STATUTES

OF THE INSTITUTE OF VETERINARY MEDICINE AND ANIMAL SCIENCES OF THE ESTONIAN UNIVERSITY OF LIFE SCIENCES

I. GENERAL PROVISIONS

1. The Statutes (hereinafter Statutes) of the Institute of Veterinary Medicine and Animal Sciences (hereinafter Institute) of the Estonian University of Life Sciences (hereinafter University) lay down the following: areas of activity; tasks and structure; governance, basic principles of teaching, research and development activities; the procedure for possession and disposal of assets, principles of financing, reporting and audit as well as principles of restructuring, reorganisation or termination of activities of the Institute.

2. The Institute is a research and development unit of the University as a legal person in public law. The Institute is an academic unit of the University that acts pursuant to the Universities Act, the Research and Development Organisation Act, the Statutes of the University, these Statutes and other legislation.

2.1. The Institute is the successor of the activities of the Faculty of Veterinary Medicine, the Institute of Animal Sciences and the Agrobiocentre of the University.

3. The Institute acts in accordance with the policies and objectives of the University.

4. The services required for organising the academic, research and development activities and the administrative and financial activities of the Institute are provided by the common structural units of the University formed for that purpose.

5. The Institute may autonomously:

5.1. determine its structure and organisation of work;

5.2. establish its systems and methods of research and development activities;

5.3. enter into, amend and terminate contracts on the grounds established by legislation and pursuant to the procedures established in the University;

5.4. make decisions about other matters falling within its competence.

6. The objectives of the Institute are to carry out basic and applied research and development activities in the best interests of the society and science, and dissemination of knowledge through teaching, publication and technology transfer.

7. To achieve its objectives, the Institute shall:
7.1. engage in up-to-date academic activities and research and development in the fields of animal nutritional science, livestock farming, incl. fish farming, animal genetics and breeding, reproductive biology and biotechnology of reproduction, normal and pathological morphology, animal health, contagious and invasive diseases, therapy, food hygiene, food technology and other areas of animal sciences and veterinary medicine, and promote innovation activities;

7.2. organise competitive research and development activities at the international level in its areas of research and development;

7.3. ensure the comprehensive development of its areas of research and specialisation in the Institute, within the University and in Estonia;

7.4. organise teaching based on the University curricula;

7.5. ensure performing various tasks associated with teaching according to the procedures established by the University;

7.6. initiate, organise and perform contractual research and development work;

7.7. develop co-operation within its competence with other units of the University as well as research and education establishments and organisations in Estonia and abroad;

7.8. offer expertise and consultancy services within its area of activity in accordance with the procedures laid down by the University;

7.9. implement its strategic development plan;

7.10. ensure the development of the successor generation for the Institute;

7.11. improve its facilities and equipment.

7.12. undertake other tasks associated with its principal activities as laid down by law.

8. The Institute is located in Tartu.

9. The Institute is entitled to use the insignia of the University pursuant to the established procedures of the University. The Institute may have its own bank accounts, seal and insignia pursuant to the established procedures of the University.

10. The Statutes of the Institute are adopted and amendments are made therein by the Scientific Council of the Institute (hereinafter Council) by a two-thirds majority vote of the Council members.

11. The Statutes of the Institutes and amendments thereto are adopted by the Council of the University.

12. The official name of the Institute is:

12.1. In Estonian: "Eesti Maaülikooli veterinaarmeditsiini ja loomakasvatuse instituut"; abbreviation: "VLI";

12.2. In English: “Institute of Veterinary Medicine and Animal Sciences; abbreviation: “IVMAS”.

13. The Institute is registered at the State Register of State and Local Government Agencies in accordance with the provisions of the Statutes of the Register.
II. STRUCTURE

14. The Institute may comprise academic units that organise the planning and implementation of the objectives of the Institute as well as support units, the activities of which shall comply with the requirements set out in legislation.

14.1. The units of the Institute shall act in accordance with the objectives specified in their bylaws, statutes or the work specification of the unit, within the powers conferred upon them for the performance of the tasks specified therein.

14.2. The heads of structural units shall report to the Director of the Institute or the person designated by him/her.

III. GOVERNANCE

The governing bodies of the Institute are the Council and the Director elected in accordance with the conditions and procedures set out by the University.

15. The Institute is led by the Director, who is elected by the Council through open, public competition.

15.1. The Director is appointed by the Rector of the University, who concludes a fixed-term employment contract with him/her for up to five years.

15.2. A person may be elected a director for up to two successive election periods.

III. 1. COUNCIL

16. The Council comprises 15 members. The election procedure of the Council is specified in these Statutes.

16.1. The activities of the Council are headed by the Chair of the Council, who is elected from among the Council members. In the absence of the Chair the Director of the Institute will chair the Council. In the absence of the Director of the Institute as chair of the Council, the Council will be chaired by the Deputy Director.

