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Tallinn University Study Regulations

Tallinn University Senate Regulation No. 15 of June 15, 2015

These regulations are established pursuant to Clause 11 of Subsection 3 of Section 14 of the Universities Act and on the proposal from TU Senate Academic Affairs Committee of June 8, 2015.

Chapter 1 GENERAL PROVISIONS

§ 1. Purpose of the Regulations

- (1) Tallinn University (hereinafter *the university*) Study Regulations regulate the organization of degree studies at all levels and forms of higher education.
- (2) The purpose of the Study Regulations is to provide all degree students with transparency and equality of treatment in the organization of their studies.

§ 2. General principles

- (1) Degree studies are conducted in the university at three levels of higher education, based on the study programmes of professional higher education, Bachelor's, Master's and Doctoral studies, or the integrated programmes of Bachelor's and Master's studies.
- (2) Study programme is the source document of studies which defines the learning objectives, including the expected learning outcomes; the nominal period and volume of studies; the preconditions for commencing studies; the list of courses and their assigned credit points; short descriptions, options and conditions thereof; the specialization possibilities and the conditions for the completion of studies. Tallinn University Statute of Study Programme adopted by the Senate, establishes the conditions set out for study programmes including the procedures for opening, developing, changing and closing of such programmes.
- (3) The language of instruction of the university is Estonian. Upon endorsement of a study programme, the use of other languages as the language of instruction shall be determined by TU Senate.
- (4) The study programme is completed in a subject system whereby a student completes a study plan with due consideration to the requirements set for the prerequisite subjects.

- (5) The study load is calculated in credit points. A credit point (hereinafter *ECTS credit*) is a calculated unit of study used for calculating the study load. One ECTS credit is equivalent to 26 hours of work performed by a student, including up to 13 hours of contact learning and at least 13 hours of independent work. The Vice-Rector for the study field, appointed by the Rector determines the specifications for volumes of the hours of contact learning and independent work.
- (6) Studies are conducted and learning outcomes are assessed by academic units.
- (7) The official information exchange environment for the organization of the university degree studies is the Study Information System (*SIS*), in which study-related data is collected, processed, stored and issued.
- (8) Students and university members are obliged to base their activities on values as described in Estonian Code of Conduct for Research Integrity, know and understand their legal rights and fulfil the obligations set out in the Universities Act, the TU Statute, legal acts in force at the university and agreement concluded with the university. [Amended 21.05.2018]
- (9) The Regulations for Doctoral Studies and Defence of Doctoral Theses adopted by the Senate regulate the organization of studies and attestation of doctoral students, and the compilation and defence of doctoral theses.
- (10) The Senate shall establish the rules for continuing education in the Regulations for Continuing Education. [Amended 14.12.2015]
- (11)[Repealed 25.04.2016]

Chapter 2

UNIVERSITY STUDENTS

§ 3. Student

- (1) A student is a person who has been matriculated to the university and is pursuing a degree study programme. An international student is a student without Estonian citizenship, long-term residence permit or permanent right of residence.
- (2) Matriculation takes place in accordance with the admission requirements and procedures established by the Senate and the rules for fulfilling vacant student places established in Section 7 of these Regulations, after conclusion of a learning agreement between the university and the student candidate.

§ 4. Exchange student

- (1) An exchange student is a student who has been matriculated to another university and who has been granted the right to study at Tallinn University based on an exchange student's reference form issued by the home university. Permission to study as an exchange student is granted for a specific term. An international exchange student is an exchange student who has been matriculated to a university in a foreign country.

§ 5. An external student

- (1) An external student is a person whose aim is to complete a study programme. An external student has the right to take examinations and assessments prescribed in the study programme, to defend a thesis and take a final examination under the conditions and according to the procedure established by the Senate. An external student is not matriculated and does not have student status.
- (2) A person may apply for external student status if he/she meets the qualification requirements set by the study programme and has completed courses required by the

academic unit that offers the study programme, in a volume of at least 15 ECTS credits. A person who has not completed courses in the required volume may register for courses as a continuing education student. An academic unit may, following the principle of equal treatment, organize an admission exam for an external candidate, require to follow the admission procedure according to the procedures and subject to the conditions established by the Senate, or request from the candidate additional materials related to the speciality. [Amended 25.04.2016]

(3) A person shall submit an application to commence studies as an external student and an application for the recognition of prior learning no later than seven days before the beginning of the preliminary week of the semester. In order to graduate as an external student, the application shall be submitted by the deadline set by the academic unit. [Amended 01.07.2018]

(4) The university has the right not to accept a person as an external student if:

- 1) The applicant has not completed the application form correctly;
- 2) The applicant does not comply with the admission terms of the study programme;
- 3) The applicant has outstanding financial obligations to the university;
- 4) The applicant has received twice a negative result for the defence of the final thesis or the preliminary defence of the doctoral thesis;
- 5) The applicant has received a negative grade for the final exam three times;
- 6) The applicant has shown disregard for academic practice during previous studies or behaved in an indecent manner;
- 7) The unit does not have the possibility of teaching;
- 8) There are other justifiable circumstances.

(5) The version of the study programme assigned to the external student shall be either the version of the current academic year or:

- 1) The version of three previous academic years in Bachelor's studies and professional higher education studies with nominal duration of three years; [Amended 25.04.2016]
- 2) The version of two previous academic years in Master's studies or;
- 3) The version of four previous academic years in Doctoral studies and professional higher education studies with nominal duration of four years. [Amended 25.04.2016]

(6) The learning agreement with an external student shall be concluded for one semester. The learning agreement with an external student shall be extended with the consent of the parties, by concluding an annex to the agreement, which must be submitted by the end of the preliminary week of the semester. In general, the external student has the right to study on the assigned study programme version for twice the period of time of the nominal study period that is valid for the study programme. A new agreement shall be concluded if the conditions of studies have significantly changed due to changes in the university legal acts or if the external student fails to receive a positive result at graduation.

(7) The university shall not extend the agreement concluded with an external student and shall terminate such agreement if:

- 1) The external student does not register for subjects or compile a thesis;
- 2) The right to compile and defend a thesis does not apply to the external student;
- 3) The external student has outstanding financial obligations to the university;
- 4) The external student has behaved in an indecent manner during his/her studies;
- 5) There are other justifiable circumstances.

(8) If the agreement is prematurely terminated, reimbursement of study costs shall be carried out following the principles set out in Clause 2 of Subsection 8 of Section 10. [Amended 25.04.2016]

(9) The external student has the right to terminate the agreement prematurely by notifying the university in writing. [Amended 25.04.2016]

§ 6. Continuing education student

(1) The completion of degree study courses within continuing education takes place according to the study plan drawn up on the basis of courses of professional higher education, Bachelor's, Master's and Doctoral study programmes or of the integrated programmes of Bachelor's and Master's studies. A continuing education student does not have student status.

[Amended 14.12.2015]

(2) [Repealed 14.12.2015]

(3) [Repealed 14.12.2015]

(4) Taking a degree study course in the form of continuing education is regulated by the Regulations for Continuing Education established by the Senate.

Chapter 3

STUDENT PLACES, NOMINAL DURATION OF STUDY PROGRAMME, STUDY LOAD AND REIMBURSEMENT OF STUDY COSTS

§ 7. Student places

(1) A student place is a unit of time for calculating studies, which is measured by the limit of semesters arising from the nominal period of studies. The Senate determines the formation of student places and their total number, based on a study programme. Additional student places can be created for students who are admitted to the university under special conditions by the admission committee. Additional student places for Doctoral study programmes can be created by the Vice-Rector responsible for Doctoral studies, appointed by the Rector. [Amended 26.09.2016]

(2) Student places are filled during admission based on the admission conditions and procedures established by the Senate.

(3) A student can be matriculated to one study programme at a time at the same level of study.

(4) A student place becomes vacant when a student is deleted from the matriculation register during the nominal period of studies. A student place created for a student who was admitted under special conditions and exceeding the upper limit established by the Senate is not considered a vacant student place.

(5) A vacant student place shall be filled in the academic unit by the end of the preliminary week of the semester based on the ranking list, which is created on the basis of relevant applications and applications for the recognition of prior learning. [Amended 01.07.2018]

(6) For filling vacant student places on the first and second level of higher education, a ranking list is created on the basis of the percentage of completion of the nominal study volume and weighted average grade. [Amended 26.09.2016]

1) The candidate must have accumulated at least 75% of the required credit volume for the vacant student place. Candidates who have completed 100% or more of the study volume are equal in the ranking list.

(1¹) In case of an equal percentage of completion of the study volume, priority shall be given to candidates who have completed more subject-specific courses. [Amended 25.04.2016]

2) In case of equal volume of completed subject-specific courses, priority shall be given to a candidate with higher weighted average grade, taking into consideration all previous studies of the candidate. [Amended 25.04.2016]

3) If applicants have equal results in regard to previous criteria, then the candidate who has shown better results in the field of specialisation shall be favoured.

(6¹) For filling vacant student places on the third level of higher education, a ranking list is created on the basis of assessment given to previous studies and research, whereas the candidate must have accumulated at least 75% of the required credit volume for the vacant student place. Assessment shall be carried out pursuant to the requirements established for attestation in Tallinn University Regulations for Doctoral Studies and Defence of Doctoral Theses. [Amended 26.09.2016]

(7) Starting from the second semester, the following persons may apply for a vacant student place:

1) a student who is studying on a different study programme and/or form of study only after the first or second semester of studies; [Amended 26.09.2016]

2) a former student of the university who has not exceeded the nominal duration of the study programme when studying on the study programme; [Amended 09.10.2017]

3) an applicant who complies with the qualification requirements set for admission to the study programme;

4) a Doctoral student. [Amended 26.09.2016]

(8) In the event of deletion from the matriculation register, a student has the right to apply for a vacant student place, provided at least one semester has elapsed from the date of his/her deletion from the matriculation register. A student who has been deleted from the matriculation register due to indecent behaviour is not allowed to apply for a vacant student place until at least two semesters have elapsed from the date of his/her deletion from the matriculation register.

(9) The university reserves the right to leave a student place unfilled if:

1) the candidate has been deleted from the matriculation register twice due to failure to fulfil the study programme;

2) the candidate's weighted average grade during previous studies is less than 2.000 (satisfactory);

3) the candidate does not comply with the admission conditions of the study programme;

4) the candidate has outstanding financial obligations to the university;

5) the candidate has behaved in an indecent manner;

6) there are other justifiable circumstances;

7) the candidate's topic of Doctoral thesis does not correspond, in essence, to the research topic related to the vacant student place. [Amended 26.09.2016]

(10) The candidates shall be informed by e-mail whether or not they have received the student place and a learning agreement shall be concluded with the person who received the student place.

(11) Matriculation and reinstatement to a vacant student place is granted to a student on the decision of the Vice-Rector for the study field, appointed by the Rector.

§ 8. Nominal duration of studies

(1) The nominal duration of studies is the time given in academic years for completing a study programme with 60 ECTS credits per academic year, 30 ECTS credits per semester.

(2) The nominal duration may be extended:

1) by the equivalent amount of time spent on academic leave;

2) by the equivalent amount of time for each semester that a student has studied abroad, provided that the student studies for at least three months in one semester at a foreign educational institution and the study results received at the foreign institution which are taken into account at the university amount to the minimum of 15 ECTS credits for the programme completed each semester;

3) By a period of time equivalent of up to two semesters in the case of in-depth studies of the State language. The Vice-Rector for the study field, appointed by the Rector establishes the volume, conditions and procedures for in-depth studies of the State language.

§ 9. Study load and volume

(1) University studies take place in the form of both, full-time and part-time studies. The student determines his/her study load in the first academic year by the deadline for making changes concerning studies.

(2) In full-time studies, a student shall complete curricular subjects and accumulate the minimum of 22.5 ECTS credits per each semester of studies.

(3) In part-time studies, a student shall complete curricular subjects and accumulate the minimum of 15-22 ECTS credits per each semester of studies.

(4) The required study volume to be completed per semester is 30 ECTS credits. Only courses prescribed in a study programme (and modules selected in the study programme) and open elective courses in the volume prescribed in the study programme are included in the study volume required by the study programme. Performances completed through recognition of prior learning and work experience (hereinafter *RPL*) shall be included in the completed volume of a study programme.

