

ADOPTED by the  
Senate of the University of Tartu  
Regulation no. 3 of 28 May 2021  
(effective as of 30 August 2021)

AMENDED by the  
Senate of the University of Tartu  
Regulation no. 2 of 7 March 2022  
(effective as of 7 March 2022)

## **Study Regulations**

Adopted based on subsection 3 (6) of the Higher Education Act, subsection 2<sup>3</sup> (4) of the University of Tartu Act and clause 12 (2) 6) of the Statutes of the University of Tartu.

### **I. General provisions**

1. Study Regulations ('regulations') regulate the organisation of teaching and studies at the first and second level of study at the University of Tartu ('university'). The regulations are mandatory for all participants in the teaching and studies.
  - 1.1. The responsibility for the lawful and purposeful organisation of teaching and studies in a faculty lies with the dean.
  - 1.2. The dean appoints a vice dean for academic affairs to make decisions regarding the organisation of teaching and studies. If the dean has not appointed a vice dean for academic affairs, the dean will perform the duties assigned by these regulations to the vice dean for academic affairs.
  - 1.3. A programme director of the curriculum is responsible for the organisation of teaching and studies.
  - 1.4. The teaching staff member in charge of a course must ensure that teaching is conducted in a course according to the version of the course for the semester.
  - 1.5. At a college, the rights and duties assigned to the head of an institute by these regulations are exercised by the director of the college.
  - 1.6. If the rector has not appointed a vice rector for academic affairs, the duties of the vice rector for academic affairs are performed by a vice rector appointed by the rector.
  - 1.7. The specificities of the organisation of teaching and studies in joint curricula are provided in the cooperation agreement of higher education institutions.
2. Degree studies at the university may be undertaken in the capacity of a student, a visiting student or an external student.
  - 2.1. A student is a person who is matriculated to a degree-study curriculum of the university. A student is matriculated based on the directive of the vice rector for academic affairs; the directive specifies the beginning and the end of the study period based on the standard period of study of the curriculum. A student has the right to be matriculated to study based on one curriculum at a time.
  - 2.2. A visiting student is a student of another higher education institution who is registered based on the student's application to study at the university for up to one academic year by a directive of the vice rector for academic affairs. The home university of an international visiting student is a university operating in a foreign country. Studying as a visiting student is set out in chapter I of annex 1.

- 2.3. An external student is a person who is who has the right to complete the curriculum, including to take exams and pass/fail evaluations for up to 30 credits (“ECTS”) per academic year and/or complete practical training and/or take the final exam or defend a graduation thesis. Studying as an external student is set out in chapter II of annex 1.
3. The university’s official information exchange environment for the organisation of teaching and studies is the Study Information System. The organisation of the Study Information System is established by the rector.
4. The unit for calculating the time of studies at the university is the academic year. The workload of one academic year is 60 ECTS. The academic year is divided into two 20-week semesters, 140 days each. The academic year starts in the autumn semester on the Monday closest to 1 September. The dates of the beginning and end of semesters and other important deadlines of studies are established for each academic year in the academic calendar that is approved by the rector.
5. The unit of calculating the time and money for studies at the university is a student place, which is created based on the Admission Rules by the rector’s directive.
6. Studies take place as contact learning, practical training and individual work. Contact learning means studies in which both the student and the teaching staff member participate at the same time, including studies occurring in real time using two-way audio and video communication. Regular study is a form of study where contact learning is mainly organised on workdays. Block mode study is a form of study where contact learning is organised in a flexible manner in blocks, which can take place at weekends.

## **II. Courses and modules**

### **II.1. Courses**

7. A course is an organised unit of teaching, studies, and assessment of learning outcomes in a specific field of knowledge. The task of the teaching staff member in charge is to ensure that the learning outcomes, content, methods of learning and teaching, assessment methods and criteria are consistent with one another.
8. Studies are planned in a course for each semester when the course is taught in the version of the course.
9. The course version for the semester is prepared by the teaching staff member in charge and approved by the programme director. The version of a course that is not included in a curriculum is approved by the head of institute, or the vice dean for academic affairs for a faculty course. The version of a course prepared by a non-faculty institution and a support unit is approved by the head of the institution or structural unit with the consent of the Academic Affairs Committee formed by the vice rector for academic affairs.
10. The course information in the semester when it is taught must include the following:
  - 10.1. the title of the course in Estonian and English;
  - 10.2. the course code;
  - 10.3. the name of the teaching staff member in charge and if possible, names of other teaching staff members;
  - 10.4. the workload of the course;
  - 10.5. brief description of the course content in Estonian and English;
  - 10.6. forms of study and their proportion;

- 10.7. learning outcomes of the course in Estonian and English;
  - 10.8. the grading scale of learning outcomes (differentiated or non-differentiated);
  - 10.9. assessment methods and criteria;
  - 10.10. principles of grading;
  - 10.11. the list of topics discussed;
  - 10.12. the time of communicating assessment results;
  - 10.13. the procedure of taking resits;
  - 10.14. the minimum number of participants for the course to take place;
  - 10.15. a list of compulsory and recommended study materials, if available, or reference to a web address;
  - 10.16. the deadline for the cancellation of registration to the course, which is at least two weeks from the first contact learning session, or another period established for the course, which is not less than 10% of the duration of the contact learning;
  - 10.17. if necessary, other information needed for completing the course.
- 11. The data listed in subclauses 10.11–10.16 are not provided for practical training, graduation thesis and final exam.
  - 12. If necessary, the course information may show limitations to participation in the course, such as compulsory prerequisite courses, completed curriculum/curricula, level of study, curriculum, the acquired qualification, the maximum number of participants, the form of study and/or the location of study. Within three weeks of the beginning of registration for a course, registration for compulsory courses may be limited based on faculty, institute or college.
  - 13. The course information for courses taught in the next academic year is made public in the Study Information System by the date established in the academic calendar. After approval, information published for the semester can be changed with the consent of students who have registered for the course; such consent must be presented in a format that can be reproduced in writing.
  - 14. If the course code or volume in ECTS changes, a new course must be opened.
  - 15. In the timetable, the following information is entered for each course: course title, volume and code, the name(s) of teaching staff, the time, location and dates (weekday, weeks of study) of contact learning, time of assessment of learning outcomes. In the case of online learning, the time of study is not entered and the location is shown as a web address.
  - 16. The teaching staff member in charge of the course and the programme director are responsible for updating course information and its timely entering in the Study Information System. The programme director is responsible for entering information about contact learning and any changes in it in the Study Information System and communicating the changes to those registered for the courses.

## **II.2. Modules and choosing the modules**

- 17. The courses in the curricula are grouped into modules according to the Statutes of Curriculum.
- 18. A bachelor's student chooses for the curriculum at least six modules of 24 ECTS, at least one elective module of 12 ECTS, a bachelor's exam or graduation thesis module of 6–12 ECTS and an optional courses module.
- 19. The minimum volume of a major specialisation in bachelor's studies is two base modules, at least one field module, one specialisation module and one elective module, and a final

exam or graduation thesis. A minor specialisation comprises a field module, a specialisation module and an elective module (60 ECTS in total) of a bachelor's curriculum, which are different from the major specialisation modules. If the minimum volume is selected for the major specialisation, the student must select one minor specialisation. The volume of the major specialisation can be increased by taking at least one more field, specialisation or elective module of one's curriculum. If the volume of the major specialisation is increased, selecting a minor specialisation is not required. Depending on the selected modules, for example, when a minor specialisation or modules exceeding the minimum volume have been selected, the required volume of the bachelor's curriculum can be obtained without optional courses; in this case, completed optional courses are not taken into account for completing the volume of the student's curriculum.

20. Bachelor's students select all modules of the major specialisation – two base modules, one field module, one specialisation module and the elective module – in the Study Information System by the end of the first semester, unless a later date has been established for selecting the field, specialisation and elective modules of the major specialisation in the curriculum. All the modules necessary for completing the curriculum must be chosen from bachelor's curricula, and the choice must be made by the end of the autumn semester of the second academic year.
21. Students of professional higher education and master's students select all the modules necessary for completing the curriculum in the Study Information System by the end of the first semester if the curriculum contains selectable modules.

