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of the College  
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**TALLINN HEALTH CARE COLLEGE**

# **ACADEMIC REGULATIONS**

**Tallinn 2011**

## Contents

<b>I. General Provisions .....</b>	<b>3</b>
(1) Approval and Definitions .....	3
<b>II. Becoming a Student/Pupil.....</b>	<b>7</b>
(2) Matriculation.....	7
(3) Filling Vacant Student/Pupil Places .....	7
<b>III. Principles of Academic Activity .....</b>	<b>9</b>
(4) Levels of study and student/pupil places.....	9
(5) Forms of Study and System of Study .....	10
(6) Curricula .....	10
(7) Organisation of Studies .....	10
<b>IV. Practical Training .....</b>	<b>12</b>
(8) General Provisions .....	12
(9) Time and Place.....	12
(10) Conditions for Sending Students for Practical Training .....	12
(11) Goals of Practical Training .....	12
(12) Obligations and Rights of Students/Pupils During Practical Training.....	13
(13) Requirements for Practical Training Facilities .....	13
(14) Termination of Practical Training .....	13
(15) Procedure for Resolution of Disputes .....	13
<b>V. Assessments of Learning Outcomes and the Grading System .....</b>	<b>14</b>
(16) Examinations and Evaluations .....	14
(17) Procedure for Taking Examinations.....	17
(18) Resitting Exams, Evaluations or Defences.....	18
<b>VI. Interruption and Completion of Studies .....</b>	<b>19</b>
(19) Academic Leave.....	19
(20) Studying in Foreign Country .....	19
(21) Extension of Studies.....	19
(22) Deletion from the Matriculation Register.....	20
(23) Completion of studies.....	21
<b>VII. Rights and Obligations of Learners .....</b>	<b>22</b>
(24) Learners shall:.....	22
(25) Learners shall be prohibited.....	23
(26) Punishment of Learners .....	23
<b>VIII. Challenging Decisions Related to Organisation of Studies .....</b>	<b>23</b>
<b>IX. Quality Assurance of Academic Activities .....</b>	<b>23</b>
<b>X. Implementing Provisions.....</b>	<b>24</b>

## **I. General Provisions**

### **(1) Approval and Definitions**

1. This document, the Academic Regulations of Tallinn Health Care College (the *College*), constitutes the fundamental document regulating teaching and learning, interrelationships within the purview of the College and the organisation of educational activities. The Academic Regulations establish general rules and norms for the organisation of studies.
2. The Academic Regulations are based on the following: the Republic of Estonia Education Act, the Institutions of Professional Higher Education Act, the Universities Act, the Standard of Higher Education, the Vocational Educational Institutions Act, the Statutes of Tallinn Health Care College and other legislation.
3. The Academic Regulations are prepared under the direction of the Vice Rector for Academic Affairs; they are approved and, if necessary, revised by the Council of the College.
4. Compliance with the Academic Regulations is mandatory for the entire membership of the College (students, pupils, academic and non-academic staffs), regardless of the status of a learner, or the form of any contract that establishes a basis for execution of duties of the staff.
5. In these Academic Regulations, the following definitions are used (presented in alphabetical order):
  - 5.1 ‘Academic calendar’ records important dates of an academic year. Academic calendars are approved by the Council of the College.
  - 5.2 ‘Academic year’ — the academic year of the College starts on a Monday closest to 1 September and lasts for 40 academic weeks according to the academic calendar. The academic year is preceded and followed by a period of two academic weeks that are to make up for insufficient academic progress. During these preceding and following weeks, educational activities may be conducted according to a plan prepared by the corresponding chair/department.
  - 5.3 ‘Contact-based learning’ means educational activities for achieving learning outcomes conducted in the form of lectures, seminars, training sessions, laboratory work, individual classes or educational activities determined in another manner aimed at acquiring knowledge and skills. Contact-based learning takes place in a learning environment (including e-learning), where both a student/pupil and a member of the teaching staff participate.
  - 5.4 ‘Course system’ means a learning system where students/pupils complete modules/subjects in the order provided for in a curriculum. A transfer to the next year presumes that the learning outcomes of modules/subjects of the previous year have been acquired in full scope (except elective and optional subjects).
  - 5.5 ‘Credit point (CP)’ means a unit of student workload that corresponds to 40 hours (one week) of work by a pupil.
  - 5.6 ‘Curriculum’ means a source document for teaching a single specialty or several related specialties which sets out study objectives; standard period of study; the conditions for commencement of study; lists of subjects including student workloads and formats of assessment of student learning; options and conditions

for choosing subjects; forms and workloads of practical training; requirements for completing the study; and it is in accordance with the Standard of Higher Education and registered in the Estonian Education Information System.

