

Tallinn University Statute of Study Programme
TU Senate Regulation No. 19 dated 2 September 2015

This regulation is established pursuant to Clause 11 of Subsection 3 of Section 14 of the Universities Act, Subsection 2 of Section 2 of the Tallinn University Statute and proposal of the TU Senate's Academic Affairs Committee, dated 24 August 2015.

I General Provisions

§ 1. Objective

The Tallinn University Statute of Study Programme (hereinafter *the Statute*) regulates the structure, conditions and procedures for opening, developing and closing a degree study programme in Tallinn University (hereinafter *the university*)

§ 2. Definitions used in the Statute

In the Statute, the following terms are defined:

- 1) A study programme - a source document that sets out the study objectives, the nominal duration and volume of study; the requirements for commencing study; the list and workload volume of courses as well as the descriptions and options for completion of study; specialisation opportunities and conditions for completing studies;
- 2) A joint study programme - a source document that prescribes study in two or more higher educational establishments that have jointly elaborated and approved the joint study programme;
- 3) A cross-unit study programme - a study programme that is jointly elaborated and managed by two or more academic units. The volume of teaching organised by every participating unit must correspond to at least 20% of the study programme. An agreement between units shall be concluded for managing the study programme;
- 4) A version of study programme - a study programme formalized in the Study Information System for the admission of the corresponding study year.
- 5) A course - a systematic presentation of knowledge and skill sets in the study programme that considers the issues of a specific discipline or study field or enables a broader overview of these issues;
- 6) A module - is a structural unit defined in a study programme, specifically designed to consolidate a number of courses into one meaningful set or a single course;
- 7) An elective module - a module that supports the achievement of more select learning outcomes of the speciality; the student shall select an elective module from among other equal modules offered in the study programme. An elective module shall not include elective courses;
- 8) An ECTS credit (as defined under the European Credit Transfer System) - a "calculated unit of study" that corresponds to 26 hours of work performed by a student and is used for calculating a study load;
- 9) Learning outcomes - knowledge, skills and attitudes that have been acquired as a result of learning, which are described as the minimum level required for completing a study programme, a module and a course;

- 10) Nominal duration of a study programme - the period of time established for completing a study programme;
- 11) A main field of study - a set of acquired knowledge, skills and attitudes that corresponds to a level of study that is a prerequisite for commencing work in the professional field(s) described in the study programme and also forms the basis for continuing studies at the next study level.
- 12) University-wide courses - courses that facilitate the development of general competences and the acquisition of broader knowledge and skills necessary for completing studies;
- 13) University-wide courses for doctoral study - courses that support: the completion of doctoral study; the writing of a doctoral thesis; and preparation for post-doctoral study and research.
- 14) Subject-specific courses - courses that are developed pursuant to the main objective of a study programme and develop the competences of the main field of study. Subject-specific courses are divided into modules according to content.
- 15) A minor field of study - a meaningful module structured within the subject-specific courses of the study programme providing basic professional knowledge and skills.
- 16) Professional placement - applied work that takes place in a working environment in a form determined by the university and under the guidance of a supervisor. The aim of professional placement is to put the acquired knowledge and skills into practice.
- 17) Compulsory courses - courses that follow the objective of the study programme, the completion of which is compulsory for achieving the learning outcomes of the study programme;
- 18) Elective courses - courses that enable specialisation pursuant to the objective of the study programme that a student chooses from a defined list of courses fixed in the study programme.
- 19) Open elective courses - courses that a student may freely choose and which enable to expand general outlook and develop specialised knowledge and skills.
- 20) Supportive courses - courses with an aim to provide help in pursuit of university studies and that are not part of any degree study programme of Tallinn University. A student can freely select supportive courses from among open elective courses.
- 21) A broad area of study - an area of study that corresponds to the list of broad areas of study established in Annex 2 of the Standard of Higher Education.

II Study Programme

§ 3. General requirements for a study programme

- (1) In addition to what is set out in Clause 1 of Subsection 2, a study programme also sets out the learning outcomes (5-10) of conducted study; the language(s) of instruction; other language(s) necessary for achieving the learning outcomes; the academic degree awarded and documents issued. An academic degree is awarded pursuant to the division of study programme groups given in Annex 2 of the Standard of Higher Education.
- (2) An educational establishment participating in a joint study programme must have the recognition of a competent authority of the respective country. The parts of the joint study programme that are conducted in different countries must correspond to the requirements established in the respective countries. The structure of a joint study programme may be different from the structure established in the Statute.
- (3) The learning outcomes of a study programme and its parts are defined pursuant to learning outcomes of the respective level of study described in the Standard of Higher Education. The objectives and learning outcomes of the study programme are phrased in such a way that the knowledge and skills of students graduating from the study programme can be assessed pursuant to these.
- (4) A study programme supports the acquisition of specialised knowledge and skills pursuant to newer research trends and labour market needs. A study programme provides preconditions for the development of general competences of a student, supporting mobility and recognition of prior learning and professional work experience. Study programme development is research-based.

(5) The language of instruction in the university is Estonian, except in doctoral study, where English is one of the languages of instruction for all the study programmes. The university Senate decides on the use of other languages of instruction upon approval of the study programme.

(6) The study programme consists of modules. The structure of these modules allows a student to specialise in a main field of study in the first and second level of higher education and may enable a student to choose a minor field of study.

(7) A main field of study amounts to at least 50% of studies prescribed for the student by a study programme. Depending on the level of study, the main field of study consists of:

- 1) Subject-specific courses and professional placement. The modules of subject-specific courses in the different main fields of study of the same study programme must differ by at least for 75%;
- 2) A final thesis or final examination;
- 3) A module of teacher's professional studies, which is added in the teacher education study programmes.

(8) The study programme sets out the requirement for the selection of a minor field of study. The selection of a minor field of study in the volume established within the framework requirements of teacher education may be limited with regard to the objectives of the study programme; the admission requirements for Master's study programmes of teacher education might presume the completion of a minor field of study in the previous level of study. The completion of a minor field of study takes place during one level of study (preferably 24+24 ECTS credits). The Academic Affairs Committee of the Senate approves the list of minor fields of study. A student may receive the respective certificate upon completion of a minor field of study through the Open University

(9) The number of main fields of study and elective modules in the study programme depends on the number of students per version of the study programme. The opening of one main field of study and/or elective module in the study programmes at the first level of higher education requires at least 15 students and at the second level of higher education at least 7 students. The Vice-Rector of the study field appointed by the Rector decides on exceptional cases.

