

STATUTE OF THE PRIVATE UNIVERSITY ESTONIAN BUSINESS SCHOOL

1. GENERAL PROVISIONS

§ 1. Scope of the Statute

This Statute (hereinafter also referred to as “the Statute”) is established on the basis of clause 1 subsection 2 of § 30 of the Higher Education Act and provides for private university Estonian Business School (hereinafter referred to as “EBS”) the objectives, fields of activity, the competencies of the management bodies, the basic rights and duties of the members, the principles of the organisation of study and research, and termination of activities.

§ 2. Registered office

The registered office of EBS is at 3 Lauteri Street, 10114, Tallinn, Republic of Estonia. The structural units of EBS may be located outside the above address.

§ 3. Type of school

EBS is a university.

§ 4. Legal status

- (1) EBS operates under the Higher Education Act as an institution of the Estonian Business School Foundation (hereinafter referred to as “the Foundation”), serving as the operator of a private university. The Foundation is the holder of the rights and obligations of EBS. EBS acts in compliance with the legislation applicable in the Republic of Estonia, the Statute of the Foundation and this Statute. The academic activities of EBS are organised in line with the principles of the Magna Charta of European Universities.
- (2) EBS conducts teaching at all three levels of higher education, carries out basic and applied research as well as experimental development, provides continuing education, and offers other services aligned with its mission.

§ 5. Aim and fields of activity

- (1) The goal of EBS is to enhance the value of businesses, organisations, and projects by preparing outstanding specialists, leaders, and entrepreneurs and by fostering the lifelong development of their knowledge and skills. Additionally, the aim of EBS is to create value for the university itself, its students, staff, partners, companies, and the Estonian state through successful experimental development, applied research, and basic research.
- (2) In order to achieve its aim, EBS:
 - 1) Creates and develops curricula, learning environments, teaching formats, and methods that are optimal for acquiring new knowledge, skills, and

experiences, as well as for expanding professional networks, based on the long-term goals of EBS students and their employers;

- 2) Collaborates with other universities, applied higher education institutions, research and development organisations, as well as public and private companies and organisations, to enhance the learning experience and improve the effectiveness of experimental development, applied research, and basic research;
 - 3) Invests in young startups, accelerators, and incubators engaged in experimental development and involves them in educational and research projects;
 - 4) Participates actively in public affairs, offers solutions and initiates/extends discussions in the areas where EBS possesses research-based expertise;
 - 5) Develops infrastructure that supports the achievement of the aforementioned goals, both for internal use and for generating rental income.
- (3) EBS operates in the social sciences, business and law field of study. EBS may also develop the necessary expertise and infrastructure to operate in other fields of study of higher education.

§ 6. Language of instruction and administration

The languages of instruction and administration at EBS are Estonian and English.

2. MANAGEMENT

§ 7. Management of EBS

- (1) The management of EBS is carried out by the Management Board and Supervisory Board of the Foundation, and EBS Board (hereinafter referred to as “the Senate”) in accordance with the principles and procedures established in the statutes of the Foundation and the university.

§ 8. Senate

- (1) The Senate is an academic advisory body alongside the Rector, participating within the scope of its competence defined in this Statute in the management of EBS and the organisation of teaching, research, and development activities.
- (2) The composition of the Senate’s plenary and Senate committees is approved by the Rector. The chairpersons of the Senate committees are elected by the members of the respective Senate committee.

