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In force from: 23 March 2022

Rules for Acknowledgement and Insignia

The Regulation is established on the basis of clauses 9) and 10) of § 9 of the Statutes of the university.

§ 1. General provisions

The Rules for Acknowledgement and Insignia set out the following at Tallinn University of Technology (hereinafter referred to as "the university"):

- 1) the methods for acknowledging and noting services;
- 2) recording a name in the book of honour;
- 3) academic practice and events;
- 4) commemoration of a person;
- 5) the university logo;
- 6) the university flag;
- 7) the slogan "Mente et manu";
- 8) the Rector's medal of office;
- 9) the Dean's medal of office;
- 10) the student cap.

§ 2. Methods for acknowledging and noting services

The methods for acknowledging and noting services at the university are as follows:

- 1) awarding an honorary doctorate;
- 2) awarding honorary membership, *amicus universitatis*;
- 3) awarding the service medal "Mente et manu";
- 4) awarding a gold decoration;
- 5) awarding an honorary member address;
- 6) acknowledgement by the structural unit;
- 7) awarding a letter of appreciation;
- 8) announcing the Junior Researcher of the Year;
- 9) announcing the Researcher of the Year;
- 10) announcing the Research Article of the Year;
- 11) announcing the Development of the Year;
- 12) announcing the Lecturer of the Year;
- 12¹) announcing the Support Staff Member of the Year; [entry into force 06.02.2019]
- 12²) awarding the Recognised Lecturer label; [entry into force 19.12.2019]
- 12³) announcing the Programme Director of the Year; [entry into force 16.12.2020]
- 13) announcing the Student, Cultural, and Sporting Events of the Year;
- 14) expressing appreciation by a directive;
- 15) announcing the Student Organisation of the Year; [entry into force 19.11.2021]
- 16) announcing the Student of the Year. [entry into force 19.11.2021]

§ 3. Awarding an honorary doctorate

- (1) The honorary doctorate of the university (*doctor honoris causa*) is awarded to a deserving and internationally recognized scientist, cultural or social figure, who has contributed to strengthening the authority of the university and the Republic of Estonia and to the development of ties around the world.
- (2) A decision on awarding an honorary doctorate is made by the University Senate on the proposal of the Rector or School council by open vote. A proposal must be accompanied by the personal data of the candidate, an overview of the candidate's life and activity, the reason for awarding an honorary doctorate and the related department of the university, who shall perform the functions specified in subsection (9).
- (3) The Rector appoints a conferrer who shall organise promotion of the honorary doctor and notifies the honorary doctor in writing of the decision of the Senate and the time of promotion.
- (4) The promotion of an honorary doctor takes place at the academic ceremony of the university's anniversary. At the promotion, the conferrer introduces the honorary doctor and attaches the *doctor honoris causa* ribbon to the honorary doctor. A *doctor honoris causa* diploma is handed over by the Rector.
- (5) An honorary doctor may give an academic lecture on the day preceding the promotion.
- (6) The *doctor honoris causa* diploma is prepared in accordance with the university's stylebook. A diploma shall indicate the name of the honorary doctor and the services for which he or she was awarded the honorary doctorate. The diploma is signed by the Rector and the conferrer. The diploma is handed over between festive covers designed in accordance with the university's stylebook. [entry into force 06.02.2019]
- (7) The size of the *doctor honoris causa* ribbon is 1900x130 mm and the colours are: red *Pantone* 221 CV, silver and white. The ends of the ribbon are decorated by the university's logo and silvery fringes. The ribbon bears the text "Tallinn University of Technology" and "Doctor Honoris Causa" written in capital letters. The reverse side of the ribbon is white. [entry into force 06.02.2019]
- (8) An honorary doctor is a member of the university staff. Academic communication with an honorary doctor is arranged and the accompanying costs shall be covered by the related department. In exceptional cases, the organiser of the reception of the honorary doctor shall be appointed and the source of funding shall be determined by the Rector.

