

## ACADEMIC REGULATIONS

Adopted on the basis of §2 (3) of the Higher Education Act, § 17 (5)(5) of the Vocational Education Institutions Act and § 14 (9) of Tallinn Health Care College Statute.

### 1. GENERAL PROVISIONS

#### 1.1 Scope of Regulations

- 1.1.1 Academic Regulations (õppekorralduseeskiri, ÕKE) constitutes the fundamental document regulating the teaching and study-related relations at Tallinn Health Care College (hereinafter the College).
- 1.1.2 The aim of the Academic Regulations is to ensure smooth, targeted, and lawful conduct of the College's educational activities.
- 1.1.3 Compliance with the Academic Regulations is mandatory for all members of the College.
- 1.1.4 The College Council and the Rector have the right to establish specifying regulations to Academic Regulations.
- 1.1.5 The official information exchange environment of the study organisation of the College is the study information system (hereinafter [Tahvel](#)) where, among other things, all data regarding studies is collected, processed, communicated and stored.

#### 1.2 Definitions

- 1.2.1 Master's studies are the second level of higher education studies during which the student deepens one's professional knowledge and skills and acquires the knowledge, skills, and attitudes necessary for employment, independent activities and for Doctoral studies. The conduct of Master's degree studies is regulated by the [Higher Education Act](#) and [higher education standard](#).
- 1.2.2 Applied Higher Education Studies is the first level of higher education studies during which the student deepens the general knowledge, acquires necessary basic knowledge and competences to work in a certain profession and knowledge, skills, and attitudes to continue one's studies at the master's level. In addition, student acquires the knowledge, skills, and attitudes necessary to work in a certain professional field. The implementations of Applied Higher Education Studies at a higher education institution are regulated by the [Higher Education Act](#) and [higher education standard](#).
- 1.2.3 Vocational education is a form of study during which students acquire the knowledge, skills, and attitudes for skilled jobs in a vocational, specialized, or professional position. The provision of vocational education in a higher education institute is regulated by the clauses of the [Vocational Educational Institutions Act](#) and the [vocational education standard](#) concerning curricula and the conduct of studies.
- 1.2.4 European Credit Point (ECTS) is a unit of calculation of study volume in applied higher education studies and master's studies which corresponds to 26 hours of work by a student.

- 1.2.5 An Estonian vocational education credit point (ECVET) is a unit of student workload in vocational education which corresponds to 26 hours of work in acquiring knowledge and skills.
- 1.2.6 A study place is a unit of measuring the time of educational organisation which is formed upon the admission of a student for the nominal duration according to the curriculum.
- 1.2.7 The nominal duration of studies (nominal study time) is the assigned period of time in the curriculum in academic years, which is required to complete a curriculum.
- 1.2.8 Learning outcomes are the knowledge, skills and attitudes acquired during studies, which are described at the level required to complete the curriculum, module, or subject. Achievement of learning outcomes at a level beyond required level is distinguished by grading.
- 1.2.9 Competences are knowledge, skills and attitudes or sets of them, acquired as a result of learning, the level of which can be demonstrated, proved and assessed.
- 1.2.10 Plagiarism is presenting someone else's, including one's own written work or part of it under one's own name. Academic fraud is defined as providing or receiving unauthorised aid in completing academic tasks or receiving credit points for an academic paper containing plagiarism. Use of forbidden materials also constitutes academic fraud. Written works are prepared and compiled by students in accordance with the current [guidelines](#) of the college.
- 1.2.11 In the case of reimbursement of study fees, the student must pay the fees in the amount determined by the college council (see clause 2.3.2).
- 1.2.12 A tuition agreement is an agreement between the non-state-funded student and the College, which stipulates the rights and obligations of the non-state-funded student and the College, as well as the amount of the tuition fee and the [procedure](#) for payment.
  - 1.2.12.1 A co-operation agreement is an agreement concluded between an external student and the College regarding the use of services, which stipulates the rights and obligations of a student of a higher education institution, the amount of tuition fees, and the [procedure](#) for payment.
- 1.2.13 A state-funded study place is a place in vocational education without tuition fees which has been formed on the basis of state-commissioned education (including the programme).
- 1.2.14 A non-state-funded study place is a place in vocational education with tuition fees which has been formed outside state-commissioned education and where tuition fees are paid by natural or legal persons.
- 1.2.15 A tuition-fee paying study place is a place of study in higher education applied to a student who does not meet the conditions for tuition-free study, and who has been ex-matriculated and re-matriculated for the same curriculum during the last two years (see 2.3.2).
- 1.2.16 A tuition-fee free study place is a study place in higher education, where studying on the basis of the Estonian-language curriculum is free of charge for a student if he or she studies full-time, and cumulatively fulfills the required study volume in each semester.

### 1.3 **General Principles of Academic Activity**

- 1.3.1 The College offers degree-level studies and continuing education.
- 1.3.2 Degree-level studies is evidence-based learning, as a result of which the student acquires the knowledge, skills and attitudes necessary for active contribution to society, employment, research and development and lifelong learning.