16.2. The Secretary to the Council organises the activities of the Council and takes minutes of the Council meetings. The Secretary is appointed and the procedure of his/her substitution is determined by the Director of the Institute.

17. The competence of the Council

17.1. The Council has exclusive competence to:

17.1.1. adopt the Statutes of the Institute and amendments thereto, and submit them to the Council of the University for approval;
17.1.2. adopt the budget of the Institute and amendments thereto, approve the budget implementation report, and submit them to the Council of the University for approval;

17.1.3. adopt the strategic development plan of the Institute and submit it to the Council of the University for approval;

17.1.4. elect the Director of the Institute, research fellows and teaching staff members through open competition, excluding full professors;

17.1.5. make a motion of no confidence in the Director, if necessary.

17.2. The Council shall:

17.2.1. discuss and decide issues related to the activities of the Institute within the scope of these Statutes;

17.2.2. determine the structure of the Institute;

17.2.3. formulate the development strategy in its areas of specialisation and research;

17.2.4. hear and approve the Research and Development Annual Report of the Institute;

17.2.5. hear the activity reports of the Director and the heads of the units of the Institute;

17.2.6. decide the value of the assets that the heads of the units are entitled to control;

17.2.7. decide other issues placed within the limits of its competence pursuant to these Statutes and other legislation.

17.3. In addition to the matters listed in section 17.1, the Council may extend its sole competence to deciding on other issues, that conform to the objectives and tasks of the Institute, and that are not placed within the competence of any other person or body pursuant to the law or the Statutes of the University.

18. Council’s regulations and enactment procedures

18.1. The Council makes decisions within the limits of its competence.

18.2. A decision is signed by the Chair of the Council and the Council secretary. Within five working days after the Council meeting the Council decisions will be made available to the units of the Institute, the Rector of the University, and the parties concerned.

18.3. Council decisions take effect on the date of publication or the date determined in the decision.

18.4. Council decisions are binding on the members of the Institute.

19. In the case of disagreement with the opinion of the Council, the Director of the Institute and the Rector of the University have the power of veto.

19.1. The Director shall make the decision not later than five days after the Council meeting, presenting the issue for review to the following Council meeting, whose decision shall be final in relation to the Director’s veto.
19.2. The Rector shall make a decision not later than 10 days after the Council meeting, presenting the issue for review to the following Council meeting or the meeting of the Council of the University. The decision made by the Council of the University is final.

III. 1.1. Composition of the Council

20. The Director belongs to the Council ex officio. The representation quota allocated for students across all levels of study is 20 per cent of the total number of council members. For the period of his/her office the Director is entitled to appoint 20 per cent of the Council members, who represent other units of the University, or state institutions, international organisations and other organisations or persons related with the area of activity of the Institute. Research and teaching staff members of the Institute may stand as candidates to the Council on behalf of the Institute. Candidates may be proposed by the Director, and research and teaching staff members.

21. Student Council elects its representatives to the Council of the Institute by secret ballot for the term of one academic year.

22. Representatives of the staff of the Institute are elected to the Council by an electoral body composed of the entire research and teaching staff and the Director of the Institute by secret ballot for the term of three years.

The principle of proportional representation of the areas of teaching and research of the Institute is considered as follows: food technology – one member, animal husbandry – three members, veterinary medicine – three members, plus one member selected regardless of the area. The candidate with a majority of electoral votes is considered elected. In case of an equal number of votes, the rank of the candidates is assigned by drawing lots.

If the term as a member or the employment contract of a member of the Council will expire, a new representative is elected.

23. The powers of the Council members take effect after the list of Council members is approved, and remain in force for three years, excluding the students whose terms expire in one year. The list of Council members is approved by the Rector on the proposal of the Director of the Institute by the beginning of the new academic year.

III. 1.2. Rules of Procedure of the Council

24. Council meetings are governed by the procedures approved by the Council of the Institute.

24.1. The rules of procedure of the Council shall lay down the procedures for convening the Council, adoption of the agenda, conducting relevant discussions and voting on the listed issues, and conducting discussions on other issues.

24.2. Council meetings are held at least four times a year, covering the agenda adopted by the Council.

24.3. Council meetings are convened by the Chair of the Council, in extraordinary cases by the Rector, or, upon request of at least one fourth of the Council members by the Council secretary.

24.4. The person convening the Council makes the agenda and the prepared materials available to each member of Council not less than six days before the meeting.
25. The Council can make its decisions when more than a half of Council members are present. The decision is passed, if more than a half of the Council members have voted for the decision, excluding the decisions related to the amendments to the Statutes, reorganisation or termination of activities of the Institute and dismissal of the Director before the expiration of his/her office, that require a two-thirds majority vote of the Council members present. In case of an equal distribution of votes in an open ballot, the vote of the Chair is decisive.