§ 4. Awarding honorary membership *amicus universitatis*

- (1) The honorary membership *amicus universitatis* (hereinafter referred to as "honorary membership") is awarded to a retired employee in recognition of the employee's great services in contributing to achievement of the objectives specified in the Statutes of the university.
- (2) Honorary membership is not awarded to professors emeriti and associate professors.
- (3) A decision on awarding honorary membership is made by the University Senate on the proposal of the Rector by open vote.
- (4) The Rector awards the honorary member an honorary member address at a festive academic event. The honorary member address is prepared in accordance with the university's stylebook.
- (5) The Rector may prescribe remuneration for an honorary member.
- (6) An honorary member is a member of the university staff. An honorary member is invited to festive events of the university as a guest of honour, he or she receives the university's brochure and the journal *Mente et Manu*.

§ 5. Awarding the honorary medal "Mente et manu"

- (1) The honorary medal, "Mente et manu" is awarded to a university employee or an individual who has provided an outstanding contribution to the development of the university, higher education or science.
- (2) The honorary medal was designed by the metal artist Ene Valter.
- (3) It is a silvery 32 x 30mm medal, slightly curved in the middle, which depicts the university logo. In the middle of the medal there is a cherry-red enamelled streak. The medal has a silver-grey ribbon with a cherry red stripe in the middle.
- (4) The medal has been issued since 2001. The medals are numbered and engraved with the name of the medal's recipient. The honorary medal is awarded once.

(5) The medal is handed over to the laureate at an academic event or at the meeting of the University Senate in a box with the university logo, which contains, in addition to the medal, a rosette badge for everyday use. [entry into force 06.02.2019]

(6) The medal is worn on the left-hand side of the chest with formal attire and is fastened with a pin on the medal ribbon. If other national decorations are worn, the medal shall be worn next to or below them.

(7) The decision to award a medal is made by the Rector. Candidates for the honorary medal can be appointed by members of the university staff with the approval of the dean or area director.

§ 6. Awarding a gold decoration

(1) A gold decoration is awarded to employees who have been employed at the university for 25 years.

(2) The Rector hands a gold decoration over at the opening meeting of the academic year.

(3) Gold decorations have been issued since 1972.

§ 7. Awarding a honorary member address

An honorary member address is a personalised token of acknowledgement to a university employee or an individual for his or her birthday or for another anniversary. A decision to award an honorary member address is made by the Rector and it is designed in accordance with the university's stylebook. An honorary member address shall be signed by the Rector and shall be handed over between festive covers designed in accordance with the university's stylebook. [entry into force 06.02.2019]

§ 8. Acknowledgement by the structural unit

The head of a structural unit can acknowledge persons who have contributed to the structural unit and establish the relevant bases for acknowledgement. The awards shall be designed in accordance with the university's stylebook.

§ 9. Awarding a letter of appreciation

(1) A letter of appreciation is awarded to university employees and other persons to acknowledge their long-term and effective work, outstanding achievements, successful organisation of a university-related event or major contribution to the development of the university.

(2) A decision to award a letter of appreciation is made by the Rector on the proposal of the head of the structural unit, which shall be approved by the dean or area director. The proposal shall include the name of the person acknowledged, the reason for awarding and the time and place of delivery of the letter of appreciation.