- (3) The Senate is composed of the Rector, who leads its work; members of the Management Board of the Foundation; the heads of academic and research units and subunits; representatives elected by the academic staff and the student body, each comprising at least 20% of the Senate members; and other members appointed by the Rector to achieve the goals of the Senate.
- (4) Committees are formed from among the members of the Senate to prepare matters for the Senate plenary and to independently decide on issues within their decision-making competence. The work of the Senate committees is organised by the chairpersons of the respective committees.
- (5) The Senate plenary:
 - 1) Elects the full-time professors;
 - 2) Conducts a vote of confidence for Rector candidates according to the procedure provided by the Statute of the Rector;
 - 3) Participates in the development of the Foundation's development plan, discusses the need for updating the plan and its implementation in the areas of EBS management, teaching, research, and development activities. Provides its opinion on these matters to the Rector at least once a year;
 - 4) Approves the Statute of the Student Body and any amendments adopted by the Student Council;
 - 5) Elects the honorary doctorates;
 - 6) Makes proposals to the Rector for awarding the status of professor emeritus;
 - 7) Decides on other issues submitted for consideration by the Management Board of the Foundation or Senate members, which fall within the competence of the Senate.
- (6) The Senate has three committees. The committees may involve external experts outside EBS, either on the proposal of the committee members or upon the Rector's proposal.
 - 1) The Programmes and Studies Committee:
 - i. Makes proposals for developing and enhancing procedures aimed at systematically and regularly creating new and updating existing degree programmes, microdegrees, and continuing education development programmes to ensure their relevance and consistently high quality.
 - ii. Reviews new degree programmes, microdegrees, and continuing education development programmes, as well as their significant modifications. Provides recommendations on new or substantially modified degree

programmes, microdegrees, and continuing education development programmes to their authors, the head of the unit responsible for developing the respective programme or microdegree, and the Rector.

- iii. Conducts spot checks on the quality of teaching in degree programmes, microdegrees, and continuing education development programmes. Provides feedback to the heads of programmes, microdegrees, and development programmes, as well as to the head of the respective unit, including suggestions for improving procedures to ensure the relevance and quality of teaching.
- 2) The Research and Development Committee:
- i. Reviews the admission requirements for doctoral studies and provides recommendations to the Head of the Doctoral Studies and the head of the unit organising doctoral studies.
 - ii. Assesses the suitability of doctoral applicants for the doctoral programme and makes recommendations to the Head of the Doctoral Studies and the head of the unit organising doctoral studies.
 - iii. Randomly checks the alignment of research topics with the EBS strategic goals and evaluates the quality of research. Provides feedback to the author of the research as well as to the head of the research, development, and doctoral studies unit. Summarises the relevance and quality of EBS research at least once a year for the EBS Senate plenary, including recommendations for introducing or improving procedures to enhance the relevance and/or quality of EBS research.
- 3) The Ethics Committee:
- i. Monitors and makes recommendations for improving processes to ensure high standards of academic and business ethics in the EBS teaching, research, development activities, and governance.
 - ii. Also reviews complaints related to potential breaches of academic and/or business ethics rules at EBS.

§ 9. Rector

- (1) The Rector is the Chairman of the Management Board of the Foundation, responsible for organising the work of the Board within the scope and procedures set forth in the Statute of the Foundation, the Rector's Statute, and this statute. The Rector implements the decisions and tasks of the Supervisory Board of the Foundation and reports on their activities to the Supervisory Board.

- (2) The procedure for electing a Rector's candidate, appointing the Rector, relieving the Rector from office, and granting Rector Emeritus status is established in the Rector's Statute, which is approved by the Supervisory Board of the Foundation.

3. MEMBERS

§ 10. General provisions

- (1) EBS members are the students and employees of the Foundation, excluding those working at the EBS High School.
- (2) Students are individuals studying at EBS in Bachelor's, Master's, or Doctoral programmes and who are enrolled by EBS or another university. The rights and obligations of students are defined in the study contract and other internal EBS regulations governing academic activities.
- (3) EBS employees are individuals employed by the Foundation under an employment contract, excluding those working at EBS High School. The rights and obligations of employees are defined in employment contracts and other internal EBS regulations governing employment relationships.

§ 11. EBS employees

- (1) All EBS employees are equal and have equal career opportunities within the fields and levels described in the Foundation's employee career model.
- (2) EBS academic staff are employees of the Foundation who create value through teaching, research, and development activities. The career levels of academic staff are described in the Foundation's employee career model.
- (3) The Foundation's employee career model, salary scales for career levels, general rules for calculating performance-based remuneration, general rules for the allocation of rights and obligations related to non-compete agreements and intellectual property, amendments to these general rules, and agreements different from the general regulations fall under the competence of the Management Board of the Foundation.
- (4) Positions for core academic staff are filled through a competition. The Rector has the right to designate a position as out of competition and to refrain from announcing a competition for the position.

§ 12. Student body and Student Council

- (1) EBS student body is entitled to student body government that represents them in the internal relations at EBS and in relations with other persons.