(4¹) The volume of open elective courses and subject-specific elective courses as prescribed in the study programme shall first include courses completed during studies abroad and thereafter other courses. [Amended 09.10.2017]

(5) Regardless of the selected study load, the student must receive a positive result for courses in the minimum volume of 15 ECTS credits by the end of the first semester. Courses included by way of RPL shall not be included in the performance.

(6) At the end of each academic year, the university shall determine the study load for a student who is not on academic leave at the time of determining the load. The study load is determined by the end of the preliminary week of the autumn semester. If a student is taking academic leave at the beginning of the academic year, then his/her study load shall be determined prior to academic leave being granted.

(7) The calculation of study load is based on the volume of curricular subjects in ECTS credits required by the study programme per study semesters. Performances with a completion date earlier than the end date of the semester are taken into account, as well as studies included by way of RPL, for which application has been submitted no later than the end date of the second contact learning period of the semester. Performances that exceed the volume of the study programme shall not be taken into account.

(8) The study load of a doctoral student is determined at the end of each academic year based on the evaluation results.

(9) In changing the study load:

1) A student who has failed to fulfil the requirements of full-time studies shall be transferred to part-time studies:

2) A student in part-time studies who has fulfilled the requirements of full-time studies during the previous academic year shall be transferred to full-time studies;

3) A student who fails to fulfil the requirements of part-time studies shall be deleted from the matriculation register according to Clause 3 of Subsection 6 of Section 30 of the Regulations.

(10) The university has the right to transfer a student who has been matriculated to the university for a period of more than two times the nominal duration of the study programme to a study programme version with valid nominal duration. A valid version of a study programme is considered to be the version of the current academic year or:

- 4) the version of three previous academic years in Bachelor's study and professional higher education study with nominal duration of three years; [Amended 25.04.2016]
- 5) the version of two previous academic years in Master's study or;
- 6) the version of four previous academic years in Doctoral study and professional higher education study with nominal duration of four years. [Amended 25.04.2016]

§ 10. Reimbursement of study costs

- (1) The reimbursement of study costs is not required if the student: [Amended 25.04.2016]
 - 1) studies on a study programme in which the language of instruction is Estonian or, by a decision of the Senate, on a foreign language study programme; is within the nominal period of studies; is a full-time student; has cumulatively completed the study volume of the study programme in previous semesters with a shortfall of no more than 6 ECTS credits;
 - 2) studies on a study programme in which the university and the Ministry of Education and Research have concluded a performance agreement that has different requirements from those established in Clause 1 of this Subsection;
 - 3) studies on a doctoral study programme;
 - 4) does not fulfil the requirements established for the study load in Clause 1 of this Subsection, but continues studying on the same study programme with at least part-time study load and has a moderate, severe or profound disability, or is a parent or legal guardian of a child under 7 years of age or of a disabled child. In this case the student is not required to reimburse study costs for the semesters in which the basis for exemption was valid during the semesters in which the basis for exemption was valid; [Amended 17.04.2017]
 - 5) does not correspond to the requirements set out for the volume of study programme completion established in Clause 1 of this Subsection, because he/she has studied for at least three months at a foreign educational institution and the university accounts these studies, which accumulate the minimum of 15 ECTS credits, as part of completing the study programme. In this case, the student is not required to reimburse partially the study costs for the semester spent in a foreign university and for the semester following it during the semester spent in a foreign university and the semester following it; [Amended 17.04.2017]
 - 6) does not meet the requirements set out in Clause 1 of this Subsection for the completion of the study programme because he/she has been elected to the executive board of the Student Union or to the Student Council during that period. In this case the student is not required to reimburse study costs for the semesters in which the student belonged to the executive board during semesters in which the student belonged to the executive board; [Amended 17.04.2017]
 - 7) [Repealed 27.08.2018]
 - 8) has received a negative result for the defence of his/her final thesis or final examination;
 - 9) studies on a foreign language study programme during two semesters following the nominal duration and has reimbursed study costs in a volume provided for in the agreement. The time spent on academic leave does not postpone the beginning of the recovery of reimbursement of study costs; [Amended 17.04.2017]
 - 10) meets the requirements set out in Clauses 6 and 7 of Subsection 2 of the present Section, but during the nominal period of studies he/she studies on Master's study programme of Teacher Education, after graduation of which the qualification of Basic School and/or Secondary School Subject Teacher is acquired. [Amended 26.09. 2016]
- (2) The reimbursement of study costs is required if the student: [Amended 25.04.2016]
 - 1) studies on a study programme in which the language of instruction is Estonian or by the decision of the Senate, on a foreign language study programme; is within the nominal period of studies; is a full-time student; and by the starting semester, has more than 6 ECTS credits

uncompleted from the accumulated study volume of the previous semesters' programme. Reimbursement is required on the basis of the uncompleted credit points, calculated at a rate established by the Senate for partial reimbursement of study costs;

2) studies on a programme in which the language of instruction is Estonian; after the duration of the nominal period of studies; is a full-time student; and by the beginning of the semester has not cumulatively completed the required volume of studies from previous semesters as regards the study volume to be completed according to the study programme. Reimbursement is required on the basis of uncompleted credit points, calculated at a rate established by the Senate for partial reimbursement of study costs;

3) studies on a programme in which the language of instruction is Estonian and is in part-time studies. Reimbursement is required on the basis of volume of courses the student has registered for in the study plan for the semester and on the basis of the credit point price, supervision fee and fee of the final thesis/final examination established by the Senate;

4) studies on a study programme which uses a foreign language as the language of instruction (not including the exceptions established by the decision of the TU Senate). Reimbursement is required on the basis of the semester fee established by the Senate in accordance with the number of semesters that correspond to the nominal duration of a study programme. Upon undertaking studies abroad, reimbursement of study costs is required in the amount of 50% of the semester fee established by the Senate in the case where during the semester of studies abroad the student does not register for any courses of Tallinn University and/or for the defence of the final thesis and/or final examination. Reimbursement of the part of the semester fee that remained unpaid during foreign studies is required in the case where the student does not graduate within the nominal duration of studies due to failure of completing the study programme in full. After the end of the nominal duration of the study programme and the following two semesters, reimbursement is required on the basis of the volume of courses the student has registered for in the study plan for the semester and on the basis of the credit point fee, supervision fee and fee of the final thesis/final examination established by the Senate [Amended 27.08.2018];

5) is a part-time student after the end of nominal duration of the study programme and at the beginning of the semester, does not register for any courses. The student shall pay an administrative fee at the rate established by the Senate;

6) has previously studied at the same study level for at least half of the nominal study period without reimbursement of study costs and has commenced studies before the period of time equivalent to three times the nominal study period has elapsed or in the case of the integrated Bachelor's and Master's study programme, before a period of time equivalent to two times the nominal study period has elapsed. Reimbursement is required on the basis of the volume of courses the student has registered for in the study plan for the semester and on the basis of the credit point price, supervision fee and fee of the final thesis established by the Senate.

7) has been deleted from the matriculation register and re-matriculated to the same study programme within the period of two years. Reimbursement is required on the basis of the volume of courses the student has registered for in the study plan for the semester and on the basis of the credit point price, supervision fee and fee of the final thesis established by the Senate.

(3) Reimbursement of study costs referred to in Clause 1 of Subsection 2 of the given Section is required for every semester with the following exceptions: [Amended 17.04.2017]

1) for the autumn semester of the first academic year in case of students matriculated before academic year 2017/2018. The time spent on academic leave does not postpone the beginning of the recovery of reimbursement of study costs;

2) for the semester prior to transferring the student from full-time studies to part-time studies in case of students matriculated since academic year 2017/2018 who continue their

studies as part-time students and register for at least one course (except when retaking the course for free) or for the final examination or defence of the final thesis, or who have been assigned a topic of the final thesis and a supervisor by the order of the Director of the academic unit, and the students reimburse the study costs on the basis of Clause 3 of Subsection 2 of the given Section. [Amended 09.10.2017]

(3¹) The reimbursement of study costs referred to in Clause 2 of Subsection 2 of the given Section is required for every semester. The students matriculated since academic year 2017/2018 are not required to reimburse the study costs referred to in Clause 2 of Subsection 2 of the given Section in the amount which corresponds to the credit points of the uncompleted final thesis or final examination. [Entry into force 17.04.2017]

(4) A student shall be refunded the reimbursed study costs on the basis of an application submitted by the student if he/she has partly reimbursed the study costs established in Clause 1 of Subsection 2 of the given Section and completed the study programme in full during the nominal period of studies. The deadline for submitting the application is 30 calendar days of student's graduation. [Amended 26.09.2016]

(5) A full-time student has the right to take courses, which are not part of the study programme, based on individual interests, during the nominal duration of study programme without additional payment for these courses. [Amended 21.05.2018]

(6) The rate of the supervision fee established in Subsections 2 and 9 of this Section and Section 35¹ of these Regulations is applied as a single fee on professional higher education, Bachelor's and Master's study programmes, and the integrated programmes of Bachelor's and Master's studies. The fee is determined on the basis of an order by the Director of the academic unit for approving the topic and supervisor of the final thesis. Payment of the invoice shall give entitlement to supervision for two semesters; being on academic leave does not prolong the period of supervision. The supervision fee rate of Doctoral studies is applicable as a semester-based fee. [Amended 25.04.2016]

(7) The fee for the final thesis/final examination established in Subsections 2 and 9 of this Section and Section 35¹ of these Regulations is applied as a single fee, provided that all requirements established for graduation are met. Payment of the invoice gives the right to defend the final thesis/take the final examination during one semester. In exceptional circumstances, which shall be justifiable, the period for defence of the final thesis/taking the final examination can be prolonged by the maximum of one semester. The application of the rate of the fee of doctoral thesis is established in TU regulations for Doctoral studies. [Amended 26.09.2016]

(8) Upon deletion from the matriculation register, the following is required:

1) [Repealed 21.05.2018]

2) study costs referred to in Clauses 3, 4, 6 and 7 of Subsection 2 of the given Section are to be reimbursed in proportion to the period of study. Reimbursement is calculated on the basis of the number of days in the semester from the beginning of the preliminary week to the end of the semester and the sum of the study costs to be reimbursed. The study period is calculated from the preliminary week of the semester until the date of the application submitted by the student (deletion from the matriculation register at the request of the student) or until the payment deadline of the invoice issued to the student (deletion from the matriculation register at the request of the university). The student shall not recover payments that have already been made to the university.

3) study costs referred to in Clause 3 of Subsection 2 of this Section are to be reimbursed in full in the case of students matriculated since academic year 2017/2018 who are deleted from the matriculation register in the semester following the transference from full-time studies to part-time studies after they have submitted their study plan. If the student is deleted from the matriculation register before submitting the study plan, the student is required to

reimburse the study costs in full, as based on Clause 2 of Subsection 2 of this Section. [Entry into force 17.04.2017]

(9) External students reimburse the study costs on the basis of:

- 1) The volume of credit points registered in the study plan;
- 2) A supervision fee;
- 3) The fee of final thesis/final examination.

(10) The Senate establishes the rates for reimbursement of study costs. The reimbursement rates for matriculated students may be increased by the maximum of 10 percent in comparison to the previous academic year.

(11) Discounts may be granted in reimbursement of study costs:

1) to a student reimbursing study costs pursuant to Clause 4 of Subsection 2 of this Section and to an external Doctoral student reimbursing study costs pursuant to Clause 3 of Subsection 9 by the Director of the academic unit pursuant to procedures established in the academic unit; [Amended 26.09.2016]

2) for compelling reasons to a student reimbursing study costs pursuant to Clauses 3, 6 and 7 of Subsection 2 of this Section by the decision of the Vice-Rector for the study field, appointed by the Rector on the basis of a justified proposal of the head of studies of the academic unit. [Amended 21.09.2015]

3) to a student reimbursing study costs pursuant to Clause 4 of Subsection 2 of the given Section who reimburses the study costs on the basis of a co-operation agreement of a joint study programme to an educational institution participating in the joint study programme. The decision about the discount shall be made by the Director of the academic unit, taking the co-operation agreement of a joint study programme as the basis. [Entry into force 17.04.2017]

(12) When making discounts referred to in Subsection 11 of this Section, the person entitled to make the discount shall avoid any conflicts of interest, taking the Anti-corruption Act as the basis. [Entry into force 09.10.2017]

Chapter 4

ORGANIZATION OF STUDIES

§ 11. Academic calendar

(1) The significant dates in the cycle of the academic year and deadlines related to the organization of studies are fixed in the academic calendar. The Vice-Rector for the study field, appointed by the Rector approves the calendar for the next academic year by the end of the month of March at the latest. [Amended 17.04.2017]

(2) The academic year consists of 42 study weeks that are divided into autumn semester and spring semester, each consisting of 21 study weeks. The semester begins with a preliminary week, followed by 14 contact learning weeks and five weeks of examination session. The 14 contact learning weeks are divided into two 7-week periods. There is an intermediate week between the periods. During the first week of the examination session exams and assessments, as well as intensive courses of subject-specific courses and speciality-specific seminars can be organized. [Amended 27.08.2018]

§ 12. Forms of study and forms of conducting studies

(1) Regular studies is a form of study targeted at students for whom studying is the main activity and where contact learning takes place regularly every week.

