

Tallinn University Statute of the Study Programme
TLU Senate Regulation No. 2 dated 19 February 2024

This Regulation is established pursuant to Subsection 6 of Section 3 of the Higher Education Act, Clause 3 of Subsection 4 of Section 5 of Tallinn University Act and Subsection 2 of Section 2 of Tallinn University Study Regulations.

I General Provisions

§ 1. Objective

Tallinn University (hereinafter *University*) Statute of the Study Programme (hereinafter *the Statute*) regulates the structure, requirements for the content and quality of degree study programmes as well as conditions and procedure for the opening, development, amendment and closure of degree study programmes.

§ 2. Liability

- (1) Member of the Rectorate managing academic affairs, appointed by the Rector, shall be responsible for the general development of the processes established in the Statute.
- (2) Member of the Rectorate managing academic affairs, appointed by the Rector, shall be responsible for the development of the study programmes and the processes related to the quality of the study programmes on the first and second level of higher education.
- (3) Member of the Rectorate responsible for doctoral studies, appointed by the Rector, shall be responsible for the development of the study programmes and the processes related to the quality of the study programmes on the third level of higher education.
- (4) Member of the Rectorate responsible for teacher training, appointed by the Rector, shall be responsible for the development of teacher training study programmes.
- (5) Hereinafter, the term *member of the Rectorate managing the field* shall be used throughout the document without reference to the field of responsibility.

§ 3. Terms used in the Statute

In the Statute, terms are used in the following meaning:

- 1) study programme – a source document that sets out general study objectives and learning outcomes; nominal duration and volume of studies; requirements for commencing studies; language of instruction, other language(s) necessary for achieving the learning outcomes; list and workload volume of courses, including options and conditions; specialisation opportunities and conditions for completing studies, professional qualification and academic degree awarded at graduation. The academic degree shall be awarded in accordance with the classification provided for study programme groups in Annex 3 of the Standard of Higher Education;
- 2) joint study programme – a study programme that has been jointly developed and is administered by two or more higher educational institutions. A joint study programme cooperation agreement has been concluded;
- 3) cross-unit study programme – a study programme that has been jointly developed and is administered by two or more academic units. The volume of teaching organised by every participating unit shall correspond to at least 20% of the study programme. A framework agreement for administering the study programme shall be approved by a decision of the council of each academic unit involved in the study programme, the unit coordinating the study programme shall also be agreed upon;
- 4) version of the study programme – a study programme formalised in the Study Information System (hereinafter *SIS*) for the admission of the corresponding academic year;

- 5) learning outcome – describes competences that have been acquired as a result of learning in such a way as to be able to measure and assess whether they have been achieved. Learning outcomes are described as the minimum level required for completing a study programme, a module and a course;
- 6) module – structural unit defined in a study programme, specifically designed to consolidate a number of courses into one meaningful set or a single course. A differentiated module in degree studies preferably also provides a micro-degree for continuing education;
- 7) main field of study, i.e. specialisation – a set of acquired knowledge, skills and attitudes that corresponds to the level of studies prerequisite for commencing work in the professional field(s) described in the study programme and also forms the basis for continuing studies on the next study level;
- 8) minor field of study – whole meaningful module that the student can choose in a field different from the main field of study and which is based on the requirements of the study programme. Knowledge and skills acquired in the minor field of studies enable students to commence work in a minor field of study or continue studies on the next study level;
- 9) course – a systematic presentation of knowledge and skill sets in the study programme that consider the issues of a discipline or study field or enable a broader overview of these issues;
- 10) non-unique course – a course that is part of several study programmes;
- 11) subject-specific course – a course developed pursuant to the main objective of a study programme to support the development of competences of the main or minor field of study;
- 12) university-wide course – a course that facilitates the development of general competences and the acquisition of broader knowledge and skills necessary for completing studies;
- 13) general course for doctoral studies – a course supporting the completion of doctoral studies, the writing of a doctoral thesis and preparation for post-doctoral studies and research;
- 14) professional placement – a course organised for achieving the learning outcomes with the aim of putting the acquired knowledge and skills into practice in the working environment in a form determined by the University and under the guidance of a supervisor;
- 15) compulsory course – a course that follows the objective of the study programme, the completion of which is compulsory for achieving the learning outcomes of the study programme;
- 16) elective course – a course the student chooses from a defined list of courses fixed in the study programme;
- 17) open elective course – a course that a student may choose based on the objective established in the study programme and which enables to expand general outlook and/or develop specialised or general competences;
- 18) extracurricular course – a course that is not part of any degree study programme of Tallinn University;
- 19) joint module/joint course – a module/course organised in cooperation with another university, including a university abroad;
- 20) mobility window – course(s) or a module established in the study programme and its nominal division that students can complete in a partner university, research institution or traineeship organisation abroad. Mobility window can be compulsory for the student.
- 21) 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;
- 22) nominal duration - the period of time established for completing a study programme.

