

The Disputes committee is established to solve the students' objections concerning the decisions made about the organisation of studies as follows:

Chairman: Legal Advisor

Members: Education and Research Advisor (deputy chairman);  
Commander of the Officer School;  
Head of the Centre for Applied Studies;  
Head of the Centre for Continuing Education;  
Staff Officer of the Planning Branch of the Education Department (located in Riia 12, Tartu).

## **DISPUTES COMMITTEE RULES OF PROCEDURE**

### **I. General Provisions**

1. The disputes committee (hereinafter: the Committee) rules of procedure sets forth the treatment of objections concerning the decisions made about the organisation of studies in the Estonian National Defence College (hereinafter: the ENDC).
2. The Committee compiled by the Commandant of the ENDC settles the students' objections concerning the decisions made about the organisation of studies (incl. study results).

### **II. Working Procedures of the Committee**

3. The chairman of the Committee notifies in writing the student having submitted an objection about the acceptance or rejection of the objection. The Committee shall not review the objection in the event that the term of submitting an objection has passed and there is no valid reason for its restitution.
4. The work format of the Committee shall be meeting. The minutes are taken by the secretary responsible for the administration of the Commandant of the ENDC. The minutes are signed by the chairman of the meeting and the minutes secretary.
5. The Committee meeting is called by the chairman of the Committee or in his absence the deputy chairman within 5 working days after the objection is received. When calling the meeting the members of the Committee receive the standing order and necessary materials concerning the issues discussed in the meeting. The members of the Committee are required to inform about their participation in the meeting or about their absence on reasonable excuse.
6. The chairman presides the meeting, in his absence the deputy chairman is in the chair.
7. With the proposition of the chairman of the Committee the meeting is conducted electronically. In such case voting on the decision takes place via e-mail. The chairman of the Committee determines the deadline for voting that cannot be shorter than 3 working days. In case at least one member of the Committee asks for the discussion of the issues in the real meeting, the electronic meeting is cancelled.

8. In order to solve the objection submitted to the Committee and to make a decision the Committee examines all relevant documents, interviews concerned parties involved in the objection and other people of the ENDC relevant to solving the issue at hand. People concerned should make sure the members of their Committee can fulfill the abovementioned right and assist them in any way.
9. Administration of the Committee is organised by the the secretary responsible for the administration of the Commandant of the ENDC.

### **III. Making a Decision and Voting**

10. The meeting has a quorum when at least 4 members are present. The Committee makes the decisions by simple majority. In case of tie-vote the chairman of the Committee has a casting vote.
11. In the event that a member of the Committee is one party of the case at hand, he/she shall not participate in the discussions of the objection, nor is he/she present when the case is discussed. In such case the quorum of the committee is reduced by a vote.
12. Voting is open and compulsory. A member of the Committee can not remain undecided when voting.

### **IV. Drawing up the Decision**

13. The Committee comes to a decision in 15 working days at the latest after receiving the objection. With the permission of the Commandant of the ENDC the Committee can pass a decision later than the abovementioned time limit.
14. The decision of the Committee is passed on to the Commandant of the ENDC together with the application of the student as a proposition within three days after the decision has been reached.
15. The ENDC notifies the person submitting the objection about the decision that is final and will not be proceeded any further in the ENDC.