(2) Block mode study is a form of study where contact learning takes place in study sessions

in accordance with the specificity of the study programme and target group, and where more emphasis is placed on independent work in the achievement of learning outcomes in comparison to daytime students. [Amended 01.07.2018]

(3) Regular studies and block mode study take place in the form of contact learning, professional placement and independent work. [Amended 01.07.2018]

(4) Contact learning may be in the form of lectures, seminars, e-courses or practical courses, where both the students and the lecturer participate simultaneously. As a rule, a lecture is aimed at obtaining theoretical knowledge, while seminars and practical courses are aimed at applying the theoretical knowledge obtained in a lecture and/or developing practical skills in a practical environment.

(5) Professional placement is 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. Academic units establish the content and organization of professional placement in their guidelines for professional placement.

(6) Independent work of a student, outside contact learning, includes independent acquisition and application of knowledge, problem solving, preparation of presentations, specialized reading, compilation of written work (report, essay, research paper, etc.) and other similar activities. The requirements for the content and format of independent work and the form of assessment are established in the course programme.

§ 13. Study planning

(1) An academic unit organizes studies in such a way as to enable every student to complete their university studies during the nominal period of studies as stipulated in the programme. Studies are planned in such a way that the workload during the period of study is distributed evenly and students are able to take all compulsory courses during the official length of the study period in the form of contact learning. The academic unit must compile a nominal division for each study programme version and make it available to students.

(2) A timetable is the basic document in regard to the organization of studies. The study programme administrator is responsible for compiling the timetable. The principles of compiling a timetable shall be established by an order of the Vice-Rector for the study field, appointed by the Rector. A timetable shall be compiled in the timetable programme ASIO and made public no later than three weeks prior to the beginning of the semester.

§ 14. Courses

(1) A subject is a set of knowledge and skills (competences) treating the issues of a specific discipline or study field or providing a broader overview of these, the acquisition of which is marked by performance.

(2) Curricular subjects are divided into:

1) Compulsory courses;

2) Elective courses that can be selected from the list of courses provided in the study programme;

3) Open elective courses that can be freely selected from the list of courses/extracurricular courses of the same level of study programmes of different universities. [Amended 21.05.2018]

(3) [Repealed 21.05.2018].

(4) A course description provides a brief introduction to the course in Estonian and English in the public view of SIS. The purpose of the course description is to inform the learners of the objective, learning outcomes, forms of assessment of learning outcomes of the course and other data. The course descriptions of the forthcoming semester shall be formalized and

revised no later than the last day of the month of April.

(5) A course is the realization of a subject based on a target group. A course programme is a document that defines the content and achievement requirements of a subject where, in addition to the information given in the course description, the responsible teacher also establishes the requirements for participation, independent work, sitting and passing examination/assessment, principles and criteria of assessment; outlines the times, topics and participation requirements for seminar work; lists compulsory and replacement literature; describes the content of the course and presents other information necessary for the participation in, and completion of the course. The course programmes are made public in SIS no later than during the preliminary week of the semester.

(6) The member of the teaching staff is responsible for organizing learning appropriately, and ensuring the materials listed as compulsory literature of the course are available to students, and/or compiles the study materials on the main topics and key terms treated in the contact lectures and making them available at least one day before the lecture in electronic form to the students registered for the course.

§ 15. Compiling a study plan

(1) Study plan is a list of courses chosen by the student for the next semester for which he/she has registered. By registering, the student undertakes to pass an examination or assessment in the corresponding course.

(2) The student shall compile a study plan for every semester in which he/she participates in studies. Completing the compulsory part of the feedback questionnaires on teaching and courses of the current semester is compulsory and the student's response to the questionnaire is a prerequisite for registering for courses. The student is not allowed to submit a study plan for the semester if he/she has outstanding financial obligations to the university.

(3) The student is obliged to submit a study plan even if he/she does not register for any courses. If a student fails to submit a study plan, his/her deletion from the matriculation register shall be initiated.

(4) In planning studies, the student shall follow the programme, timetable, his/her options and the requirements for development. In order to graduate within the nominal period of studies it is recommended to compile the study plan in regard to the nominal division of the study programme.

(5) During the first semester of studies, the student is permitted to register for an unlimited number of courses in the study plan, providing he/she meets the minimum requirement of 23 ECTS credits in full-time studies and 15 ECTS credits in part-time studies.

(6) Commencing from the second semester, the university shall limit the registration for courses in the case where more than one course has not been completed during all the previous registrations of the student. According to the limit, a student is allowed to register for courses in the study plan in an amount not exceeding 38 ECTS credits.

(6¹) The student may submit a study plan in the amount exceeding the limit set out in Subsection 6 of the given Section only in justifiable circumstances. The student shall submit an application to the head of studies of the academic unit who shall assess the justification of the application and shall pass a justified decision as to the satisfaction or exclusion of the application. [Entry into force 17.04.2017]

(7) In selecting open electives, the student shall consider his/her development needs and whether his/her foreign and Estonian language proficiency and computer skills correspond to the requirements of the study programme.

(8) The student shall select open electives from the same level of study. If it is necessary to take subjects from the previous level of study for the acquisition of a speciality, the student shall concert a motivational application with the academic unit.

(9) Exceeding the volume of other modules set out in the study programme, may serve to complete the module of open elective courses, as set out in the study programme. In this previously given case, the volume of subjects in the module of open elective courses shall remain smaller than the volume set in the study programme.

(10) The student shall register for courses through SIS. The student can register for courses that do not require prerequisite subjects or for courses where the student has passed the prerequisite subjects.

(11) Electronic registration for courses and cancellation of a registration is possible during the preliminary week of the semester and during the first eight calendar days of contact learning. Within four working days after the end of electronic registration, registration for courses and cancellation of registration is possible on the basis of an application. As an exception, registration for or cancellation of a course that starts in the middle of the semester is possible by submitting an application to the unit offering the course during the first week of contact learning of the course.

(12) If the student was not able to register for a course due to limited number of participants, he/she can be added to the waiting list. If vacant places emerge in the participant list of the course, the student on the waiting list shall be added as participant.

(13) The unit delivering the course has the right to reject the student's registration for a course in SIS in justifiable circumstances. The student shall receive a notice from SIS of the change in the study plan. Cancellation of a registration is possible within four working days after the deadline for electronic registration.

(14) The academic unit delivering the course may organize a preliminary registration for the courses for the next semester. The aim of preliminary registration is to find out the approximate number of participants in minor fields of study, elective courses and extracurricular courses during the next semester and make a decision of opening or not opening the courses; it also gives the student the priority right to register for these courses. Preliminary registration does not release a student from the obligation of registering for a course at the beginning of the semester. [Amended 21.05.2018]

(15) If the number of participants registered for an elective course is below the minimum level established by the academic unit, the academic unit is not obliged to teach the course in contact learning form. If the number of participants exceeds the teaching capacities, the academic unit shall organize a selection process for the applicants. Students for whom the subject is compulsory are given preferential selection status.

(16) The student shall register to retake the course if he/she failed to obtain a positive result during the time the student had the right to take the course. A course may be retaken once during the nominal period of studies and during the two following semesters at no charge.

§ 16. Fulfilling the requirements for foreign language, Estonian language and computer skills

(1) In order to graduate from the first and second level of higher education studies, the student must fulfil the requirements established by the study programme version for foreign language, Estonian language and computer skills. [Amended 26.09.2016]

(1¹) If the student passed the national exam in Estonian as the second language in secondary school, the requirement for foreign language shall be considered not fulfilled in the language that served as the language of instruction at the student's lower secondary school and/or upper secondary school (except in the case where the language concerned has been marked in the study programme as the second language necessary for achieving the learning outcomes of the study programme). [Amended 17.04.2017]

(2) The proficiency in the Estonian language must be at C1 level according to the Common European Framework of Reference for Languages. Compliance with this requirement is

checked as regards students who have not graduated from schools where Estonian is the language of instruction or who have graduated from schools where several languages served as language of instruction. Compliance with this requirement can be proven by a certificate of the national C1 level examination of Estonian or by the results of an examination of a course taken at the university. [Amended 17.04.2017]

(3) The required computer proficiency established in the study programme versions of 2015 and before may be proven by taking a computer proficiency test or by the results of an examination in a computer course. [Amended 26.09.2016]

(4) The foreign language proficiency established as a graduation requirement in the study programme versions of 2015 and before for regular studies must correspond to B2 level of the Common European Framework of Reference for Languages, or in cyclical studies, to B1 level, provided the study programmes do not set a higher level. Compliance with the requirement can be proven by the result of an international foreign language examination, an examination of a university course or a national examination result, the conformity of which shall be established by the Vice-Rector for a study field, appointed by the Rector. [Amended 26.09.2016]

(5) The foreign language proficiency of a student who has been matriculated before the 2016/2017 academic year to a study programme in a foreign language must correspond to the C1 level of the Common European Framework of Reference for Languages. Compliance with the requirement can be proven by an international language examination, an examination of a university course. [Amended 25.04.2016]

(6) The academic unit assessing the achievement of proficiency shall enter information on graduation requirements into SIS.

§ 17. Studying as a visiting student in another Estonian university

(1) A student who wishes to study as a visiting student in another university shall coordinate the selected courses with the study counsellor and the study programme administrator, and register a reference form in the Academic Affairs Office of Tallinn University. It is recommended that a visiting student in another university take subjects related to his/her speciality. [Amended 25.04.2016]

(2) A student shall register for studies pursuant to the regulations of the host university.

(3) After completing a subject, the student shall receive a certificate from the host university confirming completion of the examination/assessment. The student shall present the certificate issued from the host university to the academic unit of his/her home university.

§ 18. Studying as an exchange student in a foreign country

(1) A student has the following options for studying abroad:

1) To study under a scholarship from international organizations, programmes, governments, foundations and universities;

2) To study under a student exchange programme based on agreements between universities and countries.

3) To study on a personal initiative and find his/her own financing if necessary.

(2) In order to participate in a competition organized by the university, documents must be submitted in accordance with the requirements of the programme. In order to undertake studies abroad on the student's initiative, the student shall submit an application and an individual study plan.

(2¹) The decision as regards passing subject-specific and field-specific foreign language courses and their transfer to the transcript of records shall be made by the academic unit responsible for teaching subject-specific and field-specific foreign language courses on the proposal from the academic unit offering the study programme before the student goes to

study abroad. [Entry into force 09.10.2017]

(3) The student who applies for studies abroad must have the proficiency of the language of instruction abroad to at least the B2 level of the Common European Framework of Reference for Languages.

(4) Studies abroad (including professional placement) shall be formalized on an order of the Director of the academic unit. If a student has received a scholarship for studies abroad through the university, the student (except students at the third level of higher education and graduate students during the semester of graduation) has an obligation to pass examinations and assessments in curricular courses agreed upon in the individual study plan valued at a minimum of 7 ECTS credits per semester, in accordance with the period spent at a foreign university. Otherwise the scholarship must be returned. [Amended 14.12.2015]

(5) A student shall submit to the academic unit original documents that certify completion of the agreed subjects and the English translations thereof.

(6) The student shall fill in a course transfer form in SIS and attach electronic copies of original documents. Courses taken abroad shall be transferred in the completed volume and with assessment results that correspond to non-differentiated assessment scale. [Amended 25.04.2016]

§ 19. Studying as a visiting student or an exchange student in Tallinn University

(1) A student can study as a visiting student or an exchange student at the university under:

1) A mutual agreement between Estonian public universities;
2) A scholarship from international organizations, programmes, governments, foundations and universities;

3) A student exchange programme based on agreements between universities and countries.

