

# REGULATION OF STUDIES AT THE ESTONIAN ACADEMY OF MUSIC AND THEATRE

## I. General provisions

1. The Regulation of Studies is the principal document regulating academic work and relations at the Estonian Academy of Music and Theatre (hereinafter 'the Academy'). The Regulation of Studies is based on the Higher Education Act, other legislation governing the field of education and the Statutes of the Academy.
2. The provisions of other documents regulating studies at the Academy are generally not duplicated in this Regulation, with only relevant references provided.

## II. General principles of the regulation of studies

3. The Academy provides formal education at three levels of higher education: bachelor, master and doctoral programmes. The provisions of the regulation apply to doctoral studies unless other legislation of the Academy indicates otherwise. [13.06.2022]
4. In addition to formal education, the Academy provides preparatory and refresher courses. The organisation of refresher courses is regulated by the Statutes of the Continuing Education Centre of the Estonian Academy of Music and Theatre.
5. Academic work in formal studies is based on study programmes approved by the Academy Council. A study programme is the principal guideline document for studies, setting out the objectives of the studies, the standard period and volume of study, as well as the list and volume of individual subjects. The conditions and procedures for preparing, opening, maintaining, amending and closing study programmes are regulated in the Study Programme Statutes of the Estonian Academy of Music and Theatre.
6. Each study programme has a standard period of study, which is the nominal period in academic years required for completing the study programme. The standard periods of study at the Academy are as follows:
  - 6.1 Three years for bachelor's programmes in music and four years for the dramatic arts programme;
  - 6.2 Two years for master's programmes;
  - 6.3 Four years for doctoral programmes.
7. Several narrower fields can be taught in the framework of a study programme. Each bachelor and master's programme includes sample study programmes for all relevant fields, specifying a list of compulsory subjects for each semester.
8. A subject is a body of knowledge and skills in a particular discipline or field, with the goals, learning outcomes, testing methods and evaluation criteria described in a subject syllabus. The procedures for opening, modifying and closing subjects are regulated in the Study Programme Statutes of the Estonian Academy of Music and Theatre.
9. Subjects are divided as follows:
  - 9.1 Compulsory subjects that have to be passed in order to complete a study programme;
  - 9.2 Elective subjects that are chosen by the student from a list of subjects in the study programme;
  - 9.3 Optional subjects that may be freely chosen by the student from among the subjects offered by the Academy or other universities.
10. Subjects with similar contents and goals are grouped into modules in a study programme. A module can also comprise only one subject.
11. Academic work consists of face-to-face learning, practical training and independent work, with the respective volumes and divisions specified in the subject syllabus.

12. Face-to-face learning is a systematic activity in a learning environment (incl. e-learning), aimed at achieving the learning outcomes, with the participation of both the student and an instructor. The main forms of face-to-face learning include:
  - 12.1 Individual sessions (IND) in which professional skills and experience are obtained under individual tutorship from an academic instructor;
  - 12.2 Lectures (LO) in which an academic instructor presents the subject in a classroom;
  - 12.3 Group sessions (GR) in which practical experiences and skills are obtained in small field-based groups;
  - 12.4 Seminars (SEM) in which an academic instructor supervises a discussion or analysis of specific subject matters, requiring preparation and active participation from the student.
13. Practical training is a systematic activity aimed at achieving the learning outcomes through the application of the acquired knowledge and skills in practical work in the field under the supervision of an academic instructor. Practical training can take place at the Academy or at other organisations.
14. Independent work means the independent acquisition of the knowledge and skills required for achieving the learning outcomes in accordance with the assignments and instructions of an academic instructor.
15. Academic work is carried out in academic departments, with the study results recorded by the Registry and Student Affairs Department. The study data are collected, processed and preserved in the electronic study information system (ÕIS).
16. A student is required to monitor the ÕIS environment on a regular basis and use it to notify the Registry and Student Affairs Department immediately of any changes in his/her personal or contact details.
17. The principal study language of the Academy is Estonian. A part of the academic work in the study programmes with Estonian as the study language may be conducted in English. The Academy Council has the right to approve study programmes with English as the language of study. In bachelor and master's programmes, larger written assignments including the final thesis are to be written in the language of study of the respective programme.

### III. Student status, academic load, reimbursement of study costs Student status

18. The Academy allows studies as a student, an external student or a learner.
19. A student is a person who has been matriculated (added to the student roster) in full or part-time studies, in the Academy's bachelor, master's or doctoral programme.
20. A foreign student is a matriculated student of the Academy who does not have Estonian citizenship, a long-term residence permit or a permanent right of residence.
21. A student is matriculated upon acceptance by the admission committee, by order of the Rector, which shall contain the date of graduation according to the standard period of study.
22. An external student is a person who has the right to take final examinations and submit final thesis projects, while not having the status of student. An external student must have met the admission requirements of the study programme, and the purpose of his/her studies must be the completion of the programme and the consequent award of an academic degree. The academic load of an external student, not including the final thesis, exams or workplace experience, must be smaller than that of a part-time student. [13.06.2022]
23. In order to apply for external student status, an application must be submitted to the Rector. The application must indicate desired academic subjects and the study period over which the degree is to be completed. External student status is established by order of the Rector and is valid for up to one academic year. [13.06.2022]
24. The Academy is entitled to charge a tuition fee for external studies according to the rates established by the Academy Council. The terms and conditions of the studies will be specified in an agreement between the Academy and the external student.
25. An external student has the right to receive a formal certificate of performance or, if completing a full study programme, a diploma with an academic transcript of results.

