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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 member of the Rectorate managing academic affairs, appointed by the Rector, determines the specifications for volumes of the hours of contact learning and independent work. [Amended 23.08.2021]
(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 Higher Education Act, the TU Statute, legal acts in force at the university and agreement concluded with the university. [Amended 18.05.2020]
(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; amended 11.05.2026, entry into force 24.08.2026]
(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. External student

(1) An external student is a person whose aim is to complete a study programme. External students shall not be matriculated and shall not have student status. On the first and second level of higher education, an external student has the right to take examinations and assessments determined 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. On the third level of higher education, an external student has the right to defend the doctoral thesis pursuant to Tallinn University Regulations for Doctoral Studies and Defence of Doctoral Theses. [Amended 22.08.2022]

(1^1) The study load of an external student, not considering the final thesis, final examination or traineeship, shall be no more than 14 ECTS per semester. [Entry into force 01.09.2019]

(2) A person may apply for external student status if he/she meets the admission 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. The academic unit shall organize an admission exam for an external candidate and the candidate shall be required to follow the admission procedure according to the procedures and subject to the conditions established by the Senate. [Amended 01.09.2019]

(3) A person shall submit an application to commence studies as an external student and an application for the recognition of prior learning (hereinafter *RPL*) 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.

(4) The university has the right not to accept a person as an external student if: [Amended 01.09.2019]

1) The applicant has not completed the application form correctly;
2) The applicant does not comply with the admission requirements 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 twice;
6) The applicant has breached the principles of academic ethics during previous studies or behaved in an indecent manner; [Entry into force 24.08.2026]
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 the nominal duration of the study programme of three years; [Amended 01.09.2019]
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 the nominal duration of the study programme of four years. [Amended 01.09.2019]

(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 duration of the study programme 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. [Amended 01.09.2019]
(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 for compiling a thesis for more than two semesters during the term of the contract; [entry into force 25.08.2025]
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.
6) The external student does not submit their study plan. [Entry into force 24.08.2026]
(8) [Repealed 26.08.2024]
(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 the framework of 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; amended [11.05.2026, entry into force 24.08.2026]
(2) [Repealed 14.12.2015]
(3) [Repealed 14.12.2015]
(4) Taking a degree study course within the framework of continuing education is regulated by the regulations for continuing education established by the Senate. [Entry into force 24.08.2026]

Chapter 3
STUDENT PLACES, NOMINAL DURATION OF STUDY PROGRAMME AND STUDY LOAD [Entry into force 26.08.2024]

§ 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 duration of the study programme. [Amended 01.09.2019]
(1^1) The Senate shall determine: [Entry into force 17.12.2018]
1) the formation of student places on the first and second level of higher education and their total number on the basis of study programmes;
2) the formation of student places on the third level of higher education financed from the state activity support and their division on the basis of academic units and study programmes no later than the end of the calendar year preceding the year of admission.
3) the formation of student places on the third level of higher education financed by the university and the requirements and procedure for the application and division thereof no later than the end of the calendar year preceding the year of admission.
(1^2) The admission committee can create additional student places on the first and second level of higher education for students who apply to the university under special conditions

on the basis of the Requirements and Procedure for the Admission to Degree Studies established by the Senate. [Amended 18.11.2019]
(1^3) On the third level of higher education the member of the Rectorate responsible for Doctoral studies, appointed by the Rector, may: [Amended 23.08.2021]
1) create target financed student places, including for knowledge transfer doctoral students, based on the requirements and procedure for the application and formation of target financed student places established by the member of the Rectorate responsible for Doctoral studies, appointed by the Rector; [Amended 22.08.2022]
2) create additional student places on the basis of a proposal from the academic unit for doctoral students applying for a change of study programme.
(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 duration of the study programme. 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. [Amended 18.11.2019]
(5) A vacant student place shall be filled in the academic unit on the basis of a ranking list established on the basis of the applications submitted by the beginning of the preliminary week and the applications for the recognition of previous learning and work experience. The ranking list shall be recorded in the admission committee's minutes. [entry into force 25.08.2025; 24.08.2026]
(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 study volume corresponding to the nominal duration of the study programme and weighted average grade. [Amended 01.09.2019]
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.
(1^1) 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.
4) In case of candidates who have obtained the same result on the basis of the previous criteria, the candidates will be evaluated on the basis of another criterion set by the academic unit. [entry into force 25.08.2025]
(6^1) 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. A student in a different form of study within the same study programme can move to a vacant student place corresponding to their nominal period during their nominal period of study; [Amended 26.09.2016; 26.08.2024]

2) a former student of the university who has not exceeded nominal period of studies when studying on the study programme; [Amended 01.09.2019]
3) an applicant who complies with the admission requirements set out for application to the study programme; [Amended 18.11.2019; amended 11.05.2026, entry into force 24.08.2026]
4) a doctoral student. [Amended 26.09.2016]
(7^1) A former student can apply for reinstatement to the same study programme, continuing the interrupted studies from the semester of the nominal study period in which the studies were interrupted. [Entry into force 24.08.2026]
(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 member of the Rectorate managing academic affairs, appointed by the Rector. [Amended 23.08.2021]

§ 8. Nominal duration of the study programme and the student's nominal period of studies [Entry into force 01.09.2019]
(1) The nominal duration of the study programme 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 student's nominal period of studies shall normally correspond to the nominal duration of the study programme. On the first and second level of higher education, the student's nominal period of studies shall be extended: [Amended 22.08.2022]
1) by the equivalent amount of time spent on academic leave;
2) by a semester during which the student has studied abroad and the studies completed during that time are taken into account at the university as part of completing the study programme in the minimum amount of 15 ECTS credits;
3) by a period of time equivalent of up to two semesters in the case of students whose proficiency in Estonian language as the language of instruction does not meet the requirements for degree studies, as a result of which the student shall have to complete in-depth studies of the State language in accordance with the requirements and procedure established by the Minister of Education and Research. The member of the Rectorate managing academic affairs, appointed by the Rector, establishes the volume, conditions and procedures for in-depth studies of the State language; [Amended 23.08.2021]
4) by the equivalent amount of time spent on traineeship if the duration of curricular compulsory traineeship exceeds six months.

