

Established by Regulation No 4 of 19 May 2026 of the Senate of Tallinn University of Technology

In force from: 21.05.2026. Subsection 21 (3) shall enter into force on 31 August 2026. Section 41 of the Regulation shall enter into force on 1 August 2026.

## **Academic Policies**

The Regulation is established pursuant to 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 the “Policies”) lay down the rules for the organisation of degree studies at Tallinn University of Technology (hereinafter referred to as the “university”) in first-cycle and second-cycle higher education. The provisions of these Policies apply to doctoral studies to the extent that other university legislation does not provide otherwise.

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

#### **§ 2. General principles for the organisation of studies**

(1) Studies shall be conducted in accordance with study programmes. The requirements for the structure of study programmes and the terms, conditions, and procedures for the preparation, opening, amendment, and closure of study programmes are laid down in the Study Programme Statute established by the University Senate.

(2) Teaching shall be conducted in Estonian and English. In Estonian-language study programmes, at least 60 per cent of instruction shall be delivered in Estonian. English-language study programmes shall include at least 6 ECTS credits in Estonian language and culture.

(3) Studies shall be organised in the form of daytime studies and session-based studies. Daytime studies are a form of study intended for students whose primary occupation is studying and in which instruction is provided mainly on weekdays. Session-based studies are a form of study organised in sessions, cycles, and/or on weekends, with an emphasis on independent student work.

(4) Studies take place in the form of face-to-face learning, practical training, and independent work. “Face-to-face learning” means studies conducted in the form of lectures, practical training or practical classes.

(5) Attendance at lectures is compulsory throughout the period of study for students enrolled in study programmes governed by the Maritime Safety Act.

(6) The Study Information System (hereinafter referred to as “SIS”) is the university's official environment for the exchange of academic information. The Rector shall establish the purposes of the processing of data (including personal data) in the SIS, the categories of data processed, the procedure for processing such data, and the arrangements for the exchange of data with third parties.

(7) In order to ensure the quality of organisation of studies and teaching, feedback shall be collected from students. The procedure for collecting and processing feedback on teaching shall be established by the Rector.

(8) The university processes personal data for the purposes of conducting studies and providing study-related services in accordance with the Procedure for the Processing and Protection of Personal Data established by the Rector.

(9) In the event of any inconsistency between the Estonian version of these Policies and the English translation thereof, the Estonian version shall prevail.

(10) Any specific provisions relating to the academic policies of joint study programmes and double degree programmes shall be set out in a cooperation agreement concluded between the participating higher education institutions.

### **§ 3. Academic calendar**

(1) The period of study at the university shall be measured in academic years. Each academic year consists of two 20-week semesters: the autumn semester and the spring semester. As a rule, each semester comprises 16 weeks of scheduled studies. A semester is divided into two quarters. The start and end dates of the semesters, together with other important academic deadlines, shall be specified in the academic calendar for the respective academic year established by the Rector.

(2) During the week preceding the autumn semester (the pre-semester week), introductory lectures on the university and these Policies shall be held for first-year students. The autumn semester shall not include the week of the Christmas holidays.

(3) If necessary, the Dean may establish additional academic deadlines within the School, provided that they are consistent 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 at the university in a degree study programme.

(3) A visiting student is a student matriculated at the University who, on the basis of an order of the Dean, studies at another higher education institution in Estonia or abroad for a limited period or undertakes an internship abroad, or a student of another Estonian higher education institution who, on the basis of an order of the Vice-Rector for Academic Affairs, is admitted to study at the university for a limited period. An international visiting student is a person matriculated at a foreign higher education institution who, for a limited period and on the basis of an order of the Vice-Rector for Academic Affairs, studies or undertakes an internship at the university.

(4) An external student is a person who is entitled to defend a graduation thesis or take a final examination. An agreement shall be concluded with an external student for one semester. An external student is not matriculated and does not hold student status.

(5) A continuing education student is a person who participates in continuing education under a non-formal education programme, a micro-degree programme, a micro-qualification programme, or through open education by taking courses offered within formal education study programmes. The status of continuing education students and the academic policies applicable to them are laid down in the Procedure for Continuing Education Courses established by the University Senate.

(6) These Policies apply to visiting students, international visiting students, external students, and continuing education students to the extent that other university legislation does not provide otherwise.

## **Chapter 2**

### **COMPLETION OF A STUDY PROGRAMME, PERIOD OF STUDY, STUDY LOAD AND STUDY VOLUME**

#### **§ 5. Completion of a study programme and period of study**

(1) A student is obliged to complete the study programme, adhere to the principles of academic ethics, and comply with the Good Practice in Learning and Teaching approved by the Committee for Academic Affairs.

(2) A study programme is deemed to be completed when the student has successfully completed all courses and internships prescribed by the programme, passed the final examination or successfully defended the graduation thesis, completed all required modules and their constituent components, and earned the total number of credits prescribed by the programme.

(3) "Nominal period of study" means the duration of studies, expressed in academic years, specified in the study programme and required to complete the programme with a study load of 60 European Credit Transfer and Accumulation System (ECTS) credits per academic year or 30 ECTS credits per semester. 1 ECTS credit corresponds to 26 hours of student work.

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

- 1) by the duration of academic leave;
- 2) by the semester spent studying abroad, provided that the university recognises at least 15 ECTS credits earned during that period;
- 3) by one semester, in accordance with the Language Policy of Tallinn University of Technology established by the Senate, if the student's proficiency in Estonian as the language of instruction does not meet the requirements for higher education studies and the student is required, on the basis of an order of the dean's office, to take advanced courses in the official language; or ;
- 4) by the duration of seagoing service, where the period of service required by the study programme exceeds six months.

(5) For the purpose of calculating the period of study, a student shall, upon matriculation, be allocated a semester entitlement limit (SEL) in the 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 shall not be reduced where a student's nominal period of study is extended in the cases and under the conditions specified in subsection (4) of this section.

(6) If a student has not completed the study programme in full by the end of the final semester of the nominal period of study, the student may continue studying in the study programme (extension of the period of study) for as long as the student meets at least the requirements for part-time study or until any of the grounds for exmatriculation set out in § 31 become applicable.

(7) The university shall accredit prior and experiential learning (hereinafter referred to as "APEL") in accordance with the Rules for Accreditation of Prior and Experiential Learning established by the University Senate.

(8) A student has the right to complete the version of the study programme under which the student commenced studies if no more than two years in addition to the nominal period of the study programme have elapsed since the commencement of studies.

## **§ 6. Study load and study volume**

(1) The university provides full-time and part-time studies. Upon matriculation, a student shall choose full-time or part-time study for the first academic year, unless the study programme permits only full-time or only part-time study. The study load chosen by a student shall be assigned by an order of the Vice-Rector for Academic Affairs upon matriculation or rematriculation.

(2) In full-time study, a student is required to accumulate at least 22.5 ECTS credits per attended semester in courses included in his/her study programme by the end of each academic year, calculated from the date of the most recent matriculation.

(3) In part-time study, a student is required to accumulate 15 to 22 ECTS credits per attended semester in courses included in his/her study programme by the end of each academic year, calculated from the date of the most recent matriculation.

(4) A student's study load is calculated on the basis of the study volume required to be completed under the study programme, expressed as the number of ECTS credits earned per attended semester.

