

## ACADEMIC REGULATIONS

Approved based on [Higher Education Act](#) §2 paragraph 3, [Vocational Educational Institutions Act](#) §17 paragraph 5(5) and [Tallinn Health Care College Statute](#) §14 paragraph 9.

### 1. GENERAL PROVISIONS

#### 1.1 Scope of Regulation

- 1.1.1 Academic Regulations (*õppekorralduseeskiri, ÕKE*) constitutes the fundamental document regulating the teaching, learning and educational relationships at Tallinn Health Care College (the College).
- 1.1.2 Academic Regulations establish the proper, targeted and lawful actions of the College.
- 1.1.3 Compliance with the Academic Regulations is mandatory for all members of the College.
- 1.1.4 College Council and Rector have the right to establish specifying regulations to Academic Regulations.
- 1.1.5 The official information exchange environment related to the study organisation of the College is the Study Information System ([SIS](#)) in which, among other things, all data regarding studies is collected, processed, communicated and preserved.

#### 1.2 Definitions

- 1.2.1 Master's studies is the second level of higher education studies during which the student deepens one's professional knowledge and skills and acquires the the needed knowledge, skills and attitudes to work, for independent activities and for Doctoral studies. Master's degree studies are regulated by the [Higher Education Act](#) and [higher education standard](#).
- 1.2.2 Applied Higher Education Studies is the first level of higher education studies during which the student deepens the general knowledge, acquires necessary basic knowledge and competences to work in a certain profession and knowledge, skills and attitudes to continue one's studies at the Master's level. In addition student acquires the necessary knowledge, skills and attitudes to work in a certain professional field. Applied Higher Education Studies at a higher education institution are regulated by the [Higher Education Act](#) and [higher education standard](#).
- 1.2.3 Vocational education is a form of studies during which students acquire the knowledge, skills and attitudes for skilled jobs in a vocational, specialized or professional position. Vocational education at a higher education institute is regulated by the paragraphs regarding curricula and studies of the [Vocational Educational Institutions Act](#) and [vocational education standard](#).
- 1.2.4 European Credit Point (ECTS) is a unit of student workload in applied higher education studies and Master's studies which corresponds to 26 hours of work by a student.
- 1.2.5 An Estonian vocational education credit point (ECVET) is a unit of student workload in vocational education which corresponds to 26 hours of work in acquiring knowledge and skills.

- 1.2.6 A study place is a unit of measuring the time of educational organisation that is conducted with the acceptance of the student for the duration of the nominal time of their curriculum.
- 1.2.7 The standard period of studies is the assigned period of time in academic years to complete a curriculum.
- 1.2.8 Learning outcomes are the knowledge, skills and attitudes acquired during studies which are described at the level necessary to complete the curriculum, module or subject. Achievement of learning outcomes above the required level is defined by grading.
- 1.2.9 Competences are the knowledge, skills and attitudes or their collection acquired through learning which existence and/or level can be proved and assessed.
- 1.2.10 Plagiarism is presenting someone else's written work or part of it under one's own name or referencing/quoting it without proper reference. The compiling and forming of students' written works must correspond to the current [guidelines](#) of the college.
- 1.2.11 Free studies are the studies during which the higher educational institution does not require the student to pay tuition fees if the curriculum has been completed in full volume (see 2.3.1).
- 1.2.12 In the case of reimbursement of study fees, the student must pay the fees according to the amount set by the college (see 2.3.2).
- 1.2.13 A tuition agreement sets out the rights and obligations of the non-state-funded student and the college as well as the amount of the tuition fee and the [procedure](#) for payment.
- 1.2.14 A state-funded study place is a place in vocational education without tuition fees which has been formed on the basis of state-commissioned education (including the programme).
- 1.2.15 A non-state-funded study place is a place in vocational education with tuition fees which has been formed outside state-commissioned education and where tuition fees are paid by natural or legal persons.
- 1.2.16 A cooperation agreement is an agreement between an extern or auditor and the educational institute regarding the use of services, which sets out the rights and obligations of the student, the amount of the tuition fees and the [payment procedure](#).

### 1.3 **General Principles of Academic Activity**

- 1.3.1 College offers degree-level studies and continuing education.
- 1.3.2 Degree studies are a form of studies during which the educational level of a student is elevated to the beginning level of another degree. As a result of degree studies, a respective educational level is acquired.
- 1.3.3 Continuing education is a targeted and organised learning process based on the procedure and curriculum outside the degree-level studies of the college.
- 1.3.4 An academic calendar forms the time bases of the studies, which is approved for the following year by College Council in March of the previous academic year at the latest. The academic calendar marks the beginning and end of an academic year and each semester, and other important dates during the academic year.
- 1.3.5 The curriculum is divided into academic years. Each academic year lasts for 12 months of which ten form the study months and consist of two semesters (autumn and spring semesters). The autumn semester starts on the Monday closest to 1 September.
- 1.3.6 Autumn semester is preceded by two preliminary weeks and the spring semester is followed by two following weeks which are intended for the elimination of

insufficient academic progress. The learning process in these weeks is organised according to a schedule by the respective structural unit.

