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The Statutes of Tallinn Health Care College

Government of the Republic Regulation No. 28 of 29 January 2009

The Regulation is established under clause 5 (2) 2) of the Republic of Estonia Education Act and subsection of 4 (2) of the Institutions of Higher Education Act.

Chapter I

GENERAL PROVISIONS

§ 1. Type, name and legal status of educational institution

(1) Tallinn Health Care College (*Tallinna Tervishoiu Kõrgkool*) (hereinafter the *College*) is an institution of professional higher education which operates under the Institutions of Professional Higher Education Act, the Vocational Educational Institutions Act, its Statutes, and other legislation.

(2) The name of the College in English is *Tallinn Health Care College*.

(3) The College is a state agency administered by the Ministry of Education and Research.

§ 2. Location and postal address of the College

(1) The College is situated in Tallinn. One structural unit of the College is located in Kohtla-Järve. Structural units of the College may be located elsewhere in Estonia as well.

(2) The postal address of the College is Kännu 67, 13418 Tallinn.

§ 3. Seal, account and budget

The College has a seal bearing the small image of the national coat of arms and its name, a logo of the College, a seal bearing its name, bank accounts within the group account of the State Treasury and its own budget.

Chapter II

AIMS AND FUNCTIONS OF THE COLLEGE

§ 4. Aims of the College

The aims of the College are to be an internationally recognised institution of professional higher education with a modern learning environment which provides education in the broad group Health and Welfare; through applied research and development promote the professions taught in the College; influence health behaviours in the population; contribute to the shaping of a healthy living environment; and organise in-service training.

§ 5. Functions of the College

The functions of the College shall be to:

- 1) provide instruction according to curricula of the master degree studies specified by the Government of the Republic, professional higher education, and vocational training based on basic education and secondary education;
- 2) assure the organisation of studies and work organisation which will enable students and pupils to acquire the knowledge, skills and moral values necessary for life and work;
- 3) provide the membership of the College with favourable conditions for teaching, learning, applied research and development activities, professional and pedagogical self-development, and communications with other members of teaching staff, teachers, students and pupils in Estonia and foreign countries;
- 4) partner with employers, employee and professional associations in order to bring the quality and scope of education into conformity with labour market demand;
- 5) prepare and develop the College's curricula, organise methodological work and prepare curricula for in-service training;
- 6) prepare subject-related methodological guides, teaching aids and educational materials, and support their publication;
- 7) continuously improve the physical and financial resources of the College based on the requirements set out in the development plan and curricula;
- 8) inform the public of its activities;
- 9) set up cooperation agreements with educational, research and development institutions, as well as with natural and legal persons, based on the objectives of academic activity;
- 10) employ highly-qualified specialists as teaching staff and teachers;
- 11) provide fee-based services related to its core activities to the extent and pursuant to the procedure provided for in its Statutes;
- 12) develop partnerships and cooperation with foreign educational institutions, other agencies, businesses and organisations; and, under agreements, to exchange students, pupils, members of the teaching staff and teachers;
- 13) participate in international projects for the purpose of developing academic activities and conducting applied research;
- 14) be engaged in consulting in the broad group Health and Welfare;
- 15) organise conferences, workshops and other events related to its core activities;
- 16) participate in shaping education and health care policies in Estonia.

Chapter III

RECTOR AND RECTOR'S OFFICE

§ 6. Powers of the Rector

The College shall be directed by a Rector. The Rector shall be responsible for the general state of affairs and the development of the College as well as for the lawful and efficient use of its financial resources.