(3) A letter of appreciation shall be drawn up on a letter of appreciation form in accordance with the university's stylebook. A letter of appreciation shall be signed by the Rector and shall be handed over between festive covers designed in accordance with the university's stylebook. [entry into force 06.02.2019]

§ 10. Organising competitions for the Junior Researcher, Researcher, Research Article, Development, Lecturer, Support Staff Member and Programme Director of the Year

(1) Each year in December, the area director announces the competitions for the Junior Researcher, Researcher, Research Article, Development, Lecturer, Support Staff Member and Programme Director of the Year, determines the schedule of the competitions and appoints the structural unit who shall organise the competition. [entry into force 16.12.2020]

(2) The competitions are held to find out the most successful members of the university staff of the year the competitions are announced (in case of a research article and development also of the preceding year) who are awarded the following titles: [entry into force 16.12.2020]

- 1) Junior Researcher of the Year;
- 2) Researcher of the Year
- 3) Author of the Research Article of the Year;
- 4) Author of the Development of the Year;
- 5) Lecturer of the Year;
- 6) Support Staff Member of the Year;
- 7) Programme Director of the Year.

(3) The competitions for the Junior Researcher, Researcher, Research Article, Development and Lecturer of the Year have been held since 2006. The aim of the competitions is to acknowledge teaching, the

skills to transfer knowledge and teach the subject, creativity, successful supervision, regular engagement in self-improvement, research and related social activities and to increase the motivation to work and the need for achievement and to inform the public of implementation of the university's know-how in economic activities. The aim of the competition of the Support Staff Member of the Year is to acknowledge permanently high performing support staff, who support their colleagues and are dedicated to their work and the aim of the competition of the Programme Director of the Year is to acknowledge programme directors, who are committed to developing study programmes that meet the expectations and needs of both the university and society. [entry into force 16.12.2020]

(4) The Junior Researcher, Researcher, Research Article of the Year shall be elected by the Committee for Research of the University Senate (hereinafter referred to as "the Committee for Research"); the Development of the Year shall be elected by the expert committee formed by the Vice-Rector of the area of responsibility and consisting of 5 to 7 members; the election of the Lecturer of the Year shall be organised by the Dean; the election of the Support Staff Member of the Year shall be organised by the Director for Administration and the election of the Programme Director of the Year shall be organised by the Vice-Rector for Academic Affairs. [entry into force 16.12.2020]

(5) The results of the competitions shall be approved by the Rector. [entry into force 16.12.2020]

(6) The Junior Researcher, Researcher of the Year, Authors of the Research Articles and Developments, Lecturer, Support Staff Member and Programme Director of the Year shall be awarded a certificate of honour at the festive meeting of the anniversary of the Republic of Estonia. A certificate of honour is prepared in accordance with the university's stylebook. [entry into force 16.12.2020]

(7) The Director for Finance shall award, on the proposal of the Committee for Research, a prize or a scholarship to the Junior Researcher, Researcher and Author of the Research Article of the Year and, on the proposal of the area director, to the Author of the Development, Lecturer, Support Staff Member and Programme Director of the Year. [entry into force 16.12.2020]

§ 11. Announcing the Junior Researcher of the Year

(1) For the purposes of the Rules, "junior researcher" means an academic staff member of the university, who has been awarded a doctoral level degree or equal foreign qualifications and who was 35 years of age or less on 31 December of the year preceding announcement of the competition.

(2) The candidate for the title Junior Researcher of the Year may be nominated by the junior researcher himself or herself, the supervisor of his or her doctoral thesis, the head of his or her structural unit or at least two members of the university staff.

(3) In order to participate in the competition, a motivated proposal and additional materials at the discretion of the nominator of the candidate shall be submitted. The candidate's CV must be available in the public portal of the Estonian Research Information System (hereinafter referred to as "ETIS").

(4) The Committee for Research shall elect the Junior Researcher of the Year based on the following criteria:

- 1) active participation in the research, including management of research and development (hereinafter referred to as "R&D") projects or participation in R&D projects as the principal executor and outstanding research results and publication thereof;
- 2) presentations at professional scientific forums;
- 3) supervision of PhD students;
- 4) involvement of pupils/students in R&D;
- 5) research awards and acknowledgements;
- 6) participation in organisation of research activities.

(5) The Committee for Research has the right to take into account additional factors arising from the additional materials submitted for the competition.