- 1.3.7 Session studies are a form of studies during which contact-based learning is held in sessions.
- 1.3.8 The learning process of workplace-based education is held within the appropriate legislative volume and framework and may take place outside of the timeframe of the academic calendar and is assigned according to a student's matriculation date by the structural unit/department.
- 1.3.9 Workplace-based studies in applied higher education is a study form where learning in the respective company or institution comprises more than half of the volume of the curriculum.
- 1.3.10 The college has the right to teach up to 40% of the curriculum volume in English.
- 1.3.11 In the case of full-time vocational studies, the student's independent work comprises at least 15% and less than half of the study load prescribed in the curriculum. Fulltime vocational education is divided into college-based and workplace-based studies.
- 1.3.12 In the case of part-time vocational studies, the student's independent work comprises more than half of the study load in the curriculum.
- 1.3.13 In the case of vocational college-based studies, the amount of practical training comprises up to half of the curriculum volume.
- 1.3.14 In the case of workplace-based studies, the amount of practical training comprises at least two thirds of the curriculum volume.
- 1.3.15 The learning process is based on curricula and the terms according to which they are compiled, opened, kept, changed and closed according are provided in the college's curriculum [statutes](#).
- 1.3.16 A curriculum is a source document for studies which sets out the content, timeframe and organization of the studies; objectives of the studies, including the expected learning outcomes, the nominal term and volume of studies, enrolment requirements, the list and volume of subjects, possibilities and conditions for choosing subjects, possibilities for specialisation and conditions for completing the studies.
- 1.3.17 The operational programme of vocational education modules is a fundamental document for implementing curricula which can be found on the college's website.
- 1.3.18 A module is a comprehensive content unit in vocational education which describes competence requirements and their respective learning outcomes.
- 1.3.19 Studies are in the form of contact learning, practical training and independent work.
- 1.3.20 Contact learning means achieving learning outcomes in learning environment (including e-learning and workplace-based studies) in the form of lectures, seminars, training sessions and simulation learning where both students and members of the teaching staff participate. Contact learning is held on the basis of a timetable.
- 1.3.21 Independent work is obtaining the necessary knowledge for achieving learning outcomes independently according to the assignments issued by a member of the teaching staff. The requirements of independent work are provided in the subject programme.
- 1.3.22 Practical training is an activity targeted at achieving learning outcomes and which aims at implementing the acquired knowledge and skills in a form set by the educational institution and under the supervision of a supervisor in a work environment.
- 1.3.23 An individual study plan is an individual schedule compiled for the student to achieve their learning outcomes.

- 1.3.24 A subject is uniform unit for teaching, learning activities and assessing learning outcomes in a certain field of knowledge. A course is formed based on the objectives and learning outcomes described in the curriculum. A subject is formulated as a subject programme in Study Information System. A synonymous term in vocational education is "module", which is regarded as being the same as a subject in the Academic Regulations.
- 1.3.25 A subject programme is a description of the subject which lists the general description of the subject, objectives, learning outcomes, form description (including the conditions for using computer and other interactive environments), methods of study, description of individual work, timetable, compulsory literature, recommended literature, means of assessment, additional information, assessment criteria and division of topics.
- 1.3.26 Simulation studies are a teaching strategy in which real-life situations are imitated. Simulation studies are conducted under the guidance of academic staff in order to acquire the necessary skills through contact lessons, practical training or independent work.
- 1.3.27 A lecture is a verbal presentation by one or several members of teaching staff in a physical or e-learning environment.
- 1.3.28 A seminar is a type of active learning (including in an e-learning environment) in which we acquire learning outcomes through discussions and conversations under the guidance of teaching staff.
- 1.3.29 Practical classes are conducted to practise knowledge-based skills in a learning environment.
- 1.3.30 Participation in lectures, seminars, practical classes and practical training is generally mandatory; specific requirements are noted in the respective subject programme.

#### 1.4 **Students and becoming a student**

- 1.4.1 A college student is a student registered in the [Estonian Education Information System](#) as a member of the college (matriculated) who is studying in a degree level curriculum. Students and undergraduates are matriculated with a directive of the Rector.
- 1.4.2 A student is a college undergraduate student or a student with a personal student number. A student number is an identification formed of numbers and letters given to every student upon matriculation.
- 1.4.3 Upon changing their name, the student must notify the college immediately by filling in an application on the college's website. A student is obligated to notify of any changes to their contact details immediately, submitting an application within three working days of the respective entry being added to the Civil Registry. If an application is not submitted, the department has the right to change the name based on an inquiry from the Civil Registry.
- 1.4.4 College's learners are:
- 1.4.4.1 undergraduate students and students;
  - 1.4.4.2 A visiting undergraduate student or student is a person who is matriculated in another Estonian educational institution and has been granted the right to study at the college for up to one academic year based on a personal application and/or an agreement between the educational institutions. Studying as a visiting student is formalised for a limited period with an agreement between the educational institutions.

- 1.4.4.3 An exchange undergraduate student or student is a student matriculated in a degree-level curriculum who has been granted the right to study abroad for a maximum of one year by an agreement between the college, the student and the hosting institution. A study or practical training agreement or a scholarship agreement must be entered into at least two weeks in advance of the exchange period.
- 1.4.4.4 A foreign visiting undergraduate student or student matriculated in a foreign educational institution and has been granted the right to study at the college for a maximum of one year by an agreement between the college, the student and the sending institution. A study or practical training agreement or a scholarship agreement, if necessary, must be entered into at least two weeks before the exchange period. The details of the student are noted in SIS according to the agreement.
- 1.4.4.5 A foreign undergraduate student or student is a student in a college degree-level curriculum who does not have Estonian citizenship, a permanent residence permit or right of permanent residence and who is studying at the college on the basis of an agreement between nations and/or higher educational institutions.
- 1.4.4.6 An extern is a person who has previously studied in the same or a similar curriculum as the degree-level studies of the college. An extern may complete chosen subjects with the agreement of the Vice Rector and the head of the respective structural unit, and participate in the study process on equal terms with students. An extern may declare up to 15 ECTS per semester (not taking into account the final thesis, final exam or practical training). Reimbursement of an extern's tuition fees is in accordance with the current regulations of the college and the agreement between the parties.
- 1.4.4.7 An auditor is a person who has the right to complete a subject of their choice from degree-level curricula (except for final thesis and exams). An auditor may complete their chosen subjects in accordance with a cooperation agreement with the Vice Rector and the head of the respective structural unit/head of the vocational education department, and participate in the learning process on equal terms with other students. An auditor may declare up to 22 ECTS per semester. Auditors are invoiced on the basis of the cooperation agreement in accordance with the current regulations of the college.
- 1.4.4.8 The status and study arrangements of a continuing education learner are regulated by the council-approved document 'Types and [regulations](#) of continuing education'.