(5) The study volume comprises the ECTS credits earned from courses completed by the student during the semester in accordance with the study programme, as well as ECTS credits recognised on the basis of an APEL application. The courses required for completion under the study programme also include courses from the free study module; however, the volume of such courses must not exceed the volume allocated to the free study module in the study programme.

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

(7) A student studying free of charge must earn 30 ECTS credits for each attended semester in order to retain the right to study free of charge. ECTS credits are calculated cumulatively over the total nominal period of study completed, and a shortfall of up to 6 ECTS credits from the cumulative nominal study volume corresponding to the number of attended semesters is permitted without the obligation to pay tuition fees.

(8) While studying abroad, a student studying free of charge must complete at least 15 ECTS credits per semester in courses relevant to his/her study programme in order to meet the nominal study volume

requirement. In the semester following a period of study abroad, a student must complete courses in such a volume that the total number of ECTS credits from courses relevant to the student's study programme completed during the semester abroad and the following semester is at least 30 ECTS credits. ECTS credits are calculated cumulatively.

- (9) The study volume required for completion, amounting to 30 ECTS credits, includes the following:
- 1) internship, compulsory courses and elective courses completed in the volume required for completion of the study programme;
  - 2) optional courses completed in the volume required for completion of the study programme;
  - 3) elective courses completed in excess of the volume of elective courses prescribed in the module;
  - 4) courses completed at a foreign higher education institution that have been approved in advance by the programme director, counted according to the credit system of the foreign institution and converted into ECTS credits;
  - 5) courses recognised towards completion of the study programme through APEL.
- (10) At the end of each academic year, the university shall recalculate the student's study load for the following academic year on a cumulative basis, taking into account the study volume completed by the student to date. The study load shall be adjusted by an order of the dean's office.
- (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 been studying part-time and fulfils the requirements for full-time study shall be transferred to full-time study, unless the student is enrolled in a study programme in which only part-time study is permitted;
  - 3) a student who fails to fulfil the requirements for part-time study shall be exmatriculated for inadequate academic performance pursuant to clause 31 (4) 2) of these Policies.
- (12) In the first semester of study, a student must register for and complete at least 15 ECTS credits under his/her study programme, regardless of the chosen study load and irrespective of any ECTS credits recognised through APEL. The courses included in the study programme also include optional courses from the free study module; however, the volume of such courses must not exceed the volume allocated to the free study module in the study programme. In justified cases, the dean may, upon the student's application, permit the student to register for fewer courses than required.
- (13) A student enrolled in a study programme governed by the Maritime Safety Act must successfully complete all courses and practical training specified in the standard study plan for the preceding semesters before commencing the one-year seagoing practice.

### **Chapter 3**

#### **STUDYING AS A VISITING STUDENT, CHANGE OF FORM OF STUDY OR STUDY PROGRAMME, AND RESUMPTION OF STUDIES**

##### **§ 7. Studying as a visiting student in Estonia and abroad**

- (1) During studies, a student may study as a visiting student at another Estonian or foreign higher education institution or complete an internship abroad in accordance with the Procedure for Applying to a Visiting Student Place established by the Vice-Rector for Academic Affairs.
- (2) The nominal period of study of a student who studies at a foreign higher education institution shall be extended by one semester for each semester completed at that institution, provided that courses completed there are recognised towards completion of the student's study programme in a volume of at least 15 ECTS credits per semester. The nominal period of study shall be extended after the student has completed his/her studies at the foreign higher education institution and the student's APEL application has been approved. If it becomes evident that the conditions for extending the nominal period of study have not been met, the nominal period of study shall not be extended.
- (3) The nominal period of study of a student completing an internship at a foreign higher education institution shall be extended by one semester, provided that the internship completed during that semester is recognised towards completion of the student's study programme in a volume of at least 15 ECTS credits. The nominal period of study shall be extended once the results of the internship have been entered into the SIS. If it becomes evident that the conditions for extending the nominal period of study are not met, the nominal period of study shall not be extended.

(4) The nominal period of study of a student who has gone abroad after the end of the nominal period of study or during the semester of academic leave shall not be extended by the semesters spent at a foreign higher education institution. If a student studying free of charge goes abroad in the first semester following the nominal period of study and does not take the final examination or defend his/her graduation thesis at the end of that semester, but obtains at least 15 ECTS credits from courses completed abroad and applies to have those credits counted towards completion of the study programme, the student may take the final examination or defend his/her graduation thesis free of charge in the semester following the period of study abroad. A student's nominal period of study shall not be extended where this is provided for in an inter-university cooperation agreement (e.g. a joint study programme or a double-degree programme).

#### **§ 8. Change of form of study or study programme and resumption of studies**

- (1) A student has the right to change his/her form of study by an order of the dean.
- (2) A student has the right to transfer to another study programme by a decision of the Vice-Rector for Academic Affairs.
- (3) To transfer to another study programme, a student shall submit the relevant application and an APEL application completed in the SIS to the dean's office of the School offering the study programme to which the student is applying by the deadline for additional matriculation specified in the academic calendar.
- (4) A student may apply to transfer to another study programme if, by the end of the first attended semester, the student has earned at least 30 ECTS credits from courses that are compatible with the study programme concerned, or, by the end of the second or any subsequent semester, has earned cumulatively at least 22.5 ECTS credits for each attended semester. Upon transfer to another study programme, the student's nominal period of study shall be determined on the basis of the nominal period of the new study programme, from which the number of semesters already used shall be deducted. The dean may establish additional requirements for transfer to another study programme.
- (5) "Rematriculation" means the resumption of tuition-free studies in the same study programme based on the remaining unused nominal semesters.
- (6) A person may apply for rematriculation to resume tuition-free studies in the same study programme if the applicant:
  - 1) has earned at least 30 ECTS credits in courses included in the study programme;
  - 2) is able to complete the study programme by earning 30 ECTS credits in courses included in the study programme during each remaining unused nominal semester;
  - 3) is not subject to any restriction on tuition-free study under the Requirements for Admission to First- and Second-Level Studies at Tallinn University of Technology established by the Senate of the university;
  - 4) fulfils any additional requirements established by the dean.
- (7) To apply for rematriculation, the applicant shall submit an application to the dean's office by the deadline for additional matriculation specified in the academic calendar and complete an APEL application in the SIS.
- (8) A former student who has been exmatriculated due to inadequate academic performance or non-participation in studies may apply for matriculation to fee-paying study no earlier than one semester after exmatriculation and for rematriculation to tuition-free study no earlier than two years after exmatriculation.
- (9) A former student who has been exmatriculated due to improper conduct may apply for matriculation to fee-paying study no earlier than one year after exmatriculation and for rematriculation to tuition-free study no earlier than two years after exmatriculation.

### **Chapter 4**

#### **TUITION-FREE STUDY AND REIMBURSEMENT OF TUITION FEES**

#### **§ 9. Tuition-free study**

- (1) Tuition fees shall not be charged to a student:
  - 1) who has been matriculated for full-time study in a study programme taught in Estonian and who cumulatively completes the required study volume for each semester;

- 2) who has been matriculated for full-time tuition-free study in an English-language fee-paying study programme on the basis of a decision of the Senate and who cumulatively completes the required study volume for each semester;
- 3) during the nominal period of study, if the student has been matriculated for full-time study in a fee-paying study programme and receives a tuition fee waiver scholarship in accordance with § 13 of the Academic Policies;
- 4) who has been admitted to a student place for athletes in accordance with the Requirements for Admission to First- and Second-Level Studies at Tallinn University of Technology;
- 5) who has studied abroad on the basis of an order of the dean or vice-dean for academic affairs, provided that the university recognises at least 15 ECTS credits per semester from courses relevant to the study programme completed during the semester abroad and the following semester;
- 6) spent studying abroad, if the student studies at a higher education institution under a study programme for which a semester fee is charged.