§ 12. Announcing the Researcher of the Year

(1) The candidate for the title Researcher of the Year may be nominated by the researcher himself or herself, the head of his or her structural unit or at least two members of the university staff.

(2) A candidate shall be an outstanding researcher in his or her field, whose research results have been widely recognised.

(3) In order to participate in the competition, a motivated proposal and additional materials at the discretion of the nominator of the candidate shall be submitted. The candidate's CV must be available in ETIS.

(4) The Committee for Research shall elect the Researcher of the Year based on the candidate's R&D results, in particular in the last year, but also retrospectively during up to 3 years, based on the following criteria:

- 1) management of R&D projects;
- 2) publication in high-level scientific journals and collections;
- 3) presentations at professional scientific forums;
- 4) inventive activity;
- 5) introduction of research results;
- 6) supervision of a doctoral theses;
- 7) involvement of pupils/students in R&D;
- 8) research awards and acknowledgements;
- 9) popularisation of research results;
- 10) participation in organisation of research activities.

(5) The Committee for Research has the right to take into account additional factors arising from the additional materials submitted for the competition.

§ 13. Announcing the Research Article of the Year;

(1) The School councils may submit research articles of their membership for the competition for the Research Article of the Year. A research article must have been published in the year of announcement of the competition or in the year preceding it and at least one of the authors of the article must be an employee or a student of the university.

(2) The research articles submitted for the competition shall be divided into three fields of research:

- 1) engineering and technology;
- 2) natural, exact and health sciences;
- 3) social sciences and humanities.

(3) Each school may submit for the competition the maximum of two research articles in each field specified in subsection (2).

(4) In order to participate in the competition, the following shall be submitted:

- 1) an extract of the minutes of the School council including the comprehensive bibliographic record of the research article, the field of research and the research project registration number at the university, on the basis of the results of which the research article was prepared;
- 2) the reason for submitting the research article for the competition;
- 3) a copy of the full text of the research article;
- 4) additional materials, if desired.

(5) In order to assess the research articles submitted for the competition, the Vice-Rector shall establish an expert committee (hereinafter referred to as "committee") consisting of at least five members for each field specified in subsection (2) and shall appoint chairman of the committee. In order to establish a committee, the Dean of each school shall present at least 3 committee member candidates in accordance with the field of research of the school. The authors of the articles submitted for the competition shall not be appointed members of the committees.

(6) The rules of procedure of the committee shall be determined by the members of the committee by their mutual agreement.

(7) The committee shall assess a research article based on the following criteria:

- 1) novelty of the research article in the theoretical or applied approach;
- 2) the level of the scientific journal, where the article was published;
- 3) the level of the conference, where the paper was read;
- 4) relatedness of the results published in the article with the research topic, project or contract to be completed at the university.

(8) The committee has the right to request additional materials from the authors.

(9) The committee shall determine and establish the ranking of at least three best research articles and submit a reasoned decision to the Committee for Research.

(10) The Committee for Research shall consider the proposals of the committees and shall elect two Articles of the Year in the field of engineering and technology and one Article of the Year in other fields.

§ 14. Announcing the Development of the Year

(1) The competition for the Development of the Year is open to members of the university staff and research groups consisting of members of the university staff. Each person or research group has the right to submit one research paper for the competition.

(2) In order to participate in the competition, a motivated proposal shall be submitted. In addition, opinion of the private or public sector using the research results with regard to effectiveness of implementation of the research results and extracts of media coverage of the research may be submitted.

(3) A development must:

- 1) have been completed successfully in the year of announcement of the competition or in the year preceding it;
- 2) be innovative and its results must be aimed at increasing economic competitiveness and planned to be implemented or already implemented in production or services.

(4) The expert committee shall assess the developments based on the following criteria:

- 1) the development results in application of novel knowledge (a product, technology, service, etc.) developed at the university or emergence of new business activities, the development or improvement of the existing ones;
- 2) a contract between a university and another person has been concluded for the development or use of a product, technology or service;
- 3) the development or its results have been published in a peer-reviewed scientific publication.

