

## EUROACADEMY STUDY REGULATIONS

The Study Regulations of Euroacademy (hereinafter 'study regulations') are established in compliance with article 9 section 4 subsection 6 of the Institutions of Professional Higher Education Act, article 13 section 1<sup>1</sup> of the Private Schools Act, article 7 of the Adult Education Act and Article 4.4.9 of Euroacademy's Statutes, and in accordance with the Standard of Higher Education and other legal acts of the Republic of Estonia.

### I. GENERAL PROVISIONS

1. The Study Regulations (hereinafter study regulations) constitute the main document governing instruction and instruction-related relationships at Euroacademy.
2. The aim of the study regulations is to ensure that study activities at Euroacademy are conducted smoothly, purposefully and lawfully, that the students are treated equally, and the study processes are conducted transparently.
3. Compliance with the study regulations is mandatory for all members of Euroacademy. The members of Euroacademy are the rector, vice-rector, teaching and research staff and other staff and students.
4. Apart from the study regulations, the following documents constitute the main documents of Euroacademy's study activities:
  - 4.1. Institutions of Professional Higher Education Act;
  - 4.2. Private Schools Act;
  - 4.3. Standard of Higher Education;
  - 4.4. Adult Education Act;
  - 4.5. Educations Grants and Loans Act;
  - 4.6. Regulation of the Minister of Education and Research "A Single Evaluation System of Higher Education, With Conditions of Granting a Diploma with honours (cum laude)";
  - 4.7. Statutes of NPO Eesti Euroinfo Ühing, governor of Euroacademy;
  - 4.8. Statutes of Euroacademy;
  - 4.9. other legal documents of Euroacademy;
  - 4.10. other legislation governing higher education.
5. The study regulations are approved by a resolution of Euroacademy's Senate, and they are amended and modified according to the same procedure.
6. Euroacademy's Senate has the right to establish any other additional regulations governing the studies, which comply with these study regulations. The Faculties' Councils have the right to establish any additional regulations governing the studies, which comply with the study regulations, in any issues pertaining to a particular Faculty.
7. Definitions
  - 7.1. academic calendar – the beginning and the end of the academic year and important dates and deadlines of study processes;

- 7.2. academic staff member – Euroacademy’s professor, associate professor, lecturer, visiting professor, visiting associate professor or visiting lecturer;
- 7.3. admission – considering the applicant to meet all admission requirements and preparing a respective decision of the Admission Board;
- 7.4. admission application – an application specifying the applicant’s personal and contact data, previously acquired level of education and the curriculum (incl. the language of instruction) to which the applicant is willing to enrol;
- 7.5. admission period – a period in the academic calendar determined by the Rector’s decree during which the admission applications are accepted, motivation interviews are held and the student places are filled;
- 7.6. admission session – the dates within the admission period designated by the Rector’s decree when admission is open for applications and motivation interviews are held in Euroacademy;
- 7.7. applicant – a person who has submitted the admission application and wants to start studies at Euroacademy. An international applicant is the applicant who holds no Estonian citizenship, long term residence permit or permanent right of residence;
- 7.8. assessment method – a way of certifying the achievement of the learning outcomes (e.g. an oral or written examination, pass-fail assessment, test, course paper, essay, group work, report, defence, etc.);
- 7.9. continuing education – part of lifelong learning, which provides self-improvement in the professional field or as hobby, incl. retraining, and after which the level of education of the learner remains unchanged;
- 7.10. course – a unit of time necessary to pass the subject courses and modules in the curriculum in logical order and level of studies equal to 60 ECTS, i.e. annual programme volume in full-time studies;
- 7.11. course programme – a document which defines the content and evaluation criteria of a subject, and in which the lecturer provides, in addition to the syllabus, requirements for the participation in the course, description of the independent work/e-learning, prerequisites and requirements for the final assessment and evaluation criteria, time and topics of contact studies and conditions of participation therein, description the content of the subject course and any other information regarding the course required by the students for participation in and completion of the course;
- 7.12. curriculum – underlying document of the studies, which determines the objectives of the studies conducted, incl. expected learning outcomes, standard period and volume of study, conditions of commencement of studies, languages of instruction, list, scope and brief descriptions of the subjects, options and conditions of selecting the subjects, specialising opportunities, volumes of major and minor subjects, and the conditions of completing the studies;
- 7.13. evaluation criterion – the guidelines and basis of describing the expected level and scope of achieving the learning outcomes proved by assessment method;
- 7.14. examination, differentiated pass-fail assessment – differentiated assessment on a 6-grade scale of achieving the learning outcomes, a knowledge check format;
- 7.15. extern, external student – a person who has the right to complete the curriculum, including to participate in any subject courses, take pass-fail assessments and examinations, and/or take the final examination or defend the graduation thesis;

- 7.16. external studies – an independent activity of a student in the course of which the student has the opportunity, under a contract, to use the study services provided by Euroacademy under a curriculum to the extent and according to the structure requested by the student;
- 7.17. international student – a student, who is not an Estonian citizen, holds no residence permit or a long-term resident or permanent right of residence;
- 7.18. full-time study – a student cumulatively completes at least 75 per cent of the study load subject to completion under the curriculum by the end of each academic year;
- 7.19. guest student – a student matriculated to another higher education institution or a participant in any students mobility programme;
- 7.20. lecture plan – a document for study organisation prepared for each course based on the curriculum;
- 7.21. learner, free listener – a person who based on his/her personal application is willing and has the right to participate in any subject course and/or complete the continuing education curriculum in Euroacademy;
- 7.22. matriculation – filing the applicant to the list of the students of Euroacademy to full-time or part-time professional higher education or Master’s studies by the Rector’s decree;
- 7.23. part-time study – a student cumulatively completes 50 to 75 per cent of the study load subject to completion under the curriculum by the end of each academic year;
- 7.24. pass-fail assessment – non-differentiated assessment of achieving the learning outcomes, a knowledge check format;
- 7.25. student – a person who has fulfilled all the admission terms and been matriculated to full-time or part-time professional higher education or Master's study with Euroacademy.
- 7.26. study agreement – a contract between the governor of Euroacademy (NPO Eesti Euroinfo Ühing) and the student or his/her lawful representative in which the rights and duties of Euroacademy and the student regarding providing and acquiring the higher education are stipulated and whereby Euroacademy undertakes to provide the higher education according to the curriculum and the student undertakes to comply with the rules of Euroacademy and pay the tuition fee;
- 7.27. study plan – a list of subjects selected by the student for the given term;
- 7.28. subject – a systematised aggregate of knowledge treating a particular field of science or part thereof, which is acquired in various formats of study;
- 7.29. subject course – systematic materials of the subject or its integral part, the volume and other details of which are determined in the syllabus and course programme;
- 7.30. syllabus – a short introduction to the subject, which includes the name, code, and volume of the subject, brief description of the content, independent work, objectives and learning outcomes of the subject, a list of compulsory and recommended literature, format(s) of assessing the knowledge acquired and methods of evaluation, the name of a respective lecturer;
- 7.31. tuition fee – the fee for the academic services which amount depends on the curriculum and amount of declared credit points;
- 7.32. Any definitions not explained in section 1.8 are subject to legal definition or definitions prescribed in other regulations of Euroacademy or, in case of absence of such definition, the general meaning of the word.

