

APPROVED by the Rector of the University of Tartu
Decree no. 42 of 17 September 2015
(effective as of 1 January 2016)

AMENDED by the Rector of the University of Tartu
Decree no. 7 of 7 June 2017
(effective as of 7 June 2017)

AMENDED by the Rector of the University of Tartu
Decree no. 17 of 15 June 2018
(effective as of 15 June 2018)

AMENDED by the Rector of the University of Tartu
Decree no. 4 of 15 March 2021
(effective as of 1 January 2021)

Statutes of the Institute of Molecular and Cell Biology

Based on clause 15 (2) 8) and subsection 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 approve the Statutes of the Institute of Molecular and Cell Biology.

I. General provisions

1. The Institute of Molecular and Cell Biology ('institute') is an institute in the Faculty of Science and Technology of the University of Tartu ('university'), operating under the Higher Education Act, the University of Tartu Act, the statutes of the university, the statutes of the institute and other legislation. [effective as of 1 January 2021]
2. The main task of the Institute of Molecular and Cell Biology is to conduct teaching, research and development activities and provide services for society in genetics, gene technology, biology and biomedicine and the related disciplines.
3. To perform its main task, the institute
 - 3.1. organises teaching and study at all levels of higher education under the terms and in the volume established by the university;
 - 3.2. conducts applied research and organises development work;
 - 3.3. organises conferences and seminars; communicates scientific achievements to the public;
 - 3.4. participates in national and international programmes;
 - 3.5. cooperates with other research institutions, development centres and organisations in Estonia and abroad;
 - 3.6. performs other tasks that contribute to the achievement of the university's objective.
4. The name of the institute in English is *Institute of Molecular and Cell Biology*.

II. Governance

5. The institute has a council, the composition of which is approved by the dean of the Faculty of Science and Technology ('dean') on the proposal of the director of institute. The council chair is the director of institute.
6. The council comprises the director of institute, research secretary, all ordinary professors of the institute, two representatives of academic staff of the institute and student representatives.
7. Full-time ordinary academic staff members of the institute elect representatives of academic staff to the council from among themselves. Representatives of academic staff

are elected by secret vote and the election meeting takes place every three years in May. The director of institute announces the election and the deadline for submitting candidates at least two weeks before the election. Candidates may be submitted by the director of institute, ordinary professors of the institute and jointly by at least three full-time academic staff members of the institute. Full-time academic staff members of the institute can be submitted as candidates. Each voter has one vote. The election results are approved in the form of a ranking list. If multiple candidates receive an equal number of votes, their ranking is determined by drawing lots. [effective as of 7 June 2017]

8. The mandate of the elected representatives starts at the beginning of July. The mandate of council members runs until new representatives take office. If an elected council member is unable to participate in the work of the council, the dean, on the proposal of the director of the 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.
9. Student representatives make up at least 1/5 of all council members. The conditions 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 representatives starts at the beginning of July and is effective until the new representatives take office.
10. The institute council
 - 10.1. determines the development priorities of the institute;
 - 10.2. makes decisions on matters related to teaching, research and development activities in the institute;
 - 10.3. approves the institute's budget and monitors the implementation of the budget;
 - 10.4. decides the awarding of doctoral degrees based on the curricula approved by the senate in accordance with the rules established by the university;
 - 10.5. elects the research fellows, lecturers, junior research fellows, junior lecturers and teachers of the institute;
[effective as of 1 January 2021]
 - 10.6. forms an opinion on candidates to the positions of professors and associate professors of the institute; [effective as of 1 January 2021]
 - 10.7. initiates the opening, changing and closing of curricula of the institute;
 - 10.8. coordinates teaching organised by the institute;
 - 10.9. performs other tasks imposed on the institute council by legislation.
11. Council meetings are convened by the chair as needed, but at least four times a year. The council chair must also convene a council meeting at the request of at least one third of the council members. The council has a quorum if more than half of the council members are present at the meeting. The decision is adopted if more than half of the members present at the meeting vote in favour unless otherwise provided in these statutes.
12. To decide urgent matters, the council may hold an electronic meeting. A decision of the electronic meeting is adopted, if more than half of the council members have voted in favour.
13. The institute is managed by the director, who is elected for a term of three years by the institute council from among the academic staff members of the institute who hold a doctoral degree or an equivalent qualification. The director of institute performs the duties of a head of institute as an additional assignment.
14. The dean announces the election of the director of institute at least two weeks before the election. Candidates may be submitted by the dean, jointly by at least five academic staff members of the institute, and by the student council of the Faculty of Science and Technology. The director of institute is elected by a secret vote in accordance with the university regulations for secret votes. The results of the election of the director of institute are approved by the dean. A person cannot hold the position of the director of institute for

more than three consecutive terms of office. If no eligible candidates are submitted to the position of the director of institute or if none of the candidates is elected, the dean appoints an acting director of institute until the election of the director of institute but for no longer than one year.