(9) A student enrolled in full-time study in a study programme taught in Estonian shall not be required to pay tuition fees if the student fails to complete the required cumulative study volume by the end of the semester, provided that the student continues studies in the same study programme and is a parent or guardian of a child under seven years of age or of a child with a disability; is a person with a moderate, severe or profound disability; or has partially or fully lost capacity for work. The student shall submit an application for exemption from tuition fees, together with a document certifying the relevant circumstance, to the dean's office by 30 September for the autumn semester and by 15 February for the spring semester. A student who transfers to part-time study shall retain the right to study free of charge, provided that the requirements for part-time study are met and the circumstances specified in this subsection continue to apply. A student shall be required to pay tuition fees from the semester following the semester in which the circumstances on which the exemption was based cease to exist. Previous completion of the required study volume shall not be taken into account.

#### **§ 10. Reimbursement of tuition fees by students enrolled in tuition-free study places**

(1) Except for students referred to in subsection 9 (2), a full-time student enrolled in a study programme taught in Estonian who interrupts his/her studies at his/her own request more than 70 days after the beginning of a semester shall be required to reimburse tuition fees for the declared ECTS credits not completed by the date of interruption of studies, in accordance with the rates for lacking credits established by the Senate.

(2) A full-time student enrolled in a tuition-free study programme taught in English or in a programme funded through a tuition fee waiver scholarship who interrupts his/her studies at his/her own request during a semester after the deadline for submitting the semester's individual study plan, is required to reimburse tuition fees for any declared ECTS credits not completed by the date of interruption of studies, in accordance with the rates for lacking credits established by the Senate.

(3) Full-time students enrolled in tuition-free study programmes taught in Estonian or English, or in study programmes funded through a tuition fee waiver scholarship, shall reimburse tuition fees for each ECTS credit exceeding a shortfall of 6 ECTS credits if, by the end of a semester, they have failed to complete more than 6 ECTS credits of the cumulative study volume required under the study programme. ECTS credits shall be calculated cumulatively on the basis of a nominal study volume of 30 ECTS credits per semester and 60 ECTS credits per academic year. During the nominal period of study, a student shall reimburse tuition fees in accordance with the rates for lacking credits established by the Senate, except for credits not completed during the final semester of the nominal period of study. In the final semester of the nominal period of study, a student shall reimburse tuition fees for any credits required for completion of the study programme that remain uncompleted, excluding credits allocated to the graduation thesis or final examination, in accordance with the rates for lacking credits established by the Senate.

(4) A full-time student enrolled in a tuition-free study programme taught in Estonian or English shall not be required to pay tuition fees during the first semester following the nominal period of study. Thereafter, the student shall pay a one-time fee upon registration of the graduation thesis, amounting to 50% of the credit fee rate established by the Senate for the respective School.

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

(1) A student shall reimburse tuition fees in accordance with the rates established by the Senate if the student:

- 1) has been matriculated to a full-time or part-time self-financed study place;
- 2) transfers to another study programme during his/her studies and continues in a self-financed study place; or
- 3) loses the right to study full-time and continues studying part-time.

(2) A student enrolled in a self-financed study place in a study programme taught in Estonian shall pay tuition fees based on the number of ECTS credits declared for the semester.

(3) A student enrolled in a study programme taught in English shall pay tuition fees:

- 1) for full-time study during the nominal period of study, on the basis of a semester fee, irrespective of the number of ECTS credits declared, for a number of semesters corresponding to the nominal period of study;
- 2) after the nominal period of study, on the basis of the number of ECTS credits declared in the individual study plan for the semester;
- 3) for part-time study, on the basis of the number of ECTS credits declared in the individual study plan for the semester; or
- 4) on the basis of the number of ECTS credits declared in the individual study plan for the semester, if the student commenced studies under a credit-fee system.

(4) A student subject to a semester fee who registers for courses during academic leave shall pay the semester fee for those studies. A student enrolled in self-financed study whose tuition fees are charged on the basis of a per-credit fee shall pay tuition fees in accordance with the number of ECTS credits declared.

(5) A student who commenced studies funded through a tuition fee waiver scholarship shall pay tuition fees for semesters following the nominal period of study on the basis of the number of ECTS credits declared in the individual study plan for the semester.

A student who has been matriculated to a fee-paying study place shall not be transferred to a tuition-free study place during his/her studies.

### **§ 12. Conclusion of a contract for reimbursement of tuition fees, submission of invoices and payment of tuition fees**

(1) A contract for reimbursement of tuition fees shall be concluded with a student who has been matriculated to a fee-paying study place or transferred to part-time study. The contract shall be concluded between the student and the university in the SIS in a format that can be reproduced in writing. The standard forms of the general terms and conditions and the special terms and conditions of the contract shall be approved by the Rector. A student shall have restricted access to the SIS until a contract has been concluded with the university.

(2) A student enrolled in a self-financed study place or required to reimburse tuition fees for lacking credits shall pay tuition fees in accordance with the rates established by the Senate. The Senate shall establish the tuition fee rates for each academic year by a separate decision.

(3) A student shall be issued an invoice in accordance with the Academic Policies or the contract for reimbursement of tuition fees. An invoice for reimbursement of tuition fees shall be made available in the SIS within three weeks after the deadline for course declaration.

(4) Payment of the invoice issued for the graduation thesis no later than five working days before the defence of the thesis is a prerequisite for admitting the graduation thesis to defence.

(5) An invoice for lacking credits, calculated on the basis of the cumulative results of previous semesters, shall be issued after the end of the semester in accordance with § 10.

(6) The payment deadline for an invoice shall be ten calendar days from the date of its issuance. If payment is delayed, the student shall be charged a late-payment interest of 0.06% of the outstanding amount for each calendar day of delay.

(7) Upon application by the student and with the approval of the dean, the payment deadline for a tuition fee invoice may be extended by up to three calendar months, but not beyond the end of the classroom session period specified in the academic calendar.

(8) Any claim against a student arising from unpaid tuition fees may be assigned, in whole or in part, to a third party or recovered through court proceedings.

### **§ 13. Tuition fee waiver scholarship**

(1) The university may award a non-monetary tuition fee waiver scholarship to full-time students matriculated to a fee-paying study programme, thereby exempting them from the obligation to pay tuition fees.

(2) The University Senate shall determine the number of tuition fee waiver scholarships available for each study programme for each academic year.

(3) A tuition fee waiver scholarship shall be awarded on the basis of the number of scholarship-funded study places established by a decision of the Senate and the ranking of applicants determined in accordance with the admission requirements. A tuition fee waiver scholarship shall be granted for the nominal period of study.

(4) A tuition fee waiver scholarship may be awarded only once to a person for studies in the same study programme. If a student who has been awarded a tuition fee waiver scholarship relinquishes his/her study place before the deadline for academic movements specified in the academic calendar, the dean may award the scholarship to the next highest-ranked applicant.