## II. MATRICULATION

### 8. Matriculation of students

- 8.1. Any citizens of the Republic of Estonia, citizens of other countries residing in Estonia under a residence permit or visa, who have acquired at least secondary education or corresponding qualification of foreign country, may be admitted to Euroacademy.
- 8.2. Euroacademy's terms and procedure of admission (except for the tuition fee amount) for the next academic year are established or amended by Euroacademy's Senate during the autumn term of the current academic year.
- 8.3. A student is matriculated by the Rector's decree based on a resolution of the Admission Board and the study agreement entered into.
- 8.4. Based on the study agreement made between the student and Euroacademy's governor (NPO Eesti Euroinfo Ühing), Euroacademy undertakes to provide instruction to the student, which conforms to the curriculum, and the student undertakes to observe Euroacademy's legal acts and pay the tuition fee.
  - 8.4.1. The study agreement is entered into within at least ten (10) days prior to the commencement of the studies.
  - 8.4.2. The study agreement provides for the relationships of Euroacademy and a student during the studies, incl. the procedure of paying the tuition fee. The curriculum of the speciality chosen by a student constitutes an integral part of the study agreement. In case of any amendments of the terms and conditions of the study agreement, if such amendment is associated with a change in the amount of tuition fee or content of the curriculum, an appendix to the study agreement is drawn up, which constitutes an integral part thereof.
  - 8.4.3. The study agreement made with a student or his/her lawful representative shall set out:
    - 8.4.3.1. date of commencement of the studies;
    - 8.4.3.2. volume and duration of the studies;
    - 8.4.3.3. place and address where the studies are conducted;
    - 8.4.3.4. time of the classroom studies;
    - 8.4.3.5. amount of tuition fee (sum) and the procedure and due date (dates) of payment thereof;
    - 8.4.3.6. bases and procedure of refunding the tuition fee;
    - 8.4.3.7. bases and procedure of amending and terminating the study agreement;
    - 8.4.3.8. procedure for settling disputes;
    - 8.4.3.9. Euroacademy's obligations to ensure the continuation of studies by the student if Euroacademy's right to provide instruction at the level of higher education is cancelled.
  - 8.4.4. The study agreement shall be made in the language of instruction.
  - 8.4.5. For a matriculated student, the study place is reserved within two (2) weeks as of the commencement of the studies.
  - 8.4.6. Termination of the study agreement upon the ex-matriculation of the student shall not exempt the student from the financial obligations arising from the study agreement that have not been performed by the date of termination of the study agreement.

9. Matriculation of international students

- 9.1. An international agreement between countries, an agreement between institutions of higher education or personal initiative of a foreign citizen may serve as the basis for matriculation of an international student.
- 9.2. International students are matriculated within the time limits provided for in a respective agreement or upon personal initiative according to the procedure provided for in the Aliens Act.
- 9.3. An international student is matriculated upon the decision of the Admission Board, provided that the requirements necessary to be admitted at Euroacademy are met.
- 9.4. An agreement for a specified term or a study agreement shall be made between the international student and Euroacademy for the instruction of the international student at Euroacademy. The agreement shall be made in the language of instruction.
- 9.5. At enrolment, the international student shall pay a fee for the enrolment document processing – the registration fee. The amount of the registration fee shall be determined by the decision of the Board, the arrangements for payment shall be approved by the decision of the Senate.
- 9.6. The rights and obligations of a student in the issues of the organisation of studies extend to an international student.

10. Re-matriculation

- 10.1. During an academic year, a student previously ex-matriculated can be matriculated on an individual basis.
- 10.2. The person is re-matriculated according to his or her application by the Rector's decree and at the consent of the Dean of a respective Faculty.
- 10.3. A student has the right to apply for re-matriculation in the year following ex-matriculation and not later than after seven (7) years.
- 10.4. A student, who has been ex-matriculated due to failure to pay the tuition fee by due date, cannot apply for re-matriculation before his or her tuition fee debt is settled.
- 10.5. In case of re-matriculation during ongoing term the provisions of the Article 14 of the study regulations must be fulfilled.

11. Guest student

- 11.1. A guest student is a student matriculated to any other institution of higher education or a participant in a student mobility programme, who is admitted to study at Euroacademy by the Rector's decree for maximum one year based on a standard format personal application, which includes the consent of the home higher education institution.
- 11.2. Guest student is not matriculated.
- 11.3. The rights and obligations of students in the issues of the organisation of studies extend to guest students.
- 11.4. After expiry of the period of study, Euroacademy shall issue guest students a certificate on academic achievement.
- 11.5. Euroacademy has the right to discontinue the studies of a guest student by the Rector's decree based on the proposal of the Head of Faculty if the guest student has failed to observe the requirements set to the organisation of studies and internal procedures.

12. External student, free listener and learner

- 12.1. An external student, free listener and a learner pay for the subject course according to the credit point value determined at a respective Faculty.
- 12.2. External students, free listeners and learners are not students, and they are not matriculated. External students, free listeners and learners are allowed to participate in a course by the Rector's decree.
- 12.3. The provisions of the Adult Education Act regulating formal education acquired within the adult education system extend to external students. The provisions of the Adult Education Act regulating continuing education acquired within the adult education system extend to free listeners and learners. In any issues regarding the organisation of studies, the rights and obligations of students extend to external students, free listeners and learners.
- 12.4. Upon expiry of the period of study, Euroacademy shall, upon the external student's, free listener's or learner's request, issue him or her a certificate on the volume of the subject course completed and the record of examinations or the certificate on completing the curriculum of continuing education.

13. Study abroad

- 13.1. During the period of study, a student of Euroacademy may study at a foreign institution of higher education either as a scholarship holder or as an exchange student within the framework of different programmes.
- 13.2. A competition shall be organised for filling the quota of the scholarships assigned to Euroacademy or of student exchange signed with foreign institutions of higher education. The terms and conditions of the competition and procedure of conducting thereof shall be coordinated with the partner(s) and financing institution if provided for in the agreement.
- 13.3. The period of studies abroad accepted by Euroacademy shall be included in the period of study and the credit points obtained shall be taken into account upon completing the curriculum.

14. Extraordinary admission

- 14.1. Admission applications submitted later than two (2) weeks after the commencement of studies are, as a rule, processed within the next admission period.
- 14.2. In case of vacant student places, Euroacademy has the right to admit applicants outside the admission period designated in the academic calendar and matriculate the student during the current term on the following conditions:
  - 14.2.1. As a rule, extraordinary admission may be opened to the part-time and external studies given that the student's participation in the subject courses declared for the term shall not be delayed for more than four (4) academic hours.
  - 14.2.2. A student can be matriculated to the full-time studies during the current term on the following conditions:
    - 14.2.2.1. The student is able to meet the requirement of 22,5 to 30 ECTS credit points of study load set for the full-time studies,
    - 14.2.2.2. the subject courses missed by the student in the current term, which will not be included in the curriculum for next two terms, meet the requirements of and are covered by the APEL record, and

- 14.2.2.3. the student's participation in the subject courses declared for the term shall not be delayed more for than four (4) academic hours.
- 14.3. In case a student matriculated during the extraordinary admission evidently cannot fulfil the requirements described in section 14.2, the beginning of his or her studies and counting the study load shall be postponed to the next term.
- 14.4. The rights and obligations of a student extend to the students admitted during the extraordinary admission.
15. Additional admission
  - 15.1. In case of vacant student study places, Euroacademy has right to prolong the admission period for two (2) weeks considering that students matriculated during additional admission will be able to declare the subjects prescribed in the curriculum and lecture plan prior to the deadline specified in the academic calendar, and the student's participation in the subject courses declared for the term shall not be delayed for more than four (4) academic hours.
  - 15.2. Additional admission may be opened to full-time, part-time and external studies.

### III. ORGANISATION OF INSTRUCTION

16. Curricula
  - 16.1. Instruction is provided based on the curricula and observing the academic calendar. The academic calendar is approved by the Rector.
  - 16.2. Euroacademy prepares a formal education curriculum for each speciality in the curricula groups in which Euroacademy has the right to provide instruction.
  - 16.3. Euroacademy's curricula are entered in the national register 'Estonian Education Information System' (EHIS) according to the procedure established by the Minister of Education and Research.
  - 16.4. Euroacademy's Senate shall establish the procedure for opening a new curriculum, amending a current one and closing a curriculum as the Curriculum Statute of Euroacademy. Amendments may be introduced to a curriculum by complying with the requirements set forth in the Standard of Higher Education and Curriculum Statute of Euroacademy.
  - 16.5. The volume of study specified in a curriculum shall be calculated in credit points of the European credit point system (European Credit Transfer and Accumulation System, ECTS) (hereinafter a credit point or ECTS). The volume of study of an academic year is 60 credit points, which means 1560 hours (resp. 1 ECTS = 26 hours of study), which a student has spent for study.
  - 16.6. The standard period of study is the estimated time prescribed by a curriculum for completing the curriculum. The nominal duration of a curriculum in professional higher education is three to four years (180-240 ECTS), and in Master's study one to two years (60-120 ECTS). Academic leave taken by a student shall not be included in the standard period of study.
  - 16.7. In exceptional cases, the period of study for completing the curriculum may be altered.
17. Subjects
  - 17.1. Subjects are divided into compulsory courses, elective courses and courses at liberty.
  - 17.2. A compulsory course is a subject which has to be unconditionally acquired to complete a curriculum. A student shall select the elective courses and courses at liberty according to the

volume and conditions prescribed in the curriculum. By selecting an elective course or a course at liberty, the student assumes an obligation to take a graded examination or pass-fail assessment in such course.

