

CURRICULUM STATUTE OF THE ESTONIAN ACADEMY OF MUSIC AND THEATRE

I General provisions

1. This document regulates the conditions and procedures for preparing, opening, managing, amending and closing curricula, as well the procedure for opening, amending and closing subjects at the Estonian Academy of Music and Theatre (hereinafter *the Academy*).
2. A curriculum is the basic document for studies, establishing the objectives of the academic work, the expected learning outcomes, the standard period and volume of study, the conditions for the commencement of studies, the list, volume and short descriptions of subjects, the options and conditions for electing subjects, and the conditions for the completion of studies. The curriculum, with the exception of the doctoral curriculum, provides for specialisation in one main subject and options for minor subjects.
3. The curriculum must comply with the objectives and tasks of the Academy, the requirements set forth in Estonian legislation and the expectations of the Academy's stakeholders.
4. The Academy may launch joint curricula in cooperation with other institutions of higher education. A joint curriculum includes a cooperation agreement that sets out the principles for conducting academic activity as well as the rights and obligations of the institutions of higher education involved in the management of the joint curriculum.

II Preparation and opening of a curriculum

5. A new curriculum can be opened if there is a societal need for it and the Academy has the necessary competence and sufficient resources.
6. In order to draft a new curriculum, the Rector will set up a working group, consisting of the Vice Rector for Academic Affairs and Research, head of the Registry and Student Affairs Department, and senior faculty members of the corresponding field or main subject. If necessary, experts from outside the Academy are included in the working group.
7. The draft curriculum contains:
 - curriculum data that are needed to register the curriculum in the Estonian Education Information System;
 - subject outlines for new subjects included in the curriculum;
 - the list of faculty members appointed to carry out the academic work;
 - annexes, including the justification for opening the curriculum, assessments from professional associations or other organisations, the calculation of the cost of the curriculum and proposals for the management and administration of the curriculum.
8. The draft curriculum is presented to the Academic Affairs Committee, who will review it and make one of the following proposals:

- recommends to the Senate that the curriculum be approved;
- recommends to the working group ways to improve and supplement the draft curriculum;
- recommends that the curriculum not be opened.

9. The draft curriculum recommended by the Academic Affairs Committee is submitted to the Senate for approval.

10. The head of the Registry and Student Affairs Department registers the curriculum approved by the Senate in the Estonian Education Information System.

11. If the reason for registering a new curriculum is formal and does not involve the opening of a new field of study, then the draft curriculum specified in clause 7 is not prepared.

III Management and development of the curriculum

12. Through regular review and development of curricula, the Academy ensures their relevance, international comparability and quality.

13. The Registry and Student Affairs Department keeps a record of the registration, amendments, various versions, and closure of curricula.

14. The head of the Registry and Student Affairs Department appoints a curriculum registrar from among the department staff, who:

- ensures that approved curricula and amendments are entered in the register; and guarantees compliance between the register contents and basic documents;
- ensures that the curricula is published on the Academy's website in Estonian and English;
- publishes, in the spring semester of each academic year, a complete list of the Academy's curricula for the next academic year.

15. The relevant academic departments are responsible for reviewing the content of and developing the bachelor's and master's curricula, while the Centre for Doctoral Studies is responsible for the doctoral curricula. The Senate decides which curricula fall under the responsibility of which department.

16. The Rector appoints a curriculum coordinator for each curriculum, whose duties are set out in the statutes of the academic department.

17. A curriculum council is established as an advisory body supporting curriculum development for a curriculum or a group of related curricula, the composition of which is approved by the academic department board responsible for the curriculum. The doctoral curriculum council is approved by the Rector. The curriculum council consists of the curriculum coordinator, heads of the major subjects and subject groups included in the curriculum, representatives of employers and professional organisations, and representatives of students and alumni. The curriculum council meets at least once per academic year and is convened by the curriculum coordinator.

18. A regular review of the curricula takes place each academic year. The review involves analysing the coherence of the different elements of the curriculum and checking whether the list of subjects, the standard curriculum and the subject outlines are up to date. The curriculum coordinator is responsible for conducting the review and for reporting on this matter to the Vice-Rector for Academic Affairs and Research.

19. Once every three years, an internal evaluation of the curricula is carried out in accordance with the procedure approved by the Senate.

20. Curriculum amendment proposals are formalised on the basis of curriculum reviews, internal and external evaluations, student feedback, and curriculum council discussions. Amendment proposals are compiled and formulated by the curriculum coordinator in cooperation with the Registry and Student Affairs Department, or, in the case of a proposal concerning several curricula, by the academic head of the relevant subject group or the Vice-Rector for Academic Affairs and Research.

21. Proposals that significantly alter the content of the curriculum are discussed in the academic department board, or, in the case of a doctoral curriculum, in the Doctoral Council. Amendments concerning several curricula are discussed in the Academic Affairs Committee.

22. Curriculum amendments are approved by the Senate.

23. As a result of the amendments, a new version of the curriculum is formed. As a rule, the new curriculum will take effect from the next admission, unless the Senate has decided otherwise.

24. The following amendments may be introduced in an earlier version of the curriculum:

- adding a new elective subject;
- terminating an elective subject;
- terminating a compulsory subject and replacing it with another subject if the subject to be replaced has not been taught.

IV Opening, amending and closing subjects

25. All subjects taught in the Academy must be registered in the subject register.

26. A subject outline is prepared for each subject at the academic department teaching the subject. In general, the subject outline is prepared by the faculty member teaching the subject or the faculty member responsible for the subject.

27. The following information is entered on the subject outline in Estonian and English:

- subject code;
- name of the subject;
- details regarding the target group to whom the subject is taught;
- name of the faculty member teaching the subject;
- prerequisite subjects;

- volume of the subject (number of semesters, academic hours and credit points);
- form and methods of study (face to face learning, blended learning, distance learning, web-based study);
- purpose of the subject;
- subject content by semester;
- learning outcomes;
- assessment criteria and methods;
- study literature/repertoire;
- language of study.

28. Regular reviews and updates of subject outlines are carried out in cooperation between the academic departments and the Registry and Student Affairs Department.

29. Significant amendments to and closure of subjects listed in the curricula and the addition of new subjects to a curriculum are approved by the Senate in accordance with the procedure provided for in clauses 20–22 of this Statute. Opening, amending and closing other subjects is coordinated with the head of the subject group teaching the subject, as well as the Vice Rector for Academic Affairs and Research.

30. The subject register is kept by the Registry and Student Affairs Department. The head of the Registry and Student Affairs Department appoints a registrar from among the department staff, who:

- ensures that the information on subject outlines and amendments are entered in the register and guarantees compliance between the register contents and basic documents;
- ensures that the subject catalogue is published on the Academy's website in Estonian and English;
- publishes, in the spring semester of each academic year, the subject catalogue for the next academic year.

Closure of a curriculum

31. The closure of a curriculum means the termination of studies under the particular curriculum.

32. The decision to close a curriculum is made by the Senate.

33. Students have the right to graduate under the curriculum into which they were admitted to the Academy, except if their period of study is longer than the standard period of study set out in the curriculum plus one year.