

## **Continuing Education Regulations of the Estonian Academy of Music and Theatre**

### **I General provisions**

1. The present Regulations establish the principles for organising continuing education at the Estonian Academy of Music and Theatre (hereinafter 'the EAMT').
2. The Continuing Education Regulations are established on the basis of Article 2(4) Clause 2) of the Estonian Academy of Music and Theatre Act and clause 2.2.2 of the Statutes of the EAMT.
3. Continuing education is a part of lifelong learning. At the EAMT, continuing education is defined as follows:
  - continuing professional education is continuing education enabling the acquisition and development of vocational, occupational and professional knowledge, skills and competences, and retraining in the fields of study of the EAMT;
  - open education is continuing education based on subjects selected from the curricula of degree-level studies;
  - preparatory courses are a form of continuing education for admission to the EAMT;
  - non-formal continuing education is continuing education enabling the development of the individual, their creativity, talents, initiative and sense of social responsibility, and the acquisition of knowledge and skills needed in life.

### **II Management, planning and organisation of continuing education**

4. The field of continuing education shall be managed by the Vice-Rector for Academic Affairs and Research.
5. Continuing education programmes shall be coordinated, planned and organised by the Continuing Education Centre.
6. The Continuing Education Centre shall be responsible for the quality of the content and organisation of continuing education programmes.
7. There shall be an advisory board at the Continuing Education Centre.
8. Continuing education shall be organised in accordance with the general requirements of the EAMT's Regulation of Studies:
  - continuing professional education, non-formal education and preparatory courses for admission to the Academy shall be organised based on relevant continuing education curricula;
  - open education shall be based on a curriculum that contains selected subjects from the bachelor's and master's curricula.
9. Forms of continuing education shall include courses (including master classes), training programmes (including micro-degree programmes), individual (independent) continuing

education programmes, and open education programmes (completion of subjects of the curricula of degree-level studies).

10. The volume of studies shall be calculated in credit points according to the European Credit Transfer and Accumulation System (ECTS) and in hours.

11. One ECTS credit point corresponds to 26 hours of study.

12. Continuing education shall be carried out through contact courses (including master classes), e-learning, practical workshops, independent work or learning activities organised in another way:

- continuing professional education, non-formal continuing education and preparatory courses for admission to the Academy shall be provided on the basis of a programme or schedule;
- open education contact study shall take place according to the timetable of degree-level studies.

13. The education service shall be provided on the basis of registration, an application or a contract.

14. The collection, processing and storage of data related to studies and the exchange of study information shall be carried out both by email and in the Study Information System (hereinafter 'ÖIS'). Notifications transmitted via ÖIS shall be deemed to have been officially transmitted.

15. The collection, processing and storage of personal data related to continuing education shall be carried out in accordance with the EAMT's personal data processing procedure.

### **III Continuing education curriculum**

16. The continuing education curriculum shall be the basic document for continuing professional and non-formal education (courses and training programmes) and for preparatory courses organised for admission to the EAMT.

17. The continuing education curriculum shall consist of one or more subjects.

18. The continuing education curriculum shall include the following information:

- the title and code of the curriculum;
- overall objectives and learning outcomes;
- a description of the curriculum;
- a reference to the occupational qualification standard (in accordance with the study objectives);
- the name, qualification and professional experience of the academic instructor providing the continuing education course, or a link to these data on a publicly accessible website;
- the format in which the studies are organised, including contact learning, partly or fully online learning, independent (individual) learning, or a master class;
- a description of the learning environment;
- the target group;
- the total volume in credit points or hours and the format of learning (contact learning, e-learning, practical training, independent work in academic hours and credit points);
- the start and end date of the programme;
- the minimum and maximum number of participants in a study group;

- the conditions for admission to a continuing education programme and the conditions for commencing studies (if these are prerequisites for achieving the learning outcomes);
- the language(s) of instruction;
- assessment methods;
- assessment criteria;
- graduation requirements;
- documents issued at graduation;
- persons responsible for the content of the curriculum.

19. Open education shall be based on the subjects of degree-level study curricula.

20. The attendance of master classes as part of a continuing education programme or an independent continuing education programme shall be subject to the requirements of the curriculum in accordance with the specifics of the subject.

21. A special form of continuing education is a micro-degree programme. A micro-degree programme is a comprehensive continuing education programme providing 12-30 ECTS credit points, which is usually based on subjects of one or more degree-level study curricula and enables the acquisition of an additional speciality or professional competence in a specific field in a flexible manner and taking into account the needs of the labour market.

22. The curricula for continuing education programmes, including micro-degree programmes, shall be approved by the Vice-Rector for Academic Affairs and Research.

23. The curricula for courses and independent continuing education programmes shall be approved by the Head of the Continuing Education Centre.

#### **IV Formalisation of assessment results and documents**

24. Assessments and the procedure for conducting exams and pass-fail exams shall be based on the EAMT's Regulation of Studies.

25. The results of assessments carried out in continuing education programmes shall be formalised by the Continuing Education Centre and in ŐIS.