- 17.3. When selecting a foreign language as a course at liberty, a student registers with the Languages Chair and therewith undertakes to accomplish such course in full, incl. to take a prescribed graded examination or pass-fail assessment.
- 17.4. The maximum number of students required for conducting courses at liberty is determined by the Dean of a respective Faculty.
- 17.5. In the course of acquiring a subject, students prepare written assignments (reports, research reports, essays, term papers, seminar papers, practical training papers, research papers, etc.). When writing the specified papers, students proceed from Euroacademy's guide on formalising written papers.
- 17.6. The syllabus is prepared by the lecturer teaching the subject and it is approved by the Council of a respective Faculty. If applicable, the syllabus shall specify any restrictions or prerequisites (compulsory subjects or curriculum which must be passed before, level of studies, e.g. professional higher education or Master, etc.) regarding the participation in the subject course. The syllabus is available digitally in Euroacademy's study information system (hereinafter SIS) in Estonian and in English.
- 17.7. The subject course programme is prepared by the lecturer. The lecturer introduces the syllabus and the programme to students at the start of the course, and thereafter no unjustified amendments are made therein. Students have digital access to the syllabus through SIS.
- 17.8. The volume of a subject is calculated in credit points of the European Credit Transfer and Accumulation System (European Credit Transfer and Accumulation System, ECTS), where one credit point equals 26 hours spent by a student on studies. The proportions of classroom studies and independent work are determined based on the specific character of each syllabus.
- 17.9. The credit points prescribed for a completed course are awarded to a student in case of a positive result in a graded examination or pass-fail assessment or at defending a written paper (practical training paper, seminar paper, graduation or master's thesis).
18. Period of study and course year
  - 18.1. In each academic year, the period of study is distributed over two terms (autumn and spring term), the duration of which is in both cases sixteen (16) academic weeks. A term ends with an examination session, the duration of which is four (4) weeks.
  - 18.2. No classroom study is conducted during the winter and summer holidays.
  - 18.3. The schedule of the studies, examination sessions, practical training, defence of graduation theses and holidays is determined in the academic calendar approved by the Rector of Euroacademy for an academic year.
  - 18.4. Students shall observe the academic calendar.
  - 18.5. It is allowed to deviate from the academic calendar if a student has a good reason for that and he or she submits a relevant application to the Dean in a timely manner.
  - 18.6. Full-time and part-time studies are conducted on the basis of the curricula in courses years where the subjects are taken in a logical order.
  - 18.7. The period of studies is divided into courses as follows:
    - 18.7.1. in professional higher education the curriculum of 180 ECTS – 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> course year;

- 18.7.2. in professional higher education the curriculum of 240 ECTS –1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> course year;
- 18.7.3. in Master's level education the curriculum of volume 120 ECTS – 1<sup>st</sup> and 2<sup>nd</sup> course year.
- 18.8. A student is transferred to the next course year if he or she has completed the study load provided for the given course year by the curriculum and the student has no academic debts. In full-time studies a student must complete all the subjects that are prerequisites to the subjects in the next course year.
- 18.9. The study load of a student admitted during winter admission (spring term) is counted at the end of autumn term, and the student is transferred to the next course year before the beginning of the spring term.
- 18.10. A full-time student is conditionally transferred to the next course year if he or she has academic debts in the amount less than 15 ECTS. In case of conditional transfer the student shall settle his or her academic debts within two (2) terms. A student of the last course shall settle his or her academic debts during the first term of the last course year.
- 18.11. In part-time studies the student will be transferred to the next course year after he or she has completed the study load of 60 ECTS prescribed for the course in the curriculum.
- 18.12. In the professional higher education curricula, the writing of a course paper or course project is the prerequisite for the transfer to the last course year.
- 18.13. The transfer of a student to the next course year or leaving a student to repeat the course is approved by the Rector's decree based on the proposal of the Dean of the Faculty.
- 18.14. During academic leave a student cannot be transferred to the next course year.
19. Forms of instruction
- 19.1. Instruction is provided in the following formats: contact classes, e-learning, practical training and independent work.
- 19.2. Contact classes are a lecture, seminar, colloquium, workshop or instruction in any other manner prescribed in the syllabus for achieving learning outcomes.
- 19.3. Practical training is practical work conducted under the supervision of a supervisor aimed to acquire work experience.
- 19.4. Independent work means independent acquisition of knowledge and handling of problems by a student under a lecturer's supervision.
- 19.5. E-learning is an interactive study format when the study process is carried out using various IT aids and learning environments.
- 19.6. The volume of contact hours in professional higher education and Master's study constitutes up to 40 per cent of the volume of a studies.
- 19.7. The distribution of hours of classroom studies over an academic year is prescribed by the academic calendar and lecture plan. The lecture plan is prepared for a term.
- 19.8. Any amendments in the lecture plan shall be entered in the timetable and displayed on the electronic board and in DIS at least two (2) days before such amendments come into effect. As an exception, due to good reason (the lecturer is taken ill, etc.) it is allowed to amend the lecture plan or timetable at a shorter notice. In this case the students are also informed by e-mail in addition to SIS.
- 19.9. A graded examination or pass-fail assessment is usually taken during the examination session following a term.

## 20. Forms of study

- 20.1. Euroacademy provides full-time study, part-time study and external study. Continuing study is conducted under the provisions of continuing education standard and continuing education curriculum. The rules of continuing education in Euroacademy are set forth by a separate decision of Euroacademy's Senate.
- 20.2. When students enrol at Euroacademy, they select whether they are to study full-time or part-time in the first academic year, unless only full-time study may be conducted under the curriculum.
  - 20.2.1. In full-time study, a student cumulatively completes at least 75 per cent of the study load subject to completion under the curriculum by the end of each academic year (60 ECTS per academic year).
  - 20.2.2. In part-time study, a student cumulatively completes 50 to 75 per cent of the study load subject to completion under the curriculum by the end of each academic year.
- 20.3. In the following academic years, Euroacademy calculates the annual study volume load completed by the student, and determines the form of study.
- 20.4. Euroacademy transfers a student who does not meet the requirements of full-time study to part-time study without ex-matriculating the student. The transfer is made based on the Dean's proposal. The transfer is formalised before the start of a new academic year, not later than by August 22.
- 20.5. In case of transfer to part-time study a new study agreement is made with the student.
- 20.6. Part-time study is conducted under the same curriculum with full-time study.
- 20.7. The duration of part-time study cannot exceed the double standard duration of a curriculum.
- 20.8. In part-time study, the student declares the subjects, in which he or she is willing to take graded examinations or pass-fail assessments prescribed in the curriculum and complete other assignments intended in the selected subjects. Such declarations shall be submitted to the Office of Academic Affairs not later than by the 15th day of the first month of the term.
- 20.9. If a student in part-time study settles his or her academic debts and completes the curriculum within the volume of study prescribed in full-time study, the student may apply for transfer to full-time study.
- 20.10. In part-time study, a student pays the tuition fee according to the declaration prepared by him or her and approved by the Dean of a respective Faculty. If a student takes graded examinations or pass-fail assessments he or she has not declared, an additional declaration is prepared, credit points are recalculated, and the student pays the additional tuition fee according to the credit point value.
- 20.11. In case of any changes in the timetable of a term, a student may adjust his or her declaration and the calculation of the tuition fee.
- 20.12. External study
  - 20.12.1. In external study, graded examinations and pass-fail assessments selected under a curriculum can be taken and a graduation thesis can be defended without participating in regular studies.
  - 20.12.2. The start of external study is decided by a Faculty based on the applicant's application.