(10) The total volume of courses belonging to elective courses is 1.5 to 2 times greater than the volume of credit points prescribed for options.

(11) The average volume of subject-specific courses of the first and second level of higher education is not less than 4 ECTS credits. A study programme may include 2-credit-courses up to the maximum amount of 6 ECTS credits (special seminars, special courses, master classes, and others) A study programme does not include courses with a volume of less than 2 ECTS credits.

§ 4. A Professional higher education study programme

(1) The nominal duration of a study programme in professional higher education is 3-4 years, and a volume equivalent to 180-240 ECTS credits. The study programme consists of:

- 1) University-wide courses equivalent to 18 ECTS credits;
- 2) Subject-specific courses equivalent to 86-170 EAP. Subject-specific courses include 10-20% of options (18-48 ECTS credits) of the total volume of the study programme. A study programme that includes elective modules also includes, in addition to the option of modules, 10% of the options in subject-specific courses in the total volume of the study programme (a maximum of 18-24 ECTS credits).
- 3) Professional placement equivalent to at least 30 ECTS credits;
- 4) Either final thesis equivalent to 12 ECTS credits or 6 ECTS credits or a final examination equivalent to 6 ECTS credits [Amended 13.03.2017];
- 5) Open elective courses equivalent to 16-34 ECTS credits.

(2) For achieving the learning outcomes of professional higher education studies and the university objectives, the subject-specific courses of the study programme include:

- 1) A compulsory course developing the proficiency of a foreign language used in the area of studies or speciality equivalent to 6 ECTS credits.

- 2) Courses or modules delivered in a foreign language (including joint modules with partner universities);
- 3) In completing a final thesis or final examination equivalent to 6 ECTS credits, compilation of a research paper equivalent to a minimum of 6 ECTS credits;
- 4) Components supporting the acquisition of digital skills related to the speciality or area of study.

§ 5. A Bachelor's study programme

(1) The nominal duration of a Bachelor's study programme is 3 years and a volume equivalent to 180 ECTS credits. The study programme consists of general courses, subject-specific courses, and open elective courses, a Bachelor's thesis or examination. A minor field of study may be added to the study programme.

(2) A Bachelor's study programme (except the study programme given in Subsection 3 of the present Section) consists of:

- 1) University-wide courses equivalent to 18 ECTS credits;
- 2) Subject-specific courses equivalent to 108-134 ECTS credits. Subject-specific courses include 10-20% of options (18-36 ECTS credits) of the total volume of the study programme. A study programme that includes elective modules also includes, in addition to the option of modules, 10% of the options in subject-specific courses (a maximum of 18 ECTS credits) in the total volume of the study programme.
- 3) Professional placement equivalent to at least 6 ECTS credits;
- 4) Either a Bachelor's thesis equivalent to 12 ECTS credits or a Bachelor's examination equivalent to 6 ECTS credits [Amended 13.03.2017];
- 5) Open elective courses equivalent to 16-36 ECTS credits.

(3) A study programme that gives an opportunity/obligation to select a minor field of study or elective modules and/or elective courses in the same volume, consists of:

- 1) University-wide courses equivalent to 18 ECTS credits;
- 2) Subject-specific courses equivalent to 78-96 ECTS credits, which include a maximum of 10% (not more than 18 ECTS credits) of options from the total volume of the study programme;
- 3) A minor field of study or elective modules and/or elective courses equivalent to 48 ECTS credits;
- 4) Professional placement equivalent to 6 ECTS credits;
- 5) Either a Bachelor's thesis equivalent to 12 ECTS credits or a Bachelor level examination equivalent to 6 ECTS credits [Amended 13.03.2017];
- 6) Open elective courses equivalent to 6-18 ECTS credits.

(4) For achieving the learning outcomes of Bachelor's studies and the university objectives, the subject-specific courses of the study programme include:

- 1) A compulsory course developing the proficiency of a foreign language used in the area of studies or specialisation equivalent to 6 ECTS credits.
- 2) Courses or modules delivered in a foreign language (including joint modules with partner universities);
- 3) In completing a final thesis equivalent to 6 ECTS credits, compilation of a research paper equivalent to a minimum of 6 ECTS credits;
- 4) Components supporting the acquisition of digital skills related to speciality or the broad area of study;
- 5) Traineeship abroad equivalent to a minimum of 15 ECTS credits in addition to volume of options given in Clause 2 of Subsection 2 and Clause 2 of Subsection 3 of the present Section.

§ 6. A Master's study programme

(1) The nominal duration of a Master's study programme is 2 years and a volume equivalent to 120 ECTS credits.

(2) A Master's study programme consists of (except the study programme given in Subsection 4 of the present Section) consists of:

- 1) University-wide courses equivalent to 6 ECTS credits;
- 2) Subject-specific courses equivalent to 42-84 ECTS credits. Subject-specific courses include 10-20% of options (12-24 ECTS credits) of the total volume of the study programme. A study programme that includes elective modules (including a minor field of study) also includes, in addition to the option of modules, a maximum of 10% of the options in subject-specific courses (a maximum of 12 ECTS credits) in the total volume of the study programme.
- 3) Professional placement equivalent to at least 6 ECTS credits;
- 4) A Master's thesis equivalent to 24 ECTS credits, on a study programme with teacher training as a minor field of study equivalent to 18 ECTS credits. The Senate may determine that a Master's thesis is equivalent to 30 ECTS credits. Where the specificity of the speciality prescribes this, a Master's level examination may replace the Master's thesis;
- 5) Open elective courses equivalent to 6-36 ECTS credits.

