

Adopted by Decision No. 11 of the TalTech Student Parliament on 10 June 2025

Amended by Decision No. 19 of the TalTech Student Parliament on 14 October 2025

Amended by Decision No. 2 of the TalTech Student Parliament on 13 January 2026

Statute for the Award of the TalTech Student Body’s “Supervisor of the Year” Title

1. Purpose of the Statute

- 1.1. This Statute establishes the principles and organisational basis for granting the title of the Thesis Supervisor of the Year (hereinafter: Supervisor of the Year) by the Student Body of Tallinn University of Technology (hereinafter: Student Body).

2. Objective of the Title

- 2.1. The aim of the title is to recognize academic staff members who have made an outstanding contribution to students' academic development through thesis supervision. This recognition highlights supervisors whose work is effective, supportive, and inspiring, and who serve as role models within the academic community.

3. Supervisor of the Year

- 3.1. In the Supervisor of the Year competition, a total of three outstanding thesis supervisors are recognised at the first- and second-cycle studies.
- 3.2. The candidate must have demonstrated significant and consistent support, academic competence, and a commitment to high-quality supervision throughout the process.

4. Competition organization

- 4.1. The competition is organized by a recognition event coordinator (hereinafter: competition manager), appointed by the Student Union Board. The competition manager is also the chair of the main committee and works in cooperation with TalTech's Academic Affairs Office.
- 4.2. The competition is held in both Estonian and English.

5. Nomination of Candidates

- 5.1. Only TalTech students who have successfully defended their thesis in the current academic year may nominate a candidate for the title. The nominee must be affiliated with TalTech via a formal employment relationship and must have supervised the nominating student's thesis.
- 5.2. There is no limit to the number of candidates that may be nominated by a single person.
- 5.3. The evaluation of candidates is carried out on the basis of a questionnaire in accordance with the established criteria. Each criterion is assessed on a scale of 0–2 points, where:
 - 5.4. 0 points – the supervisor does not meet the criterion;
 - 5.5. 1 point – the supervisor partially meets the criterion;
 - 5.6. 2 points – the supervisor fully meets the criterion.

- 5.7. When completing the questionnaire, the nominator is required to provide a written justification for submitting the nomination. This justification is included in the questionnaire and is taken into account in the evaluation process.
- 5.8. The acceptance of late nominations will be decided at a meeting of the competition committee.

6. Competition Committee

- 6.1. Within the framework of the competition, the eligibility of nominees is verified by the Competition Manager, and the main committee selects the candidates for evaluation.
- 6.2. The Competition Manager chairs the committee and its meetings.
- 6.3. The task of the committee is to assess the candidates' compliance with the criteria set out in this statute and based on this assessment, to decide on the recipients of the title.
- 6.4. The composition of the main committee is proposed by the competition manager and approved by the Student Union Board. The board may request changes to ensure adequate representation, particularly if the committee does not include alumni/students from at least two different faculties.
- 6.5. The main committee consists of five members:
 - 6.5.1. the competition manager;
 - 6.5.2. Student Union Board member responsible for education;
 - 6.5.3. the education quality coordinator;
 - 6.5.4. Student Body alumnus;
 - 6.5.5. representative of TalTech's Academic Affairs Office.
- 6.6. The composition of the main committee will not be made public before the announcement of the results.

7. Committee operations

- 7.1. The Competition Manager verifies the compliance of applications with the requirements of the statute, based on the faculty indicated in the application form to which the nominated supervisor belongs.
- 7.2. Committee meetings and decision-making must be completed no later than six weeks prior to the announcement of the award recipients.
- 7.3. Based on the ranking, the Competition Manager submits up to five nominees per faculty and per level of study to the main committee for deliberation. In cases where multiple candidates have the same total score in the ranking, the range is extended until the first change in score.
- 7.4. Committee members are bound by a duty of confidentiality and may not use information obtained through committee work for personal or third-party interests. Confidential information includes any data related to the candidates that is not publicly accessible.
- 7.5. Each committee member is required to disclose any potential conflicts of interest. A conflict of interest arises when a member's personal, financial, professional, or other interests may affect—or appear to affect—their ability to make impartial and independent decisions. In such

cases, the committee member must abstain from discussing or voting on the nomination of the affected candidate

- 7.6. The Competition Manager reviews the submitted applications and assesses compliance with the evaluation criteria based on the justification provided, in accordance with the evaluation system (set out in Annex 1).
- 7.7. The main committee considers up to five top-ranked candidates per faculty for each level of study, provided that the candidate has received a non-negative score for at least half of the criteria under the evaluation system.