### **II.3. Registration for courses**

22. By registering for a course, students express their decision to complete the course and thus, the university assumes the right to evaluate the student's performance in the course and ask for feedback in the Study Information System about learning and teaching.
23. In a semester, a student can register for courses in the maximum volume of 50 ECTS, excluding the volume of the graduation thesis. Registration for courses in a larger volume will be decided by the programme director.
24. Registration for the courses begins on a date specified in the academic calendar, in May for the courses of the next autumn semester and in December for the courses of the next spring semester, and ends by the beginning of the respective semester unless otherwise specified in the course. Registration of first-semester students for compulsory courses may begin at the beginning of the academic year and last for at least two weeks.
25. The following exceptions are made to the general registration procedure.
  - 25.1. Visiting students or external students register for their selected courses in the Study Information System, at the dean's office, institute or college within two weeks of the beginning of their studies at the university.
  - 25.2. A student who returns from academic leave or fills a vacant student place after the deadline for registering for courses is registered for the courses at the student's request at the faculty, institute or college that manages the curriculum within a week after the end of the academic leave or filling the vacant student place.
26. Part-time students must register for courses each semester unless they only need to take the final exam or defend the graduation thesis to complete the curriculum.
27. Students have the right to cancel registration for a course

- 27.1. within two weeks of the first contact learning session or within a different term specified for the course. In this case, the student has the right to register for another course upon agreement with the teaching staff member in charge of that course, but only within two weeks from the first contact learning session of that course or within the term for cancelling registration specified for the course. The vice dean for academic affairs may in exceptional cases, if justified, allow cancelling the registration after the standard deadline;
  - 27.2. if the course schedule changes, within two weeks after the change is announced;
  - 27.3. within two weeks after changing curriculum in a course that does not belong to the new curriculum;
  - 27.4. within two weeks after the student has been registered as studying abroad;
  - 27.5. in the same semester in a course that has been recognised as passed through RPL.
28. If the minimum number of participants required for the course to be taught is not met, the programme director has the right to cancel the course within three working days of the due date for registration for the course and organises the notification of the students registered for the course. Within seven days of the announcement of the cancellation decision, students who have registered for the course have the right to register for another course upon agreement with the teaching staff member in charge of that course. If the number of participants in the course falls below the minimum after the beginning of the semester, the course may be cancelled with the consent of all students participating in the course, which is given in a format that can be reproduced in writing.

### **III. Following the curriculum**

29. Students are required to follow the curriculum to which they have been matriculated.
30. Following the curriculum means taking the courses of the curriculum, specifically the modules prescribed by the curriculum or selected by the student, in the course system or the year system as described in clauses 36–38 and with the workload prescribed in clauses 39–43.
31. Students have the right to graduate from the university based on the version of the curriculum based on which they started their studies, provided their effective period of study does not exceed the standard period of study of the curriculum plus two years.
32. The standard volume of completing the curriculum is the cumulative volume of completing the curriculum which corresponds to the number of semesters the student has studied. 30 ECTS is added to the standard volume for each semester studied. A studied semester is a semester during which the student studies in the student place for more days than a half of the semester (more than 70 days) and during which the student was on academic leave and/or extended standard period of study for less than a half of the semester.
33. Based on the decision of the programme director, according to the learning outcomes of the curriculum and the modules, and the student's specialisation, courses may be replaced in the modules selected to the student's curriculum to the extent of up to 30 ECTS.
34. When assessing a student's progress in following the curriculum, the university may accredit the student's prior studies and work experience according to the conditions and procedure for recognition of prior learning (RPL), established in annex 3 to the regulations.

35. To support students in following the curriculum, the university organises intensive courses in the national language for students with insufficient knowledge of Estonian according to the procedure established in annex 2 to the regulations.

### **III.1. System of study**

36. Studies take place according to the course system or the year system.
37. In the course system, students have the right to select modules and take the respective courses in the order of their preference, taking into account the prerequisite course requirements established in the curriculum or the course. The university must organise the studies in such a way that the student can complete at least 30 ECTS of the curriculum per semester, except in part-time curricula.
38. The year system is used in the studies of medicine, dentistry and pharmacy. In the year system, students must take their courses in the order established in the curriculum and complete 100% of the compulsory volume of studies prescribed in the curriculum by the end of the semester. If a student studying in the year system takes a course that ends after the end of the semester, the student must complete 100% of the compulsory course workload prescribed by the curriculum by the end of this course.

### **III.2. Workload**

39. Students participate in studies either full time or part time.
  - 39.1. In full-time study, students must complete at least 75% of the standard volume of the curriculum by the end of each standard study year. In the year system, students must complete 100% of the volume of compulsory courses by the end of each study year.
  - 39.2. In part-time study, students must complete at least 50% but less than 75% of the standard volume of the curriculum by the end of each standard study year.
40. The following of the curriculum in the prescribed volume is assessed at the faculty after one standard study year (two studied semesters) has passed since the matriculation or last transfer of the student. The situation on the day preceding the beginning of the semester is used as the basis. The student is transferred to the next study year of the same curriculum as of the date of the beginning of the semester. If the time of taking a resit by a student studying in a year system is prolonged according to clause 53, the level of completion of the curriculum is assessed after that period. The workload is calculated based on the volume of courses completed, including with RPL, in credits.
41. The minimum workload a student studying full time in a course system must complete by the beginning of the second semester is 15 ECTS. A student registered as studying abroad must complete the minimum workload by the date established in clause 125.
42. Students studying in a course system are transferred to the next study year of their curricula
  - 42.1. in full-time study, if the total number of credits completed by the student is at least 75% of the standard workload to be completed according to the curriculum to which the student has been matriculated;
  - 42.2. in part-time study, if the total number of credits completed by the student is less than 75% but more than 50% of the standard workload to be completed according to the curriculum to which the student has been matriculated.
43. Students studying in a year system are transferred to the next study year of their curricula if they have completed 100% of the compulsory subjects of the previous year.

## **IV. Assessment**

### **IV.1. Assessment scales of learning outcomes**

44. The assessment of learning outcomes can be differentiated (grades A, B, C, D, E, F) and non-differentiated (grades “pass” and “fail”). Differentiated assessment is used for graduation theses.
45. A course is considered completed after the student has obtained a positive result in the assessment of learning outcomes. The grades A, B, C, D, E and “pass” are positive results and the grade F, “fail” and “not present” are negative results.
46. For calculating average grade, the letters will have the following numerical value: A = 5, B = 4, C = 3, D = 2, E = 1, F = 0, absence from differentiated assessment without good reason (“not present”) = 0.

### **IV.2. Organisation of assessment**

47. In the organisation of assessment, the good practice is observed that assessment is fair, unbiased and supportive of learning.
48. Assessment of learning outcomes in a course may be organised in the form of final assessment (exam or pass/fail evaluation), continuous assessment or combined assessment. In continuous assessment, the final grade is based on the results of interim assessments. In combined assessment, one or more differentiated or non-differentiated interim assessments are used before the final assessment.
49. Students have the right to assessment if they have registered for a course and fulfilled all the requirements laid down for the course. The teaching staff member in charge decides whether to allow the student to retake the required prerequisites for assessment and enters such information in the course information according to clause 50.
50. For final assessment, the student can have one regular assessment in the semester when the course is taught, and in case of a negative result in the regular assessment, one resit (two resits for compulsory courses taught in the year system). If combined assessment is used, the teaching staff do not have to let the student retake an interim assessment, if it is not reasonably expected considering the nature of continuous assessment, and if it does not violate the provisions of clause 47. In the case of combined assessment, the provisions for final assessment and continuous evaluation are observed, taking into account the nature of combined assessment in the particular course.
51. For final assessment, in the semester when the course is taught, the student can choose between at least two regular assessment times, which are scheduled on separate days. The student selects the time in the Study Information System on the fourth day before the assessment at the latest. In justified cases, it is possible to have one regular time for final assessment in a course. Registration for resit and the right to cancel the registration ends two days before the resit.
52. Students are not allowed to take a resit to attempt to improve a positive final grade. Students cannot apply for new assessment in a course completed by way of RPL.
53. A resit must take place before the beginning of the next semester. The vice dean for academic affairs of the faculty organising the course may extend this deadline by up to two weeks if the resit was prevented by good reasons. To that end, the student submits to the vice dean for academic affairs a reasoned application including written consent of the teaching staff member in charge of the course by the beginning of the semester at the latest.