(5) The committee is entitled not to take into account all the criteria listed in subsection (4) and, if necessary, to ask applicants for further information.

(6) The rules of procedure of the expert committee shall be determined by the members of the committee by their mutual agreement.

§ 15. Announcing the Lecturer of the Year [entry into force 06.02.2019]

(1) The competition for the Lecturer of the Year is held to find out the best lecturers in each school.

(2) The best lecturers are elected from among the lecturers who were among 20% of the highest rated lecturers in the school in the preceding academic year based on the student feedback survey conducted in the study information system ÖIS.

(3) For the purposes of the Rules, "a lecturer" means an academic staff member who is actively engaged in teaching.

(4) The title Lecturer of the Year is not awarded to one and the same person in two consecutive years.

§ 15¹. Announcing the Support Staff Member of the Year [entry into force 06.02.2019]

(1) The competition for the Support Staff Member of the Year is held to find out the best support staff members in the schools and administrative and support units.

(2) For the purposes of the Regulation, "a support staff member" means a staff member employed in a non-academic position.

(3) The title Support Staff Member of the Year is not awarded to one and the same person in two consecutive years.

§ 15². Recognised Lecturer label [entry into force 19.12.2019]

(1) The Recognised Lecturer label (hereinafter referred to as "the label") is an electronic image displayed alongside a person's name in an employee search, in the study information system, in the e-learning environment and other places, where the lecturers' data are displayed. The holder of the label has the right to use the label on documents relating to him or her, in electronic environments and on other media containing his or her data.

(2) The label is awarded to the holders of the title of the Lecturer of the Year and, based on the decision of the Vice-Rector for Academic Affairs, to persons who have gained national or international recognition for teaching excellence or have received any other awards related to high-quality teaching.

- (3) The label can be awarded to an academic staff member, regardless of his or her title, or to a person conducting studies under an authorisation agreement.
- (4) The label is awarded for an indefinite period.
- (5) The label shall be accompanied by an increase in the base amount of the basic salary of the employee from the month following its award, the amount of which shall be decided on an annual basis during the budgetary process.
- (6) The design of the label shall be approved by the Rector.

§ 15³. Announcing the Programme Director of the Year [entry into force 16.12.2020]

- (1) Every year the competition for the Programme Director of the Year is held to find out three best programme directors, who are acknowledged for effective development of a study programme. [entry into force 16.12.2020]
- (2) The deans shall submit reasoned proposals for the acknowledgement of programme directors to the Vice-Rector for Academic Affairs, taking into account the following criteria: [entry into force 16.12.2020]
 - 1) the programme director shall develop the study programme consistently and effectively in adherence with the university's general quality system;
 - 2) the programme director shall develop the study programme in close cooperation with the representatives of various interest groups (employers, students, lecturers, alumni, etc.).
- (3) The Vice-Rector for Academic Affairs shall approve the number of nominees and the procedure for the selection of laureates when announcing the competition. [entry into force 16.12.2020]
- (4) The title Programme Director of the Year is not awarded to one and the same person in two consecutive years. [entry into force 16.12.2020]

§ 16. Announcing the Student, Cultural and Sporting Event of the Year

- (1) The titles of the Student, Cultural and Sporting Event of the Year are awarded to persons who have received the most outstanding results in promoting the university's student life, cultural and sporting activities in the preceding year.
- (2) The nominees are elected and a proposal is made as follows:
 - 1) the Student Act of the Year – by the Student Union of the university;
 - 2) the Cultural Event of the Year – by the TTÜ Cultural Centre;
 - 3) the Sports Event of the Year – by the TTÜ Sports Club.
- (3) The titles are awarded and the laureates are announced by the Rector. The laureates are awarded a wall plaque at the festive meeting of the anniversary of the Republic of Estonia.
- (4) The silvery framed wall plaque is in A4 format and its text is prepared in accordance with the university's stylebook.
- (5) The Rector awards a prize or scholarship to the laureates.