- 5.7 'Delete from the matriculation register' means to remove the name of a student/pupil from the list of current learners.
- 5.8 'ECTS credit' means a unit of student workload that corresponds to 26 hours of work by a student.
- 5.9 'Elective subject' means the subject related to the field being studied and connected to the objectives of a curriculum, which students/pupils choose freely.
- 5.10 'Estonian Education Information System' (*Eesti Hariduse Infosüsteem, EHIS*) means a state register which assembles data on an education system.
- 5.11 'Full-time study' means a form of study where students/pupils complete 100% of the compulsory workload as foreseen in the curriculum by the end of each academic year.
- 5.12 'Grade for the diploma' means the final grade (examinations, graded or pass/fail evaluations) for a module/subject under the curriculum, which the teaching staff member records in the report and enters into the Study Information System (SIS), and which is subsequently entered into the diploma supplement or transcript of the student or pupil respectively.
- 5.13 'Individual study plan' means a study plan submitted by a student/pupil, who applies for an extension of the study period to make up for insufficient academic progress, or who needs an individual study plan for some other reason. Individual study plans are approved by heads of chairs/departments.
- 5.14 'Independent work' means to acquire the knowledge necessary for achieving learning outcomes independently, in conformity with the assignments given by the teaching staff.
- 5.15 'Insufficient academic progress' means when graded or pass/fail evaluations or examinations prescribed by the curriculum are not completed on time.
- 5.16 'Intensive study of the official language while acquiring higher education' means that a student who is acquiring higher education and is not proficient in Estonian, studies the official language in depth under the conditions and pursuant to the procedure established by the Minister of Education and Research Regulation "Conditions and Procedure for Intensive Study of Official Language While Acquiring Higher Education". In the case of intensive study of the official language, the standard period of study is extended by up to one academic year.
- 5.17 'Learner' means a person who is enrolled in a vocational training curriculum or professional higher education curriculum of the College.
- 5.18 'Learning outcomes (study results)' means the knowledge, skills and attitudes expected to be acquired as a result of learning, which are described at the minimum necessary level to complete the curriculum, module or subject. Achievement of learning outcomes at higher levels than the minimum is differentiated by assessment.
- 5.19 'Matriculate' means to enter the name of a student/pupil into the list of current students.

- 5.20 'Module' means a unit resulting from structuring of curriculum material which groups subjects into purposeful sets or consists of one subject.
- 5.21 'Non-state-funded student/pupil places (*REV*, abbreviation in Estonian)' means student/pupil places where tuition fees are compensated by natural or legal persons under a tuition agreement. The number of non-state-funded student/pupil places and the rates of tuition fees are approved by the College Council.
- 5.22 'Optional subject' means the subject connected with the objectives of a curriculum which students/pupils choose freely.
- 5.23 'Professional higher education' means instruction provided at the first level of higher education during which a student acquires the competencies necessary for pursuing a particular profession or continuing his or her education in master degree studies.
- 5.24 'Pupil' means a person who is enrolled in a vocational training curriculum. The rights and obligations of the students of the College apply to the pupils as well.
- 5.25 'Recognition of prior learning and work experiences (*VÕTA*, abbreviation in Estonian)' is performed according to a specified procedure.
- 5.26 'Standard period of study' means, as defined by a curriculum, the period of time expressed in academic years to complete the curriculum.
- 5.27 'Student' means a person who is enrolled in a professional higher education curriculum of the College.
- 5.28 'Student/Pupil places formed based on state-commissioned education requests' or 'state-funded student places (*REK*, abbreviation in Estonian)' means student/pupil places where tuition fees are compensated by the College with resources allocated from the state budget. The number of state-funded student/pupil places is determined by a directive of the Minister of Education and Research of the Republic of Estonia.
- 5.29 'Study Information System (SIS), (*ÕIS*, abbreviation in Estonian)' means the electronic information system of the College used to make information on teaching and learning available to the teaching staff and students/pupils. From the SIS, students/pupils can find information on curricula, timetables and study results. Access to the SIS is made possible by ID-card at the web address <https://ttk.ois.ee>
- 5.30 'Subject' means a systematically presented unit of a specific field, or knowledge and skills providing wider overview of it, which forms a part of a module.
- 5.31 'Timetable' means a source document for the organisation of educational activities, which is prepared based on an academic calendar and curriculum by the corresponding chair/department. The timetable is made available to students/pupils, the teaching staff and other employees of the College in the SIS and on the bulletin board of the College.
- 5.32 'Tuition agreement' means the agreement between a student enrolled in a non-state-funded student place and the College, which sets out the rights and obligations of the student of the College, the amount of tuition fees and the procedure for payment thereof.

- 5.33 'Vocational training' means instruction during which a pupil acquires the knowledge, skills and attitudes for the performance of a skilled trade in a profession, vocation or occupation.
- 5.34 Vocational training is provided according to school curricula which are developed in conformity with the Vocational Education Standard and relevant national curricula.
- 5.35 'Practical training' means a purposeful activity organised to achieve learning outcomes, aimed at applying acquired knowledge and skills in a working environment using the format of practical work and/or independent work under dual supervision (a supervisor from the facility of practical training and one from the College).

## **II. Becoming a Student/Pupil**

### **(2) Matriculation**

6. The College shall establish uniform admission rules to all curricula approved by the College Council, which shall be in accordance with the Institutions of Professional Higher Education Act (19/11/2006) and the Minister of Education and Research of the Republic of Estonia Regulation No. 33 of 11 April 2002 'The Procedure for the Admission of Students into Institutions of Vocational Education and Training'.
7. The prerequisite for commencing professional higher education studies shall be completion of secondary education or foreign qualifications equal thereto. Persons who have completed at least basic education may commence vocational training.
8. Persons shall be matriculated as learners by a directive of the Rector, based on a decision by the Admission Committee and the admission rankings.
9. Students/Pupils matriculated at the College shall be entered in the register of the Estonian Education Information System.
10. During an academic year, matriculation shall occur on the basis of prior learning and work experiences ([VÕTA](#)). Student/Pupil candidates shall submit an application and a document certifying their prior learning. Applicants shall be matriculated based on a decision by the Admission Committee endorsed by the head of the corresponding chair/department. Matriculation to a state-funded student place shall occur provided there are vacant places.
11. Repeating the same level of education shall be permitted in non-state-funded student places, unless three times the standard period of study have passed since previous studies, or a directive of the Minister of Education and Research of the Republic of Estonia on state-commissioned education provides otherwise.
12. Matriculation for the sole purpose of defending a final paper or taking a final examination shall take place after consulting with the educational institution where the previous study programme was completed.
13. Exchange students/pupils from foreign countries shall be matriculated for their period of studies. Any rights and obligations of students/pupils shall apply to them as well, except the right to apply for study allowances and loans. Exchange students shall not be entered into the Estonian Education Information System.
14. Students/Pupils who have been deleted from the matriculation register in the first year of their studies shall have the right to re-enter the College pursuant to the general procedure.