## **2. STUDY VOLUMES, STUDY PLACES AND COMPENSATION OF TUITION FEES**

### **2.1 Study load and volume**

- 2.1.1 Studies in applied higher education curricula are held in full volume full time and/or part time.
- 2.1.2 Master's degree curriculum studies are held in full time and/or part time.
- 2.1.3 Studies in the vocational curricula are held in full volume.
- 2.1.4 In higher education studies the study volume is fixed in Estonian Education Information System at least twice during the academic year according to the academic calendar.

- 2.1.5 In full-time studies, a student shall cumulatively complete at least 75% of the curriculum by the end of each academic year. The full-time volume in applied higher education and Master's degree education is at least 45 ECTS per academic year.
- 2.1.6 Students not having to completed the requirements of full-time studies by the end of the academic year are transferred to the part-time studies.
- 2.1.7 In part-time studies the student completes by the end of each academic year cumulatively 50 - 75% of the study load provided in the curriculum. The volume of part-time studies in one academic year in applied higher education studies and Master's degree studies if at least 30 ECTS and under 45 ECTS.
- 2.1.8 A full-time and workplace-based student shall cumulatively complete at least 75% of the curriculum by the end of each semester. The full-time volume in applied higher education and Master's degree education is 22.5 ECTS per semester.
- 2.1.9 The study load is determined at the end of the student's academic year.
- 2.1.10 The study load of a student returning from an academic leave is fixed cumulatively.
- 2.1.11 Part-time students reimburse the tuition fees according to the College's regulation of reimbursing tuition fees.
- 2.1.12 In the event of failing to complete the part-time studies the student will be deleted from the matriculation list of students.
- 2.1.13 A student studying full volume must cumulatively pass 100% of the compulsory subjects in their curriculum, the higher educational elective and optional subject, and elective modules from vocational education
- 2.1.14 Full volume studies in applied higher education and at the Master's degree level is 60 ECTS per academic year and 30 ECTS per semester.
- 2.1.15 A full volume student is obliged to cumulatively fulfil the curriculum volume of previous semesters by the beginning of the current semester.
- 2.1.16 In the event of failure to fulfil the curriculum, the student in applied higher education is obliged to partially compensate their tuition fees according to the tuition fee compensation conditions.
- 2.1.17 Full volume studies in vocational education are 60 ECTS per academic year.
- 2.1.18 A student studying full-time and a student in vocational education studying in the full volume is transferred to the next course.
- 2.1.19 Declaration is registering for a course in SIS.
- 2.1.20 In justified cases, the head of the structural unit has the right to allow a student to take courses based on an individual study plan. The student must present an application with a justification for an individual study plan being compiled to the study specialist. The individual study plan is compiled by a study specialist together with the head of the curriculum and the student, which is coordinated with the head of the structural unit. The study specialist adds the individual study plan to the student's details in SIS. The study specialist declares subjects for the student according to the individual study plan. The student is responsible for fulfilling the individual study plan, which is supervised by the study specialist. The requirement of meeting the study load of the student must be taken into account when compiling an individual study plan.
- 2.1.21 Electives and optional subjects as well as RPL subjects are considered part of the completion of workload and volume of the respective curriculum in higher education.
- 2.1.22 Vocational education students may, upon applying, request an extension to their studies once during their study period for up to two semesters to make up for their insufficient academic progress. The student must submit the application together with an individual study plan to the vocational education department. The extension of



studies is considered as part of the nominal study time. Once the nominal time has expired, a student in a state-funded place is transferred to a non-state-funded place. In order to terminate a study time extension, the student must submit an application to the Study Department.

- 2.1.23 The student may apply to be transferred from full-time and part-time to extern studies by submitting an application of exmatriculation to the Rector which is previously coordinated with the head of the structural unit and the Vice Rector, and sign an extern cooperation agreement.
- 2.1.24 Recognition of prior learning and work experience does not count towards completing the curriculum when applying for a performance grant in higher education.

## 2.2 Study places and how they are filled

- 2.2.1 Matriculation is registering a student as a member of the college and in the Estonian Education Information System.
- 2.2.2 The college matriculates applied higher education and Master's degree students in state-funded full-time study places.
- 2.2.3 In vocational education curricula, students are matriculated in both state-funded and non-state-funded places.
- 2.2.4 The upper limit of matriculated students and students is set by the College Council (as is the lower limit, if necessary).
- 2.2.5 The upper limit of students matriculated in applied higher education and at the Master's degree level depends on the amount of specific study places in the college, the requirements set by funding directives, social needs and the number of practical training placements in the practical training bases.
- 2.2.6 The upper limit of state-funded places in vocational education is set by state-commissioned education requests and the upper and lower limits of non-state-funded places are set by the learning environment opportunities open to the college and the required resources.
- 2.2.7 Student places are filled according to the [rules for student admissions](#) of the college.
- 2.2.8 A student place becomes vacant when a previous student is exmatriculated before the nominal term expires.
- 2.2.9 First-year students who have been absent without a justified reason for two weeks from the beginning of the academic year (up to 15 September in the autumn semester and 15 February in the spring semester) or students who give up their study place shall be deleted from the matriculation register on the basis of not commencing their studies (in which case they are not counted as part of the drop-out rate). The vacant place can be taken for up to three weeks from the beginning of the year by the next person on the list of applicants in the same competition who did not make the upper limit.
- 2.2.10 In the case of a vacancy in a state-funded place, a non-state-funded vocational education student shall be transferred to the state-funded place within four weeks of the beginning of the academic year.
- 2.2.11 In the case of vacancies, the college has the right to transfer a non-state-funded student to a state-funded place according to the ranking list (weighted average grade in SIS), except for the first semester, during which the admission ranking list is considered. A written application for a state-funded place must be submitted by a non-state-funded student to the head of the department in the vocational education institute. Students with tuition fee debts or insufficient academic progress are not transferred to state-funded places.