- 20.12.3. Upon expiry of the subject course, Euroacademy shall, upon the external student's wish, issue him or her a certificate on the volume of the subject completed and the record of examinations. Euroacademy issues an external student who has completed professional higher education or Master's studies a national diploma to certify the completion of the curriculum, a diploma supplement and a diploma supplement in English.
- 20.12.4. For conducting external study, an agreement is made between the external student and Euroacademy for a period of one year.
- 20.12.5. Based on the application of a person applying to be enrolled in external study, it is possible to transfer credit points under the curricula of the same level completed in other institutions of higher education according to Euroacademy's APEL requirements.
- 20.12.6. An external student declares a curriculum and, within 14 days as of entry into the agreement, the subjects, in which he or she is willing to take graded examinations or pass-fail assessments and complete any other assignments provided for in the selected subjects.
- 20.12.7. An external student pays for the declared credit points at the current Euroacademy's rates.
- 20.12.8. In case of any differences in the current curriculum and the curriculum previously completed by an external student at Euroacademy, the added subjects are declared and payment therefor is calculated according to the amount of credit points under the current curriculum.
- 20.12.9. In case of special defence of graduation thesis (on different dates than specified in the academic calendar), the external student pays the expenses of the Defence Board.

## 21. Practical training

- 21.1. The content and organisation of practical training is described in the guide to practical training laid down by the Council of a respective Faculty.
- 21.2. A student chooses a place to undergo practical training based on the objectives of practical training and area of activity of the Faculty.
- 21.3. For organising practical training, a Faculty addresses a relevant institution in writing proposing to accept the student for practical training and explaining the objectives and organisation thereof. Anything related to the organisation of practical training, incl. supervision, is formalised by an agreement.
- 21.4. A practical training report is submitted to the Dean of the Faculty. The practical training report shall be prepared in conformity with Euroacademy's 'Guide for formalising written papers'.
- 21.5. Practical training reports are defended at the date designated by the Faculty.
- 21.6. Practical training is assessed by pass-fail assessment.

## 22. Study plan

- 22.1. The scope of studies within a term is approved by the faculty council and the data are entered into SIS by the study .
- 22.2. A student shall compile the study plan at the beginning of a term and declare the subjects taken by him or her for each term in SIS.
- 22.3. The study plan is compiled and the subjects are declared in SIS within two (2) weeks after the commencement of the term at the latest. The study plan not submitted by the due date shall be considered non-participation in the study and waiver of the student place.
- 22.4. Until the due date of submission the study plan can be withdrawn or any changes in the study plan can be made and the study plan can be resubmitted.

- 22.5. When studying according to an individual study plan, a student has the right to complete the respective subjects in a freely selected order following the timetable and requirements on the prerequisite subjects prescribed in the curriculum.
  - 22.6. In an individual study plan the subjects which a student is obliged to take are declared. The individual study plan is signed by the Dean of the Faculty. The individual study plan is submitted via SIS by the due date indicated the section 22.3.
  - 22.7. In case of transfer from another institution of higher education or change of a curriculum at Euroacademy, the Council of a Faculty may provide for additional examinations in the subjects prescribed in the curriculum, but which are not included in the academic schedule (timetable). In case of transfer from another institution of higher education to the Master's study curriculum or change in the Master's study curriculum at Euroacademy, the Council of a Faculty may provide for additional examinations in the subjects not prescribed in the curriculum, but which are prerequisite subjects for particular subjects in the curriculum or support the acquisition of the learning outcomes of the curriculum. A student shall pay for additional examinations according to the credit point value approved for a relevant curriculum.
  - 22.8. Students have right to select the courses at liberty from the other curricula within the volume prescribed in the curriculum. For the courses at liberty selected from the other curricula, and which exceed the prescribed volume, the student pays according to the cost of the credit point.
23. Participation in the study activities
- 23.1. A student is obliged to appear to academic activities not later than within two (2) weeks after the commencement of studies. Without a good written explanation on not attending the classes the student shall be ex-matriculated.
  - 23.2. A student is obliged to participate in the academic activities, incl. practical training, site visits according to the timetable, and fulfil the academic tasks prescribed in the syllabus and the course programme.
  - 23.3. The requirement of attending the classes is prescribed in the syllabus and course programme by the lecturer. The lecturer checks the attendance of contact classes.
24. Study information system SIS
- 24.1. The study information system SIS is the study information environment of Euroakadeemia for collecting, processing, storing and releasing data concerning curricula, academic subjects, students, lecturers and instruction.
  - 24.2. The head administrator of SIS is the head of the study department who shall appoint the role and rights of other users of SIS.
  - 24.3. SIS shall include the curricula, academic subjects and syllabi, the information on the lecturers and students, study groups, timetable and also the data on the students' progress and test results.
  - 24.4. The records of the students, their fulfilment of the requirements of the curriculum, including the transfer of credit points in terms of VÕTA and the payment of tuition fees are processed in SIS.
  - 24.5. The devising of the study plan and the registration of academic subjects shall take place in SIS. The students shall submit their study plan and academic subject registrations on the basis of the study programme of the term in SIS by the 20th of the first month of each semester.

- 24.6. Information and notifications concerning the organisation of studies, study visits, practice and other arrangements, also timetable with the respective changes, times of exams, credit tests and defences as well as other immediate information are delivered to students through SIS.
- 24.7. Lecturers shall be responsible for informing the students of any changes in the syllabus, study programme, lecture times or in the organisation of studies in SIS two (2) working days prior to the implementation of the change at the latest.
- 24.8. The records concerning the results of exams, credit tests, practice and the defence of other works shall be registered in SIS. The test or exam results shall be entered in the SIS system either by the lecturer or the study department.
- 24.9. Subject monitoring questionnaires and the student satisfaction surveys shall be conducted in SIS. The study department shall have the right to restrict the students' access to their results in case they have not filled the subject monitoring questionnaire of the given subject.

#### IV. LEVELS OF STUDY

- 25. Euroacademy has the right to provide instruction at the level of professional high education and Master's study.
- 26. Professional higher education
  - 26.1. Professional higher education means instruction provided at the first level of higher education during which a student acquires the competencies necessary for pursuing a particular profession or continuing their education in Master's study, which comprise studies and acquisition of professional skills and specialist knowledge. The condition of starting such education is secondary education acquired in Estonia or corresponding foreign country qualification.
  - 26.2. The volume of the curriculum in professional higher education is prescribed in the curricula registered with the Ministry of Education and Research of the Republic of Estonia in conformity to the Standard of Higher Education. The standard duration of professional higher education is three to four years, and the volume of study under a curriculum is 180 to 240 credit points of the European Credit Transfer and Accumulation System (ECTS).
  - 26.3. The volumes of subject groups (modules) are determined when compiling a curriculum based on the specifics of a speciality.
  - 26.4. The main speciality (including the examination or graduation theses that are required in order to graduate) constitutes at least 50 per cent of the volume of study under a student's curriculum.
  - 26.5. The volume of minor speciality is at least 45 credit points regardless of whether the secondary speciality is acquired during one or several levels of study.
  - 26.6. Practical training in professional higher education constitutes at least 15 per cent of the volume of study under a curriculum.
  - 26.7. Study in professional higher education ends with the defence of a graduation thesis. A final examination or graduation thesis in professional higher education constitutes at least 10 credit points of the volume of study prescribed by the curriculum.
  - 26.8. Euroacademy issues a person who has completed professional higher education a national diploma to certify the completion of the curriculum, a diploma supplement and a diploma supplement in English.

26.9. A professional higher education graduate has the right to continue their studies in order to acquire a Bachelor's or Master's degree.