26. A learner is a person who is not matriculated as a student and who:
  - 26.1 Studies in a preparatory course;
  - 26.2 *[null and void 01.09.2019]*
  - 26.3 Studies at the Academy as a guest student while matriculated at another university;
  - 26.4 Takes refresher courses.
27. The status of learner will be given upon registration in preparatory or refresher courses. Registration in the aforementioned courses will include a contract stipulating the rights and responsibilities of both parties (learner and Academy).
28. The status of a guest student can be granted to a person on the basis of agreements between universities or other agreements for up to one academic year.
29. Students of other Estonian universities who wish to study at the Academy as guest students should submit a transfer note issued by their home university to the Registry and Student Affairs Department in order to be registered for academic work subject to a consent from the academic department teaching the respective subject. The Academy has the right to restrict guest students' access to subjects with individual sessions or with study groups of limited size.
30. Students of foreign universities who wish to study at the Academy as guest students should file their registration data with the Registry and Student Affairs Department, fill out a personal information sheet and prepare a study plan based on their field, the period and level of studies, and any agreements concluded in the process of applying for the status of a guest student.
31. The learners in preparatory courses and students of foreign universities, who have been granted the status of a guest student at the Academy, have the right to use the classrooms of the Academy for practicing on equal bases with the students of the Academy. Other learners have to file an application for the right to use the classrooms and, subject to the right being granted, have to pay a tuition fee according to the rates established by the Academy Council.
32. A learner has the right to receive a formal certificate or statement of performance.
33. Learners enrolled in curricular preparatory courses and guest students will be assessed by the Academic Affairs Office. Learners enrolled in short-term preparatory courses will be assessed by Continuing Education Centre.

## Academic load

34. The academic load is calculated in ECTS credits (hereinafter 'credit point' or 'CP'). 1 CP corresponds to 26 hours of academic work by the student. The volume of studies per standard academic year is 60 CP.
35. A student can study with a full-time or part-time load, except in the case of doctoral studies.  
*[13.06.2022]*
36. In the case of full-time studies, the student must accumulate at least 75 per cent of the credits required under the study programme by the end of each academic year (45 CP per academic year). In the case of part-time studies, the student must accumulate 50 to 75 per cent of the credits required under the study programme by the end of each academic year.
37. *[null and void 07.09.2016]*
38. A full-time or part-time study load is chosen by the student upon admission to the Academy in the first academic year, except if only full-time studies are provided in the study programme.
39. In the subsequent academic years, the Academy establishes whether the student studies with full-time or part-time load based on the volume of studies completed under the study programme by the end of each academic year. If the student does not meet the requirements for full-time studies by the final date of the semester, he/she will be transferred to part-time studies. Upon expiry of the standard study period, the student is transferred to part-time studies subject to a respective application by the student.
40. In the case of studies under a joint study programme, establishing a full-time or part-time load is based on the studies completed in all educational institutions participating in the joint programme.
41. A student studying with a part-time load concludes a study contract with the Academy at the beginning of each academic year and pays a reimbursement for his/her study costs according to the rates established by the Academy Council.

42. In doctoral programmes, the academic load is established during the evaluation of the doctoral student.

## **Reimbursement of study costs**

43. Students matriculated into the Academy have to pay a partial reimbursement for their study costs, according to the rates established by the Academy Council, if they:
- 43.1 Study in a bachelor or master's programme with English as the study language;
  - 43.2 Study with a part-time load;
  - 43.3 Have studied on a free student place for at least half of the standard period of study in a study programme and have then, within a period equal to three times the standard period of studies in that programme, enrolled at the same academic level in a study programme for which the performance contract between the Academy and the Ministry of Education and Research does not provide the option of a second education without reimbursement of study costs;
  - 43.4 Study with full-time load in a bachelor or master's programme and have in previous semesters not accumulated the required percentage of credits by the beginning of a new semester (reimbursement is required for the difference between the actually accumulated credit points and the number of credit points required for 100% completion of the programme, starting from the 7th credit point; if clauses 43.1, 43.3 and 43.6 hold true, all costs exceeding the standard tuition fee will be reimbursed);
  - 43.5 Study with full-time load in a bachelor or master's programme and have exceeded the standard study period (have taken an extra study year);
  - 43.6 Have been exmatriculated twice from the same study programme and, within two years from the last matriculation, have again been matriculated in the same study programme.
44. The completion of academic requirements, as stipulated in clause 43.4, will be determined as of the final day of the semester.
45. A student referred to in clause 43.2, 43.4, 43.5 of this Regulation is exempt from the reimbursement of study costs if he/she is:
- 45.1 A person with moderate, severe or profound disability;
  - 45.2 A parent or guardian of a child under seven years of age or a disabled child.
46. The requirement for the completion of the study programme, referred to in clause 43.4 of this Regulation, is not applicable to semesters during which a student studies at a foreign educational institution, and accumulating at least 15 CP that the Academy can count towards completion of the student's study programme, and to the semester immediately following the studies abroad.
47. *[null and void 01.09.2019]*
48. A bachelor or master's degree student, referred to in clause 43.5 of this Regulation, who has taken an extra study year, has to pay a tuition fee for all credit points required for the completion of the study programme, with the maximum amount payable limited to the amount of the tuition fee for part-time studies. An account of the subjects and credit points required for completion of the study programme is drawn up as of the final date of the studies. As an exception, a tuition fee is not chargeable for a creative final project in the field of dramatic arts if the project cannot be evaluated before an extra year due to reasons beyond the student's control.
49. If a student's examination period is extended due to reasons stipulated in clause 87, the status of completion of his/her academic requirements will be determined based on the final date of the extended exam period.