(3) For achieving the learning outcomes of Master's study (except for the study programme given in Subsection 4 of the present Section) and the university objectives, the subject-specific courses of the study programme include:

- 1) A compulsory course developing the proficiency of a foreign language used in the area of studies or speciality equivalent to 6 ECTS credits.
- 2) Courses or modules delivered in a foreign language (including joint modules with partner universities);
- 3) A research seminar equivalent to a minimum of 6 ECTS credits, which includes presentations and writing of an independent research paper or conducting a development project.
- 4) Components supporting the acquisition of digital skills related to the speciality or broad area of study;
- 5) Traineeship abroad equivalent to a minimum of 9 ECTS credits in addition to the volume of options given in Clause 2 of Subsection 2 of the present Section.

(4) A Master's study programme with teacher training consists of:

- 1) Teacher's professional studies pursuant to the Teacher Training Framework Requirements [Amended 13.03.2017];
- 2) Subject-specific courses equivalent to 27-42 ECTS credits.
- 3) A Master's thesis on general pedagogy or subject didactics equivalent to 18 ECTS credits;
- (5) Teacher's professional studies, the structure and list of courses of which are approved by the Vice-Rector of the study field appointed by the Rector, are divided into:

(6) For achieving the learning outcomes of Master's study level and the university objectives, the teacher education study programme includes the following:

- 1) General educational and psychology courses (30 ECTS credits) including at least 20% options;
- 2) Studies of subject didactics and professional placement (equivalent to a minimum of 36 ECTS credits, including professional placement equivalent to a minimum of 10 ECTS credits), which may be integrated with subject-specific courses;
- (6) For achieving the learning outcomes of Master's study level and the university objectives, the teacher education study programme includes the following:
- 1) courses or modules delivered in a foreign language (including joint modules with partner universities);
- 2) a research seminar equivalent to a minimum of 6 ECTS credits, which includes presentations and writing of an independent research paper or conducting a development project;
- 3) components supporting acquisition of digital skills related to the speciality or broad area of study. [Amended 29.02.2016]

(7) A pilot study programme may be opened in the field of teacher education. The structure of the pilot study programme may have a different structure as stated in Subsection 4 of the present Section. The analysis of a pilot study programme is conducted after the first nominal period of study. Decisions regarding continuation, change or closure of the study programme shall be based on the results of the analysis.

(8) A Bachelor and Master's integrated study programme equivalent to 300 ECTS credits (the study programme of a class teacher) shall be compiled on exceptional grounds established in the Universities Act pursuant to the framework requirements established by the Government of the Republic. For achieving the learning outcomes and the university objectives, the subject-specific courses of the study programme include:

- 1) A compulsory course developing the proficiency of a foreign language used in the area of studies or speciality equivalent to 6 ECTS credits.
- 2) Courses or modules delivered in foreign language (including joint modules with partner universities);
- 3) At least one research seminar equivalent to a minimum of 6 ECTS credits, which includes presentations and writing an independent research paper or conducting a development project.
- 4) Components supporting the acquisition of digital skills related to the speciality or the broad area of study.

§ 7. Requirements for language proficiency for a study programme of the first and second level of higher education

(1) A requirement for commencing studies under an Estonian study programme is to have proficiency in the Estonian language at a minimum A2 level, according to the Common European Framework of Reference for Languages, provided that the language of instruction of the student at the prior study level or stage was not Estonian.

(2) Students under Estonian study programmes are required to have at graduation, proficiency in the Estonian language at a minimum C1 level according to the Common European Framework of Reference for Languages in the cases where:

- 1) the language of instruction at the previously completed level of education was not only Estonian, or the student has taken Estonian as a second language state examination;
- 2) the language of instruction at the previously completed level of education was not only Estonian, or the student has taken Estonian as a second language state examination and the language of instruction of the student at the previously completed level of higher education was not Estonian. [Amended 13.03.2017]

(3) A student of the second level of higher education under an Estonian-medium Master's study programme shall complete at least one course instructed in a foreign language during the studies. In order to achieve the learning outcomes as described in the study programme, for commencing studies under an Estonian Master's study programme the student is required to have proficiency in the second language at a minimum A2 level according to the Common European Framework of Reference for Languages. [Amended 13.03.2017]

(4) Proficiency of the foreign language of instruction at the B2 level, according to the Common European Framework of Reference for Languages, is required for commencing studies under a study programme that has a foreign language as the language of instruction.

(5) The Vice-Rector of the study field appointed by the Rector establishes country-specific language requirements and the procedure for providing proof. [Amended 13.03.2017]

§ 8. A doctoral study programme

(1) A doctoral study programme is equivalent to 240 ECTS credits and consists of:

1) Courses equivalent to 60 ECTS credits that are divided into: a module of general courses (12-30 ECTS credits); a module of subject-specific courses (12-30 ECTS credits); individual courses (12-30 ECTS credits);

2) A doctoral thesis equivalent to 180 ECTS credits.

(2) The module of general and/or subject-specific courses includes university-wide courses that facilitate the development of knowledge and competences in the scientific methodology and ethics of the study area (6 ECTS credits – a compulsory module), research methods (at least 12 ECTS credits), university didactics, academic Estonian and speciality terminology, academic writing, protection of intellectual property, project management and compilation of funding applications. The module of subject-specific courses includes professional application of the specialization (6 ECTS credits).

- (3) The list of elective courses within the module of general courses is not greater than three times the volume of the elective courses. The list of elective courses within the module of subject-specific courses is not greater than twice the volume of the elective courses.
- (4) Individual courses are based on the research needs of a doctoral student and may include subject-specific courses to be completed individually, a qualification examination, extracurricular courses (including courses to be completed outside TU) and foreign languages studies.
- (5) Regular research seminars take place in order to support the writing of a doctoral thesis; these are inserted into the study programme as separate courses and/or as part of the estimated volume of the doctoral thesis.
- (6) Presentations at conferences, which introduce the results of the doctoral thesis, and publication of research articles, are considered as part of the estimated volume of a doctoral thesis.
- (7) The recommended volume of courses in a doctoral study programme is 6 ECTS credits, with an exception for special seminars, individual courses, master classes, professional activity etc. A study programme does not include courses with a volume of less than 2 ECTS credits.