(3) The doctoral student's nominal period of studies shall normally correspond to the nominal duration of the study programme. The doctoral student's nominal period of studies shall be extended:

1) on the basis of the individual study and research plan;

2) by the equivalent amount of time spent on parental leave or in service in Estonian Defence Forces and alternative service. [Entry into force 22.08.2022]

§ 9. Study load and volume

(1) University studies, with the exception of Doctoral studies, take place in the form of both, full-time and part-time studies. A student who has applied for full-time studies but wishes to start studies as a part-time student shall submit a relevant application to admission specialists no later than 19 August of the year of admission. [Entry into force 28.08.2023]

(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 shall be included in the completed volume of a study programme.

(4^1) 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) In full-time studies, 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. [Amended 22.08.2022]

(6) At the end of every two studied semesters, 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 beginning semester. If a student who has studied two semesters as of the last determination of the study load is taking academic leave at the beginning of the semester, then his/her study load shall be determined prior to academic leave being granted. [Amended 23.08.2021]

(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 of the intermediate week of the semester. Performances that exceed the volume of the study programme shall not be taken into account. [Entry into force 24.08.2026]

(8) [Repealed 22.08.2022]

(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 1 of Subsection 5 and Clause 2 of Subsection 6 of Section 30 of the Regulations. [Amended 01.09.2019]

(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:

5) 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]
6) the version of two previous academic years in Master´s study or;
7) 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 [Repealed 26.08.2024]

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 member of the Rectorate managing academic affairs, appointed by the Rector, approves the calendar for the next academic year by the end of the month of March at the latest. [Amended 23.08.2021]
(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 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, in addition to exams and assessments, subject-specific courses and speciality-specific seminars can be organized. [Amended 18.05.2020]

§ 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) Studies take place in the form of contact learning, traineeship or independent work either in face-to-face, distance or blended learning. [Amended 23.08.2021]
(4) Contact learning can be organised in the form of lectures, seminars, practical courses, laboratory work, individual classes or studies organised in any other form determined by the member of teaching staff with the aim of acquiring knowledge and skills. Contact learning is carried out in a learning environment (including digital learning) where the student and the member of teaching staff are engaging in learning at the same time. [Amended 23.08.2021]
(5) Traineeship is a targeted activity organised for achieving learning outcomes with the aim of applying in the working environment the acquired knowledge and skills in the form determined by the university and under the guidance of a supervisor. Academic units shall establish the content and organisation of traineeship in their guidelines for traineeship. [Amended 23.08.2021]
(6) Independent work is independent acquisition of knowledge and skills necessary for achieving the learning outcomes, taking the tasks provided by the member of teaching staff as basis. The requirements for the content and format of independent work and the form of assessment shall be established in the course programme. [Amended 23.08.2021]
(7) Face-to-face learning is a form of study where studies take place in one physical environment. [Entry into force 23.08.2021]
(8) Distance learning is a form of study where the learners and teachers are physically separated from one another. Online learning is a form of learning where studies are conducted entirely as web-based distance learning. [Entry into force 23.08.2021]

(9) Blended learning is a form of study where studies are partly conducted face-to-face and partly in distance learning. [Entry into force 23.08.2021]

§ 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 duration of the study 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 in SIS. [Entry into force 28.08.2023]

(2) A timetable is the basic document in regard to the organization of studies. The head of the study programme is responsible for planning the timetable. The principles of compiling a timetable shall be established by the member of the Rectorate managing academic affairs, 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. [Entry into force 23.08.2021; 26.08.2024]

§ 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 course, 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 March. [Entry into force 24.08.2026]

(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. Within one week of the start of the first contact session (for courses that don't involve contact-learning within one week of the start of the course) the course programme may be updated in SIS, based on agreements reached with the students. [Entry into force 24.08.2026]

(6) The member of the teaching staff is responsible for organizing learning appropriately, and for the accuracy of information in SIS, including the relevance of compulsory literature. [Entry into force 26.08.2024]

(7) The university shall have the right to check the students' written papers created during the course by using plagiarism identification system and add them to the plagiarism identification system database for this purpose. [Entry into force 18.11.2019; 26.08.2024]

§ 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, with the exception of a doctoral 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. [Amended 22.08.2022]

(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.

(6^1) 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. In exceptional circumstances, the student shall have the right to take subjects from the previous or next level of study. To request for exception, a justified application shall be submitted in SIS and the decision shall be made by the head of studies of the academic unit. [Amended 22.08.2022]

(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, except in the case of courses for which the registration takes place on the webpage elu.tlu.ee. The student can register for courses that do not require prerequisite subjects or for courses where the student has passed the prerequisite subjects. [Entry into force 23.08.2021; 26.08.2024, 24.08.2026]

(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, you can register for a course starting during the semester or cancel your registration by submitting an application to the teaching unit no later than the end of the first contact week of the course. On the basis of a reasoned application, an international exchange student may change his/her study plan until the beginning of the intermediate

week of the semester. [entry into force 25.08.2025]
(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 places become available 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. Preliminary registration does not release a student from the obligation of registering for a course at the beginning of the semester.
(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. [Amended 23.08.2021]