## **IV. Studies**

### **Academic calendar and timetable**

50. Academic work will take place over the school year, hereby referred to as the academic year. The academic year consists of the autumn and spring semesters. The autumn semester begins on the final Monday in the month of August; the beginning of the spring semester shall be fixed in the academic

calendar.

51. One semester contains 20 academic weeks which shall be divided as follows: 15 weeks of regular studies, two weeks of project-based work and three weeks for the examination period. The weeks of project-based work are used for orchestra and choir rehearsals, master classes and other special projects. Regular and project-based studies may be distributed differently in the Drama Department, and in the fields of contemporary performance and cultural management. [13.06.2022]
52. Christmas break falls within the autumn semester, which is followed by the winter break; spring semester is followed by the summer break.
53. The beginning and end dates of each semester will be specified in the academic calendar. The academic calendar will specify the final date by which a student's academic load must be fixed. After this date no academic movement (such as academic leave, changes to curriculum or switching of the student's major field of study) is possible.
54. Adhering to the dates specified in the academic calendar is compulsory.
55. Face-to-face learning will take place according to a timetable, which is issued by the Registry and Student Affairs Department and approved by the Rector once per semester. A similar timetable for the Drama School will be issued by the chief administrator of the Drama School.
56. The timetable contains the following information pertaining to academic work in the classroom (lectures, group sessions, seminars):
  - 56.1 Code and name of the subject;
  - 56.2 Time and location of face-to-face learning;
  - 56.3 Name of the academic instructor.
57. The timetable of the academic work in the classroom is made available to students on the studies information board and the website of the Academy at least one week before the beginning of the semester.
58. The timetables of individual sessions are prepared by academic departments by the end of the second academic week of the semester, and supplemented during the following week by including practical sessions on the basis of the students' individual registration. In the first two academic weeks of a semester, individual sessions should be arranged personally with the academic instructor.
59. If the time of a subject is changed, students will have the right to cancel their registration for the subject within two weeks after the change was notified.
60. The time and location of face-to-face learning specified in the timetable may only be changed in coordination with the Registry and Student Affairs Department. Any changes to the Drama School's timetable can be made only with the approval of the chief administrator of the Drama School.

## **Preparation of a study plan**

61. The study plan (study scheme) is a working plan (list of selected subjects) to be prepared by the student for the upcoming academic year on the basis of the study programme, a sample study programme and the subject catalogue. The study scheme is managed electronically in the study information system (ÖIS).
62. The study plan for the upcoming academic year should be prepared during the spring semester of the preceding academic year by the deadline established in the academic calendar. Students entering first year, put forward for matriculation, should prepare their study plans during the week preceding the autumn semester.
63. Students may register for one-time project-based subjects immediately before commencement of the subject or in the initial stages of academic work in the subject.
64. Compulsory subjects are specified in the sample study programme and must be included in the student's study plan. Exceptions may be made for students studying abroad or for subjects that are temporarily closed. Exceptions are possible only by permission of the Vice Rector for Academic Affairs and Research. Elective and optional subjects can be taken at any time.
65. The study plan must comply with the requirements for a standard academic load (30 CP per semester in the case of full-time studies; at least 15 CP per semester in the case of part-time studies).

