

Approved by order No 192 of 11 November 2024 of the Vice-Rector for Academic Affairs

In force from: 11.11.2024

## **Procedure for Preparing Syllabi and Study Programmes**

### **1. General provisions**

- 1.1. The Procedure for Preparing Syllabi and Study Programmes sets out the structure of the course and study programme registers and the composition of the data to be entered in the registers.
- 1.2. The course register is an IT database managed by the Office of Academic Affairs as part of the study information system (hereinafter referred to as "SIS") and contains information on all the courses taught at Tallinn University of Technology.
- 1.3. The study programme register is an IT database managed by the Office of Academic Affairs as part of the SIS and contains information on all the study programmes taught at Tallinn University of Technology.

### **2. Course register**

- 2.1. A syllabus shall be entered in the course register by the unit teaching it. A syllabus is a course description that includes details on the topics to be covered and the learning outcomes students are expected to acquire.
- 2.2. Each course is assigned a code as follows:
  - 2.2.1. A course code consists of seven characters, the three first ones are letters, and the four last ones are numbers. The first two letters of the course code represent the department abbreviation, while the third letter is designated by the person responsible for preparing the course description.
  - 2.2.2. The first three digits in the numerical part of the course code represent the course's serial number within the structural unit.
  - 2.2.3. For PhD courses, the numerical part of the course code begins with the digit "9," followed by two digits that indicate the serial number of the PhD course.
  - 2.2.4. For university-wide courses, the letter part of the code is designated as UTT.
  - 2.2.5. For a department's course, the first letter of the code corresponds to the department's abbreviation, while the remaining letters are XX.
- 2.3. When entering a syllabus, the corresponding register for the course shall be selected:
  - 2.3.1. the A register contains courses included in study programmes;
  - 2.3.2. the B register contains optional courses;
  - 2.3.3. the Y register contains courses of partner universities included in joint study programmes.
- 2.4. When adding a course, the following information shall be entered in the course register:
  - 2.4.1. the part of the course register to which the course belongs;
  - 2.4.2. the course code;
  - 2.4.3. the course title in Estonian and in English;
  - 2.4.4. the course workload in ECTS credits;
  - 2.4.5. the course type (if necessary);
  - 2.4.6. course declarability, i.e., whether a student is eligible to enrol in the course;
  - 2.4.7. the assessment method upon completion (examination, pass/fail assessment, graded assessment);
  - 2.4.8. the semester when the course is taught;
  - 2.4.9. the language(s) of instruction;
  - 2.4.10. the prerequisite courses that must be completed before taking the course;
  - 2.4.11. the responsible lecturer;
  - 2.4.12. the course aims (in Estonian and in English);
  - 2.4.13. the learning outcomes (in Estonian and in English);
  - 2.4.14. a brief description of the course (in Estonian and in English);
  - 2.4.15. the list of textbooks used;