- 2.2.12 Applications for vacancies in state-funded places in vocational education are open to students who:
- 2.2.12.1 have met the requirements for commencing studies in the respective curriculum;
  - 2.2.12.2 have collected at least half of the ECVET of the subject in the respective curriculum or subjects that fit the curriculum;
  - 2.2.12.3 have no tuition fee nor prior learning or work experience debts before the college.
- 2.2.13 A person not matriculated in the college or in the respective curriculum must submit a written application to the Rector in order to apply for a vacant state-funded place. Transfer to a vacant state-funded place is coordinated with the Vice Rector and the head of the vocational education department.

### **2.3 Compensation of Study Costs**

- 2.3.1 Studying is free of charge in the Estonian curricula of applied higher education and at the applied higher education studies during the standard study period when completing the curriculum cumulatively in full volume and meeting the requirements of points 2.3.3 and 2.3.4.
- 2.3.2 Students of applied higher education who have not completed the curriculum to the required extent will be partially charged at the end of each semester according to the volume which is missing from the full volume based on current tuition fee compensation conditions.
- 2.3.3 Partial compensation of tuition fees is not applied if the student is:
- 2.3.3.1 a person with a medium, serious or severe disability;
  - 2.3.3.2 a parent or caretaker of a child younger than 7 years of age, or of a disabled child.
- 2.3.4 The partial compensation of tuition fees if the curriculum is not completed in full volume is not applied during semesters when the student is studying abroad at an educational institution for at least three months and the studies completed there are considered by the institution to be equal to at least 15 ECTS as part of the curriculum during the semester following the stay abroad.
- 2.3.5 The documents freeing a student from partial tuition fees must be presented by the student to the Study Department by 15 September the latest in the autumn semester and 15 February the latest in the spring semester.
- 2.3.6 Non-state-funded students and auditors of vocational education curricula are invoiced according to their study services agreement/cooperation agreement.

## **3. STUDIES**

### **3.1 Subject**

- 3.1.1 Subjects are divided into the mandatory, elective and optional subjects of a curriculum.
- 3.1.1.1 Mandatory subjects must be completed in order to complete the curriculum.
  - 3.1.1.2 An elective is a subject in or outside the curriculum which must be completed under the conditions set in the respective curriculum.
  - 3.1.1.3 An optional subject is a subject taught at the college which is not part of a specific curriculum.
- 3.1.2 Final theses and final/Master's examinations are regulated by the current college [directive](#).



- 3.1.3 In order to secure a logical order of learning, each subject may have prerequisite subjects, which must be completed before taking the following subject.
- 3.1.4 A short description of the subject, its objectives, learning outcomes, form description, learning and assessment methods, assessment criteria, list of compulsory (and recommended) literature and prerequisite subjects are noted in the subject programme available in Study Information System.
- 3.1.5 A subject has sub-chapters in Study Information System which also include a list of topics and a short description thereof, a list of independent and practical tasks, a schedule and the prerequisites for exams and evaluations. The subject programme displays the part that continuing assessments will make up in the final evaluation.
- 3.1.6 A member of teaching staff introduces the subject programme to the undergraduate students/students during the first contact lecture of the respective subject or in the e-learning environment (in the case of a 100% e-learning course or if contact-based classes are not scheduled for the beginning of the course).
- 3.1.7 Subject programmes are public to the person logged in into the Study Information System and must be entered in SIS and approved by the head of the curriculum/head of the vocational education department by the first contact lesson (see p 3.5.5) but no later than two weeks after the start of the semester.
- 3.1.8 The lecturer is responsible for preparing, updating and entering the subject programme into SIS, and the head of the respective structural unit or a person appointed by them takes responsibility for the timely and correct entering and verifying of the subject programmes of the relevant curricula.
  - 3.1.8.1 If a subject is taught by several lecturers, the lecturer who is responsible for the structure logical order and even workload of the course enters the subject programme.

## 3.2 **Planning the studies and timetable**

- 3.2.1 The academic calendar is a timetable which is formed keeping in mind the consistency of studies, and dividing the workload of students and lecturers optimally per day, week and semester.
- 3.2.2 The timetable shall be in conformity with the curriculum and available in SIS at least two weeks before the beginning of the academic year and/or the respective semester.
- 3.2.3 Any changes to the timetable shall be notified to students at the earliest opportunity via SIS.
- 3.2.4 The evaluation time(s) and at least one time for re-taking the exam must be noted in the timetable.
- 3.2.5 The student takes part in classes according to the timetable, which includes the subjects of a specific curriculum and both the electives and optional subjects declared by the student.
- 3.2.6 The student can study subjects for which they have completed the prerequisite subjects and/or met other conditions. As an exception, the lecturer may allow the student to take the subject without completing the prerequisites.
- 3.2.7 Electives and optional subjects can be declared by the students in SIS during the period noted in the academic calendar (except for vocational education students). Students/students are notified of exceptions via notifications in SIS.
- 3.2.8 Declaration of final exams, Master's exams and final defences is possible at the times noted in the academic calendar and according to the current directive of the college.

