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In force from: 18.03.2021

## **Academic Policies**

The Regulation is established pursuant to clause 14 (3) 11) of the Universities Act and clause 5 (3) 12) of the Tallinn University of Technology Act.

### **Chapter 1 GENERAL PROVISIONS**

#### **§ 1. Purpose**

(1) The Academic Policies (hereinafter referred to as "Policies") lay down the rules of organisation of degree studies at Tallinn University of Technology (hereinafter referred to as "the university") at all levels of higher education. The purpose of the Policies is to ensure equal treatment of all students and transparency in organisation of degree studies.

(2) The Policies is the key document governing the degree studies of the university, observance of which is mandatory to all the members of the university.

#### **§ 2. General provisions for organisation of studies**

(1) Studies shall be conducted according to curricula. The requirements laid down for a study programme and its structure, the terms and conditions and procedure for preparing, opening, amending, and closing a study programme are provided in the Curriculum Statute established by the university Senate. [entry into force 01.11.2019]

(2) Studies are organised in the form of daytime and session-based studies. Daytime studies are a form of study designed for students for whom studying is their main activity and where instruction is carried out mainly on working days. Session-based studies are a form of study organised in sessions, cycles and/or on weekends whereas emphasis is on the student's individual work.

(3) Studies take place in the form of face-to-face learning, practical training and independent work. "Face-to-face learning" means studies for the purposes of achieving the learning outcomes in the learning environment in the form of a lecture, e-learning course, practical training or practice session, in which both the student and the lecturer take part. "E-learning" means studies carried out fully or partially by using tools of digital technology. "Practical training" means targeted activities in the work environment organized to achieve the learning outcomes. "Independent work" means independent acquisition of the knowledge and skills required for the achievement of the learning outcomes in accordance with the instructions given by the lecturer.

(4) Lecture attendance is compulsory throughout the study period for students studying according to study programmes regulated by the Maritime Safety Act.

(5) The study information system ÕIS (hereinafter ÕIS) is the university's official academic information exchange environment. The Rector shall establish the purposes of the processing of ÕIS data (incl. personal data), the composition of data, the procedure and the manner in which the data are processed and the exchange of data with third parties.

(6) In order to ensure the quality of organisation of studies and teaching, feedback is requested from students. The procedure for requesting and taking into account feedback on teaching and courses shall be established by the Rector.

(7) The university processes personal data for conducting studies and for provision of services related to studies in compliance with the procedure for processing and protection of personal data established by the Rector.

(8) If the translation of a legal act established by the university differs from the Estonian version, the Estonian version shall apply.

### **§ 3. Academic calendar**

(1) The period of studies at the university is calculated in academic years. An academic year consists of two 20-week semesters (an autumn and a spring semester) and each semester consists, as a rule, of 16 weeks of face-to-face learning. The period of face-to-face learning has been divided into two quarters. The dates of the beginning and end of the semesters and other important deadlines of studies shall be laid down in the academic calendar of the academic year approved by the Rector. The autumn semester does not include the week of Christmas holiday.

(2) During the week prior to the autumn semester (pre-week), lectures introducing the university and the academic policies are held for first-year students.

(3) If necessary, the dean may establish additional academic deadlines in the School in compliance with the academic calendar.

### **§ 4. Students**

(1) The student body comprises students, visiting students, external students and continuing education students.

(2) A student is a person matriculated in the university's academic degree studies.

(3) A visiting student is a student matriculated at a higher education institution who is studying at another higher education institution for a limited period.

(4) An external student is a person eligible to take examinations and assessments according to the study programme if the final grade is calculated only based on an examination or assessment and to defend a graduation thesis or take a final examination without participating in full-time studies.

(5) A continuing education student is a person studying in a continuing education course or open studies based on a continuing education study programme. The status and academic policies for continuing education students are laid down in the Procedure for Continuing Education Courses established by the university Senate. [entry into force 01.11.2019]

(6) The Policies apply to visiting students, external students and continuing education students, in so far as other legislation of the university does not provide otherwise.

## **Chapter 2 STUDY LOAD, STUDENT PLACES**

### **§ 5. Study load**

(1) The nominal duration of studies is the estimated time required to complete the study programme with a reasonable load, i.e. 60 European Credit Transfer and Accumulation System credits (hereinafter referred to as "ECTS credits") a year without breaks. Upon calculation of a student's nominal duration of studies, the permitted extended periods of study (academic leave, studying abroad, seagoing practice, etc.) shall be added to the nominal duration of studies.

(2) A student is enrolled in full-time or part-time studies. Upon matriculation or re-matriculation to the university, a student shall specify his or her study load (full or partial) by the first academic year.

(3) In full-time studies, a first or second level student is required to accumulate, by the end of each academic year, at least 22.5 ECTS credit points in the courses of his/her study programme for each

semester attended, starting from the last matriculation. In full-time studies a student enrolled in doctoral studies (hereinafter referred to as "PhD student") is required to accumulate, by the end of each academic year, at least 75% of the study load subject to completion under the doctoral study programme.

(4) In part-time studies, a first or second level student is required to accumulate, by the end of each academic year, 15 -22 ECTS credit points in the courses of his/her study programme for each semester attended, starting from the last matriculation. In part-time studies, a PhD student is required to accumulate, by the end of each academic year, 50 -75% of the of the study load subject to completion under the doctoral study programme.

(5) At the end of each academic year, the university recalculates the student's study load for the next academic year based on the student's prior study results.

(6) If the study load changes, the student shall be transferred by a dean's office order from full-time study to part-time study or vice versa.

## **§ 6. Student's responsibilities in fulfilling study load requirements**

(1) In order to secure a student place, a first or second level student shall, in the first semester of studies, declare and complete courses in his or her study programme in the amount of at least 15 ECTS credit points. The study programme courses include also optional courses from the free study module, but these shall not exceed the volume of the free study module prescribed in the study programme. In justified cases, the dean has the right to allow, on the basis of the student's application, to declare less courses than required.

(2) [repealed – entry into force 01.08.2020]

(3) By the end of each academic year, a student enrolled in free studies is required to fulfil the full-time study load, and a student enrolled in self-paid studies is required to fulfil at least the part-time study load. Students who fail to fulfil the minimum of part-time study load requirements by the end of the academic year shall be exmatriculated on the grounds of inadequate academic performance. *The credit points taken into account through accreditation of prior and experiential learning, including continuing education courses, shall be counted toward completion of a study load.* [entry into force 01.08.2020]

(4) During studies at a foreign higher educational institution a first or second level student must complete courses, including practical training, suitable for his or her study programme in the amount of at least 15 ECTS credits per semester; this does not apply to students studying on the basis of a joint study programme who are matriculated in the foreign higher education institution for the period of their studies. During the semester following studies abroad, a student must complete the courses in such a volume that the sum of the credit points of the courses suitable for his/her study programme in the semester of studies abroad and in the following semester is at least 30 ECTS. Credit points are calculated on a cumulative basis.

(5) A student studying on the basis of a study programme governed by the Maritime Safety Act is required to complete all the courses and practical training specified in the standard study plan of the previous semesters by the beginning of the one-year seagoing practice.

## **§ 7. Matriculation and granting external student status**

(1) "Matriculation" means enrolment of a person in a student list. Matriculation takes place by a Vice-Rector's order.

(2) Upon matriculation, a student is assigned a semester limit (SEL) for the nominal duration of his/her studies.

(3) Before the beginning of each semester a competition to fill the vacant places in the first and second level of higher education may be held at a School.

