

APPROVED
Commandant of the EMA
Directive No. 23 of 12 June 2019

AMENDED
Commandant of the EMA
Directive No. 39 of 15 July 2019

ESTONIAN MILITARY ACADEMY ACADEMIC COUNCIL RULES of PROCEDURE

I GENERAL PROVISIONS

1. The Academic Council of the Estonian Military Academy (the EMA) is the EMA's primary academic decision-making body, whose composition, responsibilities, sitting procedures shall be established by this regulation.
2. The EMA Academic Council takes guidance from national legislation in the field of education, decisions adopted by the EMA Governing Council, and other regulations applicable to the EMA's activities, as well as these rules of procedure.
3. The EMA Academic Council is tasked with dealing with issues related to the organisation and provision of degree studies at the EMA.
4. The EMA's Academic Council is responsible for
 - 4.1. discussing issues related to the academic mobility (incl. academic progress) of its students, and submitting proposals for final decision to the commandant of the EMA;
 - 4.2. conducting proceedings related to violations of academic practices;
 - 4.3. discussing and deciding issues related to academic studies, and the quality of studies;
 - 4.4. overseeing the academic progress of EMA students;
 - 4.5. deciding on the transfer of the students from one academic year to another;
 - 4.6. discussing other issues related to the organisation of studies as assigned by the Commandant of the EMA.

II COMPOSITION OF THE ACADEMIC COUNCIL

5. The EMA Academic Council comprises regular and irregular members. The regular members of the EMA Academic Council include the Head of Academic Studies (Chairman), Head of the Planning Section (Co-Chairman), Commander of the Student Corps, and Cadet Sergeant Major.
6. The irregular members of the EMA Academic Council include: a) four members of the academic staff from the Department of Academic Studies; and b) three learners from the EMA Student Corps.
7. The Head of the EMA Planning Section shall be responsible for selecting the members of the academic staff from the Department of Academic Studies to be invited to the sitting of the EMA Academic Council. Commander of the Student Corps is responsible for selecting the learners from the EMA Student Corps to be invited to the sitting of the EMA Academic Council, taking into account the relevance of the issues to be discussed with the service branch, level of studies, etc.
8. At sittings EMA Academic Council focusing on the issues of academic mobility and academic practices, the Chairs of EMA's Academic Departments shall serve as irregular members representing the EMA's academic staff. / Amended by EMA Commandant's Directive No 39 of 15 July 2019/
9. In addition to the members of the EMA Academic Council, the Chairman of Academic Council is entitled to invite other persons related to the issues on the agenda to attend the Council's sittings.

III PREPARATION OF COUNCIL SITTINGS

10. The EMA Academic Council works in sittings. The Council sittings shall be either regular or extraordinary.
11. The Head of the EMA Planning Section shall be responsible for planning the Council's regular meeting schedule for the entire academic year, and submitting the plan for approval of the Council at its first sitting of the academic year.
12. The regular sittings of the EMA Academic Council and the main topics to be covered are:
 - 12.1. September – transferring students to the next academic year;
 - 12.2. October – overview of feedback on courses taught during the Spring semester;
 - 12.3. January – decisions related to incomplete coursework during the Fall semester;
 - 12.4. February – overview of feedback on courses taught during the Fall semester;
 - 12.5. June – decisions related to incomplete coursework during the Spring semester.
13. The Chairman of the EMA Academic Council (or, in their absence, the Co-Chairman) is responsible for notifying the Council members of scheduled regular sittings, and furnishing them with the sitting agenda at least four working days in advance. All supplementary materials related to the items on the Council's agenda shall be sent to the persons invited to attend the meeting at least two working days in advance.
14. The EMA's Academic Council shall be called for an extraordinary sitting by the Head of Academic Studies as needed or at the request of at least 1/3 of the members of the Academic Council. An extraordinary sitting of the EMA's Academic Council shall be convened at the earliest opportunity, but no later than in two days in advance. All supplementary materials related to the items on the Council's agenda shall be sent to the persons invited to attend the meeting at least one working days in advance.
15. In the event that it is not possible to convene a sitting of the EMA Academic Council in person, the Council may take decisions on urgent matters falling under its purview by electronic vote. In such circumstances, electronic voting shall be organised by the Chairman of the EMA Academic Council in a manner that must enable all Council members to observe the conduct of voting. All e-mail related to electronic voting shall be added to the meeting minutes.

IV CONDUCTING A MEETING

16. The sittings of the EMA's Academic Council shall be chaired by the Chairman of the Academic Council.
17. The sittings of the EMA's Academic Council shall have a quorum if at least two regular members and at least four irregular members are present.
18. The EMA's Academic Council takes its decisions in open simple majority voting. In the event of a draw, the Chairman's vote, in their absence, the Co-Chairman's vote, shall determine the outcome.
19. If the EMA's Academic Council fails to have a quorum by the official start time of the sitting, the Chairman of the Council shall cancel the sitting, and call a new sitting within two weeks.
20. The sittings of the EMA's Academic Council shall start with the approval of the agenda. All members of the EMA's Academic Council are entitled to submit amendments to the agenda that shall be decided by a vote.
21. All members of the EMA's Academic Council are obligated to state their opinions on each item on the agenda, and they are also entitled to submit proposals for each item on the agenda. The request for comment is indicated by raising one's hand. The Chairman is entitled to set time limits for interventions and questions.
22. The Chairman is entitled to admonish speakers or cut their interventions short if the speaker deviates from the topic, exceeds the time limit, or their speech is improper or offensive.

V MEETING MINUTES

23. All sittings of the EMA academic Council must be recorded in minutes. The meeting minutes shall be formalised and preserved in accordance with the records management procedures of the Estonian Defence Forces. The minutes must be supplemented by participant registration sheet.
24. The meeting minutes must be formalised within at least two working days after the meeting takes place and sent to the participants via e-mail for review and approval.
25. The meeting minutes shall be registered in the EMA's document management system accordance with the records management procedures of the Estonian Defence Forces. The chairman of the sitting must approve the minutes by signature within at least five working days as of the meeting.