#### 27. Master's study

27.1. Master's study means instruction provided at the second level of higher education during which a student deepens specialist knowledge and professional skills and acquires knowledge and skills required for independent work or doctoral study. The study consists of Master's studies and research and professional or any other creative work.

27.2. The pre-requisite for commencement of Master's study is a Bachelor's degree, higher education acquired by completing a professional higher education curriculum or equal qualification.

27.3. The standard period of Master's study is one to two years. The volume of study under a curriculum is 60 to 120 credit points (ECTS).

27.4. The total period of study in professional higher education and Master's studies is at least five years, and the volume of study prescribed by the curriculum is 300 credit points (ECTS).

27.5. In Master's study, practical training is prescribed, which is necessary to achieve learning outcomes and the scope of which is determined in the curriculum.

27.6. Master's study ends with the defence of a Master's thesis. A Master's thesis constitutes at least 15 credit points of the volume of study prescribed by the curriculum.

27.7. Euroacademy issues a person who has completed Master's study a diploma on the completion of the curriculum and award of a Master's degree, a diploma supplement and a diploma supplement in English.

#### V. FINANCING AND TUITION FEE

28. Euroacademy is an institution of professional higher education in private law and provides instruction for a fee. A student pays the tuition fee that covers the expense incurred for the organisation of studies: remuneration of lecturers and administration employees, fee for graded examinations and pass-fail assessments and remuneration of defence boards, expenses and services for creating study conditions and developing the learning base.

29. The amount of the tuition fee is approved and changed by the governor of Euroacademy (Management Board of NPO Eesti Euroinfo Ühing) by its resolution, which shall be published at Euroacademy's website and communicated to students through SIS. The regulation on payment of tuition fee price list of any extra services required for studies is established by Euroacademy's Senate.

30. The payment of the tuition fee is based on the value of 1 (one) credit point (ECTS), which is obtained by dividing the annual tuition fee in full-time study by 60, i.e. volume of study for an academic year. A student pays the tuition fee based on the invoices issued by Euroacademy.

31. In case of overdue tuition fee:

31.1. a student is not admitted to graded examinations pass-fail assessments, re-take assessments or defence of the graduation thesis;

31.2. the results of assessments shall not be recorded in SIS;

31.3. the academic record nor any other credentials shall not be issued;

31.4. the APEL application shall not be proceeded;

- 31.5. the student is generally not allowed to take the academic leave.
- 32. If any activity support is allocated to Euroacademy, in which case the costs of providing instruction are covered by student allowances, a student is exempted from the tuition fee, either in part or in full, according to the procedure provided for by legislation under the curricula for which activity support has been allocated. Upon deciding the issues of reimbursement of study costs, the requirements provided in Section 27 of the Institutions of Professional Higher Education Act and the date when the said provision takes effect shall serve as the basis.

VI. ACCREDITATION OF PRIOR LEARNING AND WORK EXPERIENCE (APEL), OPEN UNIVERSITY AND CONTINUING LEARNING

33. APEL

- 33.1. Euroacademy recognises prior learning and work experience on the basis of individual assessment.
- 33.2. Prior learning and work experience is recognised according to the procedure established at Euroacademy (APEL procedure).
- 33.3. The committee responsible for the processing and assessment of VÕTA applications is formed on the basis of the Rector's decree.

34. Open Learning

- 34.1. Open learning stands for the participation in the courses of Euroakadeemia as an external student.
- 34.2. An external student shall be enrolled on the basis of the Rector's decree. The register of external students is kept by the study department.
- 34.3. The rights and obligations of external students have been provided by clause 12 of the regulations.
- 34.4. The external student shall pay the tuition fee pursuant to the cost of the credit points of the respective curriculum.

35. Continuing learning

- 35.1. Continuing learning is based on the continuing learning curricula.
- 35.2. The basis of quality assurance, admission and excluding procedure into and out of continuing learning and provisions and procedure for paying the continuing learning tuition fee, exemption therefrom and refund thereof as well as any other conditions required for the organisation of study shall be approved by a decision of Euroacademy's Senate on continuing learning (continuing learning regulations).

VII. ACADEMIC ACHIEVEMENT TESTS

- 36. The evaluation of achieving learning outcomes is part of the study process, in the course of which, by applying the established evaluation criteria, the level of competencies acquired by a student is evaluated objectively and impartially based on the learning outcomes described in the study programme.
- 37. The procedure and basis of the evaluation of the organisation of study activities, lecturers and subjects are established by a separate procedure.

38. Methods of evaluating the achievement of learning outcomes

- 38.1. During the evaluation of learning outcomes, by applying the established evaluation criteria, the level of the knowledge and skills acquired by a student during the course is evaluated based on the learning outcomes prescribed in the syllabus and course programme. The evaluation criteria must be reasoned, and provide an objective basis to measure the new knowledge and skills acquired by completing the subject, and give a comprehensive feedback to the student on the level of acquisition of the learning outcomes.
- 38.2. Learning outcomes are evaluated at graded examinations and pass-fail assessments and defence, where the grades received are entered in the evaluation record (graded examination or pass-fail assessments form), which is signed by a lecturer or members of the board and thereafter becomes a formal document. Based on the evaluation record, evaluation results are entered in SIS within two (2) weeks following the examination. Evaluation records are maintained for the entire period of study of a student at the Office of Academic Affairs and thereafter permanently in the archives.
- 38.3. Knowledge can be evaluated in the course of studies by evaluating seminars, tests, reports, essays, laboratory work, etc. performed during a subject course, the results of which are not entered in the record, but the grades received may serve as the basis for taking a graded examination or pass-fail assessments or taken into account when deciding upon the grade to be given. A course lecturer keeps record of the current studies of a student.
- 38.4. A course is considered to have been completed after achieving a positive result at the evaluation of learning outcomes.
- 38.5. The evaluation criteria and forms of evaluation are prescribed in the syllabus of subject and are not subject to amendments during the term. The evaluation criteria and forms of evaluation are communicated to the students before the commencement of the subject course. The evaluation criteria and forms of evaluation are approved on the proposal of the lecturer by the Faculty Council.
- 38.6. In case the acquisition of the subject is assessed by multiple assessment methods, the proportions of all the applied assessment methods in the final result are indicated in the syllabus of the subject.
- 38.7. The lecturer has the right to set requirements in the course programme, which must be met in order to be admitted to the examination or pass-fail assessment.
- 38.8. The basis and organisation of assessing the completion of current academic tasks (tests, laboratory work, synopsis, group work, etc.) are prescribed in the course programme. In case the final grade comprises partly or fully of the results of completing current academic tasks, the evaluation criteria of current academic tasks and their proportions in the final result are described in the syllabus.
- 38.9. As a rule, the examination and pass-fail assessments are taken by the lecturer reading or supervising the subject course. Other professors from the same specialty may be involved to the assessment. A student has the right to request that an assessment board be called when taking an examination or pass-fail assessment.
- 38.10. The lecturer files the assessment results in SIS within two (2) weeks after the examination or pass-fail assessment. In case of an oral examination, the results are announced the same day after the examination. The results of the examinations or pass-fail assessments taken during the last week of the main examination session or during the additional session must be

announced and filed not later than by the next working day after the end of the main or additional examination session.

38.11. The subject is considered to have been completed or the graduation thesis to have been defended after a positive evaluation result. All the results shall be entered in SIS.

