 2 October 2017]
   9.3. other tasks imposed on him/her by the university bylaws.

10. The vice rector for academic affairs organises the work of the following support units of the university:
    10.1. Office of Academic Affairs;
    10.2. [repealed as of 1 January 2017]

11. The vice rector for academic affairs coordinates the activities of the following institutions of the university:
    11.1. Youth Academy.

12. The vice rector for academic affairs coordinates the activities of the Student Council.

13. Upon his/her absence, the vice rector for academic affairs is substituted for, on the basis of the rector’s directive, by vice rector for research or vice rector for development. [effective as of 2 October 2017]

IV. Vice rector for development

14. The vice rector for development directs the institutional development of the university and the fields of research-based development and development of an enterprising
university and is responsible for the organisation and development of the following activities:
14.1. direction and implementation of the strategic plan,
14.2. institutional development of the university,
14.3. knowledge transfer and protection of intellectual property,
14.4. enterprising mindset and entrepreneurial relations of the university,
14.5. international cooperation
14.6. other tasks imposed on him/her by the university bylaws.
[effective as of 2 October 2017]

15. The vice rector for development organises the work of the following support units of the university:
15.1. Centre for Entrepreneurship and Innovation, [effective as of 29 December 2017]
15.2. Rector’s Strategy Office. [effective as of 2 October 2017]

15. The vice rector for academic affairs coordinates the activities of the following institutions of the university:
15.1. museum,
15.2. Natural History Museum and Botanical Garden. [effective as of 2 October 2017]

16. Upon his/her absence, the vice rector for development is substituted for, on the basis of the rector’s directive, by vice rector for academic affairs or vice rector for research. [effective as of 2 October 2017]

V. Deans

17. The dean is responsible for the management of the faculty in accordance with clause 23 of the statutes of the university and as member of the Rector’s Office participates in the administration of the university in:
17.1. developing the university’s integral cross-faculty positions,
17.2. preparing and implementing the strategic decisions of the university’s development,
17.3. implementing the university’s strategic plan and the aims of its action plan,
17.4. implementing the decisions of the council, senate and rector in the faculty,
17.5. other tasks imposed on him/her by the university bylaws.

18. The dean is substituted for as follows:
18.1. in matters related to directing the faculty, in accordance with subsection 23 (9) of the statutes of the university;
18.2. in matters related to the work of the Rector’s Office
18.2.1. the dean of the Faculty of Arts and Humanities is substituted for by the dean of the Faculty of Social Sciences or, upon the absence of the latter, by the dean of the Faculty of Medicine or, upon the absence of both aforementioned, by the dean of the Faculty of Science and Technology;
18.2.2. the dean of the Faculty of Social Sciences is substituted for by the dean of the Faculty of Medicine, or upon the absence of the latter, by the dean of the Faculty of Science and Technology or, in the absence of both aforementioned, the dean of the Faculty of Arts and Humanities,
18.2.3. the dean of the Faculty of Medicine is substituted for by the dean of the Faculty Science and Technology or, in the absence of the latter, by the dean of the Faculty of Arts and Humanities or, in the absence of both aforementioned, the dean of the Faculty of Social Sciences;
18.2.4. the dean of the Faculty of Science and Technology is substituted for by the dean of the Faculty of Arts and Humanities or, in the absence of the latter,
by the dean of the Faculty of Social Sciences or, in the absence of both aforementioned, by the dean of the Faculty of Medicine.

VI. Director of administration
19. The director of administration is responsible for the management of the following fields and of the organisation and development of the following activities:
   19.1. human resources work;
   19.2. written business procedure;
   19.3. marketing and communication;
   19.4. management of immovable and movable property;
   19.5. public procurement;
   19.6. insurance of risks relating to property, rights and other benefits;
   19.7. security, environmental and radiation protection, and fire safety;
   19.8. information technology and information systems;
   19.9. sports activities of the members of the university;
   [effective as of 2 October 2017]
   19.10. other functions imposed on him/her by the university bylaws.

20. The director of administration organises the work of the following support units of the university:
   20.1. Information Technology Office;
   20.2. Administrative Office;
   20.3. Estates Office;
   20.4. Human Resources Office;
   20.5. Marketing and Communication Office; [effective as of 1 March 2018]
   20.6. Procurement Office. [effective as of 1 March 2018].

21. Upon the absence of the director of administration, he/she is substituted for, on the basis of the rector’s directive, by one of the vice rectors, head of finance or a head of a support unit reporting to the director of administration.

