

Approved by order No 186 of 9 October 2025 of the Vice-Rector for Academic Affairs

In force from: 09.10.2025

Guidelines for Micro-degrees and Micro-credentials at Tallinn University of Technology

1. General provisions

1.1. **A micro-degree programme** is a comprehensive continuing education programme based primarily on degree-study courses (constituting at least 50% of the programme volume). It is linked to the courses of a specific formal study programme, addresses labour market needs in the relevant field, and is designed to be completed within one to three semesters.

1.2. **A micro-credential programme** is a continuing education programme composed mainly of continuing education courses or courses not linked to a specific formal study programme with a workload expressed in European Credit Transfer and Accumulation System (ECTS) credits.

2. Micro-degrees

2.1. A micro-degree programme consists of two or more courses and may also include courses not included in a degree study programme. A micro-degree programme has a total volume of at least 6-30 ECTS credits, with each course accounting for at least 2 ECTS credits.

2.2. A micro-degree programme is intended for adult learners. A micro-degree programme is based on learning outcomes, and the courses it includes must form a coherent whole to ensure the development of specific competencies. A micro-degree programme must be linked to at least one TalTech formal study programme group, classified according to ISCED-F.

2.3. A micro-degree programme is considered completed once all its defined learning outcomes have been achieved. It is also recommended to include project-based courses in a micro-degree programme and to design projects that address the professional needs of students within the framework of a study programme.

2.4. The prerequisite for enrolling in a micro-degree programme is the level of education required to complete the courses included in the study programme. The aim of a micro-degree programme is to enable students to enhance existing field-specific skills, acquire new ones, or pursue an additional specialty. Schools may establish additional admission requirements for applicants.

2.5. Students enrolled in a micro-degree programme study either alongside TalTech students enrolled in the corresponding degree programme or in a separate study group. Lectures and practical assignments are scheduled with consideration for adult learners' ability to participate in studies. Upon completing a micro-degree programme, students will receive a TalTech micro-degree certificate and a transcript of records, which verify the competencies they have acquired.

2.6. Students do not receive a degree upon completing a micro-degree programme. Upon completing a micro-degree programme, students may apply the credits they have earned toward further degree studies. Students who have previously completed TalTech courses included in a micro-degree programme may transfer up to 50% of the credits from those courses to the micro-degree programme.

3. Micro-credentials

3.1. A micro-credential programme consists of two or more (continuing education) courses. A micro-credential programme has a total volume of at least 5-30 ECTS credits, with each course accounting for at least 1 ECTS credit.

3.2. The aim of a micro-credential programme is to provide adult learners with specific knowledge, skills, and competencies that address the needs of society and the labour market. Micro-credentials can be transferred or stacked to attain a higher-level qualification. Qualifications are established according to quality standards agreed upon for the relevant sector or field of activity.

3.3. A micro-credential programme is developed as a continuing education course. The organizer of a micro-credential programme may establish additional requirements for participation in the continuing education programme.

3.4. A micro-credential programme is based on learning outcomes and is designed to develop specific competencies. A micro-credential programme is considered completed once all the learning outcomes defined in the programme have been achieved.

3.5. Students who complete a micro-credential programme will receive a TalTech micro-credential certificate documenting the learning outcomes they have achieved. Upon completing a micro-credential programme, students may apply the credits they have earned toward further degree studies or continuing education studies.

4. Development and management of micro-degree and micro-credential programmes

4.1. The university's departments and colleges develop micro-degree and micro-credential programmes, which must be submitted for approval to the Vice-Rector for Academic Affairs on the proposal of the Dean of the relevant School.

4.2. A programme director is appointed for a micro-degree or micro-credential programme. The director coordinates the development and delivery of the continuing education programme, manages communication with students, and provides support to students to ensure successful completion of the programme in cooperation with the Open University. The Open University manages student admissions, provides initial counselling, concludes agreements with students, issues invoices, and submits graduation documents data to the Estonian Education Information System (EHIS).

4.3. Micro-degree and micro-credential programmes may be revised, and new programmes may be introduced twice a year, prior to the start of each semester. A School shall inform the Open University's Centre for Open Education of the micro-degree and micro-credential programmes planned for admission no later than 1 May for programmes commencing in the autumn semester, and 1 November for programmes commencing in the spring semester.

4.4. The director of a micro-degree or micro-credential programme shall fill out the study programme form of the Ministry of Education and Research and submit it to the Open University. The Open University submits continuing education programmes to the Ministry of Education and Research for registration in the Education Information System or for obtaining an activity licence in the relevant study programme group and pays the state fee for the study programmes, which is subsequently reimbursed by the departments.

4.5. The Open University enters the micro-degree and micro-credential programmes registered in the Education Information System in the university's continuing education information system and opens the programmes for admission. The colleges shall enter their micro-degree and micro-credential programmes into the continuing education information system themselves.

4.6. Applicants for a micro-degree or micro-credential programme shall be notified of their admission no later than one week before the start of the semester.

4.7. As a rule, micro-degree and micro-credential programmes are fee-based, with the total cost of the study programme calculated based on the total cost of the credits of the study programme and the Open University's price list for educational services. A market-based fee may be charged when a micro-degree or micro-credential programme contains courses not included in the standard degree study

programme. Fees are charged per semester and are calculated based on the credits earned for courses completed within the semester.