



Adopted by decision No 21 of 5 June 2018 of the TTÜ Student Union
Approved by TTÜ Council resolution No 64 of 19 June 2018
Amended by Resolution No 25 of 22 October 2019 of the Senate of
Tallinn University of Technology (entry into force 01.11.2019)

Statutes of the Student Body

1. General provisions

- 1.1. The Student Body of Tallinn University of Technology (hereinafter Student Body) is an institution which exercises the right of the TTÜ students (hereinafter referred to as "students") to self-government – to decide on and manage independently, pursuant to law and legislation issued on the basis thereof, issues of student life based on the interests, needs, rights and obligations of students.
- 1.2. The students enrolled at TTÜ form the Student Body.
- 1.3. The activity of the Student Body at the university began on 1 October 1920.
- 1.4. The name of the Student Body in English is Student Body of Tallinn University of Technology.
- 1.5. The Student Body has its own insignia. The colours of the Student Body are white, granite grey and cherry red.
- 1.6. The Statutes of the Student Body (hereinafter referred to as "Statutes") lays down:
 - 1.6.1. the students' rights and obligations;
 - 1.6.2. the procedure and basis of the operation of the representative, executive and other bodies;
 - 1.6.3. the basis for use, disposal and possession of the assets and budget.

2. Students' rights and obligations

- 2.1. A student has the right to:
 - 2.1.1. participate in the studies in accordance with the Universities Act and other legislation;
 - 2.1.2. elect the Student Parliament and stand as a candidate in the elections of the Student Parliament and other collegial decision-making bodies of the university;
 - 2.1.3. receive information concerning the work of the Student Parliament;
 - 2.1.4. file, within three working days after disclosure of the results of the election of the Student Parliament, a reasoned written protest to the election committee, the Board or the Rector;
 - 2.1.5. request organisation of a student referendum from the Student Parliament on the basis of a written reasoned joint application of at least five hundred students;
 - 2.1.6. request calling of extraordinary elections of the Student Parliament on the basis of a written reasoned joint application of at least 1/10 of the students of the university;
- 2.2. A student is obliged to:
 - 2.2.1. complete the study programme to which he or she has been enrolled;
 - 2.2.2. adhere to the generally recognised rules of conduct and academic practice and perform the duties imposed on students by legislation.

3. Authorities of the Student Body

- 3.1. The authorities of the Student Body are the Student Union, the Board, the Audit Committee and Student Councils of Schools (hereinafter referred to as "Student Council").
- 3.2. The Student Parliament is the highest representative and decision-making body of the Student Union composed of 15 members. The Student Parliament is chaired by the Chairman of the Student Parliament (hereinafter referred to as "Chairman").
- 3.3. The Board is an executive body composed of at least three members and elected by the Student Parliament, which represents the Student Body, directs the activity of the Student



Body and performs the tasks assigned by the Student Parliament within the limits of the rights and obligations delegated to it.

- 3.4. The Audit Committee is a supervisory body composed of one to three members and elected by the Student Parliament, the aim of which is to exercise supervision over the economic activities and correctness of the documentation of the Student Union, purposeful and legal use of its assets and funds, verify compliance of the activity of other authorities of the Student Body with the decisions of the Student Parliament.
- 3.5. A Student Council is a representative body of the students of a School, which is responsible for promoting the student life and representing the students at the School level. The Student Body shall elect the Board consisting of at least three members.
- 3.6. Members of an authority shall perform their duties in person and they have no right to authorise another person to participate in the work of the authority on their behalf.
- 3.7. A member of an authority is obliged to ensure continuity of his or her work, participate in the work of the authority, make decisions in the students' interests and perform the duties assigned to him or her.
- 3.8. The mandate of a member of an authority ends upon exmatriculation, except in case of a member of the Student Union, its Board or Student Council, who is exmatriculated upon completion of the study programme.
- 3.9. An authority has a quorum, if at least more than fifty per cent of the members of the authority participate in the decision making.
- 3.10. An authority shall adopt decisions by a simple majority of the membership unless a higher majority requirement is prescribed by the Statutes or the rules of procedure of the authority.
- 3.11. The work format of the authorities is a meeting, which can be held by assembly or electronically.
- 3.12. The meetings of the authorities shall be public, with the exception of the meetings of the Audit Committee, unless otherwise decided by the relevant authority. A meeting may be declared closed only with respect to a certain item on the agenda. Making a decision without calling a meeting shall always be public.
- 3.13. Voting shall be public, with the exception of voting related to election or dismissal of persons, unless the authority decides otherwise for good reason.
- 3.14. The decisions of the authorities shall be public, unless classified as confidential for good reason.