(4) The competition is open to all persons who have accumulated at least 30 ECTS credit points from the courses complying with the study programme and have not exceeded the nominal duration of studies when studying in the same study cycle and who have acquired the required prior education. Additional terms and conditions of the competition shall be established by the dean. A person who has fulfilled the requirements provided for in this subsection can be matriculated as a student.

(5) A former student exmatriculated for inadequate academic performance or non-attendance in studies shall not be eligible to participate in a competition within one semester following exmatriculation.

(6) A former student exmatriculated on the grounds of contemptible conduct is not eligible to participate in the competition within one year of exmatriculation.

(7) The SEL allocated for a student shall be reduced by one after each semester of participation in studies. The SEL shall not be reduced during a student's academic leave and during studies in a foreign educational institution if the student fulfils the study load requirements laid down in subsection 6 (4) of the Policies.

(8) To be granted the external student status, a civil law contract for completing studies shall be entered into based on an application submitted by the person in the study information system ÕIS in a format which can be reproduced in writing. The standard form of the special provisions and the general provisions of the contract shall be approved by the Rector. An external student has limited access to the study information system ÕIS until a contract is entered with the university. The university may refuse to grant external student status if the person has financial obligations to the university. [entry into force 14.08.2019]

### **§ 8. Changing the study programme**

(1) A student has the right to change the study form based on the dean's decision and the study programme based on Vice-Rector's decision. In case of changing the study programme the SEL used by the student and the nominal duration of studies per study programme shall be taken into account. [entry into force 01.11.2019]

(2) In order to change the study programme, the student shall participate in the competition announced by the School before the beginning of the semester.

(3) The competition is open to all persons who have accumulated at least 30 ECTS credit points from the courses complying with the relevant study programme. Additional terms and conditions of the competition shall be established by the dean.

## **Chapter 3 COVERING THE COST OF TUITION**

### **§ 9. Covering the cost of tuition**

(1) Full-time first or second level students who have commenced studies free of charge in a study programme taught in Estonian or English, including the students who have been granted a tuition fee waiver, who as at the end of a semester lack more than 6 ECTS credit points of the study load of the previous semesters prescribed by the study programme, shall cover the cost of tuition. Tuition fee shall be paid for each lacking credit point exceeding the threshold of 6 ECTS credit points in the previous semesters, taking into account that the required study load is 30 ECTS credit points per semester and credit points are calculated cumulatively per semesters. For the calculation of the student's tuition fee, the study load to be completed according to the study programme shall include only the courses prescribed by the study programme and optional courses up to the maximum extent allowed by the study programme. A student, who fails to defend his or her graduation thesis or pass the final examination within a semester after the end of the nominal duration of studies, shall pay, in the extended period of study, tuition fee for each credit point the student falls short of the study load subject to completion under the study programme in accordance with the established fee rates. [entry into force 18.03.2021]

(2) On the basis of an application, a full-time or part-time student shall be released from the tuition fee if the student commences full-time studies in a study programme taught in Estonian free of charge and if the student is a person with moderate, severe or profound disability or a parent or a guardian of a child under the age of 7 years or of a child with a disability. Students can apply for release from the tuition fee until 30 September in the autumn semester and until 15 February in the spring semester. Completion of the study load requirement specified in subsection (1) of this section shall be calculated from the semester following the one when the circumstances on which the application was based on ceased to exist.

(3) A civil law contract for reimbursement of tuition fees is entered into with a student in a self-financed study place or in part-time studies or with a student who has studied at the same level of higher education for free at least for fifty per cent of the nominal duration of the study programme and less than the triple, or double in case of the integrated Bachelor's and Master's study programmes, nominal

duration of the study programme has passed from admission (excluding the persons specified in subsection 2 of this section and PhD students). The contract shall be entered into between the student and the university in the study information system ÖIS in a format which can be reproduced in writing. The standard form of the special provisions and the general provisions of the contract shall be approved by the Rector. The student has limited access to the study information system ÖIS until a contract is entered with the university. [entry into force 14.08.2019].

(4) In a study programme with only part-time study, a student shall pay for tuition according to the volume of the declared courses and the fee rates established by the university Senate. [entry into force 01.11.2019]

(5) Students admitted outside competition who have achieved outstanding sports results shall not be required to cover the cost of tuition.

(6) The requirement on completion of a study programme does not apply and a student is not required to pay the tuition fee if the full-time student studying free of charge only needs to pass a final examination or defend a graduation thesis to complete the study programme. The obligation to complete the study programme and pay the tuition fee arises when the student is transferred to part-time studies or if the student fails to defend his or her graduation thesis or pass the final examination within a semester after the end of the nominal duration of studies. The tuition fee shall be calculated based on the established fee rates.

(7) The students studying for a semester fee shall not pay the semester fee for the semester they study abroad. [entry into force 01.11.2019]

#### **§ 10. A tuition fee waiver scholarship**

(1) The university has the right to award a non-monetary tuition fee waiver scholarship to full-time students studying according to a fee-based study programme to release the student from the tuition fee.

(2) The university Senate shall approve the number of tuition fee waiver scholarships by study programmes for each academic year. [entry into force 01.11.2019]

(3) A tuition fee waiver scholarship is granted according to the ranking list on the basis of the student's application if the student meets the admission requirements. The admission committee fixes the tuition fee waiver scholarship upon matriculation for the whole nominal period of studies. A tuition fee waiver scholarship can be awarded only once to a person for studying in the same study programme. If a student who has been awarded tuition fee waiver scholarship gives up his or her student place before the deadline for academic movements, the School may award the tuition fee waiver scholarship to the next highest ranked student.

(4) A tuition fee waiver scholarship releases a full-time student, who as at the end of a semester of participation in studies does not lack more than 6 ECTS credit points of the cumulative study load prescribed by the study programme, from payment of a tuition fee in the same way as students who commence free studies.

(5) A student who loses the right to a tuition fee waiver scholarship shall pay tuition fee for his or her studies according to the tuition fee rates approved by the university Senate starting from the semester he or she lost the right to the scholarship. [entry into force 01.11.2019]

### **Chapter 4 TEACHING AND LEARNING**

#### **§ 11. Courses**

(1) The courses taught to students are divided in the individual study plan into compulsory, elective and optional courses. A compulsory course is a course that must be passed to complete a study programme. An elective course is a course selected by the student from among the courses in the study programme. An optional course is a course that a student can select freely and that allows the student to broaden his or her horizons or to improve his or her professional knowledge and skills.

(2) Up to two prerequisite courses may be laid down for each course.

(3) A graduation thesis, final examination and internship are specific forms of courses.

(4) The unit teaching the course shall prepare a syllabus for each course. A syllabus shall include, inter alia, the brief description of the content, objectives, learning outcomes, literature and prerequisite courses of the course.

(5) The unit teaching a course shall appoint a lecturer responsible for the course and the teaching staff for each semester. The lecturer responsible for the course shall coordinate the work of the teaching staff and make sure that the syllabus is prepared properly.

(6) The lecturer to whose course students register and who teaches the course shall prepare an extended syllabus of the course for the semester of teaching. An extended syllabus shall stipulate the objectives and learning outcomes of the course, the list of topics to be covered and a short description of their content, a list of assignments to be completed during the course, a schedule, the literature, the organization of studies and the assessment criteria. The extended syllabus shall be presented to the students in the first class at the beginning of the relevant semester and shall be available in ÖIS.

(7) As a rule, a tuition fee is charged for courses not included in the study programmes.

