



In Tallinn, 13 February 2015

Dear students,

Last semester there were many cases where students wanted to improve a positive result by influencing lecturers to violate the rules of Tallinn University. This kind of behaviour is unacceptable.

According to Tallinn University Study Regulations § 21 (8)

A student who has received a negative result in the main examination/assessment or has been absent from the main examination/assessment is allowed to retake the examination/assessment once, at a time determined by the member of teaching staff. It is recommended that the member of teaching staff set the date for an additional examination/assessment during the intermediate week of the forthcoming semester or during the examination days determined by the academic unit. Improving a positive result is possible in agreement with the member of teaching staff during the time of the additional examination; the grade of the latest assessment will be considered final.

This means that improving a positive result is possible only by doing exam once again (when the student hasn't used all the possibilities to take the exam). There cannot be such thing as doing some extra work (e.g. essay). All the independent work must be done before the exams.

Hereby I confirm following rules to get to a re-exam for improving a positive result:

- the student must write a formal application that he/she would like to re-take the exam (course code, course title, date of the exam, lecturer's name)
- the application must be signed by the lecturer as approval to allow the student to take the exam again for improving a positive result
- the application must be submitted to the study assistant latest two weeks before the re-exam.

Students, who do not follow above-mentioned rules, are not allowed to re-take the exam for improving a positive result.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Indrek Grauberg'.

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