APPROVED by the Rector of the University of Tartu
decree no. 29 of 1 September 2015
(effective as of 1 January 2016)

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)

AMENDED by the Rector of the University of Tartu
decree no. 8 of 1 August 2023
(effective as of 1 January 2023, partially as of
1 May 2022)

Statutes of the Institute of Psychology

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 Psychology.

I. General provisions

1. The Institute of Psychology ('institute') is an institute in the Faculty of Social Sciences 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 is to conduct teaching, research and development and to provide services for the society in the field of psychology and behavioural sciences. [effective as of 1 January 2023]

2^1. To perform its main task, the institute

2^1.1. implements the strategic plan of the university and that of the Faculty of Social Sciences and complies with the development priorities of the institute;

2^1.2. develops the curricula managed by the institute and organises quality studies on the basis of the curricula in accordance with the terms and volume established in the university on all levels of higher education;

2^1.3. carries out research and development activities in the field of psychology and behavioural sciences;

2^1.4. ensures the next generation of academic staff;

2^1.5. organises continuing education and consultations in its field;

2^1.6. organises conferences, seminars and public lectures and introduces its research achievements to the public;

2^1.7. cooperates with other universities, research and development institutions and organisations in Estonia and abroad;

2^1.8. performs other tasks which contribute to the achievement of the university's objectives. [effective as of 1 January 2023]

3. The name of the institute in English is *Institute of Psychology*.

II. Governance

4. The highest decision-making body of the institute is the institute council ('council'). The council chair is the head of institute.

5. The council comprises

5.1. as *ex officio* members, the head of institute ('head'), head of academic affairs and head of research and development;

5.2. nine staff representatives;

5.3. three student representatives;

5.4. in decisions regarding doctoral theses and for doctoral defences, all ordinary professors of the institute whose workload is at least 20 hours per week.

[effective as of 1 January 2023]

6. Staff representatives are elected to the council for a term of three years. Institute's employees whose workload at the institute is at least 20 hours per week elect their representatives to the council by secret vote every third year in May. The head of institute announces the election at least two weeks before the election, specifying the deadline for submitting candidates.

[effective as of 1 January 2023]

7. Staff representative candidates may be submitted by the head of institute, professors and jointly by at least three employees of the institute. Employees of the institute whose workload at the institute is at least 20 hours per week can be submitted as candidates. If a candidate performs the duties of both an academic and a support staff member, the candidate is listed under either academic or support staff candidates, depending on which of the two positions has the higher workload. If the candidate has an equal workload as an academic staff member and as a support staff member, the candidate is listed as an academic staff member. Each voter has five votes.

[effective as of 1 January 2023]

7^1. The election results are approved in the form of a ranking list. The ranking list is formed of candidates who have received at least one vote. If several candidates receive an equal number of votes, their ranking is determined by drawing lots. At least seven of the council member places are filled by candidates from among academic staff who are higher in the ranking list. If there are not enough candidates from among academic staff in the ranking list, those places are filled by candidates from among support staff who are ranked higher in the ranking list.

[effective as of 1 January 2023]

8. The composition of the council is approved by the dean of the Faculty of Social Sciences ('dean') based on the proposal of the head of institute. The mandate of elected council members starts at the beginning of July and is effective until new members take office. If a council member who is an elected staff representative is unable to participate in the work of the council, the dean, on the proposal of the head of institute, appoints the next candidate in the ranking list to substitute for the withdrawn council member until the withdrawn member returns but no longer than until next election. The substitution for a council member must comply with the conditions set out in clause 7^1.

[effective as of 1 January 2023]

9. Student representatives make up at least 1/5 of all council members. The conditions and procedure of electing or appointing student representatives to the council are provided in the Statutes of the Student Body. Student representatives are elected or appointed to the council for one year, so that the students of all levels of study are represented. The mandate of the representatives starts at beginning of July and is effective until new representatives take office.

10. [repealed as of 1 January 2023]

11. The council

11.1. determines the development priorities of the institute;

11.2. discusses and decides matters regarding the teaching, research and development activities of the institute;

11.3. initiates the opening, changing and closing of curricula;

11.4. establishes its rules of procedure;
11.5. if necessary, forms work organisation units of the institute and appoints the heads of such units; [effective as of 1 January 2023]
11.6. [repealed as of 1 January 2023]
11.7. is responsible for implementing the quality management principles in teaching and learning, research and development and submits the quality monitoring report of the institute to the council of the Faculty of Social Sciences;
11.8. decides the awarding of doctoral degrees based on the curricula approved by the senate following the rules established by the university;
11.9. makes proposals to the council of the Faculty of Social Sciences to create the positions of professors; [effective as of 1 January 2021]
11.10. forms an opinion on candidates to the positions of professors and associate professors; [effective as of 1 January 2021]
11.11. forms an opinion on items included in the agenda of the faculty council meeting, if necessary;
11.12. elects research fellows, lecturers, junior lecturers and teachers of the institute; [effective as of 1 May 2022]
11.13. approves the budget of the institute and monitors the implementation of the budget;
11.14. approves the annual report presented by the head;
11.15. develops cooperation with partners to teach and research psychology and behavioural sciences;
11.16. may initiate the amending of the statutes of the institute;
11.17. performs other tasks imposed on the council by legislation.