(5) A tuition fee waiver scholarship exempts a full-time student from paying tuition fees, provided that, at the end of the semester, the student does not have a shortfall of more than 6 ECTS credits from the cumulative study volume required under the study programme. The same conditions shall apply as for students studying in tuition-free study places.

(6) A student who loses the right to a tuition fee waiver scholarship shall reimburse tuition fees in accordance with the rates established by the University Senate, starting from the semester in which the right to the scholarship was lost.

## **Chapter 5 STUDIES**

### **§ 14. Courses**

(1) The courses included in a student's individual study plan are divided into compulsory, elective and optional courses. A compulsory course is a course that must be successfully completed in order to complete the study programme. An elective course is a course selected by the student from among the elective courses offered within the study programme. An optional course is a course that a student may freely choose in order to broaden his/her knowledge or develop his/her professional knowledge and skills.

(2) A course may have no more than two prerequisite courses.

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

(4) The unit responsible for teaching a course shall prepare a syllabus for the 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 responsible for teaching a course shall appoint a lecturer responsible for the course. The lecturer responsible for the course shall coordinate the work of the teaching staff and ensure that the syllabus is properly prepared.

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

(7) The principal lecturer shall prepare an extended syllabus for each semester in which the course is taught. An extended syllabus shall specify the objectives and learning outcomes of the course, provide a list of the topics to be covered together with brief descriptions, set out the assignments to be completed during the course, include a schedule, list the literature, describe the organisation of studies and specify the assessment criteria corresponding to the assessment methods used. The extended syllabus must be available in the SIS no later than the commencement of the course.

(8) Tuition fees shall be charged for courses not included in a study programme, unless otherwise provided for in a directive of the Rector.

### § 15. Individual study plan

- (1) "Individual study plan" means the list of courses, the final examination and/or the graduation thesis declared by a student in the SIS for the forthcoming semester, which the student undertakes to complete, pass or defend. By compiling an individual study plan, a student registers for studies for the semester and establishes an individual pathway for completing the study programme.
- (2) "Declaration of a course" means the inclusion of a course in the individual study plan. A student shall declare a course under the lecturer responsible for the course.
- (3) An internship shall not be included in the individual study plan for the semester.
- (4) A graduation thesis topic or a final examination shall be declared in the individual study plan at the beginning of the semester. As an exception, the dean may permit a graduation thesis topic or a final examination to be declared at another time during the academic year.
- (5) A student who has agreed on the supervision of the graduation thesis with a supervisor shall include the supervisor's name in the individual study plan. If a student does not yet have a supervisor when declaring the graduation thesis, the student shall submit the individual study plan without the supervisor's details and indicate only the thesis topic. If necessary, a student may consult the programme director in order to select a graduation thesis topic and a supervisor.
- (6) The validity period of a declaration of a final examination or graduation thesis shall be the same as that of any other course declaration.
- (7) For a graduation thesis to be admitted to defence, a student who has declared the graduation thesis shall submit an application for defence via the SIS by the deadline specified in the academic calendar. In the event of failure to submit a defence application, the result shall be recorded as "Absent".
- (8) If a student does not register for any courses for the forthcoming semester, the student shall submit an individual study plan containing no courses (a zero declaration).
- (9) A student shall compile an individual study plan for each semester in which the student participates in studies, except during a period of study abroad or seagoing service.
- (10) A standard study plan shall be prepared for each version of a study programme to assist students in compiling their individual study plans. In a standard study plan, the courses included in the study programme shall be arranged by semester. A timetable shall be prepared on the basis of the standard study plan to enable completion of the study programme within the nominal period of study. Separate standard study plans shall be prepared for full-time study and session-based study. A student's individual study plan may differ from the standard study plan for the semester.
- (11) A student shall submit an individual study plan by the deadline specified in the academic calendar.
- (12) A student shall select, for inclusion in the individual study plan, the courses the student wishes to study and that are offered in the forthcoming semester. A student may select courses only if the prerequisite courses have been completed and any other preconditions have been fulfilled. A lecturer may permit a student to take a course even if the prerequisite courses have not been completed.
- (13) Before declaring courses for the forthcoming semester, a student shall complete the feedback survey in the SIS in accordance with the Rules for Requesting and Considering Feedback on Teaching and Courses established by the Rector.
- (14) If necessary, the unit responsible for teaching a course shall establish rules for declaring the course, which shall be made available to students in the SIS by the beginning of the course declaration period.
- (15) A student has the right to include in his/her individual study plan any course offered by the university. Courses not included in the study programme shall be recorded in the free study module. Courses not included in the study programme may, by decision of the programme director, be transferred to other appropriate modules of the study programme.
- (16) A student may select a minor field of study module in the SIS. If, during their studies, a student completes all courses included in a minor field of study module from another study programme, completion of the minor field of study shall be recorded in the SIS. If a student completes a minor field of study, the completed minor field of study shall be recorded in the diploma supplement issued to the student together with the diploma.

(17) A student may re-declare a course that has not been completed by the end of the semester only once. A student may withdraw from the declaration and completion of a course included in an elective or optional study module.

(18) On justified grounds (including where the course is offered only in a self-financed study programme, the course code has been entered incorrectly, a prerequisite course has not been completed, the number of available places is limited, or the lecturer has been selected incorrectly), a lecturer may cancel a student's course declaration until the deadline specified in the academic calendar. Exceptional cases shall be resolved by the programme director.

### **§ 16. Internship**

(1) Unless otherwise provided for in the School's internship procedure, the coordinator of an internship, as a specific type of course, shall be the lecturer responsible for the course. An internship coordinator shall act as an adviser who, where necessary, recommends organisations offering internship opportunities and provides guidance on the requirements applicable to the host organisation and the field of activity. An internship coordinator shall prepare an internship guide, which shall be made available in the SIS in the same manner as an extended syllabus. An internship guide shall be approved by the programme director. The relevant internship coordinator role in the SIS shall be assigned by the employee of the dean's office designated by the dean. The dean shall establish the School's internship procedure.

(2) An internship agreement may be concluded between the university, the student and the legal entity providing the internship. A student may apply for assessment of an internship at any time during his/her studies and may apply for assessment of the full internship volume prescribed by the study programme at once. An internship shall be completed before the final examination is taken or the graduation thesis is defended. An external student shall complete the internship before being permitted to defend the graduation thesis or take the final examination.

(3) An internship shall not be included in the individual study plan for the semester. Upon completion of the internship, a student shall submit an application for assessment of the internship via the SIS. Any additional documents required to verify completion of the internship (such as a certificate, internship report or other supporting documents) shall be specified in the School's internship procedure and submitted in accordance with the procedure established by the School. The lecturer responsible for the internship course shall enter the internship result in the SIS.

(4) A one-year period of seagoing practice shall be completed in study programmes governed by the Maritime Safety Act.

### **§ 17. Defending a graduation thesis or taking a final examination as an external student**

(1) A graduation thesis may be defended and a final examination may be taken by an external student.

(2) To obtain external student status for the purpose of defending a graduation thesis or taking a final examination, a learning agreement shall be concluded with the external student in the SIS, on the basis of the person's application, in a format that can be reproduced in writing. The standard forms of the general terms and conditions and the special terms and conditions of the learning agreement shall be approved by the Rector. An external student shall have restricted access to the SIS until a learning agreement has been concluded with the university.

