

# CONDITIONS AND PROCEDURES FOR GRADUATING FROM THE BACHELOR AND MASTER'S PROGRAMMES AND DEFENCES AT THE ESTONIAN ACADEMY OF MUSIC AND THEATRE

## I General provisions

1. This regulation shall stipulate the conditions and procedures for graduating from bachelor and master's programmes at the Estonian Academy of Music and Theatre (hereinafter the Academy) [07.09.2016]
2. The Academy's bachelor programme shall end with a bachelor's examination and the master's programme with a master's examination or defending a master's thesis.
3. Those who graduate from the bachelor programme shall be granted a bachelor's degree, and those from the master's programme a master's degree. The exact names of the academic degrees in Estonian and English have been specified in the study programmes in accordance with the directive of the Government of the Republic.
4. Graduation from the Academy and acquisition of an academic degree are verified by the corresponding graduation documents, the forms and issue procedures of which shall be established by decree of the Rector in accordance with the directive of the Government of the Republic.

## II Permission to take the bachelor or master's examination, and defend a master's thesis

5. Bachelor's examinations and master's examinations shall, as a rule, be held, and master's theses defended at the end of the spring term. The exact time and location of the examinations and defences shall be established by decree of the Rector at least one month before.
6. [canceled 07.09.2016]
7. [canceled 07.09.2016]
8. A student who wishes to take the bachelor examination, master's examination or defend a master's thesis shall submit to the head of studies the examination programme or the master's thesis at least two weeks before the examination or the defence. The master's thesis also requires the supervisor's recommendation regarding permission to defend the thesis. [11.03.2020]
9. The head of studies shall check compliance of the graduation programmes and master's theses with the established formal requirements. In the case of non-compliance, the head of the academic unit may demand that the programmes be changed or the theses rewritten [11.03.2020].
10. [canceled 07.09.2016]
11. The bachelor and master's examination may be taken, and the master's thesis defended also

as an external student. The application for registration as an external student shall be submitted to the Rector at least three weeks before the examination or defence. Only those individuals who have passed the courses of the study programme in full are allowed to take the bachelor and master's examination or defend a master's thesis as an external student.

12. *[canceled 07.09.2016]*

### **III Bachelor examination and master's examination**

13. The bachelor examination and master's examination shall take the form of a public performance or an oral debate. The requirements regarding the subject of the examination shall be established by the general meeting of the academic unit, or the council of the academic unit, and shall be made available to all students and academic instructors. The examination requirements for the current academic year shall not be amended after the beginning of the spring term.
14. The bachelor examination and master's examination committees shall be set up by decree of the Rector on the basis of the recommendations of the heads of academic units at least two weeks before the examinations. *[07.09.2016]*
15. The bachelor examination committee shall have at least three members. In the fields of Musicology and Music Education, at least one committee member shall have a doctoral degree or an equivalent scientific degree. In other fields, the examination committees shall consist of creative persons who are recognised in their field, and of whom at least one must work as a professor or associate professor. As a rule, the bachelor examination committee shall consist of the academic instructors of the academic unit for the particular area of specialization. The committee may, however, also include members of other units or from outside the academy, if necessary.
16. The committee established for the master's examination shall consist of at least four members. The examination committees shall consist of creative persons who are recognised in their field, and of whom at least two work as professors or associate professors. The chairman of the master's examination committee shall be invited from another academic unit or from outside the academy. Other committee members shall, as a rule, consist of the academic instructors of the academic unit for the particular field.
17. The bachelor and master's examination committee may also include the student's main study teacher.
18. The bachelor and master's examination committees shall be established for a period of one academic year.

### **IV Master's thesis**

19. The master's thesis is a research paper or other creative work. For the purposes of the study programme, and these procedures, a research paper shall be referred to as the "master's thesis" and other creative work as the "creative master's thesis" or „artistic-research master's project". *[11.03.2020]* .