26. Council meetings are typically open to the public. The Council may declare a meeting to be held in camera on the proposal of the Chair or at least three Council members. Council adopts decisions by open voting. Elections are always held by secret ballot.

III. 2. DIRECTOR

26. The Institute is led by a Director. The Director is responsible for the overall operation and development as well as lawful and purposeful use of the financial resources of the Institute, and reports to the Council of the Institute and the Rector of the University. It is the obligation of the Director to ensure the Institute’s activities pursuant to the Statutes, the Statutes of the University and other legal acts.

26.1. The Director is elected through open competition pursuant to conditions and procedures laid down by the Council. The candidate who is elected director enters into employment contract with the Rector of the University.

In case no candidates who meet the required qualifications are nominated for the position of Director, or the nominated candidate is not appointed, the Rector will appoint an alternate director to serve until the next election meeting but not longer than one year. In case no candidate is elected in the second round elections, the Rector of the University will appoint an acting director for a term of up to one year, after which a new competition for the position will be arranged.

26.2. In the absence of the Director, the Director’s duties are performed by Deputy Director.

26.3. The organisation of studies is the responsibility of the Deputy Director of Studies.

27. The Director:

27.1. represents the Institute and acts on behalf of the Institute within the limits of powers conferred on him/her by the Statutes;

27.2. represents the rights and performs the obligations of the representative of the employer within the powers conferred on him/her;

27.3. ensures that the regulations and decisions of the Council of the University and the decisions of the Council are executed;

27.4. determines the procedure for the substitution of the Director;

27.5. issues orders to organise the work of the Institute;

27.6. ensures the preparation of the consolidated budget of the Institute and the report on the implementation of the budget, and submits them to the Council;
27.7. settles other general problems and issues provided in the Statutes and the law, or those falling in his/her competence by the law.

28. Director may delegate his/her responsibilities, excluding the one specified in section 27.4 herein, to other employees of the Institute.

29. Director is obligated to provide a response at the next Council meeting to written inquiries submitted at least two days prior to the Council meeting. Director shall report his/her activities to a Council meeting at least once a year.

30. In the case the Director intentionally violates the law or the Statutes, or fails to perform his/her duties, the Council may request the Rector to consider dismissal of the Director before the expiration of his/her office, by a two-thirds majority vote, taken by a secret ballot of the Council members present and voting. Dismissal procedure can be initiated in case the director tenders his/her resignation, or upon a motivated proposal of at least one third of the Council members.

IV. MEMBERS OF THE INSTITUTE

31. The members of the Institute comprise the staff, the emeritus professors, emeritus associate professors, and the students.

32. The teaching staff members of the Institute are professors, associate professors, lecturers, assistants and teachers.

33. The research staff of the Institute consists of lead researchers, senior researchers, researchers and junior researchers. The Director of the Institute and heads of academic units are considered as members of the research staff in case they contribute to a research theme or participate in a research project.

34. The teaching staff and research staff members of the Institute have the obligation to be involved in research and teaching, as stipulated in the employment contract.

35. The conditions and procedure of filling the positions of the Director, teaching and research staff members of the Institute, and the requirements and responsibilities established for the employees are established by the Council of the University.

V. ASSETS AND FINANCING

36. The Institute uses the University's assets placed at its disposal for achieving its statutory objectives pursuant to the procedures specified in the laws of the Republic of Estonia, the Statutes of the University and these Statutes.

37. The movable assets acquired by using of funds allocated from the Institute’s budget are the assets of the Institute. The Director has the right to apply for the transfer of movable assets used by the Institute pursuant to the procedure established in the University.

38. The Institute is financed on account of allocations from state budget, income from teaching, research and development, endowments and other sources of revenue.
39. The Institute provides services that derive from its core competencies, and the fees earned from these activities are used to fulfil the objectives set up by the Statutes pursuant to the procedure established in the University.

40. A balanced budget is prepared concerning all revenue and expenditure of the Institute.

VI. SUPERVISION, REPORTING AND AUDIT

41. The Institute keeps its accounts and prepares and presents financial and statistical reports in accordance with the time frames and procedures established in the legislation.

42. Vice-rector appointed by the Rector of the University as well as other persons who act pursuant to the Universities Act and other legislation exercise supervisory control over the activities of the Institute.

The Director of the Institute is obligated to report on his/her activities to the Vice Rector appointed by the Rector and the Council of the University, upon their request, and to the Council at least once a year.

43. Heads of units report to the Director of the Institute, and are responsible to him/her for the overall operation and development of their units.

44. Rector has the power to suspend or cancel the orders of the Director that are inexpedient or incompatible with law.

VII. REORGANISATION AND TERMINATION OF THE ACTIVITIES OF THE INSTITUTE

45. The activities of the Institute are reorganised or terminated by the Council of the University on the proposal of the Council of the Institute or the Rector.

VIII. IMPLEMENTATION OF THE STATUTES

46. These Statutes enter into force on 1 January 2012.