4. Competency of the Student Parliament

- 4.1. The Student Parliament represents and defends the students' interests and presents the positions of the Student Body.
- 4.2. The Student Parliament:
 - 4.2.1. adopts the Statutes and the Development Plan by 2/3 majority vote of its membership. The Statutes shall be submitted to the university Senate for approval;
 - 4.2.2. lays down the rules for election of the Student Parliament, the rules for student referendums, the rules on student life funding and the rules of procedure of the authorities;
 - 4.2.3. adopts the budget of the Student Body and approves the report on the execution of the budget;
 - 4.2.4. elects and removes the members of the Board;
 - 4.2.5. elects and removes the Chairman;



- 4.2.6. approves the composition of the election committee;
- 4.2.7. elects and removes the members of the Audit Committee;
- 4.2.8. elects the representatives of the Student Body to the university's and national representative and executive bodies;
- 4.2.9. approves the annual action plan and strategic documents of the Student Union;
- 4.2.10. determines the amount of remuneration to be paid to the members of the Board;
- 4.2.11. has the right to annul the decisions made beyond the competency of the Board;
- 4.2.12. organises exchange of information with student associations related to TTÜ, as well as persons operating at the university and any other persons engaged in activities intended for students;
- 4.2.13. has the right to receive information and assistance from the university's employees required for its work;
- 4.2.14. has the right to form associations and organisations with other student bodies or become a member of international organisations;
- 4.2.15. has the right to remove, at any time, by a secret ballot the representatives, the members of the Audit Committee and Board and the Chairman elected by it. Removal shall be put to the vote, if requested by written petition by at least 1/3 of the members of the Student Parliament;
- 4.2.16. has the right to establish sectoral working groups to discuss the drafts and matters processed by the Student Parliament;
- 4.2.17. discusses other matters concerning the Student Body not placed within the competence of another authority by legislation.
- 4.2.18. performs other functions arising from legislation.

5. Elections and composition of the Student Parliament

- 5.1. The members of the Student Parliament shall be elected in general, uniform and direct democratic elections by secret ballot.
- 5.2. Every student has one vote.
- 5.3. A student can vote only for a student who runs as a candidate in his or her electoral district.
- 5.4. Electoral districts may be established based on Schools or certain level of students. The electoral districts shall be laid down in the rules for elections of the Student Parliament.
- 5.5. Every electoral district has at least one mandate in the Student Parliament. The number of mandates shall be established in the rules for election. If there is lack of candidates in one or several electoral districts, the vacant mandates shall be added to other electoral districts in compliance with the rules for election.
- 5.6. The mandate of the membership of the Student Parliament shall be valid until beginning of the mandate of the new membership of the Student Parliament. The mandate of the membership of the new Student Parliament shall begin on the working day following approval of the election results by the Rector.
- 5.7. After approval of the election results, the chairman of the election committee shall call the first meeting of the Student Parliament. In case the chairman of the election committee fails to call the meeting of the Student Parliament, every elected member of the Student Parliament and the Board is entitled to call a meeting of the Student Parliament.
- 5.8. The Rector shall dissolve the Student Parliament and call extraordinary elections of the Student Union if:



- 5.8.1. a joint application is submitted to the Rector for this by at least 1/10 of the students of the university;
- 5.8.2. the Student Parliament loses its active legal capacity, i.e. if:
 - 5.8.2.1. the number of the members of the Student Parliament falls below 3/4 of the initial membership;
 - 5.8.2.2. a meeting of the Student Parliament has not been held within 60 days from the last meeting or within 30 days from approval of the new Student Parliament by the Rector, not including the periods specified in clause 6.1;
 - 5.8.2.3. the Student Parliament fails to elect the Chairman of the Board, the members of the Board or the Audit Committee within 75 days from the expiration of the mandate of the Chairman of the Board, the members of the Board or the Audit Committee, not including the periods specified in clause 6.1;
 - 5.8.2.4. less than fifty per cent of the members of the Student Parliament participate in three consecutive meetings of the Student Parliament;
- 5.8.3. on other basis arising from legislation.
- 5.9. A member of the Student Parliament shall be excluded from its membership in case:
 - 5.9.1. the member of the Student Parliament has submitted the relevant written application;
 - 5.9.2. the member of the Student Parliament has been absent from a meeting of the Student Parliament or the working group (accounted for separately or jointly) without good reason three consecutive times or the total of five times.
- 5.10. An excluded member of the Student Parliament shall be replaced by the next candidate in the ranking of the same electoral district based on the election results. If in the ranking formed based on the election results there are no students from the same School, the substitute member shall be appointed from the overall ranking. If there are no substitute members, the Student Parliament shall continue with a smaller membership.

6. Rules of procedure of the Student Parliament

- 6.1. Regular meetings of the Student Parliament shall be held at least once a calendar month, except in the periods from 15 June to 15 August and from 22 December to 12 January.
- 6.2. A meeting can be held by assembly or electronically. The following shall not be carried out without calling a meeting:
 - 6.2.1. election of persons, appointment, approval and removal of representatives;
 - 6.2.2. adoption, amendment or repeal of the Statutes, Development Plan, Rules of Procedure and Rules for Election;
 - 6.2.3. conduct of proceedings concerning the decisions and operations related to the budget and the disposal, use and possession of assets.
- 6.3. A meeting of the Student Parliament shall not be declared closed in case of conducting proceedings concerning election of persons, the budget, the Statutes and the Development Plan.
- 6.4. The Chairman shall call an extraordinary meeting not later than within 5 working days:
 - 6.4.1. from the receipt of the corresponding request from the Board;
 - 6.4.2. at the request of at least 1/3 of the members of the Student Parliament.
- 6.5. If the Chairman fails to call an extraordinary meeting in the circumstances specified in clause 6.4, the persons who requested the extraordinary meeting have the right to call a meeting on the same basis as the Chairman.



- 6.6. The Chairman shall be elected for one year and his/her mandate is valid until beginning of the mandate of the new Chairman. The mandate of the new Chairman shall begin five working days after the date of being elected.
- 6.7. The Chairman shall:
 - 6.7.1. call both regular and extraordinary meetings, prepare the agenda and the materials;
 - 6.7.2. chair the meetings and maintain order at the meetings;
 - 6.7.3. draw up a work schedule of the Student Parliament in collaboration with the Board;
 - 6.7.4. perform other functions arising from the Statutes and Rules of Procedure.
- 6.8. Minutes shall be taken of the meetings of the Student Parliament. The minutes shall be signed by the chairman and secretary of the meeting.

7. Board

- 7.1. The Board is composed of the Board members and it is chaired by the Chairman of the Board. Substitution of the Board members is decided by a public decision of the Board.
- 7.2. The Board members shall be elected for up to two years.
- 7.3. The mandate of a member of the Student Parliament who has been elected Board member ends from the moment of being elected Board member.
- 7.4. The mandate of a Board member is valid until beginning of the mandate of the new Board member. The mandate of a new Board member shall begin on the 90th day from the date of being elected. If there is no Board member, the mandate of the elected Board member shall begin immediately.
- 7.5. The Board shall:
 - 7.5.1. implement the decisions of the Student Parliament;
 - 7.5.2. decide on creating of salaried positions and filling the vacant positions, as well as entry into employment contracts as authorised by the Rector;
 - 7.5.3. determine the Board member in whose area of work the staff member belongs;
 - 7.5.4. be responsible for drawing up the draft budget and submit it to the Student Parliament for approval;
 - 7.5.5. draw up the rules for the management and use of the assets at the disposal of the Student Body and submit the rules to the Student Parliament for approval;
 - 7.5.6. be responsible for the disposal of the funds of the Student Body pursuant to the procedure established by the Student Parliament;
 - 7.5.7. approve the volume of the funds of project grants and annual grants;
 - 7.5.8. distribute annual grants and project grants to student organisations and students in compliance with the rules on student life funding;
 - 7.5.9. approve the terms and conditions and the pricelist for the provision of services for a charge;
 - 7.5.10. be liable for the correctness of the accounting of the Student Union;
 - 7.5.11. draw up the report on the implementation of the budget of the Student Body twice a year and submit it to the Student Parliament for approval;
 - 7.5.12. perform other functions arising from legislation or tasks assigned by the Student Parliament.