§ 16¹. Announcing the Student Organisation of the Year and the Student of the Year [entry into force 19.11.2021]

- (1) The honorary titles of the Student of the Year or the Student Organization of the Year are awarded to the person or organization who stood out the most the previous year and who has provided added value to students and the university and actively promoted student life.
- (2) The nominees are selected and the proposal for recognising the student organisation and the student of the year is made by the Student Union of the university.
- (3) The honorary title is awarded and the laureates are announced by the Rector. The laureates are awarded a wall plaque described in subsection 16 (4) of the Rules at the anniversary ceremony of the Republic of Estonia
- (4) The same laureates may not be nominated in two consecutive years.
- (5) The Student Union may award a prize or scholarship to the Student of the Year.

§ 17. Recording a name in the book of honour

(1) The following is recorded in the university's book of honour:

- 1) honorary doctors upon promotion;
- 2) honorary members upon awarding of an honorary member address
- 3) doctors upon promotion;
- 4) *cum laude* graduates at the graduation ceremony;
- 5) persons who have been awarded the "Mente et manu" honorary medal upon handing over of the medal;
- 6) the Alumnus/Alumna of the Year, the Student Organization of the Year and the Student of the Year when announced; [entry into force 19.11.2021]
- 7) the Rector upon giving the oath of office at the inauguration ceremony;
- 8) the Deans upon inauguration;
- 9) the Lecturer, Junior Researcher, Researcher, Author of the Research Article and Author of the Development and Support Staff Member of the Year at the award ceremony; [entry into force 06.02.2019]
- 10) laureates of the Student, Cultural, and Sporting Event of the Year;
- 11) other persons and events that are important in the history of the university, as appointed by the Rector.

(2) Persons recorded in the book of honour supply their name with a signature.

§ 18. Academic practices and events

(1) The traditional academic practices and events are the following:

- 1) the academic ceremony held on the university's anniversary on 17 September or on the preceding or following working day;
- 2) the festive meeting on the Independence Day of the Republic of Estonia;
- 3) the Rector's inauguration ceremony;
- 4) the opening and graduation ceremony;
- 5) the opening meeting of the academic year;
- 6) displaying the Rector's portrait in the Senate Hall, a year after the Rector has left the post at the latest;
- 7) festive honorary or memorial events (ceremonies, meetings, conferences, seminars, lectures, exhibitions, publication presentations, opening of a bust or plaque of honour etc.);

(2) Other academic events of the university are laid down in the electronic calendar of events.

(3) The promotion of doctors takes place at the academic ceremony of the university's anniversary.

(4) Formal attire is required at festive academic events.

§ 19. Commemoration of a person

(1) In order to commemorate a person:

- 1) a bust can be placed in the university's atrium in the Alley of Academicians;
- 2) an auditorium or laboratory can be named in that person's honour.

(2) By placing a bust in the Alley of Academicians, the life's work and memory of a university employee who has been a member of the Estonian Academy of Sciences is recorded. The opening ceremony for a bust's display is organised as part of the events of the university's anniversary or when celebrating the person's birth anniversary.

(3) An auditorium or laboratory may be given the name of a recognised lecturer or researcher. In the course of the naming process, a memorial plaque is placed next to the auditorium's door with the person's portrait and first and last name, year of birth and death, and an outline of his or her activities.

(4) The opening ceremony of a named auditorium is arranged when celebrating the person's birth anniversary or as part of the events of an anniversary otherwise significant for the university.

(5) A decision on placing a bust or naming an auditorium in honour of a person is made by the University Senate on a proposal of a School council.