(3) The preconditions for eligibility to defend a graduation thesis or take a final examination as an external student shall be deemed fulfilled if the person:

- 1) has acquired the required prior education;
- 2) has completed all courses required under the study programme up to the graduation thesis or final examination; and
- 3) in the case of defending a graduation thesis, has prepared a thesis that complies with the requirements established by the university.

(4) Fulfilment of the preconditions for eligibility to defend a graduation thesis or take a final examination shall be verified by the dean's office of the School administering the study programme no later than two weeks before the graduation thesis is admitted to defence or the final examination is taken.

(5) The university may refuse to conclude a learning agreement with an external student if the person has outstanding financial obligations to the university or has violated the principles of good academic

practice as a student or external student within the three years preceding the submission of the application for graduation as an external student.

(6) To conclude a learning agreement for graduation as an external student, the applicant shall submit the following documents to the dean's office of the School administering the study programme:

- 1) an application to defend a graduation thesis or take the final examination;
- 2) a document certifying the required prior education;
- 3) an APEL application submitted via the SIS, together with the required supporting documents, except where the results were achieved at Tallinn University of Technology by the applicant as a student of the same study programme; and
- 4) an identity document.

(7) The provisions of the Academic Policies applicable to the relevant level of higher education shall apply to a person graduating as an external student.

## **Chapter 6 ACADEMIC PERFORMANCE**

### **§ 18. Assessment methods and criteria**

- (1) Assessment methods define the means by which the acquisition of knowledge and skills is demonstrated and assessed (e.g. an oral or written examination, pass/fail assessment, essay, report, teamwork assignment or questionnaire).
- (2) An assessment criterion specifies the level and scope of knowledge and skills expected of a student in the context of a particular assessment method.
- (3) The learning outcomes, assessment methods and criteria shall be aligned.
- (4) The assessment methods used to verify achievement of the learning outcomes, the assessment criteria and procedure, including the principles for determining the final grade where multiple assessment methods are used, shall be specified by the lecturer in the extended syllabus. The assessment methods and assessment criteria specified in the extended syllabus shall be made available to students no later than the commencement of the course and shall not be changed during the semester.
- (5) The final grade may be determined either on the basis of the combined results of several assessment components (e.g. homework assignments, tests, examinations and pass/fail assessments) or solely on the basis of the result of an examination or assessment conducted at the end of the period of study. Where the final grade is based wholly or partly on continuous assessment, the assessment criteria, the weighting of each assessment component in the final grade, any prerequisites for eligibility for assessment, and the relevant deadlines shall be specified in the extended syllabus.
- (6) A student who fails to satisfy a prerequisite for eligibility specified in the assessment criteria shall not be eligible to receive a positive final grade in the course.
- (7) The university has the right to verify students' submitted work using plagiarism detection systems.

### **§ 19. Methods and scale for assessing the achievement of learning outcomes**

- (1) Assessment may be either graded or non-graded.
- (2) In the case of graded assessment, a student's achievement of the learning outcomes shall be assessed using the following scale:
 

A (5) – Excellent – outstanding and exceptionally thorough achievement of the learning outcomes, demonstrating creativity and a high level of proficiency in the application of knowledge and skills;

B (4) – Very good – very good achievement of the learning outcomes, with proficient application of skills and knowledge in a focused and creative manner. Some details of knowledge and skills may contain errors that are neither substantive nor serious;

C (3) – Good – good achievement of the learning outcomes, with adequate proficiency in the application of skills and knowledge in a relevant manner. Some imprecision and uncertainty are evident in the depth and detail of knowledge and skills;

D (2) – Satisfactory – sufficient achievement of the learning outcomes, along with the application of knowledge and skills in typical situations; in atypical situations uncertainty and deficiencies in 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, considerable uncertainty and deficiencies in knowledge and skills are apparent;

F (0) – Failed – achievement in knowledge and skills below the minimum required standard.

(3) In the case of non-graded assessment, the final result shall be determined on the basis of a threshold. If a student's achievement of the learning outcomes meets or exceeds the threshold, the assessment result shall be recorded as A (Pass). If the learning outcomes do not meet the threshold, the assessment result shall be recorded as M (Fail).

(4) In the case of graded assessment, grades 1–5, and in the case of non-graded assessment, A (Pass), shall constitute a positive result.

#### **§ 20. Final grade and grade point average**

(1) A course shall be deemed passed, a graduation thesis successfully defended, or a final examination successfully completed if the student receives a positive assessment result.

(2) Final grades shall be recorded in the assessment form in the SIS and signed by the principal lecturer teaching or supervising the course under whom the student has declared the course. The assessment form is the underlying document for recording the final grade.

(3) To measure a student's overall academic performance, the grade point average (hereinafter GPA) shall be used. The GPA shall be calculated by multiplying the grade awarded for each passed course with graded assessment, including the graduation thesis or final examination, by the number of ECTS credits assigned to that course, summing the resulting products, and dividing the total by the total number of ECTS credits of the relevant courses.

#### **§ 21. Assessment procedure**

(1) The assessment procedure shall be based on the principles of good academic practice and shall be fair, impartial and supportive of student learning

(2) The lecturer shall establish the procedure for assessing students' knowledge. A student may use resources or materials only with the permission of the lecturer and in accordance with the conditions established by the lecturer. A lecturer has the right to remove a student from an assessment or to refuse to assess an assignment submitted by a student if the student receives unauthorised assistance or otherwise violates the principles of good academic practice of the university. In such a case, the lecturer shall record O (Failed) or M (Fail) as the result of the relevant assessment or as the final grade for the course.

(3) Where a lecturer records O (Failed) or M (Fail) as the result of an assessment or as the final grade due to a violation of good academic practice by a student, the lecturer shall enter a corresponding explanation in the SIS. The explanation shall be visible to the student, the lecturer, the programme director and the person(s) designated by the dean.

(4) To participate in an assessment, a student shall present an identity document upon the request of the lecturer or a person authorised to act on behalf of the lecturer.

(5) Where a course includes an examination, at least three examination dates shall be provided, with an interval of at least three days between examination dates. The three examination dates shall include at least one resit examination date. The results of previous examinations shall be made available to students, and registration for an examination shall remain open until at least 48 hours before the final examination date.

(6) The lecturer shall ensure that the final grade for a written examination or for a course concluding with an assessment is made available to students in the SIS within one week after the examination or assessment. The final grade for an oral examination or for a course concluding with an assessment shall be made available to students on the day of the examination or assessment and in the SIS within three working days.

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

(8) All final grades shall be made available in the SIS within three working days of the deadline for taking examinations in the respective semester.

(9) The schedule of examinations and assessments shall be made available in the SIS or in the course e-support environment at least four weeks before the examination or assessment takes place. Registration for an examination or pass/fail assessment, as well as the cancellation of such registration by a student, shall be carried out in the SIS or in the course e-support environment by the deadline set by the lecturer.

(10) Examinations and assessments shall be conducted in the language of instruction.

(11) The schedule of pre-examination consultations for a course shall be made available together with the examination schedule.

(12) The result of a student who fails to attend an examination or assessment shall be recorded as "absent" (MI) or "fail" (M).

(13) Courses declared by a student for a semester but not completed within two weeks of the final examination deadline in the autumn semester, or by the end of the academic year in the spring semester, and for which no result has been recorded, shall be automatically recorded in the SIS as MI (absent) or M (fail).

