

APPROVED

Tallinn Health University of Applied Sciences Council
Resolution No 5.1 of 27 August 2024

ACADEMIC REGULATIONS

Adopted on the basis of Section 2(3) of the [Higher Education Act](#), Section 17 (5)(5) of the [Vocational Educational Institutions Act](#) and Section 14(9) of the [Statutes of Tallinn Health University of Applied Sciences](#) (in Estonian).

1. GENERAL PROVISIONS

1.1 Scope of Regulations

- 1.1.1 The Academic Regulations (ÕKE in Estonian, *hereinafter*: the Regulations) constitute the principal document regulating studies and study-related relations at Tallinn Health University of Applied Sciences (*hereinafter*: the UAS).
- 1.1.2 The Academic Regulations are based on Adult Education Act, Higher Education Act, Standard of Higher Education, Professions Act, Vocational Educational Institutions Act, Standard of Vocational Education, the Regulations for the Implementation of Work-Based Learning, and the Statutes of Tallinn Health University of Applied Sciences.
- 1.1.3 The aim of the Academic Regulations is to ensure smooth, purposeful, and lawful conduct of educational activities at the UAS.
- 1.1.4 All members of the UAS are required to comply with the Academic Regulations.
- 1.1.5 The Council and the Rector of the UAS shall have the authority to adopt regulations further specifying the provisions of the Academic Regulations.

1.2 Definitions and General Principles of Academic Affairs

- 1.2.1 The UAS offers formal education at the higher education and vocational education levels and provides continuing education.
- 1.2.2 Higher education is education based on evidence-based approach, through which the learner acquires the knowledge, skills, and attitudes necessary for active participation in society, employment, research and development activities, and lifelong learning.
 - 1.2.2.1 Professional higher education programme is a first-level higher education programme during which the student deepens their general educational knowledge, acquires the fundamental knowledge and skills of the field, and develops the knowledge, skills, and attitudes required for employment, independent professional practice, and progression to master's studies. In

addition, the student acquires the knowledge, skills, and attitudes necessary to enter a specific profession.

- 1.2.2.2 Master's studies are second-level higher education during which the student advances their professional knowledge and skills and acquires the knowledge, skills, and attitudes necessary for employment, independent professional practice, and doctoral studies.
- 1.2.3 Vocational education is formal education through which learners acquire the knowledge, skills, attitudes, practical competencies, and social readiness required for employment in a profession, participation in society, and lifelong learning. During their studies, learners acquire a qualification corresponding to a specific qualification level, which provides access to studies at the next qualification level.
- 1.2.4 Continuing education is a purposeful and organised learning activity provided outside formal education in accordance with the [procedures](#) and curriculum established by the UAS.
- 1.2.5 The academic calendar serves as the temporal framework for academic organisation and is approved by the Council of the UAS for the following academic year no later than March of the preceding academic year. The academic calendar specifies, among other things, the start and end dates of the academic year and each semester, as well as other deadlines relevant to academic affairs.
- 1.2.6 Studies are organised into academic years. Each academic year has a duration of 12 months, of which ten are study months, and consists of two semesters (the autumn semester and the spring semester). The autumn semester shall commence on Monday closest to 1 September. The spring semester shall commence on Monday closest to 1 February.
 - 1.2.6.1 The autumn semester shall be preceded by two preparatory weeks, and the spring semester shall be followed by two supplementary weeks designated for the completion of outstanding academic debts. During the preparatory and supplementary weeks, academic activities shall be organised in accordance with the arrangements established by the relevant structural unit.
- 1.2.7 Studies shall be conducted on the basis of curricula. The conditions and procedures for the development, approval, maintenance, amendment, and closure of curricula are established in the [Curriculum Statute](#) of the UAS.
- 1.2.8 A curriculum is a plan for the substantive, temporal, and organisational design of studies that defines the objectives of the programme of study, including the intended learning outcomes, the nominal duration and workload of the programme, the requirements for commencing studies, the list and volume of courses (or modules in vocational education), the available options and

conditions for selection, opportunities for specialisation, and the requirements for completion of the programme.

- 1.2.9 A Study Services Agreement is an agreement between the UAS and a learner studying in a fee-paying or non-state-funded study place, which sets out the rights and obligations of the learner and the UAS, as well as the amount of the tuition fee and the [procedure](#) for its payment.
- 1.2.10 The nominal duration of studies (nominal period of study) is the period of study, expressed in academic years and established by the curriculum, that is required for the completion of the curriculum.
- 1.2.11 Learning outcomes are the knowledge, skills, and attitudes acquired through learning and described at the level required for successful completion of a curriculum, module, or course. Achievement of learning outcomes at a level exceeding the required standard shall be distinguished through assessment.
- 1.2.12 Education shall be delivered on the basis of curricula that comply with the Standard of Higher Education, Standard of Vocational Education, are in accordance with the Curriculum Statute, have been approved by the Council, entered into the Estonian Education Information System, and made available in the Tahvel Study Information System (*hereinafter: the Study Information System*).
- 1.2.13 Studies are conducted through contact learning, practice placement, and independent study.
- 1.2.14 Contact learning is a form of study organised for the achievement of the intended learning outcomes and conducted in the form of lectures, seminars, practice placement/practical training, simulation-based learning, laboratory work, individual instruction, or other forms of study determined by the educational institution, with the aim of acquiring knowledge and skills.
 - 1.2.14.1 Contact learning takes place in a virtual or physical learning environment in which both the learner and an academic staff member or supervisor participate.
 - 1.2.14.2 A lecture is an oral presentation delivered by a lecturer or teacher in a physical or virtual learning environment.
 - 1.2.14.3 A seminar is a form of active learning (including in an online environment) in which learners achieve the intended learning outcomes through discussions, debates, and other interactive learning activities conducted under the guidance of a lecturer or teacher.
 - 1.2.14.4 A practicum/practical class is a form of instruction in which learners develop, and practise practical skills based on theoretical knowledge within a learning environment.
 - 1.2.14.5 Simulation-based learning is a teaching strategy that replicates real-life situations and is conducted in the UAS learning environment under the

guidance of a lecturer or teacher for the purpose of acquiring professional skills. It may be delivered in the form of contact learning, practical class, or independent study.

- 1.2.15 Practice placement is a purposeful activity undertaken to achieve the intended learning outcomes, during which the learner applies the knowledge and skills acquired through studies in a work environment, under the supervision of a practice supervisor and in a format determined by the educational institution.
- 1.2.16 Independent study is the acquisition of the knowledge necessary to achieve the intended learning outcomes through independent work in accordance with the tasks assigned by the lecturer or teacher. The requirements for independent study are specified in the course syllabus.
- 1.2.17 The main forms of studies are as follows:
 - 1.2.17.1 Face-to-face learning is a form of study conducted in a shared physical environment (e.g. a classroom or lecture hall).
 - 1.2.17.2 Distance learning is a form of study in which learners and lecturers are physically separated during the learning process.
 - 1.2.17.3 Hybrid learning is a form of study in which, at the same time, some learners participate in a physical learning environment and others in a virtual learning environment.
 - 1.2.17.4 Blended learning is a form of study in which the learning process is delivered partly through face-to-face learning and partly through distance learning.
 - 1.2.17.5 Online learning is a form of study in which the learning process is conducted entirely through web-based learning without real-time interaction with a lecturer.
- 1.2.18 An Individual Study Plan is an individual schedule established for a learner for the purpose of achieving the learning outcomes of the curriculum.
- 1.2.19 Participation in seminars, practical training/practical classes, practice placements, and simulation-based learning is generally compulsory for learners. More specific requirements are set out in the relevant course syllabus or implementation plan.
- 1.2.20 Plagiarism, or intellectual theft, is the presentation of another person's work, including one's own previously created work or any part thereof, as one's own. Academic misconduct is defined as giving or receiving unauthorised assistance in the completion of an academic assignment or obtaining academic credit for work containing plagiarism. Cheating is considered a form of academic misconduct. Written assignments shall be prepared and formatted in accordance with the [guidelines](#) in force at the UAS.