54. Students are entitled to
  - 54.1. use only the resources and materials permitted by teaching staff during assessment;
  - 54.2. inspect their written paper and get feedback on the paper from teaching staff within five days from the announcement of the results;
  - 54.3. submit to the vice dean for academic affairs a reasoned request to establish a committee for assessment. The vice dean for academic affairs must establish a three-member exam committee to administer the fourth assessment (in the year system, the third assessment) in the same course based on the reasoned request by the student.
55. The university is entitled to
  - 55.1. check students' written papers with a plagiarism detection system and enter them for that purpose into the database of the plagiarism detection system;
  - 55.2. monitor assessment using the electronic surveillance equipment managed by the university. If electronic surveillance involves video or audio recording, such recordings will be destroyed by the beginning of the following semester at the latest.
56. If a student who is a connected person of the teaching staff member takes a course, the teaching staff member has the right to withdraw from the assessment of that student. In this case, the vice dean for academic affairs appoints another teaching staff member or convenes a three-member committee to assess the student.
57. Before admitting the student to an assessment, the organiser of the assessment has the right to require the student to present an identity document.

### **IV.3. Assessment results**

58. The teaching staff member records the assessment results in the Study Information System in the report, which is the source document for the accounting of study results. The report is approved by the teaching staff member in charge of the course.
59. If the student fails to appear for the assessment on the selected date, "not present" is recorded for the student in the report. If the student fails to appear for the assessment on any of the regular assessment times, "not present" is recorded for the student in the report drawn up on the last regular assessment date. Students who do not appear for the assessment are entitled to resit the assessment according to the general resit rules, except in the case of a group work resit that must be taken at the time assigned for the group.
60. The entry "not present" is revoked if the student did not appear for the assessment for a good reason and provides evidence of the good reason to the head of institute that manages the curriculum or the vice dean for academic affairs of the faculty that manages the curriculum within five working days from the date of assessment. The student who did not appear for the regular assessment for a good reason is entitled, by the decision of the head of institute that manages the curriculum or the vice dean for academic affairs of the faculty that manages the curriculum, to take the regular assessment on the date set by the teaching staff within two semesters following the semester in which the course took place; for students studying in the year system, within the term stipulated in clause 53. An application for admission to the assessment is submitted to the head of institute that manages the curriculum or to the vice dean for academic affairs of the faculty that manages the curriculum immediately after the good reason no longer applies.
61. If the student did not appear for the assessment without a good reason, one assessment time as specified in clause 87.3.3 is considered used.



62. The teaching staff member has the right not to allow a student to take the assessment if the student has not fulfilled the requirements prescribed in the course for taking the assessment, and to record a negative result in the report.
63. If a student fails to appear for the last part of a multi-part assessment with a good reason and receives an aggregate grade F, such result is revoked when the student provides evidence of the good reason to the head of institute that manages the curriculum or the vice dean for academic affairs of the faculty that manages the curriculum within five working days from the date the last part of the assessment. The assessment and the resit are taken as provided in clause 60.
64. The deadline for announcing assessment results is specified in the course, taking into account the nature of the assessment, the number of students participating in it and other course-related matters. The deadline is set so that the assessment results can be entered in the Study Information System within two weeks after assessment and on the fifth working day at the latest before the resit in the respective course, and before the end of the semester as established in the academic calendar. The results of the resit are entered no later than on the day preceding the beginning of the next semester.
65. Study results taken into account based on an RPL decision or based on the study plan of a student who studied at another higher education institution as a visiting student are entered in the Study Information System within four working days from making the RPL decision or submitting the study results. For completion of the curriculum, the study results taken into account based on the RPL decision are recognised in the semester of the RPL decision and the study results taken into account based on a study plan are recognised in the semester the study results are submitted.
66. If the student has received a negative result in the regular assessment and the resit, the student must register again for the course to complete the course and fulfil the requirements set for completing the course again, except for the compulsory courses in the year system. The student who has received a negative result in one course four times, or in the year system, a negative result in one compulsory course three times, is exmatriculated according to clause 86.3.3.

#### **IV.4. Final exam**

67. To be allowed to the final exam, the student must have completed all other courses of the curriculum.
68. The requirements for the content of the final exam, the procedure for forming the committee assessing the final exam and the procedure for taking the final exam are established by the faculty council. The deadlines for taking the final exam and the composition of the committee assessing the final exam are approved by the head of institute that manages the curriculum or the vice dean for academic affairs of the faculty that manages the curriculum. If a professional qualification is granted to the person completing the curriculum, the composition of the final exam committee must be coordinated with the professional qualification committee. Requirements established in clauses 50, 51, 53 and 54.3 do not apply to the organisation of assessment of the final exam.
69. The final exam committee has a quorum for assessment if more than half of its members are present. Before the beginning of the final exam, the chair of the committee notifies the students of the time when the results of the final exam are released.

70. For a student who fails to appear for the final exam, the entry "not present" is recorded in the exam report. The entry "not present" is revoked if the student did not appear for the final exam for a good reason and provides evidence of the good reason to the chair of the committee within five working days from the date of the exam. The committee may decide to allow the student who did not appear for the final exam with a good reason to take the final exam at a time set by the chair of the committee.
71. Students are only entitled to one resit of the final exam according to the procedure established by the faculty council.

#### **IV.5. Thesis defence**

72. To be allowed to the defence of the graduation thesis, the student must have completed all other courses of the curriculum.
73. If the defence of a graduation thesis is required for the completion of a curriculum, the student chooses the supervisor(s) and the topic of the thesis in cooperation with the supervisor(s). The supervisor(s) of the thesis is (are) appointed by the directive of the head of institute that manages the curriculum or the vice dean for academic affairs of the faculty that manages the curriculum at least six months before the expected defence of the thesis. A supervisor must hold a master's degree or an equivalent level of education or be an outstanding practitioner in their field. If the student's supervisor does not have an employment contract with the university, the supervisor in charge holding a master's degree or an equivalent level of education must be appointed from among the university's staff.
74. The requirements for graduation theses, the procedure of forming the defence committee and the thesis defence procedure are established by the faculty council. The dates of thesis defence and the composition of the defence committee(s) are approved by the head of institute that manages the curriculum or the vice dean for academic affairs of the faculty that manages the curriculum. If a professional qualification is granted to the person completing the curriculum, the composition of the thesis defence committee must be coordinated with the professional qualification committee.
75. The student submits the graduation thesis to the defence committee by the date set by the faculty council or, by the decision of the faculty council, the council of the institute or college that manages the curriculum, but no later than one week before the date of defence, completed in a standard format, electronically (also on paper if the faculty council so decides). Together with the graduation thesis, the student also presents to the committee other materials related to the graduation thesis that characterise the scientific and practical value of the thesis.
76. The supervisor in charge of the thesis submits to the committee the consent to allow the thesis to be defended. If the supervisor(s) agree(s) to allow the thesis to be defended, a reviewer of the graduation thesis is appointed according to the provisions of the procedure established by the faculty council. The reviewer submits a written review of the thesis to the committee and the defender of the thesis at least one working day before the defence.
77. The author presents the graduation thesis for defence electronically, in a PDF file. As part of the thesis, the author submits a non-exclusive licence granting the university the right to
  - 77.1. reproduce the graduation thesis for the purpose of preservation;
  - 77.2. electronically publish their thesis via the university's online environment under the Creative Commons licence CC BY NC ND 4.0, which allows, by giving

appropriate credit to the author, to reproduce and distribute the work and communicate it to the public, and prohibits the creation of derivative works and any commercial use of the work. If a fixed-term restriction has been established by the directive of the vice dean for academic affairs on the publication of the graduation thesis, the author allows the university to publish the thesis after the expiry of the restriction.

