



APPROVED by TUT Student  
Union Decision No. 12 of  
19 February 2013

Amended by TUT Student Union Decision No. 17 of 8 April 2014

Amended by TUT Student Union Decision No. 55 of 9 December 2014

Amended by TUT Student Union Decision No. 54 of 15 December 2015

## The Statute of Awarding the Titles for the Best of the Year of TUT Student Body

### **I The Essence of the Statute**

1. This Statute shall hereby determine the principles and organisational basis of the best of the year (hereinafter: the Best of the Year) of the Student Body (hereinafter: the Student Body) of Tallinn University of Technology (hereinafter: TUT).

### **II Purpose of the Statute**

2. The title of the Best of the Year has been created in order to let students recognise people, activities, and organisations that have been standing out in their own field over the year. Active students and student organisations are encouraged through public recognition and action valuation, as well as serving them as excellent examples to take on even more activities and carry them out.

### **III Main Terms and Conditions of the Contest**

3. The title of the Best of the Year shall be accredited for the actions of the previous calendar year. All deeds and initiatives that ended with the given calendar year shall be taken into consideration. In the case of recurrent projects, the project from the specified year shall be taken into account.
4. A minimum of 14 calendar days shall be granted in order to submit the candidates for the Contest of the Best of the Year.
5. Candidates should be duly submitted by the prescribed time and in a prescribed manner. The consideration of candidates who are not submitted on time shall be decided on at a meeting of the Contest Committee.
6. Obtaining the title of the Best of the Year is not limited, except in case the nominee was awarded a title last year, the Committee does not have the right to choose the candidate for the second time.
7. The titles of the Best of the Year are issued in the following categories: Student of the Year and Student Deed of the Year.

### **IV Student of the Year**

8. A Student of the Year is a TUT student (hereinafter: the Student), who has served as a role model for other students in terms of his or her activities, educational achievements, and attitude. In the course of the evaluated year, he or she has significantly contributed to improving the welfare of students, the development of



1920

Tallinna Tehnikaülikooli üliõpilasesindus  
Student Union of Tallinn University of Technology

student life or been otherwise outstanding with his or her activities.

9. The candidate must have been studying at least five months at TUT over the last year.

1

10. The members of the Management Board of TUT Student Union (hereinafter: the Student Union) who are currently in office may not apply for the title of the Best Student.

11. In the selection of the Student of the Year, the candidates shall be evaluated on the basis of their social activity, the added value they have offered, and the impact of their activities on students or student organisations as well as their academic success and attitudes.

## **V Student Deed of the Year**

12. A Student Deed of the Year is an activity, project, initiative, event or any other endeavour, which has had a positive impact on the Student Body. Either for students, student organisations, the development of the Student Body at large or the university as a whole.
13. The title of the Student Deed may be given to both an individual and a student organisation or several student organisations or individuals if the venture has been carried out jointly.
14. At least half of the people who have organised the activity that has been submitted to the title of the Student Deed must have been students over the last year.
15. At least half of the student organisations that have organised the activity that has been submitted to the title of the Student Deed must belong to the list of student organisations.
16. In the selection of the Student Deed of the Year the act of necessity, the size of the target audience, the extent of the impact, innovation, and broadcasting shall be considered.

## **VI Organisation of the Contest**

17. The Contest is carried out by the Head of the Contest of the Best of the Year (hereinafter: the Head of the Contest), who has been appointed by the Management Board of the Student Body (hereinafter: the Management Board) and who is also the Chairperson of the Evaluation Committee (hereinafter: the Committee) of the Best of the Year.
18. The Head of the Contest announces the Contest and he or she shall be also responsible for the specification of the Contest schedule.
19. The Contest shall take place in two languages: Estonian and English.
20. The Contest shall be announced in the Student Union information channels.
21. The final date and method for the submission of applications shall be announced in the Contest notification.

## **VII The Contest Committee**

22. The Committee's main function is to impartially choose the winners of the Best of



the Year.

23. The Contest Committee is the Student Union Student Life Committee. The Head of the Contest is not a member of the Committee.
24. The Role of the Committee:
  - 24.1 To verify that while carrying out the Contest, the organisation of the Contest is based on the procedure that has been previously laid down.
  - 24.2 To submit nominees for the title of the Best of the Year, if requested.
  - 24.3 To choose the winners of the Best of the Year among the nominees.
  - 24.4 To observe that the Contest has been carried out in accordance with the principle of equality. If case violation of the terms and conditions of the Contest is discovered prior to the announcement of the winner, the Committee shall have the right to change its decision.

### **VIII Submitting the Best of the Year to the Contest**

25. All TUT students, student organisations, staff, and the members of the Contest Committee are allowed to submit candidates for the Contest.
26. It is possible to submit candidates through an Internet environment by filling in the corresponding application.
27. The application form must contain information that can be found in the annex of the Statute.

### **IX Choosing the Best of the Year**

28. Based on the received applications, the Chairman of the Committee shall compile a joint document on the activities of the nominees and shall forward it to the members of the Committee seven calendar days before the meeting.
29. The Committee has a quorum if at least a 2/3 of members of the Committee shall participate in the meeting of the Committee.
30. The Committee shall review a document consisting all submitted applications on the activities of the nominees.

The winners of the Best of the Year are chosen from the candidates by the members of the Committee at an open voting by a 4/5 of votes.

31. The minutes of the meeting of the Committee shall be kept.
32. Each member of the Committee shall be obligated to notify about a potential conflict of interest of the members of the Committee. In case of a conflict of interests, the involved member of the Committee cannot participate in the voting of the corresponding clause. The Head of the Contest has the right to collect additional information in order to conduct a successful Contest.

### **X Awarding and Broadcasting the Best**

33. The titles of the Best of the Year shall be awarded at TUT festive gathering of the anniversary of the Republic of Estonia.
34. The person(s) or the organisation that has/have received the title of the Best of the Year shall be recognised with a special award.
35. The names of the Best of the Year and the nominees along with an explanation shall



1920

Tallinna Tehnikaülikooli üliõpilasesindus  
Student Union of Tallinn University of Technology

be published on the website of the Best of the Year [www.ttu.ee/aastaparimad](http://www.ttu.ee/aastaparimad) and broadcasted in different information channels of the Student Body.

## XI Implementation and Control

36. The matters that are not determined with this Statute of the Best of the Year shall be decided upon by the Committee.
37. The Audit Committee of TUT Student Union shall exercise the control over the activities of the Committee and whether or not this Statute is adhered to.

3

38. It is not possible to take away the awarded title of the Best of the Year.
39. The amendments to the Statute shall enter into force as soon as they are approved by Student Union.
40. Upon entry into force of this Statute, the Statute approved by Student Union Decision No. 17 of 8 April 2014 shall expire.

4

## ANNEX 1

### Application Student of the Year

- Name of the nominee
- Justification for submitting the nominee
  - Activities of the nominee
  - Social activity
  - Educational attainment
- References to the activities of the candidate
- Referees from whom it is possible to ask for further information
- Contact data of the nominator

### Application Student Deed of the Year

- Name of the activity, project, initiation or other venture
- Performers of the Student Deed (organisation(s), individual(s))
- Reason for submitting the activity, project, initiation or other venture
  - Content of the Student Deed
  - Impact on students, student life, student organisations or the university
- References to the activities of the candidate
- Referees from whom it is possible to ask for further information
- Contact data of the nominator

5