1.3 Organisation of Studies in Higher Education

- 1.3.1 A European credit point – an ECTS credit is a unit used to measure study workload in professional higher education programmes and master's studies and corresponds to 26 hours of student work devoted to learning.
- 1.3.2 The UAS may deliver up to 40% of the study workload of a higher education curriculum instructed in Estonian, including individual courses, in English.
- 1.3.3 Work-based learning in a professional higher education programme is a mode of study in which learning carried out in an enterprise or institution accounts for more than 50% of the curriculum workload.
- 1.3.4 A course is an integrated unit of instruction, learning activities, and assessment of learning outcomes within a specific field of knowledge. The objectives and learning outcomes specified in the curriculum constitute the basis for the development of a course. Each course shall be documented as a course syllabus in the Study Information System.
- 1.3.5 A course syllabus is a description of a course that sets out, by topic, the content of studies, the requirements for independent study, the required literature, the assessment method, the assessment criteria for each learning outcome, and additional information, including the mode of delivery, the conditions for the use of computer-based and other interactive environments, the prerequisites for admission to assessment or examination, the responsible lecturer where more than one lecturer is involved, and other relevant information.

1.4 Organisation of Studies in Vocational Education

- 1.4.1 Vocational education curricula are curricula at qualification levels 4 or 5 and may be classified as initial training or continuing training curricula.
- 1.4.2 A learner in level 4 vocational education shall acquire the knowledge, skills, and attitudes corresponding to the learning outcomes of qualification level 4.
 - 1.4.2.1 The workload of level 4 initial vocational training is 30 to 150 credit points, while the workload of continuing vocational training is 15 to 60 credit points. Practical training and practice placement together shall constitute at least 50 per cent of the vocational education workload, and their proportion shall generally be equal.
- 1.4.3 A learner in level 5 vocational education shall acquire the knowledge, skills, and attitudes corresponding to the learning outcomes of qualification level 5.
 - 1.4.3.1 The workload of level 5 initial vocational training is 60 to 150 credit points, while the workload of continuing vocational training is 15 to 60 credit points. Practical training and practice placement together shall constitute at least 50 per cent of the vocational education workload, and their proportion shall generally be equal.
- 1.4.4 Studies are conducted in either the full-time or part-time mode of study.

- 1.4.4.1 In full-time study, the learner's independent study constitutes less than half of the curriculum-based study workload.
- 1.4.4.2 In part-time study, the learner's independent study constitutes more than half of the curriculum-based study workload.
- 1.4.5 The full-time mode of study is divided into school-based study and work-based learning.
 - 1.4.5.1 In the school-based mode of study, practice placement shall account for up to 50 per cent of the curriculum workload.
 - 1.4.5.2 In the work-based mode of study, the learner's practice placement in an enterprise or institution shall account for at least two-thirds of the curriculum workload.
- 1.4.6 An Estonian Vocational Education Credit Point ECVET (EKAP in Estonian) is a unit for measuring study workload in vocational education and corresponds to 26 hours of learner work devoted to the acquisition of knowledge and skills.
- 1.4.7 A curriculum consists of modules. A module is an integrated content unit of a curriculum in which learning outcomes corresponding to the relevant competency requirements are defined.
- 1.4.8 Modules are divided into compulsory study modules and elective study modules.
 - 1.4.8.1 Compulsory study modules define the learning outcomes and compulsory specialisation options required for practice in a profession, occupation, or vocational field.
 - 1.4.8.2 Elective study modules define learning outcomes that support and extend vocational skills, relate to an additional profession or partial qualification, or support the acquisition of key competences. Elective modules shall generally account for 15–30 per cent of the curriculum workload; in curricula with a workload of up to 30 credit points, they shall account for up to 15 per cent of the curriculum workload. Elective modules shall be specified in the curriculum of the educational institution.
 - 1.4.8.3 The learner shall select elective modules in accordance with the procedure specified in the curriculum of the educational institution.
 - 1.4.8.4 The learner has the right to select elective modules from other curricula offered by the educational institution or from curricula offered by other educational institutions, in accordance with the procedure established in the Academic Regulations of the educational institution. Applications for the recognition of elective modules completed at other educational institutions shall be reviewed by the RPL Committee.
- 1.4.9 The implementation plan of a vocational education curriculum is the primary document for the implementation of the curriculum and is published in the Study Information System and on the website of the UAS.

1.4.10 An implementation plan shall be prepared for each module of the curriculum.

1.5 Learners and Admission to Studies

- 1.5.1 A student of the UAS, whether enrolled in higher education or vocational education, is a person entered into the [Estonian Education Information System](#) (matriculated) as a member of the UAS and studying under a formal education curriculum. Matriculation as a student shall be in force by the order of the Rector.
- 1.5.2 A learner is a higher education student or vocational education student studying at the UAS and assigned a learner identification code. A learner is required to notify the UAS immediately of any change of name by submitting the information by e-mail to the Specialist of Studies.
- 1.5.3 The following persons are considered learners of the UAS:
 - 1.5.3.1 higher education students and vocational education learners;
 - 1.5.3.2 An international student is a higher education student or vocational education student who, at the time of matriculation, was not an Estonian citizen, did not hold a right of residence or residence permit in Estonia, and whose country of residence was outside Estonia;
 - 1.5.3.3 A visiting student is a higher education student or vocational education student who is matriculated at another Estonian educational institution and has been granted the right to study at the UAS for up to one year on the basis of a duly completed personal application and/or an inter-institutional agreement. Study as a visiting student shall be formalised for a fixed period by an inter-institutional agreement;
 - 1.5.3.3.1 An international visiting student is a higher education student or vocational education student who studies at the UAS but is not matriculated at the UAS and who has been granted the right to study at the UAS for a period of up to one year under an agreement concluded between the UAS, the student, and the sending educational institution (e.g. students participating in Erasmus+ or other exchange programmes, as well as independent visiting students). A study agreement or practice placement agreement, and where applicable a scholarship agreement, shall be concluded no later than two weeks before the beginning of the exchange period. Upon conclusion of the agreement, the learner's data shall be entered into the Study Information System.
- 1.5.4 An external learner is a person who meets the admission requirements of the UAS and/or has previously studied in the same or a similar curriculum in which the UAS provides formal education.

1.5.4.1 An external learner has a study load lower than part-time study (up to 15 ECTS credits per semester), excluding the completion of a thesis, final examination, or practice placement.