78. The graduation thesis is assessed at a public defence. The faculty council may decide that graduation theses that are allowed to the public defence are published on the university's website before the defence. To protect the confidentiality of personal data, state or trade secret, or confidentiality of technology, the vice dean for academic affairs may declare the defence closed for the public. The student, the student's supervisor(s) and reviewer are present at the thesis defence, except if the supervisor or the reviewer cannot be present for a good reason. Participation in the defence may also take place via real-time two-way audio-video communication. Photographing or recording of a public defence is permitted with the consent of the participants.
79. The results of the defence of the graduation thesis are assessed by a committee. The committee has a quorum for assessment if more than half of its members are present. The results of the thesis defence are approved by the chair of the defence committee and announced immediately after the minutes of the thesis defence are signed, but no later than within one working day after the defence.
80. Graduation theses that have been defended and assessed with a positive grade, including the multimedia files that form a part of the theses, are published electronically, and the university ensures their preservation and availability. The author is responsible for ensuring that the publication of the graduation thesis does not violate the intellectual property rights of other persons, or the requirements arising from the Personal Data Protection Act or other legislation.
81. For publication, the graduation thesis is stored in the digital repository of the university library and made available to the public electronically within three months after the defence. If the graduation thesis cannot be published due to copyrights belonging to other persons, due to the Personal Data Protection Act, a state secret, trade secret or other classified information, the author submits a reasoned request to the vice dean for academic affairs to establish restrictions on the publication of the graduation thesis before submitting the graduation thesis for defence. The vice dean for academic years establishes restrictions by a directive for up to five years. If a fixed-term restriction has been established on the publication of the graduation thesis, the thesis will be published in the digital repository after the expiry of the restriction.
82. If the result of the thesis defence is negative, the student is entitled to one repeat defence according to the procedure established by the faculty council. For the repeat defence of the graduation thesis, the committee requires the student to supplement the existing thesis or write a new thesis on a different topic. The student is not entitled to a repeat defence of the same thesis if the result of the thesis defence was negative due to academic fraud. If the student fails to appear for the defence of the graduation thesis, the provisions for failure to appear for an assessment will apply.

## **V. Completion of studies**

83. Students are considered to have finished their studies and are removed from the list of students if they have completed their curricula: taken all the courses and completed practical training prescribed by the curriculum, including taken the final exam(s) or

defended the graduation thesis, and earned the number of credits as specified in the curriculum.

84. Students who have completed their curricula are issued a diploma and a diploma supplement in line with the procedure established by the Government of the Republic. The diploma is issued based on a directive of the vice rector for academic affairs about exmatriculating the student or declaring the external student graduated in connection with completing the curriculum. The rector establishes the procedure for issuing the diploma and diploma supplement and granting the qualification based on the curriculum. A diploma with distinction (cum laude) is awarded under the conditions established by a regulation of the minister of education and research.
85. Students who have completed several curricula are given the respective degrees. To complete several curricula, the student must pass the respective number of final exams and/or defend substantively different graduation theses. If several curricula are completed at the same time, the student is issued a separate diploma per each curriculum completed.
86. The university's graduation ceremonies are public events as defined in the Law Enforcement Act.

#### **V.1. Exmatriculation**

87. On the initiative of the university, a student is exmatriculated by the directive of the vice rector for academic affairs based on the proposal of the vice dean for academic affairs for the following reasons:
  - 87.1. completion of the curriculum;
  - 87.2. expiry of the end date of studies;
  - 87.3. insufficient academic progress:
    - 87.3.1. failure to complete the curriculum to the required minimum extent by the end of the semester in cases specified in clauses 38 and 41;
    - 87.3.2. failure to fulfil the part-time workload of the curriculum by the end of the standard study year;
    - 87.3.3. receiving a negative result in one course four times, or in the year system, a negative result in one compulsory course three times;
    - 87.3.4. receiving a negative grade twice in the final exam or receiving a negative result twice for the defence of the graduation thesis;
  - 87.4. for first-year students, failure to register for the courses within two weeks of the start of the academic year without a good reason;
  - 87.5. for part-time students, failure to register for the courses according to clause 26 within two weeks of the start of the semester without a good reason;
  - 87.6. the student is matriculated or rematriculated to another curriculum;
  - 87.7. failure to pay the tuition fee by the due date established in the Conditions of Reimbursement of Study Costs in Degree Study;
  - 87.8. failure to complete intensive studies of the Estonian language in the required volume by the end of the standard period of study;
  - 87.9. by the resolution of the vice rector for academic affairs due to improper behaviour in the following cases:
    - 87.9.1. academic fraud;
    - 87.9.2. upon the entry into force of a conviction for a crime committed intentionally while a student;
    - 87.9.3. forgery of documents;

- 87.9.4. gross violation of generally recognised norms of behaviour or academic practice;
- 87.10. if the curriculum is closed and the student has not requested a transfer to another curriculum by the time of closing;
- 87.11. a student studying under a joint curriculum or a cross-border curriculum that follows the principles of a joint curriculum is exmatriculated from the university coordinating the joint curriculum;
- 87.12. a student who completed the previous level of study abroad fails to submit documents certifying the previous level of education by the due date specified in the admission rules.
88. Exmatriculation on the initiative of the university is generally effected within three weeks of the event specified in clause 87. Exmatriculation based on clause 87.3.3 is effected by the end of the semester of teaching the course when the last negative result was received in a regular assessment, or if the resit takes place at the beginning of the semester according to clause 53, within three weeks of the resit. Exmatriculation based on 87.6 is effected before matriculation to a new student place. Exmatriculation based on 87.7 is effected within seven weeks of the due date established in the Conditions of Reimbursement of Study Costs in Degree Study. If the student has contested the decision of the university on which the exmatriculation is based, the time limit for the formalisation of exmatriculation is suspended during the resolution of the dispute.
89. Before making a resolution on exmatriculation due to improper behaviour, the vice rector for academic affairs sends the materials of the exmatriculation directive to the president of the student union, who submits the student union's reasoned opinion to the vice rector for academic affairs in writing within 14 days. If the vice rector for academic affairs chooses to disregard the student union's opinion, he/she submits a written justification to the student union. If the exmatriculation directive is not made, the vice rector for academic affairs has the right to reprimand the student.
90. Exmatriculation on the student's initiative takes place by the directive of the vice rector for academic affairs based on the student's application. The university is entitled to ask the reason for the exmatriculation application, and to coordinate the application with the programme director with the aim to offer counselling.
91. A student is exmatriculated by the directive of the vice rector for academic affairs based on the proposal of the vice dean for academic affairs in the following cases, independent of the parties:
- 91.1. the court has appointed the student a guardian due to the student's restricted active legal capacity;
- 91.2. the student has died.

## **VI. Filling vacant student places and rematriculation**

### **VI.1. Filling vacant student places**

92. A vacant student place can be announced if the number of students matriculated in the same year to study in the student places of a curriculum is smaller than the number of student places established for the curriculum for the given academic year.
93. The Office of Academic Affairs keeps an account of student places and announces vacant student places at the beginning of each semester on the university's website. Vacant student places are accounted for separately per each study year, based on the standard period of study in the particular curriculum.

94. A vacant student place is filled by a public competition within four weeks of the start of the semester. The conditions of the competition and the application deadline are established by the faculty council.
95. Vacant student places in a curriculum are not filled in the autumn semester of the first study year.
96. People who meet the requirements regarding previous education to study under the curriculum, have completed the prerequisite courses specified in the curriculum and meet the requirements of the competition have the right to apply for a vacant student place.
97. When applying for a vacant student place, the student's previous studies and work experience are taken into account according to the RPL procedure established in annex 3. The applicant must certify their proficiency in the language of instruction of the curriculum at least at level B2 according to the Common European Framework of Reference for Languages.
98. A student applying for a change of curriculum, the form of study and/or place of study can apply for a vacant student place, depending on the standard period of study of the respective curriculum, in the year the student place became vacant or in the preceding study year(s). Students studying in the extension year cannot apply for a vacant student place.
99. A person can apply for matriculation to a vacant student place if he/she has completed at least 50% of the standard workload of the curriculum when applying for matriculation to part-time study or at least 75% of the standard workload of the curriculum when applying for matriculation to full-time study. In the spring semester of the first academic year, a person can apply for matriculation to full-time or part-time study if he/she has completed courses in the volume of at least 15 ECTS. In the year system, a person can apply for matriculation if he/she has completed 100% of the compulsory studies of the previous semester's workload as prescribed in the curriculum. A person can apply for matriculation only if he/she does not have any outstanding tuition fees to the university.
100. A vacant student place is filled by the directive of the vice rector for academic affairs based on the proposal by the vice dean for academic affairs, and when changing curriculum between two faculties, based on the consent of the vice deans for academic affairs of both faculties.