§ 7. Duties of the Rector

The Rector:

- 1) shall, within his or her powers, exercise the highest administrative and disciplinary authority at the College;
- 2) shall represent the College within the powers conferred on him or her by the Institutions of Professional Higher Education Act and the Statutes;
- 3) may authorise Vice Rectors or other employees of the College to represent the College and conclude transactions on its behalf within the powers conferred on him or her by the Institutions of Professional Higher Education Act and the Statutes;
- 4) shall determine the number of Vice Rectors, define their fields of activity and appoint them, signing their fixed-term employment contracts;
- 5) shall direct the activities of the Council of the College (hereinafter the *Council*) and ensure that the resolutions of the Council are implemented;
- 6) shall make recommendations to the Minister of Education and Research on the composition of the Advisory Board;
- 7) shall, by a directive, approve the statutes of structural units of the College;
- 8) shall, by a directive, approve the Internal and Procedural Rules of the College;
- 9) shall assure an efficient organisation of academic, research and development activities;
- 10) shall matriculate students and pupils and delete them from the matriculation register;
- 11) shall announce a public competition to fill vacant positions in the teaching and research staffs, and teachers;
- 12) shall enter into, amend and terminate employment contracts with employees of the College and approve their job descriptions;
- 13) shall ensure the preparation of draft budgets of the College and applications for financing the College;
- 14) shall approve the budget of the College and ensure that it is implemented;
- 15) shall control the budgetary funds of the College within the powers conferred on him or her by the Institutions of Professional Higher Education Act and other legislation;
- 16) shall decide on the more important economic issues;
- 17) shall report to the Council of the College (hereinafter the *Council*) and to the Minister of

Education and Research, and ensure that the information required by legislation is submitted to the Ministry of Education and Research;

18) shall perform other duties arising from the Institutions of Professional Higher Education Act, the Statutes and other legislation, unless vested in another person.

§ 8. Directives issued by the Rector

The Rector shall issue directives within his or her powers.

§ 9. Appointment of a Rector to office and release from office

(1) A Rector shall be elected by way of a public competition for a term of up to five years, pursuant to the procedure established by a regulation of the Minister of Education and Research, under subsection 7 (1) of the Institutions of Professional Higher Education Act. The Minister of Education and Research shall approve the election results and shall enter into, amend and terminate the employment contract with the Rector.

(2) After being released from the duties of the Rector, a College employee who was elected Rector shall be entitled to return to the position he or she occupied at the College prior to his or her election as Rector.

(3) The insignia of the Rector is the Rector's Chain of Office, the statute for which is approved by the Council.

§ 10. Expression of no confidence in the Rector

(1) The Council shall have the right to express no confidence in the Rector if the Rector is unable to perform his or her duties or ensure the fulfilment of the functions of the College, or has knowingly or negligently contravened the law or the Statutes.

(2) It shall take a joint declaration by no less than half the members of the Council to initiate the expression of no confidence in the Rector. To discuss the issue, the Council shall elect a temporary chairperson.

(3) The Council shall decide on the expression of no confidence in the Rector by secret ballot by at least two-thirds majority of its membership.

(4) After a successful expression of no confidence, the Council shall make a proposal to the Minister of Education and Research to terminate the employment contract with the Rector.

§ 11. Rector's Office

(1) The Rector's Office shall act as an advisory body to the Rector and be comprised of Vice Rectors, Finance and Administration Director and other persons appointed by the Rector. The composition of the Rector's Office and its Rules of Procedure shall be approved by the Rector.

(2) Vice Rectors of the College shall direct the fields of activity, as determined by the Rector, and relevant structural units; and act for the Rector pursuant to authorisation issued by him or her.

(3) The employment contract with a Vice Rector shall be concluded for a specified term, subject to the period of validity of the term of office of the Rector who appointed him or her, but no longer than for five years.

(4) After being released from the duties of a Vice Rector, a College employee who was appointed Vice Rector, shall be entitled to return to the position he or she occupied at the College prior to his or her appointment as Vice Rector and, under the conditions and pursuant to the procedure established by the Council, apply for reimbursement for restoring his or her professional qualifications.

Chapter IV

COUNCIL AND ADVISORY BOARD

§ 12. Powers of the Council

The Council shall be the highest collegial decision-making body of the College.