VII. Head of finance
22. The head of finance is responsible for the management of the following fields and of the organisation and development of the following activities:
   22.1. financial activities;
   22.2. financial accounting, planning and analysis;
   22.3. preparation of the draft budget and the draft annual report;
   22.4. other functions imposed on him/her by the university legislation.

23. The head of finance organises the work of the following support units of the university:
   23.1. Finance Office.

24. Upon the absence of the head of finance, he/she is substituted for, on the basis of the rector’s directive, by the chief accountant or a head of a unit of the Finance Office.

VIII. Academic secretary
25. The academic secretary is responsible for the management of the following fields and of the organisation and development of the following activities:
   25.1. organisation of the senate’s work,
   25.2. recruitment and assessment of academic staff,
   25.3. acknowledgment of employees, students and external people,
   25.4. development of the university’s common identity and principal values and organisation of the university’s academic events,
   25.5. implementation of principles of equal treatment,
25.6. publishing activity,
25.7. other tasks imposed on him/her by the university legislation.

26. Upon the absence of the academic secretary, he/she is substituted for, on the basis of the rector’s directive, by one of the vice rectors or head of Office of Academic Affairs, Office of Research and Development, Human Resources Office, or Rector’s Strategy Office.

IX. Responsibility and representing the university

27. The vice rectors, the director of administration, the head of finance and the academic secretary report to the rector on the development of the objectives relating to their field of activity and on the resolution of matters falling in their field of activity.

28. In the work of the Rector’s Office, the deans are responsible for the balanced implementation of the university’s goals in the faculties.

29. Deans, heads of institutes, directors of institutions and heads of support units report to the vice rectors, the director of administration, the head of finance and the academic secretary to the extent of the affairs of their respective field of activity.

30. The vice rectors, the director of administration, the head of finance and the academic secretary have the right to represent the university in relations with other persons within the limits of their field of activity and to issue directives in matters pertaining to their field of activity, which are binding to all members of the university.

31. The deans have the right, within the limits of the budget of their faculty and in accordance with the rules effective in the university, to sign in the name of the university:

31.1. agreements for providing study services to students and external students in the curricula of the faculty and agreements for the reimbursement of study costs;
31.2. agreements with partner universities for the learning mobility of students and academic staff within the European Union Erasmus+ programme higher education sub-activity, Swiss-European Mobility Programme and EMP Norway Programme;
31.3. doctoral studies agreements with doctoral students and their supervisor(s);
31.4. agreements for joint supervision of a doctoral student with the university’s doctoral students and international higher education institutions;
31.5. practical training agreements to organise the practical training of the curricula managed by the faculty;
31.6. study agreements with international higher education institutions and students planning to study abroad;
31.7. agreements for the provision of services with natural persons;
[effective as of 1 March 2018]
31.8. [repealed as of 1 March 2018]
31.9. [repealed as of 1 March 2018]
31.10. contracts of use to take into use movable property;
31.11. licence agreements to take into use intellectual property under copyright protection;
31.12. cooperation agreements with partner organisations with whom the university would like to cooperate only in their field of activity.
[effective as of 1 January 2017]

31¹. Dean of the Faculty of Medicine is entitled to enter into agreements in the name of the University of Tartu with the host institutions of residency for organisation of the practical part of residents. [effective as of 2 October 2017]
31. The deans’ right to enter into contracts of sale in the name of the university to purchase movables necessary for the faculty and agreements for the provision of services to order services will be stipulated in Procurement Rules. [effective as of 1 March 2018]

31. The deans have the right to authorise, by a directive, the heads of institutes to make contracts specified in clause 31.3. [effective as of 18 June 2018]

X. Implementing provisions

32. I repeal the bylaw Establishment of Rector’s Office and Fields of Activity of Members of Rector’s Office, approved by Rector’s Decree no. 24 of 7 September 2012 and amended by Rector’s Decree no. 33 of 20 November 2012, Rector’s Decree no. 8 of 10 January 2014, Rector’s Decree no. 34 of 5 September 2014 and Rector’s Decree no. 12 of 13 August 2015.

33. I repeal the powers of deans given by Rector’s Decree no. 18 of 10 July 2009 and amended by Rector’s Decree no. 8 of 8 June 2011, Rector’s Decree no. 2 of 11 February 2013 and Rector’s Decree no. 15 of 9 September 2013.

34. I repeal the bylaw “Rules and principles of Work of the Board of the University of Tartu” approved by Decree no. 19 of 14 June 2012.

35. This decree takes effect on 1 January 2016.