

Statutes of the Estonian Military Academy

The Statutes of the Estonian Military Academy is enacted in accordance with subsection 4 (3) of the Institutions of Professional Higher Education Act of the Republic of Estonia.

Chapter 1 GENERAL PROVISIONS

§ 1. Legal status of the Estonian Military Academy

- (1) The Estonian Military Academy (in Estonian *Kaitseväe Akadeemia*, KVA; hereinafter: *the Academy* or *EMA*) is an institution of professional higher education for national defence as referred to in the Institutions of Professional Higher Education Act.
- (2) The Academy is an element of organisation of the Estonian Defence Forces (EDF) and operates under the immediate command of the Commander of the Estonian Defence Forces.
- (3) In the performance of its duties, the Academy acts as a representative of the government and the Estonian Defence Forces.

§ 2. The name of the Academy in English

The name of the Academy in English is the Estonian Military Academy. The English name of the Academy is abbreviated as EMA.

§ 3. Location

The Academy is located in Tartu. The Academy's postal address is Riia 12, 51010 Tartu.

§ 4. Seal, symbols and documentation

- (1) The Academy uses a seal with a design validated by the Commander of the EDF.
- (2) The Academy may use decorations and symbols that have been approved and adopted in accordance with relevant legislations.
- (3) [Repealed – [RT I, 05.02.2022, 3](#) – entry into force 08.02.2022]
- (4) All documentation procedures and use of the seal are in accordance with the records management procedure of the EDF.

§ 5. The primary function and areas of activity of the Academy

- (1) The primary function of the Academy is to prepare commanders for the EDF and develop military science to ensure the sustainability of leadership in the EDF.
- (2) The Academy's main areas of activity in service of its primary function are:
 - 1) provision of higher education and vocational studies;
 - 2) provision of refresher training;
 - 3) research and development activities related to national defence.

Chapter 2 MANAGEMENT, ORGANISATIONAL STRUCTURE AND STAFF

§ 6. The Commandant of EMA

- (1) The Academy is led and represented by the Commandant of the Academy. The Commandant is a rector as referred to in the Institutions of Professional Higher Education Act of the Republic of Estonia.
- (2) The rights and obligations of the Commandant of the Academy are laid down in the Institutions of Professional Higher Education Act, the Statutes of the Estonian Defence Forces enforced on the basis of subsection 12 (1) of the Estonian Defence Forces Organisation Act, and the Commandant's job description.
- (3) The Commandant of the Academy is appointed by the Commander of the EDF with the approval of the minister overseeing this area of government.
- (4) The position of the Commandant of the Academy can be acquired by a person who complies with the requirements set for the commandant of an institution of professional higher education for national defence.
- (5) Upon the absence of the Commandant of the Academy, their substitute will be the Deputy Commandant; upon the absence of the Deputy Commandant, the substitute will be an active service member appointed by the Commander of the EDF.

§ 7. The Governing Council of EMA

- (1) The Governing Council of EMA (hereinafter *the Governing Council*) is the highest collegial decision-making body of the Academy.
- (2) The Chairman of the Governing Council of EMA is the Commandant of EMA.
- (3) The Governing Council of EMA is formed of the Commandant of EMA, chiefs of the subdivisions of EMA, and representatives of the academic staff and the student body.
- (4) The number of members serving at the Governing Council is determined by the Commandant of the Academy. The representatives of the student body must make up at least one fifth of the Governing Council's membership.
- (5) The EMA student body is represented in the Governing Council by at least one cadet, one master's student and one student.
- (6) The representatives of the academic staff are chosen from and by the Academy's full-time academic staff who give lessons in the amount of at least two credit points per academic year of degree programmes of EMA.

- (7) The mandate of the representatives of the academic staff are valid from 1 August to 31 July of the following year. The mandate of the representatives of the student body is valid from the time they are appointed to the Governing Council until the next round of appointments, unless otherwise specified in the Statutes of the Student Body.
- (8) The election of the representatives of the academic staff is organised by the Chief of the Department of Academic Studies, the election of the representatives of the student body is organised in accordance with the procedure laid down in the Statutes of the Student Body.
- (9) Meetings of the Governing Council can be attended by, and the right to speak can be given to authorised representatives of the Academy's Advisory Board and other persons invited by the Commandant of the Academy.

