

APPROVED by Directive No. 31 of Rector of the University of Tartu

of 12 December 2006

(takes effect on 12 December 2006)

**RULES OF PROCEDURE OF THE DISPUTE COMMITTEE
OF DECISIONS RELATING TO ACADEMIC AFFAIRS**

Pursuant to clause 189 of Regulation No. 6 of the Council of the University of Tartu "Study Regulations of the University of Tartu" of 26 May 2006, I shall establish the rules of procedure of the dispute committee of decisions relating to academic affairs.

I. Competence of the dispute committee

1. The dispute committee (hereinafter: the Committee) shall review the appeals filed by students about the decisions of the committee called by the Dean for the review of a decision of the Dean or a decision of the Vice-Rector for Academic Affairs and for the review of the grade of a final examination or of a final paper and other issues presented by the Rector to the Committee for decision-making.

II. Working procedures of the Committee

2. The work format of the Committee shall be a meeting.

3. Meetings of the Committee shall be called by the secretary of the Committee (lawyer of academic affairs). The secretary of the Committee shall notify the student, who filed the appeal, of accepting the appeal.

4. When calling a meeting, the secretary of the Committee shall send members of the Committee the agenda of the meeting and materials about the issues to be discussed at the meeting.

5. Meetings shall be chaired by the chairperson of the Committee. If the chairperson of the Committee cannot attend a meeting, he/she shall transfer the right to chair the meeting to a member of the Committee.

6. A student advisor may attend meetings with the right to speak. At the decision of the chairperson of the Committee, other persons may also be involved who shall attend the meeting with the right to speak.

7. At the decision of the chairperson of the Committee, the Committee may hold a meeting electronically. If a meeting is held electronically, voting shall take place through e-mail. The

chairperson of the Committee shall determine the term for electronic voting, which may not be shorter than three working days.

8. To settle an appeal filed with the Committee and to make a decision thereon, the Committee shall have the right to examine all the required documents, question parties to the dispute, other persons involved in the dispute and concerned employees of the University and consult the Student Council, the Academic Affairs Committee and the Student Advisor. Parties concerned shall provide the members of the Committee and the secretary of the Committee with an opportunity to exercise the right set out in the first sentence of this clause and provide their aid to this end.

9. The person responsible for the records management of the Committee shall be the chairperson of the Committee. The records management of the Committee shall be organised by the secretary of the Committee. The files of the records management of the Committee shall be maintained at the secretary of the Committee.

III. Adopting decisions and voting

10. Decisions of the Committee shall be valid if at least six members of the Committee attend the decision-making process. Decisions of the Committee shall also be valid if fewer than six members attend the decision-making process for reasons set out in clauses 11 or 12.

11. If fewer than six members attend a meeting (except in the case set out in clause 12), the meeting shall be called again not earlier than on the next working day. In such case the decision of the Committee shall be valid if at least three members of the Committee attend the decision-making process.

12. If any member of the Committee is a party to the dispute discussed at the Committee, he/she shall not take part in discussing the dispute concerning him/her and shall not be present at the discussion of the matter. In such a case the quorum shall reduce by one.

13. All members of the Committee who are present shall take part in voting. In voting no member of the Committee may remain undecided.

14. Voting shall be public.

15. A decision of the Committee shall be adopted if at least $\frac{2}{3}$ of the members of the Committee who attended the meeting voted in favour of the decision.

IV. Minutes of the meeting of the Committee

16. Meetings of the Committee shall be recorded in the minutes by the secretary of the Committee. The minutes shall be formalised within three working days of the meeting and sent to members of the Committee for examination.

17. Members of the Committee shall have the right to examine the minutes. They may contest the minutes within three working days of the formalisation of the minutes. If members of the Committee have not contested the minutes within the aforesaid period of time, the minutes shall be deemed approved.

18. The minutes shall be signed by the chairperson and secretary of the Committee.

V. Formalisation and delivery of decisions

19. A decision of the Committee shall be formalised as a decision recorded in the minutes within three working days of adopting the decision and shall be sent to members of the Committee for examination.

20. Members of the Committee shall have the right to examine the decision. They may contest the content of the decision within three working days of the formalisation of the decision. If members of the Committee have not contested the decision within the aforesaid period of time, the decision shall be deemed approved.

21. The decision shall be signed by the chairperson and secretary of the Committee.

22. The secretary of the Committee shall communicate the decision of the Committee to the student who filed the appeal at the student's e-mail address in the server of the University or at another e-mail address indicated in the appeal.

23. The decision shall be communicated to the student who filed the appeal within the term laid down in the Study Regulations. If circumstances concerning the appeal need to be investigated further, the Committee shall make a decision and notify the student thereof within 21 days of the submission of the appeal.

24. If the Committee satisfies the appeal, the chairperson of the Committee shall immediately send the decision of the Committee for execution to the person who made the contested decision relating to academic affairs.

Member of Academy Jaak Aaviksoo

Rector, Professor

Birute Klaas

Vice-Rector for Academic Affairs, Professor