

Established by Regulation No 4 of 17 May 2022 of the Senate of Tallinn University of Technology

In force from: 01.08.2022

## **Academic Policies**

The Regulation is established based on subsection 3 (6) of the Higher Education Act and clause 5 (3) 1) 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 I and II level of higher education. The provisions of the Policies apply to doctoral studies insofar as other legislation of the university does not provide otherwise.

(2) The Policies constitute a fundamental document mandatory to all the participants in studies. The purpose of the Policies is to ensure equal treatment of all students and transparency in the organisation of studies.

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

(1) Studies shall be conducted according to study programmes. The requirements for the structure of degree programmes, the terms and conditions and procedure for preparing, opening, amending, and closing study programmes are provided in the Curriculum Statute established by the University Senate.

(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 in the form of a lecture, practical training or practice session.

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

(5) The study information system (hereinafter referred to as “SIS”) is the university's official academic information exchange environment. The Rector shall establish the purposes of the processing of SIS 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 regulations 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) In the event of any inconsistency between the provisions of the Policies and their English translation, the provisions of the Policies in Estonian shall prevail.

#### **§ 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). As a rule, each semester consists of 16 weeks of scheduled studies. A semester 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 established 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 freshmen.

(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. An international visiting student is a visiting student matriculated at a higher education institution abroad

(4) An external student is a person eligible to defend a graduation thesis or take a final exam. An agreement is entered into with an external student for one semester, an external student is not matriculated and does not have a student status.

(5) A continuing education student is a person studying in a continuing education course based on a continuing education programme or in open studies taking the courses of degree programmes. The status of and academic policies for continuing education students are laid down in the Procedure for Continuing Education Courses established by the University Senate.

(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**

#### **COMPLETING A STUDY PROGRAMME, DURATION OF STUDIES, WORKLOAD, VOLUME OF STUDIES**

#### **§ 5. Completing a study programme and duration of studies**

(1) A student is obliged to complete the study programme, follow the principles of academic ethics and good academic practice.

(2) A study programme is deemed to be completed if the student has passed the courses and internship required in the study programme, incl. passed the final exam or defended his/her graduation thesis, completed all the modules required in the study programme and earned the number of credits required in the study programme.

(3) "The nominal period of study" means the period of studies specified in the study programme in academic years required to complete the study programme with the load of 60 European Credit Transfer and Accumulation System credits (hereinafter referred to as "ECTS credits") per academic year, 30 ECTS credits per semester.

(4) As a rule, the nominal period of a student's study corresponds to the nominal period of the study programme. A student's nominal period of study may be extended:

1) by the period of academic leave;

2) by the semester of a student's studies abroad if the university recognises learning gained from the studies in this period in the amount of at least 15 ECTS credits;

3) based on and under the conditions of the language policy of Tallinn University of Technology established by the Senate, a student's nominal period of study is extended by a semester if the student's proficiency in Estonian, which is the language of instruction, does not meet the requirements for studying at the higher education level and the student is required to take advanced studies in the official language based on a dean's office order;

4) by the period of the seagoing service if a student's seagoing service lasts more than six months.

(5) To calculate the study period, a student is allocated a semester limit (SEL) upon matriculation in SIS based on the nominal period of the study programme. The SEL allocated for a student shall be reduced by one after each semester of participation in studies. The SEL is not reduced upon extension of a student's nominal period of study in the cases and under the conditions specified in subsection (4) of this section.

(6) If a student fails to complete his/her study programme in full by the end of the last semester of the nominal period of study, the student shall continue his/her studies in the study programme (extension of the study period) as long as the student meets at least the part-time study requirement or any of the provisions of § 32 for exmatriculation of the student can be applied.

(7) The university counts prior and experiential learning (hereinafter referred to as “APEL”) toward completion of a study programme in accordance with the Procedure and Terms and Conditions for Accreditation of Prior and Experiential Learning established by the University Senate.

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

## **§ 6. Workload and study volume**

(1) The university provides full-time and part-time studies. Upon matriculation, a student shall decide whether he/she will study full-time or part-time in the first academic year, unless only full-time or part-time studies are allowed in the study programme. The workload selected by a student is assigned to the student by a matriculation or rematriculation order of the Vice-Rector for Academic Affairs.

(2) In full-time study, a student is required to accumulate, by the end of each academic year, at least 22.5 ECTS credits in the courses suitable for his/her study programme for each semester attended, starting from the last matriculation.

(3) In part-time study, a student is required to accumulate, by the end of each academic year, 15 -22 ECTS credits in the courses suitable for his/her study programme for each semester attended, starting from the last matriculation.

(4) A student’s study load is calculated based on the volume of study subject to completion under the study programme passed by the student in ECTS credits per semesters.

(5) Study volume comprises the volume of courses subject to completion in the study programme passed by a student in a semester and the volume of courses taken into account based on an APEL application in credits. The courses subject to completion in the study programme include also courses from the free study module, but these shall not exceed the volume of the free study module set out in the study programme.