§ 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]
(1^1) 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 (block mode study), 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 member of the Rectorate managing academic affairs, appointed by the Rector. [Amended 23.08.2021]
(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 or 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 head of the study programme, 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. [Entry into force 25.04.2016; 26.08.2024]
(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 i.e. student mobility [Amended 22.08.2022]
(1) A student has the following options for mobility: [Amended 22.08.2022]
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. If the student is going on mobility on own initiative, the student shall submit an application and an individual study plan. [Amended 22.08.2022]
(2^1) 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's mobility. [Amended 22.08.2022]
(3) The student who goes on mobility must have the proficiency of the language necessary for mobility to at least the B2 level of the Common European Framework of Reference for Languages, unless otherwise established in the specific requirements for studies abroad. [Amended 22.08.2022]
(4) Student mobility (including studies and traineeship abroad) shall be formalised 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 for a student on the third level of higher education and a students on the second level of higher education 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 1 ECTS credit per semester, in accordance with the period spent at a foreign university. In the case of short-term integrated student mobility, if a student has received a scholarship for studies abroad through the university, the student has an obligation to pass examinations and assessments in curricular courses agreed upon in the individual study plan valued at a minimum of 3 ECTS credit per semester, in accordance with the period spent at a foreign university. Otherwise the scholarship must be returned. The student shall not be required to return the scholarship in case it is otherwise specified in the mobility scholarship procedure. [Entry into force 22.08.2022; 26.08.2024]
(5) A student shall submit to the academic unit documents that certify completion of the agreed subjects and the University shall be entitled to request English translations thereof.

[Amended 18.05.2020]

(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. The procedure for the transfer of courses may differ from the above-mentioned in case it is otherwise specified in the procedure for studies abroad. [Entry into force 24.08.2020]

§ 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 Turkish) 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 14.06.2019]

(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 committed an essentially indecent act as described in Subsections 8 of Section 30 of these Regulations. The termination of the admission procedure shall be decided by the member of the Rectorate

managing academic affairs, appointed by the Rector. on the basis of a proposal made by an employee of the academic unit or Academic Affairs Office. [Amended 23.08.2021]
(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 exchange student´s electronic application form in an information system specified by the University; [Amended 18.05.2020]
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 of electronic registration. The study plan of students participating in short term mobility or blended mobility shall be compiled and submitted by the Incoming Exchange Students Coordinator. 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. [Amended 22.08.2022]
(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 traineeship at Tallinn University shall be referred to as an 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 traineeship 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 traineeship 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 traineeship. [Entry into force 17.04.2017]

§ 19[1]. Studying as a student with special needs at the university [Entry into force 23.08.2021]

(1) In order to apply for adjustments to be made the student shall turn to the Counsellor for Students with Special Needs no later than 4 weeks before the implementation of the adjustment by submitting the documents to prove the special need. The agreed adjustments support the learning process and achievement of learning outcomes for the student with special needs during the period specified on the document. If the document does not specify a validity period, the adjustments period is 1 year. [Entry into force 26.08.2024]

(2) Members of teaching staff shall have the right to make adjustments to students with documented physical or psycho-social special needs for taking a course, including for taking examinations, in case the student with special needs would be placed at a disadvantage with other participants when taking the course without the adjustments. [Entry into force 26.08.2024]

(3) The university shall offer the following adjustments based on the learner’s special needs with more detailed requirements published on the website of the university:

1) using assistive devices or support services during studies;
2) ensuring that study rooms are physically accessible;
3) extension of deadlines;
4) exceptions for participating in contact learning;
5) ensuring that study materials are in the form which is accessible to the student;
6) additional time during intermediate and final assessments;
7) using alternative assessment methods.
(4) Depending on the adjustment the university may provide the student with the right to record the contact learning by agreeing on the conditions in the agreement between the student and the member of teaching staff. The recording may be used exclusively by the student and for study purposes. Upon disclosure or publication of the recording the student shall be deleted from the matriculation register in accordance with Clause 5 of Subsection 5 of Section 30 of the Regulations.

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.
7) 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" or P 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" or MA. [Entry into force 24.08.2026]
(5) After a positive result of an examination or pass-fail assessment, the student is

considered to have mastered the subject.
(6) 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.
(7) 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 re-sit exams/assessments. [Amended 21.05.2018]

§ 21. Examinations and pass-fail assessments
(1) An examination is an assessment of the achievement of learning outcomes, which is based on specific assessment criteria to assess the level of knowledge and skills acquired by the learner in relation to the learning outcomes described in the study programme. Courses of a theoretical nature end with an examination. [entry into force 25.08.2025]
(2) Examinations are taken during the examination session of the semester in which the students took the course, within the period of the right to take examinations. There shall be two dates given for the main examination and one additional examination time for re-sit examination. The second main examination may be announced also as a re-sit examination. As an exception, it is possible to use the right of: [Amended 23.08.2021]
1) giving only one examination date to courses where, due to the specificity of examination organization (e.g. production, LIFE) 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);
2) giving one main examination date and one re-sit examination date to courses where the result is formed on the basis of the work performed during the semester;
3) giving one main examination date and one re-sit examination date to courses where the written paper can be submitted electronically or on paper by the deadline established by the member of the teaching staff.
(3) [Repealed 23.08.2021]
(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 or at a time determined by the member of the teaching staff. 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 23.08.2021]
(6) Examinations and pass-fail assessments in block mode study take place during study sessions. The second main exam and re-sit examinations/additional assessments may take place outside the study session. [Amended 01.09.2019]
(7) The results entered to SIS shall be the official results of the examination / pass-fail assessment. [Amended 23.08.2021]