## **VI.2. Rematriculation**

101. Rematriculation is the re-entry of a person in the list of students. A person can be rematriculated if a student place has become vacant in the curriculum and the person has applied for the place as provided in clause 99. Rematriculation is decided by the vice rector for academic affairs based on the person's application and the consent of the vice dean for academic affairs.
102. The student can be rematriculated to the same curriculum either to the same or the next study year in the same or the next semester in which the student was studying at the time of exmatriculation. The student cannot be rematriculated for an extension year. The workload in line with chapter III.2 is established based on the number of credits earned by the student.
103. A student exmatriculated due to insufficient academic progress can apply for rematriculation if he/she complies at least with the requirements of part-time study in line with clause 39.2 or has completed the curriculum in the minimum allowed workload in

line with clause 41. In the year system, an exmatriculated person can apply for rematriculation if he/she has completed 100% of the compulsory courses of the previous semester as prescribed in the curriculum. If a student has received a negative result in a course four times, the course must be completed with a positive result as an external student or a continuing education learner before applying for rematriculation.

104. A student exmatriculated due to improper behaviour can apply for rematriculation when two years have passed since exmatriculation. A student exmatriculated due to the reason described in clause 87.9.2 can apply for rematriculation after the information concerning punishment has been deleted from the criminal records database.
105. Students exmatriculated due to failure to pay the tuition fee by the due date cannot apply for rematriculation until their outstanding tuition fees have been paid.
106. Students exmatriculated due to the expiry of the end date of studies cannot be rematriculated.

## **VII. Additional rights and obligations of students**

### **VII.1. Notification**

107. For studies-related communication, the student uses the university's email address. Via the Study Information System and the university's email address, the university notifies the student of the arrangements concerning the student, for example, exmatriculation, academic leave and extension of the period of study. Directives and information communicated via the Study Information System and to the university's email address of the student are deemed to be communicated to the student.
108. The student union board uses the Study Information System to inform students of the conditions of applying for and electing representatives to representative bodies of the university according to the general rules of the election of the student union.
109. Students have the right to receive a reply to their email to a teaching staff member who teaches a course which the student takes or to a university employee dealing with the organisation of studies within three working days.
110. Students must notify the university immediately via the Study Information System of any changes in their contact details.
111. Students are fully released from the obligation to study during the period when they participate in reservist training or additional reservist training or when they cannot participate in studies due to mobilisation. A student who has received a call-up notice must inform the programme director of their absence from studies. Teaching staff must organise the studies for students who are released from studies in such a manner that students who participate in reservist training or additional reservist training can take a resit in the same semester.

### **VII.2. Counselling**

112. Students have the right to contact the employees who counsel students at the faculty, institute or college and the Office of Academic Affairs to get information and support for solving problems concerning studies at the university.

113. First-semester students of regular studies at the university get advice from tutors. Tutors are students who have been trained in advising students and who provide information in matters concerning the obligations, rights and possible problems related to the student status and offer individual counselling where needed. Tutors have the right to get the necessary information for their work from the structural units of the university. Tutors' work is organised by the Office of Academic Affairs.

### **VII.3. Making adaptations in studies**

114. Students with special educational needs are entitled to request adaptations to be made in studies. To request adaptations, the student contacts the adviser of the Office of Academic Affairs and presents proof of special needs.
115. The teaching staff member makes reasonable adaptations in the course for a student with special educational needs if
- 115.1. the adviser of the Office of Academic Affairs has prepared a list of adaptations recommended for the student and the teaching staff member is informed of it within a reasonable time from the beginning of the semester;
  - 115.2. without the adaptations, it would be difficult for the student to achieve the learning outcomes in the course due to special needs.

### **VII.4. Giving feedback**

116. To ensure the quality of teaching and studies, students are asked to give feedback via regular university-wide surveys according to the Procedure for Asking and Taking into Account Feedback established by the rector.

### **VII.5. Studying at other higher education institutions in Estonia**

117. Students are entitled to study free of charge at Estonian public universities as visiting students. Studying at other higher education institutions is regulated by cooperation agreements concluded between the higher education institutions.
118. The student is registered as studying at another higher education institution for up to one academic year by the directive of the vice dean for academic affairs based on the student's application with the receiving institution's consent and a study plan approved by the RPL committee.

### **VII.6. Studying at higher education institutions abroad**

119. During studies, students may study at higher education institutions abroad or complete their practical training abroad. Students who apply for studies abroad based on inter-university agreements take part in a competition organised by the university.
120. A student who studies at a higher education institution abroad for at least three months must complete courses at the foreign higher education institution for at least 15 ECTS or do the practical training and apply for the recognition of the studies or practical training towards the completion of the curriculum.
121. The student who studies at a higher education institution abroad is registered in the Study Information System as studying abroad based on the study plan approved by the RPL committee and the learning agreement or practical training agreement made with the receiving higher education institution.



122. If a student studies at a higher education institution abroad based on a cross-border joint curriculum or a cooperation agreement between higher education institutions which is similar to the principles of cross-border joint curricula, and the student is matriculated to the foreign higher education institution for the period of studying abroad, the student does not have to submit a study plan or a learning agreement. A learning agreement must be submitted if the student who goes to study at a foreign higher education institution participates in a student exchange programme at the same time.
123. For students who study or do practical training at a higher education institution abroad, the standard period of study is extended by a directive of the vice dean for academic affairs by the number of semesters they spend at the foreign higher education institution, provided that the courses completed at the foreign higher education institution are recognised towards completing the student's curriculum to the extent of at least 15 ECTS per semester. The standard period of study is extended after the end of the study period at the foreign higher education institution. If it appears that the conditions for the extension of the standard period of study have not been met, the extension is cancelled. If the student takes an academic leave after the end of the study period abroad, the standard period of study is extended based on the student's application after the end of the academic leave.
124. For students who have taken up studies abroad during the semester of extension of the standard period of study, during the semester of academic leave or in the cases specified in clause 122, the standard period of study is not extended by the semesters the student studied at the foreign higher education institution.
125. The exams passed and the practical training completed at a higher education institution abroad are taken into account by the university towards completing the curriculum to the extent agreed upon in the study plan. The student submits the study results to the university within eight weeks of the end of the study period at the higher education institution abroad.
126. As a general rule, professional higher education and bachelor's students and students of medicine, dentistry, pharmacy and primary school teacher curricula are not allowed to study at a foreign higher education institution in the first semester of their studies. The vice dean for academic affairs may allow exceptions.

#### **VII.7. Academic leave**

127. Academic leave is a period during which a student is released from the obligation to study and do research. Students are entitled to an academic leave of up to one year at their request once per standard period of study at each level of study. At the first level of higher education, students may apply for academic leave starting from the second semester of the first study year.
128. For health reasons proved by a medical certificate, a student is entitled to an additional academic leave of a maximum of two years at each level of study.
129. Students starting a term of service in Defence Forces are entitled to an additional academic leave of one year based on the respective call-up from the Defence Forces.
130. A student is entitled to an additional academic leave for taking care of a child. A female student is entitled to an academic leave based on a medical certificate from the 30th week of pregnancy until a month has passed from the estimated due date. After the birth of a

child, the parents can, based on a copy of the birth certificate of the child, apply for academic leave lasting until the child reaches the age of three years.

131. If the student who has been granted academic leave at their request takes an academic leave for the reasons specified in clauses 128–130, the previous academic leave is suspended and will be continued based on the student's application after the end of the academic leave granted for reasons specified in clauses 128–130.
132. To request an academic leave or its temporary interruption, the student submits an application to the vice dean for academic affairs no later than the date preceding the beginning of the academic leave or its temporary interruption. An academic leave for health reasons can be interrupted only based on a medical certificate.
133. The end date of the study period of the student on academic leave is postponed by the duration of the academic leave. The academic leave and the related extension of the study period are effected by a directive of the vice dean for academic affairs. The calculation of the student's standard period of study is suspended during the academic leave.
134. Students are allowed to participate in studies and take exams or pass/fail evaluations during academic leave. The university cancels the course registrations of a student who takes an academic leave, except if the student submits, together with an application for academic leave, a list of courses which the student was registered for at the time of taking the academic leave and which the student wants to continue during the academic leave.
135. During academic leave, the student is not transferred to the next study year and the volume of studies to be completed under the curriculum is not assessed.