(6) The nominal study volume per each attended semester is 30 ECTS credits; the nominal volume is calculated cumulatively.

(7) A student studying free of charge shall acquire 30 ECTS credits per each attended semester to continue studying free of charge. The credits are calculated cumulatively for the total nominal period of study completed, and the admissible shortfall in which case no tuition fee is required is 6 ECTS credits per the total number of semesters completed.

(8) When studying abroad, a student studying free of charge shall complete courses suitable for his/her study programme at least in the amount of 15 ECTS credits per semester in order to complete the nominal study volume. During the semester following studies abroad, a student must complete the courses in such a volume that the total amount of the credits for the courses suitable for his/her study programme in the semester of studies abroad and in the following semester is at least 30 ECTS credits. Credits are calculated on a cumulative basis.

(9) The volume of 30 ECTS credits subject to completion includes the following in ECTS credits:

- 1) internship, compulsory courses and elective courses passed in the amount required to complete the study programme;
- 2) optional courses passed in the amount required to complete the study programme;
- 3) elective courses taken in addition to the volume of elective courses set out in the module;
- 4) courses of a foreign higher education institution completed abroad and previously approved by the programme director in the amount of the credits of the foreign state and converted into ECTS credits;
- 5) courses counted toward completion of a study programme by APEL.

(10) At the end of each academic year, the university recalculates cumulatively the student’s study load for the next academic year based on the study volume completed by the student previously. The study load is changed based on a dean’s office order.

(11) If the study load changes:

- 1) a student who fails to meet the requirements for full-time study shall be transferred to part-time study;

2) a student who has studied part-time and has fulfilled the requirements for full-time study shall be transferred to full-time study, unless the student is matriculated in a study programme where only part-time study is allowed;

3) a student who fails to meet the requirements for part-time study shall be exmatriculated on the grounds of inadequate academic performance based on clause 32 (4) 2) of the Policies.

(12) In the first semester of participation in studies, a student must declare and complete courses from his/her study programme in the amount of at least 15 ECTS credits, regardless of the chosen study load and the credits granted under APEL. 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 set out 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.

(13) A student studying on the basis of a study programme relating to 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 service.

### **Chapter 3**

#### **STUDY ABROAD, SWITCHING TO ANOTHER STUDY PROGRAMME AND REMATRICULATION**

##### **§ 7. Study abroad**

(1) During their studies, students can apply for study abroad using the opportunities offered by the university or on their own initiative. A student can take courses or write a graduation thesis at a higher education institution abroad or do an internship at an institution abroad. When applying for study abroad, a student shall obtain approval of the programme director for the content of the study abroad, which shall be laid down in the learning agreement. Participation in the competition for study abroad takes place based on the Procedure for Applying to a Visiting Student Place approved by the Vice-Rector for Academic Affairs.

(2) A student nominated for participation in a study abroad programme for one or more semesters shall submit an application in SIS, on the basis of which a dean's office order is issued for the transfer to a higher education institution abroad.

(3) When studying abroad, a student must complete courses suitable for his/her study programme in the amount of at least 15 ECTS credits per semester and apply for the courses to be counted toward completion of the study programme.

(4) A student who has done his/her internship abroad is obliged to apply for the internship to be counted toward completion of the study programme.

(5) The nominal period of study of a student studying or doing internship at a higher education institution abroad is extended by each semester attended at the higher education institution if the courses passed at the higher education institution abroad are counted toward completion of the study programme in the amount of at least 15 ECTS credits per semester. The nominal period of study is extended after the end of study at the higher education institution abroad when the APEL application submitted by the student has been accepted. If it becomes evident that the conditions for the extension of the nominal period of study are not met, the nominal period of study shall not be extended.

(6) The nominal period of study of a student who has gone to study abroad after the end of the nominal period of study or during the semester of his/her academic leave shall not be extended by the semesters spent at an institution of higher education abroad. If a student studying free of charge goes to study abroad in the first semester following the nominal period of study and does not take a final exam/does not defend his/her graduation thesis at the end of the same semester, but passes courses in study abroad in the amount of at least 15 ECTS credits and applies for the courses to be counted toward completion of the study programme, the student can take the final exam/defend his/her graduation thesis in the semester following his/her study abroad free of charge.

(7) A student's nominal period of study is not extended if so provided by the inter-university cooperation agreement (joint study programmes, double degrees, etc.).

### **§ 8. Studying as a visiting student at another higher education institution in Estonia**

- (1) A student has the right to study as a visiting student in Estonian public universities based on a referral free of charge. Studying at other higher education institutions is subject to a fee, unless otherwise provided by a cooperation agreement concluded between the higher education institutions.
- (2) A student going to study at another higher education institution shall submit an application for referral in SIS, indicating the name of the higher education institution, the period of study and the courses he/she is going to study.
- (3) An application for referral, including the courses selected by the student, shall be signed by the programme director. A student shall submit an APEL application for the courses completed in another higher education institution in accordance with the Rules for Accreditation of Prior and Experiential Learning and the rates of fees for APEL established by the Vice-Rector for Academic Affairs.
- (4) A person can study as a visiting student in accordance with the provisions of the Procedure for Applying to a Visiting Student Place established by the Vice-Rector for Academic Affairs.