(2) Students of other universities whose aim is the completion of a study plan may study as visiting students at Tallinn University.

(3) A visiting student must submit the transfer document issued by the student's home university to the Academic Affairs Office by the final date of the preliminary week of the semester. The university has the right to not accept a transfer document that has not been submitted in due time.

(4) The Academic Affairs Office shall coordinate the subjects marked on the transfer document with the academic unit.

(5) A student may participate in language study (except Chinese) under an agreement between the home university of the exchange student and Tallinn University. Students whose home university has not concluded an agreement with Tallinn University may participate in language studies (should there be vacant places) as continuing education students by paying a credit point fee. [Amended 14.12.2015]

(6) A visiting student must create a TU User account and register in SIS in courses coordinated by the academic unit prior to the deadline for electronic registration. The university reserves the right to not register the student after the registration deadline has passed.

(7) The Academic Affairs Office shall issue a transcript of records for the completed examinations/assessments to the visiting student.

(8) A visiting student has:

1) The right to participate in study equally with Tallinn University students;

2) The right to use the library;

3) The right to live in the dormitory, provided that there are available places;

4) The obligation to pursue TU Study Regulations and other legal Acts concerning his/her studies.

(9) The university has:

- 1) The right to prefer TU students and external students in the case of limited participant numbers;
 - 2) The right to interrupt the studies of a visiting student who has not followed the Study Regulations or other legal Acts concerning his/her studies;
 - 3) The right not to accept registration for courses that are not reflected in the student's transfer document;
 - 4) The obligation to create conditions for the visiting student to take the courses accepted by Tallinn University;
 - 5) The right not to accept a visiting student for studies who has shown signs of indecent behaviour during the admission procedure as described in Subsections 7 and 8 of Section 30 of these Regulations. The termination of the admission procedure shall be decided by the Vice-Rector for the study field on the basis of a proposal made by an employee of the academic unit or Academic Affairs Office. [Amended 21.05.2018]
- (10) As a rule, foreign exchange students are admitted twice each year. The deadlines for submission of applications are 1 November for the spring semester and 1 June for the autumn semester.
- (11) In order to apply for admission, a foreign exchange student shall submit to the Academic Affairs Office:
- 1) Nomination documents from the partner university;
 - 2) Copy of an identification document;
 - 3) Foreign visiting student's electronic application form on the university homepage;
 - 4) Learning agreement that lists the courses to be taken at Tallinn University;
 - 5) Certificate of language proficiency;
 - 6) Transcript of records.
- (12) A foreign exchange student must create a TU user account and register in SIS in courses prior to the deadline electronic registration. If necessary, a foreign exchange student shall coordinate the changes in his/her learning agreement with the contractual employee of the academic unit who coordinates the Erasmus programme.
- (13) At the end of the study period, the Academic Affairs Office shall issue a certificate for the period spent at Tallinn University and the learning outcomes and forward it to the home university of the international exchange student or issue it directly to the student. The prerequisite for issuing the certificate is the absence of financial obligations to the university. [Amended 21.05.2018]
- (14) A student from a foreign university doing internship at Tallinn University shall be referred to as a international trainee. The provisions set out in the given Section shall apply to international trainees, with the exception of Subsections 3-7, Clause 1 of Subsection 8 and Subsections 10-12. [Entry into force 17.04.2017]
- (15) International trainees shall submit an application form for doing internship at Tallinn University to the Academic Affairs Office who shall forward the application for making a decision to the academic unit or support unit referred to as the place of internship in the application and the student shall be informed of the decision of the unit. If the application is accepted, the student is entered into SIS as an international exchange student and a note is added about completing the internship. [Entry into force 17.04.2017]

Chapter 5

ASSESSMENT OF LEARNING OUTCOMES

§ 20. Assessment of learning outcomes

- (1) The aim of the assessment of learning outcomes is to support studies and give reliable information on the merit of the completed studies.

(2) In assessing the achievement of learning outcomes, the level of knowledge and skills acquired by a student during a course is evaluated, based on specific assessment criteria and in accordance with the learning outcomes described in the course programme.

(3) Assessment can be differentiated (examination) or non-differentiated (pass-fail assessment).

(4) In the case of differentiated assessment, the following scale is used to differentiate between the levels of acquisition of learning outcomes:

1) A (excellent) – an outstanding and excellent level of achievement of learning outcomes characterized by free and creative use of knowledge and skills beyond a very good level;

2) B (very good) – a very good level of achievement of learning outcomes characterized by purposeful and creative use of knowledge and skills. Might make mistakes, which are not substantive and conceptual, in regard to specific and more detailed knowledge and skills;

3) C (good) – a good level of achievement of learning outcomes characterized by purposeful use of knowledge and skills. Uncertainty and inaccuracies may occur in regard to more specific and detailed knowledge;

4) D (satisfactory) – a sufficient level of achievement of learning outcomes characterized by the use of knowledge and skills in typical situations. Deficiencies and uncertainties occur in non-standard situations;

5) E (poor) – a minimally acceptable level of achievement of learning outcomes characterized by limited use of knowledge and skills in typical situations. Noticeable deficiencies and uncertainties occur in non-standard situations;

6) F (fail) – a student has acquired knowledge and skills at a level below the required minimum.

(5) In case of non-differentiated assessment, the acquisition of learning outcomes is compared to an established level and if the level of learning outcomes of the student is equal or higher, then the result is assessed as sufficient with the word "pass" and if the level of learning outcomes of a student is lower than the level established, then the result is assessed as insufficient with the word "fail".

(6) After a positive result of an examination or pass-fail assessment, the student is considered to have mastered the subject.

(7) In calculating the weighted average grade the letters are converted into numbers as follows: A = 5, B = 4, C = 3, D = 2, E = 1, F = 0. The weighted average grade for a certain period of study is calculated as follows: the sum of the products of all grades and credit points obtained for courses completed during the given period is divided by the total amount of credit points of corresponding courses completed at that period.

(8) In issuing a diploma *cum laude* and when filling vacant student places, only positive performances are taken into account in the calculation of the weighted average grade. When calculating the weighted average grade in granting study allowances and scholarships, all performances given on a differentiated scale are taken into account, including the preliminary results in the cases where the student has had to resit exams/assessments. [Amended 21.05.2018]

§ 21. Examinations and pass-fail assessments

(1) An examination is an assessment of achievement of the learning outcomes, during which the level of knowledge and skills acquired by a student in accordance with the learning outcomes described in the course programme are evaluated. Courses with a theoretical nature end in an examination, which includes a written part, except where due to the specificity of the speciality it is not possible.

(2) Examinations are taken during the examination session of the semester in which the students took the course. There shall be two dates given for the main examination and one

additional examination time. As an exception, it is possible to use the right of giving only one examination date to courses where, due to the specificity of examination organization (e.g. production) the result depends on a group performance or where a committee of at least three members participates in evaluation (e.g. defence of a seminar paper). [Amended 27.08.2018]

(3) The first main examination for passing courses delivered during the first period of contact learning shall take place during the intermediate week of the semester. The second main examination and re-sit examination shall take place during the examination session of the semester in which the students took the course. The second main examination that takes place during the examination session may be announced also as a re-sit exam. [Amended 27.08.2018]

(4) The aim of a pass-fail assessment is to evaluate the achievement of learning outcomes of a practical nature on a pass-fail scale. A pass-fail assessment is based on the work performed during the semester.

(5) A pass-fail assessment takes place, or is formalized, in the last contact-learning lesson. There shall be one additional pass-fail assessment date given during the examination session of the semester in which the students took the course. As an exception, it is possible to use the right of giving only one pass-fail assessment date to courses where, due to the specificity of pass-fail assessment organization (e.g. production) the result depends on a group performance or where a committee of at least three members participates in evaluation (e.g. defence of a seminar paper). [Amended 27.08.2018]

(6) Examinations and pass-fail assessments in cyclical learning take place during study sessions. The second main exam and re-sit examinations/additional assessments may take place outside the study session.

(7) A report of academic progress is the only base document for taking into account study results.

(8) A member of the teaching staff teaching the course has the right to establish the requirements and preconditions in the course programme for being admitted to an examination or pass-fail assessment at the end of the course. A member of the teaching staff does not have the obligation to allow a student to fulfil the requirements and preconditions in the course programme for being admitted to an examination or pass-fail assessment by way of individual work. A student who has not fulfilled the requirements established in the course programme shall register for retaking the course.

(9) Participation in lectures is not a precondition for allowing a student to take an examination or a pass-fail assessment, or the basis for forming a grade. The obligation to participate in seminars/practical courses is indicated in the course programme by the member of the teaching staff. A member of the teaching staff has the right to make adjustments as far as completing the course is concerned as regards a student with physical or psycho-social special needs in the case where the absence of adjustments would put the student due to his/her special need at a disadvantage as compared to other participants of the course. [Amended 17.04.2017]

(10) A student has the right to take an examination and pass-fail assessment until the end of the semester when the student was registered for the course, unless the student has been deleted from the matriculation register. A student must retake a course in full if he/she fails to receive a positive result. The study programme administrator shall determine a replacement course if a compulsory course is not being taught. [Amended 27.08.2018]

(11) A student who has been absent for the whole examination session for health reasons and not taken exams shall submit an application, accompanied by a relevant medical certificate, in SIS for an additional time for taking the examination no later than the last day of the examination session and he/she shall be given an additional time to take an examination. A

student who has been absent from the pass-fail assessment due to health reasons shall submit an application, accompanied by a relevant medical certificate, in SIS for an additional time for taking the assessment, within three working days as of the day the assessment took place and he/she shall be given an additional time for taking the pass-fail assessment. A member of teaching staff is not obliged to offer a date for additional evaluation of acquisition of knowledge to a student who is not able to participate at the time of re-sit an examination or pass-fail assessment offered after the examination session. [Amended 09.10.2017]

(11¹) If there is only one date given to an examination/pass-fail assessment in accordance with Subsection 2 or 5 of the given Section, the student who has been absent from the examination/pass-fail assessment cannot apply for an additional time of the examination/pass-fail assessment and he/she is obliged to retake the course. [Entry into force 17.04.2017]

(12) A student who has received a negative result in the main examination or pass-fail assessment or has been absent from the main examination/assessment is allowed to retake the examination or pass-fail assessment once at the time of the resit examination/assessment within the period the student has the right to take the exam/assessment. [Amended 27.08.2018]

(13) Improving a positive result of the main examination is possible only in agreement with the member of teaching staff on the date of re-sit examination during the validity of the period of the performance right of the course, in which case the latest result will be considered final. [Amended 21.05.2018]

(14) The times for evaluation of acquisition of knowledge taking place during the examination session shall be announced by the academic unit in SIS and ASIO no later than the end of the intermediate week of the semester. The times of examinations or pass-fail assessments taking place outside the examination session shall be announced no later than the end date of academic movements.

(15) It is obligatory for the student who has participated in the course to register for an examination and pass-fail assessment in SIS. A student who has not registered may be refused the right to take an examination or pass-fail assessment. The performance of the student who has not registered for an examination/pass-fail assessment but who has been allowed to take it shall be assessed. Registration ends 24 hours prior to the beginning of an examination or pass-fail assessment. A student may change or cancel his/her registration prior to the registration deadline. A student who has an outstanding financial obligation to the university is not permitted to register in SIS for an examination or pass-fail assessment. [Amended 27.08.2018]

(16) If the student registers for a main examination or pass-fail assessment but does not attend or cancel the registration, the report of academic progress shall be marked as "non-appeared" with the date of the examination/assessment and the student forfeits one of his/her opportunities for taking the examination or pass-fail assessment. The student has the right to complete the course during the announced re-sit examination or pass-fail assessment.

(17) If the student fails to register by the end of the examination session for any announced time of an examination/assessment, the report of academic progress shall be marked as "non-appeared" with the end date of the session. [Amended 27.08.2018]

(18) The date of the examination or pass-fail assessment shall be the date of the last contact learning lesson or the date appointed by a member of teaching staff for submitting a paper in cases where:

- 1) The result of the examination/assessment is formed on the basis of the semester's work;
- 2) Written work can be submitted electronically or on paper until the deadline given by the member of teaching staff.