§ 13. Composition of the Council

(1) The Council shall comprise the Rector, Vice Rectors, the Finance and Administration Director, one representative of the teaching staff from each chair, and student representatives who shall make up at least one-fifth of the membership of the Council. The Rector shall determine the number of student representatives.

(2) The Council shall be chaired by the Rector.

§ 14. Functions of the Council

The Council:

- 1) shall make proposals to the Minister of Education and Research for initiating amendments to the Statutes of the College;
- 2) shall adopt a development plan for the College and submit it to the Minister of Education and Research for approval;
- 3) shall determine memberships in international organisations for the College;
- 4) shall establish the insignias of the College (logo, flag, the Rector's Chain of Office, badge, medal, etc.) and the procedure for their use;
- 5) may express no confidence in the Rector;
- 6) shall approve the Statute of the Student and Pupil Bodies;
- 7) shall approve curricula and any amendments thereto;
- 8) shall approve joint curricula and cooperation agreements to institute joint curricula;

- 9) shall approve the Academic Regulations of the College;
- 10) shall establish the terms and procedure for the admission of students, including the minimum requirements for the level of proficiency in the language of instruction for the purpose of the evaluation of the sufficiency of aliens' proficiency in the language of instruction, pursuant to subsection 168 (2) of the Aliens Act;
- 11) shall establish the terms and procedure for deletion of students and pupils from the matriculation register of the College;
- 12) shall determine curricula according to which only full-time study may be conducted, and curricula where higher requirements are established for full-time study, if necessary;
- 13) may determine the minimum student workload required for completion of a curriculum in part-time study;
- 14) may, upon existence of master degree studies and based on the specifics of the field of study, determine a requirement for a longer period of work experience than specified in the Institutions of Professional Higher Education Act, as a condition for commencing these studies;
- 15) shall establish the conditions and procedure for recognising students' prior learning and work experiences;
- 16) shall establish the procedure for obtaining academic leave;
- 17) shall establish the procedure for issuing diploma supplements in English for persons who graduated from the College before the 2002/2003 academic year;
- 18) shall establish the conditions and procedure for applying for, and for the granting and payment of study allowances, by 1 September of each year;
- 19) shall establish the conditions and procedure for reimbursement of study costs, and the amount of reimbursement for study costs;
- 20) shall, based on proposals submitted by the Vice Rector for Academic Affairs, approve of the chairpersons and members of committees for defence of final papers and for final examinations;
- 21) shall decide on the more important general academic and development issues concerning more than one chair;
- 22) shall establish qualification requirements for the teaching staff, and the conditions and procedure for assessment of compliance therewith;
- 23) shall establish the conditions and procedure for evaluation of the teaching and research staffs;
- 24) shall establish the conditions and procedure for granting members of the ordinary teaching staff a sabbatical semester for creative activities or the enhancement of professional skills, and for remuneration thereof;
- 25) shall select ordinary members of the teaching and research staffs;
- 26) shall establish the terms where the Rector has the right, without announcing a public competition, to invite researchers or other renowned creative individuals or reputed practitioners of their fields to take up positions of visiting members of the teaching staff for up to five years;
- 27) may confer a professor emeritus/emerita designation on a professor who has held this position at the College for at least ten years, and who has reached retirement age;
- 28) shall establish the procedure for receiving the remuneration of professors emeriti;
- 29) shall establish the formats of in-service training provided by the College and the procedure for

the conduct thereof;

30) shall establish the principles and procedure for determination of fees for fee-based services related to the core activities of the College;

31) shall approve the procedure for use of state budget funds and its own funds;

32) shall approve a budget implementation report;

33) shall, to the extent and pursuant to the procedure provided by legislation, decide matters relating to state assets granted to the use of the College;

34) shall hear activity reports by the Rector, Vice Rectors and heads of chairs and other structural units, as well as recommendations and opinions of the Advisory Board on development issues of the College, including curricula;

35) may establish committees and working groups;

36) shall resolve other matters within its powers, under the Institutions of Professional Higher Education Act, the Statutes and other legislation.