### **§ 9. Switching to another study form or study programme and rematriculation**

- (1) A student has the right to switch to another study form based on a dean's office order.
- (2) A student has the right to switch to another study programme based on a decision of the Vice-Rector for Academic Affairs.
- (3) To switch to another study programme, the student shall submit the corresponding application and an APEL application filled in SIS to the dean's office of the School where the study programme to which the student is applying is taught by the deadline for additional matriculation specified in the academic calendar.
- (4) A student has the right to apply for a switch to another study programme if the student has accumulated at least 30 ECTS credits from the courses suitable for the study programme. Upon switching to another study programme, the nominal semester limit used by the student and the nominal period of study of the study programme shall be taken into account. The dean may establish additional requirements for switching to another study programme.
- (5) "Rematriculation" means the continuation of free studies in the same study programme based on the unused nominal semesters.
- (6) Rematriculation for continuing free studies in the same study programme can be applied if the applicant:
  - 1) has acquired at least 30 ECTS credits in the courses of the study programme;
  - 2) will complete the study programme by acquiring 30 ECTS credits in the courses of the study programme in each unused nominal semester;
  - 3) has not already exercised the right to free study while studying in another study programme at the same study level;
  - 4) meets the additional requirements established by the dean.
- (7) For rematriculation, an application shall be submitted to the dean's office by the deadline for additional matriculation indicated in the academic calendar and an APEL application filled in SIS.
- (8) A former student exmatriculated for inadequate academic performance or non-attendance in studies cannot apply for rematriculation within one semester following exmatriculation.
- (9) A former student exmatriculated on the grounds of contemptible conduct cannot apply for rematriculation within one year of exmatriculation.

## **Chapter 4**

### **FREE STUDIES AND REIMBURSEMENT OF TUITION FEES**

#### **§ 10. Free studies**

- (1) Tuition fee shall not be paid by a student:
  - 1) who has been matriculated for full-time free studies in a study programme taught in Estonian and who completes cumulatively the required volume of study;
  - 2) who has been matriculated for full-time free studies in a study programme taught in English and completes cumulatively the required volume of study,

- 3) during the nominal period of study if the student has been matriculated for full-time studies funded by a tuition fee waiver scholarship;
- 4) who has been matriculated to a student place for sportsmen;
- 5) who has studied abroad based on a study abroad order and the university takes into account at least 15 ECTS credits per semester gained for courses suitable for the study programme in the semester of studying abroad and in the following semester;
- 6) for a semester the student studies in a higher education institution abroad if the student studies at the university in a study programme with a semester fee.

(2) A student studying in a study programme taught in Estonian free of charge shall not pay tuition fee for the volume of study he/she fails to complete cumulatively by the end of the semester if the student has commenced full-time free studies in a study programme taught in Estonian and if the student is a parent or a guardian of a child under the age of 7 years or of a child with a disability, a person with moderate, severe or profound disability or has fully or partially lost his/her capacity for work. If an application for a release from the tuition fee and a document certifying the above fact has been submitted to the dean's office before transfer to part-time study, the student continues to study free of charge if the part-time requirement is met and the condition applies. Students can apply for a release from the tuition fee and submit a document certifying the above fact to the dean's office of the School until 30 September in the autumn semester and until 15 February in the spring semester. Reimbursement of the tuition fee is requested from the semester following the one when the circumstances on which the application was based cease to exist; the previous completion of volume of study is not taken into account.

#### **§ 11. Reimbursement of tuition fees for lacking credits by students matriculated in free studies**

- (1) A full-time student matriculated in free studies, incl. in studies funded by a tuition fee waiver scholarship, shall pay for the lacking credits exceeding the threshold of 6 ECTS credits by the end of the semester. Credits are calculated cumulatively. A student shall pay tuition fee for each credit the student falls short in the nominal period of study in accordance with the fee rates established by the Senate, excluding for the credits the student falls short in the last semester of the nominal period of studies.
- (2) In the last semester of the nominal study period, a student shall reimburse tuition fee for the credits the student falls short from the completion of the study programme in full, excluding the credits for the graduation thesis/final exam, in accordance with the fee rates for lacking credits established by the Senate.
- (3) A student studying full-time free of charge is not required to pay tuition fee for the first semester following the nominal period of study. Thereafter the student is required to pay a fee once upon submission of the defence application in the amount of 50% of the fee rate for the credits in the School established by the Senate.

