

STATUTES OF THE INSTITUTE OF THEOLOGY OF THE EELC

GENERAL PROVISIONS

1. Name and Legal Status

1.1. The Institute of Theology (hereinafter referred to as Institute) of the Estonian Evangelical Lutheran Church (hereinafter referred to as EELC) is a private establishment of higher education, run by the Institute of Theology of the EELC Foundation. The Institute acts in accordance with the Higher Education Act, statutes of the EELC, Church Code, statutes of the Foundation is the Institute of Theology of the Estonian Evangelical Lutheran Church Foundation and other legislation.

1.2. The Institute of Theology of the EELC considers as its founding date May, 3, 1946, when, by order of the Consistory of the EELC, the professors and students of the Faculty of Theology of the University of Tartu founded a school that bore the same name, but which in the meantime was also named as Higher Theological Licensing Commission.

1.3. In Estonian the full name of the Institute is „EELK Usuteaduse Instituut“, abbreviated to „UI“. This private establishment of higher education is translated into English as „The Institute of Theology of the Estonian Evangelical Lutheran Church“ and abbreviated to „IT EELC“.

1.4. The Institute is located in Tallinn; its structural units may also be located elsewhere.

2. Objective and Tasks

2.1. The objective of the Institute is to prepare clergy and lay workers for positions requiring theological and theology-related qualification in the EELC, partner churches of the EELC, public and private sectors. The Institute provides academic education and supports research in theology and other fields related to theology.

2.2. To attain the objective, the Institute

- organises studies based on professional higher education and master's study programs in the Theology *curriculum* group;
- organises professional training and continuing education;
- promotes study and research in the field of Theology and Theology-related specialties;
- conducts target financed research and R&D services on a contract basis;
- develops publishing activities and publishes study literature and other publications;
- develops library, particularly with regard to needs of the students, professors and researchers working for the Institute but it also serves other readers;
- develops external relations, cooperates and concludes agreements with other research and educational institutions and organisations both in Estonia and abroad.

3. Language

The study and administrative language of the Institute is Estonian. Studies can be conducted also in Russian and English.

GOVERNANCE

4.1. Governing Bodies

4.1.1. The Institute is managed by the Council and the Rector.

4.1.2. The Council consists of *ex-officio* members and elected members.

4.2. Council of the Institute

4.2.1. Composition of the Council of the Institute

4.2.1.1. The *ex-officio* members of the Council are the archbishop of the EELC, the assessor of the EELC who is responsible for the field of education, the Rector of the Institute, the Dean of the Faculty of Theology, the Head of Pastoral Seminary, the Head of the Church Music Department, the Head of the Continuing Education Department, the Head Librarian, the Head of the Administrative Department, the Head of the structural unit in Tartu (Tartu Academy of Theology) and the representative appointed by the Estonian Apostolic Orthodox Church. The elected members of the Council of the Institute are the representatives elected by the academic staff of the Institute and students of the Institute. The number of the elected members in the Council meets the requirements stipulated in the Higher Education Act. The Council of the Institute of Theology of the EELC Foundation may appoint more of its representatives to the Council of the Institute.

4.2.1.2. Representatives of the academic staff (professors, lecturers, teachers and researches working in the Institute on the basis of an employment contract) are elected into the Council for two-year terms. Student representatives are elected into the Council for one-year term. The election takes place not later than 1 (one) month before the term of office of the incumbent representatives expires. The election is held by secret ballot. The candidates who receive the largest number of votes are elected. In case of receiving an equal number of votes the oldest candidate is elected.

4.2.1.3. Academic staff and/or students who have elected their representative to the Council may recall them if the representative leaves the academic staff or student body of the Institute before the term of their mandate expires. Recall elections take place by public vote.

4.2.1.4. In case of a recall of a representative before the expiration of their term of office, a new representative shall be elected as stipulated in Statutes p. 4.2.1.2. The mandate of the new representative is valid until the term of the mandate of the other representatives of the same representative body expires.