- 1.3.3 Vocational education level studies is education in the course of which a qualification corresponding to a certain qualification level is acquired, which enables access to studies at the next qualification level.
- 1.3.4 Continuing education is a targeted and organised learning process based on the [procedure](#) and curriculum outside the degree-level studies of the College.
- 1.3.5 An academic calendar forms the time bases of the studies, which is approved by College Council for the next academic year no later than in March of the previous academic year. The academic calendar marks the beginning and end of an academic year and each semester, as well as other deadlines important for the organization of studies.
- 1.3.6 The curriculum is divided into academic years. Each academic year lasts 12 months, ten of which are academic months and consist of two semesters (autumn and spring semesters). The autumn semester begins on the Monday closest to September 1. The spring semester begins on the Monday closest to February 1.
- 1.3.7 Autumn semester is preceded by two preliminary weeks and the spring semester is followed by two post-weeks which are intended for the student to eliminate insufficient academic progress. The learning process in these weeks is organised according to a schedule by the respective structural unit.
- 1.3.8 Session studies are a form of studies during which contact-based learning is held in sessions.
- 1.3.9 Work-based learning activities are carried out within the appropriate legislative volume and framework and may take place outside of the timeframe of the academic calendar and are assigned by the structural unit/department according to the student's matriculation date.
- 1.3.10 Workplace-based studies in applied higher education is a form of study in which learning in the respective company or institution comprises more than half of the volume of the curriculum.
- 1.3.11 The College has the right to conduct up to 40% of the study volume (incl. the subject) of the Estonian-language higher education curriculum in English.
- 1.3.12 In the case of full-time vocational studies, the student's independent work comprises at least 15% and less than half of the study load prescribed in the curriculum. Full-time vocational education is divided into college-based and workplace-based studies.
- 1.3.13 In the case of part-time vocational studies, the student's independent work comprises more than half of the study load in the curriculum.
- 1.3.14 In the case of vocational college-based studies, the amount of practical training comprises up to half of the curriculum volume.
- 1.3.15 In the case of workplace-based studies, the amount of practical training comprises at least two thirds of the curriculum volume.
- 1.3.16 The learning process is based on curricula and the terms according to which they are compiled, opened, kept, changed and closed are provided in the College's curriculum [statutes](#).
- 1.3.17 A curriculum is a source document for studies which sets out the content, timeframe and organization of the studies; objectives of the studies, including the expected learning outcomes, the nominal term and volume of studies, enrolment requirements, the list and volume of subjects, possibilities and conditions for choosing subjects, possibilities for specialisation and conditions for completing the studies.
- 1.3.18 The implementation plan of the modules of the vocational education curriculum is the fundamental document for the implementation of the curriculum, which is published on the College's website.

- 1.3.19 A module is a comprehensive content unit in vocational education which describes competence requirements and their respective learning outcomes.
- 1.3.20 Studies are in the form of contact learning, practical training and independent work.
- 1.3.21 Contact learning is a lecture, seminar, practicum / practical work, simulation learning, laboratory work, individual lessons or other study conducted in a manner determined by the educational institution, the purpose of which is to acquire knowledge and skills.
- 1.3.21.1 Contact learning takes place in a virtual or physical learning environment, in which both the student and the academic staff or supervisor participate.
- 1.3.22 E-learning is learning that takes place in part or in full through digital means.
- 1.3.23 Distance learning is a form of learning where students and lecturers are physically separated from each other and learning activities take place in a virtual learning environment, including courses that are supervised in e-learning.
- 1.3.24 Blended learning is a form of learning where part of the learning takes place simultaneously as part-time and some as distance learning.
- 1.3.25 Independent work is obtaining the necessary knowledge for achieving learning outcomes independently according to the assignments issued by a member of the teaching staff. The requirements of independent work are provided in the subject programme.
- 1.3.26 Practical training is an activity targeted at achieving learning outcomes and which aims at implementing the acquired knowledge and skills in a work environment in a form set by the educational institution and under the supervision of a supervisor.
- 1.3.27 An individual study plan is an individual schedule compiled for the learner to achieve their learning outcomes.
- 1.3.28 A subject is a uniform unit for teaching, learning activities and assessing learning outcomes in a certain field of knowledge. A course is formed based on the objectives and learning outcomes described in the curriculum. A subject is formulated as a subject programme in the Study Information System Tahvel. A synonymous term in vocational education is "module", which is regarded as being the same as a subject in the Academic Regulations.
- 1.3.29 A subject programme is a description of the subject which lists the general description of the subject, objectives, learning outcomes, form description (including the conditions for using computer and other interactive environments), methods of study, description of individual work, timetable, compulsory literature, recommended literature, means of assessment, additional information, assessment criteria and division of topics.
- 1.3.30 Simulation studies are a teaching strategy in which real-life situations are imitated. Simulation studies are conducted under the guidance of academic staff in order to acquire the necessary skills through contact lessons, practical training or independent work.
- 1.3.31 A lecture is a verbal presentation by one or several members of teaching staff in a physical or e-learning environment.
- 1.3.32 A seminar is a type of active learning (including in an e-learning environment) in which students acquire learning outcomes through discussions and conversations under the guidance of teaching staff.
- 1.3.33 Practical classes are conducted to practise knowledge-based skills in a learning environment.
- 1.3.34 Participation in seminars, practicum/practical classes, practical training and simulations is generally mandatory; specific requirements are specified in the respective subject programme/operational programme.

#### 1.4 **Students and becoming a student**

- 1.4.1 A College student is a student registered in the [Estonian Education Information System](#) as a member of the college (matriculated) who is studying in a degree level curriculum. Students and undergraduates are matriculated with a directive of the Rector.
- 1.4.2 A student is a College undergraduate student or a student with a personal student number. A student number is an identification formed of numbers and letters provided to every student upon matriculation. The student is obliged to immediately notify the higher education institution of the change of his / her name by forwarding the information by e-mail to the study specialist.
- 1.4.3 College' s students are:
- 1.4.3.1 undergraduate students and students;
  - 1.4.3.2 a foreign student is an (undergraduate) student who was not an Estonian citizen at the time of matriculation, was not the holder of the right of residence / residence permit and whose country of residence was a foreign country;
  - 1.4.3.3 an exchange student (and undergraduate student) is a student matriculated in a higher education curriculum who has been granted the right to study abroad for up to one year under an agreement between the institution, the student, and the host institution and who is treated as an international student during the exchange period. The study or internship agreement and the scholarship agreement are drawn up at least two weeks before the start of the exchange period.
  - 1.4.3.4 a visiting student/undergraduate student is a student who has matriculated in another Estonian educational institution and who has acquired the right to study at the College for up to one year on the basis of a formal personal application and / or an agreement between the educational institutions. Studying as a visiting student is formalized by an agreement between educational institutions for a fixed period of time.
    - 1.4.3.4.1 A (foreign) visiting student is a student studying at an Estonian higher education institution, but not a matriculated (undergraduate) student, who has received the right to study at the higher education institution for up to one year on the basis of an agreement between the institution (e.g. Erasmus and other programmes, but also students who study on their own). The study or internship agreement and, if necessary, the scholarship agreement have been drawn up at least two weeks before the start of the exchange period. Based on the completed contract, the student's data is transferred to Tahvel.
- 1.4.4 An extern is a person who has previously studied in the same or a similar curriculum as the degree-level studies of the college.
- 1.4.4.1 An external student is a student whose study load is less than part-time (up to 15 ECTS per semester), not counting the final thesis, final exam or passing the internship.
  - 1.4.4.2 An external student has the right to take the subjects of his or her choice with the approval of the Vice-Rector for Academic Affairs and the head of the respective study structure unit, reimbursement of study expenses is made in accordance with the regulations in force at the College and the co-operation agreement concluded between the parties.