#### **§ 12. Reimbursement of tuition fees by students studying in self-financed study places**

- (1) A student undertakes to reimburse tuition fee according to the rates established by the Senate if the student:
  - 1) has been matriculated in full- or part-time self-paid study places;
  - 2) switches to another study programme during studies and continues in self-paid study;
  - 3) has lost the right to study full time and is studying part time.
- (2) A student studying in a self-paid study place in a study programme taught in Estonian shall pay tuition fee based on the credits declared for the semester.
- (3) A student shall pay tuition fee in a study programme taught in English:
  - 1) in full-time study during the nominal period of study on the basis of a semester fee, regardless of the number of credits declared, the number of times corresponding to the number of semesters of the nominal period of study;
  - 2) following the end of the student's nominal period of study, on the basis of the amount of credits declared in the semester's individual study plan;
  - 3) in part-time study based on the amount of credits declared in the semester's individual study plan;
  - 4) based on the volume of credits declared in the semester's individual study plan if the student has commenced studies based on a credit fee.

(4) A student studying based on a semester fee who declares courses during his/her academic leave shall pay a semester fee for his/her studies; a student studying in a self-financed study place based on credits shall pay according to the declared credits.

(5) A student who has commenced studies funded by a tuition fee waiver scholarship shall pay tuition fee for the semesters following the nominal period of study based on the volume of credits declared in the semester's individual study plan.

(6) A student studying based of credit fee shall pay for his/her graduation thesis after submitting a defence application according to the fee rate established by the Senate.

### **§ 13. Concluding a contract for reimbursement of tuition fees, submitting and paying invoices**

(1) A contract for reimbursement of tuition fees shall be concluded with a student enrolled in self-paid study. The contract shall be entered into between the student and the university in SIS 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 SIS until a contract is entered with the university.

(2) A student studying in a self-paid study place or reimbursing tuition fees for the lacking credits shall pay tuition fee in accordance with the fee rates established by the Senate. The Senate establishes fee rates for each academic year by a separate decision.

(3) A student shall receive an invoice issued based on the Academic Policies or a contract for reimbursement of tuition costs (payment of tuition fee). An invoice for reimbursement of tuition fees shall be submitted via SIS within three weeks after the deadline for declaration.

(4) A prerequisite for admitting a graduation thesis for defence is the payment of the invoice submitted for the graduation thesis no later than five working days before the defence of the thesis.

(5) An invoice for lacking credits based on the cumulative results of previous semesters shall be submitted after the end of the semester in accordance with the provisions of § 11.

(6) The deadline for payment of the invoice is ten calendar days from the submission of the invoice. In case of a delay in the payment of the fee, a fine for delay shall be charged from the student in the amount of 0.06% of the amount due for each calendar day the payment is delayed.

(7) The deadline for payment of the invoice submitted for tuition can be extended based on the student's application and with the consent of the dean up to three calendar months, but not longer than until the end of the period of classroom sessions indicated in the academic calendar.

(8) Upon application for APEL, the invoices shall be submitted and paid in accordance with the rates and payment procedure of APEL fees established by the Vice-Rector for Academic Affairs.

(9) Any claims against a student arising from overdue tuition fee shall be transferred, in part or in full, to a third party or recovered through court.

### **§ 14. 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 in order to release the student from the tuition fee.

(2) The University Senate shall approve the number of scholarships by study programme for each academic year.

(3) A tuition fee waiver scholarship is awarded according to the number of tuition fee waiver scholarship funded study places established by a decision of the Senate and the ranking of student applicants formed based on admission requirements. A tuition fee waiver scholarship is awarded for the student's nominal period of study.

(4) 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 a tuition fee waiver scholarship waives his/her study place before the deadline for academic movements set out in the academic calendar, the dean may award the tuition fee waiver scholarship to the next highest ranked student.

(5) 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 set out

in the study programme, from payment of a fee in the same way as students who commence free studies.

(6) A student who loses the right to a tuition fee waiver scholarship shall reimburse tuition fee for his/her studies according to the tuition fee rates established by the University Senate starting from the semester he/she lost the right to the scholarship.

## **Chapter 5 STUDIES**

### **§ 15. 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/her horizons or to improve his/her professional knowledge and skills.

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

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

(4) The unit teaching the course shall prepare a syllabus for each course in accordance with the Guide for Preparing a Syllabus and a Study Programme approved by the Vice-Rector for Academic Affairs.

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

(6) The unit teaching a course shall appoint the lecturer(s) teaching the course for each semester. A course can be taught by the principal lecturer or co-lecturer.

(7) The principal lecturer 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 corresponding to the assessment methods chosen. The extended syllabus shall be presented to the students in the first lecture at the beginning of the relevant semester and shall be available in SIS.

(8) A tuition fee is charged for courses not included in the study programmes, unless otherwise provided in the Rector's directive.

### **§ 16. An individual study plan**

(1) "An individual study plan" means a list of the courses declared by the student in SIS for the upcoming semester, which the student undertakes to study. By compiling an individual study plan, the student registers for study in the beginning semester and determines an individual route for completing the study programme.

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

(3) A student shall declare a course according to the principal lecturer. An internship and a graduation thesis shall not be declared in the semester's individual study plan.

(4) A final exam is declared in the individual study plan at the beginning of the semester. As an exception, the dean may allow a final exam to be declared at another time during an academic year.