- (2) The body representing the interests and rights of the student body is the Student Council, established based on its statute. The principles for the formation and operation of the Student Council are outlined in the statute of the Student Council.

4. ORGANISATION OF STUDIES

§ 13. General provisions

- (1) The main principles of academic organisation are outlined in the EBS Academic Regulations. The academic regulations are established by the Management Board of the Foundation.
- (2) The Academic Regulations define:
- i. General requirements for the offered curricula, microdegrees, development programmes, courses of degree studies and continuing education, and the processes that ensure their quality, quantity, and relevance.
 - ii. Conditions for admission as a student, terms for exmatriculation from the student body and reinstatement, and conditions for obtaining academic leave.
 - iii. The division of rights and responsibilities among EBS structural units related to the creation, sale, and delivery of curricula, microdegrees, development programmes, and courses of degree and continuing education.
 - iv. Other topics related to the organisation of studies at EBS that the Rector and heads of structural units deem important.

§ 14. Degree studies and continuing education

- (1) Degree studies are based on curricula. A curriculum is a document for studies that determine the aims of the studies, the nominal length and volume of the studies, specialisation opportunities, admission and graduation requirements.
- (2) The relevant Senate committee reviews new degree study curricula, microdegrees, continuing education development programmes, and their significant changes. The Rector may expand the committee's membership to include employers, cooperation partners, and external experts, depending on the specifics of the curriculum, microdegree, or development programme. The Rector approves degree study curricula, microdegrees, and their modifications. The head of the degree studies unit approves degree study courses and their modifications. The head of the continuing education unit approves continuing education development programmes and courses.

- (3) The heads of the degree studies units and continuing education unit of the Foundation are responsible for the quantity and quality of the degree studies and continuing education offered by EBS. Their responsibilities are based on the EBS goals, the principles of academic regulations in EBS, the recommendations of the Senate's Programmes and Studies Committee, and their respective unit budgets.

5. RESEARCH AND DEVELOPMENT

§ 15. General provisions

- (1) EBS research and development activities are conducted by the principles of research and development. The preparation and update of these principles are the responsibility of the head of the EBS research, development, and doctoral studies unit. The Rector approves the principles of research and development and any modifications to them.
- (2) EBS provides opportunities for qualified academic staff in their research and development focus areas to participate in research and development project tenders, commissioned research and development projects, and research and development projects conducted by the Foundation and/or its partners.
- (3) Any intellectual property created in EBS as a result of research and development activities, including study programmes, new products, services, processes, methodological materials, algorithms, databases, and more, remains the property of the Foundation if created during the performance of contractual duties or work assignments under an agreement or employment contract, unless otherwise stipulated by law.
- (4) Research and development activities are managed by the head of the relevant structural unit of the Foundation, who is responsible for their effectiveness and quality. This responsibility is based on the EBS goals, the principles of research and development, and the unit's budget.

6. SUPERVISION, REPORTING AND AUDITING

§ 16. General provisions

- (1) EBS submits reports on its activities in accordance with the procedures and deadlines established by legal regulations.
- (2) The procedure for submitting reports to the Supervisory Board of the Foundation is defined in the Foundation Statute and follows the regulations set by the Supervisory Board of the Foundation.

7. IMPLEMENTATION OF THE STATUTE

§ 17. Enforcement and implementation of the Statute and their amendments

- (1) Amendments to the EBS Statute take effect upon their registration in the Business Register.
- (2) EBS internal legal documents must be aligned with the amended Statute within six months of their enactment.
- (3) Individuals and decision-making bodies elected before the amendments take effect will continue to serve until the end of their term unless the amendments specify otherwise or an elected individual chooses to resign.

8. TERMINATION OF ACTIVITIES

§ 18. The bases and procedure for the termination of activities

- (1) The termination of activities of EBS falls within the competence of the Foundation.
- (2) The Supervisory Board of the Foundation may initiate the termination of EBS under the conditions and procedures set out in the Higher Education Act and the Foundation's Statute.
- (3) Students, employees, and the Ministry of Education and Research must be notified of the initiation of the termination of activities at least six months in advance.

The amendments to this Statute were approved by the decision of the Supervisory Board of the Foundation on 1 October 2024.