26. The academic instructor shall submit signed assessment forms to the Continuing Education Centre. The results of assessments carried out in open education programmes shall be entered into ŐIS by an employee of the Continuing Education Centre or the academic instructor of the relevant subject.

27. The EAMT shall issue a document certifying the participation in or completion of a continuing education programme to the continuing education student in accordance with the established procedure.

#### **V Continuing education student**

28. A continuing education student is a person who is enrolled in a curriculum-based continuing education, open education or independent continuing education programme.

29. The continuing education student shall have the following rights:

- to receive information about the content and organisation of continuing education;
- to participate in scheduled learning activities;
- to use ÕIS and the e-learning environment if their studies require it;
- to use the library of the EAMT;
- to receive documentation certifying their participation in or completion of a continuing education programme;
- to apply for the consideration of previous studies and work experience in accordance with the established procedure.

30. The continuing education student shall have the following obligations:

- to meet the requirements for completing the continuing education programme and comply with the legislation governing the learning activities;
- to pay for the education service on time as invoiced.
- The rights and obligations of the continuing education student enrolled in an open education programme shall be agreed upon in a written contract between the EAMT and the student.

## **VI Registration for a continuing education programme**

31. Participation in a continuing education programme shall be subject to prior registration by sending an e-mail to [tkk@eamt.ee](mailto:tkk@eamt.ee) or [in the Continuing Education Centre's information system](#).

- Registration deadlines shall be adhered to.
- Registration in a continuing education programme can be cancelled free of charge until the end of the registration period by sending an email to [tkk@eamt.ee](mailto:tkk@eamt.ee).
- The dates and times of courses as declared are subject to change.

32. In an open education programme, registration for a degree-level subject happens upon its selection in the study plan, which shall take place by the date set in the academic calendar and in accordance with the conditions and procedures laid down in the EAMT's Regulation of Studies. See [Estonian Academy of Music and Theatre – Open Academy \(eamt.ee/en/\)](#).

33. The Academy may, in justified cases (an uncompleted prerequisite subject, failure to comply with the rules for registration for a subject, or any other important reason), cancel the registration for a subject.

## **VII Establishing, invoicing and exemption from continuing education tuition fees**

34. Continuing education is a paid service provided by the EAMT. The fees for the service shall be based on the rates set by the EAMT and the budget for the relevant continuing education programme set by the Continuing Education Centre.

35. The terms of payment for continuing education shall be as follows:

- a) after registration, the EAMT shall issue an invoice to the continuing education student;

- b) the participant shall pay for the education service by the date indicated on the invoice;
- c) if participation in the course turns out to be impossible after the registration deadline has passed, the registration shall be cancelled by sending an email to [tkk@eamt.ee](mailto:tkk@eamt.ee).

In this case, the EAMT shall have the right to request:

- 50% of the tuition fee if the cancellation request is sent 10–5 working days before the start of the course;
  - 100% of the tuition fee if the cancellation request is sent 4–0 working days before the start of the course.
  - In case a registered person fails to send a cancellation request, they shall pay 100% of the tuition fee (except in the case of presentation of a medical certificate due to illness).
- d) In the case of discontinuation of a continuing education programme, the tuition fee shall not be refunded to the participant.
  - e) In case a continuing education programme is cancelled, the tuition fee shall be refunded in full.

36. Courses financed by cooperation partners are free for the participant if the conditions for their completion are met. In the event of discontinuation of studies, the EAMT shall have the right to charge the participant for the costs related to the studies in accordance with the principles of the study budget.

37. The fee for reviewing an application for consideration of previous studies and work experience in the framework of continuing education is 30 euros (up to 5 ECTS credit points), plus 4 euros for each subsequent application, depending on the volume of the application. The Continuing Education Centre shall have the right to exempt the person who has applied for the consideration of previous studies and professional experience from the payment of the application processing fee if the consideration of previous studies and professional experience is requested for the purposes of the completion of a continuing education programme without a participation fee.

38. When organising continuing education, the EAMT shall not pursue commercial objectives, and the tuition fee shall not be subject to VAT.

## **VIII Quality assurance of continuing education**

39. The quality of continuing education shall be ensured by the systematic and continuous development of study organisation, the learning environment, continuing education curricula and staff and support services.

40. The evaluation of the quality of continuing education shall reflect feedback to be collected from continuing education students and other persons.

41. The Continuing Education Centre shall collect, systematise and store feedback in accordance with best practices for personal data processing.

42. Based on the results of the analysis of feedback surveys, the Advisory Board of the Continuing Education Centre shall make proposals to the Rector on how to improve the quality of the field of continuing education.

### **IX Reporting**

43. The EAMT's reporting on continuing education is based on the data in the register of certificates and ÖIS, including data on activity and performance indicators in the field of continuing education.

44. The Continuing Education Centre shall prepare the EAMT's continuing education report on a calendar year basis and submit it to the Vice-Rector for Academic Affairs and Research.

### **X Implementing provisions**

45. Upon entry into force of the present Continuing Education Regulations of the EAMT, the Procedure for Continuing Education of the EAMT, approved by Rector's Directive No. 6-ü of 20 February 2020, shall be repealed.

Ivari Ilja  
Rector