

**Regulations of Continuing Education in
Tallinn University**
Tallinn University Senate Regulation No. 32 of
23/11/2015

These regulations are established pursuant to Clause 8 of Article 14 (3) of the Universities Act, Article 35 (5) of Tallinn University Statute and proposal of Senate's Academic Affairs Committee of 16/11/2015 and the proposal of the Development Committee of 20/11/2015.

**Chapter 1
GENERAL PROVISIONS**

§ 1. Purpose

- (1) The purpose of the Regulations of Continuing Education in Tallinn University (hereinafter the *regulations*) is to establish the areas, forms, principles of the organisation and quality assurance of continuing education.
- (2) Continuing education constitutes the provision of opportunities for continuous and comprehensive individual development; it supports the social, cultural and economic progress of the society as a whole, and is based on teaching and learning, creative, and research and development activities. Continuing education provided by Tallinn University (hereinafter the *university*) includes, depending on the purpose:
 - 1) professional continuing education which enables to obtain and develop professional, occupational and/or vocational knowledge and skills, as well as retraining;
 - 2) continuing education carried out on the basis of a study plan consisting of course(s) chosen from the degree study programme;
 - 3) preparatory studies for entering a university.
- (3) The organisation of continuing education is based on the Adult Education Act, Continuing Education Standard, Estonian Lifelong Learning Strategy, professional standards of different fields, and documents describing the competences of the domain.
- (4) Continuing education covers all focus fields of the university: educational innovation, digital and media culture, cultural competences, healthy and sustainable lifestyle, society and open governance. The focus fields of the university support the development of the growth fields of economy as defined in Estonian Research and Development and Innovation Strategy, and in Estonian Entrepreneurship Growth Strategy.
- (5) The aim of offering continuous education to educator-oriented continuous education is to support the implementation of the changing approach to teaching and learning in Estonian educational

system. The design of the content of continuing education follows the principle that the main task of a teacher is to support the development of the learner, and to shape the learner's values and general competences.

§ 2. Forms of continuing education and principles governing the organization thereof

- (1) Forms of continuing education are the following:
 - 1) public training;
 - 2) training and/or internal training developed as required by a customer (hereinafter *tailor-made training*);
 - 3) a degree study course as continuing education,
- (2) The field of continuing education is managed by the Rector or by a Vice-Rector designated by the Rector (hereinafter the *head of the field of continuous education*);
- (3) Continuous education is coordinated in the university by the support unit responsible for continuous education (hereinafter the *continuing education support unit*). Relevant tasks are established in the statutes of the support unit.
- (4) The unit responsible for the field of educational innovation is involved in the organisation of educator-oriented continuing education.
- (5) Continuing education is organised according to the statutes by academic units, continuing education support unit and other units. The programme coordinator of the respective unit or another person with corresponding duties is responsible for the development and organisation of continuing education (hereinafter the *programme coordinator*). [Amended 25/01/2016]
- (6) Continuing education is conducted by university teaching staff members, professionals, specialists and practitioners.
- (7) The quality of continuing education is guaranteed through the development of the content, organisation and environment of teaching on the basis of the analysis of feedback of different interested parties as well as through the continuous support of the development of the organising and conducting personnel, and their participation in programme coordinators' network.
- (8) Support unit of continuing education leads the network of programme coordinators, keeps account of continuous education conducted in the university, and each year submits the annual report of the previous year according to the university's procedures.
- (9) Learner is entitled to receive information on continuing education and place complaints to the head of the unit which conducts continuing education. Complaints are to be placed within three working days at the latest as of becoming aware of the circumstance that rises the complaint, but not later than one month from the completion of learning. Complaints are usually replied to within five working days. If the terms of placing complaints are stipulated in an order-related tender/agreement between the parties, these stipulations are to be followed.
- (10) Rules and procedures for the organisation of continuing education not listed herein are established by the head of the field of continuing education.

§ 3. Rights and obligations of the learner

- (1) The learner is a person whose aim is individual development. The learner does not have the status of a student.

- (2) The learner is entitled to:
- 1) receive information on the content and organisation of continuing education;
 - 2) participate in teaching and learning activities;
 - 3) receive relevant study materials;
 - 4) have access to university's e-learning environments if required by studies;
 - 5) use the university's Academic Library;
 - 6) receive a document certifying attendance and/or completion of continuing education;
 - 7) apply for the recognition of prior learning and work experience (hereinafter the *RPL*);
- (3) The learner is obliged to:
- 1) follow generally recognised academic standards of conduct and customs;
 - 2) meet the study requirements for the completion of continuing education;
 - 3) notify the organiser of continuing education upon quitting his/her continuing education studies;
 - 4) pay for the studies according to the established procedures.