II Study Programmes

§ 4. General requirements for study programmes

- (1) Degree studies shall be conducted on the basis of study programmes. University study programmes are future-orientated and formative, contribute to the development of the society and are in line with Tallinn University development plan.
- (2) Study programme development shall be research-based to ensure that the study programmes are up-to-date, coherent and ensure collaboration with stakeholders outside the University, other

universities and fields. Interdisciplinarity, including non-unique courses, play an important role in study programmes.

(3) The name, content and structure of study programmes shall be compatible and correspond to their objectives and learning outcomes. The studies conducted on a study programme shall support the development of students' attitude to life which aims to be enterprising, active, open, caring and sustainable.

(4) Study programmes consist of courses that are grouped into modules. The structure of the modules allows students of the first and second level of higher education to specialise in a main field of study and may enable students to choose a minor field of study.

(5) The objectives and learning outcomes of study programmes, modules and courses shall be comparable with the learning outcomes of the levels of higher education described in the Standard of Higher Education, meet the requirements of national and international legal instruments that regulate the professional field and, if an occupational qualification standard exists, take into consideration the requirements set out in the occupational qualification standard.

(6) The main field of study consists of subject-specific courses, including professional placement; final thesis or final examination; study programmes including teacher training shall additionally include a module of teacher's professional studies. A study programme may include several main fields of study which shall differ from one another in subject-specific courses by at least 75%;

(7) Study programmes of the first level of higher education may include the obligation of taking a minor field of study. The recommended volume of a minor field of study is 48 ECTS credits to be completed within two years. Minor fields of study preparing for teacher training shall meet the framework requirements established for teacher training. The list of minor fields of study shall be approved by the Member of the Rectorate managing the field within the month of April on the basis of an electronic application submitted by the academic unit.

(8) The total volume of elective courses shall be 1.5 to 3 times greater than the volume of credit points intended for options. The volume can be bigger by the volume of traineeship abroad and on study programmes on the second level of higher education of subject teacher education.

(9) Elective modules are purposeful modules, supporting the achievement of specific learning outcomes, that learners select from among other equivalent modules included in the study programme. Elective modules do not include elective courses. The number of elective modules in the study programme depends on the number of students per version of the study programme. The opening of one elective module in the study programmes on the first level of higher education requires at least 15 students and on the second level of higher education at least 10 students. In case the elective module is part of multiple study programmes, the number of students could be achieved for all participating study programmes. The member of the Rectorate managing the field shall decide on justified exceptional cases.

(10) The recommended volume for courses on the first and second level of higher education is 6 ECTS credits. The average volume of all courses (except for final thesis, final exam) in the study programmes shall be at least 5 ECTS credits. A study programme may contain courses in the volume of 1 and/or 2 ECTS credits to the total minimum volume of 6 ECTS credits only if the small volume of courses arises from the specifics of the field or cooperation with universities abroad.

(11) The procedure for compiling the list of courses and for teaching the courses that belong to the module of university-wide courses on the first and second level of higher education shall be established by the order of the member of the Rectorate managing the field.

(12) An educational institution participating in a joint study programme shall have the recognition of a competent authority of the respective country. The parts of the joint study programme that are conducted in different countries shall meet the requirements established in the respective countries. The structure of a joint study programme may differ from the structure established in the Statute and the requirements of the study programme.

§ 5. Requirements for language proficiency

(1) The language of instruction on the study programmes of the first and second level of higher education is Estonian or, upon the Senate's decision, a foreign language in case it is necessary for ensuring the quality of studies or specialists with higher education and there are necessary resources for studies in a foreign language. The languages of instruction on the third level of higher education are Estonian and English, the use of other languages shall be approved by the Senate.

(2) For commencing studies on a study programme where the language of instruction is Estonian the minimum required level of proficiency in the Estonian language is B2 according to the Common European Framework of Reference for Languages, provided that the language of instruction of the student on the prior study level or stage was not Estonian.

(3) Students on a study programme where the language of instruction is Estonian 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 on the previously completed level of education was not only Estonian, or the student has taken the state examination for Estonian as a second language;
- 2) the language of instruction on the previously completed level of education was not only Estonian, or the student has taken the state examination for Estonian as a second language and the language of instruction of the student on the previously completed level of higher education was not Estonian.