§ 8. Competence of the Governing Council

The EMA Governing Council:

- 1) submits proposals to amend the Statutes of EMA to the Minister of the respective area of governance;
- 2) adopts the Academy's development plan and submits it for approval to the Ministry of Defence through the Commander of EDF;
- 3) approves the Academy's budget management report;
- 4) approves the Academy's action plans and performance reports;
- 5) appoints the permanent academic staff of EMA;
- 6) establishes the qualification requirements for the academic staff, the requirements and procedure for their assessment, and the requirements and procedure for the recognition of prior learning and professional experience of students;
- 7) establishes the requirements and procedure for the attestation of the academic staff;
- 8) establishes the requirements and procedure for admission, including minimum requirements for language proficiency in accordance with the Aliens Act to evaluate the language skills of foreign students;
- 9) establishes the conditions and procedure for excluding students from the Academy;
- 10) establishes the rules and regulations for in-service training;
- 11) decides on giving the *professor emeritus* status to academic employees with at least ten years of experience as a professor in the Academy and who have reached the retirement age, and establishes the order for their remuneration;
- 12) concert the curriculum for the Academy's vocational studies along with the necessary amendments and complements;
- 13) approves the Academy's higher education curricula and the necessary amendments;
- 14) approves the joint curriculum before it is approved by the Minister of the relevant area of governance, and approves the conclusion of the cooperation agreement for the joint curricula;
- 15) establishes the conditions for paid services related with the Academy's main activities, and the grounds for assigning payments;
- 16) approves the Statutes of the Student Body;
- 17) establishes the regulations for academic leave of absence;
- 18) establishes the right for the permanent academic employees of the Academy's master's degree programme to take a free semester with pay to pursue creative work or upgrade professional skills;

- 19) listens to the performance reports of the Commandant of the Academy and chiefs of the Academy's subdivisions, and the proposals and assessments of the Advisory Board on the Academy's progress and future development;
- 20) addresses all other questions in its competence in accordance with relevant legislations and this Statutes.

§ 9. Rules of procedure for the Governing Council

- (1) The EMA Governing Council operates in sittings. The Council has quorum when at least half of its members are present. The topics outlined in clauses 8 1) and 2) of this Statutes require the presence of two thirds of the Council's members. If the Council fails to attain the required quorum, the Chair of the Council will assemble a new sitting within two weeks.
- (2) The EMA Governing Council is assembled by the Chair or at least one third of the Council's members. The Council convenes at least twice a year.
- (3) The EMA Governing Council adopts decisions with a simple majority of those present. The questions outlined in clauses 8 1) and 2) of this Statutes require a two-thirds majority of those present. In the event of a draw, the result is determined by the Chair's vote.
- (4) The EMA Governing Council adopts the internal rules of procedure that establish the Council's operating procedures.

§ 10. The EMA Advisory Board

The EMA Advisory Board is an advisory body that creates a connection between the Academy and the society. The composition, operating procedures, and membership of the EMA Advisory Board are in accordance with Section 26 of the Higher Education Act.

§ 11. Subdivisions of the Academy

- (1) The Academy comprises the following subdivisions:

- 1) Department of Applied Research
- 2) War and Disaster Medicine Centre
- 3) [Repealed – [RT I, 09.06.2023, 2](#) – entry into force 12.06.2023]
- 4) Department of Academic Studies
- 5) Student Corps
- 6) Department of Administration.

[\[RT I, 09.06.2023, 2](#) – entry into force 12.06.2023]

- (2) Each subdivision is run by the chief of the subdivision who is an immediate subordinate to the Commandant of the Academy.
- (3) The Academy's subdivisions operate in accordance with the Statutes as approved by the Commandant of the Academy.

§ 12. Functions of the subdivisions of the Academy

- (1) The Department of Applied Research is responsible for organising and coordinating the research and development activities in the area of national defence to develop the military capabilities of the Estonian Defence Forces.
- (2) The War and Disaster Medicine Centre is responsible for organising war and disaster medicine trainings at the Academy and for the partners of the Academy, providing health care services, and conducting research and development in the area of war and disaster medicine.
- (3) [Repealed – [RT I, 09.06.2023, 2](#) – entry into force 12.06.2023]
- (4) The Department of Academic Studies is responsible for organising the Academy’s degree studies and in-service training, and for research and development in the areas of academic studies and military science.
- (5) The EMA Student Corps is responsible for taking part in academic studies in accordance with the curricula and study regulations.
- (6) The Department of Administration is responsible for organising protocol services and activities of security, communication and marketing, providing communication and information technology services, providing learning materials and transport services, and managing and purchasing the necessary assets and supplies for the activities of the Academy. The Department supports the Commandant of the Academy in planning, supervising, and reporting the proceedings of the Academy. The Department of Administration is run by the Deputy Commandant who is responsible for:
 - 1) providing the Commandant with the necessary information for deliberations, and organising Academy-wide activities as assigned by the Commandant;
 - 2) organising the preparation and implementation of military tasks on national defence that have been assigned to the Academy.