#### **VII.8. Extension of studies**

136. Full-time students can apply for the extension of studies (postponement of the end date of studies) to make up for insufficient academic progress for 12 months at each level of study. Part-time students have the right to extend their studies to complete the curriculum by the period spent in part-time study but at least by 12 months. If the time spent studying part-time is longer than one study year, it is possible to apply for an extension by one study year at a time. At the end of the standard period of study, the student's academic progress is assessed according to the procedure provided for in chapter III.2.
137. An application for the extension of studies must be submitted before the end date of the study period.
138. The extension of studies is effected by the directive of the vice dean for academic affairs based on the student's application.
139. If the student studying in the extension year takes academic leave on grounds specified in clauses 128–130, the extension year is temporarily suspended and continues based on the student's application after the end of the academic leave.

#### **VII.9. Good academic practice**

140. Participants in teaching and studies follow the good academic practice, serving as a model to each other by their honest and fair behaviour. If a student notices an incident of academic fraud, the good practice is to inform the university of it.

141. Improper behaviour is academic fraud, a serious violation of generally accepted rules of behaviour or academic code of conduct, forgery of documents and an intentionally committed criminal offence while a student.
142. Academic fraud is
  - 142.1. in an assessment of learning outcomes, the use of any materials that the teaching staff member has not explicitly permitted the students to use;
  - 142.2. requesting and using unauthorised assistance, for example, prompting, copying others' work, using other student's help during individual assessment;
  - 142.3. sharing of knowledge, which is not permitted by teaching staff;
  - 142.4. participating in the assessment of another student, unless it is allowed;
  - 142.5. presenting the work of another person under your name or deliberate use of parts of it without proper academic referencing;
  - 142.6. submission of the one's own work again in the same or another course, unless the teaching staff has allowed it.
143. To process suspected cases of academic fraud and improper behaviour, by the directive of the head of the respective unit, standing five-member committees are formed at each faculty or, by the decision of the dean, each institute. The committee may comprise academic employees and programme directors of the respective unit and must include at least one student of the respective unit. The procedure of the work of the committee(s) is established by the faculty council.
144. A teaching staff member who has discovered academic fraud in a course must give a warning to the student in case of violation, or in case of a more serious violation, make a proposal to the committee to process the case. The student has the right to submit an explanation within five working days and request processing the case by the committee. The members of the committee dealing with cases of academic fraud and other relevant employees of the university have the right to see the warning and the student's explanation. The warnings are deleted when two years have passed.
145. If the person who discovers a student's improper behaviour, including a suspected case of academic fraud, is not a member of the teaching staff teaching the course, the person must notify the committee of the case in a format that can be reproduced in writing.
146. The committee informs the student of the proceeding, provides an overview of the circumstances known to the committee and asks the student to present an explanation about the case.
147. If academic fraud or other improper behaviour is ascertained, the committee proposes
  - 147.1. the teaching staff member to warn the student, or
  - 147.2. the vice dean for academic affairs to reprimand the student, or
  - 147.3. the vice dean for academic affairs to make a proposal to the vice rector for academic affairs to exmatriculate the student.
148. The proposal must include a justification, based on what circumstances and evidence the committee established the fraud and on what grounds the committee decided to make the proposal. Based on the proposal of the committee, the vice dean for academic affairs issues a written reprimand to the student or makes a proposal to the vice rector for academic affairs to exmatriculate the student. If the vice dean for academic affairs disagrees with the position of the committee, the case may be directed back to the committee for further investigation.

149. If the student has committed academic fraud and is reprimanded or the exmatriculation process has been started, the grade F, or “fail” in the case of pass/fail evaluation, is entered in the report for the respective course, and in this case, the student has no right to a resit in this course. In the case of a warning, the teaching staff member may give a negative grade for the course or lower the grade.

#### **VII.10. Contesting decisions concerning the organisation of studies**

150. To contest a decision concerning the organisation of studies, including an RPL decision (except for grades for the final exam or graduation thesis defence or to contest a decision regarding the tuition fee), the student contacts the person who made the decision and contests the decision either orally or in writing within five working days of the announcement of the decision. The person who made the decision announces their decision to uphold or dismiss the challenge within three working days of receiving the notice of challenge. If the person who made the decision does not respond to the student within three working days, the person is deemed not to change the decision. If the person who made the decision does not change the decision, the student may submit a written appeal to the vice dean for academic affairs within three working days of the announcement of not changing the decision or of the expiry of the period laid down in the previous sentence. The vice dean for academic affairs may convene a committee to review the appeal. The vice dean for academic affairs announces a reasoned decision to uphold or dismiss the appeal to the student within 14 days of the submission of the appeal.
151. If the decision specified in clause 150 was made by a vice dean for academic affairs or the vice rector for academic affairs, the student contacts the respective person and contests the decision in writing within seven days of the announcement of the decision. The vice dean for academic affairs or the vice rector for academic appeals may convene a committee to review the appeal. The vice dean for academic affairs or the vice rector for academic affairs announces a reasoned decision to uphold or dismiss the appeal to the student within 14 days of the submission of the appeal.
152. The decision of the vice dean for academic affairs or the vice rector for academic affairs may be appealed to the appeals committee if there has been a serious breach of procedure by the vice dean for academic affairs or the vice rector for academic affairs. To contest the decision, the student submits an appeal to the appeals committee within seven days of the announcement of the contested decision. The appeals committee is not obliged to process appeals contesting a positive grade. The appeals committee informs the student of starting to process or declining the appeal within seven working days of submitting the appeal.
153. The appeals committee is an independent academic body; its composition is approved by the senate based on the rector’s proposal before the beginning of each academic year. The committee has eight members: four representatives of the teaching staff and four representatives of students. At least two of the teaching staff representatives must be professors. Student representatives must include at least one student representing each level of higher education. The student union appoints the student representatives and submits their names to the rector. The committee’s secretary is the legal counsel for organisation of studies.
154. The appeals committee adopts the rules of procedure of the committee that are approved by the rector.

155. If any member of the appeals committee is a party of a dispute discussed by the committee, the member does not participate in the discussion and must not be present at the relevant meeting of the committee. In such a case, the quorum is reduced by one.
156. To solve any appeals submitted to the appeals committee and make decisions, the committee is entitled to examine any relevant documents, interview parties of the dispute as well as other persons connected with the dispute and the relevant employees of the university, and consult the student union, the academic affairs committee and the student adviser. The committee has a quorum if at least six members participate in the decision-making. The committee settles disagreements by voting. In the event of a tie, the vote of the committee chair is decisive.
157. The appeals committee informs the student and other parties of the dispute within 21 days of the submission of the appeal about whether the committee leaves the contested decision in force or cancels the decision and refers it to the person or the body who made the decision for a new settlement. For a good reason, the appeals committee may extend the term of reviewing the appeal by informing the person who submitted the appeal. The decision of the appeals committee is not subject to further appeal at the university.
158. If a student does not agree with the grade received at the final exam or the defence of graduation thesis, the student has the right to submit a written appeal to the vice dean for academic affairs within three working days of the announcement of the results of the final exam or the graduation thesis. The vice dean for academic affairs convenes a committee to review the appeal in a new composition within seven days of receiving the appeal. The committee makes a decision on the appeal within seven days of convening the committee. Minutes are recorded of the committee's meeting and the decision can be contested by submitting an appeal to the appeals committee within seven days of the announcement of the decision.
159. If the challenge concerns a grade, including a grade received at the final exam or the defence of graduation thesis, the grade may remain unchanged, raised or lowered as a result of the new assessment. The appeals committee has no right to change the grade.
160. If a student disagrees with the decision of the vice dean for academic affairs regarding the establishment of or exemption from the tuition fee, the student has the right to submit a written appeal to the vice dean for academic affairs within seven days of the announcement of the decision. The vice dean for academic affairs informs the student of his/her reasoned decision to uphold or dismiss the appeal within seven days of the submission of the appeal. If the vice dean for academic affairs does not change the decision, the student may contest the decision by submitting a written appeal to the vice rector for academic affairs within seven working days of the announcement of not changing the decision. The vice rector for academic affairs decides to uphold the appealed decision or dismiss it and make a new decision regarding the same matter within 14 days of submitting the appeal. The decision of the vice rector for academic affairs is not subject to further appeal at the university.