1.4.4.3 The cooperation agreement is concluded for one semester and ends on the date specified in the agreement, or on the end date of the semester indicated in the academic calendar of the College, whichever comes first.

1.4.5 The status and organisation of continuing education learners are regulated by the College council approved document 'Types and [regulations](#) of continuing education'.

## **2. STUDY VOLUMES, STUDY PLACES AND REIMBURSEMENT OF TUITION FEES**

### **2.1 Study load and volume**

2.1.1 Studies in applied higher education curricula are held in full volume and/or part-time volume.

2.1.2 Master's degree curriculum studies are held in full volume and/or part-time volume.

2.1.3 Studies in the vocational curricula are held in full volume and/or part-time volume.

2.1.4 In higher education studies the study volume is fixed in Estonian Education Information System at least twice during the study year according to the academic calendar.

2.1.5 In full-time studies, a student shall cumulatively complete at least 75% of the curriculum by the end of each academic year. The full-time volume in applied higher education and Master's degree education is at least 45 ECTS per academic year.

2.1.6 The study load is determined at the end of the student's academic year, but not later than September 15. Students who have not fulfilled the full-time requirement by the end of the academic year will be transferred to part-time studies.

2.1.7 In part-time studies, the student cumulatively completes 50–75% of the volume of studies to be completed according to the curriculum by the end of each academic year. The volume of part-time studies per academic year in applied higher education and master's studies is at least 30 ECTS and less than 45 ECTS.

2.1.8 A full-time and workplace-based student shall cumulatively complete at least 75% of the curriculum by the end of each semester. The full-time volume in applied higher education and Master's degree education is 22.5 ECTS per semester.

2.1.9 The study load of a student returning from an academic leave is fixed cumulatively.

2.1.10 Part-time students reimburse the tuition fees according to the College's regulation of reimbursing tuition fees.

2.1.11 In the event of failing to complete the part-time studies the student will be deleted from the matriculation list of students.

2.1.12 A student studying full-time must cumulatively pass 100% of the compulsory subjects in their curriculum, the higher educational elective and optional subjects, and elective modules from vocational education

2.1.13 The volume of full-time studies in applied higher education and Master's studies is 60 ECTS per academic year and 30 ECTS per semester.

2.1.14 A full-time student is obliged to cumulatively fulfil the curriculum volume of previous semesters by the beginning of the current semester.

2.1.15 In the event of failure to fulfil the curriculum, the student of applied higher education in full-time studies has an obligation to partially reimburse the study expenses in accordance with the conditions for reimbursement of the study expenses of the College.

2.1.16 The volume of full-time studies in vocational education is 60 ECTS per academic year.

2.1.17 A student studying full-time and in full volume is transferred to the next course.

- 2.1.18 Adding subjects to the curriculum in the Study Information System Tahvel means registering for a subject in higher education. In justified cases, the head of the study structure unit has the right to allow the student to complete subjects on the basis of an individual study plan. The student submits an application with a justification for drawing up an individual study plan to the study specialist. The individual study plan is prepared by the study specialist in cooperation with the curriculum manager and the student, and it is approved by the head of the study structure unit. The individual study plan is added by the study specialist to SIS Tahvel to the student's data. According to the individual study plan, the study specialist registers the subjects for the student. The student is responsible for the fulfilment of the individual study plan, the fulfilment of the individual study plan is supervised by a study specialist. When compiling a student's individual study plan, the requirement to fulfil the student's study load must be taken into account.
- 2.1.19 Electives and optional subjects as well as RPL subjects are considered part of the completion of workload and volume of the respective curriculum in higher education.
- 2.1.20 Vocational education students may, upon applying, request an extension to their studies once during their study period for up to two semesters to make up for their insufficient academic progress. The student must submit the application together with an individual study plan to the vocational education department. After approval, the student submits an application for an individual study plan to the study specialist in the study information system Tahvel. The extension of studies is not considered as part of the nominal study time. Once the nominal time has expired, a student in a state-funded place is transferred to a non-state-funded place.
- 2.1.21 The student may apply to be transferred from full-time or part-time studies to external studies by submitting to the Rector an application of exmatriculation which is previously approved by the head of the structural unit and the Vice-Rector of Studies and sign an external cooperation agreement.
- 2.1.22 Recognition of prior learning and work experience does not count towards completing the curriculum when applying for a scholarship.

## **2.2 Study places and how they are filled**

- 2.2.1 Matriculation is registering a (undergraduate) student as a member of the College and in the Estonian Education Information System.
- 2.2.2 The College matriculates students in applied higher education and Master's study curricula for state-funded full-time study places, except for students who have matriculated in English curricula and have matriculated in the same curriculum during the last two years.
- 2.2.3 In vocational education curricula, students are matriculated in both state-funded and non-state-funded places.
- 2.2.4 The upper limit (and the lower limit, if necessary) of matriculated students and undergraduate students is set by the College Council.
- 2.2.5 The upper limit of students matriculated in applied higher education and at the Master's degree level depends on the amount of specific study places in the College, the requirements set by funding directives, societal needs and the number of practical training placements in the practical training bases.
- 2.2.5.1 The College has the right to matriculate a student who has discontinued the curriculum, if the student has completed the study volume of the first academic year of the curriculum.

