Rules of construction work and investment in immovable property

Based on clause 15 (2) 16 and subsection 15 (3) of the Statutes of the University of Tartu, I approve the rules of construction work and investment in immovable property of the University of Tartu.

I. General provisions

1. The rules of construction work and investment in immovable property (‘rules’) regulate:
   1.1. the processing of investment applications for constructing or renovating the buildings or parts of buildings owned or used by the University of Tartu (‘university’) and preparing the draft capital budget based on the investment applications;
   1.2. the planning, organisation and execution of construction work of the university.

2. The rules are implemented in compliance with the Building Code, Planning Act and other legal acts regulating construction work and planning. Construction work is also governed by legal acts regulating public procurement, including the procurement rules of the university.

3. The responsibility for complying with the legal obligations imposed on the owner of a construction lies with the head of the Estates Office and, in case of buildings used by structural units outside Tartu, with the head of structural unit.

4. Changes in room solutions and the (interior) design of public and study rooms is approved by the person appointed by the head of the Estates Office. These changes and (interior) design must follow the university’s rules of using buildings and rooms and, if the building allows that, also the recommended surface area norms.

5. Structural units do not have the right to contract or organise construction works independently, except for structural units operating outside Tartu who cover the direct and indirect administration costs of rooms independently, in accordance with the procurement rules and the principles laid down by these rules.

II. Definitions

6. Construction work comprises building and maintenance repair work.

7. In these rules, building is as defined in the Building Code. Building is conducted on the basis of building design documentation, except for in cases provided in legal acts.

8. In these rules, maintenance repair work is work conducted to ensure the usability of the building and extend its useful life and to eliminate breakdowns in technical building systems and information networks, the cost of which does not exceed the simple procurement threshold for construction work, 60,000 euros excluding VAT. In cases provided in the law, maintenance repair work is conducted on the basis of building design documentation.

III. Processing investment applications

9. Investment applications for works funded from the university’s capital budget may be submitted throughout the year, taking clause 14 of these rules into account. Vice rectors, deans, area directors, directors of non-faculty institutions and the head of the Estates Office (‘applicant’) have the right to submit an investment application. The investment application is submitted in the document management system via the Estates Office to the director of administration.

10. The investment application must include the short description of the investment object and the investment, the sources of financing and the assessment of the impact of the investment.
11. The employees of the Estates Office and the Finance Office give the applicant every assistance within their competence for preparing the investment application.

12. The director of administration sends the investment application together with the substantive and feasibility analysis by the Estates Office to the Rector’s Office for assessment.

13. The draft capital budget will first and foremost include investments directly related to the main activities of the university or arise directly from the strategic plan of the university and prevent a substantial risk, significantly improve the profitability or efficiency of the university’s operations or significantly improve the image of the university. When assessing and approving the investment application, the Rector’s Office may take into consideration other information presented in the investment application and influencing the importance of the investment, such as the participation of an external funder in the investment.

14. Investment applications approved by the Rector’s Office are considered when preparing the draft capital budget. The Finance Office prepares the draft capital budget of the university, taking into consideration the investment applications that have been approved by the Rector’s Office by 1 September of the current year. The head of finance adds the potential implementation period and an elaborated budget to the investment application included in the draft capital budget.

15. The head of the Estates Office, together with the applicant, compiles the terms of reference for the design of the construction work and organises an expert assessment of building design documentation in cases provided by law. The head of the Estates Office organises the planning and construction work.

IV. Maintenance repair work

16. The persons entitled to submit the investment application as well as the heads of institutes, directors of colleges and heads of support units may submit applications for maintenance repair work. The application is submitted in the document management system to the head of the Estates Office by 15 December of the current year at the latest.

17. The building manager must be immediately informed of a breakdown in technical building systems. The chief digital officer must be immediately informed of a breakdown in information networks.

18. The head of the Estates Office organises maintenance repair work of buildings and their technical building systems, the chief digital officer organises the maintenance repair work of information networks.

19. Heads of structural units that operate outside Tartu and cover the direct and indirect administration costs of rooms independently inform the head of the Estates Office before starting maintenance repair work of a building and its technical building systems.

V. Concluding construction work contracts

20. Construction work contracts are concluded as provided in the procurement rules.

VI. Responsibility

21. The director of administration organises the conduct of construction work and the head of finance monitors the financing of construction work.

22. All changes arising from construction work, including changes in room use and breakdowns in building technical systems and applications to eliminate them are recorded in the property management information system. The head of the Estates Office is responsible for that.

23. The director of administration is responsible for adhering to these rules.
VI. Final provisions

24. I repeal the Rules of Construction Work approved by decree no. 22 of 16 December 2010 and amended by decree no. 8 of 7 January 2016 and decree no. 5 of 1 March 2018.


27. The decree takes effect on 1 August 2020.