- 3.2.9 The lecturer may cancel a student's subject declaration in justified cases (prerequisite subjects are not passed). Exceptions are handled by the head of structural unit/head of the vocational education department.
- 3.2.10 Subjects taught at the college may also be taken by persons who are neither students nor students of the college. Their registration for subjects takes place according to the regulations set for externs, auditors and students of continuing education at the college.

### 3.3 **Practical Training**

- 3.3.1 The volume of practical training is set in the curriculum and its objectives and tasks are noted in the subject programme available in SIS.
- 3.3.2 Communication regarding practical training is coordinated by the practical training specialist in cooperation with the heads of curricula. Carrying out and evaluating practical training is organised by the structural unit/vocational education department, which assigns a college supervisor to the student.
- 3.3.3 Recognition of paid work as part of learning is regulated by the respective directives of the college.
- 3.3.4 The volume of practical training in credit points is regulated in the curriculum. 1 ECTS/1 ECVET of practical training equals maximum to two training weeks, depending on the nature and workload of the job. 1 ECTS/ 1 ECVET of practical training generally equals 26 astronomical hours of work at the place of training.
- 3.3.5 The college-assigned supervisor organises the sending of the students to the practical training base. They also check the achievement of learning outcomes and objectives of practical training, including at the practical training base.
- 3.3.6 In accepting foreign visiting students, the college-assigned practical training supervisor organises sending them to the practical training base, remains in contact with the trainee and training base supervisor and takes responsibility for accomplishing the objectives and learning outcomes (including volume) agreed upon in the practical training agreement.
- 3.3.7 Evaluation of foreign visiting students is in accordance with Chapter 4.

### 3.4 **Studying in another Estonian or foreign institution as an exchange student**

- 3.4.1 While studying at the college, a student may simultaneously or in separately planned semester(s) study as an exchange student in another Estonian or foreign educational institution.
- 3.4.2 A student going to study in another Estonian or foreign educational institution for one or several semesters must submit an application in accordance with the current directive of the college. Studying as an exchange student is coordinated with the head of the academic structural unit beforehand and laid down in a three-way agreement.
- 3.4.3 Studies carried out in another educational institution(s) which are agreed upon beforehand are transferred to Study Information System after submitting the respective documentation. The student is responsible for the timely submission of valid documentation.
- 3.4.4 A student studying or completing practical training abroad is regarded as not deferring their studies, and their nominal time is extended by the semester abroad if the subjects completed there are transferred to their curriculum in the volume of at least 15 ECTS. Extension of the nominal time is formalised after the studies abroad and the transferring of the results.

### **3.5 Conducting e-learning**

- 3.5.1 E-learning is a study form where the lecturer and the student are not physically in the same room and study process is held via electronic communication devices in an online environment. Students must participate in e-learning on the conditions provided in the subject programme.
- 3.5.2 College's environment for conducting e-learning is Moodle, where electronic and immediate study process, also, study materials are stored and information on study organisation is communicated in Moodle environment.
- 3.5.3 All online study materials of all subjects together with descriptions of activities and/or e-learning are available in Moodle environment and the lecturer responsible for them makes sure whether all links and necessary tool are active, etc.
- 3.5.4 All activities conducted via e-learning and students' assessments are derived from subjects learning outcomes and their evaluation criteria.
- 3.5.5 If no other contact learning is conducted during the subject, lecturer introduces the subject programme to the students via e-learning environment.
- 3.5.6 The content of the e-course must correspond to the subject's volume and study level, its structure must be organized in a logical and comprehensive manner and contain interactive learning methods.
- 3.5.7 It is obligatory to create a learning instruction for the e-course where the course's study materials (books, lecture notes, study materials from webpages or learning environment), description of the learning process, course's timetable, description of tasks, obligatory requirements and if necessary instructions to use the learning environment (if tools outside the college's official e-learning environment are used) are clearly indicated.

## **4. ACADEMIC PERFORMANCE**

### **4.1 Assessing Learning Outcomes**

- 4.1.1 Evaluation is part of the study process where, based on certain assessment criteria, a fair and impartial assessment is given of the level of the student's acquisition of the knowledge and skills described in the learning outcomes of the curriculum.
- 4.1.2 Assessment methods and criteria are designated in the subject programme, which is made available to students by the beginning of the course at the latest, and it is not changed during the semester.
- 4.1.3 An assessment method is a way of evidencing the acquired knowledge and skills (e.g. a written or oral examination, essay, report, project or group project). All of the learning outcomes of a subject must be assessed, and in the case of assessment with several methods, all of the respective parts are described in the subject programme.
- 4.1.4 Assessment criteria describe the expected level and scope of the knowledge and skills evidenced by the assessment method.
- 4.1.5 Assessment of a subject is either differential or non-differential.
- 4.1.6 The basis of assessing regular studies (tests, laboratory work, papers, etc.) is described in the subject programme. If the grade of the subject is partially or completely based on regular tasks, the assessment criteria and proportion thereof are described in the subject programme.
- 4.1.7 A subject is considered completed, a final/Master's examination passed and a final paper defended after gaining a positive grade in the subject evaluation. All results must be visible in SIS.

- 4.1.8 In vocational education, a module is considered passed after receiving positive results in the subject evaluation.
- 4.1.9 Weighted average grades are used to characterise the general success of a student. These are calculated in SIS by multiplying all grades and ECTS of subjects with differential assessment (including Recognition for Prior Learning) and dividing the total by the amount of respective credit points of the subjects. In calculating the weighted average grade, all graded results are considered equal. Subjects ending with non-differential evaluation are not considered when calculating the weighted average grade.