(4) In order to commence studies on a Master's study programme where the language of instruction is Estonian, students are required to have proficiency in the second language at a minimum B1 level according to the Common European Framework of Reference for Languages to be able to achieve the learning outcomes established in the study programme.

(5) In order to commence studies on a study programme where the language of instruction is not Estonian, students are required to have proficiency in the language of instruction at a minimum B2 level according to the Common European Framework of Reference for Languages.

(6) In order to graduate, students (with the exception of students in online studies) on study programmes where the language of instruction is not Estonian are required to have completed studies of Estonian language and culture in the volume of at least 6 ECTS credits.

(7) The member of the Rectorate managing the field shall establish specific language requirements and the procedure for providing proof of the language level.

§ 6. Bachelor's and professional higher education study programmes

(1) Students in Bachelor's and professional higher education studies improve their general educational knowledge, acquire basic knowledge of and skills of their study area and knowledge, skills and attitudes necessary for commencing work, for independent work and for Master's studies.

(2) The nominal duration of studies is 3-4 years and the volume is equivalent to 180-240 ECTS credits, graduates are awarded a Bachelor's degree.

(3) Bachelor's study programme shall consist of:

- 1) university-wide courses equivalent to 18 ECTS credits;
- 2) subject-specific courses equivalent to 108-194 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) final exam or final thesis equivalent to 5, 6 or 12 ECTS credits;
- 5) open elective courses equivalent to 16-36 ECTS credits.

(4) Bachelor's 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 shall consist of:

- 1) university-wide courses equivalent to 18 ECTS credits;
 - 2) subject-specific courses equivalent to 78-156 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) 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) final exam or final thesis equivalent to 5, 6 or 12 ECTS credits;
 - 6) open elective courses equivalent to 6-18 ECTS credits.
- (5) Professional higher education study programme shall consist of:
- 1) university-wide courses equivalent to 18 ECTS credits;
 - 2) subject-specific courses equivalent to 86-170 ECTS credits. 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, up to 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 30 ECTS credits;
 - 4) final exam or final thesis equivalent to 5, 6 or 12 ECTS credits;
 - 5) open elective courses equivalent to 16-34 ECTS credits;
- (6) For achieving the learning outcomes and the University objectives, the subject-specific courses of the study programme shall 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, except for study programmes where the language of instruction is a foreign language.
 - 2) courses or modules where the language of instruction is a foreign language (including joint modules with partner universities or traineeship abroad);
 - 3) components chosen by the University to support the development of future skills.

§ 7. Master's study programmes

- (1) Students in Master's studies improve their field-specific knowledge and skills and acquire knowledge, skills and attitudes necessary for commencing work, for independent work and for doctoral studies.
- (2) The nominal duration of a Master's study programme is 1-2 years and the volume is equivalent to 60-120 ECTS credits; the nominal duration of integrated Bachelor's and Master's study programmes is 5 years and a volume equivalent to 300 ECTS credits. Graduates are awarded a Master's degree.
- (3) The requirement for the admission of Master's studies is Bachelor's degree or an equivalent qualification. Arising from the specifics of the study programme there could be a requirement for taking prerequisite courses in the amount of 60 ECTS credits. The requirement for the admission of a study programme with the nominal duration of less than two years may include a Bachelor's degree or an equivalent qualification together with at least three years of work experience in the field or a Master's degree or an equivalent qualification.
- (4) Master's study programmes (except the study programmes referred to in Subsections 6, 7 and 8 of the present Section) shall consist of:
 - 1) university-wide courses equivalent to 6 ECTS credits, except for justified cases on study programmes that last for one year;
 - 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, except for justified cases on study programmes that last for one year;
 - 4) final exam or final thesis equivalent to 15, 24 or 24 ECTS credits;
 - 5) open elective courses equivalent to 6-36 ECTS credits.
- (5) For achieving the learning outcomes of Master's studies and the University objectives, the subject-specific courses of the study programme shall include:

