Senate election rules

Adopted based on clause 13 (2) of the Statutes of the University of Tartu.

I. Composition of the senate of the University of Tartu

1. The senate of the University of Tartu (“university”) is composed of:
   1.1. rector as the chair of the senate;
   1.2. sixteen members elected by academic staff members;
   1.3. five student representatives.

II. Election of academic staff representatives

2. All regular academic staff members whose workload at the university as a teaching and/or research staff member is at least 20 hours per week are entitled to vote in the election of academic staff representatives. The teaching and research staff members who, based on an agreement valid at the moment the voters’ list is approved, are on unpaid leave on the election date are not entitled to participate in the election. The rector will approve the list of voters as of 4 May 2020.

3. Academic staff members elect the senate members by faculties. Four members from each faculty are elected.

4. The rector forms the election commission and appoints its chair on 16 March 2020 at the latest.

5. The election commission
   5.1. registers the candidates by faculties;
   5.2. prepares the list of voters and submits it to the rector for approval;
   5.3. prepares and organises the elections, ensuring the confidentiality and reliability of elections;
   5.4. before the start of voting, generates an electronic voting key;
   5.5. calculates the voting result based on the data obtained from the voting application;
   5.6. ascertains and announces the election result;
   5.7. decides other election-related issues not regulated by these rules.

6. If a member of the election commission is set up as a candidate for the senate, the person is excluded from the commission and the rector will appoint a new member of the commission.

7. The work of the election commission is organised by the chair of the election commission. A decision of the election commission is adopted if more than half of the members of the commission have voted for it.

8. The final date of submission of candidates of academic staff representatives is 20 April 2020 at 18:00. Candidates are submitted to the election commission electronically at valimised@ut.ee. If the original document is on paper, it is submitted to the academic secretary by the same date.

9. The election of academic staff representatives is organised as e-elections on 19 May 2020 from 00:00–23:59.

10. Technical and organisational services for the election are provided by the academic secretary together with Information Technology Office and Administrative Office.

11. Candidates to the senate are submitted by faculties. In each faculty, regular full-time teaching staff and research staff who work at least part-time at a structural unit of this faculty may be nominated as candidates by academic staff. In the Faculty of Medicine also teaching staff of
clinical specialities whose workload at the university is at least 20 hours per week may be nominated as candidates. Members of the university council, the rector, vice rectors, area directors, directors of college or directors of non-faculty institution cannot be submitted as candidates for the senate even if they simultaneously hold the position of teaching staff or research fellow. Teaching or research staff who perform the duties of a dean or head of institute may be submitted as candidates for the senate but if elected to the senate, they are released from the duties of the dean or head of institute as of 1 July 2020 unless they have filed an application for suspension of their mandate as senate members.

12. In each faculty, senate member candidates may be nominated jointly by at least 10 employees with voting rights who work in a structural unit of the faculty. To submit a candidate, a written proposal and the candidate’s written consent must be presented to the election commission. The candidates’ names are made public after the expiry of the term for nomination of candidates. Candidates may withdraw their candidacy on 8 May 2020 at the latest by informing the election commission of their decision in writing.

13. The elections are carried out by secret ballot in an electronic voting environment. The voting environment can be used in Estonian and English.

14. Election-related information is made available to the voter at www.valimised.ut.ee from 27 April 2020. Head of Information Technology Office will provide consulting to the voters in IT issues by phone and by email on 18 and 19 May 8:00–18:00.

15. The voting takes place as follows:
   15.1. candidates of all faculties are entered in the list of candidates by faculty, in alphabetical order;
   15.2. voters enter in the voting environment at www.valimised.ut.ee, identifying themselves by means of the UT username and password, digital identity card or digital ID in the form of mobile-ID;
   15.3. in the voting environment voters can see the candidates for whom they can vote;
   15.4. each voter has two votes, i.e. they can vote for up to two candidates irrespective of which faculty they are affiliated to;
   15.5. voters have the right to vote for one candidate only and not to use the other vote;
   15.6. after voters have confirmed their choice, they will receive a QR confirmation of receipt of their vote or votes;
   15.7. voters can check whether their vote has been accurately saved using the QR confirmation and the vote verification application installed in the mobile device;
   15.8. voters can change their vote or votes unlimited times by voting again within the period referred to in clause 9;
   15.9. the revote will cancel the vote or votes given during previous voting.

16. Four faculty ranking lists and one general ranking list are created from the candidates who have received at least one vote. From each faculty, four candidates who receive the most votes will be elected. The remaining candidates on the ranking list will be alternate members of the senate. In the case of an equal number of votes the persons ranking higher are decided by a draw.

17. After the election result has been determined, the election commission will publicly announce the result.

18. Voters have the right to lodge a written protest about a breach of the election procedure within two working days after the end of voting. The election commission reviews the protest within two working days of its submission, makes a motivated decision and announces it to the voters. In case of material breach of the election procedure, the election commission will organise a repeat voting.

19. Issues related to the election procedure not regulated by these rules are decided by the election commission.

III. Appointment of student representatives
20. The Student Union submits the names and the written consent of student representatives to the senate by 19 May 2020 at the latest.

IV. Mandate of senate members

21. The senate approves its new composition and the ranking lists of the elected alternate members by faculties.