[RT I, 09.06.2023, 2](#) – entry into force 12.06.2023]

§ 13. The Rectorate

- (1) The Rectorate acts as the advisory body to the Commandant of the Academy and comprises the chiefs of the Academy’s subdivisions and other persons appointed by the Commandant of the Academy. The composition of the rectorate is approved by the Commandant of the Academy with a directive.
- (2) The Commandant of the Academy is in charge of the Rectorate’s work.

§ 14. The Academy’s staff and job descriptions

[RT I, 05.02.2022, 3](#) – entry into force 08.02.2022]

- (1) The number and classification of the job positions in the Academy are approved by the Commander of the Estonian Defence Forces.
- (2) The job descriptions of positions in the Academy are approved by the Commandant of the Academy.
- (3) The job description of the Commandant of the Academy is approved by the Commander of the Estonian Defence Forces.

[RT I, 05.02.2022, 3](#) – entry into force 08.02.2022]

Chapter 3 ORGANISATION OF STUDIES

§ 15. Curricula and the organisation of studies

- (1) The Academy's professional higher education and master's degree programmes are based on the Academy's curricula that are in compliance with the Standard of Higher Education, established with a directive of the government, approved by the EMA Governing Council, and entered into the Estonian Education Information System (EHIS) in accordance with the Republic of Estonia Education Act.
- (2) The Academy's vocational education programmes are based on the Academy's vocational studies curriculum, prepared in accordance with the Standard of Vocational Education, established with a directive of the government, and relevant professional standards, approved by the Commandant of the Academy, and entered into the Estonian Education Information System (EHIS) in accordance with the Republic of Estonia Education Act.
- (3) A detailed organisation of studies at the Academy are established in the Academy's study regulations and other legislations regulating degree studies and continuing education.

Chapter 4 MEMBERS OF EMA

§ 16. Members of the Academy

The Academy's membership comprises the Academy's staff and students admitted to the Academy.

§ 17. The Academy's staff

- (1) The Academy's staff comprises the Commandant of the Academy, chiefs of the Academy's subdivisions, academic staff, and other employees and officers working at the Academy, including active service members serving at the Academy in positions that require a military rank, but excluding students.
- (2) The Academy's staff are:
 - 1) entitled to use libraries, devices and other equipment of the EDF for academic and research activities or work in accordance with the established rules and free of charge;
 - 2) obligated to use the property of the EDF prudently;
 - 3) entitled to engage in professional in-service training needed for their work;
 - 4) subject to other rights and obligations arising from the legislations regulating military service or employment relationships, internal procedure rules of the EDF, the employee's job description and other regulations.
- (3) The permanent academic staff of the Academy's master's studies programmes are entitled to take a free semester with pay once every five years to pursue creative work or upgrade their professional skills.

§ 18. Students

- (1) The Academy's students include higher education students, pupils, course participants and external students.
- (2) Higher education students are active service members who have been admitted to EMA's professional higher education or master's studies programmes.
- (3) **Higher education students** include **cadets and master's students**.
- (4) **Cadets** are officer candidates who are active service members enrolled in professional higher education.
- (5) **Master's students** are active service members who are enrolled in master's studies programmes.
- (6) Pupils are non-commissioned officers or candidate non-commissioned officers enrolled in vocational studies.
- (7) Course participants are people taking part in in-service training courses at the level of continuing education.
- (8) External students are people undergoing professional higher education or master's studies programmes in accordance with their individual learning plan.

§ 19. Rights and obligations of students

- (1) Higher education students are entitled to:
 - 1) receive quality education in accordance with valid standards;
 - 2) take holidays in the extent specified in subsection 106 (2) of the Military Service Act;
 - 3) take academic leave upon individual request for up to one year once per level of higher education, up to two years for health reasons, and child care leave until the child is three years old as specified in the procedure established by the Academy's Governing Council;
 - 4) use the Academy's infrastructure and learning materials free of charge for their studies in accordance with the valid order;
 - 5) elect representatives and stand for elections for the Academy's Student Council;
 - 6) receive information and counselling from the Academy on the organisation of studies;
 - 7) continue their studies in the same or similar programme in the same or another institution if their relevant study programme is terminated or the Academy closed down;
 - 8) exercise other legal rights.
- (2) Course participants are entitled to:
 - 1) receive quality education in accordance with valid standards;
 - 2) use the Academy's infrastructure and other learning materials free of charge for their studies in accordance with the valid order;
 - 3) receive information and counselling from the Academy on the organisation of studies.
- (3) The academic workload of external students is smaller than that of part-time studies, except for requirements for final thesis, final examinations, and practical placement. External students must comply with the admission requirements established for their selected curriculum, and they are entitled to defend their final thesis and take the final examination in accordance with the requirements established at the Academy.