- 2.2.5.1.1 In case of vacancies, the student is matriculated on the basis of an application and an individual study plan.
- 2.2.6 The upper and lower limits of students matriculated for state-funded and non-state-funded study places are based on the possibilities of the study environment of the College and the resources necessary for conducting studies.
- 2.2.7 Study places are filled according to the [rules for student admissions](#) of the College.
- 2.2.8 A student place becomes vacant when a previous learner in the place of study is exmatriculated before the nominal term expires.
- 2.2.9 First-year students who have been absent without a justified reason for two weeks from the beginning of the academic year (until 15 September in the autumn semester and until 15 February in the spring semester) or students who quit their study place shall be deleted from the matriculation register on the basis of not commencing their studies (in which case they are not counted as part of the drop-out rate). Up to three weeks after the beginning of the academic year, the next candidate in the ranking of candidates in the same competition who did not meet the upper limit of admissible students may take the vacant study place.
- 2.2.10 Upon the vacancy of the state-funded study place, the person matriculated to the non-state-funded study place will be transferred to the state-funded study place according to the ranking of the candidates up to four weeks after the beginning of the study in the respective curriculum.
- 2.2.11 In the case of vacancies, the College has the right to transfer a non-state-funded student to a state-funded place in the same curriculum according to the ranking list (weighted average grade in SIS), except for the first semester, during which the admission ranking list is considered. A written application for a state-funded place must be submitted by a non-state-funded student in the Study Information System Tahvel. Students with tuition fee debts or insufficient academic progress are not transferred to state-funded places.
- 2.2.12 Applications for vacancies in state-funded places in vocational education are open to students who:
  - 2.2.12.1 have met the requirements for commencing studies in the respective curriculum;
  - 2.2.12.2 have collected at least half of the ECVET of the subject in the respective curriculum or subjects that fit the curriculum;
  - 2.2.12.3 have no tuition fee nor prior learning or work experience debts before the College.
- 2.2.13 A person not matriculated in the college or in the respective curriculum must submit a written application to the Rector in order to apply for a vacant state-funded place. Transfer to a vacant state-funded place is coordinated with the Vice Rector and the head of the vocational education department.

### 2.3 Reimbursement of Study Costs

- 2.3.1 Studying is free of charge in the Estonian curricula of applied higher education and at the Master's degree studies during the standard study period when completing the curriculum cumulatively in full volume and meeting the requirements provided in 2.3.3 and 2.3.4.
- 2.3.2 Reimbursement of tuition fees may be claimed from a student who:
  - 2.3.2.1 has not completed the curriculum in the prescribed amount by the end of the academic year;

- 2.3.2.2 is studying part-time, unless he or she meets the condition of point 2.3.3 of this chapter, or starts studying part-time;
- 2.3.2.3 does not study on the basis of Estonian language curriculum
- 2.3.2.4 studies at the same level of higher education at least half of the nominal duration free of cost, and less than three times the nominal duration of the curriculum has elapsed since admission to such studies or, in the case of integrated Bachelor's and Master's studies, two times the nominal duration has elapsed.
- 2.3.2.5 has been excluded and re-admitted to the same curriculum within two years.
- 2.3.3 Partial compensation of tuition fees is not applied if the student is:
  - 2.3.3.1 a person who has moderate, serious or severe disability;
  - 2.3.3.2 a parent or caretaker of a child younger than 7 years of age, or of a disabled child.
  - 2.3.3.3 partial reimbursement of study expenses in case of non-fulfilment of the full curriculum is not applied in semesters during which the student studies in a foreign educational institution when the College calculates at least 15 ECTS towards the semester following the study abroad.
- 2.3.4 Reimbursement of study expenses is made in accordance with the [conditions](#) for reimbursement of study expenses of Tallinn Health Care College.
- 2.3.5 The documents freeing a student from partial tuition fees must be submitted by the student to SIS Tahvel by 15 September the latest in the autumn semester and 15 February the latest in the spring semester.
- 2.3.6 Non-state-funded students of vocational education curricula are invoiced according to their study services agreement/cooperation agreement.

### **3. STUDIES**

#### **3.1 Subject**

- 3.1.1 Subjects are divided into the mandatory, elective and optional subjects of a curriculum.
  - 3.1.1.1 Mandatory subjects must be completed in order to complete the curriculum.
  - 3.1.1.2 An elective is a subject in or outside the curriculum which must be completed under the conditions set in the respective curriculum.
- 3.1.2 Final theses and final/Master's examinations are regulated by the current College [directive](#).
- 3.1.3 In order to secure a logical order of learning, each subject may have prerequisite subjects, which must be completed before taking the following subject.
- 3.1.4 A short description of the subject, its objectives, learning outcomes, form description, learning and assessment methods, assessment criteria, list of compulsory (and recommended) literature and prerequisite subjects are noted in the subject programme available in Study Information System Tahvel.
- 3.1.5 A subject has sub-chapters in Study Information System which also include a list of topics and a short description thereof, a list of independent and practical tasks, a schedule and the prerequisites for exams and evaluations. The subject programme displays the part that continuing assessments will make up in the final evaluation.
- 3.1.6 A member of the teaching staff introduces the subject programme to the undergraduate students/students during the first contact lecture of the respective subject or in the e-learning environment (in the case of a 100% e-learning course or if contact-based classes are not scheduled for the beginning of the course).
- 3.1.7 Subject programmes are available to the person logged in to the Study Information System and must be entered in SIS and approved by the head of the curriculum/head of

the vocational education department by the first contact lesson (see clause 3.5.5) but no later than two weeks after the start of the semester.

3.1.8 The lecturer/teacher is responsible for preparing, updating and entering the subject curriculum into SIS, and the head of the respective structural unit or a person appointed by them takes responsibility for the timely and correct entering and verifying of the relevant curricula.

3.1.8.1 If a subject is taught by several lecturers/teachers, the lecturer who is responsible for the coherent structure, logical order of topics and even workload of the course enters the subject programme.

## 3.2 **Organisation of studies and timetable**

3.2.1 The academic calendar is a timetable which is formed keeping in mind the consistency of studies, and dividing the workload of learners and teachers optimally per day, week and semester.

3.2.2 The timetable shall be in conformity with the curriculum and available in SIS at least two weeks before the beginning of the academic year and/or the respective semester.

3.2.3 Students will be notified of changes to the timetable as soon as possible via messages in the study information system Tahvel.

3.2.4 The evaluation time(s) and at least one time slot for re-taking the exam must be allocated in the timetable.

3.2.5 The learner takes part in classes according to the timetable, which includes the subjects of a specific curriculum and both the electives and optional subjects declared by the student.

3.2.6 The learner can study subjects for which they have completed the prerequisite subjects and/or met other conditions. As an exception, the lecturer/teacher may allow the undergraduate/student to take the subject without completing the prerequisites.

3.2.7 Electives and optional subjects can be declared by the students in SIS during the period noted in the academic calendar (except for vocational education learners). Undergraduate students/students are notified of exceptions via notifications in SIS.

3.2.8 Declaration of final exams, Master's exams and final defences is possible at the times noted in the academic calendar and according to the current [directive](#) of the College.