12. The council meeting is convened and chaired by the head or, during his or her absence, by a person substituting for the head. The head must also convene a council meeting at the request of at least 1/3 of the council members. Information about the time, venue and agenda of the council meeting is sent to council members at least one week before the meeting.

13. Council meetings are held as needed but at least eight times per academic year. A council meeting may be held in the form of an electronic meeting. All employees of the institute and other invited persons may participate in council meetings with the right to speak. The council may declare the discussion of an agenda item confidential, if necessary.

14. The council has a quorum if more than half of the council members are present at the meeting. A resolution is adopted if more than half of the members present at the meeting have voted in favour, unless otherwise provided in these statutes. Participation in the meeting by a technological solution allowing two-way sound and image transmission is considered as being present at the meeting. A resolution of a meeting organised in the form of email correspondence is adopted if more than half of the council members have voted in favour.
[effective as of 1 January 2023]

15. The institute is managed by the head, who is elected for a term of three years by the institute council by secret vote according to the university's Regulations for secret votes from among the employees of the institute holding a doctoral degree or equivalent qualification. The head performs the duties of a head of institute as an additional assignment. A person cannot be elected as the head for more than three consecutive terms of office.

16. The dean on the proposal of the institute council announces the election of the head 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 Social Sciences. The results of the election of the head are approved by the dean. If no eligible candidates are submitted to the position of the head or if the none of the candidates is elected, the duties of the head are performed by an acting head based on a directive of the dean until the election of the head but no longer than one year.

17. The institute council may express no confidence in the head of institute if the head 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 head. A motion of no confidence may be submitted to the institute council jointly by at least five members of the institute council. 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 at the next council meeting, but not later than within a month from receiving the motion of no confidence. If the vote of no confidence has been decided, the dean releases the head from office and appoints an acting head until the election of the head but for no longer than six months, and announces new election of the head within two weeks.

18. If the head of institute resigns before the end of term of office, the dean announces new election within two weeks.

19. During the absence of the head of institute, the head is substituted by an academic staff member of the institute who holds a doctoral degree or equivalent qualification. The substitute is appointed with the dean's directive based on the proposal of the head of institute.
[effective as of 1 January 2023]

20. The head of institute

20.1. manages the institute and ensures that its activities are in accordance with the development priorities of the institute, the statutes of the institute, the statutes of the university, laws and other legislation;

20.2. prepares the draft budget of the institute;

20.3. forms and approves the committees necessary for conducting teaching and research at the university, in case it has not been placed in the competence of another person;

20.4. reports to the council about the state of affairs in the institute and his or her work at least once a year;

20.4[1]. appoints the head of academic affairs and the head of research and development, releases them from office and defines their duties; [effective as of 1 January 2023]

20.5. resolves other matters placed within the competence of the head of institute by legislation, and matters related to the institute that have not been placed by bylaws within the competence of any other person.

21. The head of institute has the right to sign the following contracts 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:

21.1. contracts for the supply of services with natural persons; [effective as of 1 January 2021]

21.2. [repealed as of 15 June 2018]

21.3. [repealed as of 15 June 2018]

21.4. contracts for use to take into use movable property;

21.5. licence agreements to take into use intellectual property protected by copyright;

21.6. practical training agreements to organise practical training in the curricula managed by the institute;
[effective as of 15 June 2018]

21.7. learning agreements with students going to study abroad, and with foreign universities;
[effective as of 15 June 2018]

21.8. 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]

21.9. confidentiality agreements and personal data processing agreements related to the teaching and research activities of the institute.
[effective as of 1 January 2021]

21[1]. The right of the head of institute to enter into 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]

22. The head reports to the dean and to the institute council.

IV. Implementing provisions

23. Until the election of the head of institute, the tasks of the head of institute are performed by the head of the Institute of Psychology who was elected in June 2015. The election of the head of institute take place in June 2018 at the latest. After these statutes take effect, a university employee who is the head of institute as at 31 December 2015 cannot be elected as the head of institute for more than two consecutive terms of office.

24. The council of the Institute of Psychology decides the establishing of the departments of the institute as of 1 January 2016, and appoints the tasks and heads of the departments on 31 December 2015 at the latest.

25. The first election of staff representatives to the institute council takes place pursuant to the procedure provided in the statutes in November 2015 at the latest. The mandate of elected members starts on 1 January 2016 and is effective until 30 June 2018. Student representatives are appointed by the student council of the Faculty of Social Sciences and Education in 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.

25^{1}. The mandate of the institute council in office in December 2022 is effective until 30 June 2024. The election of staff representatives according to the procedure set out by these statutes takes place in May 2024 at the latest. The mandate of student representatives is effective until 30 June 2023.
[effective as of 1 January 2023]

26. The statutes take effect on 1 January 2016.