## **§ 12. An individual study plan**

(1) An individual study plan means a list of the courses declared by the student for the upcoming semester, which he or she undertakes to study. The student uses the individual study plan to determine an individual route for completing the study programme by semesters.

(2) Declaration of a course means selection of the course for the individual study plan.

(3) A first or second level student is required to compile an individual study plan for each semester of attendance, except for cases involving study abroad. If a first or second level student does not register for any course for a forthcoming semester, the student shall submit an individual study plan not including any courses, i.e. a zero-declaration. A PhD student shall submit an individual study plan in case he or she wishes to declare courses.

(4) A standard study plan shall be prepared for each version of a study programme that helps a student to prepare an individual study plan. In a standard study plan the courses of the study programme are broken down by semesters. A standard study plan is a recommended option for graduation within nominal study duration on the basis of which a class schedule is prepared. Separate standard study plans are drawn up for daytime and session-based studies. A student's individual study plan may differ from the standard study plan for the semester.

(5) A student shall submit an individual study plan by the deadline specified in the academic calendar.

(6) A student shall select the courses he or she wishes to learn and that are available in the forthcoming semester to be included in the individual study plan. A student can select courses for which the prerequisite courses have been completed and if other preconditions have been fulfilled. A lecturer may allow a student to study the course even if the student has not completed the prerequisite courses.

(7) Before declaring the courses of the new semester, a student must reply to the questions set out in the procedure for requesting and taking into account feedback on teaching and courses established by the Rector.

(8) The unit teaching the course shall, if necessary, lay down rules for declaring the course which shall be made available for students in ÖIS by the beginning of the declaration period.

(9) A student has the right to select any course taught at the university for his or her individual study plan. Courses not included in the study programme shall be entered into the free study module. Courses not included in the study programme may be transferred to other suitable modules of the study programme by the decision of the programme director.

(10) A course not completed by the end of the semester must be re-declared. A student can re-declare only once a course not completed by the end of the semester. In case of an elective or optional study module, a student can waive completion of the course.

(11) A lecturer may, on a well-founded basis (the course available only in a self-paid study programme, incorrect course code, failure to complete a prerequisite course, failure to fulfil the rules of declaration of the course, limited number of places available, incorrectly selected lecturer), cancel a student's declaration of the course until the deadline set out in the academic calendar. Exceptional cases shall be resolved by the programme director.

(12) A PhD student shall submit an action plan in ŐIS in accordance with the Guidelines for Drawing up a PhD Student's Action Plan established by the Rector.

### **§ 13. Internship**

(1) Internship as a specific form of a course shall be coordinated by the course lecturer unless otherwise laid down in the internship procedure of the School. An internship coordinator is an advisor, who recommends companies that provide internship opportunities, if necessary, and explains and specifies requirements for the host organisation and the field of activity. An internship coordinator shall prepare an internship guide, which shall be made available in ŐIS in the same manner as an extended syllabus. An internship guide shall be approved by the programme director. The employee of the dean's office appointed by the dean shall assign the relevant internship coordinator role in the study information system ŐIS. The dean shall establish the internship procedure of the School. [entry into force 18.03.2021]

(2) If necessary, an internship contract shall be signed between the university, the student, and the legal entity organising the internship. A student may apply for assessment of internship during the whole period of studies and in the full scope of internship prescribed by the study programme at a time. An internship shall be completed before the defence of the graduation thesis. An external student shall complete an internship before the student is permitted to defend the graduation thesis or allowed to take the final examination.

(3) Internship shall not be declared in the semester's individual study plan. After completing internship, a student shall submit an application in the study information system ŐIS for assessment of the internship. Other documents necessary to prove that an internship has been completed (certification, an internship report, etc.) shall be laid down in the School's internship procedure and shall be submitted in the study information system ŐIS or Moodle in accordance with the procedure applicable in the School. [entry into force 18.03.2021]

(4) The teaching practice included in doctoral study programmes is a specific form of internship.

(5) A one-year seagoing practice shall be completed in the study programmes regulated by the Maritime Safety Act.

### **§ 14. Studying as a visiting student**

(1) The provisions on studies in other higher education institutions have been laid down in cooperation agreements entered into between the university and the relevant higher education institutions.

(2) A contract shall be entered into with a student who is matriculated at another higher education institution and wishes to study at the university on his or her own initiative.

(3) A student who plans to study one or several semesters in another higher education institution, shall submit an application, indicating the institution, the period of study, and the courses to be taken.

(4) Transfer to another higher education institution or commencement of studies at the university as a visiting student shall be documented by a Vice-Rector's order. [entry into force 01.11.2019]

(5) Studies completed at a higher education institution abroad are accredited in compliance with the Policies and the learning agreement entered into between the university, the receiving higher education institution and the student. The courses completed by students studying in an educational institution abroad on their own initiative shall be taken into account in accordance with the Procedure and Terms and Conditions for Accreditation of Prior and Experiential Learning (hereinafter APEL) established by the university Senate. [entry into force 01.11.2019]

(6) The university has the right to:

- 1) give preference to students of the university upon declaring courses with a limited audience;
- 2) terminate the studies of a visiting student, if the visiting student has failed to comply with the legislation governing studies at the university or to fulfil his or her obligations arising from other legislation.

(7) The procedure for applying to a visiting student place shall be approved by the Vice-Rector for Academic Affairs.

## Chapter 5 ACADEMIC PERFORMANCE

### § 15. Assessment methods and criteria

- (1) The assessment methods define the manner of attesting the acquisition of knowledge and skills (e.g. an oral or written examination, pass/fail assessment, an essay, a report, teamwork, a questionnaire).
- (2) An assessment criterion shall specify the expected level and scope of knowledge which can be proved by the assessment methods and which are formulated as learning outcomes.
- (3) The assessment methods to verify the achievement of the learning outcomes, the assessment criteria and procedure, incl. the principles of determining the final grade in case various methods are used for the assessment, shall be specified by the lecturer in the extended syllabus. The methods and criteria of assessment defined in extended syllabi shall be available to students before the commencement of studies and they must not be changed during a semester.
- (4) The final grade can be calculated as a total of different components (e.g. homework, test, exam, assessment) or based only on an examination or assessment at the end of the study period. If the final grade is based partially or entirely on the results of continuous assessment, the assessment criteria and the weight of the results of continuous assessments in the final grade, as well as the deadlines for the performance thereof, shall be specified in the extended syllabus of the relevant course.
- (5) A lecturer may set prerequisites for eligibility for assessment of the components of the final grade of the course. In such a case, the lecturer shall specify in the assessment criteria, how will a student be graded if the student has failed to fulfil the prerequisite of the corresponding part of the final grade.
- (6) The university has the right to check students' written papers by using a plagiarism detection system and enter a paper in the relevant database. [entry into force 18.03.2021]

### § 16. Methods and scale of assessment of achievement of the learning outcomes

- (1) Assessment may be either graded or non-graded.
- (2) In case of graded assessment, the level of achievement of learning outcomes by a student is assessed based on the following scale:
 

A (5) – "excellent" – outstanding and particularly profound achievement of learning outcomes, along with creativity and consummate proficiency in applying skills and knowledge;

B (4) – "very good" – very good achievement of learning outcomes, along with proficiency in applying skills and knowledge in a targeted and creative manner. Some details of knowledge and skills may exhibit errors which are neither substantive nor serious;

C (3) – "good" – good achievement of learning outcomes, along with proficiency in applying skills and knowledge in a relevant manner. A certain imprecision and uncertainty are apparent in the depth and detail of knowledge and skills;

D (2) – "satisfactory" – sufficient achievement of learning outcomes, along with application of knowledge and skills in a typical manner; in atypical situations both, uncertainty as well as lack of knowledge and skills are apparent.