3.2.9 The lecturer/teacher may cancel an undergraduate student's/student's subject declaration in justified cases (prerequisite subjects have not been completed). Exceptions are handled by the head of structural unit/head of the vocational education department.

3.2.10 Subjects taught at the college may also be taken by persons who are neither undergraduate students nor students of the college. Their registration for subjects takes place according to the regulations set for externs and students of continuing education at the college.

## 3.3 **Practical Training**

3.3.1 The volume of practical training is set in the curriculum and its objectives and tasks are noted in the subject programme available in SIS.

3.3.2 Communication regarding practical training is coordinated by the practical training specialist in cooperation with the heads of curricula. Carrying out and evaluating practical training is organised by the structural unit/vocational education department, which assigns a college supervisor to students.

3.3.3 Recognition of paid work as part of learning is regulated by the respective directives of the College.

- 3.3.4 The volume of practical training in credit points is regulated in the curriculum. 1 ECTS/1 ECVET of practical training equals a maximum of two training weeks, depending on the nature and workload of the job. 1 ECTS/ 1 ECVET of practical training generally equals 26 astronomical hours of work at the place of training.
- 3.3.5 The college-assigned supervisor organises the sending of the learners to the practical training base. They also check the achievement of learning outcomes and objectives of practical training, including at the practical training base.
- 3.3.6 In accepting foreign visiting students, the college-assigned practical training supervisor organises sending them to the practical training base, keeps in contact with the trainee and training base supervisor and takes responsibility for accomplishing the objectives and learning outcomes (including volume) agreed upon in the practical training agreement.
- 3.3.7 Evaluation of foreign visiting students is in accordance with Chapter 4.
- 3.3.8 The traineeship base has the right to set requirements for the trainee arising from the institution's requirements for employees. If the trainee refuses to meet the requirements of the traineeship base, the higher education institution will not guarantee a traineeship, as a result of which it is not possible to complete the curriculum. The responsibility for refusing to meet the requirements lies with the student.

#### 3.4 **Studying in another Estonian or foreign institution as an exchange student**

- 3.4.1 While studying at the College, a learner may simultaneously or in separately planned semester(s) study as an exchange student in another Estonian or foreign educational institution.
- 3.4.2 A student going to study in another Estonian or foreign educational institution for one or several semesters must submit an application in SIS in accordance with the current directive of the college. The commencement of studies and studies there as an exchange undergraduate student / student shall be approved in advance by the respective head of the curriculum and the head of the study structure unit and shall be provided by a tripartite agreement.
- 3.4.3 Studies carried out in another educational institution(s) which are agreed upon beforehand are transferred to the Study Information System after submitting the respective documentation. The learner is responsible for the timely submission of valid documentation in SIS Tahvel.
- 3.4.4 A student studying or completing practical training abroad is regarded as not deferring their studies, and their nominal time is extended by the semester abroad if the student studied there during the semester and the subjects completed there are transferred to their curriculum in the volume of at least 15 ECTS. Extension of the nominal time is formalised after the studies abroad and the transferring of the results have been completed.

#### 3.5 **Conducting e-learning**

- 3.5.1 E-learning is a study form where the lecturer/teacher and the learner are not physically in the same room and the study process is held via electronic communication devices in an online environment. Learners must participate in e-learning on the conditions provided in the study programme.
- 3.5.2 College's e-learning platform is Moodle, where electronic and immediate study process takes place, also, study materials are stored and information on study organisation is communicated in Moodle environment.

- 3.5.3 All online study materials of all subjects together with descriptions of activities and/or e-learning are available in Moodle environment and the lecturer/teacher responsible for them makes sure that all links and necessary tools are active, etc.
- 3.5.4 All activities conducted via e-learning and learners' assessments are derived from subjects' learning outcomes and their evaluation criteria.
- 3.5.5 If no other contact learning is conducted within the subject, the lecturer/teacher introduces the study programme to the learners via e-learning environment.
- 3.5.6 The content of the e-course must correspond to the subject's volume and study level, its structure must be organized in a logical and comprehensive manner and contain interactive learning methods.
- 3.5.7 It is obligatory to create a learning instruction for the e-course where the course's study materials (books, lecture notes, study materials from webpages or learning environment), description of the learning process, course's timetable, description of tasks, obligatory requirements and if necessary, instructions to use the learning environment (if tools outside the College's official e-learning environment are used) are clearly indicated.
- 3.5.8 The technological tools of the course content support the achievement of learning outcomes and are technically operational.

#### **4. ACADEMIC PERFORMANCE**

##### **4.1 Assessing Learning Outcomes**

- 4.1.1 Evaluation is part of the study process where, based on certain assessment criteria, a fair and impartial assessment is given of the level of the student's acquisition of the knowledge and skills described in the learning outcomes of the curriculum.
- 4.1.2 Assessment methods and criteria are designated in the subject programme, which is made available to learners by the beginning of the course at the latest, and it is not changed during the semester of the subject concerned.
- 4.1.3 An assessment method is a way of demonstrating the acquired knowledge and skills (e.g. a written or oral examination, essay, report, project or group project). All of the learning outcomes of a subject must be assessed, and in the case of assessment with several methods, all of the respective parts are described in the subject programme.
- 4.1.4 Assessment criteria describe the expected level and scope of the knowledge and skills demonstrated by the assessment method.
- 4.1.5 Assessment of a subject is either differential or non-differential.
- 4.1.6 The basis of assessing regular studies (tests, laboratory work, papers, etc.) is described in the subject programme. If the grade of the subject is partially or completely based on regular tasks, the assessment criteria and proportion thereof are described in the subject programme.
- 4.1.7 A subject is considered completed, a final/Master's examination passed and a final paper defended after gaining a positive grade in the subject evaluation. All results must be visible in SIS.
- 4.1.8 In vocational education, a module is considered passed after receiving positive results in the subject evaluation.
- 4.1.9 Weighted average grades are used to characterise the general success of a learner. These are calculated in SIS by multiplying all grades and ECTS of subjects with differential assessment (including Recognition for Prior Learning) and dividing the total by the amount of respective credit points of the subjects. In calculating the weighted average

grade, all graded results are considered equal. Subjects ending with non-differential evaluation are not considered when calculating the weighted average grade.