(19) If the examination grade/assessment is based on an examination paper, part of an

examination, independent work performed in the framework of the course, tests, etc. and the student fails to complete these at the required level, a negative result "F" or "MA" shall be recorded on the report of academic progress. If a student does not participate in any examinations or pass-fail assessments, the result "MI" (non-appeared) shall be marked on the report of academic progress of the course no later than the end date of the examination session.

(20) The student must register in SIS for re-sitting an examination or retaking a pass-fail assessment. A student who has not registered may be refused the right to take an examination or pass-fail assessment. The performance of the student who has not registered for resitting an examination/pass-fail assessment but who has been allowed to take it shall be assessed. Registering and cancelling registrations is permitted up to 24 hours before the examination or pass-fail assessment. The result "F" shall be marked on the report of academic progress if a student has registered for taking an additional examination, but does not attend; the result "MA" shall be marked if the student is absent from a pass-fail assessment. [Amended 27.08.2018]

(21) The student shall register for retaking a course if he/she has received a second negative result for an examination or pass-fail assessment, or if the student has been absent from an examination or pass-fail assessment, or if the period for taking an examination has expired. After retaking a course and receiving a negative result in the main examination, the student has the right to apply for the formation of a committee in order to take an examination or pass-fail assessment.

(22) The student shall provide a personal identification document when sitting for an examination or taking a pass-fail assessment.

(23) In case of disregard for academic practice during an exam or pass-fail assessment, or if such a matter of fact becomes evident after the exam or pass-fail assessment has been taken, the lecturer is entitled to remove a student from an examination/pass-fail assessment; student is considered not to have passed the exam/pass-fail assessment and the result "F" or "MA" shall be recorded on the evaluation form. An academic unit is entitled not to allow the student who has not passed the main examination or pass-fail assessment due to disregard for academic practice to take a resit examination or pass-fail assessment. In this case, the student is obliged to retake the course. [Amended 25.04.2016]

(24) The member of teaching staff has 7 days to enter the results of exams or pass-fail assessments onto SIS in case the number of registered students is up to 50, and 10 days in case the number of registered students is more than 50. The results of the main exam/assessment shall be made public at least three days before the day of resit examination/assessment. A student has the right to see his/her examination or pass-fail assessment paper and receive substantial feedback from the lecturer within 10 days after the results have been announced. The academic unit has no obligation to keep written papers after the above-mentioned time has passed. [Amended 27.08.2018]

(25) The examination/pass-fail assessment results that have been entered into SIS and have been entered into force shall not be removed from the transcript of records. [Entry into force 09.10.2017]

Chapter 6

RECOGNITION OF PRIOR LEARNING

§ 22. Bases for the recognition of prior learning

(1) Recognition of prior learning (RPL) is a process during which the university assesses the

competence of the candidate based on predetermined criteria, i.e. compliance of the knowledge, skills and attitudes of the candidate with admission conditions, learning outcomes of the study programme or parts of it.

(2) The university recognises knowledge acquired during previous degree studies, additional training, work and other experience in completing a study programme and fulfilling the admission requirements for Master's and Doctoral study.

(3) The university provides access to necessary information, counselling and the supervision services to RPL applicants; it also ensures the uniformity of the RPL procedure and the competence of the personnel conducting the assessment and their impartiality towards the results.

(4) An RPL applicant is responsible for the accuracy of the submitted documents and other materials. RPL applications are submitted in Estonian or English.

(5) The university Senate shall apply requirements and rates for the payment RPL administration fee. [Amended 21.05.2018]

§ 23. RPL when entering Master's and Doctoral studies

(1) A person whose previous education does not correspond to admission requirements set for a Master's or Doctoral study programme shall submit documents that provide proof of previous work experience and education to the academic unit.

(2) RPL is individually assessed upon entering the university. In accrediting previous study and work experience, the work of the applicant on the respective specialization, his/her engagement in research or creative work, additional specialization studies, etc. are taken into consideration.

(3) Study programme administrator shall decide whether the applicant's prior learning is in accordance with the admission requirements established for the study programme and, if necessary, determine compensatory subjects that the applicant must complete as a continuing education student during the first year of studies. The maximum volume of compensatory subjects is 16 ECTS credits. If necessary, the study programme administrator shall consult with the members of the teaching staff responsible for a course or the head of study area. [Amended 14.12.2015]

(4) The applicant shall submit the written decision of the study programme administrator regarding the accreditation of previous studies and/or work experience together with other necessary admission documents to the admission committee. An RPL applicant is admitted to the university under the same conditions as other candidates.

(5) RPL documents may be submitted throughout the year, but not later than the end date of the exam session of the spring semester. The academic unit may accept documents that are submitted at a later date on justified occasions.

(6) In completing the admission requirements, the RPL is determined for a fixed term. This term is established at the time the decision is made.

(7) The Council of the academic unit may approve a list of university curricula that, according to their content, correspond to study programmes that are a precondition for entering Master's or Doctoral studies and the graduates of which do not have to apply for RPL accreditation upon admission.

§ 24. RPL when completing a study programme

(1) Courses, study programme modules, continuing education, and specialized work experience that are suitable in content and in compliance with learning outcomes can be taken into account in the amount prescribed in the version of the study programme when completing a study programme. RPL may not be used in completing a study programme if the specificity of the subject means that the RPL results have expired. Temporal expiry, the

place of acquisition of the knowledge and skills, insignificant difference in the volume of studies, the components of acquired knowledge or the form of assessment of learning outcomes cannot form part of the reasons for not taking RPL into account. [Amended 17.04.2017]

(2) The student/external student shall complete an RPL application form in SIS; other applicants shall submit an application form on paper to the academic unit. [Amended 01.07.2018]

(3) Documents that provide proof of previous education shall be added to an RPL application. In recognizing continuing education, work and other experiential learning, the applicant shall also add an analysis of the acquired knowledge and skills.

(4) RPL is not applicable on an interdisciplinary project, and as regards defending a thesis and/or passing final exam(s) required for graduating. The council of the academic unit has the right to name additional subjects in which RPL is not applicable. A corresponding note shall be entered in the course description in SIS. [Amended 25.04.2016]

(5) The studies at a previous study level, as well as earlier work and other experience, shall not be taken into account for either electives or open electives. Studies of the same level and additional training can be taken into account for compulsory courses, electives or open electives. [Amended 01.07.2018]

(6) Previous studies can be taken into account for open electives only in the volume prescribed in the study programme, including the volume of ECTS credits required for meeting the requirements of language and computer studies. In transferring open electives during a student's first semester of study, the nominal volume for the semester shall not be exceeded. In order to take additional training into account for open electives the corresponding course shall be elected from among the courses offered at Tallinn University. [Amended 01.07.2018]

(7) In accrediting degree studies of the previous level, the study volume of the first and second level of higher education must amount to a total of 300 ECTS credits. If necessary, the difference shall be compensated before transferring previous studies, by choosing additional electives or open elective courses. [Amended 01.07.2018]

(8) An RPL application for completing a study programme shall be submitted no later than during the semester when the course is taught. Applications can be submitted from the beginning of the preliminary week until the end of the intermediate week of the semester. Students who are on their first semester of studies have the right to submit an application for a course taught during the same semester until the end of the preliminary week of the semester. Students may participate in study until he/she is informed of the decision. [Amended 01.07.2018]

(9) A student, who applies for a change of study programme during studies and does not wish that all studies completed on the previous study programme would be taken into account, may submit together with an application for a vacant student place, an RPL application on paper.

(10) A student may not apply for accreditation through RPL of the subjects in which he/she has registered, where the right of completion has ended or where the student has received a negative result in completing the subject. An application that has been rejected may not be submitted again without making amendments in the content.

(11) An academic unit makes a decision on the necessity of assessing the applications of non-students. A written decision shall be formalized in case the application shall be evaluated. On the basis of this the transition of a subject(s) can be evaluated at a later date. The evaluation decision is made for a specified term. The term is given together with the decision.

(12) If the transfer of results takes place on the basis of the original documents and their English translation, it is not necessary to submit an RPL application in the following cases:

- 1) [Repealed 01.07.2018];
- 2) [Repealed 01.07.2018];
- 3) Accreditation of studies is established in the cooperation agreement of schools.
- 4) [Repealed 01.07.2018];

(13) RPL as part of a course takes place in agreement between a student and the member of teaching staff teaching the course and an RPL application shall not be submitted. The student registers for the course and has the possibility to conclude an agreement with the member of teaching staff. The agreement shall be signed by both parties and is valid during the right to complete the course.

(14) RPL takes place by way of individual assessment on the basis of documents submitted by the applicant. If necessary, assessors can give practical tasks to assess prior learning outcomes or specialized work experience, or conclude a conversation, or assess the knowledge and skills of the applicant in other ways.

(15) Applications submitted until the end of the intermediate week of the semester shall be assessed no later than the end of the semester. RPL applications for courses starting in the same semester submitted by students who are on their first semester of studies shall be assessed within two weeks. In the case of more bulky applications or when additional materials are requested, the assessor(s) have the right to prolong the decision-making period by informing the applicant thereof. [Amended 01.07.2018]

(16) The administrator of the corresponding study programme on which the applicant studies, wishes to study or continue his/her studies shall decide on accrediting same level studies completed during previous degree studies. If necessary, the study programme administrator shall consult with the members of teaching staff teaching a course, or form an assessment committee. The assessment committee convened by the head of studies shall decide on accreditation of studies completed during the previous level of degree studies, continuing education studies, work experience or other learning from experience. [Amended 26.09.2016]

(17) The committee assesses whether previous learning from experience is in compliance with the learning outcomes stipulated in the applied study programme, module(s) or subject(s). During evaluation, the suitability of contents and compliance with the university level are taken into account. Assessment criteria for RPL applications:

- 1) Prior experience and resulting knowledge specified in the application are concordant with the content and learning outcomes of the course/module that is being applied for;
- 2) Knowledge acquired from prior experience is consistent with the acquisition of all learning outcomes;
- 3) Application forms are correctly filled in and the added documents are authentic and consistent with the acquisition of all learning outcomes.

(18) The assessor is obliged to give feedback to the applicant in the case of a negative decision.

(19) In case of a positive decision, previously completed degree studies shall be entered into SIS with the original title and result as marked in the document that proves the completion of studies, except where the scale on which the assessment is based does not correspond to the assessment scale valid in Estonian degree studies, in which case the result is entered into SIS on the basis of non-differentiated assessment scale. In the case where other previous studies and earlier work experience are taken into account when completing the study programme, the equivalent courses that have been replaced in completing the study programme and assessment results that correspond to non-differentiated assessment scale shall be marked. [Amended 09.10.2017]

(20) If the volume of transferred course(s) is greater than the volume of courses (compulsory or elective courses) established in the study programme, the extra volume of completed

studies may be used in completing the module of open elective courses. The greater volume of transferred subjects does not free the student from an obligation to complete compulsory and elective courses in the volume prescribed in the module.

(21) The smaller volume of a transferred subject is not an obstacle in accreditation. Decrease in the volume of credit points in transferring subjects can be compensated with elective courses in the same module. If there are no elective courses in the module, the difference in volume shall be compensated with subject-specific elective courses.

(22) Compliance of the language and computer skills necessary for graduating shall be assessed in the corresponding unit. An RPL application shall not be submitted for this. The completion through RPL of subject-specific and field-specific foreign language courses as set out in the version of the study programme shall be taken into account in the case where the student can prove relevant language skills at a level that corresponds to C2 level of the Common European Framework of Reference for Languages with a document that proves the completion of an internationally recognised foreign language examination. [Amended 17.04.2017]

(23) Positively assessed RPL applications shall be stored in the academic unit for two years. Negatively assessed applications shall be stored until the appeal period has passed. Applications that need completion, including additional materials, shall be stored until the end of a given deadline.

§ 25. Individual study plan

(1) An individual study plan is compiled when a student:

- 1) Was on academic leave and his/her study programme has significantly changed;
- 2) Is reinstated for continuing studies.

(2) The individual study plan includes courses (replacement courses) that are taken into account in completing the study programme of the student. The student shall coordinate the individual study plan with the study programme administrator and submit it for approval to the head of studies of the academic unit no later than the deadline for academic movement. The student shall keep a copy of his/her individual study plan, on the basis of which he/she shall register for courses in SIS.