66. The planning of elective and optional subjects, including the preparation of the timetable for the next academic year, will depend on the selections made by the students in the study plans and the available educational capacity of the academic departments. A subject is generally not opened if less than ten students have registered for lectures or less than five students have registered for group sessions or seminars in that subject. If the number of students registered for an elective or optional subject with individual sessions exceeds the educational capacity of the respective academic department, the respective department in cooperation with the Vice Rector for Academic Affairs and Research determines the selection of students for the subject in question. A student who is refused access to some of the elective or optional subjects, has to modify his or her study plan.
67. When preparing a study plan, the students can consult with the head of the academic department, the coordinator or a study programme registrar. The study plan is entered in the study information system (ÕIS) and must be confirmed by the student. In the study information system (ÕIS), the study scheme for all academic years are combined into a study plan reflecting the entire study programme.
68. In the first week of the semester, students have to check their study plans against the timetable. If the study plan needs to be adjusted, the student has to contact the respective study programme registrar.
69. Students returning from academic leave have to adjust their study plans within two weeks after the end of the academic leave.
70. The study plan becomes binding for the student after the adjustment period established in the academic calendar ends. Thereafter the student can apply for an amendment to the study plan only in justified exceptional cases by submitting an application to the Registry and Student Affairs Department. A study plan cannot be amended during the examination period.

### **Assessment of academic performance**

71. The achievement of learning outcomes in a subject is tested in graded examinations and pass/fail examinations, with the grades recorded on a grading sheet (examination report) and the student's study scheme. A graded examination or a pass/fail examination is organised at the end of each subject or, in the case of subjects taught for more than one semester, usually at the end of each semester.
72. Performances, essays and other works prepared in the course of the studies can be graded as well. The respective results are not recorded in the study information system (ÕIS) but they may be used in establishing the final result of a graded or pass/fail examination.
73. A graded examination is a method for testing the acquired skills and knowledge, with a differential assessment of the achievement of learning outcomes conducted according to the scale provided in clause 74 of this Regulation. Testing methods, assessment criteria and the examination procedure (oral or written format, prerequisites for being allowed to take the examination, the use of auxiliary equipment and additional resources, etc.) are specified in the subject syllabus. Differential assessment is also used in the defence of master's or doctoral theses, as well as for assessing parts of creative research projects in doctoral studies.
74. In the case of differential assessment, the level of achievement of learning outcomes by the students is assessed according to the following scale:
  - Grade "A" – "excellent" – demonstrates outstanding and particularly comprehensive achievement of learning outcomes, characterised by free and creative application of knowledge and skills, exceeding the "very good" level;
  - Grade "B" – "very good" – demonstrates very good achievement of learning outcomes, characterised by focused and creative application of knowledge and skills. Non-essential and marginal errors can be apparent with regard to more specific or detailed knowledge and skills;
  - Grade "C" – "good" – demonstrates good achievement of learning outcomes, characterised by focused application of knowledge and skills. Hesitation and inaccuracy can be apparent with regard to more specific and detailed knowledge and skills;
  - Grade "D" – "satisfactory" – sufficient achievement of learning outcomes, characterised by an ability to apply knowledge and skills in typical situations, with shortcomings and

hesitation apparent in atypical situations;

Grade “E” – “sufficient” – acceptable minimum level of achievement of main learning outcomes, characterised by a limited ability to apply knowledge and skills in typical situations, with notable shortcomings and hesitation apparent in atypical situations;

Grade “F” – “insufficient” – the student lacks the required minimum level of knowledge and skills.

Grades A, B, C, D and E are regarded as positive results at the examination.

75. A pass/fail examination is a method for testing skills and knowledge, with a non-differential assessment of the achievement of learning outcomes. In the case of non-differential assessment, “passed” counts as a positive result and “failed” counts as a negative result. Testing methods and assessment criteria are specified in the subject syllabus.
76. A subject is considered passed after a positive result at a graded or pass/fail examination. The number of credit points awarded does not depend on the grade.
77. In the case of a negative result at a graded or pass/fail examination, the student has the right to take two repeat examinations within the same year after the first attempt with the exception of egregious circumstances (such as grading based on long-term collective participatory work).
78. Failure to pass a graded or pass/fail examination in one subject does not prevent the student from taking examinations in other subjects. If a student has not completed all the required tests or assignments in a subject, the permission of the academic instructor of that subject (or department head in case of majors) is required for admission of the student to any subsequent examination.
79. An academic instructor has the right to dismiss the student from an examination in the case of a breach of academic integrity as specified in clause 147 of this Regulation. Dismissal from an examination is equivalent to a negative result.
80. If a student misses a graded or pass/fail examination with a good reason or wishes to take a repeat examination, the student will have to arrange a new time with the academic instructor of the subject and to notify the Registry and Student Affairs Department of the new time.
81. As a rule, tests of academic performance are conducted during the examination period immediately following the respective academic work. The schedule for the examination period is prepared by the Registry and Student Affairs Department (or by the Drama department for the students of dramatic arts) on the basis of study programmes and the students’ study plans. It is published on the studies information board and the website of the Academy at least one month before the beginning of the examination period. In exceptional cases, subject to an agreement between the student and the academic instructor, or in the case of project-based subjects, graded and pass/fail examinations may also be taken early, before the examination period.
82. The schedule of the examination period stipulates the time of examinations in the main field of study, major lecture courses and music-theory subjects. Examinations for small study groups are conducted at a time agreed between the academic instructor and the students.
83. By the beginning of the examination period, the Registry and Student Affairs Department issues electronic or paper grading sheets for academic instructors. The grading sheet is the only document for recording study results.
84. The students’ performance in graded and pass/fail examinations is generally assessed by the academic instructor whose name appears in the timetable and in the study plan of the student. The performance in the main subject of a field and in related practical subjects is graded by a panel appointed by the head of studies or leading professor (in the Drama department by the chief coordinator). When required, the panel shall be appointed by the Rector.
85. Unless it is the student’s third attempt to take the examination, and subject to the consent of the academic department teaching the subject, students have an opportunity to retake an examination, which has been passed with a positive grade, one more time, with the latest grade being considered the final grade.
86. If a student misses a graded or pass/fail examination, an entry will be made on the grading sheet, stating that the student was “absent” (MI). If the student had a good reason for the absence, the entry “absent” will be deleted, provided that proof of a good reason is presented within seven working days from the established date of the graded or pass/fail examination. In the case of an absence without