(5) The period of validity of a final exam declaration shall be the same as the period of validity of the declarations of other courses.

(6) To defend a graduation thesis, a student shall submit a defence application via SIS by the deadline set out in the academic calendar.

(7) If a 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 zero-declaration shall be submitted also by a student who only has to defend his/her graduation thesis.

(8) A student is required to compile an individual study plan for each semester of attendance, except for cases involving study abroad or seagoing service.



(9) 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 timetable is prepared based on the standard study plan for completing the study programme within the nominal period of study. 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.

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

(11) A student shall select the courses he/she wishes to study 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 a course even if the student has not completed the prerequisite courses.

(12) Before declaring the courses for the next semester, a student must reply to the questions in the feedback survey in SIS in accordance with the Rules for Requesting and Taking into Account Feedback on Teaching and Courses established by the Rector.

(13) If necessary, the unit teaching the course shall lay down rules for declaring the course, which shall be made available for students in SIS by the beginning of the declaration period.

(14) A student has the right to select any course taught at the university for his/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 a decision of the programme director.

(15) A student can re-declare a course not completed by the end of the semester only once. A student can waive declaration and completion of the course in an elective or optional study module.

(16) 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 requirements for declaring the course, limited number of places available, incorrectly selected lecturer), a lecturer may 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.

### **§ 17. Internship**

(1) The coordinator of internship as a specific form of a course is the lecturer of the course unless otherwise laid down in the internship procedure of the School. An internship coordinator is an advisor, who, if necessary, recommends companies that provide internship opportunities 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 available in SIS like an extended syllabus. An internship guide shall be approved by the programme director. The relevant internship coordinator role in SIS shall be assigned by the employee of the dean's office appointed by the dean. The dean shall establish the internship procedure of the School.

(2) An internship contract can 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 final exam or 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 exam.

(3) Internship shall not be declared in the semester's individual study plan. After completing internship, a student shall submit an application in SIS 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 accordance with the procedure applicable in the School. The teacher of the internship course shall enter the result of internship in SIS.

(4) A one-year seagoing service shall be completed in the study programmes relating to the Maritime Safety Act.

### **§ 18. Defending a graduation thesis or taking a final exam as an external student**

(1) A graduation thesis can be defended and a final exam can be taken as an external student.

- (2) To be granted the external student status in order to defend a graduation thesis or take a final exam, a learning agreement shall be concluded with the external student in SIS based on the person's application in a format which can be reproduced in writing. The standard form of the special provisions and the general provisions of the abovementioned agreement shall be approved by the Rector. An external student has limited access to SIS until an agreement is entered with the university.
- (3) The preconditions for eligibility to defend a graduation thesis/take a final exam as an external student are fulfilled if the person:
- 1) has acquired the required prior education;
  - 2) has completed all the courses pursuant to the study programme up to defending a graduation thesis or taking a final exam;
  - 3) in case of defending a graduation thesis, has prepared a graduation thesis that meets the requirements established by the university.
- (4) Fulfilment of the preconditions for eligibility to defend a graduation thesis/take a final exam shall be verified no later than two weeks before the graduation thesis is admitted for defence/the final exam is taken.
- (5) The university may refuse to enter into a learning agreement with an external student if the person has financial arrears to the university and/or has violated good academic practice as a student or an external student within three years preceding the submission of application for graduation as an external student.
- (6) In order to conclude an external student learning agreement, the applicant shall submit the following to the dean's office of the School administering the study programme:
- 1) an application for defence of a graduation thesis or taking the final exam;
  - 2) an education certificate certifying prior studies;
  - 3) an APEL application in SIS and the required documents, except for the results achieved at Tallinn University of Technology as a student of the same study programme;
  - 4) an identity document.
- (7) The provisions of the Academic Policies shall be applied to the person graduating as an external student in accordance with the academic level applied for by the external student.

## **Chapter 6**

### **ACADEMIC PERFORMANCE**

#### **§ 19. 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 exam, pass/fail assessment, an essay, a report, teamwork, a questionnaire).
- (2) An assessment criterion shall specify the expected level and scope of knowledge and skills in the context of the corresponding assessment method.
- (3) The learning outcomes, assessment methods and criteria must be interlinked.
- (4) 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 assessment, shall be specified by the lecturer in the extended syllabus. The assessment methods and criteria defined in extended syllabi shall be available to students no later than by the beginning of studies and they must not be changed during a semester.
- (5) The final grade can be calculated as a total of different components (e.g. homework, a test, exam, pass/fail assessment) or based only on the results of an exam or assessment at the end of the study period. If the final grade is partially or entirely based on the results of continuous assessment, the assessment criteria and the weight of the results of continuous assessments in the final grade, incl. possible prerequisites for eligibility for assessment, as well as the deadlines for the performance of the assignments, shall be specified in the extended syllabus of the relevant course.
- (6) If a student does not fulfil the prerequisite for eligibility for assessment indicated in the assessment criteria, the student will not be able to achieve a positive final result in the course.
- (7) The university has the right to check a student's written papers by using plagiarism detection systems.

