Statutes of the Institute of Clinical Medicine

Based on clauses 15 (2) 8) and 24 (1) 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 hereby approve the Statutes of the Institute of Clinical Medicine.

I. General provisions

1. The Institute of Clinical Medicine (hereinafter ‘institute’) is an institute in the Faculty of Medicine of the University of Tartu (‘university’), operating in accordance with the Universities Act, the University of Tartu Act, the statutes of the university, the statutes of the institute and other legislation.

2. The main task of the institute is to conduct teaching, research and development and to provide services required by the society in the field of clinical medicine and related fields.

3. The institute has an important role in health policy-making and developing clinical disciplines in Estonia.

4. To perform its main task, the institute
   4.1. conducts teaching and research and development in the fields of clinical medicine and related fields, coordinating such work in the university;
   4.2. cooperates with Tartu University Hospital, other educational, research and development institutions, medical institutions, enterprises and organisations in Estonia and abroad; [effective as of 1 January 2017]
   4.3. participates in the work of centres of excellence and doctoral schools in the field of medicine;
   4.4. initiates new, prospective research directions; engages and develops employees for that purpose;
   4.5. creates a modern technological and material base for the field of research developed by the institute;
   4.6. participates in preparing the curricula in medicine and submits them for approval pursuant to the procedure established by the university;
   4.7. organises teaching and study at all levels of higher education under the terms and to the extent established by the university;
4.8. organises specialist medical education and the continuing education of medical doctors and other healthcare professionals;
4.9. organises conferences and workshops; introduces scientific achievements to the public;
4.10. performs other tasks which contribute to the achievement of the university’s objectives.

5. The name of the institute in English is Institute of Clinical Medicine.

II. Governance

6. The institute has a council, the composition of which is approved by the dean of the Faculty of Medicine (‘dean’) on the proposal of the head of institute. The council chair is the head of institute.

7. The council of the institute comprises
   7.1. the head of institute,
   7.2. heads of work organisation units of the institute,
   7.3. one academic staff representative of the institute,
   7.4. one representative of resident doctors,
   7.5. a representative of Tartu University Hospital,
   7.6. up to two members appointed by the dean,
   7.7. student representatives, taking into consideration that student members make up 1/5 of the council.

[effective as of 1 January 2017]

8. Ordinary academic staff of the institute, whose workload at the institute is at least eight hours per week, elect a representative from among themselves to the council for a term of three years by a secret vote. The head of institute announces the election and the deadline for submission of candidates at least two weeks before the election. Each voter has one vote.

[effective as of 1 January 2017]

9. Candidates may be submitted jointly by at least three ordinary academic staff members of the institute, whose workload at the institute is at least eight hours per week, and by the dean. The election results are approved in the form of a ranking list. If multiple candidates receive an equal number of votes, the ranking is determined by drawing lots. [effective as of 1 January 2017]

10. The mandate of the elected council member starts at the beginning of July. The mandate of the academic staff representative to the council is valid until the new representative takes office. If an elected council member is unable to participate in the work of the council, the dean, on the proposal of the head of institute, may appoint the next candidate in the ranking list to substitute for the withdrawn council member until the withdrawn member returns, but no longer than until the next election. [effective as of 1 January 2017]

11. The terms and procedure of electing or appointing student representatives are provided in the Statutes of the Student Body. Student representatives are elected or appointed to the council for one year. The mandate of student representatives starts at the beginning of July and is effective until the new representatives take office.

12. The representative of resident doctors is appointed to the council of the institute for one year by the dean on the proposal of the student council of the Faculty of Medicine.

13. The council of the institute
   13.1. determines the development priorities of the institute and presents them to the council of the Faculty of Medicine;
13.2. makes decisions on matters related to teaching, research and development in the institute;
13.3. approves the institute’s budget and monitors the implementation of the budget;
13.4. makes decisions on the purposeful use and management of academic and research rooms;
13.5. elects the lecturers, assistants, teachers, senior research fellows, research fellows and junior research fellows of the institute;
13.6. forms an opinion on candidates to the positions of professors, associate professors and research professors of the institute;
13.7. is responsible for implementing the quality management principles in teaching and learning, research and development, and submits the quality monitoring report of the institute to the council of the Faculty of Medicine;
13.8. establishes the rules of procedure of the council;
13.9. initiates the opening, closing and amending of curricula;
13.10. performs other tasks imposed on the council of the institute by legislation and bylaws.

14. Council meetings are convened by the chair as needed, but not less than six times a year. The council chair will also call a council meeting at the request of at least 1/3 of the council members. During the absence of the council chair, the person substituting for the head of institute substitutes for the council chair. The council of the institute has a quorum if more than half of the council members are present. A decision is adopted if more than half of the members present at the meeting vote for it, unless otherwise provided in these statutes.

[effective as of 1 January 2017]

15. To decide urgent matters, the council may hold an electronic meeting. The decision of an electronic meeting is adopted, if two thirds of the members of the council members vote for it.

16. The institute is run by the head of institute, who is elected by the council of the institute for a term of three years from among the institute’s employees who hold a doctoral degree or an equivalent qualification. The head of institute performs the duties of a head of institute as an additional assignment. A person cannot hold the position of the head of institute for more than two consecutive terms of office.