good reason, the examination is considered failed, with one attempt to take the examination used up.

87. Subject to having a good reason, students may submit to the Registry and Student Affairs Department an application for an extension of the examination period on the basis of an individual plan for up to one month from the start of the new semester. The student prepares the individual plan in the academic department of his or her specialist field and submits it to the Registry and Student Affairs Department for approval.
88. Students taking examinations have the right to:
  - 88.1 Use the auxiliary equipment and resources authorised by the examiner;
  - 88.2 Receive oral feedback on their performance from the academic instructor or members of the panel;
  - 88.3 File a written challenge against a received grade with the chief coordinator of the academic department, in doctoral studies with the head of the Centre for Doctoral Studies. In case the chief coordinator or the head of the Centre for Doctoral Studies participated in the grading or if the challenge concerns the graduation examination, a challenge has to be filed with the Vice Rector for Academic Affairs and Research. A challenge has to be filed within ten working days and when disputing the grade of the final exam or final thesis three working days after announcement of the results. The matter should be resolved within a week after the date of filing the challenge [14.06.2023];
  - 88.4 Submit to the academic department teaching the subject a warranted application for appointment of a panel for assessing the performance in a graded or pass/fail examination;
  - 88.5 Review his or her written examination paper.
89. Academic instructors have the right to deny students, who have failed to comply with the corresponding requirements as stated in the subject syllabus, access to a graded or pass/fail examination, and may enter a negative result on the grading sheet.
90. The assessment of bachelor examinations, master's examinations and master's theses is governed by the Conditions and Procedure for Graduating from the Bachelor and Master's Programmes and Defending Degrees at the Estonian Academy of Music and Theatre. The assessment of doctoral theses and parts of doctoral creative research projects is governed by the Regulation of Doctoral Studies at the Estonian Academy of Music and Theatre.
91. A student's general performance in a given period is characterised by the weighted average grade, calculated by dividing the total sum of the grades at the examinations taken during the period and the credit points of the corresponding subjects with the total amount of credit points available in the subjects in which the examinations were taken. In the calculation process the letters are transformed into numbers in the following way: A=5, B=4, C=3, D=2, E=1, F=0

## Studying as a guest student

92. Students of the Academy may complete a part of their academic work at another Estonian university or in a foreign country. Guest students at Estonian universities generally only take a few subjects at another university while they continue their studies at the Academy. Guest students at foreign universities generally conduct their academic work at a foreign university during the semesters designated for such studies.
93. Those students of the Academy who wish to take one or several subjects at another Estonian public University:
  - 93.1 Fill out a transfer note issued by the Registry and Student Affairs Department, specifying and coordinating with the head of the academic department the subjects to be passed at the host university, and register the transfer note in the Registry and Student Affairs Department;
  - 93.2 Register for academic work at the host university and return the transfer note, which has been approved by the host university, to the Registry and Student Affairs Department of the home university;
  - 93.3 Submit a statement of academic performance at the host university to the Registry and Student Affairs Department of the Academy.

94. Students may complete their study plans at a foreign university or undertake practical work in a foreign country, without suspending their studies at the Academy, in the following cases:
- 94.1 Within the framework of educational programmes of the European Union;
  - 94.2 As recipients of scholarships of international organisations, governments, foundations or universities;
  - 94.3 Through student exchange programmes on the basis of international agreements between schools and states;
  - 94.4 On their own personal initiative.
95. Up to half of the duration of the standard study period of a study programme of the Academy may be spent on studies in a foreign country.
96. Studying in a foreign country is not permitted during the first semester of bachelor studies and in the extra study year (after expiry of the standard study period) in bachelor and master's programmes.
97. Studies at a foreign university are formalised in the Registry and Student Affairs Department on the basis of a proposal of the International Relations Department or a personal application from the student and approved by decree of the Rector, specifying the name of the host university, the relevant programme or scholarship, and the period of the studies. The Academy has the right to refuse registration of a student as a guest student at a foreign university if the student in question has not met the requirements for full-time studies or has not made the required academic progress in specialist subjects.
98. The International Relations Department provides students with information on available support programmes and scholarships for studies in foreign countries, as well as on detailed requirements for application.
99. A student registered as a student in a foreign country within the framework of programmes coordinated by the Academy, is required to fill out a study contract issued by the International Relations Department, specifying in coordination with his or her academic department the subjects of the host university to be taken towards completion of the study programme.
100. For the acknowledgement of studies and practical work completed abroad, the student shall submit a transcript of records (name and volume of passed subjects, name of lecturer, date and result of performance; or description, volume and dates of practical work completed) issued by the relevant institution to the Registry and Student Affairs Department. Credit points will be transferred by the Registry and Student Affairs Department in coordination with the academic unit in charge of the particular curriculum or area of study.
101. The requirements for reimbursement of study costs remain applicable to the students of the Academy during the period of studies in a foreign country, except in the cases specified in clause 46.