1.5.4.2 An external learner has the right to complete courses of their choice subject to the approval of the Vice Rector for Academic Affairs and the head of the relevant structural unit. Reimbursement of study costs shall be governed by the regulations in force at the UAS and the cooperation agreement concluded between the parties.

1.5.4.2.1 A Cooperation Agreement is an agreement concluded between an external learner and the UAS concerning the use of services, setting out the rights and obligations of the learner and the UAS, as well as the amount of the tuition fee and the procedure for its payment.

1.5.4.2.2 A Cooperation Agreement shall be concluded for a period of one semester and shall terminate on the date specified in the agreement or on the semester end date indicated in the academic calendar of the UAS, whichever occurs first.

1.5.5 The status of a continuing education learner and the organisation of continuing education are governed by the document “[Forms and Procedures for the Provision of Continuing Education](#)”, approved by the Council of the UAS.

1.6 The Study Information System and the Communication of Notices.

1.6.1 The Study Information System is the official platform for the exchange of information relating to academic administration at the UAS. It serves, inter alia, as the environment for the collection, processing, and storage of data related to studies and for the communication of information.

1.6.2 Any notice sent to a learner through the Study Information System or to the e-mail address established by the UAS for the learner (@student.ttk.ee) shall be deemed officially delivered and received.

1.6.3 The learner is responsible for ensuring that the official e-mail address recorded in the Study Information System remains operational.

2. STUDY PLACES, STUDY LOAD AND WORKLOAD, AND REIMBURSEMENT OF STUDY COSTS

2.1 Study Places and how these are filled

2.1.1 A study place is a unit used for the temporal accounting of academic administration and is established upon the admission of a learner for the nominal duration of studies prescribed by the curriculum.

2.1.2 Matriculation is the admission of a higher education student or vocational education student into the membership of the UAS and their entry into the Estonian Education Information System.

- 2.1.3 The UAS shall admit students to professional higher education and master's study programmes to full-time, tuition-free study places, except in the case of programmes in English and students who have been matriculated in the same curriculum within the preceding two years.
- 2.1.4 Students shall be matriculated to vocational education curricula in either a state-funded study place or a non-state-funded study place.
 - 2.1.4.1 A state-funded study place (SF) is a tuition-free study place in vocational education established on the basis of state funding, including programme-based funding.
 - 2.1.4.1.1 Following the expiry of the nominal period of study, a student enrolled in a state-funded study place (SF) shall be transferred to a non-state-funded study place (NSF).
 - 2.1.4.2 A non-state-funded study place (NSF) is a fee-paying study place in vocational education established outside the framework of state funding, where the costs of study are borne by a natural or legal person.
 - 2.1.4.2.1 For a student studying in a non-state-funded study place (NSF) in a vocational education curriculum, the reimbursement of study costs shall be governed by the Study Services Agreement.
- 2.1.5 The maximum number (and, where necessary, the minimum number) of study places for students to be matriculated shall be established by the Council of the UAS.
- 2.1.6 In establishing the maximum number of students to be matriculated to professional higher education and master's study programmes, consideration shall be given to the number of study places requiring specialised facilities and resources at the UAS, the requirements set out in the directive on operational funding, societal needs, and the availability of practice placements at practice placement sites.
 - 2.1.6.1 The UAS has the right to re-matriculate a student who has discontinued their studies, provided that the student has completed the study workload required for the first academic year of the curriculum.
 - 2.1.6.1.1 A student shall be re-matriculated on the basis of an application and an Individual Study Plan, provided that vacant study places are available.
- 2.1.7 In establishing the maximum and minimum number of students to be matriculated to state-funded (SF) and non-state-funded (NSF) study places in vocational education, consideration shall be given to the capacity of the UAS learning environment and the resources required for the delivery of education.
- 2.1.8 Study places shall be filled in accordance with the [Admission Regulations](#) of the UAS.

- 2.1.9 A study place becomes vacant if the learner occupying the study place is exmatriculated before the end of the nominal period of study.
- 2.1.10 A first-year student who, within two weeks of the start of the academic year (by 15 September in the autumn semester and by 15 February in the spring semester), fails to commence studies without a valid reason affecting participation in academic activities, or who withdraws from their study place, shall be exmatriculated. In such cases, the student shall not be included in the dropout statistics.
- 2.1.10.1 A vacant study place may be filled, within three weeks of the start of the academic year, by the next applicant in the ranking of candidates from the same admission competition who was not admitted due to the maximum number of students to be admitted having been reached.
- 2.1.11 Where a state-funded study place (SF) in a vocational education curriculum becomes vacant, a student matriculated in a non-state-funded study place (NSF) may be transferred to the state-funded study place in accordance with the ranking of applicants, for up to four weeks after the commencement of studies in the respective curriculum.
- 2.1.12 Where a study place becomes vacant, the UAS has the right to transfer a student enrolled in a non-state-funded study place (NSF) in the same curriculum to a state-funded study place (SF) on the basis of academic performance. During the first semester of studies, the admission ranking shall be used as the basis for such transfer. A student enrolled in a non-state-funded study place who wishes to be considered for transfer to a vacant state-funded study place shall submit an application through the Study Information System. Students with outstanding study-related debts or unpaid tuition fees shall not be transferred to a state-funded study place.
- 2.1.13 The following students may apply for transfer to a vacant state-funded study place (SF) in vocational education:
- 2.1.13.1 have met the admission requirements of the respective curriculum;
- 2.1.13.2 have completed courses from the respective curriculum, or courses deemed equivalent to it, amounting to at least one half of the curriculum workload, expressed in Estonian Vocational Education Credit Points (ECVET);
- 2.1.13.3 have no outstanding tuition fee debts or Recognition of Prior Learning and Professional Experience (RPL) assessment fee debts owed to the UAS.
- 2.1.14 To apply for a vacant state-funded study place (SF), a person who is not a student of the UAS and is not studying in the respective curriculum shall submit a written application to the Rector of the UAS. Admission to a vacant state-

funded study place shall be subject to the approval of the Vice Rector for Academic Affairs and the Head of the Vocational Education Department.

2.2 Study Load and Workload

- 2.2.1 Studies in higher education curricula shall be conducted on a full-time and/or part-time basis.
- 2.2.2 The annual study workload in vocational education shall be 60 Estonian Vocational Education Credit Points (ECVET).
- 2.2.3 In higher education, study workload shall be recorded in the Estonian Education Information System at least twice during the academic year in accordance with the academic calendar.
- 2.2.4 In full-time study, a student shall, by the end of each academic year, have cumulatively completed at least 75 per cent of the study workload required by the curriculum. The annual workload of full-time study in professional higher education and master's studies shall be at least 45 ECTS credits.
- 2.2.5 In full-time study, a student shall, by the end of each semester, have cumulatively completed at least 75 per cent of the study workload required by the curriculum. The workload of full-time study per semester in professional higher education and master's studies shall be 22.5 ECTS credits.
- 2.2.6 In part-time study, a student shall, by the end of each academic year, have cumulatively completed 50–75 per cent of the study workload required by the curriculum. The annual workload of part-time study in professional higher education and master's studies shall be at least 30 ECTS credits and less than 45 ECTS credits.
- 2.2.7 A student's study load shall be determined at the end of the academic year, but no later than 15 September. Students who have not met the requirements for full-time study by the end of the academic year shall be transferred to part-time study.
- 2.2.8 From the second academic year onwards, a student shall be transferred from full-time study to part-time study, or vice versa, based on the cumulative extent to which the curriculum has been completed during each academic year.
- 2.2.9 Where a student in a professional higher education programme studying on a full-time basis fails to fulfil the curriculum requirements, the student shall be required to partially reimburse study costs in accordance with the conditions for the reimbursement of study costs established by the UAS.
- 2.2.10 A student studying on a part-time basis shall reimburse study costs in accordance with the conditions for the reimbursement of study costs established by the UAS.