Chapter 2

CONTINUING EDUCATION AS PUBLIC TRAINING AND TAILOR-MADE TRAINING

§ 4. General grounds of training

- (1) Continuing education is based on the continuing education study programme which is compiled according to the aims of the university's focus fields and pursuant to continuing education standard.
- (2) Continuing education study programme is an essential whole, coherent and meeting the target group needs, includes versatile and modern learning methods (including practical tasks, observations, mentorship, independent assignments), and considers the peculiarities of adult learning and changing approach to teaching and learning.
- (3) Continuing education study programme is learning outcome-oriented. Learning outcomes are described on the level necessary for the performance of the study programme. Continuing education learning outcomes are formulated in a manner that enables the assessment of the learner's knowledge and skills after the completion of the study programme.
- (4) Title of the study programme must convey as closely as possible the content of continuing education and cannot be misleading. Everything described in the title and in the learning outcomes must be achievable within the given time limit for studies.
- (5) The learning environment of continuing education must be described in the study programme, and be sufficient for conducting continuing education and for achieving the objectives of the study programme and the learning outcomes.
- (6) Study programmes fall into two categories on the basis of whether they end with or without the assessment of the achievement of learning outcomes.
- (7) Continuing education study programme includes:
 - 1) title of the study programme;
 - 2) study programme group;
 - 3) learning outcomes;
 - 4) conditions for commencing the studies in case this is a prerequisite for achieving the learning outcomes;

- 5) total volume of studies, including the share of contact learning, practical and independent work;
- 6) content of courses;
- 7) description of the learning environment;
- 8) directory of study materials, if study materials are required for completing the study programme;
- 9) graduation requirements and documents to be issued;
- 10) description of qualifications, learning and professional experience required for conducting the training.

§ 5. Organisation of studies within a training

- (1) Registration for continuing education is considered done upon filling in a form on the university's webpage or sending a confirmation letter by e-mail or upon signing up by other approved means in case of public training, and upon the approval of university's tender by the ordering entity/conclusion of a corresponding agreement, etc. in case of a tailor-made training.
- (2) Public training can be attended by anyone interested, unless the training has been assigned a target group. In this case, the participants are from the target group. Participation can be limited by a maximum number of participants. If registrations exceed the number, participants are determined on the basis of the time sequence of registration.
- (3) In case of public training, the university is entitled to cancel the training if the number of registrations is below the planned number. People who have registered are notified of the cancellation by email or phone or via other information channel at least five calendar days before the planned beginning of training.
- (4) In case of tailor-made training, all participants-related information is provided in the tender/contract between the parties, etc.
- (5) The medium of communication for continuing education is the continuing education information system (hereinafter *TÕIS*) where study programmes are opened, studies are managed and documents are issued.
- (6) Continuing education is organised by using the document forms developed by the continuing education support unit and available in the document management system.
- (7) The unit organising continuing education is responsible for the compilation of the study programme and the organisation of continuing education.
- (8) A study programme which ends with the assessment of learning outcomes is approved by the unit's council or the head of the field of continuing education. [Amended 25/01/2016]
- (9) Continuing education study programme for educational staff is approved by the unit responsible for educational innovation.
- (10) Study programme is described in *TÕIS* by the programme coordinator assigned by the unit and approved by the representative of the organising unit. The representative of the continuing education support unit reviews the compliance of the study programme with the requirements and gives the final approval in case of the compliance with the requirements.
- (11) Assessment results of continuing education are fixed on the report of academic progress by the organising unit and the report is approved by the responsible training manager. In the assessment of the achievement of learning outcomes, Tallinn University Study Regulations are followed.

- (12) In the implementation of the study programme, the training manager who organises continuing education asks feedback from the learners, ordering entities and training providers, and this is used as input for changing and developing the study programme.