§ 15. Election of members of the Council and their terms of office

(1) The Rector shall hold an election of representatives of the teaching staff to the Council in June of every third year. The term of elected Council members shall start on 1 September of the same year and last for three years.

(2) Any member of the ordinary teaching staff of the College, provided his or her employment contract has been concluded for a term of at least three years, may stand in the election as a representative of the teaching staff to the Council, nominate candidates for representatives of the teaching staff to the Council, and vote in the election.

(3) The procedure for election of representatives of the teaching staff shall be approved by the Rector. The procedure for election of representatives of the student body to the Council shall be approved by the Student Council.

(4) The Student Council shall elect its representatives to the Council during May of each year. The term of elected members shall be from 1 September of the same year to 31 August of the next year, unless the Statute of the Student Body provides otherwise.

(5) If a member of the Council is absent from the College for more than three months, a substitute member approved by the Rector shall act for him or her. A substitute member of representatives of the teaching staff shall be approved based on the election rankings. A substitute member of representatives of the student body shall be appointed by the Student Council.

§ 16. Resolutions of the Council and Rules of Procedure

(1) The main work format of the Council shall be a meeting. The meetings may be regular or special.

(2) Regular meetings shall be held at least four times each academic year. Regular meetings shall be convened and presided over by the chairperson of the Council; in the case of his or her absence, by the eldest member of the Council.

(3) A special meeting shall be convened by the chairperson of the Council or at the request of one-third of the entire membership of the Council.

(4) The Council shall have the quorum for a meeting if at least half its members are present. If a required quorum is lacking, the chairperson of the Council shall convene another meeting within two weeks.

(5) The Council shall adopt its Rules of Procedure which shall set out the rights and duties of Council members, the principles of the preparation of the agenda of its meetings, the procedure for electronic operations, public relations, and the procedure for deliberation of matters.

(6) The Council shall adopt resolutions within its powers. Resolutions of the Council shall be passed by a majority vote of the members present. In the cases specified in clauses 1), 2), 5), 6), 31) and 32) of section 14 above, two-thirds majority of the entire membership of the Council is required. Resolutions of the Council shall be signed by the chairperson of the Council, or in his or her absence, by the eldest member of the Council.

(7) If the chairperson of the Council objects to a resolution of the Council, he or she shall not sign the resolution, but shall refer the matter for review to the next meeting of the Council. If the Council passes the resolution in the same way for a second time, the chairperson of the Council shall sign the resolution and add his or her dissenting opinion.

(8) A person designated by the chairperson of the Council shall take the minutes of Council meetings.

(9) Any representative authorised by the Advisory Board shall be entitled to participate at Council meetings, and the Rector may invite other persons to Council meetings as well and give them the floor. A representative of the pupil body shall be entitled to participate in Council meetings with the right to speak.

§ 17. Advisory Board

The Advisory Board is an advisory body connecting the College and society, and it is established under conditions and pursuant to procedure provided by the Institutions of Professional Higher Education Act.

Chapter V

STRUCTURE AND MANAGEMENT OF STRUCTURAL UNITS

§ 18. Structure

(1) The structure of the College shall be comprised of academic, development and administrative structures.

(2) Units of the academic structure shall organise educational activities, units of the development structure shall organise development and international activities, and units of the administrative structure shall support academic and development activities as well as manage financial and administrative services.

(3) The structural units shall be established, modified, and their operations shall be terminated, by resolutions of the Council.

(4) The purpose of structural units shall be to achieve the aims of the College in their fields, operating in the area of responsibility of the Rector or of a person designated by the Rector, under their statutes and rules of procedure approved by a directive of the Rector.