(14) A student has the right to retake an examination to improve the result only once per course declaration and only on scheduled examination dates. Both positive and negative examination results, as well as non-attendance (MI), shall be deemed an attempt at the examination. The final grade shall be determined on the basis of the result of the most recent examination taken on a scheduled examination date, regardless of whether the result is positive or negative.

(15) In justified cases and with the lecturer's consent, the dean may, upon a student's application, extend the deadline for passing an examination or assessment by up to two weeks in the autumn semester and until the end of the academic year in the spring semester. During the extension period, the student may take the examination or assessment once, on a date proposed by the lecturer. Results obtained during the extension period shall be recorded in the academic performance of the respective semester.

(16) In justified cases, a student has the right to apply to the dean for the assessment of the achievement of learning outcomes by an assessment panel.

(17) A student has the right to request feedback from the person who made the assessment decision regarding his/her performance within three working days of being notified of the grade and shall receive such feedback within three working days of submitting the request.

## **§ 22. Accreditation of prior and experiential learning (APEL)**

(1) A student may apply for the completion of a study programme through APEL in accordance with the Rules for Accreditation of Prior and Experiential Learning established by the University Senate.

(2) Accredited professional work experience and learning outcomes achieved outside the university may be used to fulfil all requirements of a study programme, except those relating to the graduation thesis, the final examination, and the credits specified in subsection (3).

(3) In the first semester of studies, a student must complete at least 15 ECTS credits within the study programme, unless the student is required only to pass a final examination or defend a graduation thesis in order to complete the study programme.

(4) Upon submission of an APEL application, fees shall be charged and paid in accordance with the APEL fee rates and payment procedure established by the Vice-Rector for Academic Affairs.

## **Chapter 7**

### **SUPERVISION AND DEFENCE OF GRADUATION THESES AND FINAL EXAMINATIONS**

#### **§ 23. Establishment of defence committees and final examination committees**

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

- 1) a graduation thesis defence committee and a final examination committee for professional higher education studies shall consist of at least three members holding a higher education qualification;

2) a graduation thesis defence committee and a final examination committee for bachelor's or master's studies shall consist of at least three members holding a master's degree or an equivalent qualification.

(2) Information on the established defence committees shall be entered into the SIS at the beginning of each academic year, but no later than 15 October.

(3) Where professional qualifications are awarded upon the defence of a graduation thesis, the composition of the defence committee shall be approved by the professional qualifications committee.

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

(1) Ordinary graduation thesis defences and final examinations shall be organised twice per academic year, by the deadlines specified in the academic calendar.

(2) The chair of the defence committee shall publish the time and place of the defence and the names of the students admitted to the defence no later than three working days before the defence. The dean shall decide whether a graduation thesis defence is to be held as a closed defence with registered participants. The conditions governing a closed defence and any restrictions on the publication of a graduation thesis shall be taken into account when publishing the thesis and concluding agreements with the members of the defence committee.

(3) Graduation theses shall be reviewed in accordance with the procedure established by the dean.

(4) Upon a reasoned request, the dean may permit participation in a defence by means of real-time two-way audio and video communication.

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

#### **§ 25. Supervision and preparation of graduation theses**

(1) The supervisor of a bachelor's, master's or integrated-study graduation thesis shall hold at least a master's degree or an equivalent qualification. The supervisor of a bachelor's thesis may also be a person who holds a higher education qualification and has at least five years of professional experience in the relevant field. The supervisor of a professional higher education graduation thesis shall hold at least a higher education qualification.

(2) A graduation thesis may have up to two supervisors: a principal supervisor and a co-supervisor. The principal supervisor shall have a contractual relationship with the university, unless otherwise provided for in an agreement governing a joint study programme.

(3) Where the supervisor is from outside the student's School or the university, both the supervisor and the graduation thesis topic shall be approved by the programme director before the student commences work on the thesis.

(4) The procedure for preparing graduation theses and the requirements applicable to them 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 also be written in English with the agreement of the student and the supervisor. A thesis written in English shall include a summary in Estonian.

(6) A student wishing to defend a graduation thesis shall submit the properly formatted thesis, including the non-exclusive licence, by the prescribed deadline. Where access to a graduation thesis is restricted, the student shall, in addition, submit a summary of the thesis. The procedure for the publication and preservation of graduation theses shall be established by the Rector.

#### **§ 26. Prerequisites for eligibility to defend a graduation thesis and take a final examination**

(1) A student is eligible to defend a graduation thesis or take a final examination only if the results of all courses included in the study programme have been recorded in the SIS no later than three working days before the deadline for the defence of the graduation thesis or the final examination. A study programme shall be deemed completed once all study modules have been successfully completed. As an exception, an optional study module may remain incomplete where the requirements of other study modules have been completed in excess, provided that the total volume of the study programme has been completed. In a study programme comprising more than one major field of study, the requirements of at least one major field of study shall be completed.

- (2) Only students who have met the eligibility requirements and registered for the defence shall be permitted to defend their graduation thesis and be entered in the defence records.
- (3) Once the eligibility requirements for defending a graduation thesis or taking a final examination have been verified, a student may apply for:
- 1) with the approval of the programme director, the transfer of courses suitable for completing the study programme from one study module to another;
  - 2) the transfer of courses from a completed optional study module or elective courses from other study modules to extracurricular courses. In such cases, the results of the transferred courses shall not be included in the calculation of the weighted grade point average and shall not be recorded in the diploma supplement.
- (4) A student or external student may defend a graduation thesis or take a final examination only if:
- 1) there are no outstanding tuition fees; and
  - 2) where a preliminary defence is required, the result of the preliminary defence is positive.

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

- (1) Before the defence, graduation theses shall be checked using a plagiarism detection system by the person designated by the chair of the defence committee or by the secretary of the defence committee through submission of the theses to the relevant database.
- (2) Based on the results of the plagiarism detection system, the chair of the defence committee or a person designated by the chair shall determine whether the thesis contains plagiarism, constituting a violation of good academic practice.
- (3) Where plagiarism is identified in a graduation thesis, the chair of the defence committee may prohibit the defence of the thesis. Where a School has established a procedure for handling violations of good academic practice and other forms of improper conduct, the chair of the defence committee shall report any such violation in accordance with that procedure. Where no such procedure has been established, the chair of the defence committee shall inform the dean of any violation of good academic practice.

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

- (1) A student wishing to defend a graduation thesis shall submit an application for defence by the deadline specified in the academic calendar. The application shall include the original language of the thesis, its title in Estonian and English, and the name(s) of the supervisor(s). A student in a second-cycle study programme shall also indicate the CERCS classification.
- (2) The principal supervisor shall approve the application for defence by the deadline specified in the academic calendar, confirming the title of the thesis and its eligibility for defence.
- (3) The chair of the defence committee may prohibit the defence of a thesis that does not comply with the requirements applicable to graduation theses.
- (4) The dean's office shall confirm on the application for defence that the eligibility requirements for defending the graduation thesis have been met in accordance with subsection 12 (4) and § 26.
- (5) The procedure for the defence of graduation theses shall be established by the dean.
- (6) The main stages of the defence are:
- 1) presentation of the documents submitted for defence;
  - 2) presentation of the graduation thesis by its author;
  - 3) hearing the review and responding to the reviewer's questions where the graduation thesis is subject to review;
  - 4) answering questions from the members of the defence committee;
  - 5) general discussion, during which all persons present may ask questions and express their views;
  - 6) hearing the supervisor's opinion;
  - 7) deliberation by the defence committee and drawing up a defence record on the result of the defence.
- (7) A defence committee shall have a quorum if at least three members referred to in clause 23 (1) 1) or 2) participate in the defence meeting.