### **Recognition of prior learning and professional experience (RPL; Estonian abbreviation is VÕTA)**

102. Students may apply for the recognition of their prior learning and work experience (RPL) towards the completion of a study programme. In case the student has studied on the same study level before, the Academy has the right to initiate the RPL. The conditions and procedures of RPL shall be approved by the Senate.
103. In order for prior learning or work experience, acquired before matriculation in a study programme, to be accredited, a corresponding application must be submitted by the deadline specified in the academic calendar.
104. Students applying for RPL are entitled to receive respective guidance from the Academy. For general information on RPL, please contact an RPL adviser in the Registry and Student Affairs Department. Guidance on specific issues related to a specialist field is offered by the relevant academic department.

## V. Suspension, extension and termination of studies

### Academic leave

105. Academic leave is a release from the obligation to pursue study and research, granted for a specific period on the basis of an application of the student. The student's standard study period is extended by the duration of the academic leave. Academic leave will not be allowed in doctoral studies for doctoral students matriculated as from the academic year 2022/23 and thereafter.  
[13.06.2022]
106. The minimum period of academic leave is one semester. Due to reasons associated with the organisation of studies, academic leave is usually granted for a period of one year.
107. Applications for academic leave should be submitted through the study information system ÕIS or to the Registry and Student Affairs Department.
108. Academic leave cannot be granted during an examination period or if the student has not fulfilled their obligation to pay for academic expenses.
109. Academic leave at the student's own request can be sought during the standard study period on all levels of higher education for a period of up to one year. Additionally, academic leave may be granted in the following cases:
- 109.1 For health reasons twice for up to two years;
  - 109.2 For service in the Estonian Defence Forces for up to one year;
  - 109.3 In connection with childcare until the child reaches three years of age.
110. Academic leave at the student's own request can be granted only from the start of the semester, and the respective application has to be submitted by the date for establishing the student status in the autumn semester or by the end of the first study week (during the period for adjusting study plans) in the spring semester. First-year students in bachelor programmes cannot apply for academic leave.
111. If applying for academic leave for health reasons, the student has to append to the application a certificate from a medical institution, indicating that academic leave is recommended by a doctor.
112. In the case of service in the Estonian Defence Forces, the student has to append to the application for academic leave a note of call-up for conscript service.
113. If applying for academic leave in connection with childcare, the student has to append to the application a copy of the child's birth certificate.
114. During academic leave, students will have limited access to the Academy's classrooms for practicing, and they do not have the right to complete their curriculum, unless they are:
- 114.1 the parent of a child under 3 years of age, or the parent or guardian of a child with a disability;
  - 114.2 the person with moderate, severe or profound disability;
  - 114.3 settling academic arrears in relevant subjects;
  - 114.4 completing studies in unfinished subjects for which at least 10 academic weeks have passed since the beginning of the term at the time of the application for academic leave.
115. Subject to having good reason, the students may apply for an interruption to academic leave. Academic leave granted for health reasons can be interrupted only on the basis of a doctor's certificate.
116. Within two weeks of the end of the academic leave, the student must register as an active student with the Registry and Student Affairs Department.
117. Study allowances are not paid during academic leave. In order to resume payment of study allowances after the end of academic leave, the student has to contact the Accounting Department of EAMT.

### Extension of studies

118. An extension of studies for the purposes of making up for insufficient academic progress after the end of the standard study period may be permitted for the duration of one academic year (extra study year) for students who have fulfilled the requirements for full-time studies, except if the

student's standard study period has already been extended due to reasons stipulated in clause 120 or clause 120.1. To use the extra year, the student has to submit an application to the Registry and Student Affairs Department, conclude a study contract and pay the tuition fee according to the rates established by the Academy Council. No additional subjects can be selected during the extra study year.

119. The maximum period of studies in part-time studies is double the length of the standard study period of the respective study programme, on the condition that the requirements for part-time studies are fulfilled by the end of each academic year. If, on a final date of studies, a student has not fulfilled the requirements for full-time studies but has fulfilled the requirements for part-time studies, he or she is entitled to continue studying with a part-time load, subject to the submission of a personal application.
120. The student's standard period of study is extended by each semester, which the student spent studying at a foreign university for at least three months, provided that those studies can be recorded as contributing at least 15 CP towards completion of the respective study programme. During the extra semesters granted for the aforementioned reason, the students have the right to take additional lessons in their specialist field amounting to up to 50% of the volume specified in the subject syllabus.
- 120.1 The final date of studies is postponed by the time spent on the intensive study of the Estonian language according to the volume of the language studies completed. If the volume of language studies is 6–30 ECTS, the standard study period is extended by one semester; if the volume of language studies is 31–60 ECTS, the standard study period is extended by two semesters. The extension of the standard study period is finalized after completing the intensive study of the Estonian language in full.