4.2.2. Procedure of the Council of the Institute

4.2.2.1. The Rector convenes and chairs the meetings of the Councils, in the absence of the Rector the meetings are chaired by the assessor of EELC who is responsible for education. At the meeting the minutes are taken.

4.2.2.2. Regular meetings of the Council are held at least twice a year. The Council has decision-making power, if more than 50% of the members participate.

4.3.2.3. The decision of the Council is adopted, if more than 50% of the members of the Council participating in the meeting vote for it.

4.3.2.4. The Rector does not participate in the discussion of items on the agenda that concern their person.

4.2.3. Powers of the Council of the Institute

- 1) to adopt the strategic plan of the Institute and submit it to the Council of the Institute of Theology of the EELC Foundation for approval;
- 2) to adopt the budget of the Institute as well as the budget execution report and submit it to the Council of the Institute of Theology of the EELC Foundation for approval;
- 3) to adopt the *curricula* of the degree study programs and submit it to the Council of the Institute of Theology of the EELC Foundation for approval;
- 4) to adopt the admission rules and approve the form of the Student Record Book;
- 5) to make a suggestion to the Council of the Institute of Theology of the EELC Foundation to approve the sum of the tuition fee;
- 6) to establish the principles of the Institute for study, research and development activities as well as to ensure their quality;
- 7) to approve the Study Regulations, Student Body Statutes and the procedure for elections of the Student Union;
- 8) to establish the professional standards for the academic staff, conditions and procedure for filling the academic posts, as well as conditions and procedure for the attestation of the academic staff;
- 9) to appoint, if necessary, the Vice-Rector based upon the recommendation of the Rector;
- 10) to approve the Statutes of the Faculty of Theology and academic departments;

4.3. Rector

4.3.1. Duties and Competence of the Rector

- 1) manages and represents the Institute;
- 2) is responsible for general status of the Institute as well as for its development, for the implementation of the budget, and for legal and appropriate use of financial resources;
- 3) is accountable to the Council of the Institute of Theology of the EELC Foundation;
- 4) approves the staff members of the structural units based on the proposals of the Council of the Institute and appoints the heads of these structural units;
- 5) appoints a dean based on the proposals of the Council of the Faculty of Theology;
- 6) issues directives in accordance with their competency;
- 7) determines the procedure for replacement of the Rector;
- 8) matriculates and removes students from register;

9) if necessary, makes a proposal for the Council to appoint a Vice-Rector.

4.3.2. The Rector is also the Chairman of the Institute of Theology of the EELC Foundation.

4.3.3. The mandate of the Rector ends when the concluded contract term expires, or on the day of release from their duties in case of voluntary resignation or on the day of release from their office before the contract term expires.

4.3.4. If the mandate of the Rector ends but by that term there has not been elected a new Rector, the Council of the Institute of Theology of the EELC Foundation appoints an acting Chairman.

4.3.2. Election of the Rector

1) The elections of the Rector take place not earlier than six months and not later than three months before the term of office of the Rector-in-Office comes to the end. The day of elections is determined by the Council of the Institute of Theology of the EELC Foundation.

2) The Council of the Institute of Theology of the EELC Foundation officially announces the elections not later than two months before the election day in church media channels and sends an announcement to the clergy of the EELC by e-mail. The announcements state the deadline for presenting candidates; the deadline can not be appointed later than one month before the day of elections.

3) A priest or bishop in service of the EELC, who has achieved a doctoral degree and who also has church service experience, may apply for the position of the Rector.

4) The documentation of the candidate/candidates, who in opinion of the Council of the Institute of Theology of the EELC Foundation meet the requirements established for the position of the Rector, are submitted by the Institute of Theology of the EELC Foundation to the Council of the Institute for their perusal. The Council of the Institute has right to appoint meeting with the candidate/candidates and interview them.