17. The dean announces the election of the head of institute at least two weeks before the election. Candidates may be submitted by the dean, by at least five academic staff members of the institute jointly, and by the student council of the Faculty of Medicine. The head of institute is elected by a secret vote in accordance with the university’s regulations for secret votes. The results of the election of the head of institute are approved by the dean. If no candidates who meet the requirements are submitted to the position of the head of institute or if the none of the candidates is elected, the dean appoints an acting head of institute until the election of the head of institute but for no longer than one year.

18. The head of institute
18.1. manages the institute and ensures that its activities are in accordance with the development priorities of the institute, the statutes of the institute, the statutes of the university, law acts and other legislation;
18.2. submits the activity report of the institute to the council of the Faculty of Medicine every year;
18.3. is responsible for the lawful and expedient use of the assets and funds of the institute;
18.4. to ensure purposeful organisation of work, forms departments and other work organisation units in the institute in accordance with the development priorities of the institute and the structure of the Tartu University Hospital Foundation, determines their tasks and persons in charge; [effective as of 1 January 2017]
18.5. organises the elections and the professional review of the teaching staff and research staff of the institute in accordance with the university bylaws; [effective as of 1 January 2017]
18.6. performs other duties that are necessary for performing the statutory tasks of the institute. [effective as of 1 January 2017]

19. The head of institute has the right to sign on behalf of the university, within the limits of the budget of the institute and for the purpose of performing the main task of the institute, taking into consideration the terms and procedure established by the university:
19.1. contracts for the supply of services with natural persons for provision of services; [effective as of 15 June 2018]
19.2. [repealed as of 15 June 2018]
19.3. [repealed as of 15 June 2018]
19.4. contracts for use to take into use movable property;
19.5. licence agreements to take into use intellectual property that is protected by copyright;
19.6. practical training agreements to organise practical training of the curricula managed by the institute; [effective as of 15 June 2018]
19.7. grant agreements with the Cultural Endowment of Estonia, the Council of the Gambling Tax, local governments and associations of local governments; and applications and other documents, incl. reports and requests for payment, submitted in connection with these agreements; [effective as of 2 August 2018]
19\textsuperscript{1}. The right of the head of institute to enter into contracts on behalf of the university for purchasing movables and ordering services that are necessary for the institute is provided in the Procurement Rules. [effective as of 15 June 2018]

20. The council of the institute may express no confidence in the head of institute if the head of institute is in violation of law, the statutes of the university or other legislation or bylaws governing the activities of the university, or is unable to perform the duties of the head of institute. The motion of no confidence may be submitted to the council of the institute by at least a third of the members of the council of the institute in a joint statement, or by the dean of the Faculty of Medicine in an address. The vote of no confidence is decided by the council of the institute by a secret vote by a majority of at least 2/3 of the members. If the vote of no confidence has been decided, the dean releases the head of institute from office and appoints an acting head of institute until the election of the head of institute but for no longer than one year.

21. If the position of the head of institute remains vacant before the end of the term of office of the head of institute, the dean appoints an acting head of institute until the election of the head of institute but for no longer than one year.

22. During the absence of the head of institute, an academic staff member of the institute who holds a doctoral degree or an equivalent qualification acts as a substitute for the head of institute on the proposal of the head of institute based on the directive of the dean. [effective as of 1 January 2017]

**III. Reporting and supervision**

23. The head of institute reports to the dean and to the council of the institute.
24. Supervision of the activities of the institute is performed pursuant to legislation and the procedure established by the university.

IV. Implementing provisions

25. The first election of academic staff representatives to the council of the institute takes place on 1 December 2015 at the latest. The mandate of the academic staff representatives starts on 1 January 2016 and is in force until 30 June 2018. The mandate of student representatives and the representative of resident doctors is in force until 30 June 2016.

26. The voters who participate in the first election of council members are the ordinary academic staff members of the Department of Anaesthesiology and Intensive Care, Department of Haematology and Oncology, Department of Cardiology, Department of Surgery, Department of Pulmonology, Department of Oto-Rhino-Laryngology, Department of Pediatrics, Department of Dermatology and Venereology, Department of Obstetrics and Gynaecology, Department of Neurology and Neurosurgery, Department of Psychiatry, Department of Radiology, Department of Ophthalmology, Department of Internal Medicine, Department of Sports Medicine and Rehabilitation and Department of Traumatology and Orthopaedics, whose workload in the above departments as of 1 November 2015 is at least eight hours per week. The dean of the Faculty of Medicine announces the election and the deadline for submission of candidates at least two weeks before the election. Candidates may be submitted by the dean of the Faculty of Medicine and the ordinary full-time academic staff members of the above departments.

27. The representatives of students and resident doctors to the council of the institute are appointed by the student council of the Faculty of Medicine on 1 December 2015 at the latest.

271. The mandate of the academic staff representative elected in November 2015 is in force until 30 June 2018. The mandate of the student representatives elected in May 2016 is in force until 30 June 2017. [effective as of 1 January 2017]

28. Until the election of the head of institute, the duties of the head of institute are carried out by the head of Department of Anaesthesiology and Intensive Care of the Faculty of Medicine. The election of the head of institute take place in February 2016 at the latest.

29. The statutes take effect on 1 January 2016.