## **VIII. Implementing provisions**

### **VIII.1. Applying the assessment system in effect before 30 August 1999**

161. Learning outcomes achieved before 30 August 1999 were assessed using the following assessment system:
  - 161.1. grade 5 or "very good" – demonstrates a thorough knowledge of the course;

- 161.2. grade 4 or "good" – demonstrates good knowledge of the course, with errors in questions of inconsequential or secondary importance;
  - 161.3. grade 3 or "satisfactory" – demonstrates basic knowledge of the essentials of the course, with errors in questions of consequential and principal nature;
  - 161.4. negative grade 2 or "insufficient" – demonstrates inadequate knowledge of the essentials of the course.
162. Diploma supplements issued to the students who have been assessed according to two assessment systems show the grades in both scales (used before 30 August 1999 and from 30 August 1999) and include explanations about both grading scales.
163. The diploma with distinction (cum laude) is awarded to the students whose grades received before 30 August 1999 are "very good" in 75% of assessments and do not include any "satisfactory" grades. The grades received as of 30 August 1999 must meet the requirements established by the minister of education and research for granting diplomas with distinction (cum laude).

### **VIII.2. Applying the credit points system in effect before 31 August 2009**

164. The credit point (CP) used before 31 August 2009 equals 40 hours or one study week of student's work. Results obtained for studies before 31 August 2009 are transferred into the European Credit Transfer and Accumulation System credits as of 31 August 2009 – 1 credit point equals 1.5 ECTS.

### **VIII.3. Entry into force**

165. The Study Regulations approved by the Senate of the University of Tartu regulation no. 5 of 26 April 2013 and amended by regulation no. 23 of 20 December 2013, regulation no. 6 of 25 April 2014, regulation no. 17 of 19 December 2014, regulation no. 5 of 24 April 2015, regulation no. 8 of 29 May 2015, regulation no. 20 of 27 November 2015, regulation no. 5 of 2 May 2016, regulation no. 1 of 28 April 2017, regulation no. 4 of 27 April 2018, regulation no. 3 of 26 April 2019, regulation no. 1 of 31 January 2020, regulation no. 6 of 29 May 2020, and regulation no. 10 of 28 August 2020 are repealed.
166. The Conditions and Procedure for Recognition of Prior Learning and Professional Experience in Degree Study, approved by the Senate of the University of Tartu regulation no. 11 of 29 May 2015 and amended regulation no. 1 of 28 April 2017 and regulation no. 1 of 31 December 2020 are repealed.
167. Clause 87.3.3 of the Study Regulations applies to negative assessment results obtained as of the 2007/2008 academic year; negative assessment results obtained before that academic year have no meaning for the purposes of clause 87.3.3.
168. Clause 87.8 of the Study Regulations applies to students matriculated as of the 2013/2014 academic year.
169. Students matriculated before the 2018/2019 academic year may be matriculated simultaneously to several curricula at different levels of higher education.
170. In the 2021/2022 academic year, the rector has the right to issue decrees to establish derogations from the Study Regulations that are necessary to prevent the spread of the coronavirus causing COVID-19. The rector submits a report to the February 2022 session of the senate of the derogations established for the autumn semester and a report to the August session of the derogations established for the spring semester.
171. The regulations take effect on 30 August 2021.

## **Annex 1. Studying as a visiting student or external student**

### **I. Studying as a visiting student**

1. To receive the status of a visiting student, a person submits to the vice rector for academic affairs an application including the consent of the responsible person at the student's home university and the vice dean for academic affairs of the faculty and a list of the courses the person intends to study. The vice dean for academic affairs may dismiss the application if the applicant does not meet the requirements established in the course or curriculum, or if the maximum number of persons attending the course has been reached. The directive of the vice rector for academic affairs and the visiting student's application serve as a basis for registering the visiting student for the courses listed in the application according to chapter II.3 of the regulations.
  2. The person who wishes to study as a visiting student must certify their proficiency in the language of instruction of at least B2 level specified in the Common European Framework of Reference for Languages.
  3. An international visiting student must complete courses in the volume of at least 15 ECTS per semester of study at the university unless the student undergoes practical training or comes from another Estonian higher education institution.
  4. In the matters related to the organisation of study specified in clauses 44–86, 107–113 and 141–161, the rights and obligations of students also apply to visiting students.
  5. At the end of the study period, the dean's office issues a transcript of records to the visiting student.
  6. The studies of a visiting student may be extended for up to one academic year by a directive of the vice rector for academic affairs, except if the international visiting student fails to comply with the credit point requirement set out in clause 3 of annex 1.
  7. The university discontinues the visiting student's studies by a directive of the vice rector for academic affairs
    - 7.1. based on the proposal of the vice dean for academic affairs if the visiting student disregards the requirements of the study regulations or internal rules of the university;
    - 7.2. upon the termination of cooperation agreement between universities; or
    - 7.3. based on an application by the visiting student.
- [effective as of 7 March 2022]

### **II. Studying as an external student**

8. The status of an external student may be applied for by a person who meets the requirements regarding previous education needed to take up studies under the respective curriculum and the prerequisites established for admission to the curriculum in the admission rules.
9. The status of an external student is granted for up to one academic year by a directive of the vice dean for academic affairs. To get the status of an external student, the person submits to the vice dean for academic affairs an application including the list of courses to be completed. The directive of the vice dean for academic affairs and the application serve as a basis for registration for courses according to chapter II.3 of the regulations.

The relationships between the external student and the university are defined by a contract between the university and the external student.

10. The vice dean for academic affairs may dismiss the application if
  - 10.1. the applicant does not meet the requirements established in the course or curriculum;
  - 10.2. the maximum number of people attending the course has been reached;
  - 10.3. teaching the course has already started;
  - 10.4. the applicant has outstanding tuition fees to the university;
  - 10.5. the applicant has committed academic fraud or demonstrated improper conduct within two years before applying;
  - 10.6. the applicant has a valid punishment for an intentionally committed offence;
  - 10.7. there is another valid reason.
11. If the applicant has received a negative result in a course four times (three times in the year system) as an external student, the applicant does not have the right to apply for the completion of this course as an external student within two years of the last negative result.
12. Student's rights and obligations related to the organisation of studies, assessment of learning outcomes, completion of studies, academic fraud and improper behaviour, and contesting decisions are applied to external students according to clauses 7–86, 107–113 and 141–161.
13. The university discontinues the external student's studies by a directive of the vice dean for academic affairs based on the external student's application or if the external student has not complied with the requirements of the university's Study Regulations or internal rules.



## **Annex 2. Intensive study of Estonian**

1. The level of Estonian language proficiency is determined based on the level descriptors of the Common European Framework of Reference for Languages developed by the Council of Europe. Upon taking up studies in an Estonian-taught curriculum, students who have graduated from a school where the language of instruction is other than Estonian or who have taken the state exam in Estonian as a second language must, before registering for first-year courses, take the test of Estonian as the language of instruction at the university, unless their command of Estonian is B2 or above or they have scored at least 80 points in the state exam in Estonian as a second language.
2. If a student taking up studies in an Estonian-taught curriculum does not have previous Estonian language skills, the student must participate in the intensive Estonian language courses in the volume of 60 ECTS. Students whose result in the test of Estonian as the language of instruction is below 30% must take intensive Estonian language courses in the volume of 30 ECTS, if the result is below 40% in the volume of 18 ECTS, if the result is below 60% in the volume of 12 ECTS, and if the result is below 80% in the volume of 6 ECTS. Students who score more than 80% in the test of Estonian as the language of instruction do not have to take an intensive Estonian language course.
3. Based on the result of the test of Estonian as the language of instruction, the student is assigned to an intensive Estonian language course by the directive of the vice rector for academic affairs and the student undertakes to complete the Estonian language programme approved by the council of the College of Foreign Languages and Cultures in the prescribed volume of 6, 12, 18, 30 or 60 ECTS. The teaching of Estonian is organised by the College of Foreign Languages and Cultures in cooperation with the student's faculty. For students studying at Narva College, the teaching of Estonian is organised by Narva College.
4. The teaching of the Estonian language is organised in parallel with the student's curriculum unless the student has no previous Estonian language skills. Students with no previous Estonian language skills (taking intensive Estonian language courses in the volume of 60 ECTS) are not required to follow their curriculum in the first study year; by the end of the second study year, they must have completed the compulsory courses of their curriculum to the extent of at least 30 ECTS (15 ECTS in part-time studies) and by the end of the third study year, to the extent of at least 60 ECTS (30 ECTS in part-time studies). Students taking intensive Estonian language courses in the volume of 30 ECTS are not required to follow their curriculum in the first semester, but in the second semester, the students must complete courses of their curriculum to the extent of at least 15 ECTS.
5. When calculating the workload of full-time and part-time study according to clause 39, and completing the minimum prescribed volume of the curriculum as defined in clause 41, the courses of the Estonian language programme are also taken into account for students assigned to intensive Estonian language studies.
6. The volume of intensive Estonian language studies determined based on the proficiency level must be completed by the end of the standard period of study (before defending the

graduation thesis). The faculty council may establish an earlier deadline for the completion of intensive Estonian language studies. A student assigned to intensive Estonian language studies has completed the curriculum if, in addition to the number of credits prescribed by the curriculum, the required volume of intensive Estonian language courses has been completed. If courses of the intensive Estonian language programme are included in the student's curriculum, the student is not required to take them in addition to the Estonian language courses prescribed in the curriculum. The courses of the intensive Estonian language programme may be used to complete the volume of the optional courses module of the curriculum.