## **Rematriculation**

121. Rematriculation is the reinstatement (re-inclusion) of the student in the list of students.
122. A person who has previously studied at the Academy but failed to graduate may apply for rematriculation in the same specialist field after one year from his or her exmatriculation.
123. Applications for rematriculation may be submitted by former students of the Academy, whose studies were interrupted during the standard study period and who have collected at least 15 CP in the relevant study programme. In rematriculation, it could be specified whether the student continues his or her studies starting from the semester their studies were interrupted, or from the semester after that.
124. Students seeking rematriculation should submit a personal application, which has to be approved by the head of the academic department. Rematriculation is formalised by decree of the Rector. Before rematriculation, the Academy is entitled to test the student's proficiency in the specialist field.
125. The Academy has the right to reject an application for rematriculation if the former student in question:
- 125.1 Has been repeatedly exmatriculated due to inadequate academic performance;
  - 125.2 Does not have the required skills and knowledge in the specialist field as specified in the study programme;
  - 125.3 Has repeatedly failed to pay the tuition fee by the deadline;
  - 125.4 Has been issued repeated reprimands or exmatriculated due to indecent conduct;
  - 125.5 Has been convicted for an intentionally committed crime.
126. The Registry and Student Affairs Department informs the applicant of the decision on rematriculation within three weeks from the date of submitting the application.

## **VI. Termination of studies and exmatriculation**

127. Exmatriculation is the exclusion of a student from the list of students, formalised by decree of the Rector. The initiative for exmatriculation may come from the student or from the Academy.
128. Students are exmatriculated at their own initiative if they submit a respective personal application. Before exmatriculation is formalised, the application must be reviewed by the head of the academic department and the head of the Registry and Student Affairs Department to determine the reasons for the

discontinuation of studies.

129. Students can be exmatriculated at the initiative of the Registry and Student Affairs Department or on the basis of a proposal of the head of studies, for the following reasons :
- 129.1 completion of the curriculum to the full extent;
  - 129.2 poor academic progress;
  - 129.3 a significant breach of the terms and procedures of the regulation of studies;
  - 129.4 failure to fulfil the obligation to pay for academic expenses;
  - 129.5 endangering other students or other persons;
  - 129.6 carrying out a major indecent act;
  - 129.7 the death of a student, on the basis of a document certifying death;
  - 129.8 upon exmatriculation of a student studying in a joint programme from the university coordinating the joint programme.
130. Students who have completed the curriculum to the full extent will be ascribed an academic decree according to the procedure established by the Academy Council, and a diploma with an academic transcript will be issued to them.
131. Students are exmatriculated due to poor academic progress if they:
- 131.1 accumulate less than 15 CP in the first semester in a bachelor programme;
  - 131.2 fail to fulfil at least the requirements for part-time studies by the date of expiry of the academic year or standard study period;
  - 131.3 fail to fulfil requirements for full-load studies by the date of expiry of the extend study period;
  - 131.4 have not submitted an application by the date of expiry of the standard study period to extend studies by another year, or to study with a part-time load;
  - 131.5 has passed a bachelor's or master's exam or defended a master's thesis, but has not completed the full curriculum by the end of the standard study period;
  - 131.6 have received a negative result for at least one performance of an examination or assessment in their major, and the departmental board decides that their professional development is insufficient for the continuation of studies;
  - 131.7 study in a doctoral programme and receive a negative decision in evaluation;
  - 131.8 are enrolled in a study programme with English as the study language and by the end of the first year of studies have failed to fulfill the requirements of the compulsory English language compensatory studies if these have been specified;
  - 131.9 are enrolled in a study programme with Estonian as the study language and by the end of the first year of studies have failed to fulfill the requirements of the compulsory Estonian language intensive studies or passed the Estonian language examination specified by the Academy.
132. Students are exmatriculated due to a significant breach of the terms and procedures of the regulation of studies, if they:
- 132.1 study in the first year of a bachelor or master's programme and fail to confirm their study plan by the date for establishing the student status as specified in the academic calendar;
  - 132.2 fail to attend the graded or pass/fail examinations in the study period following academic leave
  - 132.3 have otherwise considerably breached the terms and procedures of the Academy's regulation of studies, thereby hindering the Academy's academic activities or causing considerable damage to the Academy.
133. Students are exmatriculated for failure to fulfil the obligation of paying for academic expenses if they:
- 133.1 fail to pay the tuition fee by the due date;
  - 133.2 after being transferred to part-time studies or granted an extension year, have not completed a learning agreement by the beginning of the new academic year, for the continuation of studies on the basis of a tuition fee.
134. Students are exmatriculated if they endanger other students or other persons, if the Academy has reason to fear that the students can, by their actions, endanger the life and health of other persons studying, working or present at the Academy.

