Rules for naming buildings and rooms and installing memorials

Based on clause 15 (2) 15) and subsection 15 (3) 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 establish the rules for naming buildings and rooms and installing memorials at the University of Tartu. [effective as of 7 January 2016]

I. Scope of regulation

1. The rules for naming buildings and rooms and installing memorials regulates the naming of buildings and rooms of the University of Tartu (‘university’) and installing memorials to commemorate the persons important to the university and significant events in the history of the university.

II. Naming buildings and rooms

2. Names assigned to buildings and rooms must meet the generally recognised good practice and be easy to use.

3. Personal names may be assigned to the university’s rooms and, as an exception, to buildings as an extraordinary recognition to persons who have rendered special services in promoting the university’s teaching and research. The purpose of assigning a personal name is to commemorate persons who have rendered special services to the university and introduce the history of the university to its members and the public.

4. The rector decides on naming a building or a room or removing a name based on a justified proposal by a vice rector, dean, head of a non-faculty institution or area director. Naming a building or a room is agreed with the university’s history committee and the head of the Marketing and Communication Office; removing a name is agreed with the university’s history committee. [effective as of 7 January 2016]

5. A personal name may be assigned to a building or a room when at least 30 years have passed from the death of the person. As an exception, the university’s senate may assign a personal name to a building or a room when less than 30 years have passed from the death of the person. [effective as of 27 August 2013]

6. The proposal to assign a personal name to a building or a room must include a description of the person’s contribution to promoting the university’s teaching and research, a reasoning of the permanent value of the person’s services to the development of the university and the society in general and an explanation of the choice of the room proposed to be named after the person.
7. When a building or a room is assigned a personal name, a name plaque and a memorial are installed to the room or building.

III. Installing memorials

8. Memorials (memorial plaques and stones, pillars, bas-reliefs, etc.) may be installed to
   8.1. commemorate persons who have rendered services to the university;
   8.2. commemorate significant events to the university;
   8.3. recognise persons and institutions who have supported the university by a significant material contribution;
   8.4. commemorate outstanding alumni of the university.

9. The rector decides on installing a memorial, changing its location or removing the memorial based on a proposal by a vice rector, dean, head of a non-faculty institution or area director. The proposal includes a description of the sources of financing for the installation of the memorial. [effective as of 7 January 2016]

10. The installation of the memorial is agreed with the building manager and the university’s history committee and its design with the head of the Marketing and Communication Office. The sketch or drawing of the memorial and its positioning is contracted by the building manager or, if there is no building manager, the head of the structural unit using the building. [effective as of 27 August 2013]

11. The removal of the memorial is agreed with the university’s history committee.

IV. Implementing provisions

12. I amend the Rules of using and designating buildings and rooms of the University of Tartu and surface area standards approved by decree no. 8 of 4 April 2007 and amended by decree no. 9 of 6 April 2009, decree no. 13 of 30 April 2009 and decree no. 8 of 5 April 2010 as follows.
   12.1. Clause 7 is amended and worded as follows:
   “7. Designation of buildings and rooms”.
   12.2. Clauses 1.1.5, 7.6, 7.7 and 7.8 are repealed.

13. This decree takes effect on 1 October 2010.