15. The director of institute
 - 15.1. manages the institute and ensures that its activities comply with the development priorities of the institute, these statutes, the statutes of the university, and other legislation;
 - 15.2. is responsible for the general situation in and the development of the institute and the lawful and proper use of its funds;
 - 15.3. chairs the institute council;
 - 15.4. appoints the research secretary;
 - 15.5. to ensure purposeful organisation of work, forms work organisation units in the institute and determines their tasks and persons in charge;
 - 15.6. may form committees, panels and working groups to solve problems in the organisation of work, determining their tasks, competence and members;
 - 15.7. establishes the prices of paid services provided by the institute;
 - 15.8. resolves other matters placed within his/her competence by legislation and matters related to the institute that have not been placed within the competence of anyone else by legislation.
16. The director of institute has the right to sign the following 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:
 - 16.1. contracts for the supply of services with natural persons; [effective as of 1 January 2021]
 - 16.2. [repealed as of 15 June 2018]
 - 16.3. [repealed as of 15 June 2018]
 - 16.4. contracts for use for taking into use movable property;
 - 16.5. licence agreements to take into use copyrighted intellectual property;
 - 16.6. practical training agreements to organise practical training in the curricula managed by the institute; [effective as of 15 June 2018]
 - 16.7. learning agreements with students going to study abroad, and with foreign universities; [effective as of 15 June 2018]
 - 16.8. grant agreements with the Ministry of Culture, the Cultural Endowment of Estonia, local governments and associations of local governments, and to sign applications, reports and other documents in connection with these agreements; [effective as of 1 January 2021]
 - 16.9. confidentiality agreements and agreements on personal data processing related to the teaching and research activities of the institute. [effective as of 1 January 2021]
- 16¹. The right of the director of institute to sign contracts on behalf of the university for buying movables and ordering services that are necessary for the institute is provided in the Procurement Rules. [effective as of 15 June 2018]
17. The director of institute reports to the dean and to the institute council.
18. The institute council may express no confidence in the director of institute if the director of institute violates the law, the statutes of the university or other legislation governing the activities of the university, or is unable to perform the duties of the director of institute. A motion of no confidence may be submitted to the institute council by at least seven members of the institute council in a joint statement, or by the dean in an address. The vote of no confidence is decided by the institute council by 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

director of institute from office and appoints an acting director of institute until the election of the director of institute but for no longer than one year.

19. If the position of the director of institute becomes vacant before the end of the term of office of the director of institute, the dean appoints an acting director of institute until the election of the director of institute but for no longer than one year.
20. In the director's absence, the director is substituted by one of the representatives of academic staff in the institute council, appointed by the dean's directive based on the director's proposal.

III. Implementing provisions

21. Until the election of the director of institute, the director of the Institute of Molecular and Cell Biology of the University of Tartu performs the functions of the director of institute. The election of the director of institute takes place in December 2017 at the latest; the term of office of the elected director starts on 1 January 2018. The director of institute in office at the time these statutes take effect can be elected as director of the institute for two more consecutive terms of office.
22. The mandate of academic staff representatives elected to the research council of the University of Tartu Institute of Molecular and Cell Biology is effective until 30 June 2017, provided the total number of members in the institute council does not exceed 20. If including all academic staff representatives elected to the research council of the University of Tartu Institute of Molecular and Cell Biology in the institute council would lead to having more than 20 members in the institute council, the number of representatives of academic staff is reduced to two based on the approved election ranking list.
23. The student council of the Faculty of Science and Technology appoints four student representatives by 30 November 2015 at the latest, making sure that students of all levels of study are represented. The mandate of student representatives starts on 1 January 2016 and is effective until 30 June 2016.
- 23¹. The 2017 election of the representatives of academic staff to the institute council is held in June 2017 at the latest on the bases of and pursuant to the procedure provided in these statutes. [effective as of 7 June 2017]
24. The Statutes of the Institute of Molecular and Cell Biology of the University of Tartu adopted by the Council of the University of Tartu Regulation no. 22 of 22 June 2007 and amended by the Council Regulation no. 13 of 30 October 2009 and the Rector's Decree no. 18 of 14 June 2012 are repealed.
25. The statutes take effect on 1 January 2016.