- 2.4.16. hours per week and total workload per semester for session-based study.
- 2.5. If the course covers discipline-specific and transversal skills approved by the Vice-Rector for Academic Affairs, the skills to be developed and assessed in the course shall be specified in the syllabus. Sub-skills are defined in line with the course's learning outcomes, serving as the basis for outlining the skills in the syllabus.
- 2.6. A syllabus shall be approved by the teaching unit and locked by the Office of Academic Affairs.
- 2.7. Approved courses can be selected for a study programme, course-teacher pairs can be assigned to locked courses.
- 2.8. The principal lecturer is responsible for preparing an extended syllabus for each semester of instruction.
- 2.8.1. An extended syllabus can be uploaded to the SIS syllabus section in the lecturer's block or added to the e-learning platform (Moodle).
- 2.8.1.1. If an extended syllabus file is uploaded to the SIS syllabus section, a link to the e-learning environment shall be added to the file.
- 2.8.1.2. If the extended syllabus is available in the e-learning environment, a link to the e-learning environment shall be added to the syllabus in the SIS.
- 2.8.2. The link to the extended syllabus or e-learning environment for the current semester shall be entered in the SIS by the structural unit or the lecturer of the course once the course-lecturer pair has been created.
- 2.9. In a locked syllabus, the structural unit make changes in the fields specified in clauses 2.4.11–2.4.16.
- 2.9.1. The changes shall be reviewed and approved by the Office of Academic Affairs. Depending on the extent of the changes, the syllabus information will either be overwritten, or a new version of the syllabus will be created. The new version of a syllabus becomes valid from the semester following its approval by the Office of Academic Affairs.
- 2.9.1.1. The information to be overwritten includes changes to the teaching semester, the language of instruction, language editing of the aims, learning outcomes and brief course description, as well as changes to the list of textbooks and the weekly contact hours and semester workload.
- 2.9.1.2. A new version of the syllabus will be created if the content of an existing learning outcome is revised, its focus is shifted, or if the brief course description is updated.
- 2.9.2. Changes to a syllabus must be made by the start of the period for submitting the individual study plans indicated in the academic calendar, and no later than the beginning of the semester.
- 2.9.3. To make changes to the semester, language of instruction, or prerequisites of a course, the teaching unit must submit a request to the Office of Academic Affairs.
- 2.9.4. A new syllabus must be created in the event of a major change to the course title, workload, assessment method, or the aims or learning outcomes.

### **3. Study programme register**

- 3.1. A study programme shall be entered in the SIS by the programme director.
- 3.2. A study programme code consists of six characters, the first four are letters and the last two are numbers: the first – the school; the second – the type of study (A – academic studies, D – professional higher education studies; V- academic studies taught in English); the third – the study programme code; the fourth – the level of academic studies (R – professional higher education studies, B – bachelor's studies; M – master's studies; I – integrated bachelor's and master's studies; D – doctoral studies). The number in the code represents the last two digits of the year the study programme was registered.
- 3.3. A new version of the study programme created when changes are made to a study programme, which is valid from a certain year of admission, is called a study programme version. A version is marked by adding a slash followed by the last two digits of the year of approval to the code (e.g., XXXX23/25). For a new study programme, the year of registration and the year of the version are the same (e.g. XXXX25/25).
- 3.4. For each study programme, the following information must be provided: the study program group, broad area of study, study field, study programme title in both Estonian and English, study level, nominal study duration, workload in ECTS credits, and language of instruction.

- 3.5. The terms and conditions of access, aims, learning outcomes, and graduation requirements must be described for each study programme.
- 3.6. The main fields of study and the degree to be awarded upon completion shall be specified in the study programme. In the case of a study programme with a single main field of study, the title of the programme is identical to the title of the field of study.
- 3.7. For a study programme version, the study programme structure by modules shall be indicated in compliance of the Study Programme Statute. "Module" means a unit that is used to structure the content of a study programme, where courses can either be organised into a cohesive set or that can consist of a single course.
- 3.8. The goals and learning outcomes of the modules shall be described in both Estonian and in English; the minimum workload for elective subjects shall be defined and courses for the modules shall be selected from the course register (the A register). A module shall be linked to the relevant main field of study.
- 3.9. The compulsory and elective courses shall be indicated in a module. An internship course shall have an internship identifier.
- 3.10. A standard study plan shall be prepared for each study programme version. In a standard study plan, the courses of the study programme are organised by semester. A standard study plan is a recommended option for graduating within the nominal study duration and serves as the basis for preparing the timetable. Separate standard study plans are drawn up for daytime and session-based studies.
  - 3.10.1. To modify a standard study plan, the programme director shall submit the corresponding request to the Office of Academic Affairs. The modifications made and entered in the current semester take effect from the following semester.
  - 3.10.2. If the request to modify a standard study plan is submitted after the deadline for the preparation of timetables and the modifications affect the timetable of the following semester, the structural unit shall obtain the approval of the persons preparing the timetable in advance.