(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. [Amended 01.09.2019]
(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. [Amended 23.08.2021]
(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 head of the study programme shall determine a replacement course if a compulsory course is not being taught. [Entry into force 27.08.2018; 26.08.2024]
(11) A student who was ill during the announced times of examinations or pass-fail assessments and did not take exams/pass-fail assessments shall submit an application, accompanied by a relevant medical certificate in SIS for an additional time for taking the examination/pass-fail assessment no later than the last day of the examination session. The additional exam/pass-fail assessment shall take place no later than within two weeks after the end of the examination session at a time determined by the academic unit. A student who has not taken the additional exam/pass-fail assessment cannot apply for an additional time of an exam/pass-fail assessment and shall have to retake the course. The result of the additional exam/pass-fail assessment shall be included in the results of the semester when the student has registered for the course. [Entry into force 28.08.2023]
(11^1) 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]
(11^2) A student shall be released from studies at a time he/she is participating in the (additional) reservist training of the Estonian Defence Forces or is not participating in studies due to mobilisation. A student shall inform the study counsellor of having received the invitation. Teaching staff shall organise the studies of the student who has been released from studies in a way as to enable the student to complete the course within the same semester, with the exception of exams/assessments where only one date has been announced, where due to the specificity of examination organisation the result depends on a group performance or where a committee of at least three members participates in evaluation. In this case it is not required to provide an additional date for the exam/assessment to the student who did not participate in the exam/assessment and the teaching staff may require the student to retake the course. [Entry into force 28.08.2023]
(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 re-sit 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 1 October in autumn semester and 1 March in spring 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. [Amended 23.08.2021]
(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 result 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 can complete the course during the announced re-sit examination or pass-fail assessment. [Amended 23.08.2021]
(17) If the student fails to register for any announced time of an examination/pass-fail assessment by the end of the examination session, the result shall be marked as "non-appeared" with the date of the last main examination/pass-fail assessment and the student shall lose one chance of taking the exam/pass-fail assessment. The student can complete the course during the announced re-sit examination/pass-fail assessment. [Amended 22.08.2022]
(18) [Repealed 23.08.2021]
(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, the result shall be marked as negative "F" or ”MA” with the date of the last class in contact learning or a date determined by the member of the teaching staff for submitting the paper. If a student does not participate in any examinations or pass-fail assessments, the result shall be marked as “MI” with the date of no later than the end date of the examination session. [Amended 23.08.2021]
(19^{1}) If the student has not fulfilled the requirements established in Subsection 8 of this Section for being admitted to the examination or for taking the pass-fail assessment, the student shall not be allowed to take the exam/pass-fail assessment and the result shall be marked as “MI” (non-appeared) with the date of no later than the end date of the examination session. The student shall have the chance to pass the course by registering for retaking the course. [Amended 23.08.2021]
(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 re-sitting 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. If a student has registered for taking a re-sit examination but does not attend it, the result shall be marked as "MI" (non-appeared). [Amended 23.08.2021]
(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 breach of the principles of academic ethics 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 shall be marked as "F" or "MA" and a note of the breach will be posted on the report of academic progress in SIS. An academic unit is entitled not to allow the student who has not passed the main examination or pass-fail assessment due to breach of the principles of academic ethics to take a re-sit examination or pass-fail assessment. In this case, the student is obliged to retake the course. [Amended 23.08.2021; 24.08.2026]
(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 3 days before the day of re-sit 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 working days after the results have been announced. The academic unit has no obligation to keep written papers after the above-mentioned time has passed. [Entry into force 28.08.2023]
(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]
(26) The university shall have the right to record the student's activity during web-based exams/assessments in accordance with the legal acts regulating personal data protection. The member of teaching staff shall inform the students of the need to record a web-based exam/assessment no later than 14 days before the exam/assessment takes place. The student's personal data (video recordings) shall be processed only for the purpose of evaluating the exam/assessment. The member of teaching staff organising the exam/assessment shall be responsible for data processing. The personal data (video recordings) collected for the above-mentioned purpose shall be stored only until they are necessary for evaluating the exam/assessment. The principles and requirements of personal data processing are published on university website. [Entry into force 23.08.2021]
(27) The student shall have the right to refuse the use of video recording in the situation provided in Subsection 26 and take the exam/assessment at the university or use alternative means created for that purpose by informing the member of the teaching staff in writing no later that 10 days before the exam/assessment takes place. [Entry into force 23.08.2021]

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. [Amended 18.11.2019]
(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 out for application to a Master´s or Doctoral study programme shall submit documents that provide proof of previous work experience and education to the academic unit. [Amended 18.11.2019]
(2) RPL is individually assessed when applying to 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. [Amended 18.11.2019]
(3) Head of the study programme decides whether the applicant's previous experience meets the conditions for admission to the study programme and, if necessary, determines the compensatory subjects that the applicant must complete during the first year of study as a continuing education student. The maximum volume of the compensatory subjects is 18 ECTS. If necessary, the head of the study programme consults with the lecturers teaching the subject. [entry into force 19.11.2019; 26.08.2024; 25.08.2025; 24.08.2026]
(4) The applicant shall submit the written decision of the head of the study programme regarding the accreditation of previous studies and/or work experience together with other necessary application documents to the admission committee. An RPL applicant shall apply to the university under the same conditions as other candidates. [Entry into force 18.11.2019; 26.08.2024]
(5) RPL documents may be submitted by student candidates throughout the year, but not later than one month before the beginning of the period of submission of admission applications. The academic unit may accept documents that are submitted at a later date on justified occasions. [Entry into force 28.08.2023]
(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. [Amended 18.11.2019]
(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 application. [Amended 18.11.2019]

§ 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 a digital application form to the academic unit. [Amended 22.08.2022]
(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) The assessment and recognition of prior learning and professional experience does not apply for
1) an interdisciplinary project when transfering the results on the first level of higher education to the second level of higher education, unless an interdisciplinary supervision subject has been passed at the first level of higher education;
2) the defence of the thesis and/or the final examination(s) required for graduation;
3) subjects determined by the decision of the council of the academic unit, for which a corresponding entry is made in the study information system [entry into force 25.08.2025]
(5) [Repealed 26.08.2024]
(6) Previous studies and work experience 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, except when recognizing a microdegree in full. In order to take additional training and work experience into account for open electives the corresponding course shall be selected from among the courses offered at Tallinn University. [Entry into force 01.07.2018; 26.08.2024; 25.08.2025]
(7) Courses completed in degree studies of the previous level that are reflected on the graduation documents shall be taken into account for electives and open electives only in the amount the required volume of the study programme on the previous study level has been exceeded. The limits to the volume do not apply for compulsory courses. [Entry into force 28.08.2023]
(8) An RPL application for completing a study programme shall be submitted no later than during the semester that precedes 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, except when recognizing a microdegree in full. Students may participate in study until they are informed of the decision. [Amended 01.07.2018, entry into force 25.08.2025]
(9) [Repealed 25.08.2025]
(10) A student may not apply for accreditation through RPL of the subjects in which he/she has registered during ongoing studies. An application that has been rejected may not be submitted again without making amendments in the content. [Entry into force 28.08.2023; 26.08.2024]
(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 head 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 head of the study programme 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. [Entry into force 26.09.2016; 26.08.2024]
(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 are as follows:
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. The applicant has the right to contest the decision as established in Section 33 of the Regulations. [Amended 01.09.2019]
(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, with the exception of doctoral studies where the title and volume of