(8) The defence committee shall assess graduation theses and their defence in accordance with the established graduation thesis assessment criteria. Any positive grade indicates that the graduation thesis has been successfully defended.

(9) The result of a graduation thesis defence shall be entered in the SIS no later than the working day following the defence.

(10) Where a graduation thesis receives the grade "0", the thesis may be defended again in accordance with the conditions determined by the defence committee. (The committee may require the student to revise the existing graduation thesis, submit a new graduation thesis, etc.)

### **§ 29. Final examination**

(1) The final examination committee shall set at least one date for the final examination in each semester and shall announce the time and place of the examination at least ten calendar days in advance.

(2) The dean's office shall prepare an order concerning students who have declared a final examination and fulfilled the eligibility requirements for taking the examination.

(3) The procedure for conducting a final examination shall be established by the chair of the final examination committee. A final examination committee shall have a quorum if at least three members referred to in clause 23 (1) 1) or 2) participate in the assessment.

(4) A student who receives the grade "0" in a final examination or fails to attend a final examination shall be required to declare the final examination again. In justified cases, the chair of the final examination committee may, upon the student's application, permit a student who has received the grade "0" in a final examination or failed to attend a final examination to retake the examination before the expiry of the declaration period.

(5) The result of a final examination shall be entered in the SIS no later than five working days after the examination.

## **Chapter 8 ACADEMIC LEAVE AND EXMATRICULATION**

### **§ 30. Academic leave**

(1) Academic leave is a period during which a student is released from studies, upon the student's request, for one or more full semesters, except in the case of compulsory military service or alternative service. A semester during which a student is on academic leave shall not be counted as a completed semester of study.

(2) During the nominal period of study, a student is entitled to take up to two semesters of academic leave upon the student's 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 two semesters, up to the beginning of the following semester;
- 3) for the purpose of caring for a child until the child reaches three years of age.

(3) To apply for academic leave or for the early termination of academic leave, a student shall submit an application through the SIS. Academic leave shall be granted or terminated by an order of the dean's office. If academic leave is terminated during a semester, that semester shall be counted as a semester of study.

(4) A student may apply for academic leave from the second semester of study onwards. Applications shall be submitted by the deadline specified in the academic calendar.

(5) Academic leave for compulsory military service, alternative service or the care of a child shall be granted at any time during the academic year. To be granted academic leave for compulsory military service or alternative service, a student shall submit the official call-up notice for such service. To be granted academic leave for the purpose of caring for a child, a student shall submit the child's birth certificate or a corresponding document issued by a competent foreign authority and legalised or certified with an apostille in accordance with the requirements applicable in the Republic of Estonia.

(6) A student shall be granted academic leave for health reasons at any time during a semester, but no later than two working days before the end of the semester. If an application is submitted before the

end of the quarter, academic leave shall be granted for one or more semesters. If the application is submitted after the end of the quarter, academic leave shall be granted for at least two consecutive semesters. A student applying for academic leave for health reasons shall submit a medical certificate containing a doctor's recommendation for academic leave.

(7) Academic leave granted for health reasons may not be interrupted for the purpose of continuing studies, except for completing a study programme or where the student has applied for academic leave for two semesters before the end of the quarter in which the application was submitted, as specified in the academic calendar. In the latter case, the student may terminate the academic leave before the beginning of the second semester of the two-semester leave period.

(8) The supporting documents referred to in subsections (5) and (6) shall be attached to the application submitted through the SIS.

(9) Upon applying for academic leave, a student may cancel course declarations in the SIS. Final grades entered in the SIS before the submission of the application shall remain valid.

(10) A student on academic leave, whether granted at the student's request or for health reasons, may declare courses included in the student's individual study plan, excluding a graduation thesis and a final examination, and participate in studies with a total workload of up to 18 ECTS credits. A student with a moderate, severe or profound disability, a student who is the parent or guardian of a child under three years of age or of a child with a disability, or a student on academic leave for compulsory military service or alternative service may participate in studies without any credit limit, excluding a graduation thesis or a final examination.

### **§ 31. Exmatriculation**

(1) A student shall be exmatriculated on the following grounds:

- 1) graduation, upon full completion of the study programme;
- 2) at the student's request;
- 3) at the initiative of the university (due to inadequate academic performance, failure to commence or participate in studies, improper conduct, violation of good academic practice referred to in § 33 of these Regulations, violation of restrictions imposed to prevent the spread of an infectious disease, non-payment of tuition fees, closure of a study programme, or the student's death).

(2) A student shall be exmatriculated upon completion of the study programme and the award of a diploma, provided that the study programme has been completed in full.

(3) A student shall be exmatriculated at the student's request upon submission of the relevant application through the SIS.

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

- 1) has earned fewer than 15 ECTS credits from courses within the study programme during the first semester of study, unless the dean has granted an exception to pass less courses;
- 2) has failed to meet at least the requirements for part-time study by the end of the academic year; or
- 3) has received a failing grade on two occasions for the defence of a graduation thesis or for a final examination.

(5) A student, other than 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 specified in the academic calendar;
- 2) during the first semester of study, fails to declare at least 15 ECTS credits within the study programme by the deadline specified in the academic calendar, unless the dean has granted an exception to declare less courses;
- 3) fails to attend in person the counselling session referred to in subsection 34 (5).

(6) A student, other than a student on academic leave, shall be exmatriculated for failure to commence studies if the student has not submitted an individual study plan during the first semester of study.

(7) A student shall be exmatriculated for non-payment of tuition fees.

(8) A student shall be exmatriculated upon the closure of the study programme if the student has not applied for transfer to another study programme by the prescribed deadline.

(9) Exmatriculation of a student on the grounds of improper conduct, violation of good academic practice, or violation of restrictions imposed to prevent the spread of an infectious disease shall be

decided by the Vice-Rector for Academic Affairs on the proposal of the dean, after hearing the opinion of the Student Union, in the following cases:

- 1) the entry into force of a court judgment convicting the student of an intentional criminal offence;
- 2) forgery of documents or the provision of false information;
- 3) serious misconduct contrary to generally accepted standards of conduct;
- 4) violation of good academic practice;
- 5) violation of national restrictions or measures (e.g. self-isolation/quarantine, or testing requirements) established to prevent the spread of an infectious disease, or failure to comply with, or improper compliance with measures established by the university for preventing the spread of a disease.

(10) A student shall be exmatriculated upon the student's death.

(11) In the case of exmatriculation pursuant to subsections (4)–(9), the student shall be notified through the SIS.

### **§ 32. Academic degrees and issuance of graduation documents**

(1) The academic degrees awarded at the first and second cycles of higher education are the bachelor's degree and the master's degree, respectively.

(2) A graduate of the university shall be awarded an academic degree in accordance with the Standard of Higher Education and the directive of the Minister of Education and Research granting the right to conduct higher education studies.

(3) A student exmatriculated upon full completion of a study programme, and an external student who has completed a study programme, shall be awarded a diploma and, where required by the Higher Education Act and regulations issued thereunder by the Minister of Education and Research, shall receive a diploma supplement in Estonian and English.