E (1) – "poor" – minimum acceptable achievement of the most important learning outcomes along with limited application of knowledge and skills in typical situations; in atypical situations both, considerable uncertainty as well as lack of knowledge and skills are apparent;

F (0) – "failed" – achievement in knowledge and skills below the minimum standard.
- (3) For non-graded assessment the final grade shall be determined by a threshold; when learning outcomes of a student comply with or exceed the threshold, the assessment shall be indicated as adequate – A (pass), or, in case the student's learning outcomes fail to comply with the threshold, the assessment shall be indicated as inadequate – M (fail).
- (4) In case of graded assessment, "1" – "5" and in case of non-graded assessment "A" (pass) is a positive result.

### § 17. Final grade and grade point average

- (1) A course shall be deemed to be passed or a graduation thesis shall be deemed to be defended when a student obtains a positive result upon assessment.



(2) Final grades shall be entered in ÖIS and signed by the person teaching or supervising the course, to whom the student has declared the course. An assessment form is the reference document of the final grade.

(3) In order to measure a student's overall performance, the grade point average (hereinafter GPA) shall be used, which shall be calculated by adding up the products of the grades and credit points of all the passed courses with graded assessments and the graduation thesis or final examination and dividing that figure by the total of all the credit points of the relevant courses.

(4) A student has the right to request the opportunity to take an assessment of the learning outcomes before a board. The board shall be established by the dean on the basis of a student's application.

#### **§ 18. Assessment procedure**

(1) If an examination takes place in a course, there shall be at least three dates for taking an examination with an interval of at least three days between the examinations. The three dates for taking an examination must include the option to take a re-examination. The results of the previous examinations shall be available for students and it must be possible to register for an examination at least 48 hours before the last examination takes place.

(2) The lecturer shall make sure that the final grade of a written examination or course ending with an assessment is made available for the students in ÖIS within a week after the examination or assessment. The final grades of an oral examination or a course ending with an assessment shall be made available to the students on the day of the examination or assessment and in ÖIS within three working days.

(3) In case of continuous assessment, the result of each component of the final grade must be available to students within two weeks after the completion of the component.

(4) All final grades shall be made available in ÖIS not later than three working days after the deadline for taking the examinations in the semester.

(5) The schedule of examinations and assessments shall be available in ÖIS or in the e-support environment of the course at least four weeks before the examination or assessment takes place. As a rule, registration for an examination or assessment shall be via the study information system ÖIS. Examinations and assessments shall be conducted in the language of instruction.

(6) The dates and times of pre-examination consultations in a course shall be disclosed together with the dates and times of examinations.

(7) Non-attendance at an examination whereto a student has registered shall be marked as "absent". A student has the right to take an examination on the basis of one declaration in the given course for two times. A lecturer has the right to take the failure of a registered student to appear at an examination into account as one of these two times.

(8) A student may retake an examination of a course with a positive final grade once. The final grade shall be calculated based on the result of the last examination. With the approval of the dean, a student may repeat an examination of a course with a positive final grade once after the deadline for passing the examination.

(9) The lecturer shall lay down the procedure for testing students' knowledge. Any resources or materials compiled by the student may be used only with the permission of and under the terms laid down by the lecturer. A lecturer has the right to remove a student from a knowledge test or refuse to assess the submitted assignment if the student is making use of help from others or violates the university's good academic practice in any other way. In this case, the lecturer shall mark "0" (failed) or "M" (failed) as the result of the specific knowledge test or the final grade.

(10) To participate in a knowledge test, a student shall submit an identity document at the request of the lecturer or a person substituting for the lecturer.

(11) A student has the right to receive feedback from the lecturer concerning his or her performance.

(12) In justified cases and with the lecturer's consent, the dean has the right, on the basis of a student's application, to extend the term for passing an examination or assessment in the autumn semester for up to two weeks and in the spring semester up to the end of the academic year. The results received in the abovementioned period shall be recorded in the semester's performance.

(13) In order to take an examination, excluding a final examination or an assessment, as an external student if the final grade is calculated based only on an examination or assessment, the person must fill

in the individual study plan form of an external student and obtain approval of the lecturer who teaches the course and conclude a contract. The requirements for examinations and assessments laid down for students apply also to external students. An external student shall be registered after payment of the tuition fee.

#### **§ 19. Attestation of PhD students [entry into force from the academic year 2021/2022]**

(1) Attestation is the assessment of the PhD student's academic progress in studies and scientific research by the attestation committee.

(2) Attestations take place twice an academic year: before the beginning of the autumn semester and before the beginning of the spring semester as follows:

1) the first-year PhD students are attested one semester after admission and two semesters after admission;

2) the subsequent attestations take place, as a rule, once an academic year by the due date indicated in the academic calendar. Attestation can be conducted after a shorter period based on the results of a semester on a reasoned proposal of the student's supervisor or the programme director or based on the decision of the attestation committee.

(3) If academic leave is granted to a PhD student for the entire academic year, the student shall not be subject to attestation at the end of the academic year and his or her study load shall not change. If academic leave is granted to a PhD student for one semester, he or she shall be subject to attestation at the end of the academic year on the basis of the results of one semester.

(4) An attestation committee is formed by the dean based on the study programmes or main fields of study. At least one member of the attestation committee must be from outside of the School and have experience in supervision of PhD students.

(5) The dean shall determine the date of attestation by an order at least one month before the planned attestation. The chairman of the attestation committee shall establish the rules of procedure of the attestation committee.

(6) The committee shall assess completion of a doctoral study programme cumulatively as percentage.

(7) At least two weeks before the date of attestation, the PhD student shall submit in the study information system ŐIS a report on the implementation of the action plan in the appropriate form.

(8) At least one week before the date of attestation, the principal supervisor shall provide an assessment of the report on the implementation of the action plan in ŐIS. The principal supervisor shall assess implementation of the action plan in accordance with the scale specified in subsection 16 (2) of the Policies.

(9) Participation of the PhD student at the meeting of the attestation committee is mandatory. The chairman of the attestation committee may, on the basis of the PhD student's reasoned request, grant permission not to attend the meeting of the attestation committee.

(10) The committee shall assess a PhD student's academic progress based on the following principles:

1) upon attestation of the first-year PhD students in the first semester, besides academic performance the student's motivation and capability to carry out research shall be assessed. It is important to assess cooperation between the PhD student and the supervisor. The PhD student shall have prepared a research plan and have an overview of the scientific literature in his / her field;

2) upon attestation of the first-year PhD students, the PhD student shall present his/her vision of the strategy and the methodology applied in preparing the thesis. The research question and objectives shall be formulated and the novelty of the topic in the field, the methodology and the expected results shall be pointed out;

3) by the end of the second academic year the volume of a PhD student's research shall be sufficient for publishing at least one research paper. A PhD student preparing a doctoral thesis as creative research shall submit a selection of creative work reflected in the creative research; shall be able to place the selected creative work in an international context by pointing out similarities and differences compared to other authors and the innovative direction in his/her research and shall analyse the selected creative work from the point of view of society and the user;

4) by the end of the third academic year, the doctoral student shall have completed 75% of the volume of research.

A PhD student preparing a doctoral thesis based on research publications must have published one research paper and submitted another research paper for publication or have another paper accepted

for publication. The volume of research shall be sufficient to prepare a third publication. The attestation committee has the right, after assessing the level of published papers, to make a reasoned proposal to the Vice-Rector for Research to allow preparation of a doctoral thesis based on two research publications.