the continuing education studies maybe entered with the original data. [Entry into force 28.08.2023]
(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 or with open electives recommended by the academic unit. [Entry into force 26.08.2024]
(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 C1 level of the Common European Framework of Reference for Languages with a document that proves the completion of an internationally recognised foreign language examination or if the student has completed the previous level or cycle of education fully in the required foreign language. The skills of English for specific purposes shall be taken into account if the previous level or cycle of education has been completed in the European Union (incl. The United Kingdom), member states of the European Economic Area, The United States of America, Canada, New Zealand or Commonwealth of Australia. [Entry into force 28.08.2023]
(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 on the first or second level of education: [Amended 22.08.2022]
1) Was on academic leave and his/her study programme has significantly changed;
2) Is matriculated to continue studies; [Amended 18.11.2019]
3) Follows a flexible study programme and the individual study plan is created, taking into account previous experience of the learner; [Entry into force 24.08.2020]
4) The student is transferred to the new study programme version or to a new study programme. [Entry into force 24.08.2020]
(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 head of the study programme 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. [Entry info force 26.08.2024]

Chapter 7
DEFENCE OF A FINAL THESIS AND SITTING FOR A FINAL EXAMINATION ON THE FIRST AND SECOND LEVEL OF HIGHER EDUCATION [Entry into force 24.08.2026]

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

(1) [Repealed 24.08.2026]

(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 traineeship) stipulated in the study programme, meets the graduation requirements and has no financial obligations to the university. The student shall be admitted to the defence of a final thesis or to the final examination by Order of the Director of the academic unit. [Amended 21.05.2018; amended 11.05.2026]

§ 27. Writing and defence of final thesis

(1) The requirements for the final thesis, including volume, format and reviewing requirements and assessment criteria, are set by the Director on the proposal of the collegial board of studies in accordance with international standards. The requirements shall be made available to the student by the intermediate week of the autumn semester. [entry into force 25.08.2025; 24.08.2026]

(1^1) 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 head of the study programme shall coordinate the topic and approve the supervisor (incl. the co-supervisors) of the final thesis and the Director of the academic unit shall confirm these no later than during the penultimate semester of the student´s studies; [Entry into force 01.09.2019; 26.08.2024; 25.08.2025; 24.08.2026]

(4) A supervisor/reviewer of a thesis on the first level of higher education 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. [Entry into force 24.08.2026]

(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 their field; [Entry into force 24.08.2026]

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.

(5^1) A co-supervisor on the first or second level of higher education shall have a Master's degree or equivalent qualification. If the supervisor of the student is not an employee of the University or they do not teach in higher education degree studies, the Director of the academic unit shall appoint a co-supervisor to the student from among the academic staff of the University. [Entry into force 24.08.2026]

(6) The staff member has the right to refuse supervision duties if their educational activity workload is completed or if the topic of the final thesis does not align with their field of research. [Entry into force 24.08.2026]

(7) The supervisor shall:

1) Assist the student in refining the topic, formulating the research problem, selecting methods, selecting relevant literature and other sources, and in providing academic credibility; [Entry into force 24.08.2026]

2) Coordinate the action plan of the final thesis, counsel the student, supervise and consult with the student during the process of conducting research in all its phases; [Entry into force 24.08.2026]
3) Verify that the student´s final thesis 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. [Entry into force 24.08.2026]
4) Consistently support the writing of the thesis to ensure the compliance of the thesis with the principles of academic ethics; [Entry into force 24.08.2026]
5) Propose a schedule for the completion of the thesis. The agreed schedule shall specify the dates and stages of meetings, the submission of thesis chapters or other parts of the thesis, the provision of feedback, and other relevant activities, taking into account the general deadlines established in the study programme. [Entry into force 24.08.2026]
(8) The tasks of the student in compiling the final thesis are the following:
1) To compile an action plan for the final thesis, identify and evaluate thematic literature and formalize the research results in the form of a correct and final thesis, following the principles of academic ethics and assuming responsibility for the accuracy of the data contained in the thesis and the results; [Entry into force 24.08.2026]
2) To submit parts of the final thesis for perusal and commentary to the supervisor, according to the agreed schedule. [Entry into force 24.08.2026]
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. A supervisor or co-supervisor is assigned at the earliest opportunity. [24.08.2026]
(10) The Director of the academic unit curating the study programme shall set up the defence committees for the final theses for one academic year in accordance with the following principles: [Amended 25.04.2016; amended 11.05.2026, entry into force 24.08.2026]
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). Members of the defence committee for Bachelor´s theses who do not hold a doctoral degree or an equivalent qualification shall meet the requirements established in Subsection 4 of this Section and members of the defence committee for Master´s theses shall meet the requirements established in Clauses 2 and 3 of Subsection 5. [Amended 01.09.2019]
3) [Repealed 28.08.2023];
4) The defence committee related to awarding professional qualifications shall be approved by the professional qualifications committee. The professional qualifications committee may additionally appoint a representative of employers to the defence committee formed on the basis of Clauses 1-3 of this Subsection. [Amended 01.09.2019]
5) To avoid a conflict of ethics and of interests and in special cases the assessment committee may decide to alter the composition of the committee for the assessment of a specific student's thesis. This action shall be recorded in the minutes along with a justification before the assessment. [Entry into force 24.08.2026]
(11) The Director 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 shall be announced to the student no later than two months prior to the date of the defence. [Entry into force 24.08.2026]