- 1) courses or modules conducted in a foreign language (including joint modules with partner universities and traineeship abroad);
- 2) components chosen by the University to support the development of future skills.
- (6) The structure of Master's study programmes that last for one year shall be established by the Senate, taking into account the general learning outcomes established for the study level and the previous experience of the prospective target group of the study programme in question.
- (7) Master's study programmes with teacher training shall consist of:
 - 1) teacher's professional studies pursuant to the Teacher Training Framework Requirements, the structure and list of courses of which are approved by the member of the Rectorate managing the field;
 - 2) subject-specific courses;
 - 3) Master's thesis or exam equivalent to 15 or 18 ECTS credits;
 - 4) open elective courses up to 6 ECTS credits.
- (8) Integrated Bachelor's and Master's study programmes shall be compiled in accordance with the Teacher Training Framework Requirements established by the Government of the Republic and shall consist of:
 - 1) university-wide courses equivalent to 18 ECTS credits;
 - 2) teacher's professional studies pursuant to the Teacher Training Framework Requirements, the structure and list of courses of which are approved by the member of the Rectorate managing the field;
 - 3) subject-specific courses where elective courses form 10%-20% of the total volume of subject-specific courses;
 - 4) Master's thesis or exam equivalent to 18 ECTS credits;
 - 5) open elective courses up to 12 ECTS credits;
 - 6) subject-specific courses shall include requirements established in Subsection 5 of this Section for the purpose of achieving the learning outcomes and University objectives.

§ 8. Doctoral study programmes

- (1) Students in doctoral studies acquire knowledge, skills and attitudes necessary for independent research, development or professional creative activity.
- (2) The nominal duration of a doctoral study programme is 4 years and the volume is equivalent to 240 ECTS credits. Graduates are awarded a doctoral degree.
- (3) The requirement for the admission of doctoral studies is Master's degree or an equivalent qualification.
- (4) Doctoral study programmes shall consist of:
 - 1) general courses equivalent to 12-30 ECTS credits;
 - 2) subject-specific courses equivalent to 12-30 ECTS credits;
 - 3) research, development and creative activity equivalent to 180-210 ECTS credits.
- (5) The module of general courses facilitates the development of transferable skills and enables to improve knowledge and competences in scientific ethics, university didactics, protection of intellectual property, writing and managing research projects, oral and written expression, career planning etc. The module includes elective and/or individual courses in the minimum volume of 6 ECTS credits.
- (6) The module of subject-specific courses facilitates the development of knowledge and competences in the scientific methodology of the area, research methods, academic Estonian and speciality terminology, and other competences related to the field and necessary for compiling the doctoral thesis. The module includes elective and/or individual courses in the minimum volume of 6 ECTS credits.
- (7) Individual courses support the creation on the student's research work and/or the development of general competences and may include subject-specific courses, qualification examinations, extracurricular courses (including courses to be completed outside TLU) and foreign languages studies.
- (8) The module of research, development and creative activity includes compilation of the doctoral thesis, activities supporting it (including regular research seminars, publication of research articles, presentations at conferences introducing the results of the doctoral thesis, etc),

and activities related to supervision and promotion of science. The principles of good academic practice and their implementation in research and creative activity are tackled at research seminars.

(9) Courses covering the topics listed in Subsection 5 of this Section and other courses that offer general knowledge and competences on doctoral study level shall be referred to as university-wide courses for doctoral studies where teaching is organised by academic units and Research Administration Office. For the registration of university-wide courses, the unit organising studies on the course shall submit to the member of the Rectorate managing the field a justified application in the document management system WebDesktop, adding course descriptions in Estonian and English. The member of the Rectorate managing the field shall make a decision concerning the registration of the course. All the courses from the list of university-wide courses for doctoral studies can be inserted as elective and individual courses in the module of general courses.

(10) University-wide courses for doctoral studies organised by academic unit:

- 1) are recommended to have the volume of 4 or 6 ECTS credits, requirements for prior knowledge may be established for the courses;
- 2) are offered at least every second academic year whereas the semesters of instruction are confirmed for at least the two following academic years;
- 3) can be completed in English.

(11) University-wide courses for doctoral studies organised by the Research Administration Office:

- 1) are recommended to have the volume of 1-2 ECTS credits;
- 2) have the instruction confirmed at least one month before the beginning of studies and all doctoral students are informed thereof;
- 3) generally, have either Estonian or English as the language of instruction, relevant information shall be included in the notification sent to students.

§ 9. Extracurricular courses

(1) For the registration of extracurricular courses (with the exception of university-wide courses for doctoral studies) the academic unit shall submit a justified application in the document management system WebDesktop, adding course descriptions in Estonian and English extracted from SIS, to the member of the Rectorate managing the field who shall make a decision concerning the registration of the course before the beginning of each semester.

(2) If no learners have registered for an extracurricular course within two years, the course shall be removed from the register of extracurricular courses.