8. Evaluation criteria

- 8.1. The following criteria will be used to evaluate the quality of supervision:
- 8.2. The supervisor is consistently available throughout the process and responds to the student's questions and concerns in a timely, clear, supportive, and effective manner.
- 8.3. The supervisor creates a positive and motivating environment, helping students feel confident and encouraging independent thinking and problem-solving.
- 8.4. The supervisor demonstrates deep expertise in the thesis topic and provides scientifically sound explanations and guidance.
- 8.5. The supervisor communicates in a structured and understandable way, helping the student grasp research concepts and methodology.
- 8.6. The supervisor supports the student in identifying appropriate literature, sources, and research methods, and promotes the use of high-quality and reliable materials.
- 8.7. The supervisor is familiar with faculty-specific thesis requirements and academic standards and helps the student follow them.
- 8.8. The supervisor provides regular, meaningful, and constructive feedback to help improve the thesis.
- 8.9. The supervisor helps set clear and achievable goals and supports the student with time management and structuring the work process.
- 8.10. All of the above criteria are considered in the evaluation, with attention to whether the candidate's impact on students is lasting and sustainable beyond the nomination.

9. Decision and Presentation of the Title

- 9.1. The title is awarded by a 4/5 majority vote of the main committee.
- 9.2. The main committee is quorate when at least four members, including the competition manager, are present.
- 9.3. The competition manager may collect additional information necessary to ensure the success of the competition.
- 9.4. Committees are permitted—but not required—to reject late or incomplete nominations.
- 9.5. The Supervisor of the Year awards are presented at TalTech's official Independence Day ceremony.

10. Revocation of Title

- 10.1. The Student Parliament may revoke the award decision by a simple majority vote.
- 10.2. In such cases, a decision to withdraw the title will be formally announced.
- 10.3. The title may be revoked if:
 - 10.4. information emerges about circumstances prior to the award that, if known, would have disqualified the candidate;
 - 10.5. the recipient's subsequent conduct has been dishonorable to such a degree that it would have precluded them from receiving the title;
 - 10.6. the recipient's conduct is under investigation by the university's Ethics Committee.

11. Title Registry

- 11.1. A registry is maintained by the competition manager and includes nominated, awarded, and revoked titles, along with committee compositions.
- 11.2. Nomination documents are accessible only to committee members.
- 11.3. After the committee process, these documents become available to the Student Union Board, the Audit Committee, and the executive director and secretary of the Student Union.

12. Implementation and Oversight

- 12.1. Issues not regulated by this statute will be decided by the committee.
- 12.2. The TalTech Student Union Audit Committee oversees the committee's work and compliance with this statute.
- 12.3. Amendments to the statute shall enter into force upon approval by the Student Parliament.

13. Implementation Provisions for the 2024/2025 Academic Year

- 13.1. This Statute shall apply to the selection of the Thesis Supervisor of the Year for theses defended in the 2024/2025 academic year, with the specific provisions set out in point 13.
- 13.2. Nominees are evaluated on a three-point scale according to the following criteria:
 - 13.2.1. Indicator from the ŌIS feedback survey: "The lecturer mastered the content of the course and was able to convey it to students," converted into a one-point system.
 - 13.2.2. The supervisor is consistently available throughout the process and responds to the student's questions and concerns in a timely manner.
 - 13.2.3. Communication with the supervisor is clear, supportive, and effective.
- 13.3. The final evaluation is based on the criteria listed in 13.2.

ANNEX 1
Evaluation Cluster

Candidate	Explanation	Regular, fluent and prompt communication	Supportive and encouraging attitude	Expertise and professional standing in the field	Effective knowledge transfer	Ability to guide the student towards independent work and information seeking	Understanding of the faculty's thesis methodology	Clear and constructive feedback throughout the writing process	Setting realistic goals and deadlines	Total (points)
<i>Description: if the student's written criterion is fully met → 2 points; if partially met → 1 point; if not met → 0 points.</i>	<i>The supervisor is consistently available throughout the process and responds to the student's questions and concerns in a timely, clear, supportive, and effective manner.</i>	<i>The supervisor creates a positive and motivating environment, helping students feel confident and encouraging independent thinking and problem-solving.</i>	<i>The supervisor demonstrates deep expertise in the thesis topic and provides scientifically sound explanations and guidance.</i>	<i>The supervisor communicates in a structured and understandable way, helping the student grasp research concepts and methodology..</i>	<i>The supervisor supports the student in identifying appropriate literature, sources, and research methods, and promotes the use of high-quality and reliable materials.</i>	<i>The supervisor is familiar with the faculty's thesis requirements and academic standards and helps the student follow them.</i>	<i>The supervisor provides regular, meaningful, and constructive feedback to help improve the thesis.</i>	<i>The supervisor helps set clear and achievable goals and supports the student with time management and structuring the work process..</i>		
Candidate A	Student's explanation	1	1	1	1	1	1	1	1	8
Candidate B	Student's explanation	1	0	1	0	1	1	0	1	5

