ADOPTED by  
Senate of the University of Tartu  
Resolution no. 97 of 16 December 2016  
(effective as of 16 December 2016)

Rules of senate election

Adopted based on clause 13 (2) of the Statutes of the University of Tartu.

I. Composition of the senate of the University of Tartu

1. The senate of the University of Tartu (hereinafter: university) is composed of:
   1.1 the rector as chair of the senate;
   1.2 sixteen members elected by academic staff members;
   1.3 five representatives of students.

II. Election of the representatives of academic staff

2. All regular academic staff members, whose workload in the university as a teaching and/or research staff member is at least 20 hours per week, have the right to vote in the election of academic staff representatives. The teaching and research staff members who, based on an agreement valid as of the moment the voters’ list is approved, will be on unpaid leave on the election date, are not eligible to participate in the election. The rector will approve the list of voters as of 02 May 2017.

3. Academic staff members elect the senate members by faculties. Four members from each faculty are elected.

4. The rector forms the election commission and appoints its chair on 13 March 2017 at the latest.

5. The election commission:
   5.1. registers the candidates by faculties;
   5.2. prepares the list of voters and submits it to the rector for approval;
   5.3. prepares and organises the elections, ensuring the confidentiality and reliability of elections;
   5.4. before the start of voting, generates an electronic voting key;
   5.5. calculates the voting result based on data obtained from the voting application;
   5.6. ascertains and announces the election result;
   5.7. decides other matters related with the election that are not regulated by these rules.

6. If a member of the election commission is set up as a candidate for the senate member, the person is excluded from the commission and the rector will appoint a new member of the commission.

7. The work of the election commission is organised by the chair of the election commission. A decision of the election commission is approved if more than a half of the election commission members have voted for it.

8. The deadline for submission of candidates of academic staff representatives is 17 April 2017.

9. The election of academic staff representatives is organised as e-elections in the period from 16 May 2017 at 00:00 to 18 May 2017 at 23:59.
10. Technical and organisational services for the elections are provided by the academic
secretary with the Information Technology Office and Administrative Office.

11. Senate member candidates are submitted by faculties. Each faculty can submit as senate
member candidates regular full-time teaching staff and research staff members who work
in a structural unit belonging to that faculty. In the Faculty of Medicine, also lecturers of
clinical specialties whose workload is at least 20 hours per week may be nominated as
candidates. Members of the university council, the rector, vice rector, head of an area of
responsibility, director of college or director of non-faculty institution cannot be
nominated as senate member candidates even if they fill the position of a lecturer or
research fellow at the same time. If a lecturer or researcher who performs the tasks of a
dean or head of institute is elected a member of the senate, they will be released from
their duties as a dean or head of institute as of 01 July 2017.

12. In each faculty, senate member candidates may be nominated jointly by at least 10
employees with voting rights who work in a structural unit belonging to the relevant
faculty. In order to set up a candidate, a written motion with the introduction of the
candidate and the candidate’s written consent must be submitted to the election
commission. The names of the candidates are made public after the expiry of the term
for nomination of candidates. Candidates can withdraw their candidacy on 02 May 2017
at the latest by informing the election commission of their decision in writing.

13. The elections are carried out by secret ballot in an electronic environment. The voting
environment can be used in Estonian and English.

14. Information on the elections is made available to the voters at www.valimised.ut.ee
starting from 03 April 2017. Head of Information Technology Office guarantees
provision of advice on information technology matters by phone and by email from 8 to
18 May 2017 on workdays from 8 to 18.

15. Voting takes place as follows:
15.1 candidates of all faculties are entered in the list of candidates by faculties in the
alphabetical order;
15.2 the voter enters in the voting environment at www.valimised.ut.ee, identifying
themselves by means of the university’s user name and password, digital identity
document or mobile-ID;
15.3 in the voting environment the names of candidates for whom they can vote are
displayed to the voter. Each voter can vote for candidates of all faculties;
15.4 each voter has two votes, i.e. they can vote for two candidates;
15.5 the voter may vote for one candidate only and leave the other vote unused;
15.6 after confirming the selection, the voter receives a confirmation of receipt of their
vote(s) as a QR code;
15.7 the voter can check whether their vote has been accurately saved using the
confirmation and the control application installed in the mobile device;
15.8 the voter can change their vote or votes unlimited times by voting again within the
period specified in clause 9;
15.9 the repeated vote will cancel the vote(s) given during previous voting.

16. Candidates who have received at least one vote will be ranked by faculties and across
faculties. The four candidates who receive the most votes in each faculty will be elected.
The remaining candidates on the ranking list will be alternate members of the senate. In
the case of an equal number of votes the ranking is decided by a draw.

17. After the election result has been ascertained, the election committee will announce the
result in public.
18. Voters have the right to submit a written protest on any breach of the election procedure within two working days after voting. The election commission reviews the protest within two working days after its submission, makes a motivated decision and announces it to the voters. In the case of a material breach of the election procedure, the election commission will organise a repeat voting.

19. Any issues concerning the election procedure but not regulated by these rules are decided by the election commission.

III. Appointment of student representatives

20. The Student Council submits the names and the written consent of the representatives of students to the senate on 18 May at the latest.

IV. Authority of senate members

21. The senate approves the new composition of the senate and the ranking of alternate members elected by the academic staff according to faculties.