§ 6. Documents certifying the completion of and attendance at the training

- (1) After the completion of and/or attendance at a continuing education training, the learner receives a certificate with an accompanying academic transcript or a certificate of attendance, depending on the terms of the completion of the training.
- (2) Certificate of attendance or completion of training is issued if the training did not involve the assessment of the achievement of learning outcomes, or if the person did not achieve all learning outcomes required for the completion of the study programme.
- (3) Certificate of the completion of training is issued in case the training involved the assessment of achieving the learning outcomes and the person achieved all learning outcomes required for the completion of study programme. The certificate is issued on a proposal from the training manager who organised continuing education on the basis of an order of the head of the field of continuing education.
- (4) The certificate, academic transcript and certificate of attendance are formalised pursuant to the document form in the document management system and signed as authorised by the Rector.
- (5) Certificate and certificate of attendance shall indicate the following:
 - 1) name and personal identification code of the learner;
 - 2) name and registry code of the university;
 - 3) registration number of the economic activity notification or activity licence in Estonian Education Information System;
 - 4) title of the study programme;
 - 5) time and volume of the training;
 - 6) place and date of issue of the certificate or certificate of attendance;
 - 7) number of certificate or certificate of attendance;
 - 8) names of training providers (can be provided in an annex to the certificate or certificate of attendance).
- (6) In the academic transcript, achieved learning outcomes and assessment methods of achieving the learning outcomes are stated.
- (7) Continuing education certificate, academic transcription and certificate of attendance are formalised in Estonian. Following the decision of the head of the unit organising continuing education training, the document may be issued in English. Certificate, academic transcript and certificate of attendance of international continuing education training are compiled in English, unless the learner applies for the Estonian version of documents.
- (8) Certificate, academic transcript and certificate of attendance can also be issued electronically.
- (9) If the study programme is implemented in cooperation with partner organisation(s), logo(s) of the partner(s) can be added to the continuing education certificate or certificate of attendance.
- (10) In case the certificate, academic transcript or certificate of attendance is lost or something similar happens, the learner is entitled to receive a duplicate for a certificate or academic transcript and a written confirmation of completing a training for certificate of attendance. The duplicate or written confirmation is issued on the basis of the learner's application by the unit which had

issued the document. The duplicate is formalised pursuant to the document form in the document management system and signed as authorised by the Rector.

- (11) Issued certificates, academic transcripts and their duplicates and certificates of attendance are numbered and accounted for.

§ 7. Price formation and financial arrangements of trainings

- (1) Continuing education is a paid service provided by the university.
- (2) The unit organising continuing education prepares a budget including the statement of revenue and expenditure of continuing education.
- (3) Continuing education budget normally covers:
 - 1) remuneration for training providers (30-35% of the budget);
 - 2) organisation of the course (20-25%);
 - 3) administration of the course (20%);
 - 4) development activities of the field (15%);
 - 5) specific marketing activities of courses in the unit (5%).
- (4) Revenue of continuing education consists of tuition fees, contractual funding and other relevant proceeds.
- (5) Volume of continuing education organised within research and development projects or tailor-made trainings is determined in a contract or funding decision.
- (6) The tuition fee of a tailor-made training is reflected in a tender/contract concluded between the parties, or other similar document, and paid upon the reception of an invoice by the ordering entity. The tuition fee for a public training is paid following the price of the training and the issued invoice. Invoices are prepared and issued by the unit who organises the studies.
- (7) Revenue and expenditure of continuing education are subject to separate accounting.
- (8) The conditions for paying for continuing education are the following:
 - 1) the participant or ordering entity of continuing education training undertakes to pay the tuition fee in the amount and by the date indicated on the invoice;
 - 2) in case of withdrawal from continuing education in the form of public training seven calendar days before the date of training at the latest, there is no obligation to pay the tuition fee (in case of advance payment, the tuition fee is refunded) unless stipulated or agreed otherwise;
 - 3) in case of withdrawal from continuing education in the form of public training later than seven calendar days before the date of training, it is obligatory to pay 25% of the total tuition fee (in case of advance payment, the amount exceeding 25% of total sum is refunded) unless stipulated or agreed otherwise;
 - 4) in case of withdrawal from continuing education in the form of public training, the organising unit must be notified in writing or by e-mail thereof;
 - 5) in case continuing education in the form of public training is called off/cancelled, the tuition fee is refunded in full; for a training with longer duration, the share of the cancelled module is refunded or a contract is concluded concerning the participation in continuing education in the future;
 - 6) in case of tailor-made training, terms of payment determined in a tender/contract concluded between the parties, or other similar document, are followed.
- (9) The unit organising continuing education enables the participant or the ordering entity of the training to examine the payment conditions before the training takes place.

- (10) In case of public training, the head of the organising unit is entitled to offer discount, if there is more than one participant from the same organisation.