III Opening, amending and closing study programmes

§ 10. Prerequisites for opening and amending study programmes

(1) A prerequisite for opening and amending study programmes is the existence of sufficient academic and material resources of the University, societal need, a target group of learners and the compliance of the study programme with the University development goals and objectives.

(2) An additional requirement for opening a study programme instructed in a foreign language is the proficiency of the persons teaching at C1 level in the language of instruction 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;
- 2) at least five members of academic staff who hold a supervision right work in the University. The Senate shall establish the requirements for the right of supervision in the TLU Regulations for Doctoral Studies and Defence of Doctoral Theses;
- 3) at least 85 % of academic staff conducting the courses are active in research and development 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;

(4) When opening and amending joint study programmes, the study programme shall meet the requirements established for joint study programmes in Higher Education Act.

§ 11. Opening study programmes

(1) Opening of the study programme shall be initiated by the director of the academic unit who, by the order, appoints a manager of the process of creating a study programme.

(2) First, preliminary project of the study programme shall be created which shall be presented to the member of the Rectorate managing the field no later than by 31 March (at least 16 months prior to the planned studies).

(3) In case of opening a joint study programme, an application to participate in the joint study programme shall be submitted before the preliminary project by which the academic unit applies for the right to participate in the development of a joint study programme. The academic unit shall submit the application to the member of the Rectorate managing the field before participation in the creation of a joint study programme. Preliminary projects of joint study programmes receiving funding from outside the University shall be presented to the member of the Rectorate managing the field for decision at least two months before the project application or application for funding are submitted to the relevant authority.

(4) The preliminary project shall include:

1) objectives, learning outcomes and a short description of the study programme;

2) justification in Estonian for the need of opening the study programme, including the theoretical concept, description of the relevance of the study programme in the field of research and creative activity, analysis of the societal and University needs (including a list of stakeholders with whom cooperation has been planned regarding opening and application of the study programme), analysis of the interests and needs of the target group of learners and the possibilities of employment for graduates;

3) comparison with similar study programmes at Estonian as well as at other relevant universities abroad;

4) list of academic staff conducting studies, including their qualifications, overview of their work load and research, development and creative activity (reference in Research Information System or CV). Upon opening a doctoral study programme, a list is added of internationally published peer-reviewed publications of the members of the teaching staff; at least five members of the academic staff shall be appointed who hold the right of supervision in the study programme; in addition, an overview shall be given of the current and/or planned research groups and target-financed research topics in the subject field of the given study programme.

5) an analysis of the resources required for conducting studies, including study materials, infrastructure and calculation of finances);

6) description of the planned organisation of studies (contact studies, digital tools used, counselling possibilities);

7) in the case of cross-unit study programmes, agreement of the directors of participating academic units.

(5) Member of the Rectorate managing the field shall arrange the assessment of the preliminary project where the need for the study programme and its economic sustainability are analysed, and, if needed, proposals are made for changes of the preliminary project. The member of the Rectorate managing the field shall provide a justified evaluation within a month as to the approval or rejection of the project for improvements or rejection. A preliminary project that has been rejected cannot be submitted again.

(6) On the basis of the approved preliminary project and the evaluation of the member of the Rectorate managing the field the project of the study programme project shall be created, including:

1) the study programme file in Estonian and English extracted from SIS;

2) description of the study programme in Estonian and English extracted from SIS;

3) materials presented in the preliminary project that have been improved upon need. Among other things, the complete list of academic staff (including those from outside the University) conducting studies;

4) comparison of the learning outcomes of the study programme with the learning outcomes of the relevant level of higher education as described in Annex 1 of the Standard of Higher Education. In case the study programme is related to an occupational qualification standard, the comparison of the learning outcomes with the standard shall also be presented;

5) proposals for establishing the rates for the reimbursement of study costs;

6) decision(s) of the council(s) of academic unit(s) for confirming the opening of the study programme and in the case of cross-unit study programmes, project of the agreement between academic units.

7) in case of joint study programmes, project of the agreement concluded between educational establishments for developing and managing a joint study programme (hereinafter *the agreement of joint study programmes*), including all the details of development and organisation of studies in a joint study programme.

(7) The project of the study programme shall be submitted for analysis and opinion to the collegial board of studies of the academic unit and subsequently to the council of the academic unit for approval. The approved project of the study programme shall be submitted through the document management system WebDesktop to the member of the Rectorate managing the field and to the Academic Affairs Office for review at least two months prior to submission of the planned study programme to the Senate for making a decision. In general, the opening of new study programmes is decided in the Senate session held in October but not later than three months before opening the planned admission.