- 2.2.11 A student who fails to meet the requirements for part-time study shall be exmatriculated.
- 2.2.12 The study load of a student returning from academic leave shall be determined on a cumulative basis.
- 2.2.13 Students studying on a full-time basis in higher education and vocational education students completing the curriculum in full shall be advanced to the next year of study.
- 2.2.14 In higher education, the addition of courses to a student's study plan in the Study Information System constitutes course registration. In justified cases, the head of the relevant structural unit may permit a student to complete courses on the basis of an Individual Study Plan. The student shall submit an application, together with justification, for the preparation of an Individual Study Plan to the Specialist of Studies. The Individual Study Plan shall be prepared by the Specialist of Studies in cooperation with the curriculum coordinator and the student and shall be approved by the head of the relevant structural unit. The Specialist of Studies shall add the Individual Study Plan to the student's record in the Study Information System. Courses shall be registered by the Specialist of Studies in accordance with the Individual Study Plan. The student shall be responsible for complying with the Individual Study Plan, and compliance shall be monitored by the Specialist of Studies. In preparing an Individual Study Plan, the requirement to fulfil the student's study load shall be taken into account.
- 2.2.15 For the purposes of fulfilling study load and workload requirements in higher education, elective courses and courses recognised through the Recognition of Prior Learning and Professional Experience (RPL) process shall be included among the courses of the respective curriculum.
- 2.2.16 A vocational education student has the right to apply for an extension of the period of study for the purpose of eliminating academic deficiencies for up to two semesters, once during the period of study. To obtain an extension, the student shall submit an application together with an Individual Study Plan to the vocational education group instructor for approval. Following approval, the student shall submit the application and Individual Study Plan to the Specialist of Studies through the Study Information System. An extension of the period of study shall not be included in the nominal period of study.
- 2.2.17 A student may apply to transfer from full-time or part-time study to external learner status by submitting to the Rector an application for exmatriculation approved in advance by the head of the relevant structural unit and the Vice Rector for Academic Affairs, together with a Cooperation Agreement for confirmation as an external learner.

- 2.2.18 For the purposes of awarding a performance scholarship, curriculum workload completed through the Recognition of Prior Learning and Professional Experience (RPL) process shall not be included in the completed curriculum workload.

2.3 Reimbursement of Study Costs

- 2.3.1 UAS may require the reimbursement of study costs from a student who:

- 2.3.1.1 has failed to complete the curriculum workload prescribed for the academic year by the end of the academic year;
- 2.3.1.2 is studying on a part-time basis, unless the student meets the conditions set out in clause 2.3.2 of this Chapter, or commences studies on a part-time basis;
- 2.3.1.3 is not studying under a curriculum instructed in Estonian;
- 2.3.1.4 has been exmatriculated from and re-admitted to the same curriculum within the preceding two years;
- 2.3.1.5 discontinues studies after 70 calendar days have elapsed from the beginning of the semester to the extent of the ECTS credits of the courses selected for that semester that have not been completed;
- 2.3.1.6 is already matriculated in tuition-free higher education studies at the time of commencing studies;
- 2.3.1.7 has previously studied free of charge at the first or second level of higher education for at least 365 calendar days and less than ten years have elapsed since exmatriculation from the same level of higher education;
- 2.3.1.8 has previously been matriculated twice in tuition-free studies at the same higher education level and less than ten years have elapsed since exmatriculation from the most recent programme of study.

- 2.3.2 The provisions on the reimbursement of study costs shall not apply where the student:

- 2.3.2.1 is a person with a moderate, severe, or profound disability;
- 2.3.2.2 is a parent or legal guardian of a child under seven years of age or of a child with a disability;
- 2.3.2.3 the requirement for partial reimbursement of study costs due to failure to complete the curriculum in full shall not apply during semesters in which the student studies at a foreign educational institution, provided that the UAS recognises at least 15 ECTS credits earned there as part of the student's curriculum in the semester following the study period abroad.

- 2.3.3 The reimbursement of study costs shall be carried out in accordance with the [Conditions for the Reimbursement of Study Costs of Tallinn Health University of Applied Sciences](#).

- 2.3.4 Documents serving as the basis for exemption from the partial reimbursement of study costs shall be submitted by the student together with an application

through the Study Information System no later than 15 September in the autumn semester and 15 February in the spring semester.

3. STUDIES

3.1 Courses/Topics

- 3.1.1 In higher education, courses are divided into compulsory courses and elective courses within the curriculum.
- 3.1.2 In vocational education, topics are divided into compulsory and elective topics.
- 3.1.3 The organisation of vocational qualification examinations, final examinations, master's examinations, and thesis assessment shall be governed by the [guidelines](#) in force at the UAS.
- 3.1.4 To ensure a logical sequence of learning, prerequisite courses may be established for a course, and such prerequisite courses must be completed before the student may enroll in the respective course.
- 3.1.5 The course syllabus shall include the course description, objectives, learning outcomes, mode of delivery, teaching and assessment methods, assessment criteria, a list of required (and supplementary) literature, and any prerequisite courses. The course syllabus shall be available in the Study Information System.
- 3.1.6 For each course, supplementary sections of the course syllabus shall be prepared in the Study Information System. In addition to the information contained in the curriculum, these sections shall include a list and brief description of the topics covered, a list of independent and practical assignments, the timetable, and the prerequisites for admission to examinations and pass/fail assessments. The course syllabus shall indicate the proportion of the final grade constituted by the results of continuous assessment.
- 3.1.7 The lecturer shall introduce the course syllabus to students during the first contact session of the course or in the e-learning environment (in the case of fully online courses or where contact sessions do not take place at the beginning of the course).
- 3.1.8 Course syllabi shall be publicly available in the Study Information System to logged-in users and, in accordance with the established requirements, shall be entered into the Study Information System and approved by the Curriculum Coordinator by the first contact session of the course, but no later than two weeks after the commencement of the semester.
- 3.1.9 The lecturer shall be responsible for the preparation, updating, and timely entry of course syllabi into the Study Information System. The head of the relevant structural unit, or a person designated by them, shall ensure the timely entry, review, and approval of the course syllabi of the respective curriculum or curricula in the Study Information System in accordance with the established requirements.

- 3.1.9.1 Where a course is delivered by more than one lecturer, the course syllabus shall be entered by the course coordinator (responsible lecturer), who shall be responsible for ensuring the coherent structure of the course, the logical sequencing of topics, and the balanced distribution of workload within the course.