### **(3) Filling Vacant Student/Pupil Places**

15. In the case of deleting from the matriculation register a first-year learner who has without good reason not attended educational activities in the first two weeks of an academic year, the College may then matriculate another applicant for the same year into that vacant student/pupil place, based on his or her position in the admission rankings.
16. In the case of deletion from the matriculation register a learner enrolled in a state-funded student/pupil place, the College has the right to transfer a learner, enrolled in the same curriculum in a non-state-funded student/pupil place, to that state-funded

one, based on his or her ranking (in the first year according to the admission rankings, and thereafter according to the rankings of the study results of the previous academic year). The number of state-funded student/pupil places for each curriculum is determined by a directive of the Minister of Education and Research of the Republic of Estonia.



### **III. Principles of Academic Activity**

#### **(4) Levels of study and student/pupil places**

17. The College shall provide professional higher education, vocational education and training, and in-service training.

##### 17.1 Professional higher education

17.1.1 Student workload in professional higher education studies shall be 180-270 ECTS credits;

17.1.2 Student workload in professional higher education studies for persons with vocational education in the same profession shall be 120 ECTS credits;

17.1.3 Professional higher education studies shall end with defending a final paper or taking a final examination (according to curricula);

17.1.4 A student who has completed a professional higher education curriculum shall receive a diploma of professional higher education and diploma supplements in the Estonian and English languages.

##### 17.2 Vocational education and training based on secondary or basic education

17.2.1 Student workload shall be 40–80 weeks of study;

17.2.2 Studies shall end with a final examination;

17.2.3 Graduates shall receive a graduation certificate and transcript.

##### 17.3 In-service training

17.3.1 The purpose of in-service training shall be to provide the opportunity to acquire and develop professional, occupational and vocational knowledge, skills and experience, as well as the opportunity for retraining in the broad groups Social Services, and Health and Welfare;

17.3.2 Workload of a training course shall depend on its objectives, and is specified by a course programme;

17.3.3 Persons who have completed a training course shall receive a certificate;

17.3.4 Participants of training courses shall not be matriculated as students/pupils but registered as the participants in these courses.

##### 17.4 Student/Pupil places

17.4.1 Student/Pupil places shall be divided between state-funded places, created depending on the availability of state-commissioned education; and non-state-funded places;

17.4.2 The provision of state-commissioned education shall be approved each year by a directive of the Minister of Education and Research;

17.4.3 The College shall be entitled to open non-state-funded student/pupils places in all curricula in accordance with the number specified by the College Council.

### **(5) Forms of Study and System of Study**

18. Instruction shall be based on a course system where the learners shall, on the basis of a timetable, fully complete the subjects established by the curriculum.
19. In vocational training, instruction shall be provided in the form of school-based or workplace-based studies (apprenticeships).
20. The language of instruction shall be Estonian. Any other language as the language of instruction shall be approved by the Minister of Education and Research. The need for proficiency in other languages to achieve learning outcomes shall be specified in curricula.

### **(6) Curricula**

21. Professional higher education studies shall be based on curricula which are in conformity with the Standard of Higher Education and professional standards, and are registered in the Estonian Education Information System.
22. A curriculum of vocational training is a source document for teaching vocations or professions, which is prepared based on requirements established by the Vocational Education Standard and the corresponding national curriculum and, in addition to the provisions of the national curriculum, specifies a list of elective subjects together with brief descriptions of their workloads and contents as well as options and conditions for choosing such subjects.
23. Learners in state-funded student/pupil places may only be enrolled in one curriculum at a time.
24. The procedure for introducing new curricula as well as modifying and terminating the existing curricula shall be established by the College Council (Statute of Outcomes-based Curricula).

### **(7) Organisation of Studies**

25. The forms of teaching and learning shall include contact-based learning (lectures, seminars, practicals, e-learning, etc.), independent work and practical training.
26. The scope of contact-based learning (including e-learning) shall constitute no more than 50%, and the scope of independent work shall constitute no less than 50%, of the student workload of theoretical studies in a curriculum.
27. Subjects shall be divided into compulsory subjects and elective and/or optional subjects (up to 10% of the scope of a curriculum). The compulsory subjects are determined by a curriculum. Learners can choose elective and optional subjects from choices specified by the College during their studies, or apply for the recognition of previously-completed subjects under the system for the recognition of prior learning and work experiences.
28. Upon registering for an elective subject, a learner shall take the responsibility for completing it. If the learner fails to complete the subject, it shall be deemed as insufficient academic progress.
29. For each subject, members of the teaching staff shall prepare a subject specification. The compulsory parts of the subject specification (as entered into the SIS) shall be:
  - 29.1 the goal;
  - 29.2 learning outcomes;