## **§ 20. 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.

## **§ 21. 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 by a student if the student obtains a positive result upon assessment.

(2) Final grades shall be recorded on the assessment form in SIS and signed by the principal lecturer teaching or supervising the course, to whom the student has declared the course. An assessment form is the basic document where to the final grade is entered.

(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 credits of all the passed courses with graded assessments and the graduation thesis or final exam and dividing that figure by the total of all the credits of the relevant courses.

## **§ 22. Assessment procedure**

(1) An assessment procedure shall be based on good academic practice, be fair, impartial and supportive of the student's learning.

(2) The lecturer shall lay down the procedure for testing students' knowledge. A student may use any resources or materials 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 assignment submitted to him/her 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.

(3) 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.

(4) If an exam takes place in a course, there shall be at least three dates for taking an exam with an interval of at least three days between the exams. The three dates for taking an exam must include the date for resitting the exam. The results of the previous exams shall be available for students and it must be possible to register for an exam at least 48 hours before the last exam takes place.

- (5) The lecturer shall make sure that the final grade of a written exam or course ending with an assessment is made available for the students in SIS within a week after the exam or assessment. The final grades of an oral exam or a course ending with an assessment shall be made available to the students on the day of the exam or assessment and in SIS within three working days.
- (6) 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.
- (7) All final grades shall be made available in SIS within three working days after the deadline for taking the exams in the corresponding semester.
- (8) The schedule of exams and assessments shall be available in SIS or in the e-support environment of the course at least four weeks before the exam or assessment takes place. Registration for an exam or pass/fail assessment and possible cancellation of a registration by a student shall be carried out in SIS or in the e-support environment of the course by the deadline set by the lecturer.
- (9) Exams and assessments shall be conducted in the language of instruction.
- (10) The dates and times of pre-exam consultations in a course shall be disclosed together with the dates and times of exams.
- (11) Non-attendance at an exam whereto a student has registered shall be marked as "absent" (MI).
- (12) A student has the right to improve the result of an exam on the basis of one declaration only once and only at the proposed exam dates. Both a positive and a negative exam result as well as non-attendance at the exam (MI) are considered as taking an exam. The final grade is calculated taking into account the negative or positive result of the last exam taken at the exam dates.
- (13) 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 exam or assessment in the autumn semester for up to two weeks and in the spring semester up to the end of the academic year. During the extension period, the student can take the exam/assessment in the course once, on the date proposed by the lecturer. The results received in the abovementioned period shall be recorded in the semester's performance.
- (14) In justified cases, a student has the right to submit an application to the dean for assessment of the achievement of the learning outcomes before an assessment panel.

### **§ 23. 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.
- (2) Prior and experiential learning acquired outside the university may be accounted towards completion of the whole study programme, except for the graduation thesis or final exam.
- (3) In the first semester of participation in studies, a student must complete courses in his /her study programme in the amount of at least 15 ECTS credits.

## **Chapter 7**

### **SUPERVISING AND DEFENDING A GRADUATION THESIS, TAKING A FINAL EXAM**

#### **§ 24. Forming defence committees and final exam committees**

- (1) The dean shall form the defence committees and final exam committees as follows:
- 1) a defence committee of graduation theses and a final exam 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 exam 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 after the defence of a graduation thesis, the membership of the defence committee shall be approved by the professional qualifications committee.

#### **§ 25. Defending graduation theses and organising final exams**

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

(2) The chairman of the defence committee shall publish the time and place of the defence and the names of the students admitted 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 and the restrictions on the publication of a graduation thesis shall be taken into consideration upon the publication of a graduation thesis and entry into contracts with the members of the defence committee.

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

(4) At a reasoned request, the dean may allow participation at a defence by using a means of real-time two-way video image and sound communication.

(5) The results of the defence of a graduation thesis shall be recorded and signed by the chairman of the defence committee.

#### **§ 26. 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.

(2) A graduation thesis may have up to two supervisors – the 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.

(3) If the supervisor is from outside the student's School or the university, the supervisor and topic of the graduation thesis shall be approved by the programme director prior to 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 the language of instruction of the study programme, a thesis written in Estonian shall include a summary in English. In a study programme taught in Estonian, a graduation thesis may be written also in English by agreement between the student and the supervisor; a thesis written in English must include a summary in Estonian.

(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.

#### **§ 27. Prerequisites for eligibility to defend a graduation thesis and take a final exam**

(1) Registration of the results of the courses included in the study programme in SIS no later than three working days before the deadline for defending a graduation thesis or passing a final exam is the prerequisite for being eligible to defend a graduation thesis or take a final exam. A study programme shall be deemed as completed once all the study modules have been completed. The exception is the optional study module, 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 major fields of study, the study programme shall be completed to the extent of at least one main field of study.

(2) Only students who meet the prerequisites and are admitted to defence will be allowed to defend a graduation thesis and will be entered in the defence records.

