

Established by Regulation No 2 of 17 September 2021 of the Board of Tallinn University of Technology

In force from: 18.09.2021

### **Bases of the activities of Tallinn University of Technology International Advisory Board**

Based on subsection 4 (1) of the Tallinn University of Technology Act, the University Board has decided the following:

1. The Tallinn University of Technology International Advisory Board (hereinafter referred to as “the Advisory Board”) is an advisory body consisting of 3–6 members and formed by the University Board.
2. The name of the advisory body in English is Tallinn University of Technology International Advisory Board.
3. The members of the Advisory Board are appointed for a term of 3 years. The members of the Advisory Board elect the Chair of the Advisory Board from among themselves.
4. The Advisory Board provides advice to the University Board and the Rector on the management, education, research and development strategy of the University, and various issues related to its implementation.
5. The meetings of the Advisory Board are usually held twice a year and can be attended physically or remotely. Physical meetings take place at least once a year.
6. As a rule, the meetings of the Advisory Board are convened by the Rector, who prepares the agenda and materials for the meeting in cooperation with the Chair of the Advisory Board.
7. The members of the University Board and the Rector, as well as other invited persons, participate in the meetings of the Advisory Board. The meetings of the Advisory Board are chaired by the Chairperson or, in his or her absence, the Chair of the meeting elected from among the members of the Advisory Board. Minutes shall be taken during the meetings of the Advisory Board.
8. The Advisory Board gives recommendations to the University Board and the Rector.
9. Confidentiality agreements are concluded with the members of the Advisory Board.
10. Expenses related to the work of the Advisory Board, including all expenses related to the participation of the members in the meetings and, in agreement with the Rector, expenses incurred by the members of the Advisory Board in the preparation of analyses or other materials in their home country, shall be borne by the University.
11. The Regulation shall enter into force upon signature.