§ 20. The university logo [entry into force 06.02.2019]

- (1) The university logo (previously and hereinafter referred to as "logo") is the textual image of the university's short name TalTech. The university's logo consists of the syllables "TAL" and "TECH" left aligned on top of each other.
- (2) The colours of the logo shall be determined in the university's stylebook on the basis of the Pantone Matching System colour chart.
- (3) The text font of the logo is Proxima Nova.
- (4) The university and its structural units have the right to use the logo.
- (5) The more precise use of the university's logo and the related insignia shall be laid down by the Rector in the stylebook, in consultation with the members of the university and after hearing the view of the Senate, and in other documents, if necessary.

§ 20¹. Use of the university's name variants and objects of symbolic value [entry into force 23.03.2022]

- (6) The members of the university may use all the previous names and acronyms of the university when expressing on their own behalf.
- (7) The works of art, monuments and landmarks on the university's territory that have symbolic value are an important part of the university's history and the university shall ensure their dignified preservation.

§ 21. The university flag

- (1) The university flag is made of woollen fabric, trimmed with silver-grey silk fringes, in size 125×180 cm. The left side of the flag (in relation to the person carrying the flag) is white, surrounded by a silver-grey and cherry-red contour, with the university logo in the centre and the text "Tallinna Tehnikaülikool 1918" on three lines. The right side of the flag is red, surrounded by a silver grey and white contour, with the silver-grey symbol of the statue "Students" on the left side and underneath the university's slogan "Mente et manu" on one line.
- (2) The flag with the design specified in subsection (1) has been used since the year 2000.
- (3) The flag is used at the academic events and other anniversaries of the university. At festive events the university flag is carried in together with the national flag of Estonia. When the university flag is used together with the national flag of Estonia and flags of other countries or organisations, the Estonian Flag Act shall be adhered to.
- (4) At the place where the event takes place, the flag is placed in the flagstaff holder on the floor. The flag can be carried in ceremoniously at the beginning of an event. In order to carry a flag in ceremoniously, a flag guard shall be formed, consisting of the flag-bearer and two accompanying persons. If one of the accompanying persons is a female, she shall be on the right side of the flag-bearer. The flag bearer and the accompanying persons shall wear formal attire, a national costume or a uniform.
- (5) The Rector shall arrange storage and usage of the flag and storage of a flag which has become unusable.

§ 22. The slogan "Mente et manu"

- (1) The university's slogan is "Mente et manu" (with mind and hand).
- (2) The slogan is used on university decorations and promotional materials.

§ 23. The Rector's medal of office

- (1) The Rector's medal of office is a regalis symbolizing the Rector's position. The Rector's medal of office belongs to the university.
- (2) The Rector's medal of office was designed in 1989 by the metal artist Ene Valter.
- (3) The Rector's medal of office is made of silver plated alpaca and consists of two medals, a transition link and a chain linking these elements as follows:
 - 1) in the nacreous circle in the centre of the multilayer chest medal there is the lesser coat of arms of Tallinn, which refers to the location of the university and is filled with red enamel. The stylized gear wheels forming the next two layers of the medal have been covered with white enamel and the top one of them bears the Latin text "*Rector Universitas Rerum Technicarum Tallinensis*";

- 2) the composition of the small back medal is compatible with the big chest medal. Nacre and white enamel have been used;
- 3) in the centre of the transition link connecting the chest medal with the chain there is a simplified symbol of the caduceus of Hermes, the Greek god of wisdom and the defender of schools. The motif of arrows of lightning have been used in the design of the chain links and transition link.
- (4) The President of the Republic, the Minister of Education and Research, the previous Rector or the oldest member of the University Senate confers the Rector's medal of office to the Rector at the inauguration ceremony.
- (5) Only the Rector who has been elected to office has the right to wear the Rector's medal of office.
- (6) The Rector wears the medal of office:
- 1) at festive academic events;
 - 2) at other events in the university at the discretion of the Rector;
 - 3) at festive meetings with the Rectors of other universities;
 - 4) at national festive events when officially representing the university.