Chapter 7

DEFENCE OF A FINAL THESIS AND SITTING FOR A FINAL EXAMINATION

§ 26. Requirements for allowing the student to the defence of a final thesis/sitting for a final examination

(1) The student is allowed to proceed to the defence of the final thesis/sitting for a final examination by the order of the Director of the academic unit, which will be approved in SIS one week prior to the date given for the defence/final examination.

(2) The admission to the defence of a final thesis or sitting for a final examination is granted if the student has completed courses (including professional placement) stipulated in the study programme, meets the graduation requirements and has no financial obligations to the university. [Amended 21.05.2018]

§ 27. Writing and defence of final thesis

(1) The requirements for a final thesis of the first and second level of higher education, (i.e. for volume, format and review), are established by the Council of the academic unit according to international standards.

(1¹) Council of the academic unit has the right to determine the study programmes where the students can compose their final thesis in the form of group work. The final thesis composed in the form of group work shall be assessed individually, whereas every member of the group shall compose an individual part of the final thesis in written form describing, among other things, his/her individual contribution to the final thesis. [Entry into force 17.04.2017]

(2) The final thesis shall be written in the language of the study programme, provided the unit has not decided otherwise in the guidelines for writing final theses. A student may apply for an exception in justifiable circumstances, by submitting a respective application together with the topic of the thesis.

(3) The study programme administrator shall coordinate the topic and approve the supervisor (incl. the co-supervisors) of the final thesis and forward it to the Director of the academic unit for approval no later than during the penultimate semester of the student's nominal period of studies; for part-time students, during the semester preceding the planned semester of graduation. The supervisor and student shall agree on the schedule for compiling the thesis. [Amended 25.04.2016]

(4) A supervisor/reviewer of a Bachelor's thesis shall have at least a Master's degree or equivalent qualification in the subject field of the final thesis or be a recognized expert practitioner in the field.

(5) A supervisor/reviewer of a Master's thesis shall have at least one of the following:

1) A doctoral degree or equivalent qualification;

2) A Master's degree or equivalent qualification and at least five years of research and development experience in the subject field of the Master's thesis;

3) A Master's degree or equivalent qualification and is a recognized specialist in his/her field of specialization;

4) A Master's degree or equivalent qualification in the field of arts and have at least five years of experience of creative activity in the subject field of the Master's thesis.

(6) The supervisor has the right to refuse supervision if his/her study load as a member of teaching staff is completed or if the topic of the final thesis does not coincide with the research field of the member of the teaching staff.

(7) The supervisor shall:

3) Assist the student in choosing the topic, formulating the research problem, selecting methods, selecting relevant literature and other sources, and in providing academic credibility;

4) Coordinate the action plan of the research, counsel the student, supervise and consult with the student during the process of conducting research in all its phases;

5) Verify that the student's research meets the requirements set with respect to the content and form, and confirm by signature that the final thesis is in accordance with the requirements and is allowed to proceed to defence.

(8) The tasks of the student in compiling the final thesis are the following:

1) To compile an action plan for research, identify and evaluate thematic literature and formalize the research results in the form of a correct and final thesis;

2) To submit parts of the final thesis for perusal and commentary to the supervisor, according to the agreed action plan.

3) To submit a properly formalized final thesis by the deadline given by the unit.

(9) The supervisor and the student have the right to initiate termination of cooperation due to disagreements by submitting a justified application to the head of studies.

(10) The Director of the academic unit curating the study programme shall set up the defence committees for the final theses (except for doctoral theses) for one academic year in accordance with the following principles: [Amended 25.04.2016]

1) The committee shall include at least three members, including the chairperson of the

committee who holds at least a doctoral degree or an equivalent qualification. In creative specialities, a person who corresponds to the quality requirements for a professor or associate professor shall be appointed to chair the committee;

2) The defence committee for Bachelor's theses shall be composed of at least 50% of lecturers who hold a doctoral degree or an equivalent qualification, and the defence committee for Master's theses shall be composed of at least 75% of lecturers who hold a doctoral degree or an equivalent qualification (in creative specialities, members who correspond to the quality requirements for a professor or associate professor);

3) The defence committee for the study programmes of teacher education must include a lecturer of general educational sciences and psychology subjects in teacher's professional studies;

4) As regards study programmes related to awarding of professional qualifications, the professional qualifications committee may appoint a representative of employers to the defence committee, and the composition of the defence committee shall be approved by the professional qualifications committee.

(11) Council of the academic unit has the right to determine the date for submitting a final thesis, which can be up to six weeks before the defence, but no later than two weeks prior to the defence. The exact dates for the submission of a final thesis and defence are to be announced by the academic unit no later than two months prior to the date of the defence.

(12) The student has the right to use the plagiarism identification system on one occasion only during the compilation of the final thesis, in order to verify the accuracy of referencing. If necessary, the university employees have the possibility of checking the accuracy of a final thesis. The final thesis shall be uploaded to the plagiarism identification system for checking.

(13) The student shall submit the final thesis, (digitally) signed by the student and the supervisor, and register for the defence in SIS. All final theses shall be submitted electronically in PDF format and on paper if the academic unit makes a request for it. The Council of the academic unit may give the study programme administrator the right to allow a final thesis to defence. A signature of the study programme administrator confirms that the final thesis is allowed to proceed to defence. A student certifies by his/her signature that, the thesis is in compliance with the ethical requirements; permission is granted to reproduce the thesis make the thesis available to the public; and that it may be used in the plagiarism identification system as a data source.

(14) After registering for the defence of the final thesis, the student has the possibility to apply for deletion from the registration list but no later than one day prior to the defence and only in exceptional circumstances, which shall be justifiable. [Amended 26.09.2016]

(15) Assessment of the final thesis is given in a written review that follows the requirements established by the academic unit. The review contains a recommendation for assigning a grade only, if the defence of a thesis does not take place. The review must be submitted to the academic unit no later than three days prior to the defence. The student has the right to see the review of his/her final thesis no later than one day prior to the defence.

(16) Conflict of interest shall be avoided in appointing a reviewer. If the supervisor finds that the reviewer does not have sufficient professional competence for reviewing a specific thesis, the supervisor shall submit a relevant application to the study programme administrator, within one day after the appointment of the reviewer.

(17) The defence of the final theses shall take place in public before a defence committee during an examination session (except for doctoral theses). The defence may be declared closed if a thesis contains information that cannot be made public due to author's property rights belonging to other people, the Personal Data Protection Act, a state or commercial secret or due to other confidential information in the thesis. The Director of the academic unit shall declare the defence closed by his/her order and restrict access to the thesis.

(18) It is recommended that the reviewer and supervisor participate in the defence. Conducting a defence procedure via video bridge is allowed only in exceptional cases, on the basis of a justified application by the student. The Director of the academic unit shall make a decision on the proposal for a chairman of the defence committee.

(19) At least 2/3 of the members of the defence committee shall participate in the defence. The defence committee will determine the final grade, based on the written final paper and the academic discussion that took place at the defence.

(20) The Council of the academic unit may decide that at Bachelor's level, the defence shall not take place. In this case the supervisor and reviewer shall write an assessment and suggest a grade. The defence committee shall decide the final grade based on the assessments of the supervisor and the reviewer and also the student's response. If the Council of the academic unit decides that the defence shall not take place, the student shall be informed of this no later than during the intermediate week of the semester of the defence. A student has the right to a public defence of the final thesis. For this the student shall submit an application to the academic unit one month prior to the deadline for submitting final theses.

(21) Students shall be informed of the results of the defence on the day of defence, immediately after the preparation of protocols. The grades shall be entered using a standard protocol, which shall be signed by the chairman of the defence committee and the person recording the grades.

(22) A positive grade of the final thesis cannot be improved by retaking. [Amended 17.04.2017]

(23) A student whose thesis received a negative result at the defence can defend it again once within two semesters as of the defence on the condition that the student is not deleted from the matriculation register. The committee has the right to make proposals, require improvement of the thesis, choosing a new topic and/or supervisor. If the student does not receive a positive result for defending the final thesis by the deadline referred to in the given Subsection, the student shall be deleted from the matriculation register. [Amended 17.04.2017]

(24) Absence from the defence of final thesis without a valid exceptional reason shall be equal to fail (F). A student who was absent with a valid exceptional reason shall have the right to defend the final thesis on the basis of a valid registration on a date given by the chairman of the committee. If a student who was absent for a valid exceptional reason does not submit proof of this within three working days of the day of defence of the final thesis, a negative result shall be entered to the protocol. [Amended 17.04.2017]

(25) In case where any evidence, which can be interpreted as disregard for academic practice concerning the final thesis, is detected before the defence, the defence committee may decide not to allow the student to proceed to the defence. This decision shall be based on written evidence. The defence committee's justified decision not to allow the student to defend the final thesis shall be formalized in writing and the student shall be informed of this at the latest one working day prior to the defence. The student has the right to contest the decision of the defence committee as established in Section 34 describing the procedure of contesting decisions concerning disregard for academic practice. If the student does not contest the decision of the defence committee or the decision of the defence committee remains in force as a result of the contesting proceedings, the result "F" (failed) shall be marked onto the defence protocol of the final thesis and the Director of the academic unit, based on the decision of the appeal committee or the joint committee and on other relevant circumstances, shall issue a warning to the student or initiate deletion of the student from the matriculation register due to indecent behaviour. [Amended 09.10.2017]

(25¹) In case where any evidence, which can be interpreted as disregard for academic practice concerning the final thesis, is detected during defence, the defence committee shall mark the

result of the final thesis as "F" (failed). The defence committee's justified decision shall be formalized in writing and it shall be based on written evidence. The student has the right to contest the decision of the defence committee as established in Section 34 describing the procedure of contesting decisions concerning disregard for academic practice. If the student does not contest the decision of the defence committee or the decision of the defence committee remains in force as a result of the contesting proceedings, the Director of the academic unit, based on the decision of the appeal committee or the joint committee and on other relevant circumstances, shall issue a warning to the student or initiate deletion of the student from the matriculation register due to indecent behaviour. [Entry into force 09.10.2017]

(26) Positively evaluated final theses shall be uploaded to the library's repository no later than by the beginning of the following semester, when details of the title of the thesis, the author, year, academic unit, level of study are recorded. Details of access to the thesis shall also be recorded as:

- 1) Open;
- 2) Limited at the request of the author or by the decision of the academic unit the final theses defended with the result "E";
- 3) Limited by the order of the Director of the academic unit for internal use.

(27) If plagiarism is suspected in the case of a thesis entered to the archive, the system shall submit information to the university's Academic Affairs Office.

§ 28. Taking the final examination

(1) The final examination shall be taken at the end of the semester during a time period specified in the academic calendar. [Amended 25.04.2016]

(2) The Council of the academic unit shall specify the requirements and topics of final examinations, which shall be approved by the Director of the unit. Students shall be informed of the requirements of the final examination during the first month of the semester during which the exam takes place.

(2¹) The defence committees of the final examination shall be formed by the Director of the academic unit offering the study programme for one academic year, taking into consideration the following principles: [Entry into force 17.04.2017]

1) the committee shall include at least three members, including the chairperson of the committee who holds a doctoral degree or an equivalent qualification. In creative specialities, a person who corresponds to the quality requirements for a professor or associate professor shall be appointed to chair the committee;

2) the examination committee shall be composed of at least 50% of members who hold a doctoral degree or an equivalent qualification (in creative specialities, members who correspond to the quality requirements for a professor or associate professor);

3) as regards study programmes related to awarding professional qualifications, the professional qualifications committee may appoint a representative of employers to the defence committee, and the composition of the defence committee shall be approved by the professional qualifications committee.

(3) The student shall register in the academic unit for taking the final examination no later than two weeks prior to the date of the final examination.

(4) After registering for a final examination, the student has the right to apply for deletion from the list up to one day prior to the date of the examination, and then only for a valid exceptional reason by submitting an application, together with documents of proof, to the chairman of the examination committee. [Amended 26.09.2016]

(5) The results of a written final examination shall be announced to students within three working days after the date of the examination. The chairman of the committee shall inform

the students of the date and place of announcing the results just before the start of the final examination. Students shall be informed of the results of an oral final examination on the day of defence, immediately after preparation of the protocols.