- 29.3 teaching methods;
  - 29.4 independent work;
  - 29.5 list of compulsory (and recommended) literature;
  - 29.6 assessment of student learning.
30. Subject specifications shall include assessment criteria, guidelines for independent work and other documentation deemed necessary by a teaching staff member who shall make it available to learners in the SIS under the section of study materials.
  31. The teaching staff member shall enter the subject specification into the SIS no later than 15 September (the subjects taught in an autumn semester) or 15 February (the subjects taught in a spring semester). In the beginning of the course, the teaching staff member introduces the subject specification to learners.
  32. Academic calendar and timetable
    - 32.1 Curricula shall be arranged by academic years and semesters. The academic year and semester shall be specified in an academic calendar. In the academic calendar, the beginning and the end of each academic year and semester are established by a specified date. As a rule, there is no academic activity on Christmas and summer holidays, or on public holidays.
    - 32.2 The educational activities shall be scheduled in a timetable.
    - 32.3 Chairs/Departments shall be responsible for preparing the timetables and their operations. In preparing a timetable, priority shall be given to the overall effectiveness of conducting the studies as well as optimising the daily and weekly distribution of workload for learners and the teaching staff.
    - 32.4 The timetable shall be in conformity with the curriculum, made available to learners and the teaching staff electronically in the SIS two weeks prior to the beginning of the academic year, and updated weekly on the bulletin board.
    - 32.5 The head of the corresponding chair/department shall be responsible for preparing and implementing the timetable for a curriculum.
    - 32.6 The timetable includes the following data: the title or code of the module/subject, the name of the member of the teaching staff, time and place.
    - 32.7 The teaching staff members shall comply with the pertinent existing timetable. The teaching staff shall coordinate changes to the timetable with the head of the appropriate chair/department at least 7 working days ahead, such changes having arisen from their work-related assignments, research and methodological work, or other tasks related to their main jobs.
    - 32.8 The teaching staff members shall immediately inform the head of the appropriate chair/department when they cannot comply with the timetable due to an unexpected situation.
  33. A learner shall be transferred to the next course if the compulsory workload of the previous course has been completed fully (100%).
  34. Participation in the educational activities shall be compulsory to all learners.
  35. Transfer from one course of the same specialty to another shall be enacted by a directive of the Vice Rector for Academic Affairs upon a proposal by the head of chair/department, no later than 15 September.

## **IV. Practical Training**

### **(8) General Provisions**

36. Practical training shall reinforce and complement the learners' theoretical knowledge and practical skills.
37. The College and a learner shall enter into a confidentiality agreement of which both parties shall retain a copy.
38. In vocational education, practical training shall be regulated by a tripartite agreement between the College, pupil and enterprise or institution organising practical training.
39. In higher education, practical training shall be regulated by:
  - 39.1 a framework agreement between the College and the facility of practical training (information can be found on the website);
  - 39.2 a bilateral agreement between the College and the facility of practical training concerning specific practical training by designated students; or
  - 39.3 a tripartite agreement executed by the College, the student and the practical training facility.
40. A supervisor from the College, who supervises the learner during his or her practical training, shall be a member of the teaching staff familiar with the corresponding field.
41. A supervisor from the facility of practical training (the mentor), who supervises the learner during his or her practical training, shall be a specialist in the corresponding field.
42. During practical training, learners shall be required to comply with the Academic Regulations, practical training module specifications, code of ethics, the requirements of the practical training facility and other rules and regulations.
43. Practical training shall be organised by a chair/department of the corresponding specialty.

### **(9) Time and Place**

44. The time and workload for practical training shall be determined by curricula.
45. The specific time for practical training within the academic year shall be determined by a chair.
46. Practical training can be performed at practical training facilities endorsed by chairs/departments and approved by the head of the respective chair/department.

### **(10) Conditions for Sending Students for Practical Training**

47. Learners shall be sent for practical training with practical training documentation established by the corresponding chair/department.
48. Learners shall be allowed to perform practical training based on permissions given by the heads of chairs/departments.

### **(11) Goals of Practical Training**

49. To reinforce and apply in practice the knowledge and skills acquired in theory.
50. To acquire practical skills in professions, vocations or occupations.

51. To shape professional and occupational attitudes and values.

**(12) Obligations and Rights of Students/Pupils During Practical Training**

52. Students/Pupils shall have the obligation to:

52.1 meet the deadlines when choosing the place for practical training, starting practical training and submitting practical training documentation;

52.2 correctly fill out the practical training documentation;

52.3 participate in practical training seminars;

52.4 immediately notify the supervisor from the College and the mentor from the practical training facility of problems which may hinder performance of the practical training;

52.5 comply with the rules of the practical training facility.

53. Learners shall have the right to:

53.1 participate in choosing the practical training facility;

53.2 request appropriate working clothes from the practical training facility in specific departments (e.g., the operating unit, ambulance, etc.);

53.3 use personal protective equipment in the practical training facility.

**(13) Requirements for Practical Training Facilities**

54. Requirements for practical training facilities arise from the module specification.

55. Practical training facilities must ensure the learners:

55.1 their everyday supervision, designating an individual mentor to each;

55.2 the use of personal protective equipment;

55.3 appropriate working clothes in specific departments;

55.4 being given instructions in occupational and fire safety;

55.5 the possibility to change clothes.

**(14) Termination of Practical Training**

56. Any termination of practical training shall be reviewed on an individual basis by the relevant chair/department.

57. Practical training shall be terminated only upon consent of the head of the corresponding chair/department if:

57.1 the practical training facility violates the conditions of the practical training agreement;

57.2 there emerges an insoluble conflict between the practical training facility and the learner.

