

Established by Regulation No 10 of 22 October 2019 of the Senate of Tallinn University of Technology (entry into force 05.11.2019)

Amended by Regulation No 7 of 17 June 2025 of the Senate of Tallinn University of Technology (entry into force 18.06.2025)

In force from: 18.06.2025

Senate's Rules of Procedure

The Regulation is established based on clause 21) of § 9 of the Statutes of Tallinn University of Technology.

§ 1. General provisions

(1) The Senate of Tallinn University of Technology (hereinafter referred to as 'the Senate') is the university's academic decision-making body, responsible for education, research, and development activities, as well as for ensuring high academic quality.

(2) The Rector is the Chairman of the Senate. In the absence of the Rector, the Vice-Rector appointed by the Rector shall act as Rector's substitute.

(3) The Secretary of the Senate shall arrange the administrative procedures of the Senate.

§ 2. Referring matters to the Senate for discussion

(1) The Council and the members of the Senate have the right to refer matters to the Senate for discussion.

(2) The Rector or the area director appointed by the Rector shall arrange preparation of the Senate's draft legislation.

(3) To have an item placed on the agenda, drafts and explanatory memoranda that meet the formal requirements and are approved by the Chief Legal Officer, along with any other required materials, shall be submitted to the Secretary of the Senate no later than eight days before the meeting. When amending general legislative acts, the full text with highlighted amendments shall be attached to the draft. An explanatory memorandum shall explain the need for the draft, present the main views, and indicate the name of its author and the date. [entry into force 18.06.2025]

§ 3. Agenda

(1) The Chairman of the Senate shall decide on inclusion of items on the agenda based on the Senate's work plan and the requests submitted to the Senate.

(2) The members of the Senate shall be informed of the agenda and the submitted materials one week before the meeting. A request to discuss an item introduced on the spot shall be submitted to the Secretary of the Senate no later than the day before the meeting, or to the Chairman of the Senate before the agenda is approved by the Senate.

(3) The agenda, including the list of items introduced on the spot, shall be approved at the beginning of the meeting.

§ 4. Meeting of the Senate

(1) The Senate holds regular and extraordinary meetings. Regular meetings shall be convened by the Chairman of the Senate at the times at the times specified in the Senate's work plan. An extraordinary meeting shall be convened by the Chairman of the Senate or by at least one third of the members of the Senate in order to decide on the issues raised by the latter.

(2) To decide on urgent matters, electronic voting may be conducted in the manner and at the time communicated to the members of the Senate.

(3) The schedule of Senate meetings and those of the Senate's standing committees shall be prepared for an academic year and published on the intranet.

(4) Meetings shall be chaired by the Chairman of the Senate. Participation in meetings is mandatory for all members of the Senate. In justified cases, members may participate via technical means. If a member is unable to attend, will arrive late, or needs to leave early for a valid reason, the member shall inform the Secretary of the Senate thereof before the meeting.

§ 5. Discussion procedure

- (1) To discuss an item on the agenda, the floor is first given to the rapporteur. Thereafter the members of the Senate may ask questions or express their opinion. The floor is given in the order in which the requests were submitted.
- (2) The chairman of the meeting may set a time limit for speaking and for asking questions. If a speaker exceeds the time limit or strays from the topic, the chairman of the meeting may issue a warning to the speaker or terminate his or her speech.
- (3) If the chairman of the meeting finds that a matter has been adequately discussed, he/she shall close the discussion and propose that the matter be put to a vote. If a member of the Senate wishes to continue the discussion, the Senate shall decide on its continuation by a majority vote. The rapporteur has the right to present closing remarks before the vote.
- (4) If disagreements arise during the discussion of an agenda item, or if the draft legislation requires substantial amendments, the discussion may be suspended, or the draft may be excluded from the proceedings. Such a decision shall be made by a majority vote of the Senate.

§ 6. Decision-making and voting

- (1) A meeting of the Senate has a quorum if more than fifty per cent of the members of the Senate participate in the meeting. Regulations and decisions of the Senate shall be adopted by a simple majority of the members, except for decisions specified in clause 5 (3) 2) of the Tallinn University of Technology Act and clause 4) of § 9 of the Statutes which require a two-thirds majority of the Senate's membership.
- (2) Voting shall be open, except in the case of elections of the persons specified in the Rules for Elections or unless otherwise provided for by legislation or decided by the Senate.
- (3) A member of the Senate shall not participate in voting if the decision concerns performing an act or carrying out a transaction involving the member or a person connected to him/her within the meaning of the Anti-corruption Act.
- (4) Draft legislation may be put to a vote as a whole, in parts, by amendments, or by several drafts at once. If a draft is voted on by parts or amendments, it must also be put to a vote as a whole.
- (5) Open voting shall be conducted by the chairman of the meeting. Members may vote in favour of or against a decision or choose to abstain.
- (6) Secret ballots shall be conducted in accordance with the Rules for Elections.

§ 7. Senate's documents

- (1) The Senate issues regulations and adopts decisions within its competence. A Senate's decision containing general rules shall be prepared as a regulation, while a Senate's decision on a specific issue shall be prepared as a resolution.
- (2) The regulations and resolutions of the Senate enter into force upon signing unless a later date has been established therein. The regulations and resolutions shall be signed by the Chairman of the Senate and the Secretary of the Senate.
- (3) Regulations and resolutions shall be published on the intranet within the document management system.
- (4) Minutes shall be taken at the meetings of the Senate. The minutes shall include a summary of each agenda item, the adopted positions and decisions, the voting results, and any dissenting opinions. Materials submitted to the Senate shall be appended to the minutes.
- (5) The members of the Senate shall be informed of the minutes within one week after the meeting. The members of the Senate have the right to request corrections to the minutes within five working days.
- (6) Meetings of the Senate shall be recorded, and the recordings shall be preserved for six months. The members of the Senate have the right to access the recordings.

§ 8. Senate's committees

- (1) The Senate can establish standing and ad hoc committees to prepare matters for discussion. The composition, chairman, field of activity, tasks and term of operation of a committee shall be specified in the decision on establishment of the committee.

(2) The standing committees are the Academic Committee, the Committee for Research and the Committee for Academic Affairs. The chairman of the Academic Committee is the Rector, the chairman of the Committee for Research is the Vice-Rector for Research, and the chairman of the Committee for Academic Affairs is the Vice-Rector for Academic Affairs. The Vice-Rector for Entrepreneurship is a member of the Committee for Research. The chairman of an ad hoc committee shall be appointed from among the members of the Senate. The consent of committee members is required for their appointment. [entry into force 18.06.2025]

(3) The work format of a committee is a meeting. The chairmen and members of the committees participate in a meeting with the right to speak and vote. A meeting has a quorum if more than half of the committee members attend the meeting. Decisions are adopted by a majority vote. The chairman of the committee determines the committee's rules of procedure. [entry into force 01.08.2025]

(4) The administrative procedures of the committee shall be managed by the committee secretary appointed by the chairman of the committee. Minutes shall be taken of committee meetings. The materials submitted for the discussion of the agenda items shall be attached to the minutes. [entry into force 01.08.2025]

§ 9. Repeal of Regulation

The TTÜ Council Regulation No 2 of 7 February 2017 "TTÜ Council's Rules of Procedure" is repealed.

§ 10. Entry into force of the Regulation

The Regulation shall enter into force upon signature.