39. Learning outcomes evaluation scale

39.1. Evaluation of a student's learning outcomes can be differentiated or non-differentiated.

39.2. Differentiated evaluation of a student's learning outcomes by course or parts thereof is done by applying a six grade evaluation scale (including a verbal equivalent and content definition). In case of differentiated evaluation the level of achieving learning outcomes by students is evaluated based on the following scale:

39.2.1. 'A' (5) – 'excellent' – an outstanding and particularly broad level of achievement of the learning outcomes, which is characterised by free and creative use of knowledge and skills exceeding a very good level;

39.2.2. 'B' (4) – 'very good' – a very good level of achievement of the learning outcomes, which is characterised by purposeful and creative use of knowledge and skills. Mistakes that may occur in specific and detailed elements of knowledge and skills are not substantive and not serious;

39.2.3. 'C' (3) – 'good' – a good level of achievement of the learning outcomes, which is characterised by purposeful use of knowledge and skills. Regarding more specific and detailed knowledge and skills, uncertainty and inaccuracy are manifested;

39.2.4. 'D' (2) – 'satisfactory' – a sufficient level of achievement of the learning outcomes, which is characterised by the use of knowledge and skills in typical situations; specific situations reveal gaps and uncertainty;

39.2.5. 'E' (1) – 'sufficient' – a minimally acceptable level of achievement of the learning outcomes, which is characterised by the use of knowledge and skills in limited ways in typical situations; specific situations reveal considerable gaps and uncertainty;

39.2.6. 'F' (0) – 'incomplete' – the student has acquired knowledge and skills to a level lower than the minimum.

39.3. In non-differentiated evaluation a certain threshold level is determined. If such level is acquired or exceeded in achieving the learning outcomes, the result is evaluated as sufficient by indicating in writing as "pass" (P). If the result is below the threshold level, the result is evaluated as insufficient indicated in writing as "fail" (F):

39.3.1. 'P' (pass) – the student has acquired the knowledge on at least minimum level of the required learning outcomes, a positive result;

39.3.2. 'F' (fail) – the student has acquired knowledge and skills to a level lower than the minimum.

39.4. The weighted average grade for a certain period of study is calculated first by multiplying the grades and credit points of the subjects completed for the period, which have ended in an examination and graded assessment, and then by dividing the sum of their products by the total amount of ECTS of the respective subjects.

39.5. When calculating the weighted average grade the result of the graded assessment is equalised to the result of the examination. The results of the subject courses ended with the pass-fail assessment are not taken into account.

39.6. The weighted average grade is calculated basing on the following formula:

$(ECTS1 \times H1 + ECTS2 \times H2 + ECTS3 \times H3 + ECTS_n \times H_n) \div (ECTS1 + ECTS2 + ECTS3 + ECTS_n)$ ,  
where ECTS refers to the credit points and H refers to the grade.

- 39.7. The weighted average grade is considered when awarding the scholarships, selecting participants of a mobility programme or when a diploma with honours (cum laude) is awarded to a student.

#### 40. Examination

- 40.1. An examination is a format of evaluation of learning outcomes. As a rule, an examination is held at the end of a subject course. A curriculum may prescribe more than one examination for checking knowledge in one subject. Examinations can be oral and written. The format of an examination is decided by the Dean of a Faculty jointly with the lecturer in the subject, and it is specified in the syllabus.
- 40.2. The procedure for taking an examination and re-examination (format, time, place, signing up, etc.) is prescribed in the study programme and examination timetable and it is communicated to students before the start of the examination session provided for in the academic calendar and through SIS. In case of a study in cycles, the date of an examination may be specified outside the examination session. The exam times must be made available for the students in ÖIS four (4) weeks prior to the main exam session at the latest.
- 40.3. As a rule, an examination is evaluated by the lecturer who has taught the subject. In case the lecturer has left or is absent with good reason, the Dean of a Faculty forms an examination board to evaluate the examination.
- 40.4. Each academic subject may have requirements for the students' admission to the exam that are introduced in the study programme and syllabus in ÖIS. The given requirements shall not be changed during the given semester. A student is admitted to an examination after the assignments prescribed in the study programme (progress checks, reports, practical assignments) are completed and the tuition fee is paid.
- 40.5. An examination is deemed to have not been passed if a student has passed it with the grade 'F' (incomplete) or if he or she has failed to come to the examination at the designated time. Absence from an examination is considered justified if a student presents written proof (doctor's certificate, formal notice by the employer or organisation) to the Office of Academic Affairs within 5 days following the day of the examination.
- 40.6. Students are allowed to retake examinations twice. An examination may be retaken without any charge once during the same examination session. An examination exceptionally retaken for a third time is evaluated by an examination board. A student is allowed to retake an examination based on his or her application and in case of paying an additional fee.
- 40.7. Students may retake the exam twice. Students may retake an exam free of charge once during the same exam session. In exceptional cases, the third exam is taken before the examination board. The student is allowed to retake the exam on the basis of an application and following the payment of a fee pursuant to the procedure of the payment of tuition and study service fees.
- 40.8. With good reason (by submitting a doctor's certificate, formal notice of the employer or organisation), a student may apply for taking an examination outside the examination session prescribed. In such case, a new date for taking the examination is scheduled by an agreement of the Office of Academic Affairs with the lecturer and the examination record is issued to the student without any additional charge.

- 40.9. A negative result is entered in the examination record if a student uses prohibited aids during the examination or is suspended from the examination.
- 40.10. A student who has been awarded a negative grade at an examination and two re-examinations is either ex-matriculated or proposed to retake the study programme. The decision to reinstate a student is made by a committee designated by the Rector based on the student's application and proposal of the Dean.
- 40.11. A positive grade received at an examination can be improved during the same examination session based on personal application and without any extra charge; as an exception, this is possible with the Dean's permission but not during the last academic term.
- 40.12. An examinee has the right:
- 40.12.1. upon prior agreement with the Office of Academic Affairs and lecturer, to take an examination during the examination session at a date other than that prescribed by the timetable;
  - 40.12.2. to apply for the formation of a board for taking an examination;
  - 40.12.3. refuse from answering or submitting a written paper. In such case the student is considered to have been absent from the examination, and he or she has the right to retake the latter;
  - 40.12.4. to use the aids allowed by the examiner during the examination;
  - 40.12.5. to contest, within one week following the declaration of the examination results, the result he or she has been awarded. For this purpose, the student submits a written appeal to the Head of Office of Academic Affairs, and the Dean of a respective Faculty makes a decision regarding such appeal;
  - 40.12.6. in case of a negative result to perform the second trial without any fee;
  - 40.12.7. failure to pass one examination does not prevent the student from taking other examinations;
  - 40.12.8. in case of a negative result, to retake the examination twice for an extra fee.
- 40.13. Examination results are communicated to students in case of an oral examination on the day it is taken and in case of a written examination within two (2) weeks. Examination records are submitted to the Office of Academic Affairs within the same time limits.
- 40.14. As a rule, an examination is taken in the language of instruction, but upon agreement with the lecturer it may also be taken in any other language. A student shall have an identity document on him or her at the examination.
- 40.15. The examiner has the right:
- 40.15.1. to determine the format of (written or oral) and mode (examination cards, questions, test) of the examination;
  - 40.15.2. suspend from the examination a student who has breached the procedure or behaved improperly;
  - 40.15.3. determine the organisation of the examination and study books allowed to be used on the examination;
  - 40.15.4. suspend from the examination a student who has used the materials or any other gadgets or the aid of other students not allowed at the examination.

40.16. Final examinations are taken in front of an examination board; the composition of the board is approved by the Rector.

#### 41. Pass-fail assessment

41.1. A pass-fail assessment is generally a method of non-differentiated evaluation of the achievement of the learning outcomes of speciality-specific subjects of applied nature or general subjects or practical work, by which continuous study of a subject or certain part thereof completed is evaluated.

41.2. When taking pass-fail assessments, as a rule, non-differentiated evaluation is applied and passing thereof is indicated in the record by the word "pass" or letter "P". A pass-fail assessment is deemed to have been successfully passed if 51 to 100 per cent of the volume of learning outcomes have been achieved. If up to 50 per cent of learning outcomes have been achieved, the result is considered to be negative and it is indicated in the record as "fail" or "F".

41.3. In the cases determined by the Dean's Office, differentiated evaluation (grading) of pass-fail assessments may also be applied.

41.4. Both pass-fail assessments and examinations may be prescribed for one subject in a syllabus. In such case a student is admitted to the examination only after the pass-fail assessments has been taken and taking of the pass-fail assessment as well as examination grant credit points based on the volume of the subject covered by the pass-fail assessment or examination. A grade awarded at the examination is entered in the record.

41.5. Failure to pass a pass-fail assessment in any subject does not prevent a student from taking pass-fail assessments or examinations in other subjects.