Chapter 3

DEGREE STUDIES COURSE AS CONTINUING EDUCATION

§ 8. General bases for the studies

- (1) The completion of a degree study course as continuing education takes place on the basis of a study plan compiled of courses of the study programme of professional higher education, Bachelor's, Master's or doctoral studies, or on the basis of a study programme composed of the integrated study programmes of Bachelor's and Master's studies.
- (2) The assessment of achieving the learning outcomes of a degree studies' course, including the rules for taking exams and pass-fail assessments and appealing of assessment results, is regulated by Tallinn University Study Regulations, and the information exchange environment is the Study Information System (hereinafter the *SIS*).
- (3) The course description available in the *SIS* establishes the purposes, learning outcomes, preliminary courses, assessment forms and other details of the course. The academic unit teaching the course is entitled to set preliminary requirements for the learner.
- (4) Pursuant to Tallinn University Study Regulations, the unit organising the studies implements the RPL as a part of the course.

§ 9. Organisation of studies

- (1) Completion of a degree study course as continuing education requires the submission of a standard form application by the person concerned by the end of the week before the semester. The application is discussed and relevant feedback given by the continuing education support unit.
- (2) The application is accompanied by a list of courses or modules the learner wishes to study in the coming semester. The list is compiled on the basis of course descriptions, timetable and preliminary requirements for courses available in the *SIS*.
- (3) The university is entitled to refuse an applicant, if:
 - 1) the unit lacks the capacity to teach;
 - 2) the applicant has violated academic customs or acted in an undignified manner during his/her earlier studies, or has unsettled financial obligations with the university;
 - 3) the unit has set limits to the course due to the specific nature of the course;
 - 4) the applicant has not completed the preliminary courses;
 - 5) other grounded reasons become known.
- (4) The learner compiles a study plan in the *SIS* by registering for courses on the basis of a list accompanying the application. Continuing education support unit provides the learner with counselling and guidance in the compilation of the study plan.
- (5) The organisation of studies is the responsibility of the unit which organises continuing education.
- (6) The programme coordinator organising the studies gathers feedback from the learners and uses it as input for amending and developing the organisation of continuing education.

§ 10. Documents certifying the completion of studies and attendance of training

- (1) Upon the completion of and/or attendance of studies, the learner is given a certificate following the terms of completing the studies or certificate of attendance pursuant to the continuing education standard.
- (2) The certificate is issued by the unit of continuing education when proposed by the unit organising continuing education and ordered by the head of the field of continuing education.
- (3) The certificate and certificate of attendance provide the information required by the continuing education standard, incl.:
 - 1) name and personal identification code of the learner;
 - 2) name and registry code of the university;
 - 3) registration number of the economic activity notification or activity licence in Estonian Education Information System;
 - 4) title of the study programme/course, code, volume, result, date of the performance;
 - 5) place and date of issue of certificate or certificate of attendance;
 - 6) number of certificate or certificate of attendance;
 - 7) names of training providers (can be provided in an annex to certificate or certificate of attendance);
 - 8) note on the completion of minor field of study module.
- (4) The certificate accompanied by academic transcript and certificate of attendance are formalised pursuant to the document form in the document management system and signed as authorised by the Rector.
- (5) The certificate and certificate of attendance given upon the completion of the degree study course also comply with Paragraphs 7–11 of Article 6 hereof.

§ 11. Procedure for the reimbursement of study costs

- (1) Completing a degree study course as continuing education is a paid service provided by the university.
- (2) The learner reimburses the tuition fee according to the volume of courses registered in the study plan and credit point fee established by the Senate.
- (3) Special terms for tuition fee payment (concerning the deadline, the amount of the tuition fee) are established by the head of the field of continuing education upon the proposal by the head of the unit organising continuing education, which substantiates stipulation of special terms.
- (4) The learner pays the tuition fee on the basis of an invoice, in the amount and by the date indicated on the invoice.
- (5) The learner is not registered for the exam/ assessment if the learner has unsettled financial obligations with the university.
- (6) In case of withdrawal from the studies, the continuing education support unit must be notified in writing or by e-mail thereof as soon as possible.
- (7) In case of withdrawal from the studies, the learner is required to reimburse the study costs in proportion with the period of completing the studies. The payment is calculated on the basis of number of days as of the beginning of the preceding week of the semester to end of semester and total study costs to be reimbursed. The period of completing the studies is counted from the

beginning of the preceding week of the semester to the submission of the application by the learner. The learner is not refunded any payments made to the university.

Chapter 4

DEGREE STUDIES COURSE AS CONTINUING EDUCATION

§ 12. Declaration of invalidity

Regulations of continuing education in Tallinn University (enforced by Senate of Tallinn University Regulation No 16 of May 21, 2012) are declared invalid.

§ 13. Entry into force of these regulations

These regulations enter into force on January 1, 2016.