(5) The head of a structural unit shall report to the Rector, or the person designated by him or her, and to the Council.

(6) The head of a structural unit shall be appointed to his or her office by the Rector.

§ 19. Academic structure

(1) The academic structure shall be comprised of chairs, departments and other structural units organising and developing educational activities. The academic structure shall be directed by the Vice Rector for Academic Affairs.

(2) Chairs are structural units which organise teaching and development of one or several related curricula or subjects, and bring together the teaching staff engaged in educational and development activities and applied research, students and pupils, and other staff within the field of activities of the chair. A chair shall be directed by a leading member of the teaching staff of the College in his or her specialty.

(3) Departments are structural units which support teaching, learning, applied research and development, and organise educational activities. A department shall be directed by the head of department.

(4) Principles and procedures for the activities of units of the academic structure shall be established by the statutes of a structural unit.

§ 20. Development structure

(1) The development structure shall be comprised of units which direct and organise the College's development activities, including applied research, and international activities. Units of the development structure shall collaborate with all the other units of the College to achieve the aims of the College and, if needed, establish teams and committees, involving the representatives of different units. The development structure shall be directed by the Vice Rector for Development and International Relations.

(2) The development structure shall include a library, a unit organising in-service training, and a unit coordinating and organising development activities.

(3) Functions of the library shall be to order documents necessary for academic and research activities, design and maintain the collection, make it available for use, organise the retail sales of publications of the College and administer the limits for copying and printing.

(4) Functions of the unit organising in-service training shall be to develop and organise in-service training courses and, in partnership with employers and stakeholders, identify the needs for in-service training.

(5) Functions of the unit coordinating and organising development activities shall include taking responsibility for the effectiveness of international projects and international relations, preparing contracts and organising project reports.

§ 21. Administrative structure

(1) The administrative structure shall be comprised of units whose main function is non-academic, and which operate under their statutes approved by the Rector. The administrative structure shall be directed by the Director of Finance and Administration.

(2) The administrative structure shall include an accounting unit, IT unit and administrative unit.

(3) Functions of the accounting unit shall be to work out financial policy which supports the development of the College, and apply and develop that policy; prepare a budget of the College; manage financial analysis and financial planning; and organise and keep account records.

(4) Functions of the IT unit shall be to organise the development of information technology and coordinate it, acquire and maintain hardware and software, and support e-learning.

(5) The administrative unit shall administer state assets granted to the use of the College and organise their management. Functions of the unit shall be to acquire the assets necessary for the operation of the College; organise catering, accommodation and security services; organise the maintenance and repair of buildings, facilities, vehicles, equipment and other assets granted to the use of the College; and organise the heat, water and sewerage utilities.

Chapter 6

ORGANISATION OF STUDIES

§ 22. Curricula

The College shall provide:

1) higher education according to the master degree curricula specified by the Government of the Republic, and professional higher education curricula, which comply with the Institutions of Professional Higher Education Act and the Standard of Higher Education established by a regulation of the Government of the Republic under clause 5 (2) 7) of the Republic of Estonia Education Act; and

2) vocational education and training according to curricula of vocational training based on basic or secondary education (hereinafter *vocational training*) which are prepared under national curricula for vocations or professions, and which comply with the Vocational Educational Institutions Act and the Vocational Education Standard established by a regulation of the Government of the Republic under section 10¹ of the Vocational Educational Institutions Act.

§ 23. Admission of students to College and deletion of students from matriculation register of College

(1) Students shall be admitted to the College and deleted from the matriculation register of the College under the conditions and procedure established by the Council.

(2) Pupils shall be admitted to vocational training curricula pursuant to subsection 14 (1) of the Vocational Educational Institutions Act, and they shall be deleted from the matriculation register of the College pursuant to subsection 22 (1) of the Vocational Educational Institutions Act, and under the conditions and procedure established by the Council.