(6) A positive grade of the final examination cannot be improved. [Amended 09.10.2017]

(7) Absence from the final examination without a valid exceptional reason shall be equal to fail (F). A student who was absent due to a valid exceptional reason shall have the right to take the final examination during the examination session on a date given by the chairman of the committee. If the student, who was absent for a valid exceptional reason does not submit proof within three working days of the day of the final examination, a negative result shall be entered in the protocol. [Amended 26.09.2016]

(8) In the case of a negative result of the final examination it is possible to retake the final examination once within two semesters as of the day of the final examination, provided that the student is not deleted from the matriculation register. If the student does not pass the final examination by the date indicated in this Subsection, the student shall be deleted from the matriculation register. [Amended 09.10.2017]

Chapter 8

PAUSING AND TERMINATING STUDIES

§ 29. Academic leave

(1) Academic leave means that a student is released from the obligation to undertake study and research work for one or more full semesters. Academic leave and disruption of academic leave shall be coordinated through SIS. The Director of academic unit decides on granting academic leave by his/her order. Academic leave ends at the final date of the semester.

(2) The student has the right to apply for academic leave for health reasons, service in Estonian the Estonian Defence Forces or alternative service, for parental leave and for other reasons. [Amended 21.05.2018]

(3) Academic leave for health reasons (including a health situation caused by pregnancy) is granted for up to four semesters. The academic leave may be taken in several separate parts. The student shall add to the application a certificate from a medical establishment, which includes a doctor's recommendation for academic leave and the period of academic leave.

(4) A student shall be allowed academic leave until the child reaches three years of age. The academic leave may be taken in several parts. A student shall attach a copy of his/her child's birth certificate to the application. [Amended 25.04.2016]

(5) Students applying for academic leave for service in the Estonian Defence Forces or for alternative service are allowed to take academic leave for a maximum period of two semesters. A student shall add the invitation to service in Estonian Defence Force or alternative service to the academic leave application.

(6) In addition to the reasons indicated above, the student has the right to apply for academic leave during the nominal study period once at every level of study, for one or two semesters for certain other reasons (difficult financial situation, family problems, working abroad, etc.). A student can apply for academic leave for certain other reasons starting from the second semester. Academic leave for other reasons may be applied for only at the beginning of the starting semester, until the end date of academic movements. The leave is granted in one part, for one or two semesters.

(7) A first-year student applying for academic leave at the beginning of spring semester must have completed curricular subjects worth at least 15 ECTS credits during autumn semester.

(8) If the student takes academic leave before the end of the contact learning period of the semester, it is considered that the student was on academic leave during the whole semester. If a student disrupts academic leave during the semester, it is considered that the student

participated in study during the whole semester. If the student takes academic leave after the end of the second contact learning period, it is considered that the semester was a study semester. Academic leave ends with the end date of the semester.

(9) The student's study load shall not be changed during academic leave. If the student applies for academic leave at the beginning of autumn semester before the end date of academic movements given in the academic calendar, his/her study load shall be determined before granting academic leave.

(10) If the student takes academic leave until the end of the contact learning period of the semester, his/her registrations in courses that have not ended with a positive or negative result shall be cancelled as academic leave is formalized. If a student takes academic leave after the end of contact learning period, the registrations shall not be cancelled. Persons given in Subsection 11 of this Section may apply for cancellation of registrations together with the application for academic leave.

(11) A student has the right to continue studies during academic leave if he/she:

- 1) Has a moderate, severe or profound disability;
- 2) Is a parent or legal guardian of a child under 3 years of age or has a disabled child;
- 3) Is on academic leave for service in the Estonian Defence Forces or for alternative service.

(12) If a person given in Subsection 11 of this Section wishes to continue studies during academic leave, he/she shall submit corresponding documents of proof together with the application for academic leave.

§ 30. Deletion from the matriculation register

(1) Deletion from the matriculation register means the removal of a student from the list of students.

(2) The student shall be deleted from the matriculation register in the following circumstances:

- 1) At the student's own request;
- 2) At the instigation of the university;
- 3) Upon graduation, after completing the study programme in full.

(3) If a student's deletion from the matriculation register is initiated before the end of the contact learning period of the semester, the registrations that have not ended with a positive or negative result shall be cancelled, effective from when the decision of deleting the student from the matriculation register entered into force. If a student's deletion from the matriculation register is initiated after the end of the second contact learning period, the semester is considered as a semester of study and the student's registrations to courses shall not be cancelled.

(4) The student shall submit an application in SIS for deletion from the matriculation register at his/her own request.

(5) At the instigation of the university, the student shall be deleted from the matriculation register for the following reasons:

- 1) Failure to commence studies - if a first year student fails to register for studies worth at least 23 ECTS credit points in the first semester by the deadline set in the academic calendar for the electronic registering of courses in full-time study and at least 15 ECTS credit points in part-time study;
- 2) Absence from studies (except if a student is on academic leave or studying abroad) when he/she has not compiled and submitted a study plan by the deadline given in the academic calendar or has failed to go to counselling as provided in Subsection 5 of Section 32 of these Regulations [Amended 01.07.2018];
- 3) Failure to advance in courses;
- 4) Failure to conclude a learning agreement or its annex by the deadline;

- 5) Failure to pay study costs by the due date;
 - 6) Closure of a study programme, if the student has not submitted an application to be transferred into another study programme;
 - 7) Indecent behaviour of the student;
 - 8) Divestment of active legal capacity or restriction of active legal capacity due to mental illness, mental disability or other mental disorder; [Amended 09.10.2017]
 - 9) Death of the student.
- (6) The student shall be deleted from the matriculation register due to failure to complete courses if he/she:
- 1) Has not accumulated at least 15 ECTS credits during the first semester;
 - 2) [Repealed 09.10.2017];
 - 3) Has failed to meet the requirements of part-time study by the end of the academic year;
 - 4) Has failed to obtain a positive result after taking a compulsory course for the second time;
 - 5) Has failed to defend his/her final thesis or receive a positive result for a final examination;
 - 6) Has failed to receive a positive result during evaluation in doctoral studies.
- (7) The following is considered to be indecent behaviour:
- 1) A student, by reason of a court decision, is found guilty of intentionally committing a crime;
 - 2) Forgery of documents;
 - 3) Violation of generally accepted behavioural norms; [Amended 25.04.2106]
 - 4) Disregard for academic practice.
- (8) In a case of disregard for academic practice, depending on the seriousness of the violation, the Director of the academic unit has the right to issue a warning to the student or make a proposal to delete the student from the matriculation register. The following is considered a violation of academic practice: [Amended 17.04.2017]
- 1) Using additional materials at or during an examination or pass-fail assessment that is not explicitly allowed by the teacher;
 - 2) Unauthorized exchange of knowledge during an examination or pass-fail assessment (sharing information with other students or copying answers from others, etc.)
 - 3) Participating in an examination or pass-fail assessment on behalf of another student or enabling another person to participate in assessment on his/her behalf;
 - 4) Submitting his/her own previously submitted work repeatedly for evaluation of different learning outcomes [Amended 27.08.2018];
 - 5) Plagiarism, i.e. using other people's work and ideas without providing proper academic reference to the original source, thus violating the rights of the original author(s) to their intellectual outputs and/or using one's own previously published work or research results without providing proper academic reference [Amended 27.08.2018];
 - 6) Knowingly giving untrue data in papers and applications.
- (8¹) In order to define failure to respect academic practices as provided in Clause 5 of Subsection 8 of this Section, the citation and composition requirements established for student work by the Council of the academic unit shall be taken as the basis which, among other things, establish the severity levels of plagiarism. [Entry into force 27.08.2018];
- (9) The student shall be informed by email of his/her pending deletion from the matriculation register and/or of the initiation of deletion from the matriculation register at the instigation of the university. The student has the right to present his/her position, explanations and objections in writing or via e-mail. [Amended 09.10.2017]
- (10) Deletion from the matriculation register at the instigation of the university shall be initiated in SIS on a proposal of the Director of the academic unit or head of studies. The

academic unit shall ascertain significant circumstances and collect necessary evidence.

(11) The Vice-Rector for the study field, appointed by the Rector makes the decision to delete the student from the matriculation register. As a rule, the Vice-Rector makes a decision within seven working days after receiving a proposal for deleting a student from the matriculation register. A corresponding document shall be made available to the student via SIS and it is considered as having been received after three days from issuing.

§ 31. Issuing of graduation documents

(1) A student who is deleted from the matriculation register after completing a study programme in full, or an external student who has completed a study programme, shall be issued a diploma and an academic transcript in Estonian and English.

(2) A diploma and academic transcript shall be issued as established by the regulations of the Government of the Republic of Estonia. All courses that ended with a positive result shall be entered on the academic transcript.

(3) Graduation documents are awarded to students during a graduation ceremony held annually on a date indicated in the academic calendar. The academic unit issues graduation documents one month after the date of defence of the final thesis or the date of the final examination.

(4) A diploma with distinction (*cum laude*) shall be issued to a student or external student who has completed the study programme in full (except doctoral studies) and has:

- 1) Received an “A” grade in the defence of the final thesis or the final examination;
- 2) A weighted average grade of 4.600 or higher, inclusive of all the grades entered into his/her academic transcript.

(5) Diplomas are issued by the Academic Affairs Office. Academic transcripts in Estonian and English are issued by the academic units.

Chapter 9

MONITORING PROGRESS AND COUNSELLING

§ 32. Monitoring a student’s progress and counselling the university members

(1) The study coordinator of the academic unit shall monitor the following aspects in a student’s progress:

- 1) Registration for courses and submission of a study plan;
- 2) Completion of the requirements of both full-time and part-time studies;
- 3) The weighted average grade.

(2) The student has the right to contact the study coordinator of the academic unit, head of studies, study programme administrator, employees of the Academic Affairs Office, career counsellor, psychologist, Student Union, course leader or tutor for receiving information, counselling or resolution of problems.

(3) The primary counselling of a student takes place in the academic unit teaching the speciality.

(4) The University employees have the right to contact the study specialist of the academic unit, head of studies, study programme administrator and employees of the Academic Affairs Office for information on the organization of studies, counselling and problem resolution.

(5) International degree students who are applying or have applied for a residence permit for studies at Tallinn University have the obligation to go to counselling if required by a university staff member listed in Subsection 2 of this Section. If the student repeatedly fails to go to counselling, deletion from the matriculation register shall be initiated. [Amended 01.07.2018]

Chapter 10

CONTESTING DECISIONS

§ 33. Contesting decisions related to studies

- (1) In order to contest decisions related to studies (with the exception of contesting the result of an assessment of learning outcomes received at the defence of thesis or at a final examination), the student shall contact the person who made the decision and challenge the decision within 10 days from the date of announcing the decision. The person who has made the decision has 12 days to respond to the contest.
- (2) If the person who has made the decision decides not to satisfy the contest, the student may submit a written appeal to the next higher decision-making level within 10 days from receiving the decision. If a decision made by the Director of an academic unit is contested, an appeal shall be submitted to the Vice-Rector for the study field, appointed by the Rector. If a decision made by the Vice-Rector is contested, an appeal shall be submitted to the Rector. The person who will make the decision has 30 days to respond to the contest.
- (3) The procedural deadline can be extended up to 30 days by informing the presenter in writing.
- (4) The decision shall be formalised in writing and forwarded to the presenter.

§ 34. Contesting decisions related to a final exam or final thesis [Amended 09.10.2017]

- (1) Grades of final theses and final examinations and issues related to the defence procedure (with the exception of decisions concerning disregard for academic practice) may be contested within five calendar days from the announcement of the results by submitting a written contest to the Director of the academic unit.
- (2) The Director of the academic unit shall summon an appeal committee consisting of at least three members, with the maximum of one member from the defence committee. The appeal committee shall resolve the contest and shall make a justified proposal to the Director of the academic unit as to the satisfaction or exclusion of the contest within five calendar days as of the day of submitting the contest. The Director of the academic unit shall make the decision regarding the contest on the basis of the proposal from the appeal committee within three working days as of the day the proposal was made by the appeal committee.
- (3) If the appeal committee does not agree with the decision of the defence committee, the Director of the academic unit shall summon a joint committee to make a joint decision within three working days as of the day the proposal was made by the appeal committee. The joint committee shall include members of the defence committee and appeal committee. The joint committee shall make a justified proposal to the Director of the academic unit as to the satisfaction or exclusion of the contest within three working days as of the day the committee was summoned.
- (4) The Director of the academic unit shall make a decision regarding the contest on the basis of the proposal of the joint committee within three working days as of the day the proposal was made by the joint committee.
- (5) The decision regarding the contest made by the Director of the academic unit shall not be subject to appeal at the University.
- (6) While reviewing the contest, the appeal committee and the joint committee shall have the right to access all necessary documents and materials, question and consult the parties to the dispute, other persons related to the dispute and university staff.
- (7) If necessary, the appeal committee and the joint committee shall have the right to extend the deadline for reviewing the contest by three calendar days, informing the contestee thereof.