- (4) All students are obligated to:
 - 1) fulfil the requirements of the curricula and other study regulations;
 - 2) follow the rules in force in the Estonian Defence Forces and the Academy;
 - 3) use the property of EDF prudently and for intended purposes;
 - 4) fulfil other legal obligations or tasks assigned by a higher commander.

- (5) Pupils are subject to the rights and obligations established in the Vocational Educational Institutions Act.

§ 20. Student Body

- (1) The Academy's Student Body comprises higher education students and pupils.
- (2) The Student Body is entitled to:
 - 1) form unions and organisations with student bodies of other universities in accordance with relevant legislations;
 - 2) join relevant international organisations and develop collaborative relations;
 - 3) elect representatives to serve in the EMA Governing Council;
 - 4) submit proposals to the Academy's deliberative bodies to improve the Academy's organisation of studies and overall management;
 - 5) submit a substantiated application to the Commandant of the Academy regarding an instructor's unsuitability to teach specific subject courses;
 - 6) decide on other questions regarding the Student Body in accordance with the Military Service Act and other relevant legislations, except for issues that fall under someone else's competence.
- (3) The Student Council serves as the representative body of the Student Body.
- (4) The governing Student Council is responsible for organising the elections for the incoming Student Council. EMA organises Student Council elections in the beginning of each academic year.

§ 21. Statutes of the EMA Student Body

- (1) The Academy's Student Body is governed by the Statutes of the Student Body (hereinafter the Statutes) that stipulate the rules and regulations for Student Council elections, their rights, obligations, responsibilities and rules of procedure, as well as the procedure for electing student representatives to the EMA Governing Council.
- (2) The EMA Student Council can initiate procedures for adopting or amending the Statutes. All higher education students and pupils are entitled to submit proposals to the Student Council to amend the Statutes if they have the support of one fifth of the Student Body.
- (3) The Student Council must submit the draft Statutes or draft amendments to the Statutes at least one month before the scheduled voting. All higher education students and pupils are entitled to submit their opinions regarding the proposed drafts. The Student Council reviews all submitted opinions at least one week before the vote and issues the final draft that is put to the vote.
- (4) The EMA Student Body decides on adopting or amending the Statutes by public vote. The Statutes or its amendments are adopted if at least two thirds of the people present at the meeting vote in favour.

- (5) If the Statutes or amendments are adopted, the Student Council will submit them for approval to the EMA Governing Council within three days, supplementing these with duly formalised voting results.
- (6) The Statutes of the EMA Student Body are subject to approval by the EMA Governing Council.

§ 22. Job description of Active Service Members

[Repealed – [RT I, 05.02.2022, 3](#) – entry into force 08.02.2022]

Chapter 5 FUNDING

§ 23. Funding of the Academy

- (1) The Academy is funded from the budget of the Estonian Defence Forces, the income from the provision of paid services related to the main activity, and other financial resources.
- (2) The Academy is entitled to provide the following services free of charge in the area of the Academy's main activity on the conditions stipulated by the EMA Governing Council:
 - 1) applied research, academic work and development;
 - 2) expert opinions and advice on research and development activities on the topics of national defence and education;
 - 3) publishing and reproduction;
 - 4) translation;
 - 5) renting out the Academy's premises and inventory for events;
 - 6) conducting tests.
- (3) The financial resources accrued as a result of providing the services outlined in subsection (2) of this section shall comprise an integral part of the Academy's budget and funding.

Chapter 6 SUPERVISION AND REPORTING

§ 24. Supervisory control

The Ministry of Defence and the Commander of the Estonian Defence Forces are responsible for conducting supervisory control over the Academy's proceedings in accordance with legal procedures.

§ 25. Administrative supervision

- (1) The Ministry of Education and Research is responsible for conducting administrative supervision over the Academy's academic work in accordance with the procedures outlined in the Institutions of Professional Higher Education Act and Vocational Educational Institutions Act.

- (2) The Ministry of Education and Research will inform the Ministry of Defence in advance of any administrative supervision measures and allow the representatives of the Ministry of Defence to be present at the administration of supervisory measures.

§ 26. Reporting

The Academy keeps statistical and financial accounts in accordance with relevant legislations and reports to the Ministry of Defence and the Commander of the EDF about its activities, submitting reports in accordance with the valid procedure.

Chapter 7 IMPLEMENTING PROVISIONS

§ 27. Entry into Force

This Statutes enters into force on 1 September 2019.