#### **4.2 Grading System in Applied Higher Education and at Master's Degree Level**

4.2.1 In the case of differential evaluation, the student's level of learning outcomes is differentiated according to a central evaluation system of higher level education as follows:

- A (5) "excellent" is an outstanding and wide-ranging level of accomplishing the learning outcomes which is characterised by the exceptionally free and creative use of knowledge and skills;
- B (4) "very good" is achievement of the learning outcomes at a very high level, characterised by proper and creative use of the knowledge and skills. More specific and detailed elements of knowledge and skills may reveal certain errors that are neither substantive nor serious;
- C (3) "good" is a good level of achievement of the learning outcomes characterised by proper use of the knowledge and skills in typical situations. More specific and detailed elements of knowledge and skills reveal uncertainty and imprecision.
- D (2) "satisfactory" is a sufficient level of achievement of the learning outcomes characterised by the ability to use the knowledge and skills in typical situations; non-typical situations reveal shortfalls and uncertainty;
- E (1) "sufficient" is the minimally acceptable level of achievement of the most important learning outcomes characterised by a limited ability to use the knowledge and skills in typical situations; non-typical situations reveal considerable shortfalls and uncertainty;
- F (0) "insufficient" shows that the student has achieved the knowledge and skills at lower than the minimum level.

4.2.2 In the case of non-differential evaluation there is a criterion to meet the mandatory level, meeting or exceeding which is graded with the word "pass" and below which is marked as insufficient with the word "non-pass".

#### **4.3 Grading System in Vocational Education**

4.3.1 In vocational education, evaluation is based on a general grading system, assessment of the achievement of learning outcomes, evaluation methods and criteria and descriptions of grades.

4.3.2 In the case of differential grading, a sufficient result is the achievement of learning outcomes at a level that corresponds to or exceeds the threshold level, as expressed by the grades "3", "4" and "5", while an insufficient result is the achievement of learning outcomes at a level lower than the threshold level, as expressed by the grade "2". Numeric grades are used to express the level of learning outcomes as follows:

grade "5" – "excellent" – the student has achieved the learning outcomes at a level that exceeds the threshold and that is characterised by independent, purposeful and creative use of the outcomes;

grade "4" – "good" – the student has achieved the learning outcomes at a level that exceeds the threshold and that is characterised by purposeful use of the outcomes;

grade "3" – "satisfactory" – the student has achieved all of the learning outcomes at the level of the threshold;

grade "2" – "insufficient" – the student has not achieved all of the learning outcomes at the level of threshold.

4.3.3 In the case of non-differential assessment, the achievement of learning outcomes at a level that corresponds to or exceeds the threshold level and that is expressed by the word

“pass” is sufficient. An insufficient result is the achievement of learning outcomes at a level lower than the threshold level, as expressed by the word “non-pass”.

#### **4.4 Directive for evaluating subject/modules**

- 4.4.1 The learner is eligible for a main evaluation of the subject and two re-evaluations in the case of a negative assessment (including non-appearance).
- 4.4.2 Main assessment (including verifying the final protocol in SIS) takes place at the end of a subject, and at the end of the respective semester at the latest.
- 4.4.3 First re-evaluation (including verifying the final protocol in SIS) takes place in the first academic week of the following semester at the latest, and the second re-evaluation (including verifying the final protocol in SIS) in the second academic week of the following academic year at the latest.
- 4.4.4 A subject completed with a positive grade cannot be taken again in hopes of receiving a better grade.
- 4.4.5 The time of main evaluation is noted in the timetable, and it contributes to the overall volume of the subject. First re-evaluation also needs to be noted in the timetable. The lecturer/teacher notifies the respective study group about the second re-evaluation personally, and ensures the formulation of a protocol in SIS. Re-evaluations are held outside the overall volume of the subject.
- 4.4.6 The period between main and re-evaluation must be at least five working days.
- 4.4.7 Upon failing to pass a subject for three times (marked in a protocol in SIS), the learner is registered for the same subject for next semester and must retake the subject.
- 4.4.8 If the learner does not pass the subject having registered to the subject again in a new semester, he or she will be exmatriculated due to insufficient learning progress.
- 4.4.9 Upon coming to the assessment, including the exam, the student is required to present an identification at the request of the lecturer / teacher or a person replacing him or her.
- 4.4.10 The lecturer/teacher shall offer consultation before the re-evaluation if necessary.
- 4.4.11 A learner who does not show up (or fulfil the requirements by the time of evaluation) is graded as "non-appearance".
- 4.4.12 In vocational education, the achievement of module learning values is assessed after a positive result for all subjects in a module. Module results are entered in SIS by the head of the module.

#### **4.5 Formulation of assessment results**

- 4.5.1 The lecturer/teacher provides the assessment results for students within five working days of an evaluation.
- 4.5.2 The responsible lecturer/teacher or worker assigned by the structural unit/vocational department enters the assessment results and confirms protocol points in SIS.
- 4.5.3 The student's learning outcomes are presented in SIS.
- 4.5.4 Protocols and vocational training logs are approved with the digital signature of the (responsible) teacher /lecturer in the Study Information System.
- 4.5.5 The responsible lecturer/teacher of the subject appointed by the head of the structural unit/vocational department is responsible for the timely and valid formulation of protocols.

#### 4.6 **Recognition of Prior Learning and Work Experience**

- 4.6.1 The recognition of prior learning and work experience (VÕTA as abbreviated in Estonian, in English RPL) is a process during which the student/extern may apply for consideration of their prior learning and work experience as part of their curriculum.
- 4.6.2 Students/externs have the right to apply for consideration of prior learning and work experience as part of their curriculum in accordance with the current RPL regulations of the College.
- 4.6.3 The implementation of RPL is in accordance with the current [directive](#) of the College. The conditions of and procedures for RPL are decided by the College Council.
- 4.6.4 RPL evaluates the compliance of the achieved competences with a subject/module/learning outcomes of the curriculum, regardless of the time, place and method of achievement.
- 4.6.5 Prior learning and work experience can be transferred in whole as part of the completion of the curriculum, except for the final paper or exam/Master's exam, which must be defended or taken at the college.
- 4.6.6 A final paper at the same degree level and exams taken elsewhere are not considered as prior learning.
- 4.6.7 Work experience or training is transferable if they are related to the curriculum of the learner/extern or to a specific subject (although this requires the existence of a prerequisite subject). In evaluating a RPL application, the student may be asked to provide evidence of the competences they have achieved.