A PhD student preparing a doctoral thesis as creative research shall have prepared a strategy and methodology for analysing his/her work, the PhD student shall submit the preliminary results of the analyses, a draft structure of the analytical textual part and an overview of the creative work related to and supporting the textual part.

The attestation committee assesses whether it is realistic to graduate within the nominal duration of study and determines the expected date of defence;

5) a fourth-year PhD student is attested and the full-load requirements are deemed to be fulfilled if the terms and conditions for defending a doctoral thesis have been complied with: all publications on which the thesis is based have been published or accepted for publication, courses have been passed, the manuscript of the doctoral thesis or, in case of a doctoral thesis prepared as creative research, the manuscript of the textual part presenting and interpreting the relevant creative works has been submitted to the supervisor. The attestation committee determines the date of the defence.

(11) A dean may establish additional principles for assessment in compliance with the provisions of subsection (10) of this section.

(12) An attestation result is positive ("attested") or negative ("not attested").

(13) A not attested student shall be exmatriculated on the grounds of inadequate academic performance.

(14) The attestation committee can give positive assessment to a PhD student, who fails to meet the terms and conditions specified in subsection (10) of this section, only once within one academic year in addition to the nominal duration of the study programme.

(15) The attestation decision shall be documented as a decision of the attestation committee and shall be entered in ÖIS within two weeks after the meeting of the attestation committee.

## **§ 20. Accreditation of prior and experiential learning**

(1) A student may apply for APEL for completing a study programme in accordance with the Procedure and Terms and Conditions for APEL established by the university Senate. [entry into force 01.11.2019]

(2) Prior and experiential learning acquired outside the university may be accredited for the completion of the whole study programme, except for the graduation thesis or final examination.

## **Chapter 6**

### **SUPERVISION, DEFENCE OF A GRADUATION THESIS AND TAKING A FINAL EXAMINATION IN THE FIRST AND SECOND LEVEL**

#### **§ 21. Formation of defence committees and final examination committees**

(1) The dean shall form the defence committees and final examination committees as follows:

1) a defence committee of graduation theses and a final examination committee of professional higher education shall include at least three members with higher education;

2) a defence committee of bachelor's or master's theses and a final examination committee of bachelor's or master's studies shall include at least three members with a master's degree or an equivalent qualification;

(2) If professional qualifications are granted with the defence of a graduation thesis, the membership of the defence committee shall be approved by the professional qualifications committee.

#### **§ 22. Defence of graduation theses and organisation of final examinations**

(1) A student has the right to complete the study programme version according to which he or she began to study if less than two years have passed in addition to the nominal duration of the study programme from the date he or she commenced the studies.

(2) Ordinary defences of graduation theses and final examinations shall be organised twice a year by the deadline specified in the academic calendar.

(3) The chairman of the defence committee shall disclose the time and place of the public meeting of the defence committee and the names of the students permitted to the defence not later than three working days before the defence. The decision for a closed defence (with registered participants) shall be made by the dean. The terms and conditions of a closed defence shall be taken into consideration upon the publication of the graduation thesis and entry into contracts with the members of the defence committee.

(4) Graduation theses shall be reviewed pursuant to the procedure established by the dean.

(5) The dean may, at a reasoned request, allow participation at a defence by using a means of real-time two-way video image and sound communication (Skype, video conferencing, etc.)

### **§ 23. Supervision and preparation of a graduation thesis**

(1) A supervisor of a bachelor's, master's or integrated study thesis shall have at least a master's degree or an equivalent qualification. A bachelor's thesis may also be supervised by a person who has higher education and at least 5 years of work experience in the supervised field. A supervisor of a professional higher education study thesis shall have acquired at least higher education. [entry into force from the academic year of 2020/2021]

(2) A graduation thesis may have up to two supervisors – a principal supervisor and a co-supervisor. The principal supervisor must have a contractual relationship with the university unless otherwise provided for in the agreements regarding the joint study programme. [entry into force from the academic year of 2020/2021]

(3) If the supervisor is from outside the student's School or the university, the topic of the graduation thesis as well as the name of the supervisor shall be approved by the programme director prior to starting writing the thesis.

(4) The procedure for writing graduation theses and the requirements for the theses shall be established by the dean.

(5) A graduation thesis shall be written in Estonian or English or in the language of instruction of the study programme. A thesis written in a foreign language shall include an Estonian summary, except in case of the graduation theses of degree study programmes taught in English.

(6) A student who wants to defend his or her graduation thesis shall submit a duly completed graduation thesis, incl. the non-exclusive licence by the deadline. If access to the graduation thesis is restricted, the student shall submit, in addition to the above, also a summary of the graduation thesis. The procedure for the publication and preservation of graduation theses shall be established by the Rector. [entry into force from the academic year of 2020/2021]

### **§ 24. Preconditions for eligibility to defend a graduation thesis and take a final examination**

(1) Registration of the results of the courses included in the study programme in ÕIS no later than three working days before the deadline for defending a graduation thesis or passing a final examination is the precondition for being eligible to defend a graduation thesis or take a final examination. A study programme shall be deemed as completed once all the study modules have been completed. The exception is optional study modules, which may be incomplete on account of the excess completion of other modules, provided that the total volume of the study programme has been completed. For study programmes with several main fields of study, the study programme shall be completed to the extent of at least one main field of study.

(2) Upon verification of fulfilment of the precondition for eligibility to defend a graduation thesis or take a final examination a student may apply the following:

- 1) with the approval of the programme director or head of the study programme, transfer of courses suitable for the completion of the study programme from one module to another;
- 2) transfer of some of the courses from the completed optional study module or the elective courses of other modules to extracurricular courses. In this case the examination results shall not be taken into account in grade point average calculations, and these subjects shall not be entered on the diploma supplement.

(3) Additional preconditions for permitting a student or an external student to defend a graduation thesis or take a final examination are as follows:

- 1) absence of arrears of tuition fees;
- 2) positive result in case of preliminary defence.

## **§ 25. Defence of graduation theses**

- (1) A first or second level student who wishes to defend his/her graduation thesis shall submit a defence application by the deadline established in the academic calendar; the application shall include the original language of the thesis, the title both in Estonian and English and the name(s) of the supervisor(s), the second level students shall indicate also the CERCS classification. [entry into force from the academic year of 2020/2021]
- (2) The principal supervisor shall approve the submitted defence application by the deadline specified in the academic calendar, confirming eligibility of the thesis for defence. [entry into force from the academic year of 2020/2021]
- (3) The chairman of the defence committee has the right not to permit a thesis to be defended if it does not comply with the requirements set out for a graduation thesis.
- (4) If the preconditions for eligibility to defend a graduation thesis have been fulfilled, the dean's office shall approve the defence application.
- (5) The procedure for the defence of graduation theses shall be established by the dean.
- (6) The main stages of the defence process are:
  - 1) introduction of the documents submitted for defence;
  - 2) presentation by the author of the graduation thesis;
  - 3) hearing the review and answering the reviewer's questions if the graduation thesis is subject to review;
  - 4) answering questions of the members of the defence committee;
  - 5) general discussion (all those present may ask questions and give their opinions);
  - 6) hearing the supervisor's opinion;
  - 7) making a decision and drawing up a defence record.
- (7) A defence committee has a quorum if at least three members specified in clause 21 (1) 1) or 2) participate in the defence meeting.
- (8) Graduation theses and the defence thereof shall be assessed on the basis of the grading system of the university. Any positive grade means that the graduation thesis was defended successfully.
- (9) The result of a graduation thesis defence shall be entered in ÕIS no later than on the working day following the defence.
- (10) If a graduation thesis is defended and graded with "0", the thesis can be defended again pursuant to the terms and conditions determined by the defence committee (the student is required to supplement the existing graduation thesis, submit a new graduation thesis, etc.).