20. The master's thesis is an independently prepared research paper which includes analysis of a particular problem in the given area, sets an objective, and provides a solution. The volume of the master's thesis shall be at least 50 pages (79,200 characters with spaces), without annexes.
21. A creative master's thesis is a larger composition, a theatrical play, a larger role or some other creative work within the specialist field.
22. The specific requirements concerning the subject of the master's thesis, creative master's thesis and artistic-research master's project shall be made available in an electronic database. The common formal requirements shall be established by decree of the Rector [11.03.2020].
23. The supervisor of the master's thesis shall be an experienced academic instructor, who has at least a master's degree or an equivalent qualification. No previous research experience is required from the supervisor of a creative master's thesis.
24. The supervisors and the topics of the theses shall be discussed at the general meeting of the academic unit, or at the meeting of the council of the academic unit, and shall be approved by the head of studies [11.03.2020].
25. The master's thesis defence committees and creative master's thesis grading committees shall be set up by decree of the Rector on the basis of the recommendations of the heads of the academic units at least two weeks before the defences. [07.09.2016]
26. The master's thesis defence committees shall have at least four members, of whom at least two members shall have a doctoral degree or an equivalent scientific degree. As a rule, the defence committee shall consist of the academic instructors of the academic unit for the particular specialist field. The committee may, however, also include members of other units or from outside the academy, if necessary.
27. The requirements established for the master's examination committee shall apply for the creative master's thesis and "Artistic-research master's project " grading committee (clause 15) [11.03.2020].
28. The master's thesis defence committee and the creative master's thesis or "Artistic-research master's project " grading committee may also include the student's supervisor or main study teacher. [11.03.2020]
29. The master's thesis defence committee shall assign an opponent for the master's thesis. In exceptional cases, two opponents shall be assigned, with one opponent having a master's degree or an equivalent qualification. One opponent shall be from outside the academic unit where the thesis was prepared. The opponent may also be a member of the defence committee, and take part in the grading. No opponents shall be assigned for creative master's theses.
30. Master's theses shall be defended at the meeting of the defence committee as a public academic discussion, and only in the presence of the degree applicant and at least one of the

opponents.

31. The presentation of the creative master's thesis shall be public, and may only be presented in the presence of the degree applicant.
32. The master's thesis defence committees and creative master's thesis grading committees shall be established for a period of one academic year.

## **V Grading and awarding of the degree**

33. The examination committee or defence committee shall have a quorum if at least two-thirds of the members are present, including the chairman of the committee. If the committee consists of only 3 members, all of them must participate in the assessment [21.10.2020].
34. The bachelor and master's examination and the master's thesis shall be graded on the basis of a common grading scale. A positive grade means that the examination has been successfully passed or the thesis successfully defended. The grading procedure has to follow the guidelines approved by the Senate. [21.10.2020]
35. [canceled 07.09.2016]
36. If the result of the bachelor or master's examination or master's thesis is negative, or if the student fails to show up, repeat trials are only allowed decree of the Rector.
37. Individual grading forms of the committee members and a grading sheet shall be prepared for each bachelor or master's examination or defence of master's thesis, and submitted to the Registry and Student Affairs Department after the end of the examination. The chair of the master's examination and the oponent of the master's thesis shall present written appraisals about the examination or the thesis. [21.10.2020]
38. The grades shall be announced within 48 hours after the end of the examination.
  - 38.1 Academic degrees are awarded to graduating students of the Academy by the decision of the Senate. The decision of the Senate is based on the results of the defence of the bachelor or master's thesis and also the information submitted by the Registry and Student Affairs Department on the graduating student's successful fulfilment of the curriculum. [07.09.2016, 11.03.2020, 21.10.2020]

## **VI Contesting the grading results and the awarding of the academic degree**

39. The graduating student shall have the right to contest the grade in writing within two working days after announcement of the grading results. The Vice Rector for Academic Affairs and Research shall establish a committee for the review of the matter within seven working days after the announcement of the results.
40. The decision regarding the awarding of the degree may be contested in cases of a violation of legal acts during the bachelor examination, master's examination or defence of the master's thesis, or if the data presented in a master's thesis are falsified, or in cases of

plagiarism. A corresponding written petition shall be filed to the Rector of the Academy. The Rector shall establish an independent review committee which shall formalise a justified opinion within one month after submission of the petition.

41. The Rector shall pass one of the following resolutions on the basis of the committee's opinion:
  - a) resolve that the petition is unsubstantiated, sustaining the decision regarding the awarding of the degree;
  - b) resolve that the petition is substantiated, effectively annulling the decision regarding the awarding of the degree.
  
42. In the case of an annulment of the decision regarding the awarding of the degree, the Rector shall decide whether or not:
  - a) to permit the student to re-take the bachelor or master's examination or re-defend the master's thesis;
  - b) to permit the student to write a new master's thesis;
  - c) to permanently deny the student the right to apply for an academic degree at the Academy.