7. The end date of the student's study period is postponed by the time spent on the Estonian language studies depending on the volume of the language studies completed. If the volume of language studies is 6–30 ECTS, the standard period of study is extended by six months; if the volume of language studies is 60 ECTS, the standard period of study is extended by one year. The extension of the standard period of study is effected by the directive of the vice rector for academic affairs after the full completion of the Estonian language programme at the end of the standard period of study of the curriculum.

## **Annex 3. Recognition of prior learning and professional experience**

### **I. General provisions**

1. A student or external student or a person applying for matriculation may request the recognition of prior learning and professional experience (“RPL”) to determine compliance with admission requirements and for completing the curriculum.
2. The university may fully or partly recognise formal and continuing education completed at other higher education institutions and other educational and training institutions, and knowledge acquired in the course of professional experience, everyday activities and leisure time as a part of fulfilling admission requirements and completing the curriculum, except for final exams and graduation theses. Continuing education and knowledge acquired in the course of professional experience, everyday activities and leisure time can be recognised as completion of the curriculum if there are courses with respective learning outcomes at the University of Tartu.
3. In addition to the final exam or graduation thesis, the curriculum may specify subjects that cannot be completed by RPL. The volume of such subjects may not exceed 30% of the curriculum, excluding the volume of the graduation thesis or final exam.
4. If the person applies for the recognition of subjects that have already been entered in a diploma supplement issued with a diploma certifying the completion of a previous level of study as elective or optional courses, these courses can be taken into account as elective or optional courses in the prescribed volume only if the curriculum of the previous level of study has been completed in a larger than the standard volume of the curriculum. Courses cannot be recognised as elective or optional courses in a larger volume than the part exceeding the standard volume of the curriculum of the previous level of study. Upon recognition of mandatory courses, the recognised volume is not limited.
5. To assess prior learning and professional experience, the head of institute that manages the curriculum or the vice dean for academic affairs of the faculty that manages the curriculum forms an RPL committee (“committee”) and appoints the chair of the committee and specifies the curricula the compliance with which the committee assesses. The committee must include the programme directors of the respective curricula; the remaining committee members are appointed from among academic staff. In case of course(s) and module(s) of another structural unit or cross-unit module(s), all the respective curriculum committees are requested to give their assessment, which will be decisive in making the decision.
6. In issues related to preparing the application and in curriculum- or course-specific RPL issues, counselling is provided by the structural unit that manages the curriculum. For that purpose, the dean of the faculty or the head of institute that manages the curriculum appoints RPL counsellor(s) in the structural unit.
9. The head of the Office of Academic Affairs is responsible for regularly reviewing the RPL principles and rules of procedure of RPL, and monitoring compliance with them.

### **II. Applying**

10. A person applying for the recognition of prior learning and professional experience (“applicant”) submits an application to the chair of the RPL committee of the curriculum. A faculty council may establish a procedure in the faculty that limits the number of times a student may submit applications per semester, provided the student has an opportunity to submit an application at least once per semester.
11. The applicant attaches documents certifying prior learning and/or professional experience and other materials to the application, except if completion of the course is

represented in the university's Study Information System. The applicant is responsible for the accuracy of the submitted documents and other materials.

12. Prior learning may be recognised without an RPL application if
  - 12.1. the student candidate has fully completed a curriculum that is included in the committee-approved list of curricula of the university or other higher education institutions, the content of which corresponds to the university's curricula that are prerequisites for admission to master's studies;
  - 12.2. the student wants to transfer courses completed as a visiting student at another higher education institution and previously approved in a study plan or a doctoral student's individual plan;
  - 12.3. recognition of studies has been agreed in a joint learning cooperation agreement signed by the university and another higher education institution;
  - 12.4. the student is rematriculated to a version of the same curriculum in which they studied before;
  - 12.5. the student is transferred to the student place of another curriculum.

### **III. Fee for reviewing the application**

13. Applying for RPL is for a fee; the fee for reviewing an RPL application is established by the rector.
14. Applying for RPL is free of charge if
  - 14.1. assessment of the compliance of courses or continuing education completed at the university in 2001 or later is requested;
  - 14.2. assessment of the compliance of prior learning and professional experience to admission requirements is requested;
  - 14.3. the application has been submitted for completing the doctoral curriculum.

### **IV. General principles of assessment**

15. The assessment establishes whether the learning outcomes described in the application comply with the learning outcomes of the course, module or curriculum the recognition of which is applied for. Assessment of the compliance of the learning outcomes described in the application is based on the assessment criteria of the learning outcomes of the course or module the recognition of which is applied for.
16. A minor difference in the volume of earlier studies and the components of learning or form of assessment of learning outcomes is not regarded as a reason for not recognising the course(s) or module(s).
17. The skills and knowledge acquired through the self-analysis of studies and professional experience are assessed irrespective of the method of achieving the result.
18. The acquisition of skills and knowledge acquired through learning in degree studies, other organised studies and professional experience and in the course of everyday activities and leisure time is assessed in a comprehensive manner. Depending on the learning outcomes, the time of studying and/or working may be taken into account upon assessment.
19. If the achievement of learning outcomes has not been assessed in the course of prior studies, non-differentiated assessment (the "pass"/"fail" scale) is used in the course of recognition of prior learning.
20. If the achievement of learning outcomes has been assessed in the course of prior studies according to an assessment system that is valid in Estonia at the moment of making the RPL decision, the result of the assessment of learning outcomes is not changed and the student is not required to take a new exam or assessment. If the achievement of learning

outcomes has been assessed according to another assessment system, non-differentiated assessment is used for the transfer of grades.

21. Assessment relies on sufficient evidence. Primarily, the evidence of
  - 21.1. prior learning is a document certifying the completion of a course or module and the version of the course or training programme, which describes the learning outcomes and the form of assessment;
  - 21.2. professional experience is the description of work assignments (job description) and the description of skills and knowledge acquired by professional experience, and the applicants' evaluation of their work (self-analysis).
22. Depending on learning outcomes, the committee may demand the submission of additional evidence (e.g. a learning portfolio, Europass documents, employer's letter of recommendation or references) or use other assessment methods (monitoring or imitation of work, interview, etc.). The committee sets a deadline in agreement with the applicant to comply with the additional requirements. When reviewing the application, the committee is entitled to request an assessment from experts in the respective field.
23. Recognition of prior learning and professional experience must be based on original performance, so it cannot be based on a part of the curriculum already recognised in the RPL procedure.

#### **V. Recognition**

24. The committee reviews the application, makes a decision and informs the applicant of the decision in a format that can be reproduced in writing within 30 days of receiving the application. Applications submitted for completion of the curriculum are not reviewed in July. Compliance with admission requirements is evaluated during periods specified in the university's admission rules.
25. In the case specified in clause 22, the committee may extend the period of reviewing the application by up to 30 days of the date of complying with the condition of additional requirement, by informing the applicant in a format that can be reproduced in writing.
26. The decision of the committee includes the name(s), volume, grade(s), and type (compulsory, elective or optional course) of the recognised modules and course(s). If the application is fully or partially dismissed, such a decision must contain reasoning.
27. If prior learning and/or professional experience is recognised for completion of admission requirements, the committee sends their decision about the compliance of previously completed curriculum or courses with the admission requirements to the admissions committee. The applicant is informed of the decision.
28. If prior learning and/or professional experience is recognised as part of the completion of a curriculum, the faculty, institute or college enters the recognised course(s) and module(s) into the Study Information System based on the decision of the committee.