(12) The academic unit is obliged to check the students' final theses by using the plagiarism identification system and make the results known to the defence committee. [Amended 01.09.2019]
(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 supervisor/head of study programme shall give their approval to submitting a final thesis to the defence with a digital signature. The student assures with their confirmation that, the thesis is in compliance with the principles of academic ethics; permission is granted to reproduce the thesis and to make the thesis available to the public; and that it may be used in the plagiarism identification system as a data source. [Entry into force 26.08.2024; 24.08.2026]
(14) After registering for the defence of the final thesis, the student has the possibility to apply for withdrawal from the defence but no later than one day prior to the defence and only in exceptional circumstances, which shall be justifiable. A negative review or the emergence of a breach of the principles of academic ethics shall not be considered a justified reason. [Amended 26.09.2016; amended 11.05.2026, entry into force 24.08.2026]
(15) Assessment of the final thesis is given in a written review that follows the requirements established by the academic unit. 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. [Entry into force 24.08.2026]
(16) Conflict of interest and of ethics shall be avoided in appointing a reviewer. A reviewer is appointed by the head of study programme or a member of the study programme working group. [Entry into force 26.08.2024; 24.08.2026]
(17) The defence of the final theses is public and before a defence committee during an examination session. The defence committee shall record in the minutes the procedure of the assessment, a possible conflict of ethics and of interests before the start of the assessment and shall make changes to the committee, if necessary. 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, legal acts regulating personal data protection, 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. [Amended 01.09.2019; 24.08.2026]
(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 chairperson of the defence committee shall make the relevant decision, justifying their decision in the minutes of the defence. [Entry into force 24.08.2026]
(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. The discussion also involves matters raised in the review. [Entry into force 24.08.2026]
(20) [Repealed 24.08.2026]
(21) Students shall be informed of the results of the defence no later than the day following the defence. 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. [Entry into force 28.08.2023]
(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 the case of an emergence of a breach of the principles of academic ethics the defence committee shall immediately initiate a clarification of the circumstances, collecting relevant evidence and an explanation from the student. The student is obliged to provide an explanation at the earliest opportunity but no later than three working days. In the case the breach is confirmed, the defence committee:
1) Shall immediately make a reasoned proposal to the Director not to allow the student to the defence and may recommend the deletion of the student from the matriculation register or issuing the student a warning on the condition that the student writes a new or substantially amended final thesis. The Director shall inform the student of their written decision at the earliest opportunity;
2) Shall immediately make a reasoned proposal to the Director to declare the student's defence closed if the student has already been allowed to the defence by written Order of the Director based on Section 26(2). The Director shall inform the student of their written decision at the earliest opportunity. The assessment committee, reviewer, student and, upon the request of the student, up to two more persons shall take part of the defence;
3) Shall assess the final thesis at the defence taking into account the severity of the breach of the principles of academic ethics and may make a recommendation to the Director to delete the student from the matriculation register or to issue a warning to the student on the condition that the student writes a new or a substantially amended final thesis. The grade awarded by the committee and/or the decision of the Director shall be communicated to the student in writing at the earliest opportunity;
4) Shall arrange a new assessment taking into account the additional circumstances if the breach of the principles of academic ethics was discovered after the defence of the final thesis. [Entry into force 28.08.2023; 24.08.2026]
(25^1) The student has the right to contest the decision of the Director or the defence committee as established in Section 34 describing the procedure of contesting decisions concerning a breach of the principles of academic ethics. [Entry into force 28.08.2023; 24.08.2026]
(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) Restricted – Final theses defended with the result "E", access limited at the request of the author or by the decision of the Director of the academic unit; [Amended 01.09.2019; 24.08.2026]
3) [Repealed 24.08.2026]
(27) [Repealed 28.08.2023]
(28) The publication of final theses shall be made on the basis of the student's consent in SIS. In case the consent is withdrawn, access to the thesis in the library's repository shall be restricted. [Entry into force 28.08.2023; 24.08.2026]

§ 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 requirements, assessment criteria and the procedure of the final examination are published for the students in the course programme during the preliminary week of the semester

during which the exam takes place. [entry into force 25.08.2025; 24.08.2026]
(2^1) The examination committee 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; amended 11.05.2026, entry into force 24.08.2026]
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) at least 50% of the members of an examination committee at the first level of higher education and at least 75% of the members of an examination committee at the second level of higher education shall hold a doctoral degree or an equivalent qualification (or, in the case of creative arts fields, meet the requirements for the position of professor or teaching track associate professor); [Entry into force 24.08.2026]
3) as regards study programmes related to awarding professional qualifications, the professional qualifications committee may appoint a representative of employers to the examination committee, and the composition of the examination committee shall be approved by the professional qualifications committee. [Entry into force 24.08.2026]
4) to avoid a conflict of ethics and of interests and in exceptional cases the examination committee may decide to make changes to the composition of the committee for the assessment of the performance of a specific student. The relevant change shall be recorded in the minutes with an explanation before the assessment. [Entry into force 24.08.2026]
(3) The student shall register in SIS for taking the final examination no later than two weeks prior to the date of the final examination. [Entry into force 24.08.2026]
(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. A breach of the principles of academic ethics shall not constitute an exceptional reason. [Amended 26.09.2016; amended 11.05.2026, entry into force 24.08.2026]
(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 on the first or second level of higher education 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. [Amended 22.08.2022]
(2) The student has the right to apply for academic leave for health reasons, service in 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. Applying for an academic leave starting from the 30th week of pregnancy, the student shall provide a certificate confirming the duration of the pregnancy with their application. A doctor's recommendation and the period of academic leave are not required to be included with the application. Academic leave for health reasons shall only be terminated on the basis of a certificate from a medical establishment. [Entry into force 24.08.2020; 26.08.2024]
(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 his/her child´s birth certificate to the application. [Entry into force 25.04.2016; 26.08.2024]
(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 Forces 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 student's nominal period of studies 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. The leave is granted in one part, for one or two semesters. [Entry into force 24.08.2020]
(7) A first-year full-time 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. [Entry into force 28.08.2023]
(8) If the student takes academic leave before the end of the second 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. [Amended 01.09.2019]
(9) The student´s study load shall not be changed during academic leave. If the student applies for academic leave at the beginning of the semester his/her study load is to be determined, the study load shall be determined before granting academic leave. [Entry into force 28.08.2023]
(10) While on academic leave, the student shall have the right to complete the study programme (with the exception of defence of the final thesis or taking the final examination) and an obligation to meet the requirements of legal acts regulating studies. A student who submits an application for academic leave: [Amended 01.09.2019]
1) before the deadline for submitting the study plan of the semester, shall compile and submit the study plan by the deadline established in the academic calendar by choosing only courses which are compulsory in the study programme and elective and open elective courses in the volume prescribed in the study programme;
2) before the end of the second contact study period of the semester, shall mark in the application the courses registered for in the study plan of the semester where the student wishes to continue studies. Other registrations without assessment result shall be cancelled;