(3) Upon verification of fulfilment of the prerequisite for eligibility to defend a graduation thesis or take a final exam a student may apply the following:

- 1) with the approval of the programme director, 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 exam results shall not be taken into account in weighted grade point average calculations, and these subjects shall not be entered on the diploma supplement.

(4) Additional prerequisites for permitting a student or an external student to defend a graduation thesis or take a final exam are as follows:

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

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

(1) The person appointed by the chairman of the defence committee or secretary of the defence committee shall check the graduation theses before the defence using a plagiarism detection system by entering the graduation theses in the corresponding database.

(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 occurs in a graduation thesis, the chairman of the defence committee has the right to refuse to allow a thesis to be defended. If a procedure for processing violation of good academic practice and contemptible conduct 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 shall inform the dean of a violation of good academic practice.

#### **§ 29. Defending a graduation thesis**

(1) A 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 of the supervisor(s), the second level students shall indicate also the CERCS classification.

(2) The principal supervisor shall approve the submitted defence application by the deadline specified in the academic calendar, confirming the title and eligibility of the thesis for defence.

(3) The chairman of the defence committee has the right to refuse to permit a thesis to be defended if it does not comply with the requirements set out for a graduation thesis.

(4) The dean's office shall confirm on the defence application that the prerequisites for eligibility to defend a graduation thesis have been fulfilled.

(5) The procedure for defending 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 24 (1) 1) or 2) participate in the defence meeting.

(8) The defence committee shall assess graduation theses and their defence based on the established graduation thesis assessment criteria. Any positive grade means that the graduation thesis was defended successfully.

(9) The result of a graduation thesis defence shall be entered in SIS 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.).

#### **§ 30. Final exam**

(1) The final exam committee shall set at least one date in a semester for taking a final exam and announce the time and place of the final exam at least ten calendar days before the final exam.

- (2) An order shall be drawn up at the dean's office for students who have declared a final exam and have fulfilled the preconditions of eligibility to take a final exam.
- (3) The procedure of a final exam shall be established by the chairman of the final exam committee. A final exam committee has a quorum if at least three members specified in clause 24 (1) 1) or 2) participate in the assessment.
- (4) A student who receives grade "0" at a final exam or who fails to attend an exam must re-declare the final exam. In justified cases, the chairman of the final exam committee has the right to allow a student who has received grade "0" at a final exam or has failed to attend a final exam to take the final exam based on the student's application before the expiry of the declaration.
- (5) The result of a final exam shall be entered in SIS no later than five working days following the final exam.

## **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 for one or several full semesters. A semester spent on academic leave is not considered to be a semester attended.
- (2) During the nominal period of study, 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) up to two semesters in the case of undergoing compulsory military service or alternative service;
  - 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 via SIS and the leave shall be granted by a dean's office order. In case of interruption of an academic leave during a semester, the whole semester shall be recorded as a semester attended in studies.
- (4) A student has the right to apply for academic leave at his or her own request from the second semester of study. Applications can be submitted until the deadline 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. 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.
- (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 consecutive semesters. 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 must not be interrupted for continuation of studies, excluding completion of studies, or if he student has submitted an application for academic leave for two semesters before the end date of the quarter of the semester, when the application was submitted, indicated in the academic calendar. In the latter case, the student may interrupt the academic leave before the beginning of the second semester of the two-semester leave.
- (8) The additional documents specified in subsections (5) and (6) of this section shall be attached to the application submitted in SIS.

(9) Upon submitting an application for academic leave, the student has the right to cancel the declaration in SIS. The final grades registered in SIS before the application was submitted remain in force.

(10) 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 up to 18 ECTS credits. 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 has the right to complete a study programme without any limits.

### **§ 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) at the student's own request;
- 3) on the university's initiative (due to inadequate academic performance, failure to commence or participate in studies, contemptible conduct, violation of the restrictions for preventing the spread of a virus causing an infectious disease, failure to pay the tuition fee, closing of a study programme or upon death of the student).

(2) A student shall be matriculated 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 SIS.

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

- 1) has accumulated less than 15 ECTS credits for courses in the study programme in the first semester of attendance in studies, except if the dean has allowed to pass less courses;
- 2) has failed to fulfil at least the part-time load requirement by the end of the academic year;
- 3) has twice received a negative grade for the defence of the graduation thesis/final exam.

(5) A student, except a student on academic leave, undergoing seagoing service 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;
- 2) in the first semester of attendance in study, fails to declare courses in his/her study programme in the amount of at least 15 ECTS credits by the deadline specified in the academic calendar, unless the dean has allowed to declare less courses;
- 3) fails to attend in person the counselling session specified in subsection 35 (5);

(6) A 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 participation 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/she has not submitted an application for transfer to another study programme by the prescribed deadline.

(9) Exmatriculation of a student due contemptible conduct or violation of the restrictions for preventing the spread of an infectious disease shall be decided by the Vice-Rector of Academic Affairs at 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 an infectious 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.

(10) A student is exmatriculated upon death of the student.