## **§ 26. Plagiarism check of graduation theses**

- (1) The university has the right to check a graduation thesis by using a plagiarism detection system and enter a thesis in the relevant database. The person appointed by the chairman of the defence committee or secretary of the defence committee shall check the graduation theses before the defence by using a plagiarism detection system.
- (2) On the basis of the results obtained from the plagiarism detection system, the chairman of the defence committee or the persons appointed by the chairman of the defence committee shall decide whether plagiarism (violation of good academic practice) has occurred in the thesis.
- (3) If plagiarism has occurred in a graduation thesis, the chairman of the defence committee has the right not to permit a thesis to be defended. If a procedure for processing violation of good academic practice and contemptible behaviour has been established at a School, the chairman of the defence committee is obliged to notify of violation of good academic practice in compliance with the procedure. If no such procedure has been established at a School, the chairman of the defence committee has the right to inform the dean of a violation of good academic practice.

## **§ 27. Final examination**

- (1) A final examination is declared in the individual study plan at the beginning of the semester. As an exception, the dean may allow a final examination to be declared at another time during an academic year.
- (2) The period of validity of a final examination declaration shall be the same as the period of validity of the declarations of other courses.

- (3) The final examination committee shall set at least one date in a semester for taking a final examination and announce the time and place of the final examination at least ten calendar days before the final examination.
- (4) An order shall be drawn up at the dean's office for students who have declared a final examination and have fulfilled the preconditions of eligibility to take a final exam.
- (5) The procedure of a final examination shall be established by the chairman of the final examination committee. A final examination committee has a quorum if at least three members specified in clause 21 (1) 1) or 2) participate in the assessment.
- (6) A student who receives grade "0" at a final examination or who fails to attend an examination must re-declare the final examination. In justified cases, the chairman of the final examination committee has the right to allow a student who has received grade "0" at a final examination or has failed to attend a final examination to take the final examination based on the student's application before the expiry of the declaration. [entry into force 01.11.2019]
- (7) The result of a final examination shall be entered in ÕIS no later than five working days following the final examination.

## Chapter 7

### SUPERVISION AND DEFENCE OF DOCTORAL THESES

#### § 28. Supervision of a doctoral thesis

- (1) A doctoral thesis shall be supervised by a person with a Doctoral degree or an equivalent qualification.
- (2) A doctoral thesis can have up to three supervisors – a principal supervisor and co-supervisors. The principal supervisor must have a contractual relationship with the university unless otherwise provided for in the cooperation agreements. No more than two supervisors can be appointed from the university. [entry into force from the academic year of 2020/2021]
- (3) The requirements for doctoral theses and the procedure for publishing doctoral theses shall be established by the Rector.

#### § 29. Eligibility of a doctoral thesis for defence

- (1) A doctoral candidate shall submit to the dean a defence application approved by the supervisor and the doctoral thesis ready for publication.
- (2) Within two months as of the submission of the doctoral thesis at the latest, the dean shall decide if: the doctoral thesis is eligible for defence;  
a thesis that fails to meet the requirements should be returned;  
the student should be required to supplement or rewrite the doctoral thesis

#### § 30. Defence of a doctoral thesis

- (1) The defence committee of a doctoral thesis shall be formed by the dean. The defence committee shall include at least five members with a doctoral degree or an equivalent qualification. A defence committee may include the opponent(s), but not the supervisor(s). At least two members of the defence committee shall come from outside the university, and one of these two from outside the Republic of Estonia.
- (2) The dean shall appoint at least two opponents with a doctoral degree or an equivalent qualification from outside the university for a doctoral thesis; one of the opponents shall come from outside the Republic of Estonia.
- (3) The following shall be submitted to the defence committee in order to carry out the defence:
- 1) the doctoral thesis;
  - 2) the defence application approved by the dean;
  - 3) the opponents' written opinions;
  - 4) the supervisor's opinion on the doctoral candidate and his/her doctoral thesis, if the supervisor is not participating in the defence committee meeting.
- (4) A doctoral thesis shall be defended at a public meeting of the defence committee. In justified cases, the chairman of the defence committee announces, pursuant to the dean's decision, a closed meeting

(with registered participants). The terms and conditions of a closed defence shall be taken into consideration upon the publication of the doctoral thesis and entry into contracts with the members of the defence committee. The work of the defence committee shall be organised by the chairman of the committee. [entry into force from the academic year of 2020/2021]

(5) A doctoral thesis defence shall be carried out if the following are present at the defence:

- 1) the doctoral candidate;
- 2) five members of the defence committee, incl. the chairman of the defence committee;
- 3) at least one opponent.

(6) With the consent of the Dean, members of the defence committee and opponents can participate at a defence of a doctoral thesis by using a means of real-time two-way video image and sound communication (Skype, video conferencing, etc.). [entry into force from the academic year of 2020/2021]

(7) The defence process shall consist of the following main stages:

- 1) introduction of the documents submitted for defence;
- 2) presentation by the doctoral candidate;
- 3) an academic discussion between the doctoral candidate and the opponents;
- 4) answering questions of the members of the defence committee;
- 5) a general discussion;
- 6) hearing the supervisor's opinion;
- 7) making a decision and drawing up a defence record, whereto the opponents' written opinions must be annexed.

(8) The defence committee shall decide on awarding a doctoral degree in a closed meeting by a secret ballot or by an electronic secret ballot. [entry into force from the academic year of 2020/2021]

## **Chapter 8**

### **ACADEMIC LEAVE AND EXMATRICULATION**

#### **§ 31. Academic leave**

(1) Academic leave is a period for which a student is released, upon personal request, from study and research for one or several full semesters.

(2) In each cycle of higher education, a student is entitled to spend up to two semesters on academic leave upon personal request. Additional academic leave may be granted:

- 1) for health reasons for up to four semesters;
- 2) in the case of compulsory military service or alternative service for up to two semesters; [entry into force 01.11.2019]
- 3) for caring for a child until the child reaches three years of age.

(3) To request academic leave or interruption thereof before the final date of an academic leave, a student shall submit an application through ÕIS and the leave shall be granted by a dean's office order. In case of interruption of an academic leave within a semester, the whole semester shall be recorded as attendance to studies. [entry into force]

(4) Students may apply for academic leave in any cycle of higher education from the second semester of study. Applications can be submitted until the deadline for academic movements in the semester set out in the academic calendar.

(5) A student shall be granted academic leave for undergoing compulsory military service or alternative service or for caring for a child at any time during the academic year and he or she has the right to cancel the valid declaration by submitting the relevant application to the dean's office. In order to be granted academic leave for undergoing compulsory military service or alternative service, a student shall submit the corresponding notice on the call-up for compulsory military service or alternative service; in case of caring for a child a student shall submit the birth certificate of the child or a document issued by the relevant authority of a foreign state and legalised or certified by an apostille in accordance with the procedure valid in the Republic of Estonia. [entry into force 01.11.2019]

(6) A student shall be granted academic leave for health reasons at any time during a semester, but not later than two working days before the end of the semester. If an application is submitted before the end of the quarter, the student shall be allowed on academic leave for one or more semesters; if an

application is submitted after the end of a quarter, the student will be allowed on academic leave for no less than two semesters. The student's declaration shall be cancelled, the final grades registered in ÖIS before the application was submitted remain in force. If an academic leave is applied for due to health reasons, a student shall submit a medical certificate that contains a doctor's recommendation for an academic leave.