3.2 Planning of Studies and Timetable

- 3.2.1 The timetable constitutes the calendar plan for the organisation of studies and shall be prepared with due regard to the coherent delivery of studies and the optimal distribution of the workload of learners and lecturers/teachers throughout the day, week, and semester.
- 3.2.2 The timetable shall comply with the curriculum and shall be available in the Study Information System at least two weeks before the commencement of the academic year and/or the respective semester.
- 3.2.3 Learners shall be notified of any changes to the timetable at the earliest opportunity through notices published in the Study Information System.
- 3.2.4 The timetable shall indicate the date(s) of course assessment and at least one opportunity for reassessment.
- 3.2.5 Learners shall participate in studies in accordance with the approved timetable, which includes the courses/topics of the respective curriculum and the elective courses registered by the student.
- 3.2.6 Learners may enroll in courses for which the prerequisite courses specified in the course syllabus have been completed and/or other prerequisite requirements have been fulfilled. By way of exception, a lecturer or teacher may permit a student to enroll in a course without having completed the prerequisite courses.
- 3.2.7 Students may register elective courses in the Study Information System during the period specified in the academic calendar. Any exceptions shall be communicated to students through notices published in the Study Information System.
- 3.2.8 The organisation of vocational qualification examinations, final examinations, master's examinations, and thesis assessment shall be governed by the [guidelines](#) in force at the UAS.
- 3.2.8.1 Registration for the final examination, master's examination, and thesis shall take place within the periods specified in the academic calendar and in accordance with the [guidelines](#) in force at the UAS.
- 3.2.9 A lecturer may, in justified cases, cancel a student's course registration where a prerequisite course has not been completed. Exceptional cases shall be resolved by the head of the relevant structural unit.

3.3 Practice placement

- 3.3.1 The workload of practice placement in credits, as well as its objectives and tasks, shall be determined by the curriculum. One ECTS credit (ECTS) or one

Estonian Vocational Education Credit Point (ECVET) of practice placement shall correspond to a maximum of two weeks of practice placement, depending on the nature and workload of the activities undertaken. As a general rule, one ECTS credit (ECTS) or one Estonian Vocational Education Credit Point (ECVET) of practice placement shall correspond to 26 hours of work completed at the practice placement site.

- 3.3.2 The exchange of information relating to practice placements shall be coordinated by the Practice Placement Specialist and, in vocational education, by the Head of Academic Affairs, in cooperation with Curriculum Coordinators and Group Instructors. The organisation and recognition of practice placements shall be the responsibility of the relevant structural unit, which shall appoint a UAS supervisor for the learner.

- 3.3.2.1 In the case of international visiting students, the UAS supervisor shall arrange the learner's placement at a practice placement site, maintain contact with both the trainee and the supervisor at the practice placement site, and be responsible for ensuring the achievement of the objectives and learning outcomes of the practice placement, including its workload, as agreed in the practice placement agreement.

- 3.3.3 The organisation of practice placements shall be governed by the Practice Placement [Guidelines](#) in force at the UAS.

- 3.3.4 The practice placement site shall have the right to establish requirements for trainees that arise from the requirements applicable to its employees. Where a trainee refuses to comply with the requirements of the practice placement site, the UAS shall not be obliged to provide an alternative practice placement. As a result, completion of the curriculum may not be possible. Responsibility for the consequences of refusing to comply with such requirements shall rest with the learner.

- 3.3.5 The recognition of paid employment as part of the curriculum shall be governed by the relevant [regulations](#) in force at the UAS.

3.4 Studies as an Exchange Student at Another Estonian or Foreign Educational Institution

- 3.4.1 A learner may, alongside studies at the UAS or during a semester or semesters specifically designated for that purpose, participate in studies as an exchange student at another Estonian or foreign educational institution.

- 3.4.2 A student of the UAS who intends to study at another Estonian or foreign educational institution for one or more semesters shall submit an application through the Study Information System in accordance with the procedures in force at the UAS. Participation in studies as an exchange student and the studies to be undertaken at the host institution shall be approved in advance by the

relevant Curriculum Coordinator and the head of the relevant structural unit and shall be governed by a tripartite agreement.

- 3.4.3 Studies completed at other educational institution(s) and agreed in advance shall be recorded as completed study achievements in the Study Information System upon submission of the relevant documentation. The learner shall be responsible for the timely submission of accurate documentation through the Study Information System.
- 3.4.4 A student who undertakes studies or a practice placement abroad shall not be deemed to have interrupted their studies, and the nominal period of study shall be extended by one semester spent at the foreign higher education institution, provided that the student studied there during a semester and that at least 15 ECTS credits completed at the foreign institution are recognised towards the fulfilment of the student's curriculum. The extension of the nominal period of study shall be formalised after the completion of the study period abroad and the transfer of the learning outcomes.

4. LEARNING ACHIEVEMENTS

4.1 Assessment of Learning Achievements

- 4.1.1 Assessment is an integral part of the learning process through which a fair and impartial evaluation of a learner's level of knowledge and skills acquisition is made on the basis of established assessment criteria and in accordance with the learning outcomes described in the curriculum.
- 4.1.2 Assessment methods and assessment criteria shall be specified in the course syllabus and implementation plan and shall be made available to learners no later than on the day of beginning of the course. They shall not be amended during the semester in which the course is delivered.
- 4.1.3 An assessment method is a means of demonstrating the acquisition of knowledge and skills (for example, an oral or written examination, essay, report, project, group assignment, or other form of assessment). All learning outcomes of a course shall be assessed. Where more than one assessment method is used, the respective weighting of each method in determining the final course grade shall be specified in the course syllabus.
- 4.1.4 An assessment criterion describes the expected level and scope of the knowledge and skills demonstrated through a particular assessment method.
- 4.1.5 Course assessment may be differentiated or non-differentiated.
- 4.1.6 The principles and procedures for assessing the results of continuous assessment activities (including tests, laboratory work, written assignments, and similar activities) shall be specified in the course syllabus. Where the final course grade is based wholly or partly on the results of continuous assessment,

the assessment criteria and weightings of the continuous assessment components shall be specified in the course syllabus.

- 4.1.7 A course shall be deemed completed, a vocational qualification examination, final examination, or master's examination shall be deemed passed, and a thesis shall be successfully defended upon the award of a positive assessment result. All results shall be recorded in the Study Information System.
- 4.1.8 In vocational education, a module shall be deemed completed once a positive result has been achieved in the assessment of all topics and courses comprising the module.
- 4.1.9 A weighted grade point average (hereinafter "WGPA") shall be used to characterise a learner's overall academic performance. The WGPA shall be calculated in the Study Information System by dividing the sum of the products of the grades and credit points of all courses assessed by differentiated assessment (including courses recognised through the Recognition of Prior Learning and Professional Experience (RPL) process) by the total number of credit points of those courses. For calculating the WGPA, all graded results shall be treated equally. Courses assessed by non-differentiated assessment shall not be included in the calculation of the WGPA.
- 4.1.10 The assessment of international visiting students shall be conducted in accordance with Chapter 4 of these Regulations.

4.2 Assessment System in Professional Higher Education and Master's Studies.

- 4.2.1 In differentiated assessment, the level of achievement of students' learning outcomes shall be distinguished in accordance with the uniform grading system for higher education as follows:

"A" (5) – Excellent

Outstanding and exceptionally comprehensive achievement of the learning outcomes, characterised by the free and creative application of knowledge and skills at a level exceeding that expected of a very good performance.