(8) The Academic Affairs Office shall:

1) assess compliance of the project of the study programme with the TLU Statute of the Study Programme and the Standard of Higher Education;

2) request for an evaluation from potential stakeholders as regards opening the study programme;

3) based on the project of the study programme which meets the established requirements, compile a draft for the Senate for opening the study programme.

(9) In assessing the project of the study programme, the Senate and the committees of the Senate shall:

1) analyse 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 and the society;

2) assess whether the content and form of the study programme are in compliance with the Standard of Higher Education, the TLU Statute of the Study Programme, TLU Development Plan and other regulatory documents;

3) give recommendations for improving the study programme;

4) make a decision as regards the opening of the study programme.

(10) The Academic Affairs Office shall submit the study programme that has been approved in the Senate to the Ministry of Education and Research for registration in the Estonian Education Information System (EHIS).

(11) Admission to the study programme shall be announced after registration in EHIS.

§ 12. Amendment of study programmes

(1) The Senate shall approve:

1) change of the name of the study programme;

2) change in the wording of the objectives and learning outcomes;

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

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

5) change of the form of studies;

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

(2) For implementing the amendments confirmed by the Senate, the academic unit shall submit an application in the document management system to the member of the Rectorate managing the field and to Academic Affairs Office, including:

1) the file of the amended study programme in Estonian and English extracted from SIS;

2) justification of the need to amend the study programme in Estonian;

- 3) comparison of learning outcomes of the study programme with the learning outcomes of the corresponding level of higher education as described in Annex 1 of the Higher Education Standard, and in case of compliance with the occupational qualification standard, comparison of learning outcomes with the standard;
 - 4) list of academic staff conducting studies, including their qualifications, overview of their work load and research, development creative activity (reference in Research Information System or CV);
 - 5) decision of the council(s) of the academic unit(s) for amending the study programme;
 - 6) opinion of the student council of the academic unit in case the name of the study programme is changed;
 - 7) in case of adding or amending a major field of study, changing the form of studies and consolidating the study programmes, the description of the planned organisation of studies (admission, contact studies, digital tools used, counselling possibilities etc.) and analysis of the resources required for conducting studies, including study materials, infrastructure and calculation of finances;
 - 8) in changing the division of content, comparative analysis of the ISCED classification of other similar study programmes in Estonia and abroad;
 - 9) other materials which provide proof of the need for and justification of amendments.
- (3) The Academic Affairs Office shall:
- 1) assess compliance of the application for study programme amendments with the TLU Statute of the Study Programme and the Standard of Higher Education;
 - 2) request for additional materials, if needed;
 - 3) based on the documents which meet the established requirements, compile a draft to the Senate for amending a study programme.
- (4) Based on the Senate's decision, the Academic Affairs Office shall send an application to the Ministry for amending the study programme in EHIS.
- (5) The council of the academic unit shall approve:
- 1) based on the general requirements established in the Statute, conditions for commencing studies and for graduation, including the list of prerequisite courses;
 - 2) adding, replacing and deleting courses;
 - 3) adding, replacing, deleting and changing modules;
 - 4) adding or changing the qualification awarded upon graduation.
- (6) Amendments referred to in Subsection 5 of this Section can be made for each academic year. The academic unit shall enter the new version of the study programme into SIS no later than the end of March of the year preceding the academic year. Amendments related to admission shall be approved no later than 15 November.
- (7) Amendments made to a valid version of a study programme shall be approved by the council of the academic unit, ensuring that the students are aware of the change. Academic Affairs Office shall make the amendments in SIS on the basis of an application made by the academic unit.
- (8) In implementing the amendments provided in Subsection 5 of this Section, the head of studies of the academic unit shall guarantee compliance of the study programme with the national and University legislation.
- (9) In case of changes in the language of instruction, nominal duration, volume, objectives and substantial changes in the learning outcomes of the study programme, a new study programme shall be opened.

§ 13. Closure of study programmes

- (1) Closure of study programmes means termination of admission and teaching on the study programme.
- (2) Study programmes shall be closed by the Senate's decision.
- (3) Closure of a study programme shall be initiated by the member of the Rectorate managing the field in the following cases:
 - 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 for a period of two academic years;
 - 3) the study programme is consolidated with another similar study programme;
 - 4) there are significant shortcomings in the quality of the study programme;
 - 5) on the proposal of the council of the academic unit.
- (4) Based on the Senate's decision, the Academic Affairs Office shall submit an application for closing the study programme to EHIS.
- (5) The students studying on the study programme to be closed shall be informed of the decision and they shall be offered counselling regarding continuation and/or termination of studies. Upon closure of a study programme students who are currently studying on the programme shall be transferred to another study programme. In case admission to a study programme is terminated, students already studying on the study programme shall have the possibility to complete their studies on their study programme.