#### **4.2 Grading System in Applied Higher Education and at Master's Degree Level**

- 4.2.1 In the case of differential evaluation, the student's level of learning outcomes is differentiated according to a central evaluation system of higher level education as follows:
- A (5) "excellent" is an outstanding and wide-ranging level of accomplishing the learning outcomes which is characterised by the exceptionally free and creative use of knowledge and skills;
- B (4) "very good" is achievement of the learning outcomes at a very high level, characterised by proper and creative use of the knowledge and skills. More specific and detailed elements of knowledge and skills may reveal certain errors that are neither substantive nor serious;
- C (3) "good" is a high level of achievement of the learning outcomes characterised by proper use of the knowledge and skills. More specific and detailed elements of knowledge and skills reveal uncertainty and imprecision;
- D (2) "satisfactory" is a sufficient level of achievement of the learning outcomes characterised by the ability to use the knowledge and skills in typical situations; non-typical situations reveal gaps and uncertainty;
- E (1) "sufficient" is the minimally acceptable level of achievement of the most important learning outcomes characterised by a limited ability to use the knowledge and skills in typical situations; non-typical situations reveal considerable gaps and uncertainty;
- F (0) "insufficient" shows that the student has achieved the knowledge and skills at lower than the minimum level.
- 4.2.2 In the case of non-differential evaluation there is a criterion to meet the mandatory level, meeting or exceeding which is graded with the word "pass" and below which is marked as insufficient with the word "non-pass".

#### **4.3 Grading System in Vocational Education**

- 4.3.1 In vocational education, evaluation is based on a general grading system, assessment of the achievement of learning outcomes, evaluation methods and criteria and descriptions of grades.
- 4.3.2 In the case of differential grading, a sufficient result is the achievement of learning outcomes at a level that corresponds to or exceeds the threshold level, as expressed by the grades "3", "4" and "5", while an insufficient result is the achievement of learning outcomes at a level lower than the threshold level, as expressed by the grade "2". Numeric grades are used to express the level of learning outcomes as follows:

grade "5" – "excellent" – the student has achieved the learning outcomes at a level that exceeds the threshold and that is characterised by independent, purposeful and creative use of the outcomes;

grade "4" – "good" – the student has achieved the learning outcomes at a level that exceeds the threshold and that is characterised by purposeful use of the outcomes;

grade "3" – "satisfactory" – the student has achieved all of the learning outcomes at the level of the threshold;

grade "2" – "insufficient" – the student has not achieved all of the learning outcomes at the level of threshold.

- 4.3.3 In the case of non-differential assessment, the achievement of learning outcomes at a level that corresponds to or exceeds the threshold level and that is expressed by the word "pass" is sufficient. An insufficient result is the achievement of learning outcomes at a level lower than the threshold level, as expressed by the word "non-pass".

#### 4.4 **Directive for evaluating subject/modules**

- 4.4.1 The student is eligible for two main evaluations of the subject and two re-evaluations in the case of a negative assessment (including non-appearance).
- 4.4.2 Main assessment (including verifying the final protocol in SIS) takes place at the end of a subject, and at the end of the respective semester at the latest.
- 4.4.3 First re-evaluation (including verifying the final protocol in SIS) takes place in the first academic week of the following semester at the latest, and the second re-evaluation (including verifying the final protocol in SIS) in the second academic week of the following academic year at the latest.
- 4.4.4 A subject completed with a positive grade cannot be taken again in hopes of receiving a better grade.
- 4.4.5 The time of main evaluation is noted in the timetable, and it takes place as part of the overall volume of the subject. First re-evaluation also needs to be noted in the timetable. The lecturer notifies the respective study group about the second re-evaluation personally, and ensures the formulation of a protocol in SIS. Re-evaluations are held outside the overall volume of the subject.
- 4.4.6 The period between main and re-evaluation must be at least five working days.
- 4.4.7 Upon failing to pass a subject for three times (marked in a protocol in SIS), the student is registered to the same subject next available semester and must pass the subject again.
- 4.4.8 If the student does not pass the subject having registered to the subject again on a new semester, he or she will be exmatriculated due to insufficient learning progress.
- 4.4.9 The student is obliged to present identification at the evaluation upon the demand of a lecturer or the person covering for.
- 4.4.10 The lecturer shall offer consultation before the re-evaluation if necessary.
- 4.4.11 A student who does not show up (or fulfil the requirements by the time of evaluation) is graded as "non-appearance".
- 4.4.12 In vocational education, the achievement of module learning values is assessed after a positive result for all subjects in a module. Module results are entered in SIS by the head of the module.

#### 4.5 **Formulation of assessment results**

- 4.5.1 The lecturer provides the assessment results for students within five working days of an evaluation.
- 4.5.2 The responsible lecturer or worker assigned by the structural unit/vocational department enters the assessment results and confirms protocol points in SIS.
- 4.5.3 The protocol is conclusively confirmed by the study department or Kohtla-Järve structural unit (depending on the location of study). The results of the student are accessible in SIS after the conclusive confirmation of the protocol in SIS.
- 4.5.4 The protocol is electronically signed by the (responsible) lecturer and the head of curriculum/vocational department, head of module at the Chair of Nursing /coordinator of the Kohtla-Järve structural unit.
- 4.5.5 The responsible lecturer of the subject appointed by the head of the structural unit/vocational department is responsible for the timely and valid formulation of protocols.