(7) Academic leave granted for health reasons may not be interrupted for continuation of studies, excluding completion of studies.

(8) The additional documents specified in subsections (5) and (6) of this section shall be submitted to the dean's office.

(9) A student who is on academic leave at his or her own request or for health reasons can declare courses in his/her individual study plan and participate in studies in the amount of 18 ECTS credit points in one semester. A person with a moderate, severe or profound disability, or the parent or guardian of a child under 3 years of age or a disabled child, or a student who is on academic leave due to military service or alternative service or a PhD student has the right to complete a study programme without any restrictions. [entry into force 18.03.2021]

### **§ 32. Exmatriculation**

(1) A student shall be exmatriculated for the following reasons:

- 1) upon graduation in connection with the completion of a study programme in full;
- 2) upon a student's personal request on the basis of his or her application;
- 3) on the university's initiative (due to inadequate academic performance, failure to commence or participate in studies, contemptible behaviour, violation of the restrictions for preventing the spread of the virus causing COVID-19 disease, failure to pay the tuition fee, closing of a study programme or upon death of the student). [entry into force 28.07.2020]

(2) A student shall be exmatriculated upon completion of the study programme and granting of a diploma when the student has completed the study programme to the full extent.

(3) A student shall be exmatriculated upon his or her request if the student has submitted the corresponding application in ÖIS.

(4) A student shall be exmatriculated due to inadequate academic performance if the student:

- 1) has accumulated less than 15 ECTS credit points for courses in the study programme in the first semester of attendance in studies, except in doctoral studies or if the dean has allowed to pass less courses;
- 2) has failed to fulfil the minimum part-time load requirement by the end of the academic year;
- 3) was not attested with a positive grade in doctoral studies.

(5) A student, except a student on academic leave or studying as a visiting student, shall be exmatriculated for non-attendance if the student:

- 1) fails to submit an individual study plan by the deadline in the academic calendar (except for PhD students) or to attend in person the counselling session specified in clause 36 (5) of the Academic Policies; [entry into force from the academic year of 2020/2021]
- 2) in the first semester of attendance in study, fails to declare courses in his or her study programme in the amount of at least 15 ECTS credits by the deadline specified in the academic calendar, except for PhD students or if the dean has allowed to declare less courses;
- 3) is a PhD student and has failed to submit his or her action plan by the deadline in the first semester of attendance in studies.

(6) A first or second level student, except a student on academic leave, is exmatriculated due to failure to commence studies if the student has not submitted an individual study plan in the first semester of attendance in studies.

(7) A student shall be exmatriculated due to failure to pay the tuition fee.

(8) A student shall be exmatriculated in case of closing of the study programme if he or she has not submitted an application for transfer to another study programme by the prescribed deadline.

(9) Exmatriculation of a student due contemptible behaviour or violation of the restrictions for preventing the spread of an infectious disease shall be decided by the Vice-Rector of the area of responsibility on the request of the dean, after having heard the opinion of the Student Union in the following cases:



- 1) entry into force of a judgement of conviction for an intentionally committed criminal offence;
- 2) forgery of documents or provision of false information;
- 3) severe erroneous behaviour against generally accepted standards of conduct;
- 4) violation of good academic practice.
- 5) violation of national restrictions or measures (self-isolation/quarantine, testing) established for preventing the spread of coronavirus SARS-CoV-2 causing COVID-19 disease or failure to comply with or improper compliance with the requirements prepared or established by the university for preventing the spread of the disease. [entry into force 28.07.2020]

(10) A student shall be exmatriculated due to death on the basis of a document certifying death of the student.

(11) In case of exmatriculation on the basis of sections (4) – (9), the student shall be notified thereof through ÕIS.

### **§ 33. Academic degrees and issuing of graduation documents**

(1) The academic degrees are bachelor's, master's and doctoral degrees. A doctoral degree is a research degree.

(2) The university awards the following bachelor's degrees:

- 1) Bachelor of Science in Engineering; BSc;
- 2) Bachelor of Science; BSc;
- 3) Bachelor of Arts in Social Sciences; BA.

(3) The university awards the following master's degrees:

- 1) Master of Science in Engineering; MSc;
- 2) Master of Science in Civil Engineering; MSc;
- 3) Master of Science; MSc;
- 4) Master of Science in Architecture; MSc.
- 5) Master of Arts in Social Sciences; MA;
- 6) Master of Arts in Law; MA;
- 7) Master in Business Administration; MBA;

(4) The name of the doctoral degree awarded at the university is Doctor of Philosophy; PhD.

(5) A student who is exmatriculated in connection with the completion of a study programme in full or an external student who has completed a study programme is awarded a diploma and receives a diploma supplement in Estonian and in English in cases prescribed by the Universities Act.

(6) A diploma is issued based on a Vice-Rector's order. The dean's office shall prepare an order on the completion of studies and, in case of graduating from bachelor's, master's or doctoral studies, an order on the award of a degree. The name of the study programme or the main field of study in the nominative case may be added to the name of the master's or doctoral degree in brackets.

(7) A *cum laude* diploma is awarded to a student of professional higher education, bachelor's, master's or integrated studies:

- 1) who has completed the study programme in full;
- 2) who defended a graduation thesis or took a final examination and received grade "5";
- 3) whose grade point average is 4.6000 or higher, whereas all the grades to be entered on the diploma supplement shall be taken into account

(8) The date of issue of a first or second level diploma shall be the date of the Vice-Rector's order on exmatriculation of the student in connection with the completion of a study programme in full. The date of issue of a diploma of doctoral studies shall be the date of defending the doctoral thesis.

(9) The first and second level graduation documents shall be handed over at a festive graduation ceremony. Graduation ceremonies are held at the time specified in the academic calendar. The graduation documents of doctoral studies are handed over at the university's anniversary ceremony.

(10) In case of awarding international double degrees, the procedure for and the terms and conditions of the defence of graduation theses shall be agreed upon in a contract, taking into account the provisions of these Regulations.

### **§ 34. Graduation as an external student**

(1) A person who has fulfilled the conditions for commencing the respective studies and has completed all the courses pursuant to the study programme up to defending a graduation thesis or taking a final exam and has written a graduation thesis or wishes to take a final examination may apply graduation from the respective academic level as an external student. Within two weeks as of the submission of an application, it shall be determined whether the applicant has fulfilled the preconditions of eligibility to defend a graduation thesis or take a final examination.

(2) A person applying for graduation as an external student shall submit to the dean's office of the School managing the study programme a defence application signed by the supervisor or an application for taking a final examination along with the documents proving the fulfilment of the terms and conditions for commencement of studies and the completion of studies, and his or her personal data.

(3) If the preconditions of eligibility to defend a graduation thesis or take a final examination have been fulfilled, a contract shall be entered into with the person applying for graduation as an external student. The provisions of these Regulations shall be applied to the person graduating as an external student according to the academic level of the external student.