5) The Council of the Institute provides the Council of the Institute of Theology of the EELC Foundation their written opinion of the suitability of the candidate/candidates for the position of the Rector of the Institute.

6) The Rector is elected by the Council of the Institute of Theology of the EELC Foundation and a contract is concluded with them for five (5) years by the Chairman of the Council. The contract is in accordance with the provisions of Law on Obligations and Contracts as applied to the Authorisation Agreement.

7) If the person elected Rector has a valid employment agreement with the Institute, then this agreement will be suspended during their tenure and the person has a right to continue at the same position after being dismissed from the position of Rector.

STRUCTURE

5.1. The structure of the Institute is divided into academic structure and an administrative and support structure. The academic units offer courses; the Faculty of Theology conducts research in addition to studies. Administrative and support units ensure the functioning of the Institute and provide support

services necessary for teaching and research. The academic units may have their subunits, and also, in order to carry out specific projects, they have the right to form subunits; in addition, they have the right to launch or carry out projects. The Head of the Academic Unit approves the tasks and work regulations of the subunits.

5.2. The academic structural units are the Faculty of Theology, Pastoral Seminary, Church Music Department, Continuing Education Department, and library. The subunits of the Faculty of Theology are the Department of the Institute in Tartu, i.e. Tartu Academy of Theology and the Chair of Orthodoxy.

5.3. The tasks of the academic structural unit and its subunit are stipulated in the statutes of the corresponding unit. The statutes of the academic structural unit are approved by the Council of the Institute; the statutes of the subunit are approved by the Council of the academic structural unit.

5.4. The Faculty of Theology has a Council, the other academic structural units may have their own councils.

5.5. The Faculty of Theology is managed by a Dean. The other academic structural units are managed by the corresponding Heads of Department.

5.6. The library enables to read theological literature and to do research for all people interested in it, not only the staff of the Institute.

5.7. The administrative and support structure comprises the rectorate and the administrative department, which operate on the basis of the statutes approved by the Council of the Institute.

STUDY ORGANISATION

6.1. Curriculum

6.1.1 At the degree studies the studying in the Institute takes place on the basis of the *curricula* that meet the requirements of the higher education standard and the requirements established by the Council. The *curriculum* for the degree studies is prepared by the Faculty and adopted by the Council.

6.1.2. The studies of the continuing education (hereinafter referred to as professional education) take place on the bases of the *curricula* adopted by the Consistory in case of the Pastoral Seminary and by the Council in case of Church Music Department. The *curricula* with volume less than 130 academic hours are approved by the Rector based on the submission of the Head of the Academic Unit.

6.1.3. Based on the *curriculum* the student or participant in the professional education (hereinafter referred to as learner) may prepare an individual study plan as coordinated by the Head of the Academic Unit.

6.2. Admission of Students and Learners

6.2.1. The procedure and conditions for admission of students and learners are stipulated in the admission regulations. Admission regulations must comprise admission conditions and procedures how to submit an application as well as procedure for conducting entrance exams. In degree studies, different admission regulations are established for professional higher education and master's studies.

6.2.2. The Rector has the right to accept auditors to the Institute.

6.2.3. The student is matriculated by Rector's directive based on the results of the entrance exams and on the basis of the submission of the Dean of the Faculty.

6.2.4. The student is provided a Student Record Book, its form being approved by the Council.

6.2.5. During an academic year, the people previously removed from the student list and also the transfer students from other universities can be matriculated on an individual basis.

6.2.6. The Institute can open study places for which the necessary training costs are covered by third parties (contracting authority).

6.3. Study Organisation

6.3.1. The Study Regulations of the Institute stipulate the general requirements for study organisation and different forms of studies, the rights and obligations of the academic staff and students regarding the studies, as well as the conditions of exmatriculating and re-matriculating students, applying for the academic leave and other general regulations concerning the studies.