"B" (4) – Very Good

Achievement of the learning outcomes at a very high level, characterised by the purposeful and creative application of knowledge and skills. Minor, non-substantive, and non-fundamental errors may occur in more specific and detailed areas of knowledge and skills.

"C" (3) – Good

Achievement of the learning outcomes at a good level, characterised by the purposeful application of knowledge and skills. Some uncertainty and imprecision may be evident in more specific and detailed areas of knowledge and skills.

“D” (2) – Satisfactory

Achievement of the learning outcomes at an adequate level, characterised by the ability to apply knowledge and skills in typical situations. Deficiencies and uncertainty become apparent in exceptional situations.

“E” (1) – Pass

Achievement of the most important learning outcomes at the minimum acceptable level, characterised by a limited ability to apply knowledge and skills in typical situations. Significant deficiencies and uncertainty become apparent in exceptional situations.

“F” (0) – Fail

Indicates that the student has acquired knowledge and skills below the minimum required level.

- 4.2.2 In non-differentiated assessment, a threshold criterion shall be established. Where the achievement of the learning outcomes meets or exceeds the threshold, the result shall be assessed as sufficient and recorded as “Passed” (P). Where the achievement of the learning outcomes falls below the threshold, the result shall be assessed as insufficient and recorded as “Not passed” (NP).

4.3 Assessment System in Vocational Education

- 4.3.1 Assessment shall be based on the uniform assessment system used in vocational education, including the principles for assessing the achievement of learning outcomes, assessment methods and criteria, and grading descriptions.
- 4.3.2 In differentiated assessment, a sufficient result is achieved where the learning outcomes meet or exceed the assessment threshold and is expressed by the grades “3”, “4”, or “5”. An insufficient result is achieved where the learning outcomes fall below the assessment threshold and is expressed by the grade “2”. The achievement of learning outcomes shall be graded as follows:

Grade “5” – Very Good

The student has achieved the learning outcomes at a level exceeding the assessment threshold, characterised by the independent, purposeful, and creative application of the learning outcomes.

Grade “4” – Good

The student has achieved the learning outcomes at a level exceeding the assessment threshold, characterised by the purposeful application of the learning outcomes.

Grade “3” – Satisfactory

The student has achieved all learning outcomes at the assessment threshold level.

Grade “2” – Unsatisfactory

The student has not achieved all learning outcomes at the assessment threshold level.

- 4.3.3 In non-differentiated assessment, a sufficient result is achieved where the learning outcomes meet or exceed the assessment threshold and shall be recorded as “Passed”. An insufficient result is achieved where the learning outcomes fall below the assessment threshold and shall be recorded as “Not passed”.

4.4 Organisation of Course and Topic Assessment

- 4.4.1 A learner shall be entitled to one primary assessment and two reassessment opportunities in the event of a previous unsuccessful result, including failure to attend the assessment.
- 4.4.2 The primary assessment, including the final confirmation of the assessment record in the Study Information System, shall take place upon completion of the course and no later than the end of the respective semester.
- 4.4.3 The first reassessment, including the final confirmation of the assessment record in the Study Information System, shall take place no later than the first study week of the following semester. The second reassessment, including the final confirmation of the assessment record in the Study Information System, shall take place no later than the second study week of the following academic year.
- 4.4.4 In vocational education, the primary assessment and both reassessments shall be recorded within the same assessment record.
- 4.4.5 A course that has been completed with a passing grade may not be retaken for the purpose of obtaining a higher grade.
- 4.4.6 The date of the primary assessment shall be indicated in the timetable and shall be conducted within the workload allocated to the course. The first reassessment shall also be included in the timetable. Learners shall be informed separately by the lecturer or teacher of the date of the second reassessment, and the lecturer or teacher shall ensure that the assessment record is entered in the Study Information System. Reassessments shall take place outside the workload allocated to the course.
- 4.4.7 The interval between the primary assessment and reassessments shall be at least five working days.
- 4.4.8 Where a learner has failed to complete a course on three occasions, as evidenced by assessment records entered in the Study Information System, the course shall be re-registered for the learner in the semester during which the course is next offered, and the learner shall be required to complete the course again.
 - 4.4.8.1 In vocational education, the recording of three unsuccessful attempts in the final assessment record shall constitute grounds for the learner to repeat the topic.
- 4.4.9 Where a learner fails to complete a course after re-registration, the learner shall be exmatriculated due to outstanding academic debts.
- 4.4.10 When presenting for assessment, including an examination, a learner shall, upon request by the lecturer, teacher, or a person acting on their behalf, present a valid identity document.
- 4.4.11 Prior to a reassessment, the lecturer or teacher shall, where necessary, provide consultation to the learner.

- 4.4.12 Where a learner fails to attend an assessment or fails to fulfil the requirements for admission to the assessment by the assessment date, the result shall be recorded as “Absent” (AB).
- 4.4.13 In vocational education, the achievement of module learning outcomes shall be assessed after all topics within the module have been completed with positive results. The module results shall be entered and confirmed in the Study Information System by the vocational education teacher.

4.5 Recording of Assessment Results

- 4.5.1 A learner’s study achievements and assessment results shall be recorded in the Study Information System.
- 4.5.2 The lecturer or teacher shall ensure that the results of course or topic assessments are made available to learners no later than five working days after the assessment has taken place.
- 4.5.3 Assessment results shall be entered into the Study Information System by the lecturer or teacher responsible, or by an employee designated by the head of the relevant structural unit. In higher education, the assessment record shall be digitally signed and confirmed by the lecturer responsible for the course or by an employee designated by the head of the relevant structural unit.

4.6 Recognition of Prior Learning and Professional Experience (RPL)

- 4.6.1 Recognition of Prior Learning and Professional Experience (RPL) is a process through which a student, vocational education student, or external learner may apply for the recognition of prior learning and work experience towards the fulfilment of curriculum requirements.
- 4.6.2 Learners and external learners shall have the right to apply for the recognition of prior learning and professional experience towards the fulfilment of curriculum requirements in accordance with the RPL regulations in force at the UAS.
- 4.6.3 The implementation of RPL shall be carried out in accordance with the [procedures](#) in force at the UAS. The conditions and procedures for RPL shall be established by the Council of the UAS.
- 4.6.4 In the application of RPL, the acquired competences shall be assessed against the learning outcomes of the course, module, or curriculum, regardless of where, when, or how those competences were acquired.
- 4.6.5 For the fulfilment of curriculum requirements, learning outcomes achieved outside the UAS and relevant professional work experience may be recognised in full, except for the thesis and the vocational qualification examination, final examination, or master’s examination, which must be defended or completed at the UAS.
- 4.6.6 A thesis defended or an examination completed at the same level of education at another educational institution shall not be recognised as prior learning.
- 4.6.7 Relevant professional work experience or completed continuing education may be recognised where it is related to the learner’s or external learner’s curriculum or to a specific course, provided that corresponding courses exist within the UAS curriculum. In the assessment of an RPL application, the learner or external learner may be required to provide evidence of the knowledge, skills, and competences acquired.