**(15) Procedure for Resolution of Disputes**

58. Disputes emerging in the course of practical training shall be resolved in cooperation among the learner, his or her mentor from the practical training facility and the supervisor from the College.

## **V. Assessments of Learning Outcomes and the Grading System**

### **(16) Examinations and Evaluations**

59. The grading of students, who enrolled at the College in 2008 or earlier, shall be performed according to the Minister of Education and Research Regulation No. 10 of 11 February 1999 'A Uniform Grading System for Educational Institutions Providing Higher Education'. See clause 66 below.
60. The grading of students, who have enrolled at the College starting from 2009, shall be performed according to the Minister of Education and Research Regulation No. 71 of 27 October 2009 'A Uniform Grading System at the Level of Higher Education, with Conditions for Granting Diploma with Honours (*Cum Laude*)'.
61. Assessment of degrees of achievement of learning outcomes by a learner, including his or her self-evaluation, shall be a part of a study process, in the course of which, based on specific evaluation criteria and consistent with learning outcomes described in a curriculum, a fair and impartial assessment shall be given to the achievement level of knowledge and skills that the learner has acquired. Objectives of the assessment shall be to support learning and provide reliable information on the effectiveness of the completion of studies.
62. An assessment method is a way of providing evidence for levels of acquisition of knowledge and skills (e.g., oral or written examinations, essays, reports, teamwork, questionnaires). Assessments may be differentiated or non-differentiated.
  - 62.1 Examinations and graded evaluations are forms of differentiated assessment of the knowledge acquired. Examinations may be written (electronic), oral, a demonstration of skills, a combination thereof or a defence. Final papers and other papers of students/pupils determined by module/subject specifications shall be defended. The result shall be recorded according to a grading scale (see clause 65 below).
  - 62.2 Pass/fail evaluations are forms of non-differentiated assessment. The result shall be recorded as 'passed' or 'failed'.
63. Assessment criteria specify the expected level and scope of the knowledge and skills evidenced by the assessment method. The assessment criteria are formulated based on learning outcomes, but in a much more detailed way.
64. Appropriate and reliable assessment methods and criteria shall be used for assessments in modules, subjects or other assessed study units.
65. Assessment methods and criteria shall be established by a member of the teaching staff in module/subject specifications and he or she shall inform learners of them in the beginning of the studies.
66. In the case of differentiated assessment, the level of achievement of student learning outcomes (for students enrolled starting from 2009) shall be differentiated in accordance with the following scale:
  - 66.1 'A' ('5') — excellent — an outstanding and particularly broad-based level of achievement of learning outcomes characterised by exceptional, free and creative use of knowledge and skills;

- 66.2 'B' ('4') — very good — a very high level of achievement of learning outcomes characterised by proper and creative use of knowledge and skills. More specific and detailed elements of knowledge and skills may reveal certain errors that are neither substantive nor serious;
- 66.3 'C' ('3') — good — a high level of achievement of learning outcomes characterised by proper use of knowledge and skills. More specific and detailed elements of knowledge and skills may manifest certain uncertainty and imprecision;
- 66.4 'D' ('2') — satisfactory — a sufficient level of achievement of learning outcomes characterised by the ability to use the knowledge and skills in typical situations; non-typical situations reveal gaps and uncertainty;
- 66.5 'E' ('1') — poor — a minimally acceptable level of achievement of learning outcomes characterised by a limited ability to use the knowledge and skills in typical situations; non-typical situations reveal considerable gaps and uncertainty;
- 66.6 'F' ('0') — fail — the knowledge and skills acquired by the student are below the minimum required level.
- 66.7 In the case of non-differentiated assessment, the level of achievement of learning outcomes shall be determined in accordance with or beyond which the result shall be assessed as adequate by the word 'passed', and the level below which the result shall be assessed as inadequate by the word 'failed'.
67. Differentiated assessment of student learning outcomes (for students enrolled in 2008 or earlier) in a subject or parts of it shall be presented on a six-point grading scale (with the corresponding verbal equivalent and extended definition) as follows:
- 67.1 Grade '5' ('A') — excellent — an outstanding and exceptionally thorough competence in theoretical and applied aspects of the subject, free and creative application of acquired competence, extensive independent work, comprehensive knowledge of the professional literature. 91–100 per cent of the scope of the subject has been acquired;
- 67.2 Grade '4' ('B') — very good — a very good competence in theoretical and applied aspects of the subject within the scope of the curriculum and textbooks, very good application of acquired competence. The examination\* contains some errors that are neither substantive nor serious. 81–90 per cent of the scope of the subject has been acquired;
- 67.3 Grade '3' ('C') — good — a good competence in theoretical and applied aspects of the subject, good application of acquired competence. In more specific and detailed parts of the subject, there is certain uncertainty and imprecision. 71–80 per cent of the scope of the subject has been acquired;
- 67.4 Grade '2' ('D') — satisfactory — a competence in more important theoretical and applied principles, facts and methods of the subjects, and in their application in typical situations, but the examination\* results reveal considerable gaps and uncertainty. Satisfactory grade must be considered sufficient for normal continuation of the learning process. 61–70 per cent of the scope of the subject has been acquired;