III Opening a study programme

§ 9. Prerequisites for opening a study programme

- (1) A prerequisite for opening a study programme is the existence of sufficient academic and material resources of the university and a target group of learners and the compliance of the study programme with the university development aims and objectives.
- (2) An additional requirement for opening a study programme instructed in a foreign language is proficiency at the C1 level in the language of instruction of the persons teaching according to the Common European Framework of Reference for Languages and the experience of teaching in a multicultural environment.
- (3) Additional requirements for opening a doctoral study programme are:
 - 1) Positive evaluation of research in the field of the study programme;
 - 2) At least three members of the teaching staff or researchers who hold a supervision right working in the university in the given subject field. The Senate establishes the requirements for the right of supervision in the TU Regulations for Doctoral Studies and Defence of Doctoral Theses
 - 3) In a doctoral study programme, at least 85 % of the volume of courses is taught by members of the teaching staff who are active in research and development in the given field and hold a doctoral degree or equivalent qualification, or in the field of the arts, are creative persons who are recognized at a high international standard.

§ 10. Opening a study programme

- (1) The head of an academic unit appoints a study programme administrator by his or her order who compiles the preliminary project of the study programme in cooperation with the head of study area and the members of teaching staff teaching on the study programme.
- (2) The preliminary study programme project includes:
 - 1) The name, general purpose and learning outcomes of the study programme, and a short description, with justification of the necessity;
 - 2) An overview of study programmes with similar learning outcomes in Estonia and elsewhere in the world and a comparison of their similarities and differences with respect to the study programme project;
 - 3) Positioning of the study programme in the university to avoid overlapping;
 - 4) An analysis of the resources required for conducting study (including a description of the members of teaching staff with relevant qualification, learning materials, infrastructure and finances);
 - 5) In the case of a cross-unit study programme, agreement of the participating academic units.

(3) The preliminary study programme project is presented to the Vice-Rector of the study field appointed by the Rector no later than 16 months (in March) prior to the planned admission. The Vice-Rector either approves or rejects the preliminary project. The doctoral study programme project is either approved or rejected by the Vice-Rector responsible for doctoral study appointed by the Rector. [Amended 13.03.2017]

(4) Based on a suitable and approved preliminary application, the academic unit(s) shall compile an application for opening the study programme, which includes:

1) The project of the study programme, which is the study programme in the Study Information System together with course descriptions in Estonian and English;

2) Annexes of the study programme.

(5) The annexes of the study programme include the following documents:

1) A justification for the need of opening the study programme (including a list of interested parties who have been consulted regarding the opening of the study programme and their opinions; compliance of the study programme with the university objectives);

2) A comparative analysis of the content of the study programme with regard to similar study programmes at foreign universities and other Estonian universities;

3) An overview of how the study programme is positioned within the university;

4) A description of the learning outcomes of the study programme and comparison of the courses and methods used to create the preconditions for achieving the learning outcomes as described by the Standard of Higher Education (see the comparative table of the self-analysis form available on the Intranet);

5) A description of the qualifications and workload, including the level of research and professional competence related to the field of study, of the members of the teaching staff conducting the study programme (the responsible member of the teaching staff in the course description);

6) An analysis of the resources required for conducting study: the infrastructure, learning materials and literature, finances, analysis of partner universities;

7) An analysis of how the study programme is related to newer developments in the respective area of research and creativity and how it supports the achievement of the priorities set out in the Development Plans of the university and also of the unit.

8) Proposals for establishing the rates for reimbursement of study costs;

9) An analysis of the potential employment positions available for the graduates of the study programme, including recommendations from potential employers (not required for doctoral study programmes).

10) The decision(s) of the council(s) of academic unit(s) for confirming the opening of the study programme, which shall be added to the application after receiving the respective confirmation;

11) For a cross-unit study programme, a project of the agreement between units;

(6) Upon the opening of a doctoral study programme, in addition to documents given in Subsection 5 of this Section, a list is added of internationally published peer-reviewed publications of the members of the teaching staff participating in the conduct of the study programme; at least three members of the teaching staff/researchers are appointed who hold the right of supervision in the subject field of the study programme and who are working in the university under an employment contract; also an overview is given of the current and/or planned research groups and target-financed research topics in the subject field of the given study programme.

(7) The application for opening a study programme is submitted for analysis and coordination to the collegial board of studies of the academic unit and subsequently to the council of the academic unit for approval. The approved application for the study programme is submitted to the Academic Affairs Office for review at least three weeks prior to the Senate session. The study programme is submitted to the Senate for approval at least nine months prior to the planned admission.

(8) In coordinating the application for the study programme, the collegial board of studies:

- 1) Analyses the content of the study programme, including whether the learning outcomes correspond to the objectives of the study programme and whether they are in accordance with the academic unit and development perspectives;
 - 2) Assesses whether the content and form of the study programme are in compliance with the TU Statute of Study Programme, the Standard of Higher Education, the unit's Development Plan and other regulatory documents;
 - 3) Analyses the content of the study programme in comparison to other study programmes of the academic unit to avoid overlapping.
 - 4) Gives recommendations for improving the study programme where necessary.
- (9) Upon approval of the study programme project, the council of the academic unit:
- 1) Analyses the content of the study programme, including whether the learning outcomes correspond to the objectives of the study programme and whether they are in accordance with the development perspectives;
 - 2) Makes recommendations for improving the study programme where necessary;
 - 3) Makes a decision to approve or reject the study programme in the council of the academic unit.
- (10) The Academic Affairs Office assesses whether the application for opening a study programme is in compliance with the TU Statute of Study Programme and the Standard of Higher Education.
- (11) In assessing the project of the study programme, the Academic Affairs and Research Committee of the Senate:
- 1) Analyses the content of the study programme, including whether the learning outcomes correspond to the objectives of the study programme and whether they are in accordance with the development perspectives of the university/academic unit;
 - 2) Assesses whether the content and form of the study programme are in compliance with the Standard of Higher Education, the TU Statute of Study Programme, the TU Development Plan and other regulatory documents;
 - 3) Gives recommendations for improving the study programme where necessary.
- (12) The Academic Affairs Office submits the application for the study programme that has been approved in the Senate to the Ministry of Education and Research for registration of the study programme in the Estonian Education Information System (EHIS).
- (13) Admission to the study programme shall be announced after registration in EHIS.
- (14) The Academic Affairs Office shall keep an account of the opening, closing and significant changes made in the study programmes in the university.