3) after the end of the second contact study period of the semester, it is possible to continue studies and registrations are not cancelled.
(11) [Repealed 01.09.2019]
(12) [Repealed 01.09.2019]
(13) The university shall have the right to initiate deletion from the matriculation register as regards a student who is on academic leave on grounds for deletion from the matriculation register as described in Section 30. [Entry into force 01.09.2019]

§ 30. Deletion from the matriculation register [Amended 01.09.2019]
(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 advance in studies;
2) failure to meet the requirement of the reimbursement of study costs by the due date;
3) essential violation of the requirements and procedure of regulatory acts established for studies;
4) putting other students or persons in danger as a result of his/her behaviour;
5) by committing an essentially indecent act.
(6) The student shall be deleted from the matriculation register due to failure to advance in studies if he/she:
1) as a full-time student, has not accumulated at least 15 ECTS credits during the first semester of the first academic year; [Amended 22.08.2022]
2) has failed to meet the requirements of part-time study by the end of the academic year;
3) has failed at the second attempt to defend his/her final thesis or receive a positive result for a final examination;
4) has failed to receive a positive result during evaluation in Doctoral studies;
5) has not submitted an application to be transferred to another study programme by the date of closure of the study programme; [Amended 18.05.2020]
6) has been divested of active legal capacity or his/her active legal capacity has been restricted due to mental illness, mental disability or other mental disorder;
7) dies.
(7) The student shall be deleted from the matriculation register for essential violation of the requirements and procedure of regulatory acts established for studies in particular if he/she:
1) has failed to conclude the learning agreement or an annex to it by the deadline;
2) being a first-year student, has failed to commence studies, i.e. has, during the first semester, failed to register for courses worth at least 23 ECTS in full-time studies and at least 15 ECTS in part-time studies by the deadline set in the academic calendar for electronic registration of courses.

3) has been absent 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 set in the academic calendar or has failed to go to counselling as provided in Subsection 5 of Section 32 of these Regulations;

4) is a third level higher education student who has not submitted a personal study and research plan by the submission deadline, or the deadline on the personal study and research plan has passed. [entry into force 25.08.2025]

(8) The student shall be deleted from the matriculation register for committing an essentially indecent act in particular if he/she:

1) has intentionally committed a crime and he/she has been found guilty by reason of a court decision;

2) has forged documents;

3) has essentially violated generally accepted behavioural norms;

4) has disregarded the principles of academic ethics. [Entry into force 24.08.2026]

(9) The student shall be deleted from the matriculation register for a breach of the principles of academic ethics in particular if they: [Entry into force 24.08.2026]

1) used additional materials, environments, tools, or other resources during an examination or pass-fail assessment that is not allowed by the lecturer; [Entry into force 26.08.2024]

2) exchanged knowledge during an examination or pass-fail assessment which is not authorised (sharing information with other students or copying answers from others, etc.);

3) participated in an examination or pass-fail assessment on behalf of another student or has enabled another person to participate in assessment on his/her behalf;

4) submitted his/her own previously submitted unchanged work repeatedly for evaluation of different learning outcomes;

5) plagiarised, i.e. used other people's work and/or 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; [Entry into force 24.08.2026]

6) fabricated data (including sources). [Entry into force 24.08.2026]

7) falsified data, meaning knowingly altering data or research results, presenting them in a biased or incomplete manner, or manipulating equipment or research material; [Entry into force 24.08.2026]

8) used data, research results or applications in a manner that has harmed research subjects and/or the environment (including violations of the informed consent of research participants, cruel treatment of experimental animals, or other similar cases). [Entry into force 24.08.2026]

(10) In case of committing an essentially indecent act, depending on the seriousness of the violation, the Director of the academic unit and the member of the Rectorate managing academic affairs, appointed by the Rector, have the right to issue a warning to the student or make a proposal to delete the student from the matriculation register. [Amended 23.08.2021]

(11) In determining whether the principles of academic ethics referred to in Clause 5 of Subsection 9 of this Section have been violated, the citation and formatting requirements for student work established by the Council of the academic unit shall serve as the basis, including the plagiarism severity levels set out therein. [Entry into force 24.08.2026]

(12) 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.

(13) 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.

(14) The member of the Rectorate managing academic affairs, appointed by the Rector, makes the decision to delete the student from the matriculation register, as a rule, 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. [Amended 23.08.2021]

§ 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. A student who has not participated in the graduation ceremony shall be issued graduation documents by the academic unit within one month after the date of defence of the final thesis or the date of the final examination. Graduation documents requested later shall be issued by the Academic Affairs Office. [Amended 18.05.2020]

(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;
4) Completion of the required study load by the end of the first study semester; [Entry into force 24.08.2020]
5) Potential graduates' completion of the study programme. [Entry into force 24.08.2020]

(1^1) In order to avoid failure to progress in studies, study counsellors shall provide counselling to students who: [Entry into force 24.08.2020]

1) have submitted an application for academic leave;
2) resume studies after academic leave;
3) have submitted an application for deletion from the matriculation register;
4) are undertaking studies abroad, with the purpose of mapping the possibilities for completing the study programme;
5) are facing difficulties in reimbursing study costs;
6) have not submitted an application for the approval of the supervisor/topic of the thesis by the deadline;
7) have not graduated within the nominal period of studies and need to map the possibilities for graduation;
8) study on a study programme to be closed and need to map the possibilities for continuing studies.