- 67.5 Grade '1' ('E') — poor — the student has acquired the minimum competence, but there are serious shortcomings in its application, which will hinder the acquisition of next subjects based on that subject. 51–60 per cent of the scope of the subject has been acquired;
- 67.6 Grade '0' ('F') — fail — the level of the student's competence is minimum. 0–50 per cent of the scope of the subject has been acquired.
- \*The term “examination” applies to graded evaluations and defences as well.
- 67.7 At the level of professional higher education, the grades 'A' to 'E' indicate positive results; in the case of the grade 'F', the examination / graded evaluation / defence has not been passed.
- 67.8 In the case of non-differentiated assessment, 'passed' shall mean a positive result and 'failed' shall mean a negative result.
68. At the level of vocational training, the knowledge, skills and experience of pupils shall be assessed according to the scale established by a regulation under the Basic Schools and Upper Secondary Schools Act.
- 68.1 Grade '5' ('very good') marks a learning outcome that fully meets the requirements of a curriculum. When study results are assessed using point scoring, the study result shall be graded '5' if the pupil is receiving 90–100% of the maximum points available.
- 68.2 Grade '4' ('good') marks a learning outcome that generally meets the requirements of a curriculum, but it is not complete or there are minor errors. When study results are assessed using point scoring, the study result shall be graded '4' if the pupil is receiving 70–89% of the maximum points available.
- 68.3 Grade '3' ('satisfactory') marks a learning outcome that generally meets the requirements of a curriculum, but there are shortcomings and errors. When study results are assessed using point scoring, the study result shall be graded '3' if the pupil is receiving 45–69% of the maximum points available.
- 68.4 Grade '2' ('poor') marks a learning outcome that partially meets the requirements of a curriculum, but there are significant shortcomings and errors. When study results are assessed using point scoring, the study result shall be graded '2' if the pupil is receiving 20–44% of the maximum points available.
- 68.5 Grade '1' ('weak') marks a learning outcome that does not meet the requirements of a curriculum. When study results are assessed using point scoring, the study result shall be graded '1' if the pupil is receiving 0–19% of the maximum points available.
69. Teaching staff members shall record grades in the SIS and submit a signed report on paper to the Department of Academic Affairs.
70. The report shall be an official source document based on which a diploma supplement or transcript shall be filled out upon completion of studies. The teaching staff shall be responsible for the accuracy of reports. The teaching staff shall submit the report (both electronic and on paper) no later than **one week** after the last scheduled lesson.
71. Teaching staff members shall establish a grading policy and assessment criteria within subject specifications.



**(17) Procedure for Taking Examinations**

72. The learners shall be admitted to examinations:
  - 72.1 who have fulfilled the requirements set out in a module/subject specification;
  - 72.2 who are not in arrears with their tuition fees, regarding those in non-state-funded student/pupil places.
73. Examinees shall have the right to:
  - 73.1 use the tools and materials prescribed for examinations;
  - 73.2 examine his or her written examination paper, and in the case of disagreement with the results of the examination, graded or pass/fail evaluation, file a written appeal with the head of chair/department within three working days after the date on which the results were made public. The appeal is reviewed in the relevant chair/department and the examinee is informed about the decision within two weeks.
74. Examiners shall have the right to:
  - 74.1 admit learners to the examination upon the submission of their photo ID (passport, ID card, driving licence, student/pupil identification card, ISIC card);
  - 74.2 admit learners who meet the requirements established by the module/subject specification to the examination;
  - 74.3 remove learners from the examination for using prohibited tools (including mobile phones, computers, etc.) or for using fellow learners' help, as well as for offensive or derogatory conduct towards members of the teaching staff or fellow learners; and record a negative examination result in the examination report, indicating the reasons for removal of the learner from the examination.
75. Learners may only fail to appear for an examination for good reasons. The good reasons shall be deemed to be an illness or extreme event. If possible, a failure to appear for an examination must be reported in advance. In the case of failing to appear for an examination without good reasons, the learner shall take a resit.
76. Learners who are late to an examination shall be permitted to take the examination upon consent of the examining member of teaching staff. The delay, regardless of the reasons therefore, should not allow additional time to prepare for an oral examination or to take a written examination.
77. Learners who have been sick for a longer period of time may request an extension of the date for taking an examination, by submitting an application accompanied by a medical certificate. The extension shall be granted and the new date for the examination determined by the corresponding chair/department. As a rule, the examination shall take place on the indicated dates of resits.
78. In general, the teaching staff member who teaches the subject/module shall administer the examination.
79. The teaching staff member who administers the examination shall be responsible for the procedure for and conduct of the examination.
80. During the examination the examinees shall not be allowed to use any means of communication or communicate with each other.

81. The grade F/1 shall be entered into the examination report of the learner who has used prohibited tools or otherwise failed to comply with the procedure for an examination.
82. In the event a learner fails to appear for the examination, the examination report shall record the learner as 'absent'. In the case of failure to appear without a good reason, the note 'absent' shall be deemed to be the grade F/1 after two working days of the date of the examination.
83. Students/pupils who have not paid their tuition fees on time shall not be allowed to take an examination and the note 'not allowed to take the examination — tuition fees in arrears' shall be entered into the examination report. After the payment of his or her debt, the learner can take the examination as a resit.

**(18) Resitting Exams, Evaluations or Defences**

84. Learners shall have the right to take an examination in the same subject **three times**. Failure to appear for the examination without a good reason (medical certificate, force majeure, accident, etc.) or other kind of non-appearance is deemed equivalent to the grade F/fail and it does not provide an additional performance option.
85. To resit positively graded (B, C, D, E / 4, 3) exams / graded evaluations / defences to **improve the grade shall not be allowed**.
86. In the case of the grades F / 1, 2 for a final examination or defence of a final paper, the resit thereof or a second defence thereof shall be allowed on the next scheduled date for the same curriculum, but no earlier than six months after the original exam or defence.
87. Rules and regulations, as well as the procedure for defence of a final paper, shall be provided for in the Guidelines for the Defence of Final Papers.