§ 11. Opening of a joint study programme

- (1) A joint study programme is opened pursuant to the requirements established in Section 10 of this Statute. A preliminary project of study programmes related to a project or financing application is submitted to the Vice-Rector of the study field appointed by the Rector for decision-making before submitting the project or financing application to a concerned organ.
- (2) Upon opening a joint study programme, in addition to what is established in Subsection 5 of Section 10 of this Statute, an agreement concluded between educational establishments for developing and managing a joint study programme (hereinafter the agreement of joint study programmes) shall be submitted. The agreement includes all the details of development and organization of the studies in a joint study programme.
- (3) All the educational establishments participating in a joint study programme undertake to conduct study to an extent of not less than 20% of the agreed volume of the study programme. Study that is based on a joint study programme may differ from the requirements that are established in this Statute and other study regulations of the university. Respective differences are defined in the agreement of the joint study programme.
- (4) The agreement of a joint study programme includes the following data:
 - 1) The basis of integrated study organization, including the conditions and procedure for determining the compatibility of admission, studying in different institutions, assessment and different assessment systems; recognition of previous learning and work experience; deletion

from the matriculation list; conditions and procedures for graduation and the award of qualifications and graduation documents and duplicates;

2) Language(s) of instruction;

3) Mutual grounds for quality assurance, including the procedures for study programme development and external assessment, including using the form of study programme and course description;

4) The rights and obligations of students and members of teaching staff, counselling and support systems related to studying in different educational establishments and procedures for dispute resolution;

5) The conditions and procedures for establishing tuition fees, exemption from tuition fees, allowing discounts and granting study allowances, in cases where tuition fees are applicable;

6) The division of responsibility of the educational establishments participating in the joint study programme, the appointment of a leading partner and other partners. In addition, an Estonian educational establishment shall be named as a representative of the parties in the agreement of the joint study programme in fulfilling the obligations resulting from the relevant legislation in Estonia and the proportion of the rights and obligations of the educational establishments in filling state-funded study places is given.

7) The conditions and procedures for amending the joint study programme;

8) The basis and procedures for financing study and the related organizational activities, including the conditions and procedures for financing activities conducted abroad and information exchange in complementing databases related to students, study programmes and research;

9) The conditions and procedures required for ensuring the continuity of study in case one party of the joint study programme resigns or the cooperation agreement is significantly changed;

10) The conditions and procedures for terminating the cooperation agreement of the joint study programme, including the obligations of the educational institutions for providing continuation of studies for the students

(5) Upon opening the joint study programme, at least one of the participating Estonian universities must have an unrestricted right to conduct study in the same study programme group as the joint study programme. Where part of the study programme is conducted in a foreign educational establishment, the establishment and its graduation documents must be recognized by a competent institution of the respective country.

(6) The joint study programme must be in compliance with the Standard of Higher Education. If a part of the joint study programme is conducted in a foreign higher education establishment, the parts of the joint study programme conducted in different countries must correspond to the respective requirements of those countries.

(7) The university Senate approves the joint study programme and the conclusion of an agreement for conducting the joint study programme. All the educational establishments participating in the joint study programme shall approve the study programme.

(8) Generally, the leading partner is the educational establishment that fulfils 51% or more of the volume of the joint study programme. Development and management of the joint study programme is based on the requirements (including forms) for study programmes, and study organization and procedures of the leading partner.

IV University-wide courses, supportive courses, and minor fields of study

§12. University-wide courses

(1) The module of university-wide courses at the first level of higher education consists of:

1) A course supporting the development of general competences of the area of study (6 ECTS credits);

2) An interdisciplinary project (6 ECTS credits);

3) A general course (6 ECTS credits);

(2) An interdisciplinary project (6 ECTS) is included in the module of university-wide courses at the second level of higher education.

- (3) The purpose of the course supporting the development of general competences of the area of study is to facilitate coping with university studies and achievement of general competences established for the study level.
- (4) The purpose of an interdisciplinary project is to support the development of general competences of the student and enable him/her to have an interdisciplinary learning experience.
- (5) A general course is a course that presents students with a broader knowledge base and set of skills, general terminology or the basics of other areas of study that are necessary to complete their studies.
- (6) The topics related to general competences treated in the courses belonging to the module of university-wide courses, the procedure for compiling the list of courses and teaching are established by the order of the Vice-Rector of the study field appointed by the Rector

§ 13. University-wide courses for doctoral study

- (1) The list of university-wide courses for doctoral study includes courses covering the topics listed in Clause 1 of Subsection 1 of Section 8 of this Statute and other courses that offer general knowledge and competences at the doctoral study level. The Vice-Rector responsible for doctoral study appointed by the Rector approves the list of university-wide courses for doctoral study.
- (2) The recommended volume of university-wide courses for doctoral study is 4 or 6 ECTS credits and academic units may establish requirements for prior knowledge.
- (3) University-wide courses are offered at least every second study year; therefore the semesters of instruction are confirmed for at least the two following study years.
- (4) University-wide courses can be completed in English
- (5) For approval of university-wide courses, the course descriptions in Estonian and English, as well as information on the planned semesters for instructing the course and information on the planned language of instruction of contact study for the two following years, are submitted to the Vice-Rector responsible for doctoral study appointed by the Rector. In the event that delivery of the course in English is not planned, information is added on how the course can be completed in English.
- (6) All the courses from the list of university-wide courses for doctoral study can be inserted into a doctoral study programme.

§ 14. Approval of the lists of supportive courses and minor fields of study

- (1) The Vice-Rector of the study field appointed by the Rector approves the lists for the new study year during the month of April of each year. An academic unit submits an electronic application to the Academic Affairs Office for adding to or deleting from the general university list according to the following schedule:
 - 1) Supportive courses by 20 February;
 - 2) Minor fields of study by 20 March.
- (2) To the list of supportive courses shall be added:
 - 1) Course descriptions in Estonian and English based on extracts from the Study Information System;
 - 2) The content of the prior study activity of the member(s) of teaching staff conducting study (titles of courses) and the results of the student feedback from the previous two years. Also, additional information regarding the language(s) of instruction (Estonian, English and Russian) of the supportive course conducted by the academic unit and the semester of contact study.
- (3) To add a minor field of study to the list, the following information shall be presented:
 - 1) The module of a minor field of study on the form given in Annex 1;
 - 2) Course descriptions in Estonian and English based on extracts from the Study Information System;
 - 3) The content of the prior study activity of the member(s) of teaching staff (titles of courses) conducting study and the results of the student feedback.