§ 24. Principles of organisation of studies

The organisation of studies of the College shall be based on the Academic Regulations which establish the general requirements for the organisation of teaching and learning.

§ 25. Graduation from the College and graduation documents

(1) When a student has fully completed a curriculum of higher education, he or she shall be issued a corresponding diploma, or in the case of a joint curriculum a joint diploma, which complies with the requirements established by a regulation of the Government of the Republic under subsection 19 (3) of the Institutions of Professional Higher Education Act, and diploma supplements in the Estonian and English languages.

(2) When a pupil has fully completed a curriculum of vocational training, he or she shall be issued a graduation certificate which complies with the requirements established by a regulation of the Government of the Republic under subsection 22 (2) of the Vocational Educational Institutions Act, and a transcript.

(3) Information about graduation documents issued by the College shall be entered into the Estonian Education Information System founded under subsection 36⁶ (4) of the Republic of Estonia Education Act.

Chapter 7

MEMBERSHIP

§ 26. Membership

Membership of the College shall be comprised of the Rector, Vice Rectors, teaching staff, teachers, research staff, other employees, as well as students and pupils.

§ 27. Teaching staff, teachers and research staff

(1) Members of the teaching staff shall conduct teaching, research and methodological work within the scope established by the Council; also, they shall perform administrative duties pursuant to their job descriptions.

(2) Positions within the teaching staff of professional higher education and master degree studies shall include a professor, senior lecturer, lecturer, assistant and teacher; and they shall be subject to the requirements established by the Institutions of Professional Higher Education Act, the Standard of Higher Education established by a regulation of the Government of the Republic under clause 5 (2) 7) of the Republic of Estonia Education Act, and the Council.

(3) The positions of teaching and research staffs shall be filled pursuant to subsections 23 (7)–(9) of the Institutions of Professional Higher Education Act.

(4) The positions of teachers of vocational training shall be filled pursuant to subsections 30 (2) and (4) of the Vocational Educational Institutions Act, taking into account qualification requirements for teachers established by a regulation of the Minister of Education and Research under subsection 30 (3) of the Vocational Educational Institutions Act.

(5) The research staff of the College shall be subject to the requirements established by the Organisation of Research and Development Act. The members of research staff of the College may participate in conducting educational activities as well.

(6) The composition of teaching staff, teachers and research staff shall be approved by the Rector on the recommendation by a Vice Rector for the relevant field of activities for each academic year.

§ 28. Other employees

(1) Duties of other employees shall be to ensure smooth running of the College, maintain the assets of the College and provide support services.

(2) The rights, obligations and liabilities related to the positions of other employees shall be determined in accordance with labour laws.

§ 29. Rights and obligations of employees

(1) Employees shall have:

- 1) the right to be granted in-service training needed for their professional work;
- 2) the right to use the library, equipment and other resources of the College for academic and research activities free of charge pursuant to the procedure established by the Council;
- 3) the obligation to prudently use the state assets granted to the use of the College;
- 4) the right and obligation to maintain the reputation of the College;

5) the right and obligation to enhance their professional qualifications and, in case of the teaching staff, their teaching competencies as well;

6) other rights and obligations arising from labour laws, the Internal Rules of the College, their employment contracts and job descriptions.

(2) Once every five years, members of the ordinary teaching staff shall have the right to apply for one sabbatical semester in order to enhance their professional skills or for other creative activities under the conditions and procedure established by the Council.

§ 30. Students and pupils

(1) Students are the persons admitted to the College full-time or part-time professional higher education or master degree studies.

(2) Pupils are the persons admitted to the College vocational training curricula.