## **VI. Interruption and Completion of Studies**

### **(19) Academic Leave**

88. Academic leave means a period for which learners, at their own request, are released from academic activities for up to one year once during their study period.
89. Academic leave for health reasons shall be allowed for up to two years. When applying, the learner submits a medical certificate.
90. Learners starting a term of service in the Republic of Estonia Defence Forces shall be entitled to additional academic leave of one year (based on the corresponding call-up notice from the Defence Forces).
91. In the case of parental leave, learners may remain on academic leave pursuant to the procedure provided by the Holidays Act.
92. Learners shall apply for academic leave as well as the interruption or termination thereof by submitting an [application](#). Academic leave shall be authorized by a directive of the Vice Rector for Academic Affairs.
93. The learners on academic leave shall remain in the list of current students of the College.
94. Academic leave shall not be allowed to:
  - 94.1 first-year learners;
  - 94.2 learners with insufficient academic progress;
  - 94.3 learners in non-state-funded student/pupil places with tuition fees in arrears.
95. The restrictions above do not apply when academic leave is requested for health reasons, starting a term of service in the Republic of Estonia Defence Forces or caring for a child under three years of age.
96. During academic leave, learners shall not be transferred to the next course.
97. During academic leave, learners may take examinations, graded and pass/fail evaluations, as well as use the College facilities, equally with other learners. Learners on academic leave shall not participate in everyday educational activities.
98. The period during which the learner is on academic leave shall not be included in the standard period of study.
99. During academic leave, learners shall not be granted study allowances.

### **(20) Studying in Foreign Country**

100. Studying in a foreign country shall be allowed under international programmes with which the College is affiliated. The specific requirements of such programmes are available on the College's website.

### **(21) Extension of Studies**

101. Learners may, upon application, request an extension of studies for up to 12 months to make up for their insufficient academic progress, once during their study period.
102. The request for an extension of studies shall be granted provided the learner submits an individual schedule detailing his or her plan to make up for insufficient academic progress, and has coordinated the schedule with corresponding members of the teaching staff.

103. After making up for his or her insufficient academic progress and submitting an application to the head of chair/department, the learner shall return to regular educational activities.

104. The period of extension of studies shall be included in the standard period of study. After the end of the standard period of study, the learner shall be transferred to a non-state-funded (fee-charging) student/pupil place.

**(22) Deletion from the Matriculation Register**

105. Deletion from the matriculation register shall be undertaken on the initiative of a learner or the College.

106. Deletion from the matriculation register on the learner's initiative shall be undertaken upon his or her application submitted to the Rector. The learner shall write the reason for such deletion in the application.

107. Deletion from the matriculation register on the College's initiative shall be undertaken for the following reasons:

107.1 full completion of a curriculum (graduation from the College);

107.2 insufficient academic progress:

107.2.1 non-completion of the module/subject;

107.2.2 not making up the insufficient academic progress of the previous year by 15 September;

107.3 improper conduct which means violation of generally accepted norms of behaviour or academic practices. Improper conduct shall be:

107.3.1 taking a test for another learner;

107.3.2 submitting the written work of another author, or using parts thereof, without the appropriate reference;

107.3.3 gross violation of the requirements of the practical training facility and/or standards of professional code during the term of practical training;

107.3.4 forgery of documents;

107.3.5 conviction for an intentionally committed criminal offence;

107.3.6 non-compliance with the Internal Rules of the College, documents regulating the organisation of studies, etc.

107.4 failure to pay tuition fees by the due dates when studying in a non-state-funded student/pupil place;

107.5 failure to appear for educational activities without good reasons (shall be decided on an individual basis);

107.6 failure to defend the final paper or take the final examination;

107.7 declaration of incapacity of the learner (according to the Code of Civil Procedure);

107.8 death of the learner.

108. Learners who have been deleted from the matriculation register for improper conduct cannot apply for rematriculation before one year has passed from the date of their deletion.
109. Learners who have been deleted from the matriculation register for failure to pay tuition fees by the due dates shall be allowed to apply for rematriculation after they have satisfied their payment debts.

**(23) Completion of studies**

110. Studies shall be considered finished after a curriculum has fully been completed, including a final paper defended or a final examination passed with a positive grade.
111. Upon graduation from the College, a student shall be issued an education certificate consisting of a uniform national diploma, a diploma supplement in Estonian and a diploma supplement in English.
112. Graduates of professional higher education studies may be awarded a diploma with honours (*cum laude*) under the requirements established by the Minister of Education and Research when the learner:
  - 112.1 has fully completed a professional higher education curriculum;
  - 112.2 has defended his or her final paper with the grade “A” or received the grade “A” on the final examination; and
  - 112.3 has a weighted average grade 4.60 or higher, taking into account all grades included in the diploma supplement.
113. Students/pupils who are deleted from the matriculation register before they have fully completed a curriculum shall be issued an extract of the diploma supplement or a certificate upon application.
114. Graduates of studies at the level of vocational education and training based on secondary or basic education, shall be issued a certificate of graduation and transcript under the Government of the Republic Regulation ‘Format, Statute and Procedure for Issue of Graduation Certificates of Vocational Educational Institutions’. Graduation certificates with honours shall not be issued to the graduates of studies at the level of vocational education and training based on secondary education.