(4) Diplomas and diploma supplements shall be issued on the basis of a Vice-Rector's order. The dean's office shall prepare an order confirming the completion of studies and, in the case of bachelor's and master's graduates, an order awarding the academic degree. The name of the study programme or major field of study may be added in brackets after the name of the master's degree on the diploma.

(5) A diploma with distinction (*cum laude*) shall be awarded to a student in a professional higher education, bachelor's, master's or integrated study programme who:

- 1) has completed the study programme in full;
- 2) has defended a graduation thesis or taken a final exam with the grade "5";
- 3) has achieved a grade point average of at least 4.6000, calculated on the basis of all grades included in the diploma supplement.

(6) The date of issue of a diploma shall be the date of the Vice-Rector's order exmatriculating the student upon full completion of the study programme.

(7) Graduation documents shall be presented at a graduation ceremony. Graduation ceremonies shall be held on the dates specified in the academic calendar.

(8) In the case of international double-degree programmes, the procedure and conditions for the defence of graduation theses shall be agreed in the relevant agreement, taking into account the provisions of these Policies.

## **Chapter 9**

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

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

(1) The following shall constitute violations of good academic practice:

- 1) using materials or aids during an assessment that have not been expressly authorised by the lecturer;
- 2) receiving unauthorised assistance from another person during an assessment, including prompting, copying, copying assignments, using online learning support forums, purchasing academic work, or otherwise violating the examination procedure;
- 3) plagiarism, i.e. submitting another person's written work as one's own, or extensively paraphrasing, summarising or quoting another person's work without appropriate academic referencing;

- 4) re-submitting one's own work that has already been taken into account in the award of a final grade;
  - 5) participating in an assessment on behalf of another student or allowing another person to participate in an assessment on one's behalf;
  - 6) unauthorised disclosure of assessed work;
  - 7) knowingly providing false information in assignments, applications (including APEL applications), or other documents submitted to the university;
  - 8) conduct that damages the university's reputation, including making unfounded statements about the university, unauthorised mediation of study opportunities or services, or creating and distributing materials relating to the university for personal gain or in a manner that causes material or reputational harm to the university;
  - 9) other violations specified in the Code of Academic Ethics established by the Senate.
- (2) If a student violates good academic practice or engages in conduct contrary to generally accepted standards of behaviour, the dean may, depending on the severity of the violation:
- 1) issue a written reprimand to the student;
  - 2) submit a proposal to the Vice-Rector for Academic Affairs for the student's exmatriculation;
  - 3) terminate the learning agreement with the external student with immediate effect.
- (3) A dean may establish a procedure at the School for handling violations of good academic practice and improper behaviour.

## **Chapter 10 OTHER PROVISIONS**

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

- (1) The university shall communicate information and orders relating to studies through the SIS. A notice sent through the SIS shall be deemed delivered to the student three days after it has been sent. Within the framework of a course, a lecturer may use other communication channels to send informational notices.
- (2) A notice sent to a student's university email address shall be deemed delivered three days after it has been sent.
- (3) If a student's contact details change, the student shall update them promptly in the SIS.
- (4) Students have the right to contact the School, the Student Union, the Office of Academic Affairs and other structural units of the university to obtain information and advice.
- (5) An international student shall attend counselling if invited by an employee of the Office of Academic Affairs.
- (6) A student shall be guaranteed access to the SIS from matriculation until 100 days after exmatriculation.

## **Chapter 11 APPEAL OF DECISIONS CONCERNING STUDIES**

### **§ 35. Appeal of decisions relating to a graduation thesis or final examination**

- (1) To contest a decision concerning the assessment of a graduation thesis or a final examination, a student may submit an appeal to the decision-maker within three working days of being notified of the grade awarded for the graduation thesis or final examination.
- (2) Any person, including a student, may contest the result of a graduation thesis defence where the data presented in the thesis do not correspond to reality, or where another person's graduation thesis or a part thereof, or other copyright-protected work, or a part thereof, has been presented as the graduate's own work.
- (3) A written or oral appeal shall be submitted to the Vice-Rector for Academic Affairs within thirty calendar days of becoming aware of the alleged violation. An oral appeal shall be recorded in writing and confirmed by the signature of the person submitting the appeal.

(4) The Vice-Rector for Academic Affairs shall establish an independent committee to review the appeal. The committee shall submit a reasoned opinion within twenty calendar days of the filing of the appeal.

(5) On the basis of the committee's opinion, the Vice-Rector for Academic Affairs shall decide either:

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

(6) Where the decision awarding the academic degree and diploma is revoked, the Vice-Rector for Academic Affairs shall decide:

- 1) whether the student may defend the thesis again;
- 2) whether the student may submit a new thesis for defence; and
- 3) whether the student shall be exmatriculated for improper conduct.

(7) Where, prior to the decision referred to in clause (6) c) of this section, the student has been exmatriculated upon completion of the study programme and the award of a diploma, the Vice-Rector for Academic Affairs shall revoke the decision on exmatriculation upon completion of the study programme and the award of a diploma and shall exmatriculate the student on the grounds of improper conduct.

(8) A decision revoking an academic degree and diploma shall be made public.

### **§ 36. Appeal of other study-related decisions**

(1) In other matters relating to studies, a student may submit a written appeal to the decision-maker within ten working days of being notified of the decision. The decision-maker shall respond to the appeal within three working days of its receipt.

(2) If the appeal is rejected, the student may submit a written and signed appeal to the dean within thirty calendar days of being notified of the decision. The dean shall respond to an appeal within ten calendar days of its submission.

(3) The procedural time limit for responding to an appeal may be extended by up to thirty calendar days, provided that the person submitting the appeal is notified thereof through the SIS or by email.

(4) Where an appeal concerns an assessment, the dean may, in justified cases, establish a committee to assess the achievement of the learning outcomes of the course in order to ensure the objectivity of the assessment. The committee shall reach its decision by consensus.

### **§ 37. Decision on appeal**

The decision on the appeal shall be recorded in writing and communicated to the person submitting the appeal through the SIS, by email, or against signature.

## **Chapter 12 IMPLEMENTING PROVISIONS**

### **§ 38. Repeal of Regulations**

Regulation No 4 of 20 May 2025 of the Senate of Tallinn University of Technology "Academic Policies" is repealed.

### **§ 39. Application of subsections 10(1) and 10(2) of the Academic Policies**

The tuition fee reimbursement rules set out in subsection 10 (1) and (2) of the Academic Policies shall apply to students enrolled in the academic year 2024/2025 or later and, from the academic year 2027/2028, also to students enrolled before the academic year 2024/2025.

### **§ 40. Submission of an individual study plan by students called up for compulsory military service or alternative service in February 2027**

A student called up for compulsory military service or alternative service in February 2027 has the right to submit an individual study plan within one week of completing such service.

### **§ 41. Authority of the directors of Kuressaare College and Virumaa College to exercise the rights and perform the duties of a dean**

The directors of Kuressaare College and Virumaa College shall exercise the rights and perform the duties of a dean within the colleges under their management to the extent provided for in these Policies.

**§ 42. Entry into force of the Regulation**

(1) This Regulation shall apply retroactively from 21 May 2026.

(2) Subsection 21 (3) of the Regulation shall enter into force on 31 August 2026.

(3) Section 41 of the Regulation shall enter into force on 1 August 2026.