V Development and management of study programmes

§ 14. General principles of the development and management of study programmes

- (1) Director of the academic unit shall be responsible for the consistent development of study programmes which shall be in accordance with the principles of the University's quality framework and for ensuring human and material resources necessary for conducting studies.
- (2) The head of studies shall be responsible for the management and development of the organisation of studies within the academic unit; in case of Haapsalu College, an employee appointed by the director. The head of studies directs the work of the collegial board and of study programme administrators.

§ 15. Study programme administrators

- (1) The director of the academic unit shall appoint a study programme administrator for the implementation of the study programme who shall meet the following criteria:
 - 1) for the administration of study programmes on the first and second level of higher education, at least Master's degree or equal qualification and experience in teaching on the corresponding level of higher education;
 - 2) for the administration of study programmes on the third level of higher education, meet the qualification requirements of a professor.
- (2) The study programme administrator shall:
 - 1) be responsible for the vision and development of the study programme, ensuring compliance of the study programme with the Good Research Practice, national requirements and this Statute;
 - 2) plan and lead development activities of the study programme and ensure that the study programme is presented at internal and external assessments. For this purpose, the study programme administrator shall collect and analyse development in the field/area, feedback and proposals received from stakeholders, including learners and graduates, national and international trends related to the field and shall apply the results in the study programme. The study programme administrator shall enhance cooperation, including international cooperation, with study programmes, academic units and partners within the framework of the study programme;
 - 3) ensure coherence of the study programme, including that the teaching and assessment methods are up-to-date and the study programme is in accordance with the learning outcomes. The study programme administrator shall initiate and lead collaborative learning and development of the subjects, make proposals to the director of the academic unit regarding the involvement of practitioners in teaching activities and shall initiate the creation, changing and deletion of subjects from the study programme;
 - 4) plan study activities on the study programme (including nominal division of the study programme, creation of timetables), lead processes related to admission, professional placement, recognition of prior learning, awarding qualifications and graduation;
 - 5) support students in making decisions related to the field of studies, in progressing in studies, internationalisation and help solving disagreements;

- 6) participate in planning and carrying out marketing activities related to the study programme;
 - 7) make proposals to the director of the academic unit as regards the teaching staff of the study programme and resources necessary for conducting studies;
 - 8) lead the activities of the study programme working group and be responsible for its effectiveness after the group has been formed.
- (2) The study programme administrator shall be appointed by an order of the director of the academic unit in SIS. In cases where the tasks of the study programme administrator have been divided among the members of the study programme working group, the order shall also establish the list of tasks which remain the responsibility of the study programme administrator.
- (3) Study programme administrators shall report to the head of studies (in case of Haapsalu College, to an employee appointed by the director).

§ 16. Study programme working group

- (1) The tasks of the study programme administrator can be divided among several members of academic staff by an order of the director of the academic unit, i.e. create a study programme working group.
- (2) Each member of the study programme working group shall be assigned working tasks for a concrete period by an order in SIS and the group shall report to the study programme administrator.
- (3) Members of the study programme working group shall perform the tasks assigned to them for the indicated period and shall make a summary of the results of their activity in the annual report of the study programme.

§ 17. Council of study programmes

- (1) The director of the academic unit may, on the proposal of study programme administrator(s) or head of the study area, form a council of study programmes for involving different stakeholders. It is recommended that the council includes representatives of employers, alumni, students and study programme, whereas one member cannot perform several roles.
- (2) If the council of study programme(s) is not formed, the study programme administrator shall organise the involvement of other stakeholders.

§ 18. Collegial board of studies

- (1) The collegial board of studies shall support systematic and consistent study programme development in the academic unit in accordance with the newer developments in the areas of research and creative activity, international practice and labour market needs, analysis of the proposals received through the feedback from questionnaires of stakeholders and legislation in force. The collegial board of studies shall make proposals to the council of the academic unit regarding opening, amendment and closure of study programmes.
- (2) The director of academic unit approves the membership of the collegial board of studies by the order. The collegial board of studies shall include: head of studies, heads of all study areas, at least one administrator of the study programme from each study area, a representative of the student council and members added by the director.