(8) The student shall have the right to contest decisions concerning disregard for academic practice within three calendar days as of the day the decision of the defence committee was announced by presenting a written contest to the Director of the academic unit.

(9) For reviewing the contest, the Director of the academic unit shall summon an appeal committee consisting of at least three members, with the maximum of one member from the defence committee. The appeal committee shall resolve the contest and shall make a justified proposal to the Director of the academic unit as to the satisfaction or exclusion of the contest within five calendar days as of the day of submitting the contest. The Director of the academic unit shall make the decision regarding the contest on the basis of the proposal from the appeal committee within three working days as of the day the proposal was made by the appeal committee.

(10) If the appeal committee does not agree with the decision of the defence committee, the Director of the academic unit shall summon a joint committee to make a joint decision within three working days as of the day the proposal was made by the appeal committee. The joint committee shall include members of the defence committee and the appeal committee. The joint committee shall make a justified proposal to the Director of the academic unit as to the satisfaction or exclusion of the contest within three calendar days as of the day of summoning the committee. If the proposal was made to satisfy the contest, the committee shall also propose a new date for defence.

(11) When reviewing the contest, the appeal committee and the joint committee shall have the rights established in Subsections 6 and 7 of this Section.

(12) The Director of the academic unit shall make a decision regarding the contest on the basis of the proposal of the joint committee within three working days as of the day the proposal was made by the joint committee. If the decision was made to satisfy the contest, the Director shall determine a new date for defence, based on the proposal referred to in Subsection 10 of this Section and taking into consideration that the contestee shall have the right to re-defend the final thesis before the defence committee within 14 calendar days as of the day the decision regarding the contest was announced.

(13) The decision regarding the contest made by the Director of the academic unit shall not be subject to appeal at the University.

(14) If the Director of the academic unit maintains the decision of the defence committee, the Director of the academic unit shall issue a warning to the student or initiate deletion of the student from the matriculation register due to indecent behaviour.

(15) In case the disregard for academic practice has been supported by evidence the student shall have not right to re-defend the final thesis. In order to graduate, the student must write and defend a thesis on a new topic.

Chapter 11

IMPLEMENTATION PROVISIONS

§ 35. Transitional provisions

(1) Full-time and part-time study status shall apply to students admitted to the university since the academic year 2003/2004.

(2) Prior to 31 August 2009, study programme completion was calculated in credit points, with one credit point corresponding to 40 hours of work or one week of study by a student, including the maximum of 20 hours of contact learning.

(3) Starting with the academic year 2009/2010, a common European credit point system has been used in Estonia. In order to calculate the volume of studies completed before 2009/2010,

the credit points in SIS are converted into European credit points by automatically multiplying the figure by 1.5.

(4) The formation of student places and the total number given in Subsection 1 of Section 7 of these Regulations is not applicable to students who matriculated prior to the academic year of 2013/2014. The student places are divided according to the source of funding for providing educational services as follows:

(5) [Repealed 25.04.2016]

(6) [Repealed 25.04.2016]

(7) [Repealed 25.04.2016]

(8) [Repealed 25.04.2016]

(9) [Repealed 25.04.2016]

(10) [Repealed 25.04.2016]

(11) The requirement regarding the reimbursement of study costs in the amount of 50% of the semester fee related to studies abroad as provided in Clause 4 of Subsection 2 of Section 10 of these Regulations shall not apply to students who have been matriculated to a foreign language study programme before the academic year 2018/2019. Upon undertaking studies abroad, reimbursement of study costs is not required from students who have been matriculated to a foreign language study programme before the academic year 2018/2019 in the case where during the semester of studies abroad the student does not register for any courses of Tallinn University and/or for the defence of the final thesis and/or final examination. [Entry into force 27.08.2018]

(12) For the purposes of completing the study programme, students shall have the right to submit an RPL application for the recognition of courses taught during the autumn semester of academic year 2018/2019 until the end of the intermediate week of the autumn semester. Students may participate in study until he/she is informed of the decision. [Entry into force 01.07.2018]

§ 35¹. Differences in the application of the Study Regulations as regards students matriculated before the academic year 2013/2014

(1) The formation of student places and the total number given in Subsection 1 of Section 7 of these Regulations is not applicable to students who matriculated prior to academic year of 2013/2014 until the end of the academic year 2015/2016. The student places are divided according to the source of funding for providing educational services as follows:

1) state-funded or free (SF) student places or student places created on the basis of state-funded study support;

2) Non-state funded or paid (NSF) student places or student places created following an order by natural and/or legal persons, where the relationship between the university and the customer is determined by a contract. A student studying in an NSF student place in full-time or part-time study shall remunerate the study costs during the nominal period of studies on the basis of semester fees approved in the university Senate.

(2) Subsection 4 of Section 7 of these Regulations concerning vacant student places and fulfilment of them, is not applicable to students who have matriculated before the academic year 2013/2014 until the end of the academic year 2015/2016. A vacant student place occurs when a student is deleted from the matriculation register or if a student failed to complete the requirements for full-time study during the previous academic year and is transferred to an NSF student place with a part-time study load. The following students can apply for vacant student places within the nominal period of studies established by the study programme of the relevant student place:

- 1) A full-time NSF student who is applying for a SF student place, and has not exceeded the nominal period of studies in the same study field, and whose estimated year of graduation coincides with the final year of the vacant place;
 - 2) A student applying for re-matriculation. The student cannot apply for re-matriculation before at least one semester has passed from the date of his/her deletion from the matriculation register; a former student deleted from the matriculation register for indecent behaviour cannot apply for re-matriculation before at least one year has passed from the date of his/her deletion from the matriculation register;
 - 3) A continuing education student or an external student who has fulfilled the admission requirements established by the study programme;
 - 4) Full-time students transferring from other universities.
- (3) For students who matriculated prior to the academic year 2013/2014, the nominal period of the study programme shall not be extended in the event of studies abroad as mentioned in Clause 2, Subsection 2 of Section 8, as regards studies abroad that occurred until the end of the academic year 2015/2016.
- (4) For students who matriculated prior to the academic year 2013/2014, the requirements of volume for completing a study programme set out in Section 9 of these Regulations are applicable, following the study results as of academic year 2013/2014. Until academic year 2013/2014, requirements according to which a student shall cumulatively collect curricular courses per each semester of participation in study in the volume of 22.5 ECTS credits in full-time study, 7.5 ECTS credits in part-time study. At the end of the academic year 2015/2016, the conditions established in Section 9 of these Regulations shall be followed in the determination of the study load.
- (5) For students who matriculated prior to 2013/2014 academic year, the principles for the remuneration of study costs established in Subsections 1, 2, 3, 4 of Section 10 of these Regulations shall not be applicable until academic year 2016/2017. Until the end of academic year 2015/2016, the following principles shall apply for the remuneration of study costs:
- 1) During the nominal period of studies, studying on a SF student place is free of charge if the student complies with the full-time study requirements, or is studying on a study programme where the state-funded study support has prescribed part-time studies;
 - 2) A student studying on an NSF student place shall cover study expenses during the nominal study period based on the semester fee established by the university Senate;
 - 3) A SF student is not required to reimburse study costs for a period of two semesters after the end of the nominal study period. This also applies for NSF students who have paid the tuition fee during the nominal study period as per agreement;
 - 4) A SF student is transferred to an NSF student place if he/she has exceeded the nominal study period of the study programme by more than two semesters in a student place created on the basis of state-funded study support;
 - 5) A student on a SF student place, who has exceeded the nominal period of studies by more than one year or who failed to fulfil the requirements of full-time study and has been transferred to part-time study, shall not be transferred to an NSF student place and shall be released from the reimbursement of study costs if the student continues studying on the same study programme and if he/she: has a moderate, severe or profound disability; is a parent or a legal guardian of a child under seven years of age or a disabled child; is studying in a study field agreed upon in the contract for state-funded study support or programme on the basis of which the university has created student places for part-time study;
 - 6) A student who has exceeded the nominal study period by more than two semesters shall reimburse study costs for the courses registered for the semester based on the credit point fee, the supervision fee and the fee for final thesis. If the student does not register courses into the study plan, he/she shall pay an administrative fee for the semester. The paid amount of

the administrative fee shall be deducted from the amount on the invoice issued to the student at the end of the same semester upon declaring the final thesis/final examination;

7) Discounts amounting up to half of the tuition fee may be granted to students upon the reimbursement of their study costs. A discount may be granted to a student with excellent academic achievements who: has a moderate, severe or profound disability; is a parent or a legal guardian of a child under seven years of age or a disabled child; or is an orphan.

(6) Subsection 10 of Section 29 of these Regulations is not applicable until the end of the academic year 2015/2016 to students who matriculated prior to the academic year of 2013/2014. Students who have been matriculated before the academic year 2013/2014 have the right to take courses with a valid performance right during their academic leave until the end of the academic year 2015/2016; to register for retaking courses for up to 15 ECTS credits per each academic year according to their individual study plan; to register for courses for up to 15 ECTS credits according to their individual study plan provided there are no courses in previous registrations that have remained uncompleted or courses with negative result. If a student has taken academic leave before the academic year 2013/2014, the following principle, applicable no later than until 2015/2016, allows the student to complete courses pursuant to an individual study plan in the maximum amount of 15 ECTS credits per each year of academic leave. Academic leave granted after the end of the nominal study period does not extend the period of two semesters during which the student is free from reimbursement of study costs (except for the period of service in the Estonian Defence Forces or alternative service).

(7) For students matriculated before the academic year 2013/2014, reasons set out in Subsection 6 of Section 30 of these Regulations shall apply for unsatisfactory academic progress, until the end of the academic year 2015/2016:

1) Student in a SF student place in a full-time study has failed to fulfil the requirements of full-time study and has not concluded a learning agreement for continuing studies on an NSF student place;

2) Student in a SF student place in part-time study (a working teacher) who has failed to fulfil the requirements of part-time study (15 ECTS credits per every semester of study) and has not concluded a learning agreement for continuing studies on an NSF student place;

3) Student has not fulfilled the requirements for part-time study (as of the academic year 2013/2014, 15 ECTS credits per semester; in previous academic years 7.5 ECTS credits per semester).

(8) For students matriculated before the academic year 2013/2014 who are deleted from the matriculation register at the end of the academic year 2015/2016 pursuant to Clause 3 of Subsection 6 of Section 30, requirements of a version of the study programme assigned to the external student under Subsection 5 of Section 5 of these Regulations shall not apply. During the academic year 2016/2017, the student is allowed to study and graduate under the version of the study programme from which he/she was deleted at the end of the academic year 2015/2016.

(9) As of academic year 2016/2017, the requirements resulting from Section 10 of these regulations for the reimbursement of study costs apply for students matriculated before the academic year 2013/2014, with the following differentiations:

1) Reimbursement of study costs set out under Clauses 1 and 2 of Subsection 2 of Section 10 of these regulations shall be demanded from a student with a full-time study load as of the spring semester of the academic year 2016/2017;

2) Reimbursement of study costs set out under Clauses 1 and 2 of Subsection 2 of Section 10 of these regulations shall not be demanded during the academic year 2016/2017 from a student with a part-time study load studying during the academic year 2016/2017.

(10) Student matriculated before the academic year 2013/2014 who studied in a SF student place before the academic year 2016/2017, and whose nominal period of studies is not over, shall continue to reimburse the study costs pursuant to Clause 4 of Subsection 2 of Section 10 of these regulations, but he/she shall be granted a 100% discount pursuant to Clause 1 of Subsection 11 of Section 10 until he/she is studying with a full-time study load and his/her nominal period of studies is not over.

§ 36. Repeal

The TU Senate regulation No. 7 of the Tallinn University Study Regulation dated 15 April 2013 shall be repealed when these Regulations enter into force.

§ 37. Entry into force

These Regulations shall enter into force on August 24, 2015.

/digitally signed/

Tiit Land
Rector

/digitally signed/

Hille Erik
Secretary of Senate