#### 4.6 **Recognition of Prior Learning and Work Experience**

- 4.6.1 The recognition of prior learning and work experience (VÕTA as abbreviated in Estonian, in English RPL) is a process during which the student/extern may apply for consideration of their prior learning and work experience as part of their curriculum.
- 4.6.2 Students/externs have the right to apply for consideration of prior learning and work experience as part of their curriculum in accordance with the current RPL regulations of the college.
- 4.6.3 The implementation of RPL is in accordance with the current [directive](#) of the college. The conditions of and procedure for RPL are set by the College Council.
- 4.6.4 RPL evaluates the compliance of the achieved competences with a subject/module/learning outcomes of the curriculum, regardless of the time, place and method of achievement.
- 4.6.5 Prior learning and work experience can be transferred in whole as part of the completion of the curriculum, except for the final paper or exam/Master's exam, which must be defended or taken at the college.
- 4.6.6 A final paper at the same degree level and exams taken elsewhere are not considered as prior learning.
- 4.6.7 Work experience or training are transferable if they are related to the curriculum of the student/extern or to a specific subject (although this requires the existence of a prerequisite subject). In evaluating a RPL application, the student may be asked to provide evidence of the competences they have achieved.

### **5. DEFERRAL, EXTENSION AND COMPLETION OF STUDIES**

#### 5.1 **Extending studies**

- 5.1.1 Students may apply for the extension of their studies (postponing the end date of their studies) to make up for insufficient academic progress for up to 12 months if they have not taken the final/Master's exam or defended their final thesis.
- 5.1.2 Part-time students have the right to apply for the extension of studies up to 12 months or for the time already studied part-time for one academic year at one time.
- 5.1.3 If a student studying on extension goes on an academic leave for the reasons set out in 5.2.1, their extension period is halted and continues upon their application following their academic leave.



- 5.1.4 The extension of studies shall be formalised with a directive of the Vice Rector of Academic Affairs.
- 5.1.5 An application for extending studies must be submitted before the final date of studies has passed.

## 5.2 **Academic leave**

- 5.2.1 An undergraduate student is entitled to an academic leave generally of up to one year in accordance with the procedure established by the College Council, and additionally:
  - 5.2.1.1 for two years for health reasons;
  - 5.2.1.2 for up to one year for starting a term of service in the Estonian Defence Forces;
  - 5.2.1.3 to care for a child until the child reaches the age of three.
- 5.2.2 The student has the right to academic leave:
  - 5.2.2.1 for two years for health reasons;
  - 5.2.2.2 for up to one year for starting a term of service in the Estonian Defence Forces;
  - 5.2.2.3 to care for a child until the child reaches the age of three.
- 5.2.3 An application for academic leave cannot be submitted with a retroactive date.
- 5.2.4 Minimum period of time for an academic leave is one semester.
- 5.2.5 If a student takes an academic leave before the half semester the semester will not count in terms of completing the curriculum and considering the study load. If the student takes an academic leave after the half semester date, the semester will be taken into account considering the completion of the curriculum and study load.
- 5.2.6 Starting and completing academic leave is applied for by presenting a respective application to the Study Department and is formalised with a directive. By submitting an application, the student confirms that they do not have any debts in regard to the reception desk, student housing or the library. A sheet is added electronically on the basis of processing by the studies specialist.
- 5.2.7 Students are entitled to an academic leave upon their request starting from the second semester. The respective application may be submitted to the Study Department until 15 February in the spring semester and 15 September in the autumn semester.
- 5.2.8 The student may be entitled to an academic leave at any time during the academic year when starting service in Estonian Defence Forces or taking care of a child. The student must present a call-up notice to the Study Department when going on academic leave to start service in Estonian Defence Forces or a birth certificate when taking care of a child.
- 5.2.9 The student may take an academic leave for health reasons at any time during the semester. A student must present a doctor's note to the Study Department with a recommendation to go on academic leave when taking leave on health grounds.
- 5.2.10 Academic leave ends automatically after the deadline. If the student does not return to studies after their academic leave, the Study Department issues a directive for the deletion of the student from the matriculation register on the grounds of non-appearance.
- 5.2.11 During academic leave, students have the right to eliminate the insufficiencies in their academic progress.
- 5.2.12 Taking an academic leave does not release a student from the payment of tuition fees.
- 5.2.13 The student has a possibility to compile, together with the study specialist, an individual study plan to make up for existing insufficiencies in progress upon returning from academic leave.

### 5.3 Exmatriculation

- 5.3.1 Exmatriculation is the deletion of a student from the college's list of students and the Estonian Education Information System in the following cases:
- 5.3.1.1 graduating from the college, completing of curriculum and receiving a diploma;
  - 5.3.1.2 at the student's request:
    - 5.3.1.2.1 non-compliance with the field of study;
    - 5.3.1.2.2 due to financial reasons;
    - 5.3.1.2.3 due to going to study abroad;
    - 5.3.1.2.4 health reasons;
    - 5.3.1.2.5 other reasons;
  - 5.3.1.3 failure to commence studies;
  - 5.3.1.4 non-appearance;
  - 5.3.1.5 not passing subjects;
    - 5.3.1.5.1 insufficient progress:
  - 5.3.1.6 undignified behaviour;
  - 5.3.1.7 not paying tuition fees;
  - 5.3.1.8 final end date of the studies has passed;
  - 5.3.1.9 death of the student.
- 5.3.2 The student is exmatriculated at their own request if they submit an application to the Study Department.
- 5.3.3 Failure to appear for educational activities without a good reason leads to deletion from the matriculation registry, unless the student is on academic leave or studying abroad (decided on an individual basis).
- 5.3.4 The college has the right to delete a student from the matriculation registry if they fail to pay tuition fees by the deadlines (including partial tuition fees upon failing to complete full-time and volume requirements).
- 5.3.5 The college has the right to delete a student from the matriculation list due to improper conduct in the following cases:
- 5.3.5.1 using helping materials (electronic, on paper, etc.) in educational activities, including evaluation, when the lecturer/teaches has not given permission to do so;
  - 5.3.5.2 unacceptably exchanging information in educational activities, including evaluation (dictation, copying, etc.);
  - 5.3.5.3 presenting the written work of someone else, or a part of it, under their own name or referencing/quoting it without proper reference (plagiarism);
  - 5.3.5.4 presenting their own written work again if ECTS have already been received for it;
  - 5.3.5.5 taking a test for another student or allowing another student take a test in their name;
  - 5.3.5.6 conviction for an intentionally committed criminal offence;
  - 5.3.5.7 gross violation of generally accepted behavioural norms and norms of professional ethics;
  - 5.3.5.8 presenting false information, forged documentation, etc. in their work or applications (including RPL).
- 5.3.6 A student's deletion from the matriculation registry on the grounds of improper conduct is decided by the Vice Rector of Academic Affairs on the basis of a motion of the head of the structural unit.