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

counselling or resolution of problems. [Entry into force 26.08.2024]

(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, head of the study programme and employees of the Academic Affairs Office for information on the organization of studies, counselling and problem resolution. [Entry into force 26.08.2024]
(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 [Amended 01.09.2019]

(1) In order to contest decisions or acts (hereinafter *decision*) related to studies (with the exception of contesting the result of the defence of the final thesis or final examination), the student shall submit a written contest to the person who made the decision or to the head of the decision-making body (hereinafter *a person who made the decision*) within 10 working days from the date of the notification of the decision. [Entry into force 28.08.2023]
(2) The student shall add relevant documents to the contest and include the following details in the contest:
1) name of the person who made the decision or of the head of the decision-making body to whom the contest is sent;
2) content of the decision which is being contested;
3) reasons for the student to find that the decision violates his/her rights;
4) clearly expressed claim of the student submitting the contest.
(3) The person who has made the decision shall respond to the contest within 10 working days as of the day the contest was submitted, by presenting a written reasoned decision (hereinafter *decision on the contest*) as to the satisfaction or dismissal of the contest. In case the contest does not meet the requirements established in Subsection 2, the person who made the decision shall provide the student an additional deadline for eliminating the deficiencies. The person who made the decision has the right to extend the deadline for making the decision on the contest by 5 working days, informing the student thereof in writing. [Entry into force 28.08.2023]
(4) The student shall have the right to submit a written appeal regarding the decision on the contest within 10 working days as of the day of the notification of the decision. The appeal shall be submitted to the Director of the relevant academic unit. If the first contest was submitted to the Director of the academic unit, the appeal shall be submitted to the member of the Rectorate managing academic affairs, appointed by the Rector, in Doctoral studies, to the member of the Rectorate responsible for Doctoral studies, appointed by the Rector. If the first contest was submitted to the member of the Rectorate, the appeal shall be submitted to the Rector. [Entry into force 28.08.2023]
(4^1) For the substantive examination of the appeal, an appeals committee shall be constituted on the basis of the principles set out in Clauses 1 and 2 of this Subsection. If a main member of the appeals committee is a party to the dispute, he or she will not take part in the examination of the appeal. An alternate shall be appointed to take his/her place at the committee meeting. If an alternate member cannot be appointed, the number of members of the committee is reduced by one. The appeals committee shall hear the appeal and make a recommendation to the director of the academic unit, a member of the Rectorate or the Rector as to whether the appeal should be upheld or not. The director of the academic unit, a member of the rectorate or the rector shall make the appeal decision on the basis of the appeals committee's recommendation. [Entry into force 25.08.2025]

1) The director of the academic unit shall set up an appeals committee of at least four members for each academic year. The appeals committee is composed of the head of studies (who chairs the committee), the director, one student representative and at least one member of the teaching staff. At least one member of the teaching staff must be from another academic unit and, if necessary, one or two members of the teaching staff from the academic unit concerned who have not been involved in the initial contest shall be included in the committee. A student representative is appointed by the Student Council. [Entry into force 25.08.2025]
2) A member of the rectorate or the rector shall convene an appeals committee of at least three members, one of whom shall be a representative of the students, to hear the appeal. [Entry into force 25.08.2025]
(5) The person who responds to the appeal shall:
1) respond to the appeal within 30 calendar days as of the day the appeal was submitted. The response shall include a written reasoned decision as to the satisfaction or dismissal of the appeal;
2) have the right to extend the deadline for responding to the appeal up to 30 days by informing the student thereof in writing.
(6) The decision on the appeal shall not be subject to further appeal at the University.

§ 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 a breach of the principles of academic ethics) may be contested within 3 working days from the announcement of the results by submitting a written contest to the Director of the academic unit. The contester shall follow the requirements established in Subsection 2 of Section 33 when formalizing the contest. [Entry into force 28.08.2023; 24.08.2026]
(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 3 working 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. [Entry into force 28.08.2023]
(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 3 working days, informing the contester thereof. [Entry into force 28.08.2023]
(8) The student shall have the right to contest decisions which concern breaching the principles of academic ethics within 3 working 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. The contester shall follow the requirements established in Subsection 2 of Section 33 when formalizing the contest. [Entry into force 28.08.2023; 24.08.2026]
(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 3 working 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 3 working days as of the day the proposal was made by the appeal committee. [Entry into force 28.08.2023]
(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 contester 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 breach of the principles of academic ethics has been supported by evidence and the thesis has received a negative result, the student shall have no right to re-defend the final thesis. In order to graduate, the student must write and defend a thesis on a new topic. [Entry into force 28.08.2023; 24.08.2026]

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) [Repealed 25.04.2016]
(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) [Repealed 26.08.2024]
(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 preliminary week of the autumn semester. Students may participate in study until he/she is informed of the decision. [Entry into force 01.07.2018]
(13) For the admission of academic year 2019/2020, the deadline laid down in Clause 2 of Subsection 1^1 of Section 7 of the Study Regulations as regards the division of student places on the third level of higher education financed from the state activity support shall not be applied. The division of student places financed from the state activity support on the basis of academic units and study programmes shall be decided on by the Senate in January 2019. [Entry into force 17.12.2018]

§ 35^1. Differences in the application of the Study Regulations as regards students matriculated before the academic year 2013/2014 [Repealed 26.08.2024]

§ 35^2. Exceptions to the application of the academic calendar
The exact division of the contact learning period set out in Subsection 2 of Section 11 of these Regulations can differ if the school holidays established pursuant to Subsection 7 of Section 24 of the Basic Schools and Upper Secondary Schools Act don't align with the arrangement of the contact learning periods. [Amended 22.12.2025]

§ 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