5. EXTENSION, SUSPENSION, AND TERMINATION OF STUDIES

5.1 Extension of Studies

- 5.1.1 A student may apply for an extension of studies (postponement of the study completion date) for up to 12 months for the purpose of eliminating academic deficiencies, provided that the student has not completed the final examination or master's examination, or has not defended the thesis.
- 5.1.2 A student who has studied on a part-time basis shall have the right to apply for an extension of studies for up to 12 months or for a period equivalent to the time spent in part-time study, with each extension granted for a maximum of one academic year at a time.
- 5.1.3 Where a student studying during an extension period commences academic leave on the grounds specified in clause 5.2.1, the extension period shall be suspended and shall continue, upon the student's application, after the end of the academic leave.
- 5.1.4 An extension of studies shall be granted on the basis of an application submitted through the Study Information System and formalised by the directive of the Vice Rector for Academic Affairs.
- 5.1.5 An application for an extension of studies must be submitted before the expiry of the student's study completion date.

5.2 Academic Leave

- 5.2.1 A student shall have the right to be granted academic leave, in accordance with the procedures established by the Council of the UAS, generally for a period of up to one year, in addition to the periods specified below:
 - 5.2.1.1 for health reasons, for a period of up to two years;
 - 5.2.1.2 for the completion of compulsory military service or alternative service, for a period of up to one year;
 - 5.2.1.3 for childcare purposes, until the child reaches three years of age.
- 5.2.2 A vocational education student shall have the right to be granted academic leave:
 - 5.2.2.1 for health reasons, for a period of up to two years;
 - 5.2.2.2 for the completion of compulsory military service or alternative service, for a period of up to one year;
 - 5.2.2.3 for childcare purposes, until the child reaches three years of age;
 - 5.2.2.4 if the learner is an adult and is enrolled in a curriculum with a workload of at least 60 Estonian Vocational Education Credit Points (ECVET), for a period of up to one year.
- 5.2.3 The minimum period of academic leave shall be one semester.
- 5.2.4 Academic leave and the early termination of academic leave shall be applied for by submitting the prescribed application through the Study Information System and shall be formalised by a directive. By submitting the application, the learner confirms that they have no outstanding debts to the UAS (including obligations related to the reception desk, student residence, and library).
- 5.2.5 An application for academic leave may not be submitted retroactively.

- 5.2.6 Where a student commences academic leave before the midpoint of the semester, the respective semester shall not be counted as a completed semester of study and shall not be included in the calculation of curriculum completion or study load. Where a student commences academic leave after the midpoint of the semester, the respective semester shall be counted as a completed semester of study and shall be included in the calculation of curriculum completion and study load.
- 5.2.7 Where academic leave is terminated before the midpoint of the semester, the respective semester shall be counted as a completed semester of study and shall be included in the calculation of curriculum completion and study load.
- 5.2.8 Learners may take academic leave at their own request from the second semester of study onwards. Applications may be submitted until 15 February in the spring semester and until 15 September in the autumn semester.
- 5.2.9 For health reasons, a learner may be granted academic leave at any time during the semester. When applying for academic leave on health grounds, the learner shall submit an application together with a medical certificate containing a recommendation from a doctor to take academic leave.
- 5.2.10 For the completion of compulsory military service or alternative service, or for childcare purposes, a learner may be granted academic leave at any time during the academic year.
 - 5.2.10.1 When applying for academic leave for the purpose of completing compulsory military service or alternative service, the learner shall submit an application together with a notice of conscription to compulsory military service or alternative service issued by the Estonian Defence Resources Agency.
 - 5.2.10.2 When applying for academic leave for childcare purposes, the learner shall submit an application together with the child's birth certificate.
- 5.2.11 Academic leave shall end automatically upon expiry of the approved period. If the learner does not return to studies following the end of academic leave, the Academic Affairs Office shall issue a directive for the learner's exmatriculation on the grounds of failure to resume studies.
- 5.2.12 Students shall have the right, while on academic leave, to complete courses that were registered at the beginning of the semester.
 - 5.2.12.1 Academic leave shall not exempt a student from the consequences of failing to complete a registered course.
- 5.2.13 Academic leave shall not exempt a learner from the obligation to reimburse study costs.
- 5.2.14 Upon returning from academic leave, a learner who has outstanding academic obligations may, where necessary, prepare an Individual Study Plan in cooperation with the Specialist of Studies in order to complete the outstanding requirements.

5.3 Exmatriculation

- 5.3.1 Exmatriculation means the removal of a student or vocational education student from the membership of the UAS and from the Estonian Education Information System on the following grounds:

- 5.3.1.1 completion of studies, fulfilment of the curriculum requirements, and issuance of a diploma or graduation certificate;
- 5.3.1.2 exmatriculation from higher education studies:
 - 5.3.1.2.1 insufficient academic progress:
 - 5.3.1.2.1.1 other reasons;
 - 5.3.1.2.1.2 failure to meet the requirements for part-time study;
 - 5.3.1.2.2 other reasons;
 - 5.3.1.2.3 at the student's own request:
 - 5.3.1.2.3.1 unsuitability of the field of study;
 - 5.3.1.2.3.2 financial reasons;
 - 5.3.1.2.3.3 other reasons;
 - 5.3.1.2.3.4 commencement of studies abroad;
 - 5.3.1.2.4 failure to commence studies;
 - 5.3.1.2.5 expiry of the study completion date;
 - 5.3.1.2.6 failure to pay tuition fees by the prescribed deadline;
 - 5.3.1.2.7 failure to attend studies.
- 5.3.1.3 exmatriculation from vocational education studies:
 - 5.3.1.3.1 undignified behaviour;
 - 5.3.1.3.2 failure to pass the vocational qualification examination or professional final examination;
 - 5.3.1.3.3 release from a custodial institution (in prison education programmes);
 - 5.3.1.3.4 at the learner's own request:
 - 5.3.1.3.4.1 departure from Estonia;
 - 5.3.1.3.4.2 unsuitability of the field of study;
 - 5.3.1.3.4.3 financial reasons;
 - 5.3.1.3.4.4 other reasons;
 - 5.3.1.3.4.5 family reasons;
 - 5.3.1.3.4.6 relocation within Estonia;
 - 5.3.1.3.4.7 health reasons;
 - 5.3.1.3.4.8 employment-related reasons;
 - 5.3.1.3.4.9 commencement of studies abroad;
 - 5.3.1.3.5 reasons related to the organisation of studies;
 - 5.3.1.3.6 reasons related to the employer (in work-based learning programmes);
 - 5.3.1.3.7 failure to commence studies;
 - 5.3.1.3.8 failure to pay tuition fees by the prescribed deadline;
 - 5.3.1.3.9 failure to attend studies;
 - 5.3.1.3.10 outstanding academic debts.
- 5.3.2 A learner shall be exmatriculated at their own request upon submission of the prescribed application through the Study Information System.
- 5.3.3 A learner shall be exmatriculated for failure to attend studies, unless the learner is on academic leave or undertaking studies abroad, where the learner has failed to attend studies without a valid reason. Each case shall be considered individually.