§ 31. Rights and obligations of students and pupils

Students and pupils shall:

- 1) have the right to obtain information from the College about the organisation of studies;
- 2) have the right to academic and career counselling;
- 3) have the right to choose up to 10% of subjects for their curricula from alternative curricula when enrolled in a higher education curriculum; and when enrolled in a vocational training curriculum choose subjects from the list of elective subjects;
- 4) have the right to complete a substantial portion of a joint curriculum at another participating educational institution when enrolled in a joint curriculum; and studies in any form are deemed to be studies at another educational institution participating in the joint curriculum;
- 5) have the right to attend extracurricular lectures, practicals and seminars, as well as to take examinations, graded and pass/fail evaluations;
- 6) have the right to use the College's lecture halls, laboratories, facilities for practicals, computer rooms, library, inventory, equipment and other resources free of charge for educational activities under the procedures established by the Rector;
- 7) have the right to elect their representatives and to be elected to the Student or Pupil Councils of the College;
- 8) have the right and obligation to maintain the reputation of the College;
- 9) have the right to participate in educational activities and the obligation to complete relevant examinations, graded and pass/fail evaluations, and practical trainings on time;
- 10) have the right to submit a reasoned request to the Rector through the Student or Pupil Councils on the unsuitability of a member of the teaching staff to teach the subject;
- 11) have the right to make proposals to the Rector for improving the organisation of studies;
- 12) have the right, under the Academic Regulations and upon submitting a reasoned application, to request a resit of an exam, graded or pass/fail evaluation with an examination committee;
- 13) be entitled to at least eight weeks of holiday in each academic year;

- 14) have the right to take academic leave, generally of up to one year, once during professional higher education studies and once during master degree studies; and additional academic leave, including in vocational training, of up to two years for health reasons, of up to one year in the case of service in the Defence Forces, and for caring for a child until the child attains 3 years of age;
- 15) be entitled to a student identification card, according to the procedure established by a regulation of the Minister of Education and Research under clause 24 (1) 9) of the Institutions of Professional Higher Education Act; or a pupil identification card, according to the procedure established by a regulation of the Minister of Education and Research under subsection of 14 (6) of the Vocational Educational Institutions Act;
- 16) have the right to receive study allowances and study loans on the conditions and pursuant to the procedure provided for in the Study Allowances and Study Loans Act;
- 17) have the right to continue their studies at the same or other educational institution in the same or other field of study should the College or any of its curricula be closed;
- 18) have the obligation to prudently use the state assets granted to the use of the College and compensate for any damages they have caused;
- 19) have other rights applicable to students and pupils, established by the Institutions of Professional Higher Education Act, the Vocational Educational Institutions Act, the Statutes, the Internal Rules, and other legislation.

Chapter 8

STUDENT BODY AND PUPIL BODY

§ 32. Student body and pupil body

- (1) The students of the College constitute the student body.
- (2) The pupils of the College constitute the pupil body.
- (3) The student and pupil bodies shall exercise, through their own organisations, their lawful rights to self-government.
- (4) The student and pupil bodies may, pursuant to the Statute of the Student and Pupil Bodies, establish representative, executive and supervisory committees which operate within the authority granted them by their Statute.

§ 33. Student and Pupil Council

- (1) The responsible representative body governing the student and pupil bodies shall be the Student Council and Pupil Council respectively (hereinafter both referred to together as the *Student and Pupil Council*) which represents the student and pupil bodies in relations with the College, Estonian and international organisations, agencies and persons.

(2) Any student admitted to the College may stand in the election to the Student Council and vote on it. Any pupil admitted to the College may stand in the election to the Pupil Council and vote on it.

(3) Members of the Student and Pupil Council shall be elected in free elections bearing in mind the principle of proportional representation of curricula. Elections shall be general, uniform and direct. Voting shall be secret. The procedure for the election of the Student and Pupil Council shall be provided for in the Statute of the Student and Pupil Bodies.

(4) Members of the Student and Pupil Council shall be elected in April of every other year for a term of two academic years.

(5) The Student Council shall elect student representatives and the Pupil Council shall elect pupil representatives to the Council of the College and other decision-making and advisory bodies on the principles established by the Statute of the Student and Pupil Bodies.