V Management of a study programme

§ 15. The collegial board of studies

(1) The collegial board of studies is responsible for the academic unit's systematic and consistent study programme development in accordance with the newer developments in the respective area of research and creativity, international practice and labour market needs, analysis of the proposals received through the feedback from questionnaires of interested parties and valid legal acts. The collegial board of studies makes proposals to the council of the academic unit regarding opening, amendment and closing of study programmes. The collegial board of studies may perform the tasks of the council of study programmes,

(2) The Director of academic unit approves the membership of the collegial board of studies by his or her order. The collegial board of studies includes: head of studies, heads of all study areas, leading members of teaching staff, at least one administrator of the study programme from each study area, a representative of the student council and members added by the Director. The head of studies directs the work of the collegial board.

§ 16. Study programme administrator

(1) The study programme administrator is responsible for preparing the development and application of the study programme, guarantees compliance of the documentation related to the study programme and study programme development with the legal acts valid in the university and makes sure that students are informed of the issues regarding the content of the study programme.

(2) The study programme administrator at the first and second level of higher education shall have a Master's degree or equal qualification and experience in teaching at the corresponding level of higher education.

(3) The administrator of a doctoral study programme shall meet the qualification requirements of a professor.

(4) The study programme administrator shall be designated on the proposal of the head of the study area by an order of the Director of the academic unit. The corresponding order is sent to the Academic Affairs Office where the name of the study programme administrator is entered in the general data of the study programme in the Study Information System.

§ 17. The council of study programmes

The head of a study area may form a council of study programmes of the study area for involving different target and stakeholder groups in order to guarantee study programme development. If the council of study programmes is not formed, the study programme administrator shall perform the tasks set for the council by involving other interested parties. It is recommended that the council includes the following people: the head of the study area, the head of studies, administrators of all study programmes of the study area, representatives of trade associations or other institutions that are important from the study programme's viewpoint, students and alumni.

VI Quality and development of a study programme

§ 18. Quality assurance of study activity

(1) The quality of study activity is assured pursuant to the Universities Act, the Standard of Higher Education, other national and university legal acts and the university Development Plan.

(2) The quality of study activity is regularly assessed through internal and external assessments.

(3) An internal assessment is a systematic and regular analysis of the study activity. As a result the strengths and development needs of the study activity are presented and continuous development activity is planned.

(4) An external assessment is a quality assessment of the study programme groups by the Estonian Higher Education Quality Agency or a designated competent quality agency of a foreign country, in coordination with the Estonian Higher Education Quality Agency.

§ 19. Internal assessment of a study programme

(1) The study programme administrator analyses the functioning of a study programme and makes a summary of the changes introduced to the study programme at least once each year based on the following criteria:

- 1) [Repealed 13.03.2017];
- 2) Compliance of the learning and assessment methods with the objectives and learning outcomes of the study programme;
- 3) Application of the results in the study programme based on the feedback from the questionnaires of the students, teaching staff, first-year students, alumni and regarding study organization;
- 4) [Repealed 13.03.2017];
- 5) Study organization (nominal division, compliance of the timetable with the nominal division, student counselling, the organization of professional placement, the practice of recognizing prior learning and work experience);
- 6) [Repealed 13.03.2017];
- 7) Implementation of the action plan compiled after the external quality assessment.

(2) The study programme administrator analyses the study programme at least once in three years based on the following criteria:

- 1) Application of the results of the feedback questionnaires of study organization, alumni and staff;
- 2) Content and organization of the admission exam;
- 3) Relevance of the compulsory literature;
- 4) Issues related to the content and supervision of final theses.
- 5) Compliance of the content of the study programme to the objectives and learning outcomes, consideration of the needs of the labour market and of the target group; [Entry into force 13.03.2017]
- 6) The inclusion in teaching of external specialists participating in the study programme development; [Entry into force 13.03.2017]
- 7) Indicators related to the mobility of students; [Entry into force 13.03.2017]
- 8) Evaluation of the compliance of the learning environment to the objectives of the study programme (the possibility to use IT devices, databasis and their accessibility, the possibilities for distributing and making copies of learning materials, labs, availability of software) and putting the proposals for improving the learning environment into effect. [Entry into force 13.03.2017]

(3) The study programme administrator shall introduce the analyses to the council of the study programme and the collegial board of studies, who make proposals for developing the study programme based on the results.

(4) At least once each year, the head of studies shall:

- 1) Evaluate the implementation of action plans compiled as a result of external assessment;
- 2) [Repealed 13.03.2017];
- 3) Evaluate the indicators related to the mobility criteria and make proposals for improving mobility [Entry into force 13.03.2017]

(5) The head of studies introduces the analyses to the council of the study programme and the collegial board of studies, which make proposals for developing the study programme and teaching activity based on the results.

(6) At least once every three years, the head of the study area shall:

- 1) Assess the extent to which members of the teaching staff are participating in the study programme development, and based on the assessment, make appropriate proposals to the head of the academic unit concerning the composition of the teaching staff
- 2) Assess the relevance of the topics of final theses and their relationship to the research topics of the study area;

(7) The head of the study area shall introduce the analyses to the council of the study programmes and the collegial board of studies, who make proposals for developing the study programme based on the results.

(8) No later than 20 January, the head of the study area, in cooperation with the head of studies and study programme administrators, submits an overview of the development activities of the study programmes of the study area. The document is approved by the collegial board of studies and made public in the university document management system and includes the following: [Amended 13.03.2017]

1) An overview of the strengths and development needs of the study programmes, based on the analyses of study activity and study results conducted during the previous period;

2) An action plan for developing the study programmes (including an external quality assessment action plan) and analysis of the implementation of the action plan of the previous period;

3) An opinion on the overview and action plan from the student council of the academic unit conducting the study programme.