135. Students are exmatriculated for carrying out a major indecent act, if they:
  - 135.1 have committed a criminal offence;
  - 135.2 have forged documents;
  - 135.3 have fundamentally breached generally recognised moral standards or overstepped academic practices.
136. The exmatriculation decision based on carrying out a major indecent act is coordinated with the Student Council, who will present their position in writing within 15 days of receiving the relevant materials from the Rector's Office.
137. *[null and void 01.09.2019]*
138. *[null and void 01.09.2019]*

## VII. Rights and obligations of the students

### The right to receive information and guidance and other rights of the students

139. The study programmes, the subject catalogue and main internal regulations of the Academy are made available to the students on the website. The students have the right to request additional information from the Registry and Student Affairs Department.
140. The students have the right to receive timely information on any decrees and/or resolutions concerning them (exmatriculation, academic leave, extension of study period, study results etc.). The corresponding information is available in the study information system (ÖIS) in the student's view. The necessary notices are sent to the student via ÖIS or to the student's e-mail address, and such communications shall be construed by the Academy as official submissions of notifications.
141. The students have the right to receive guidance regarding their studies, psychological matters and/or career. Guidance is offered by the following employees of the Academy:
  - 141.1 Study programme registrar;
  - 141.2 Head of the Registry and Student Affairs Department;
  - 141.3 RPL adviser;
  - 141.4 Career adviser;
  - 141.5 Head or coordinator of a specialty or subject group;
  - 141.6 Academic instructor in the specialist field;
  - 141.7 Psychologist;
  - 141.8 International Students Advisor;
  - 141.9 International Relations Specialist.
142. The students have the right to give feedback on subjects, academic instructors and the organisation of studies as an important means for ensuring the quality of the studies at the Academy. Feedback surveys are generally organised via the study information system (ÖIS) in the final study semester.
143. The students have the right to request the replacement of an academic instructor in the specialist field by submitting a respective written application to the head of the academic department. Replacement of an academic instructor is generally possible only between academic years.
144. The students in a bachelor programme have the right to request a transfer to another specialist field or study programme after the first semester or the first academic year (until the date for establishing the student status at the beginning of the second year of studies).
145. The students who have completed a master's or doctoral programme at the Academy within the standard study period have the right to use the classrooms of the Academy for practice at specified times for one year after the completion of their studies *[01.09.2019]*.

### Academic integrity

146. The students are required to comply with the principles of academic integrity and generally accepted rules of behaviour.
147. Any of the following actions can be construed as a breach of academic integrity:
  - 147.1 Using resources, which have not been explicitly authorised by the academic

- instructor, at a graded or pass/fail examination;
- 147.2 Impermissible exchange of information between students (prompting, copying answers, etc.) while taking a test of acquired knowledge;
- 147.3 Presenting someone else's paper or work as the student's own creation;
- 147.4 Plagiarism, or extensive use of rephrased or abridged ideas or quotes from another person's work without proper academic citation;
- 147.5 Repeated submission of the same work for which the student has already received credit points;
- 147.6 Taking tests on behalf of another student or permitting other persons to take tests on the student's behalf;
- 147.7 Deliberately presenting inaccurate (false) information in any papers, submissions, etc.
- 148. In the case of a breach of academic integrity or violation of generally accepted rules of behaviour, the Rector has the right, depending on the severity of the breach:
  - 148.1 to issue a reprimand to the student;
  - 148.2 to exmatriculate the student due to indecent conduct.

### **Contestation of decisions on academic work**

- 149. The students have the right to contest the decisions concerning their academic work.
- 150. The procedure for submitting and processing challenges for the contestation of grades is specified in clause 88.3 of this Regulation.
- 151. To contest any other decision on academic work, the student has to contact the person who made the decision and to express a clear intent to contest the decision. If the student does not change his or her mind in the course of discussions and the decision in question is not amended, the student may file a written appeal within ten days from the date on which the student became aware or should have become aware of the decision [14.06.2023].
- 152. The appeal must be filed with the Vice Rector for Academic Affairs and Research. If contesting a resolution of the Vice Rector, the appeal must be filed with the Rector. All main aspects of the case have to be described in the appeal.
- 153. Student appeals must be responded to within 10 days from submission. If an appeal requires additional investigation, the term of reviewing the appeal may be extended by up to 30 days and the appellant has to be notified of the extension by post or via the study information system (ÕIS).
- 154. The resolution on the appeal must be drawn up in writing and submitted to the appellant by post or via the study information system (ÕIS), or handed over against signature.
- 155. [null and void 01.09.2019]

### **VIII. Implementing provisions**

156 – 164 [null and void 01.09.2019]

The changes adopted on 15.05.2019 will take effect on 01.09.2019

The changes adopted on 23.09.2020 will take effect on 01.12.2020