VI Assurance of study programme quality

§ 19. Assurance of study programme quality

- (1) The quality of studies is assured pursuant to the Higher Education Act, the Standard of Higher Education, other national legislation, this Statute and other University legislation.
- (2) The quality of studies is regularly assessed through external and internal assessment.
- (3) External assessment is institutional accreditation and thematic quality assessment, organised and carried out in accordance with international principles by quality agency for higher education or research council.
- (4) Internal assessment is the process of regular review and analysis of the study programme with the purpose of ensuring the correspondence of the quality of studies with the established

requirements and supporting the planning and carrying out of the development of study programmes.

(5) The member of the Rectorate managing the field shall be responsible for the process of internal assessment who, if needed, shall establish the procedure for carrying out feedback questionnaires and analysis necessary for the development of study programmes.

§ 20. Internal assessment of study programmes

(1) Internal assessment on the first and second level of higher education shall be carried out in two stages:

- 1) activities taking place every year, including compiling the annual report;
- 2) study programme assessment taking place every five years.

(2) Activities taking place every year include:

- 1) compilation of the annual report which shall meet the established requirements and is created on the initiative of the study programme administrator, analysing and assessing the indicators of the study programme, feedback received from students and teaching staff and completion of the action plan;
- 2) the collegial board of studies shall appoint the feedback provider to give feedback about the annual report of the study programme on the basis of established criteria;
- 3) the collegial board of studies shall, also considering the evaluation of the feedback provider, forms an opinion regarding the study programme and shall complete the annual report with the proposals if needed;
- 4) the final annual evaluation of the study programme shall be submitted in the University document management system no later than 1 December;
- 5) director of the academic unit shall review the proposals made by the collegial board of studies and shall decide upon and arrange for the execution of proposals;
- 6) academic affairs committee of the Senate shall review the proposals sent to the collegial board of studies and shall decide on their further execution, organised by the member of the Rectorate managing the field.

(3) Study programmes shall be assessed by academic unit every five years, based on the timetable created by the member of the Rectorate managing the field. During assessment:

- 1) a report shall be created in the required format on the initiative of the study programme administrator, where the analysis and evaluation shall, among other things, be based on the annual report of the last five years and feedback from the stakeholders. A summary of the results of the previous period shall be made during the assessment and an action plan shall be created for the new period;
- 2) the academic affairs committee of the Senate shall form an assessment committee of its members for each academic year with at least three members, one of them being a student representative. The purpose of the assessment committee is to analyse and provide feedback about study programme reports and make a summary for the academic affairs committee for an opinion;
- 3) the assessment committee shall assign at least three reviewers for the study programme who shall assess study programme reports on the basis of given criteria. At least one of the reviewers is from another academic unit of the University, one is a member of an academic affairs committee and one is from outside the University. The evaluation of the reviewers shall be the basis for the formation of the opinion of the assessment committee;
- 4) the academic affairs committee of the Senate shall review the opinions of the assessment committee and, based on them, can make proposals to the member of the Rectorate managing the field as to the termination of admission or closure of the study programme;
- 5) the assessment process shall be supported by the Academic Affairs Office.

(4) On the third level of higher education, the internal assessment of study programmes shall be carried out every five years.

(5) During assessment:

- 1) a report shall be created in the required format on the initiative of the study programme administrator, where the analysis and evaluation shall, among other things, be based on the

feedback from the stakeholders. A summary of the results of the previous period shall be made during the assessment and an action plan shall be created for the new period;

2) the research committee of the Senate shall organise the assessment of study programmes, the organisation of assessment shall be previously agreed upon and made known to the academic units at least half a year before the beginning of assessment;

3) the research committee shall form an opinion and, based on it, can make proposals to the member of the Rectorate managing the field as to the termination of admission or closure of the study programme;

4) the assessment process shall be supported by the Research Administration Office.

IX Implementation provisions

§ 21. Implementation

(1) The Statute shall enter into force as of 1 September 2024.

(2) Tallinn University Statute of the Study Programme (entered into force by the TLU Senate Regulation No. 19 dated 2 September 2015) shall be repealed as of 1 September 2024.

(3) The general requirements and the structure of the study programme established in the Statute can be applied to versions of study programmes started in 2024.

(4) Activities referred to in Subsection 2 of Section 20 shall be first carried out in 2025 for academic year 2024/2025.

(5) Assessment of study programmes referred to in Subsection 3 of Section 20 shall be first carried out in 2026.

(6) Internal assessment of study programmes referred to in Subsections 4 and 5 of Section 20 shall be first carried out in 2029.

(digitally signed)

(digitally signed)

Tõnu Viik
Rector

Hille Erik
Academic Secretary