(9) The head of the academic unit must submit in the activity report, an overview of the development activities of the study programme pursuant to the TU Management Regulation.

(10) The Vice-Rector of the study field appointed by the Rector shall establish the procedure for conducting the feedback questionnaires and analyses necessary for developing the study programme.

§ 20. External assessment of a study programme

(1) Quality assessment of a study programme group is an external assessment that determines whether the study programmes, studies based on these programmes and development activities related to the study, are all in compliance with the legal acts, national and international standards and development aims of the university. The purpose of quality assessment is to provide recommendations for improving the quality of study.

(2) The quality of a study programme group is assessed at least once every seven years pursuant to the requirements and procedures established by the Estonian Higher Education Quality Agency.

(3) The heads of study areas conducting the study programmes in the study programme group shall submit an action plan to the Vice-Rector of the study field appointed by the Rector or, in case of doctoral study programmes, to the Vice-Rector responsible for doctoral study appointed by the Rector in order to implement proposals received as a result of the external assessment of the study programme group and eliminate any shortcomings. The action plan is presented together with the overview of the development activities of the study programme as referred to in Subsection 8 of Section 19, but no later than the deadline established in the assessment decision. [Amended 13.03.2017]

VII Amendment of a study programme

§ 21. Amendment of a study programme

(1) The Senate approves:

1) The change of the name of the study programme;

2) The adding, amending or closing a major field of study (specialisation possibility);

3) The change of division of the content of a study programme, including change of the name of the awarded degree;

4) The change of the objectives and learning outcomes of a study programme;

5) The study programmes that are changed as a result of a consolidation of study programmes.

(2) For implementing the changes given in Subsection 1 of the present Section, the academic unit submits an application to the Academic Affairs Office where the compliance of the application with national legal acts and the present Statute is verified. The Vice-Rector of the study field appointed by the Rector submits the study programme for amendment to the Senate.

- (3) The application for changing a study programme includes the changed study programme (extract from the Study Information System) and justification for the change, which includes:
- 1) A justification of the need to change the study programme;
 - 2) A comparative analysis of other similar study programmes in Estonia and abroad (in changing the division of content of study programmes, the analysis is focused on the division of other similar study programmes in the ISCED classification);
 - 3) An overview of how the proposals and recommendations made during the external assessment are taken into consideration;
 - 4) Description of the qualifications and workload, including the level of research and professional competence related to the field of study, of the members of the teaching staff conducting the study programme (the responsible member of the teaching staff in the course description);
 - 5) The opinion of the student council of the academic unit about changing the name of the study programme;
 - 6) The decision of the council(s) of the academic unit(s) for changing the study programme.
- (4) Based on the Senate's decision, the Academic Affairs Office sends an application to the ministry for changing the study programme in the EHIS.
- (5) When changing the language of instruction, nominal duration, volume, objectives and learning outcomes of the study programme, a new study programme shall be opened.
- (6) The council of the academic unit shall approve changes in cases where a study programme is changed by replacing, deleting or adding single courses
- (7) The academic unit enters the new version of the study programme into the Study Information System no later than the end of the month of April of the year preceding the study year.
- (8) Amendments made to a valid version of a study programme are approved in the council of the academic unit, ensuring that the students are aware of the change. The Academic Affairs Office implements the amendments in the version of the study programme on the motion of the unit.
- (9) In implementing the amendments provided in Clause 6 and 7 of the present Subsection, the head of studies of the academic unit guarantees compliance of the study programme with the national and university legal acts.

VIII Closure of a study programme

§ 22. Closure of a study programme

- (1) Closure of a study programme means termination of admission and teaching in the study programme.
- (2) A study programme is closed by the Senate's decision.
- (3) The closure of a study programme is initiated when:
 - 1) The study programme is not in compliance with the requirements established in the Standard of Higher Education and this Statute;
 - 2) No students have been matriculated to the study programme and no students have been studying under it, for a period of two study years;
 - 3) It is reasonable to integrate the study programme with another similar study programme;
 - 4) There are significant shortcomings in the quality of the study programme.
- (4) Based on the Senate's decision, the Academic Affairs Office shall submit an application for closing the study programme to the EHIS.
- (5) The students studying under the study programme that will be closed are transferred to another study programme.

IX Implementation provisions

§ 23. Implementation

- (1) The Tallinn University Statute of Study Programme (endorsed by the TU Senate Regulation No. 3 dated 23 January 2012) shall be repealed.

- (2) The requirements established for a preliminary project provided in Clauses 1-3 of Subsection 10 are not applicable to study programmes that are opened prior to the study year of 2016/2017.
- (3) The structure and volume of professional higher education study programmes established in Section 4 are not applicable to study programmes opened for admission prior to the study year of 2016/2017. The volume of professional higher education study programmes opened for admission prior to the study year of 2016/2017 amounts to 180 ECTS credits and the version of study programme is structured as follows:
- 1) General courses (16 ECTS credits) including at least 25% options;
 - 2) Subject-specific courses (76 ECTS credits) including at least 25% options;
 - 3) Professional placement equivalent to at least 30 ECTS credits;
 - 4) A final thesis or final examination equivalent to 6 ECTS credits or 12 ECTS credits;
 - 5) Open elective courses equivalent to 24 ECTS credits.
- (3) Requirements established in Section 5 are not applicable to Bachelor's study programme versions opened for admission prior to the study year of 2016/2017. A version of Bachelor's study programme opened for admission prior to the study year of 2016/2017 consists of general courses, subject-specific courses; a minor field of study or specialization module or open elective courses; a Bachelor's thesis or Bachelor's exam. All Bachelor's theses include at least one seminar, during which students make presentations and write an independent research paper or carry out a development project. Where it is justified, the volume of subject-specific courses can be increased by 24 ECTS credits, by decreasing the amount of open electives. The study programme is approved by the Academic Affairs Committee to whom the head of study presents, in addition to the study programme, a comparison to similar study programmes by identifying the volumes of subject-specific courses or proof of compliance of the study programme with the standard documents regulating the qualification of the speciality.
- (4) A version of a Bachelor's study programme opened for admission prior to the study year of 2016/2017, which prescribes a minor field of study, has the following structure:
- 1) General courses equivalent to 16 ECTS credits including at least 50 % options;
 - 2) Subject-specific courses equivalent to 80 ECTS credits or 86 ECTS credits. Subject-specific courses include 20 - 50% options, including traineeship equivalent to a minimum of 3 ECTS credits;
 - 3) A minor field of study equivalent to 48 ECTS credits;
 - 4) A Bachelor's level exam equivalent to 6 ECTS credits or 12 ECTS credits where the specificity of the study field prescribes this.
 - 5) Open elective courses equivalent to 24 ECTS credits.
- (5) A version of the Bachelor's study programme opened for admission prior to the study year of 2016/2017, which prescribes a specialisation module, has the following structure:
- 1) General courses equivalent to 16 ECTS credits including at least 50 % options [Amended 17.03.2014];
 - 2) Subject-specific courses equivalent to 104 ECTS credits or 110 ECTS credits. Subject-specific courses include 20 - 50% options, including traineeship equivalent to a minimum of 3 ECTS credits;
 - 3) A specialisation module equivalent to 24 ECTS credits.
 - 4) A Bachelor's level exam equivalent to 6 ECTS credits or 12 ECTS credits where the specificity of the specialisation prescribes this.
 - 5) Open elective courses equivalent to 24 ECTS credits.
- (6) A version of a Bachelor's study programme opened for admission prior to the study year of 2016/2017, which does not prescribe a minor field of study or specialisation module, has the following structure:
- 1) General courses equivalent to 16 ECTS credits including at least 50 % options;
 - 2) Subject-specific courses equivalent to 104 ECTS credits or 110 ECTS credits. Subject-specific courses include 20 - 50% options, including traineeship equivalent to a minimum of 3 ECTS credits;
 - 3) A Bachelor's level exam equivalent to 6 ECTS credits or 12 ECTS credits where the specificity of the study field prescribes this.

