

## **Registration and participation in the classroom studies**

ALL THE STUDENTS OF EUROACADEMY MUST REGISTER THEIR ATTENDANCE AT EUROACADEMY BY THEIR FINGERPRINT.

**Whenever you come to EuroAcademy for classes, please register yourself by your fingerprint. The fingerprint scanners (small black box) are:**

- **left on the wall beside the front staircase**
- **on the wall at the reception desk**
- **at the admission office (room 202)**
- **portable in the examinations and assessment rooms**

**For the fingerprint scan:**

1. Register your fingerprint at the admission office (room 202)
2. Following times enter the finger you have identified to any available scanner. Wait for the green light for few seconds.
3. In case of red light, the reasons may be following:
  - a. Your fingerprint is not in the database – please go to the admission office and register your fingerprint
  - b. Are you trying to register yourself with a finger not identified? – please use the same finger you identified originally at the admission office
  - c. The contact of the scanner with the finger is not sufficient – try again, change the angle or provide more contact to the scanning area

**The rule is set up in order to verify your attendance in the classroom studies at EuroAcademy.**

The registration by fingerprint helps you to prove your presence in Estonia once you need to extend your temporary residence permit for studies, and the Police and Boarder Guard Board asks you to verify it.

**The attendance of the lectures is compulsory unless the lecturer has not set otherwise.**

**Euroacademy verifies the enrolment on the regular basis of every second week.**

**Euroacademy must report the absence of an international student to the Police and Boarder Guard Board within TWO WEEKS since the occurrence of the fact!**

**IMPORTANT!**

**In case you need to travel abroad (any personal cause, participation on the ERASMUS or Dora+ programme, internship, conference or training abroad, etc.), fill out the travel declaration (available on our webpage and admission office), and submit it to your Dean.**