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



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

- (1) The academic degrees of the I and II level of higher education are the bachelor's degree and the master's degree.
- (2) A graduate of the university is awarded an academic degree in accordance with the Standard of Higher Education and the directive of the Minister of Education and Research on the right to conduct studies at the higher education level.
- (3) 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 Higher Education Act and the regulation of the Minister of Education and Research established based on the Act.
- (4) 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 and master's 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 degree on the diploma in brackets.
- (5) 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 curriculum in full;
  - 2) who defended a graduation thesis or took a final exam 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
- (6) The date of issue of a diploma shall be the date of the Vice-Rector's order on exmatriculation of the student in connection with the completion of a curriculum in full.
- (7) Graduation documents shall be handed over at a festive graduation ceremony. Graduation ceremonies are held at the time specified in the academic calendar.
- (8) 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 the Policies.

## Chapter 9

### VIOLATION OF GOOD ACADEMIC PRACTICE

#### § 34. 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 teacher;
  - 2) making use of any other help from others (prompting, copying, copying homework, using learning support forums, buying papers, etc.) upon a knowledge test or violation of the examination procedure 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) malicious disclosure of papers assessed;
  - 7) deliberate submission of untrue information (false information) in one's papers, applications (including APEL), etc.;
  - 8) 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.
  - 9) other cases arising from the Code of Academic Ethics established by the Senate.
- (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 that the Vice-Rector for Academic Affairs exmatriculate the student;
  - 3) cancel the learning agreement concluded with the external student extraordinarily.
- (3) A dean can establish a procedure for processing violation of good academic practice and contemptible conduct at the School.

## **Chapter 10 OTHER PROVISIONS**

### **§ 35. Providing information and advice**

- (1) The university shall send messages and orders concerning studies via SIS. The notices communicated via SIS shall be deemed to be forwarded officially. In the framework of a course, a lecturer may use other communication channels for sending informative messages by notifying the students thereof in advance.
- (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 SIS.
- (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 Office of Academic Affairs of the university.
- (6) The student is guaranteed access to SIS from matriculation throughout the study period and one hundred days after the exmatriculation.

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

- (1) A student has the right to ask for and receive feedback on his/her performance or to dispute decisions related to study activities in accordance with the provisions of this section.
- (2) In order to ask feedback or dispute a decision concerning studies (incl. to dispute the results of or acts related to the grades received for a defence of a graduation thesis or at a final exam), the student has the right to address the person who made the decision within three working days from notification of the decision on the grade or studies. The person who made the decision shall provide feedback on the student's performance or respond to the appeal within three working days of the date of asking for feedback or filing the appeal.
- (3) If the appeal is rejected, the student has the right to file a written signed appeal to the dean within thirty (30) calendar days from the notification of the decision. The dean shall respond to an appeal within ten (10) calendar days from filing of the appeal.
- (4) The procedural deadline for responding to an appeal may be extended by 30 days by notifying the person filing the appeal thereof via SIS or by e-mail.
- (5) In justified cases, the dean has the right to form a committee for assessment of the achievement of the learning outcomes of a course in order to ensure the objectivity of the assessment.
- (6) The decision on the appeal shall be recorded in writing and shall be forwarded to the person filing the appeal via SIS or by e-mail or delivered against signature.
- (7) 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. For this, a person shall file a written or oral appeal to the Vice-Rector for Academic Affairs within thirty (30) calendar days as of the day the person became aware of the alleged violation. An oral appeal shall be recorded and confirmed by the signature of the person filing the appeal.
- (8) The Vice Rector for Academic Affairs shall form an independent committee to review the appeal. The committee shall present a reasoned opinion within twenty (20) calendar days as of the date of filing of the appeal.
- (9) On the basis of the committee's opinion, the Vice Rector for Academic Affairs shall make one of the following decisions:

- 1) to revoke the decision on awarding the academic degree and diploma
- 2) to reject the appeal.

(10) The decision on rejecting the appeal shall be sent to the person filing the appeal by mail or via SIS.

(11) Upon the revocation of an academic degree and a diploma, the Vice-Rector for Academic Affairs 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 for defence;
- 3) whether to exmatriculate the student due to contemptible conduct.

(12) 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 (10)3) of this section, the Vice-Rector for Academic Affairs 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 contemptible conduct.

(13) The decision to revoke the academic degree and a diploma shall be made public.

## **Chapter 11**

### **IMPLEMENTING PROVISIONS**

#### **§ 37. Repeal of Regulations**

(1) Regulation No 6 of 17.12.2018 of the Senate of Tallinn University of Technology "Academic Policies" (amended by Regulation No 3 of 21.05.2019, Regulation No 6 of 22.10.2019, Regulation No 9 of 22.10.2019, Regulation No 4 of 16.06.2020, Regulation No 5 of 22.07.2020, Regulation No 2 of 16.03.2021) is repealed.

#### **§ 38. Entry into force of the Regulation**

(1) The Regulation shall enter into force on 1 August 2022.