- 4) Open elective courses equivalent to 48 ECTS credits.
- (7) The structure established in Section 6 is not applicable to a version of the Master's study programme opened for admission prior to the study year of 2016/2017. Instead, the version of study programme (except the version of study programme given in Subsection 8 of this Section) includes:
 - 1) General courses equivalent to 8 ECTS credits including at least 50% options;
 - 2) Subject-specific courses equivalent to 66, 72 or 80 ECTS credits. Subject-specific courses include 25 - 50% options, including traineeship equivalent to a minimum of 3 ECTS credits;
 - 3) A Master's thesis equivalent to 16, 24 or 30 ECTS credits. Where specificity the study field prescribes this, a Master's thesis may be replaced by a Master's level exam equivalent to 16 ECTS credits;
 - 4) Open elective courses equivalent to 16 ECTS credits. The volume of open elective courses may be reduced to 12 ECTS credits, provided that traineeship is increased to 7 ECTS credits.
- (8) A version of a Master's study programme with teacher education opened for admission prior to the study year of 2016/2017, includes:
 - 1) Teacher's professional education equivalent to 66 or 76 ECTS credits, which is divided into: general educational and psychology courses (30 ECTS credits) and includes at least 25% options; subject didactics equivalent to 15 or 21 ECTS credits; practical courses of subject didactics at school equivalent to 6 ECTS credits; professional placement equivalent to 15 ECTS credits (for a single-subject teacher) or 18 ECTS credits (for a teacher of two subjects).
 - 2) Subject-specific courses equivalent to 24 ECTS credits or 30 credits (for a single-subject teacher);
 - 3) A Master's thesis on general pedagogy or subject didactics equivalent to 16 ECTS credits;
 - 4) Open elective courses equivalent to 5 ECTS credits or 8 ECTS credits.
- (9) A specialisation module given in Subsection 5 of the present Section is a structural unit defined within subject-specific courses of a Bachelor's and applied higher education study programme, which creates sufficient preconditions for applying knowledge and skills of the corresponding field in further work or offers broader social and cultural knowledge. A specialisation module is equivalent to 24 ECTS credits; a student may select it freely.
- (10) Language proficiency requirements given in Section 7 are not applicable to the versions of study programmes of the first and second level of higher education that are opened for admission prior to the study year of 2016/2017. Instead, the following applies:
 - 1) The study programmes define a requirement for a student to have at least one foreign language at B2 level according to the Common European Framework of Reference for Languages (the requirement of having another foreign language at B1 level according to the Common European Framework of Reference for Languages is recommended) as well as the computer proficiency required for university studies. The requirement for foreign language proficiency at B2 level is not applicable to students under a Bachelor's, professional higher education and Master's study programme in cyclical study (including distance study), whose foreign language proficiency at the beginning of studies is not sufficient to achieve B2 level by the end of their studies. Students in this category are obliged to achieve a foreign language proficiency at the B1 level of the Common European Framework of Reference for Foreign Languages during their studies.
 - 2) The graduates of Russian-medium upper secondary schools, studying under Estonian study programmes, must achieve the C1 level of specialised Estonian.
 - 3) A prerequisite for studying in English-medium study programmes is the proficiency of English at the B2 level and upon graduation English proficiency at the C1 level.

Mihkel Kangur
Chairman of Senate

Tiit Land
Rector

/digitally signed/
Hille Erik
Secretary of Senate

TALLINN UNIVERSITY

Academic unit:
Title of the minor field of study in Estonian:
Title of the minor field of study in English:

General objectives of the minor field of study:
General learning outcomes of the minor field of study:

Volume in ECTS credits:
Admission requirements:
Documents issued upon graduation: <i>an academic transcript</i>
Short description of study regulations:
<i>In order to acquire a qualification of basic school teacher, a student shall complete subject didactics equivalent to 6 ECTS credits and pedagogical practice equivalent to 3 ECTS credits by the end of the Master's study level.</i>
Study programme administrator/contact:

1st study year (volume ___ ECTS credits)

Course code	Course title	ECTS credits	Form of assessment

2nd study year (volume ___ ECTS credits)

Course code	Course title	ECTS credits	Form of assessment

In Master's study, subject didactics and pedagogical practice equivalent to 9 ECTS credits are added

Module of subject didactics / practice 9 ECTS credits

Objective:			
Learning outcomes:			
Course code	Course title	ECTS credits	Form of assessment