- 5.3.4 The UAS shall have the right to exmatriculate a learner who has failed to pay tuition fees by the prescribed deadline, including partial reimbursement of study costs.
- 5.3.5 The UAS shall have the right to exmatriculate a learner for misconduct in the following cases:
 - 5.3.5.1 using unauthorised materials (including electronic or printed materials) during studies, including assessments, where the lecturer or teacher has not permitted their use;
 - 5.3.5.2 engaging in unauthorised exchange of information during studies, including assessments (e.g. prompting, copying, or similar conduct);
 - 5.3.5.3 submitting another person's work, or part thereof, as one's own, or paraphrasing or quoting without proper referencing (plagiarism);
 - 5.3.5.4 resubmitting one's own work for which ECTS credits or ECVET credits have already been awarded (self-plagiarism);
 - 5.3.5.5 participating in an assessment on behalf of another learner or permitting another person to participate in an assessment on one's behalf;
 - 5.3.5.6 the entry into force of a court judgment convicting the learner of a criminal offence;
 - 5.3.5.7 a serious breach of generally accepted standards of conduct or the ethical standards of the profession;
 - 5.3.5.8 damaging the reputation of the UAS;
 - 5.3.5.9 submitting false information, forged documents, or similar materials in coursework, applications, or requests, including an RPL application.
- 5.3.6 The justification for exmatriculating a learner on the grounds of misconduct shall be decided by the Vice Rector for Academic Affairs on the basis of a proposal submitted by the head of the relevant structural unit, department, or Vocational Education Department.
- 5.3.7 Where necessary, the Vice Rector for Academic Affairs may involve the Student Union, the Vocational Education Student Representative Body, and other units, working groups, or decision-making bodies of the UAS in the decision-making process.
- 5.3.8 As an alternative to exmatriculation, a reprimand may be issued to a learner for misconduct.
- 5.3.9 A proposal to exmatriculate a learner or to issue a reprimand on the grounds of misconduct shall be submitted to the Rector. Exmatriculation or the issuance of a reprimand shall be formalised by a directive of the Rector.
- 5.3.10 In the event of the death of a learner, the learner shall be exmatriculated on the basis of a death certificate.

5.4 Completion of the Curriculum and Issuance of Graduation Documents

- 5.4.1 To complete a professional higher education programme, a master's programme, or a vocational education programme and to obtain the corresponding graduation documents certifying the respective level of education, a learner must fulfil the curriculum in its entirety. In vocational

education, the achievement of the curriculum learning outcomes shall be assessed through a vocational qualification examination, which may be conducted in separate parts. Where it is not possible to take a vocational qualification examination in the relevant profession or field of study, studies shall be completed by means of a final examination. The organisation of vocational qualification examinations and final examinations shall be governed by the applicable [guidelines](#).

- 5.4.2 Graduation documents in professional higher education and master's studies shall consist of a diploma and an academic transcript, together with a Diploma Supplement in English. These documents shall be issued in accordance with the Regulation on the [Statute and Formats of Diplomas and Academic Transcripts](#) (in Estonian). A diploma with distinction (cum laude) shall be awarded in accordance with the Regulation on the Uniform Grading System in Higher Education, including the conditions for awarding a diploma with distinction (cum laude), subject to the following conditions:
 - 5.4.2.1 the student has fulfilled the curriculum in its entirety;
 - 5.4.2.2 the student has defended the thesis or passed the final examination or master's examination with the grade "A";
 - 5.4.2.3 the student's Weighted Grade Point Average (WGPA) is 4.60 or higher.
- 5.4.3 The graduation documents issued in vocational education shall consist of a graduation certificate and a grade transcript, which shall be issued in accordance with [the Regulation on the Formats, Statute, and Issuance Procedure of Graduation Documents of Vocational Educational Institutions](#) (in Estonian).
- 5.4.4 A person who has been exmatriculated without the right to receive graduation documents shall, upon application for an archival certificate, be issued a certificate of academic achievements.

6. LEARNER COUNSELLING, SUPPORT SERVICES, AND FEEDBACK SURVEYS

- 6.1 A learner shall have the right to contact the structural unit, department, Vocational Education Department, Academic Affairs Office, and other units and staff members involved in learner counselling (including, for example, psychologists), as well as the Student Union and Vocational Education Student Representative Body, in order to obtain information and advice regarding any issues or questions that may arise.
- 6.2 A learner shall have the right to receive academic counselling, career counselling, and psychological counselling.
- 6.3 First-year students shall be supported in matters relating to the UAS and studies by tutors (UAS students who have received appropriate training).
- 6.4 Learners whose mother tongue is not Estonian may, where necessary, undertake additional studies in the national language in accordance with the [regulations](#) (in Estonian) governing the teaching of Estonian in force at the UAS.
- 6.5 Learners shall have the right to apply for student loans, allowances, grants, and scholarships in accordance with applicable legislation and the regulations of the UAS.

- 6.6 For the purpose of assuring the quality of studies, learners shall be asked to provide feedback (in Estonian) on courses, the organisation of studies, and other study-related matters in accordance with the UAS feedback plan.
- 6.7 Learners shall have the right and the responsibility to provide feedback for the improvement of the quality of studies and to receive information regarding the outcomes of such feedback.

7. APPEALS AGAINST STUDY-RELATED DECISIONS

- 7.1 A learner shall have the right to submit a reasoned appeal against a study-related decision or action. To submit an appeal, the learner shall contact the person or committee that made the decision no later than the first working day following the date on which the decision was made. A response to the learner's appeal shall be provided within three working days.
- 7.1.1 The decision made regarding the learner's appeal shall be recorded in writing by the person or committee that carried out the action or made the decision.
- 7.2 If the learner is not satisfied with the outcome of the appeal, the learner may submit a written appeal to the Rector, together with a detailed justification, within 30 days from the date on which the learner became aware, or should reasonably have become aware, of the decision. The learner shall submit the appeal by e-mail to info@ttk.ee or by post to Kännu 67, 13418 Tallinn, Estonia.
- 7.3 The appeal shall include:
- 7.3.1 the name of the UAS to which the appeal is submitted;
 - 7.3.2 the name of the person submitting the appeal, or, in the case of a legal entity, its name, together with the postal address and contact details;
 - 7.3.3 the content of the contested administrative act or action;
 - 7.3.4 the reasons why the person submitting the appeal considers that the administrative act or action infringes their rights;
 - 7.3.5 the clearly stated claim or request of the person submitting the appeal;
 - 7.3.6 confirmation by the person submitting the appeal that no final court judgment has entered into force and that no court proceedings are pending in the matter concerned;
 - 7.3.7 a list of the documents attached to the appeal.
- 7.4 The UAS shall assist learners in the preparation of appeals. For such assistance, the learner shall contact the Head of the Academic Affairs Office.
- 7.5 A written appeal submitted by a learner shall be resolved in accordance with the document management procedures in force at the UAS.

8. FINAL PROVISIONS

- 8.1 These Academic Regulations and any amendments thereto shall be approved by the Council of the UAS.

- 8.2 These Academic Regulations shall be amended as necessary. For the purpose of ensuring their continued relevance and accuracy, they shall be reviewed at least once every two years.
- 8.3 The right to initiate amendments and additions to these Academic Regulations shall rest with members of the UAS and its structural units.
- 8.4 In matters not regulated by these Academic Regulations, decisions shall be made by the Vice Rector for Academic Affairs.
- 8.5 Part-time study shall be available to students who have been immatriculated from the 2019/2020 academic year onwards.
- 8.6 These Academic Regulations shall enter into force from the 2024/2025 academic year.