### 5. **DEFERRAL, EXTENSION AND COMPLETION OF STUDIES**

#### 5.1 **Extending studies**

- 5.1.1 Students may apply for the extension of their studies (postponing the end date of their studies) to make up for insufficient academic progress for up to 12 months if they have not taken the final and Master's exam or defended their final thesis.
- 5.1.2 Part-time students have the right to apply for the extension of studies up to 12 months or for the time already studied part-time for one study year at one time.
- 5.1.3 If a student studying on extension goes on an academic leave for the reasons set out in 5.2.1, their extension period is suspended and continues upon their application following their academic leave.
- 5.1.4 The extension of studies shall be formalised with a directive of the Vice Rector of Academic Affairs.
- 5.1.5 An application for extending studies must be submitted before the final date of studies has passed.

#### 5.2 **Academic leave**

- 5.2.1 An undergraduate student is entitled to an academic leave generally of up to one year in accordance with the procedure established by the College Council, and additionally:
  - 5.2.1.1 for two years for health reasons;
  - 5.2.1.2 for up to one year for starting a term of service in the Estonian Defence Forces or alternative service;
  - 5.2.1.3 to care for a child until the child reaches the age of three.
- 5.2.2 The student has the right to academic leave:
  - 5.2.2.1 for two years for health reasons;
  - 5.2.2.2 for up to one year for starting a term of service in the Estonian Defence Forces or alternative service;

- 5.2.2.3 to care for a child until the child reaches the age of three.
- 5.2.2.4 an adult student who is studying in the curriculum with a volume of at least 60 credits for up to one year.
- 5.2.3 An application for academic leave cannot be submitted with a retroactive date.
- 5.2.4 Minimum period of time for academic leave is one semester.
- 5.2.5 If a student takes an academic leave before the half semester the semester will not count in terms of completing the curriculum and considering the study load. If the student takes an academic leave after the half semester date, the semester will be taken into account considering the completion of the curriculum and study load.
- 5.2.6 Starting and completing academic leave is applied for by presenting a respective application in SIS and is formalised with a directive. By submitting an application, the learner confirms that they do not have any debts in regard to the reception desk, student housing or the library.
- 5.2.7 Students are entitled to an academic leave upon their request starting from the second semester. The respective application may be submitted until 15 February in the spring semester and until 15 September in the autumn semester.
- 5.2.8 The learner may be entitled to an academic leave at any time during the academic year when starting service in Estonian Defence Forces or alternative service, or taking care of a child. The student must present a call-up notice to the Study Department when going on academic leave to start service in Estonian Defence Forces or alternative service, in order to care for a child on academic leave, the student must submit an application together with the child's birth certificate.
- 5.2.9 The learner may take an academic leave for health reasons at any time during the semester. A student must present a doctor's note to the Study Department with a recommendation to go on academic leave when taking leave for health reasons.
- 5.2.10 Academic leave ends automatically after the deadline. If the learner does not return to studies after their academic leave, the Study Department issues a directive for the deletion of the student from the matriculation register on the grounds of non-appearance.
- 5.2.11 Students have the right to complete the subjects registered at the beginning of the semester while on academic leave.
  - 5.2.11.1 Academic leave does not exempt from not completing a registered subject.
- 5.2.12 Taking an academic leave does not release a student from the payment of tuition fees.
- 5.2.13 The learner has a possibility to compile, together with the study specialist, an individual study plan to make up for existing insufficiencies in study progress upon returning from academic leave.

### **5.3 Exmatriculation**

- 5.3.1 Exmatriculation is the deletion of a student from the college's list of students and the Estonian Education Information System in the following cases:
  - 5.3.1.1 graduating from the College, completing of curriculum and receiving a diploma;
  - 5.3.1.2 ex-matriculation in higher education:
    - 5.3.1.2.1 insufficient progress:
      - 5.3.1.2.1.1 other reasons;
      - 5.3.1.2.1.2 non-compliance with the part-time requirement;
    - 5.3.1.2.2 other reasons;
    - 5.3.1.2.3 at the learner's request:
      - 5.3.1.2.3.1 unsuitability of the field of study;

- 5.3.1.2.3.2 due to financial reasons;
- 5.3.1.2.3.3 other reasons;
- 5.3.1.2.3.4 due to going to study abroad;
- 5.3.1.2.4 failure to commence studies;
- 5.3.1.2.5 final date of the studies has passed;
- 5.3.1.2.6 not paying tuition fees;
- 5.3.1.2.7 non-appearance;
- 5.3.1.3 ex-matriculation in vocational training:
  - 5.3.1.3.1 undignified behaviour;
  - 5.3.1.3.2 failure to pass a vocational examination or a professional final examination;
  - 5.3.1.3.3 release from detention facility (prison education);
  - 5.3.1.3.4 at the learner's request:
    - 5.3.1.3.4.1 due to leaving Estonia;
    - 5.3.1.3.4.2 unsuitability of the field of study
    - 5.3.1.3.4.3 due to financial reasons
    - 5.3.1.3.4.4 other reasons;
    - 5.3.1.3.4.5 reasons related to family;
    - 5.3.1.3.4.6 change of residence within the country;
    - 5.3.1.3.4.7 due to health reasons;
    - 5.3.1.3.4.8 due to work-related reasons;
    - 5.3.1.3.4.9 going abroad to study;
  - 5.3.1.3.5 reasons related to the organisation of studies;
  - 5.3.1.3.6 due to employer-related reasons (in work-based learning);
  - 5.3.1.3.7 non-commencement of studies;
  - 5.3.1.3.8 failure to pay the tuition fee by the due date;
  - 5.3.1.3.9 non-appearance;
  - 5.3.1.3.10 insufficient progress.
- 5.3.2 The learner is exmatriculated at their own request if they submit an application in SIS.
- 5.3.3 Failure to appear for educational activities without a good reason leads to deletion from the matriculation registry, unless the student is on academic leave or studying abroad (decided on an individual basis).
- 5.3.4 The college has the right to delete a learner from the matriculation registry if they fail to pay tuition fees by the deadlines (including partial tuition fees upon failing to complete full-time and volume requirements).
- 5.3.5 The college has the right to delete a learner from the matriculation list due to improper conduct in the following cases:
  - 5.3.5.1 using helping materials (electronic, on paper, etc.) in educational activities, including evaluation, when the lecturer/teacher has not given permission to do so;
  - 5.3.5.2 unacceptably exchanging information in educational activities, including evaluation (dictation, copying, etc.);
  - 5.3.5.3 presenting the written work of someone else, or a part of it, under their own name or referencing/quoting it without proper reference (plagiarism);
  - 5.3.5.4 presenting their own written work again if ECTS have already been received for it;
  - 5.3.5.5 taking a test for another learner or allowing another learner take a test in their name;
  - 5.3.5.6 conviction for an intentionally committed criminal offence;