- 5.3.7 The Vice Rector of Academic Affairs includes student and student councils and other units of the college in the decision-making process where necessary.
- 5.3.8 The college has the right to reprimand a student for improper conduct as an alternative to exmatriculation.
- 5.3.9 A proposal to reprimand or exmatriculate a students due to improper conduct is presented to the Rector and formalised with their directive.
- 5.3.10 In the case of a student's death, deletion from the matriculation registry is based on a death certificate.

#### 5.4 **Completion of studies and issuing of certificates**

- 5.4.1 A student must complete the curriculum in the full volume in order to be issued with an education certificate for applied higher education, a Master's level degree and vocational education. Achievement of the learning outcomes in vocational education is evaluated with a vocational examination, which may be taken in parts. If taking a vocational examination is not possible in the vocation or specialisation, the studies end with a final exam. The provision of vocational examination and final exam is regulated by a [guide](#) in force.
- 5.4.2 In applied higher education and at the Master's degree level the education certificates are a diploma and a diploma supplement (with a further diploma supplement in English), which are issued according to the [statutes and norms](#) of national diplomas and diploma supplements. A diploma with honours (*cum laude*) may be awarded according to the general grading system, together with a diploma with honours (*cum laude*) under the requirements established by the Minister of Education and Research as follows:
  - 5.4.2.1 the student has fully completed the curriculum;
  - 5.4.2.2 the student defended their final paper or passed their final/Master's exam with the grade "A";
  - 5.4.2.3 the student has a weighted average grade of 4.60 or higher.
- 5.4.3 In vocational education, the education certificates are a diploma and a report sheet which are issued according to the current requirements of the [norms](#), statutes and issuing of vocational education certificates.
- 5.4.4 A person exmatriculated without being issued with an education certificate may be presented with the respective validation (an extract from the student card) of completed studies from the Study Department upon request.

### 6. **NOTIFYING AND COUNSELLING OF UNDERGRADUATE STUDENTS, SUPPORT SYSTEMS AND ASKING FOR FEEDBACK**

- 6.1 The college forwards announcements and regulations with regard to learning via SIS. Notifications forwarded via SIS are formally considered to have been sent. Students are obliged to make sure that they have a working e-mail address in SIS.
- 6.2 A student has the right to turn to the structural unit, vocational education department, study department and other counselling units and staff members (e.g. psychologists) and the student and student union to obtain information and guidance if they have problems or questions.
- 6.3 Students have the right to learning, career and psychological [counselling](#).
- 6.4 First-year students are guided by tutors (students from the college who have received the respective training) in matters regarding the college and learning.

- 6.5 Students with a first language other than Estonian have the chance to learn the official language as needed according to the current [regulation on official language studies](#) at the college.
- 6.6 Students have the right to apply for student loans, allowances and scholarships according to the current laws, including internally within the college.
- 6.7 Students are asked for feedback about subjects, study organisation, etc. to ensure the quality of educational activities according to the [feedback plan](#) of the college.
- 6.8 Students have the right and obligation to give feedback (in order to improve the quality of educational activities) and to obtain information about their results.

## **7. CONTESTING DECISIONS REGARDING EDUCATIONAL ACTIVITIES**

- 7.1 A student has the right to file a justified complaint regarding a decision or act connected to educational activities. In order to file a complaint, the student must turn to the person or committee behind the decision on the working day following the decision and express a clear wish to file a complaint. A student's verbal complaint is responded to within three working days.
  - 7.1.1 The person or committee behind a decision or act protocols the student's verbal complaint and takes their signature.
- 7.2 If the student is not satisfied with the outcome by the end of the discussion, they can file a written complaint with the, including a detailed justification, within 30 days of the day they found out or should have found out about the decision. The student submits the complaint by e-mail to [info@tkk.ee](mailto:info@tkk.ee) or by post to Kännu 67, 13418 Tallinn, Estonia.
- 7.3 The student's written complaint is resolved in accordance with the current code of conduct in the college.

## **8. IMPLEMENTING PROVISIONS**

- 8.1 The academic regulations and their amendments are confirmed by the College Council.
- 8.2 The academic regulations are amended as needed, with reviews for their updating held at least once every two years.
- 8.3 The right to initiate amendments and additions to the Academic Regulations is given to the membership of the college and structural units.
- 8.4 Matters not regulated by the academic regulations are resolved by the Vice Rector of Academic Affairs.
- 8.5 Students matriculated starting from 2019/2010 academic year may study part-time.
- 8.6 The Academic Regulations shall enter into force starting from the 2019/2020 academic year.