8. Student Council of a School

- 8.1. A Student Council unites students of a School, who want to represent and defend the interests of the students of the School.
- 8.2. The highest authority of a Student Council is the general meeting.



- 8.3. The active team of a Student Council is a body of the Student Council consisting of the students of a School, who are engaged in promotion of education and culture and other sectors related to student life in the School.
 - 8.4. The Board of the Student Council directs the activity of the Student Council.
- 8.5. The Board of the Student Council is composed of at least three members of the Board elected at the general meeting of the Student Council, including the Chairman of the Board directing its activities.
- 8.6. The Board members of the Student Council shall be elected for up to one year.
- 8.7. The mandate of a Board member of the Student Council shall be valid until beginning of the mandate of the new Board member of the Student Council. The mandate of a new Board member of the Student Council shall commence on the 30th day from the date of being elected. If there is no Board member of the Student Council, the mandate of the elected Board member shall begin immediately.
- 8.8. The Board of the Student Council shall:
 - 8.8.1. approve the members of the Student Council and manage membership applications;
 - 8.8.2. prepare the draft budget of the Student Council and submit it for discussion to the general meeting of the Student Council;
 - 8.8.3. be responsible for the use of the funds of the Student Council pursuant to the procedure established by the general meeting of the Student Council;
 - 8.8.4. draw up the report on the implementation of the budget of the Student Council twice a year and submit it to the general meeting for approval;
 - 8.8.5. perform other tasks assigned by the general meeting of the Student Council.
- 9. Assets and financing**
 - 9.1. The authorities of the Student Body have the right to use the university's and any other assets in compliance with the university's legislation.
 - 9.2. The budget of the Student Body is part of the university's budget.
 - 9.3. Funds shall be allocated from the university's budget to be used by the Student Union at its discretion for the performance of its functions.
 - 9.4. The authorities of the Student Body have the right to provide services for a charge for funding its activities specified in the Statutes.
- 10. Supervision**
 - 10.1. Supervision over the Student Union shall be exercised by the Rector, the persons appointed by the Rector and the Audit Committee.
 - 10.2. The Student Parliament shall elect an Audit Committee composed of up to three members, the elections of which shall be called during the spring semester of an academic year. A member of the Audit Committee shall be elected for one year. Members of the Audit Committee can be elected from among all the students and alumni of the university, excluding the Board of the Student Body and members of the Student Union during their term of office.
 - 10.3. A member of the Audit Committee shall remove herself or himself from the position of a member of the Audit Committee in case of potential conflict of interest.
 - 10.4. The positions subject to audit are the positions in the Student Union, the Board, the Chairman and members of the staff.
 - 10.5. The mandate of the Audit Committee shall be valid until a new Audit Committee is elected.



- 10.6. The Audit Committee has the right to receive the following within five working days from the date of the request:
 - 10.6.1. contracts and documentation on economic and financial activities and copies and extracts thereof from the persons in the positions subject to audit ;
 - 10.6.2. oral and written explanations from the persons concerned.
- 10.7. A member of the Audit Committee has the right to participate at Board meetings with the right to speak unless the Board meeting has been declared closed.
- 10.8. The Audit Committee shall notify the Student Union and the Board electronically or in writing of the detected deficiencies or violations.
- 10.9. The Audit Committee shall be accountable to the Student Union.

11. Implementing provisions

- 11.1. Upon implementation of the Statutes the councils of the Student Councils of schools will cease to exist, because the system of councils did not fulfil its purpose.
- 11.2. The Statutes adopted by decision No 2 of 24 January 2017 of the Student Union and approved by TTÜ Council Resolution No 13 of 14 February 2017 is repealed.
- 11.3. This Statutes shall enter into force upon approval thereof by the university Senate.