

## **Statutes of Academic Units of the Estonian Academy of Music and Theatre**

### **I. General provisions**

1. The academic structure and the names and responsibilities of the academic units of the Estonian Academy of Music and Theatre ('the Academy') shall be endorsed by the Academy Council.
2. Academic units include departments, institutes, centres and the Drama School.
3. The structure of an academic unit can include subdivisions, the names and duties of which shall be endorsed by the Academy Council.

### **II. Functions of academic units**

4. The function of departments, institutes and the Drama School is to provide education at all levels in the specialties specified by the Academy Council, as well as to conduct creative, research and development activities in the respective field of responsibility.
5. The function of centres is to organise and conduct educational, creative, research and development work in the field specified by the Academy Council. The Council can bestow on a centre responsibility for particular specialties in master's or doctoral programmes.
6. For the purpose of performing its functions, an academic unit shall:
  - Participate in the preparation and development of the curricula and model curricula of the Academy;
  - Prepare subject syllabi for the subjects in the respective field of responsibility and organise educational activities based on the syllabi;
  - Monitor students' progress in learning and advise them in academic matters;
  - Organise concerts, master classes, competitions, workshops and other events in cooperation with the support units of the Academy;
  - Develop cooperation with academic units specialising in the same field at other universities;
  - Develop cooperation with occupational and professional associations in the respective field;
  - Provide continuing education in the fields of specialisation in cooperation with the Continuing Education Centre of the Academy;
  - Develop cooperation with Estonian music schools of primary and secondary level and organise specialised advisory activities;
  - Train future members of the academic staff in its fields of specialisation or responsibility.
7. An academic unit shall be responsible for the productivity of its work, as well as for the legality and expediency of its administrative activities.
8. An academic unit shall prepare and preserve the following documents until they are delivered to the archives of the Academy:
  - minutes of meetings;

- reports of the academic unit;
- other relevant materials reflecting the activities of the academic unit.

### **III. Personnel and management**

9. The core of the personnel of academic units is composed of ordinary teaching and research staff. As an exception, the personnel of the Drama School can also include support staff.
10. The activities of the Academy's teaching or research staff member can be divided between several academic units, but each staff member shall have a position in a specific unit for accounting purposes.
11. The activities of an academic unit can involve guest lecturers, emeritus professors, emeritus associate professors and staff members of other academic units.
12. The activities of an academic unit shall be managed by a head of the unit and a general meeting.
13. The general meeting of an academic unit shall:
  - Plan and assess the educational, creative, research and development activities of the unit;
  - Plan the use of the financial resources of the unit;
  - Make recommendations to the Academy Council on filling the positions in the academic unit through competitive recruitment;
  - Make recommendations to the Academy Council on endorsing curricula and amendments to curricula;
  - Approve subject syllabi;
  - Approve the annual reports of the academic unit;
  - Decide on other relevant matters in the respective field of specialisation.
14. The general meeting of an academic unit shall be composed of the following voting members:
  - ordinary teaching and research staff of the academic unit;
  - teaching and research staff who belong to a different academic unit for accounting purposes, but are closely connected to the relevant academic unit through their activities and are named as members of this academic unit following a respective proposal by the head of the unit;
  - guest lecturers and emeritus staff members of the unit whose volume of teaching assignments per year corresponds to a workload of at least 0.4 .
15. General meetings of an academic unit shall be held as needed but at least once per semester.
16. A general meeting of an academic unit shall be called and chaired by the head of the unit. The head of the unit is also required to call a general meeting if it is requested by at least half of the voting members of the general meeting.
17. A general meeting has quorum if at least 2/3 of voting members attend. Decisions shall be adopted by simple majority of votes.
18. The head of an academic unit shall be elected or appointed for a fixed term in accordance with the Academy's Regulations for Recruitment for Academic Positions. The head of a unit

shall:

- Assume responsibility for the development of the unit and the quality of teaching;
  - Organise educational, creative, research and development work in the unit;
  - Represent the unit in the Academy Council;
  - Represent the unit in relations outside the Academy;
  - Initiate procedures for modifying the list of positions of the unit;
  - Conduct yearly appraisal interviews with all ordinary teaching and research staff members of the unit;
  - Submit the teaching workloads of all teaching and research staff members of the unit to the Rector's Office for endorsement in the beginning of each academic year;
  - Submit the membership list of the curriculum council in the field of responsibility of the unit to the Rector for endorsement and call the meetings of the council;
  - Submit the membership lists of evaluation committees for bachelor's and master's examinations to the Rector for endorsement;
  - Establish examination panels for other subjects in the field of responsibility of the unit as necessary;
  - Assume responsibility for efficient and purposeful use of the financial resources of the unit;
  - Make sure that staff members of the unit comply with the Academy's internal regulations, the principles of organisation of studies and their job descriptions;
  - Submit reports on the activities of the unit to the Rector and the Academy Council.
19. The term of office of the head of an academic unit shall be terminated before expiry in the cases listed in the Academy's Regulations for Recruitment for Academic Positions.
20. Subject to reaching an agreement with the Vice-Rector for Academic Affairs and Research, the head of an academic unit may delegate the responsibility for coordinating a specialty, a subject or a group of subjects to another member of teaching staff of the unit.

#### **IV. Assets and financing**

21. An academic unit shall use a part of the assets of the Academy.
22. An academic unit shall use the financial resources allocated to it in the budget of the Academy.
23. An academic unit shall have the right to seek financial resources from other sources.
24. An academic unit shall use the assets of the Academy and the financial resources allocated to it within the respective field of responsibility and for the purpose of performing the functions specified in these Statutes.

#### **V. Implementing provisions**

25. The Statutes shall be applicable from the academic year 2015/2016, repealing any previous statutes of academic units, institutes and the Drama School.