41.6. Pass-fail assessments are taken during a term, at the end thereof or during the examination session based on the examination and pass-fail assessment schedule.

41.7. When retaking pass-fail assessments, the same general requirements as in case of examinations apply.

#### 42. Defence

42.1. Students who have completed all the subjects prescribed in the study programme, written a term paper and completed the prescribed practical training, passed preliminary defence, and who have no overdue tuition fee are admitted to defence of the graduation thesis by the decision of the Faculty's Council.

42.2. Based on a curriculum, diploma or Master's theses are subject to defence as well as term and practical training papers. The term paper or practical training report shall be defended during the same term when the term paper is submitted or practical training completed or in the next term if practical training takes place between two terms.

42.3. Topics and supervisors of graduation thesis are proposed by the Dean of a respective Faculty and approved by the Rector's decree within the time limits provided for in the academic calendar.

42.4. Graduation theses are admitted for defence upon written proposal of a supervisor and in case there is a written evaluation of at least one reviewer. The supervisor and reviewer do not need to be lecturers at Euroacademy.

42.5. At defending a graduation thesis, opinions of other experts, institutions and companies or documents substantiating the value of the thesis can be presented.

- 42.6. A graduation thesis is defended to a board approved by the Rector, as a rule, in the presence of the supervisor and reviewer. The procedure for defending a graduation thesis is determined by a resolution of Euroacademy's Senate. The defence of graduation theses is public. In exceptional cases the defence of a graduation thesis may be declared closed by the Rector's decree.
- 42.7. The results of defending a graduation thesis are evaluated according to the following scale: 'A' (5) – 'excellent'; 'B' (4) – 'very good'; 'C' (3) – 'good'; 'D' (2) – 'satisfactory'; 'E' (1) – 'sufficient'; 'F' (0) – 'incomplete'. In case the grade is 'F', a graduation thesis is considered to have not been defended.
- 42.8. The Graduation Thesis Defence Board is qualified if at least 50 percent of the Board members are present. In case of any disagreements, open voting is conducted. In case the votes 'pro' and 'contra' distribute equally, the Chairman of the Board has the casting vote.
- 42.9. Results of defending graduation theses are announced immediately after the Defence Board session and filling out the required records. The records are signed by all members of the Board present.
- 42.10. In case a student disagrees with the grade awarded at the defence of his or her graduation thesis, they are entitled to file a written protest in the Rector's name within five (5) working days following the announcement of the results. The application is reviewed by the Rector and Defence Board, and the student is provided a response within five (5) working days. Re-defence is decided by the Rector.
- 42.11. If a student fails to appear at the defence due to good reasons (illness, death of a family member, force majeure, etc.), he or she may apply for the defence of his or her graduation thesis within the period designated for the Defence Board's work.
- 42.12. A student who has been admitted to defence but failed to appear without a good reason may defend his or her graduation thesis during the next period of the Defence Board' work, but not before six (6) months have passed after the first defence, while the student shall cover the expenses required for the organisation of defence.
- 42.13. In case a negative grade (F) is awarded at the defence of graduation thesis, it is possible to defend the thesis once more time at the Dean's consent after any modifications and corrections have been introduced to the thesis, during the next period of work of the Board, while the student shall cover the expenses required for the organisation of defence.
- 42.14. The defence of term papers and practical training papers is public and it is held according to the procedure and at the time designated by the Faculty's Council/Dean, while the period of defending term papers and practical training papers is specified in the timetable.
43. Monitoring of academic achievement
  - 43.1. Monitoring of academic achievement provides objective information according to subjects immediately after the end of a study cycle or examination session. A Faculty submits a report on the results of examinations or pass-fail assessments to the Vice Rector within ten (10) days after the end of the study cycle or examination session specified in the timetable.
  - 43.2. The Faculty's report is presented in the form of a table or graph based on a prescribed form, and the explanatory memorandum contains the analysis of the results achieved. The reasons for awarding low grades or failure to pass examinations or pass-fail assessments are provided. If academic achievement according to subjects is below 70 per cent, proposals are made in the explanatory memorandum as to how the situation can be improved and a schedule for re-examination in all subjects is provided.

- 43.3. If academic achievement in any of the subjects is below 50 per cent, the opinion of the respective Faculty on the volume and difficulty of the subject, likewise the lecturer's capability is required jointly with a schedule of conducting additional studies and re-examinations, including the calculation of expenses.
- 43.4. The Vice Rector notifies the government of Euroacademy about the state of academic achievement and required measures.
- 43.5. Upon a student's request, the Office of Academic Affairs issues the data about the subjects completed by him or her (student's form), which can be accessed by students over the Study Information System.
44. Procedure of issue and registration of evaluation records
  - 44.1. An evaluation record (examination or pass-fail assessment record) is a document issued by the Office of Academic Affairs, containing the number of the evaluation record, name of the Faculty, subject name and code, amount of credit points, lecturer's name, date of taking the examination or pass-fail assessment, student group index, list of students, and student's identification number.
  - 44.2. As a rule, the evaluation record is issued to one lecturer who is conducting the evaluation.
  - 44.3. After the name of each student in the evaluation record, a result of the examination is indicated based on the grading scale established. The results are confirmed by the signature of the lecturer who has evaluated the examination.
  - 44.4. Any corrections or amendments in the evaluation record are confirmed by the lecturer's signature.
  - 44.5. If a student has continued studies after academic leave or if the result is transferred on the basis of an evaluation record issued elsewhere, a respective notation shall be made in the record.
  - 44.6. If there are any doubts with regard to a grade specified by the lecturer in the evaluation record, the grade can be amended only by a decision of a committee designated by the Dean. The Dean of a respective Faculty signs the evaluation record.
  - 44.7. The evaluation record is returned to the Office of Academic Affairs within a week after the date of examination specified in the schedule.
  - 44.8. In case of re-examinations, which are taken outside the examination session, a separately registered evaluation record is issued, which is returned to the Office of Academic Affairs signed by the Dean immediately after examination.
  - 44.9. Evaluation records are maintained at the Office of Academic Affairs until the end of study period and thereafter permanently in the archives.

#### VIII. GRADUATION. GRADUATION DOCUMENTS

45. A student is deemed to have finished his or her studies and shall be ex-matriculated after he or she has completed a curriculum in full, incl. defended a graduation thesis.
46. The student's form certifying the completion of a curriculum and decision of the Defence Board (record) serve as the basis for issuing a diploma.
47. A student who has completed a curriculum of professional higher education in full scope is awarded a diploma of professional higher education, diploma supplement and diploma

supplement in English, drawn up according to the procedure established by the Government of the Republic of Estonia.

48. A student who has completed a curriculum of Master's study in full scope is awarded a Master's diploma, diploma supplement and a diploma supplement in English. Based on the Standard of Higher Education, ANNEX III, Master's study students who have completed a curriculum at Euroacademy in full scope are awarded the following academic degrees:
  - 48.1. Master of Arts in Social Sciences, MA (curriculum: Economics and Business Administration);
  - 48.2. Master of Science in Natural Sciences, MSc (curriculum: Environmental Protection).
49. A diploma with honours (cum laude) is awarded to a student who
  - 49.1. has completed a curriculum in full scope,
  - 49.2. has defended his or her graduation thesis or been awarded 'A' (5) – 'excellent' grade at his or her final examination, and
  - 49.3. whose weighted average grade is 4.60 or higher, while all the grades entered in the diploma supplement are taken into account.