- 5.3.5.7 gross violation of generally accepted behavioural norms and norms of professional ethics;
- 5.3.5.8 damaging the reputation of the College;
- 5.3.5.9 presenting false information, forged documentation, etc. in their work or applications (including RPL).
- 5.3.6 A learner's deletion from the matriculation registry on the grounds of improper conduct is decided by the Vice Rector of Academic Affairs on the basis of a motion of the head of the structural unit within 10 working days of the wrongdoing being identified.
- 5.3.7 The Vice Rector of Academic Affairs includes student and student councils and other units of the college in the decision-making process where necessary.
- 5.3.8 The College has the right to reprimand a learner for improper conduct as an alternative to exmatriculation.
- 5.3.9 A proposal to reprimand or exmatriculate a learner due to improper conduct is presented to the Rector and formalised with their directive.
- 5.3.10 In the case of a learner's death, deletion from the matriculation registry is based on a death certificate.

#### **5.4 Completion of studies and issuing of certificates**

- 5.4.1 A learner must complete the curriculum in the full volume in order to be issued with an education certificate for applied higher education, a Master's level degree and vocational education. Achievement of the learning outcomes in vocational education is evaluated with a vocational examination, which may be taken in parts. If taking a vocational examination is not possible in the vocation or specialisation, the studies end with a final exam.
- 5.4.2 In applied higher education and at the Master's degree level the education certificates are a diploma and a diploma supplement (together with diploma supplement in English), which are issued according to the [statutes and norms](#) of national diplomas and diploma supplements. A diploma with honours (*cum laude*) may be awarded according to the general grading system, together with a diploma with honours (*cum laude*) under the requirements established by the Minister of Education and Research as follows:
  - 5.4.2.1 the student has fully completed the curriculum;
  - 5.4.2.2 the student defended their final paper or passed their final/Master's exam with the grade "A";
  - 5.4.2.3 the student has a weighted average grade of 4.6 or higher.
- 5.4.3 In vocational education, the education certificates are a diploma and a report sheet which are issued according to the current requirements of the [norms](#), statutes and issuing of vocational education certificates.
- 5.4.4 A person who has been exmatriculated without the right to receive a final document shall be issued a certificate of study performance upon request for an archival notice.

### **6 NOTIFYING AND COUNSELLING OF UNDERGRADUATE STUDENTS/STUDENTS, SUPPORT SYSTEMS AND ASKING FOR FEEDBACK**

- 6.1 The College forwards announcements and regulations regarding learning via SIS. Notifications forwarded via SIS are formally considered as delivered. Students are obliged to make sure that they have entered a functional e-mail address in SIS.
- 6.2 A learner has the right to turn to the structural unit, vocational education department, study department and other counselling units and staff members (e.g. psychologists) and

the undergraduate student and student unions to obtain information and guidance if they have problems or questions.

- 6.3 Learners have the right to receive study, career and psychological [counselling](#).
- 6.4 First-year students are counselled by tutors (students from the college who have received the respective training) in matters regarding the college and learning.
- 6.5 Learners with the first language other than Estonian have the chance to learn the official language as needed according to the current [regulation on official language studies](#) at the college.
- 6.6 Learners have the right to apply for student loans, allowances and scholarships according to the current laws, including internally within the college.
- 6.7 Learners are asked for feedback on subjects, study organisation, etc. to ensure the quality of educational activities according to the [feedback plan](#) of the college.
- 6.8 Learners have the right and obligation to give feedback (in order to improve the quality of educational activities) and to obtain information about the [results](#).

## **7 CONTESTING DECISIONS REGARDING EDUCATIONAL ACTIVITIES**

- 7.1 A learner has the right to file a justified complaint regarding a decision or act connected to educational activities. In order to file a complaint, the learner must turn to the person or committee responsible for the decision on the working day following the decision date. The student's appeal will be answered within three working days at the latest.
  - 7.1.1 The decision on the student's appeal shall be recorded by the person or commission who performed the act.
- 7.2 If the learner is not satisfied with the outcome by the end of the discussion, they can file a written complaint to the Rector, including a detailed justification, within 30 days of the day they found out or should have found out about the decision. The learner submits the complaint by e-mail to [info@tkk.ee](mailto:info@tkk.ee) or by mail to Kännu 67, 13418 Tallinn, Estonia.
- 7.3 The written complaint must state:
  - 7.3.1 the name of the College to which the complaint has been submitted;
  - 7.3.2 the name, postal address and means of communication of the person submitting the complaint;
  - 7.3.3 the content of the contested administrative act or procedure;
  - 7.3.4 the reasons why the person submitting the complaint considers that the administrative act or measure violates his or her rights;
  - 7.3.5 an explicit claim presented by the appellant;
  - 7.3.6 a statement by the appellant that no judgment has been given or legal proceedings are pending in the disputed case;
  - 7.3.7 list of documents attached to the complaint.
- 7.4 The College supports the student in preparing the appeal. When preparing an appeal, the student turns to the head of the study department.
- 7.5 The learner's written complaint is resolved in accordance with the current code of conduct in the college.

## **8 IMPLEMENTING PROVISIONS**

- 8.1 The academic regulations and their amendments are confirmed by the College Council.
- 8.2 The academic regulations are amended as needed, with reviews for their updating held at least once every two years.

- 8.3 The right to initiate amendments and additions to the Academic Regulations is given to the membership of the college and structural units.
- 8.4 Matters not regulated by the Academic Regulations are resolved by the Vice Rector of Academic Affairs.
- 8.5 Students matriculated starting from the 2019/2020 academic year may study part-time.
- 8.6 The Academic Regulations shall enter into force starting from the 2021/2022 academic year.