## **VII. Rights and Obligations of Learners**

### **(24) Learners shall:**

115. Have the right to obtain information from the College about the organisation of studies.
116. Have the right to academic and career counselling.
117. Have the right to choose up to 10% of subjects for their curricula from alternative curricula when enrolled in a higher education curriculum; and when enrolled in a vocational training curriculum choose subjects from the list of elective subjects.
118. Have the right to complete a substantial portion of a joint curriculum at another participating educational institution when enrolled in a joint curriculum; and studies in any form are deemed to be studies at another educational institution participating in the joint curriculum.
119. Have the right to attend extracurricular lectures, practicals and seminars, as well as to take examinations, graded and pass/fail evaluations.
120. Have the right to use the College's lecture halls, laboratories, facilities for practicals, computer rooms, library, inventory, equipment and other resources free of charge for educational activities under the procedures established by the Rector.
121. Have the obligation to prudently use the state assets granted for the use of the College and compensate for any damages they have caused.
122. Have the right to elect their representatives and to be elected to the Student or Pupil Councils of the College.
123. Have the right and obligation to maintain the reputation of the College.
124. Have the right to participate in educational activities and the obligation to complete relevant examinations, graded and pass/fail evaluations, and practical trainings on time.
125. Have the right to submit a reasoned request to the Rector through the Student or Pupil Councils on the unsuitability of a member of the teaching staff to teach the subject.
126. Have the right to make proposals to the Rector for improving the organisation of studies.
127. Have the right, under the Academic Regulations and upon submitting a reasoned application, to request a resit of an exam, graded or pass/fail evaluation with an examination committee.
128. Be entitled to at least eight weeks of holiday in each academic year;
129. Have the right to take academic leave, generally of up to one year, once during professional higher education studies; and additional academic leave, including in vocational training, of up to two years for health reasons, of up to one year in the case of service in the Defence Forces, and for caring for a child until the child attains 3 years of age.
130. Be entitled to a student identification card, according to the procedure established by a regulation of the Minister of Education and Research under clause 24 (1) of the

Institutions of Professional Higher Education Act; or a pupil identification card, according to the procedure established by a regulation of the Minister of Education and Research under subsection of 14 (6) of the Vocational Educational Institutions Act.

131. Have the right to receive study allowances and study loans on the conditions and pursuant to the procedure provided for in the Study Allowances and Study Loans Act.
132. Have the right to be recognised for their exemplary academic performance and/or for their activities outside and/or in the College related to their professional studies.
133. Have the right to continue their studies at the same or other educational institution in the same or other field of study should the College or any of its curricula be closed.
134. Have other rights applicable to students and pupils, established by the Institutions of Professional Higher Education Act, the Vocational Educational Institutions Act, the Statutes, the Internal Rules, and other legislation.

**(25) Learners shall be prohibited**

135. From smoking on the College premises.
136. From being on the College premises while under the influence of alcohol and/or narcotic substances.
137. From bringing ordnance, explosives, flammable, narcotic or poisonous substances and alcoholic beverages into a College building.
138. From bringing unauthorised persons into a College building without registering them with the administrator.
139. From interfering with other learners, teaching staff members or other employees as well as educational activities with an unacceptable conduct.

**(26) Punishment of Learners**

140. Upon a request by teaching staff members, College teams, employees and fellow learners, the Rector shall have the right to punish learners for disregarding the rules of the College or for their misconduct.

**VIII. Challenging Decisions Related to Organisation of Studies**

141. Desiring to challenge a decision related to the organisation of studies, a learner shall approach the decision-maker and make clear his or her request.
142. In case the discussion with the decision-maker does not change the learner's will, the learner may, within two weeks following the discussion, submit a written statement to the Rector, where he or she describes all the details of the incident.
143. The statement shall be reviewed and settled pursuant to the Procedural Rules of the College.

**IX. Quality Assurance of Academic Activities**

144. Quality assessment of academic activities shall be carried out through assessment of quality of a study programme group, which is the assessment of the conformity of

curricula within a study programme group and the instruction provided on the basis thereof, to legislation and to national and international standards, including the assessment of the level of the corresponding theoretical and practical instruction, the research and pedagogical qualifications of the teaching and research staffs, and the sufficiency of resources for the provision of instruction.

145. Based on ISCED97, a study programme group is a new classification of curricula, which has been established in an Appendix to the Standard of Higher Education, and which comprises the characteristics of both fields of study and the groups of study programmes.
146. Quality assessment shall be focused on assessing the quality of studies provided on the basis of curricula, and its objective is to support the self-evaluation and self-development of the College. Quality assessment of study programme groups is not followed by sanctions; expert opinions are considered recommendations.
147. Quality assessment shall result in an assessment decision and specific recommendations on how the educational institution can improve the quality of studies. At the same time, the Estonian Higher Education Quality Agency has an obligation to inform the Ministry of Education and Research if the quality of studies has substantially declined compared to the results of the previous evaluation. In this case, the minister must conduct state supervision, which, at worst, may result in deprivation of the right to conduct studies. This decision is exceptional. The decision to deprive the educational institution of the right to conduct studies must be accompanied by the solution as to how its students can continue their studies.
148. Quality assessment of study programme groups shall be undertaken once in seven years, unless the Estonian Higher Education Quality Agency has set an up to three-year deadline based on the results of the previous evaluation.

## **X. Implementing Provisions**

149. These Academic Regulations shall enter into force 30 August 2011.
150. The Academic Regulations shall be reviewed at least in every two years.
151. These Academic Regulations shall become invalid upon the entry into force of the new Academic Regulations.