6.3.2. The academic year of the Institute consists of two semesters and the study is organised in sessions.

6.3.3. It is possible to study based on full-time or part-time programmes in degree studies. The respective agreement is concluded between the Faculty and the university student on the basis of the personal application of the student.

6.3.4. The unit of the volume of the study is ECTS, the content of which is determined according to the higher education standard in the Study Regulations.

6.3.6. Students who have met the *curriculum* requirements of the degree study programs will take the final examinations or write the final thesis and then they are issued a diploma and a diploma supplement corresponding to the requirements of the national legislation.

6.3.7. Learners who have met the requirements of the *curriculum* are issued a certificate of the completed studies.

6.4. Study financing

6.4.1. Studying at the Institute is paid. The sum of the tuition fee for each academic year is approved by the Institute of Theology of the EELC Foundation at the proposal of the Council.

6.4.2. The student/learner and the Rector sign an agreement that meets the requirements stipulated by the Higher Education Act.

6.4.3. The tuition fee of a student/learner can be reduced based on the decision of the Rector; also a scholarship or subsidy may be paid.

MEMBERSHIP OF THE INSTITUTE

7.1. The membership of the institute consists of students, academic staff, and other employees based on an employment contract, as well as professors *emeriti*.

7.2. Vacant academic and researcher positions are announced by the Rector at least one month before the application deadline for the respective positions in the newspaper Eesti Kirik (Estonian Church) and in one national daily newspaper.

7.3. In general, it is not allowed to lay off an academic in the middle of the academic semester.

7.4. Regular lecturers and researchers will be chosen on the basis of a competitive selection process and are attested at least once every five years. If a regular lecturer or researcher does not pass the attestation, the employment contract concluded with them can be terminated under the conditions and procedure stipulated in the Employment Contracts Act.

7.5. The positions of regular lecturers and researchers, unfulfilled by the competition, as well as for state and church programs and fixed-term tasks will be employed for up to one year visiting lecturers and researchers, who are subject to the same qualification requirements as regular lecturers and researchers.

7.6. The Rector may provide the individuals, who are occupied by studies or research at the Institute, but with whom the Institute has not concluded an employment contract, a status of visiting lecturer or researcher and conclude an Authorisation Agreement (Employment Contract). Visiting lecturer and researcher have the equal rights with the Institute employees to use the infrastructure of the Institute.

7.7. Students and learners have the right

7.7.1. to use the rooms and infrastructure of the Institute for studies;

7.7.2. participate in extracurricular studies (attend lectures, take the examinations), if the conditions allow it;

7.7.3. apply for a scholarship or subsidy.

7.8. In addition, students are entitled to

7.8.1. elect their representative and to be elected to the Council of the Institute;

7.8.2. be granted an academic leave;

7.8.3. complete their studies in a shorter time than stipulated in the *curriculum*.

7.9. The procedure for forming student government and the basis of its activities are stipulated by the Statutes of the Student Body and the procedure for electing the student representation.

SPIRITUAL SERVICE OF THE INSTITUTE

8. The spiritual service of the Institute is carried out under the leadership and responsibility of the Rector. The clergy of the Institute consists of the employed ordained academic staff and other employees. The assignment of the clergy of the Institute is to serve students, learners, academic staff and employees by conducting church services, prayers and other necessary activities.

ASSETS AND FINANCING OF THE INSTITUTE

9.1. The assets of the Institute of Theology of the EELC Foundation are used for the activities of the Institute, as well as the property trusted to the Institute by the other people.

9.2. The budget of the Institute is approved by the Council of the Institute of Theology of the EELC Foundation.

9.3. The financial resources of the Institute consist of the financial allocations made by Institute of Theology of the EELC Foundation, funds acquired from the activities of the Institute and other legal income.

9.4. The financial means acquired by the Institute during its activities are
donations, bequests, financial allocations;

tuition fee;

income from publication and distribution of the publications of the Institute or from other activities in accordance with the Statutes of the Institute;

other benefits coming from activities that are legal and in accordance with the Statutes.