## **Chapter 9**

### **VIOLATION OF GOOD ACADEMIC PRACTICE**

#### **§ 35. Violation of good academic practice**

(1) The following is deemed to be violation of good academic practice:

- 1) use of support materials upon a knowledge test, except those explicitly allowed by the lecturer;
- 2) making use of any other help from others (prompting, copying, copying homework, etc.) upon a knowledge test or violation of examination regulations by the student;
- 3) plagiarism, i.e. submitting another person's writing under one's own name or extensive rewording of someone else's work, referencing or quoting without proper academic reference;
- 4) re-submission of one's own work when this has already been taken into account in the final grade;
- 5) participating in an assessment for another student or allowing another person to participate in an assessment in one's own name;
- 6) deliberate submission of untrue information (false information) in one's assignments, applications (including APEL), etc.;
- 7) damaging the reputation of the university, which includes providing ungrounded negative value judgements concerning the university, unauthorised mediation of the study opportunities and services provided by the university or compilation and dissemination of materials promoting the university for the purposes of material gain and other activities causing material damage or damage to the reputation of the university.

(2) If a student violates the good academic practice or generally accepted standards of conduct, the dean has, depending on the gravity of violation, the right to:

- 1) issue a letter of reprimand to the student;
- 2) request the Vice-Rector for Academic Affairs in case of first and second level students and the Vice-Rector for Research in case of PhD students to exmatriculate the student.

(3) A dean can establish a procedure for processing violation of good academic practice and contemptible behaviour at the School.

## **Chapter 10**

### **OTHER PROVISIONS**

#### **§ 36. Provision of information and advice**

(1) The university shall send messages and orders concerning studies via ŐIS. The notices communicated through ŐIS shall be deemed to be forwarded officially. A lecturer may, in the framework of a course, use other communication channels for sending informative messages.

(2) A notification sent to a student to the e-mail address created by the university shall be deemed to be received.

- (3) If the contact details of a student change, the student is obliged to make the changes promptly in ÖIS.
- (4) Students are entitled to address the School, the Student Union, the Office of Academic Affairs and other structural units to receive the necessary information and advice regarding students.
- (5) An international student is required to attend counselling if the student is invited to counselling by an employee of the university's Office of Academic Affairs. [entry into force from the academic year of 2020/2021]

### **§ 37. Disputing decisions concerning studies**

- (1) In order to dispute a decision concerning studies (incl. to dispute the results of or acts related to the assessment of learning outcomes received for a defence of a graduation thesis or at a final examination), the student must address the person who made the decision and appeal the decision within three working days from notification of the decision. The person who made the decision shall reply within three working days from the date of filing the appeal.
- (2) If the appeal is rejected, the student has the right to file a written signed appeal to the dean within 30 days from the notification of the decision. The dean shall reply to the appeal within ten days from filing of the appeal.
- (3) The procedural deadline may be extended by 30 days by notifying the person filing the appeal thereof via ÖIS or by e-mail.
- (4) The decision on the appeal shall be recorded in writing and shall be forwarded to the person filing the appeal via ÖIS or by e-mail or delivered against signature.
- (5) A person, including a student, may dispute defence results if the data presented in the graduation thesis do not correspond to reality or if another person's graduation thesis or a part thereof or another person's work protected by a copyright or a part thereof has been submitted as the graduate's graduation thesis. In order to dispute the results, a person shall file a written or oral appeal to the Vice-Rector of the area of responsibility within 30 calendar days as of the day the person became aware of a violation. An oral appeal shall be recorded and confirmed by the signature of the person filing the appeal.
- (6) The Vice-Rector of the area of responsibility shall form an independent committee to review the appeal and the committee shall present a reasoned opinion within 20 days from the date of filing of the appeal.
- (7) On the basis of the committee's opinion, the Vice-Rector for Academic Affairs or the Vice-Rector for Research shall make one of the following decisions:
  - 1) revokes the decision on awarding the academic degree and diploma
  - 2) rejects the appeal.
- (8) The decision on rejecting the appeal shall be sent to the person filing the appeal by mail or via ÖIS.
- (9) Upon the revocation of an academic degree and a diploma, the Vice-Rector of the area of responsibility shall decide on the following:
  - 1) whether to allow the student to defend the thesis again;
  - 2) whether to allow the student to submit a new thesis;
  - 3) whether to exmatriculate the student due to dishonourable behaviour.
- (10) If the student had been exmatriculated in connection with the completion of the study programme and the awarding of a diploma prior to the decision set out in clause (9)3) of this section, the Vice-Rector of the area of responsibility shall revoke the student's exmatriculation in connection with the completion of the study programme and awarding of a diploma and the student shall be exmatriculated due to dishonourable behaviour.
- (11) The decision to revoke the academic degree and a diploma shall be made public.

## Chapter 11 IMPLEMENTING PROVISIONS

### § 38. Implementation of the Regulation

(1) Until the end of the academic year 2020/2021, section 9 of the Policies shall be applied to payment of the tuition fee by the students matriculated before the academic year 2017/2018 in the following wording:

1) studying is free of charge in Estonian-language curricula in the study programme groups of Business and Administration, Law and Social Sciences in case of studying at least with nominal load, in Estonian-language curricula of other study programme groups in case of full-time studies and in English-language curricula in case of full-time studies if the university Senate has so decided and in doctoral studies; [entry into force 01.11.2019]

2) students in full-time studies in Estonian-language curricula in the study programme groups of Business and Administration, Law and Social Sciences, excluding the study programme of Business and Experience Economy, shall, at the end of each semester, cover the cost of tuition in the amount by which they fall short of the nominal load; The requirement on completion of a study programme does not apply and a student is not required to pay the tuition fee if the student only needs to pass a final examination or defend a graduation thesis to complete the study programme. The student's obligation to pay the tuition fee arises if the student fails to defend his or her graduation thesis or pass the final examination within a semester after the end of the semester limit of the nominal duration of studies. Tuition fee shall be calculated for each subsequent semester for the amount of the credit points of the graduation thesis not defended or final examination not passed by applying the 50% reduced fee rate;

3) on the basis of an application, a full-time or a part-time student shall be released from the tuition fee if the student has commenced full-time studies in a study programme taught in Estonian free of charge and if the student is a person with moderate, severe or profound disability or a parent or a guardian of a child under the age of 7 years or of a child with a disability. Students can apply for release from the tuition fee until 30 September in the autumn semester and until 15 February in the spring semester. Completion of the study load requirement specified in clauses 1) and 2) of this subsection shall be calculated from the semester following the one when the circumstances on which the application was based ceased to exist;

4) part-time students and students in self-paid studies, excluding PhD students and the persons specified in clause 6) of this subsection, shall cover the cost of tuition. A student shall cover the cost of tuition based on the volume of the declared courses and the fee rates established by the university Senate; [entry into force 01.11.2019]

5) in a study programme with only part-time study, a student shall pay for tuition according to the volume of the declared courses and the fee rates established by the university Senate. [entry into force 01.11.2019.]

6) students admitted outside competition who have achieved outstanding sports results shall not be required to cover the cost of tuition.

(2) Until the end of the academic year 2020/2021, subsection 12 (10) of the Policies shall be applied to the students matriculated before the academic year 2017/2018 in the following wording:

1) a course may be declared only once in compliance with the Policies. A student enrolled for free study may re-declare a course as a continuing education student.

### § 39. Repeal of Regulations

(1) Regulation No 7 of the Council of Tallinn University of Technology of 18 April 2017 "Academic Policies" (amended by Regulation No 1 of 20 February 2018 and Regulation No 3 of 17 April 2018) is repealed.

(2) Regulation No 8 of the Council of Tallinn University of Technology of 20 June 2017 "Regulations on Completion of Studies" is repealed.

### § 40. Entry into force of the Regulation

(1) This Regulation shall enter into force on 1 August 2019.