#### IX. DISCONTINUATION OF STUDIES

50. Discontinuation of studies is academic leave. For the period of academic leave, a student remains on Euroacademy's student list. Academic leave is granted based on a written application of a student.
51. During each period of higher education level, a student may apply for academic leave once with the duration of one (1) year. The period of student's academic leave is not included in the standard period of duration of a curriculum. A student's period of study extends by the duration of academic leave.
52. Due to health reasons, academic leave may be up to two years as an exception. An application for academic leave due to health problems is supplemented with a proper certificate of an attending physician or medical institution.
53. A student may take academic leave at the time he or she needs such leave.
54. For the period of transfer to conscript service in Defence Forces a student is granted academic leave and remains on Euroacademy's student list.
55. A student has the right to take paternal leave according to the procedure provided by law.
56. Academic leave can be taken by a student, who has no tuition fee debts.
57. Before allowing a student to take academic leave, he or she has to return to the library all the books borrowed from there or agree with the librarian upon the conditions of borrowing the books he or she has.
58. A student submits a written application in order to continue studies. If a student who is on academic leave has not applied for continuing his or her studies after expiry of academic leave, he or she is subject to ex-matriculation.
59. A student is not entitled to complete the curriculum during their stay on academic leave, except if the student:
  - 59.1. has a moderate, severe or profound disability, or

- 59.2. is a parent or guardian of a child under the age of three years or of a child with a disability, or
- 59.3. is on academic leave in connection with serving in the Defence Forces or in alternative service.
- 60. Discontinuation of the studies on other reasons than academic leave is the basis for ex-matriculation. A student shall notify the Office of Academic Affairs about the discontinuation of the studies not later than within two (2) weeks from not appearing to classes. Not appearing to academic activities or discontinuation of the studies without notification (application of ex-matriculation) shall not exempt the student from the payment of the tuition fee even if the ex-matriculation is initiated by Euroacademy.

#### X. EX-MATRICULATION

- 61. A student is ex-matriculated:
  - 61.1. upon student's initiative;
  - 61.2. upon Euroacademy's initiative;
  - 61.3. in cases beyond control of the parties;
  - 61.4. upon completion of a respective Euroacademy's curriculum in full scope.
- 62. A student is ex-matriculated upon his or her initiative based on their personal application specifying the reason for leaving Euroacademy. The application for ex-matriculation shall be submitted in the written form to the Dean of the Faculty.
- 63. Euroacademy may initiate ex-matriculation:
  - 63.1. if a student in full-time study has failed to complete 75 per cent of a curriculum from the estimated volume for an academic year and he or she has no right to continue the studies in part-time study;
  - 63.2. in case of completion of the volume of study in part-time study below the minimum;
  - 63.3. after failure to pass an examination three times;
  - 63.4. due to behaviour unbecoming of a student, incl. in case of academic dishonesty or in case of criminal prosecution brought against a student;
  - 63.5. if a first-year student fails to notify Euroacademy of his or her non-appearance for study within the first two weeks;
  - 63.6. in case of failure to pay the tuition fee by the last deadline allowed.
- 64. The ex-matriculation shall be preceded by his or her conversation with the Dean of the Faculty and advising by Euroacademy's lawyer. During the conversation the student shall be notified of the following circumstances:
  - 64.1. 100 per cent of prepaid tuition fee shall be refunded if the student waived the study place before the commencement of academic activities;
  - 64.2. in case the student renounces his student place following the start of the provision of education, the cost of the courses in which the student participated and the acquired credit points shall be deducted from the refunded tuition fee;
  - 64.3. regarding international students, in case of ex-matriculation Euroacademy shall notify the Police and Border Guard Board.

65. In case of ex-matriculation initiated under section 63.6 the student shall be notified of the following circumstances:
- 65.1.1. ex-matriculation does not exempt the student from the obligation to settle the overdue tuition fee;
  - 65.1.2. the student can be re-matriculated only after paying the overdue tuition fee;
  - 65.1.3. a payment order shall be initiated to collect the overdue tuition fee;
  - 65.1.4. the file of payment order initiated against the student shall be registered in the state portal;
  - 65.1.5. the academic record about courses completed at Euroacademy shall not be issued to the student unless the overdue tuition fee is paid.
66. A student is ex-matriculated due to reasons beyond control of the parties:
- 66.1. in case the student is divested of active legal capacity;
  - 66.2. in case of the student's death.
67. Ex-matriculation of a student due to any reasons is formalised by the Rector's decree.

#### XI. RIGHTS AND OBLIGATIONS OF STUDENTS. ACADEMIC PRACTICES

##### 68. Rights of students

- 68.1. A student has the right to use, without any special charge, Euroacademy's classrooms, computer classroom, library, study and other aids upon agreement with a responsible person.
- 68.2. Upon closing of a curriculum, to continue his or her studies under another valid curriculum.
- 68.3. To receive from a responsible person information required for studying.
- 68.4. To demand that a board is formed in order to take an examination or pass-fail assessments.
- 68.5. To elect and be elected to the student council of Euroacademy.
- 68.6. To exercise other rights granted to students by law:
  - 68.6.1. to receive a student loan in accordance with the procedure provided for by the Government of the Republic;
  - 68.6.2. to obtain a student identification card in accordance with the procedure established by a regulation of the Minister of Education and Research;
  - 68.6.3. to have at least eight (8) weeks of holiday in each academic year;
  - 68.6.4. to take academic leave in accordance with the established procedure.

##### 69. Obligations of students

- 69.1. It is the obligation of a student to comply with laws, Statutes of Euroacademy, study regulations and other requirements of Euroacademy's legal acts.
- 69.2. To observe academic practices, incl. Euroacademy's Code of Ethics.
- 69.3. To prudently use Euroacademy's property and compensate for any damage caused thereto.
- 69.4. To maintain Euroacademy's good reputation.
- 69.5. To participate in studies and take prescribed examinations and pass-fail assessments and complete practical training in a timely manner.

- 69.6. Generally, absence from examinations and pass-fail assessments or practical training is justified:
- 69.6.1. in case of illness;
  - 69.6.2. in case of death of a close relative;
  - 69.6.3. based on a notice of Defence Forces or police of the Republic of Estonia;
  - 69.6.4. based on the employer's notice.
70. Academic practices
- 70.1. In knowledge checks materials are used, which a lecturer has explicitly allowed.
  - 70.2. During knowledge checks no information is exchanged and no cheating is allowed.
  - 70.3. A student may not submit somebody else's written paper or any part thereof under his or her name without making proper reference.
  - 70.4. A student may not submit his or her own paper if it has already been graded and credit points have been awarded for it.
  - 70.5. Any plagiarism is categorically prohibited.
  - 70.6. When wearing the Euroacademy's cap one must follow the rules of wearing the cap.
  - 70.7. It is compulsory to wear the graduation gown and hat at the graduation ceremony.
  - 70.8. When representing Euroacademy in public events, students' gatherings, competitions, conferences, etc. a student must behave with dignity and follow the Code of Ethics of Euroacademy.
  - 70.9. In an academic event "Gaudeamus" is sung.

## XII. CONTESTATION OF DECISIONS RELATED TO ORGANISATION OF STUDIES AND STUDY RESULTS

- 71. If a student intends to contest a decision related to the organisation of studies (incl. APEL) or the results of evaluation, he or she addresses in writing the person who has made the decision, a board or Vice Rector and explicitly expresses his or her wish to contest the decision.
- 72. The application of contesting a decision regarding organisation of studies or study results shall contain at least the following data:
  - 72.1. the date of the contested decision, the name and position of the decider;
  - 72.2. content of the decision;
  - 72.3. circumstances to be contested;
  - 72.4. name of contestant, study group, date of application.
- 73. The person, board or Vice Rector shall, within five (5) working days, respond to the student saying whether the decision remains in force, it will be amended or cancelled.
- 74. If the student is not satisfied with the decision made, he or she has the right to address the Rector in writing. The student shall describe all the significant aspects in the application.

## XIII. IMPLEMENTATION OF STUDY REGULATIONS

75. The compliance with the regulations is mandatory for all members of Euroakadeemia. The compliance with the regulations is supervised by the Vice-Rector.
76. The Study Regulations of Euroacademy approved by the Euroacademy's Senate on February 5, 2014 shall be invalidated.
77. The study regulations have been approved by the decision of Euroacademy's Senate of August 25, 2015. The study regulations shall take effect on September 1, 2015.
78. The study regulations have been amended by the Resolutions of Euroacademy's Senate of December 16, 2015, February 16, 2016, and May 13, 2016
79. The amended regulation shall enter into force on July 1, 2016.