§ 24. The Dean's medal of office

- (1) The Dean's medal of office is a regalis symbolizing the Dean's position. The Dean's medal of office belongs to the university.
- (2) The Dean's medal of office was designed by the metal artist Ene Valter. The medal of office is made of silver and consists of the medal and the chain. In the middle of the circle on medal there is the university logo, in the middle of which there is a cherry-red enamelled streak. Around the circle there is the Latin text "*Decanus Facultatis Universitatis Rerum Technicarum Tallinensis*". The outer edge of the medal is designed as a stylized gear wheel. In the centre of the transition link linking the chest medal with the chain there is the name of the school: School of Information Technologies, School of Engineering, School of Science and School of Business and Governance.
- (3) The medals of office were designed in 2017 and have were conferred to the Deans at the inauguration ceremony of the festive meeting held to celebrate the 99th anniversary of the Republic of Estonia on 22 February 2017.
- (4) When a new Dean is appointed to office, the Rector confers the medal of office to the Dean at a festive academic event of the university. Upon resignation, the Dean shall return the medal of office to the Rector.
- (5) A Dean wears the medal of office at festive events of the university and the school. A Dean can wear the medal of office at university events only in case the Rector wears a medal of office.
- (6) Only a Dean who has been appointed to office has the right to wear the Dean's medal of office. The right to wear a Dean's medal of office cannot be delegated.
- (7) The names and working years of the Deans who have worn the medal of office are engraved on the reverse side of the medal.
- (8) The medal of office of the Director of the Estonian Maritime Academy is deemed to be equivalent to a Dean's medal of office. The medal of office of the Director of the Estonian Maritime Academy belongs to the university. The Director of the Estonian Maritime Academy can wear the medal of office at university events only in case the Rector wears a medal of office. The description of and the procedure for use of the medal of office of the Director of the Estonian Maritime Academy shall be approved by the Council of the Estonian Maritime Academy.

§ 25. The student cap

- (1) The student cap is a steel-grey leather peaked cap with a white welt and cherry-red edge and a cherry-red gear wheel ornament. On the right side edge it says in capital letters "Tallinna Tehnikaülikool" and on the left side edge it says "Mente et manu".
- (2) Steel-grey symbolises the steely toughness and stamina of our students in acquiring knowledge. White is the colour of peace, progress and high moral. Cherry-red expresses the joy of living, thirst for action and glowing.
- (3) The role of the student cap is to:
- 1) enhance the student's responsibility for the good name and reputation of his or her *alma mater*;

2) emphasize the collectiveness and solidarity of the students;

3) increase the authority of the Student Body.

(4) Every student, member of the Rector's Office, member of the academic staff, honorary doctor, honorary member and alumnus/alumna of the university has the right to wear a student cap.

(5) A student cap can be worn every day. The student cap shall be worn with proper clothing and the conduct of the person wearing the cap shall be in line with good academic practice. The student cap is worn indoors at festive and academic events to emphasize festivity of the event and as a symbol of unity of the university.

(6) The student cap shall be taken off and held on the wrist upon presentation of the national anthem, when the national flag, the flag of the university or the Student Body is carried in, at mourning ceremonies and at other similar events.

(7) The production and issue of the student caps shall be arranged by the Student Union, who shall approve the procedure for issuing student caps.

§ 26. Amendment of the Rules for Elections

In the Regulation No 5 of 20 December 2016 of the Council of Tallinn University of Technology "Rules for Elections" the words "honorary doctors" and "honorary members" are repealed throughout the text.

§ 27. Entry into force of the Regulation

(1) Regulation No 4 of 24 January 2012 of the Council of Tallinn University of Technology "Honoris Causa Statute" (amended by Regulation No 3 of 19 May 2015 of the Council of Tallinn University of Technology) is repealed.

(2) The Regulation shall enter into force from the moment of signing thereof.