(6) The budget of the College shall allocate funds which the Student and Pupil Council shall use in order to exercise student and pupil self-government and perform functions arising from law and the Statute of the Student and Pupil Bodies. The Student and Pupil Council shall control these funds independently on the basis of authority granted by the Rector and pursuant to the procedure established by its Statute. Proposals for financing the student and pupil bodies from the College's budget shall be submitted by the Student and Pupil Council.

§ 34. Statute of Student and Pupil Bodies

(1) The activities of the student and pupil bodies shall be based on their established Statute.

(2) The Student and Pupil Council shall prepare a draft Statute of the Student and Pupil Bodies, post it for the students and pupils for examination, and designate a time limit for the submission of proposals and objections, which shall be at least one month after the display of the draft. Any student or pupil has the right, within a designated term, to submit proposals on and objections to the draft to the Student and Pupil Council. The Student and Pupil Council shall examine the proposals and objections received, prepare the final draft together with an overview of the analysis of submitted proposals and objections, and submit the draft Statute to the students and pupils for a vote.

(3) The Statute of the Student and Pupil Bodies shall be adopted by the student and pupil bodies, by two-thirds majority of its members. If a student or pupil has not presented his or her opinion on the adoption of the draft Statute within two weeks of the date the draft was submitted for the vote, it shall be deemed that he or she had tacitly agreed with the Statute.

(4) The Student and Pupil Council shall submit the Statute adopted by the student and pupil bodies to the Council of the College for approval.

(5) If the student and pupil bodies did not vote in favour of the passage of the Statute of the Student and Pupil Bodies, the Student and Pupil Council shall organise another preparation and passage of the draft Statute; but in the case of amendment of the Statute, the Student and Pupil Council shall drop the corresponding motion.

(6) The Statute of the Student and Pupil Bodies shall be amended pursuant to the procedure established in subsections (2)–(5) of this section.

Chapter IX

ASSETS AND FINANCING

§ 35. Assets

To perform the functions arising from the Institutions of Professional Higher Education Act and its Statutes, the College shall possess, use and dispose of state assets granted to its use, pursuant to the procedure established by the State Assets Act.

§ 36. Financing

(1) The College shall be financed from the state budget, resources received from the provision of fee-based services related to its core activities, and other resources.

(2) The College's research and development shall be financed on the basis of and pursuant to the procedure established by the Organisation of Research and Development Act.

(3) The College shall have the right to provide fee-based services related to its core activities to legal and natural persons in the following cases: in-service training and formal education acquired within the adult education system, including external study; applied research; contractual development; professional consultations and publication in the fields of social services, health and welfare; marketing of the services provided by the members of the College; and the provision of accommodation services to students and pupils. The principles and procedure for determining the fees for these services shall be established by the Council.

Chapter X

REPORTING, AUDITING AND SUPERVISION

§ 37. Reporting

The College shall keep financial, statistical and accounting records pursuant to the procedure prescribed by legislation.

§ 38. Auditing

The economic activities as well as the use and maintenance of the state assets granted to the use of the College, shall be audited by the Minister of Education and Research and the State Audit Office.

§ 39. Supervision

The supervisory control over the activities of the College shall be exercised by the Ministry of Education and Research pursuant to the procedure provided by law.

Chapter XI

IMPLEMENTING PROVISIONS

§ 40. Bringing bylaws of the College into compliance with the Statutes

Directives and resolutions issued by the Rector and the Council shall be brought into compliance with the Statutes within three months after the date the Statutes become effective.

§ 41. Repeal of regulation

The Minister of Education and Research Regulation No. 227 of 29 August 2005 'The Statutes of Tallinn Health Care College' (RT I 2005, 46, 386) is hereby repealed.

Prime Minister Andrus ANSIP

Minister of Education and Research Tõnis LUKAS

State Secretary Heiki LOOT

¹RT = *Riigi Teataja* = *State Gazette*