

Established by TTÜ Council Regulation No 6 of 18 June 2013
Amended by TTÜ Council Regulation No 6 of 17 June 2014
Amended by TTÜ Council Regulation No 6 of 21 March 2017

Regulations on Completion of Studies

The Regulations are established on the basis of clause 7 (1) 9) of the Statutes of Tallinn University of Technology.

Chapter 1 GENERAL PROVISIONS

§ 1. Objective

(1) The Regulations on Completion of Studies set out the terms and conditions as well as the procedure for completing Bachelor's, Master's, Doctoral, integrated and professional higher education studies, and for the defence of Bachelor's, Master's and Doctoral degrees at Tallinn University of Technology. [entry into force 21.03.2017]

§ 2. Academic degrees awarded at TTÜ

(1) The academic degrees are Bachelor's, Master's and Doctoral degrees. A Doctoral degree is a research degree.

(2) TTÜ awards the following Bachelor's degrees:

- 1) Bachelor of Science in Engineering; BSc;
- 2) Bachelor of Science; BSc;
- 3) Bachelor of Arts in Social Sciences; BA.

(3) TTÜ awards the following Master's degrees:

- 1) Master of Science in Engineering; MSc;
- 2) Master of Science in Civil Engineering; MSc;
- 3) Master of Science; MSc;
- 4) Master of Arts in Social Sciences; MA;
- 5) Master of Arts in Law; MA;
- 6) Master in Business Administration; MBA;
- 7) Master of Science in Architecture; MSc.

(4) The name of the curriculum or the main field of study (specialty) in the nominative case may be added to the name of the Master's degree in brackets.

(5) The name of the Doctoral degree awarded at TTÜ is Doctor of Philosophy – abbreviation, PhD – to which the name of the curriculum or the main field of study (specialty) in the nominative case is added in brackets.

§ 3. Awarding of an academic degree and establishment of defence committees

(1) Awarding of an academic degree shall be decided by a thesis defence committee or a final examination committee.

(2) Thesis defence committees and final examination committees shall be established by the council of the School. The council of the School shall determine the curriculum (curricula), the thesis defences or examinations of the graduates of which the specific committee is competent to organise/approve. The council of the School may delegate the rights specified in this subsection to the dean of the School. [entry into force 21.03.2017]

(3) The composition of the final examination committee for students studying on the basis of a curriculum regulated by the Maritime Safety Act shall be approved by the Estonian Maritime Administration prior to establishing of the committee (added by TTÜ Council Regulation No. 6 of 17 June 2014)

§ 4. Preconditions for eligibility to defend a graduation thesis and take a final examination

(1) Completing the curriculum up to the defence of a graduation thesis or taking a final examination are the preconditions for being eligible to defend a graduation thesis or take a final examination. The curriculum shall be deemed as completed once all the study modules have been completed. The exception is optional study modules, which may be incomplete on account of the excess completion of other modules, provided that the total volume of the curriculum has been completed.

(2) Fulfilment of the precondition of defending a graduation thesis or taking a final examination shall be verified at the dean's office. The following may be performed [entry into force 21.03.2017]:

- 1) on the basis of the student's application, the completion of the minor field of study may be verified. If the minor field of study module has not been completed, the completed courses shall be deemed optional courses;
- 2) on the basis of the student's application and with the permission of the chairman of the curriculum committee, subjects suitable for the completion of the curriculum may be transferred from one module to another;
- 3) on the basis of the student's application, some of the subjects from the completed optional study module or the elective subjects of other modules may be transferred to extracurricular subjects. The examination results of extracurricular subjects shall not be taken into account in grade point average calculations, and these subjects shall not be entered on the diploma supplement. At the student's request, a transcript of records may be issued on the completion of such subjects.

(3) Additional preconditions for permitting a student or an external student to defend a graduation thesis or take a final examination are:

- 1) absence of arrears of tuition fees;
- 2) in case of an external student or a student studying on a paid study place, payment of the tuition fee for the supervision of the graduation thesis or the fee of the final examination.

§ 5. Organisation of the defence of graduation theses

(1) The chairman of the defence committee shall be responsible for organising the defence of graduation theses; if necessary, the head of the department shall appoint the employee(s) to organise the defence of graduation theses. [entry into force 21.03.2017]

(2) As a rule, ordinary defences of the graduation theses of Bachelor's, Master's, integrated and professional higher education studies shall be organised twice a year within one week prior the defence deadline specified in the academic calendar (during defence periods). If necessary, defences may be organised at other times during the academic year. [entry into force 21.03.2017]

(3) Defences of Doctoral theses can take place at any time during the year.

(4) In case of awarding international double degrees, the procedure for and the terms and conditions of the defence shall be agreed upon in a separate contract, taking into account the provisions of these Regulations.

(5) The documents related to graduation shall be prepared and the students shall be notified of the deadlines for the defence of graduation theses and passing of final examinations in the study information system.

(6) The procedure for the publication and preservation of graduation theses shall be established by the Rector.

Chapter 2 BACHELOR'S STUDY

§ 6. Bachelor's thesis, supervisor, defence committee and final examination committee

(1) The procedure for writing Bachelor's theses and the requirements for the theses shall be laid down in the guidelines established by the council of the School on the proposal of the curriculum committee. [entry into force 21.03.2017]

- (2) A Bachelor's thesis is generally written in the study language. A thesis written in a foreign language shall include an Estonian summary, except in case of the graduation theses of foreign students studying on the basis of international degree curricula.
- (3) As a rule, a Bachelor's thesis is supervised by an experienced employee or a doctoral student from a TTÜ department (hereinafter the supervisor). A supervisor shall have at least a Master's degree or an equivalent qualification. [entry into force 21.03.2017]
- (4) If necessary, a Bachelor's thesis can have several supervisors, one of whom shall be from TTÕ, unless otherwise specified in TTÜ contracts.
- (5) If the supervisor is not from the student's School, the topic of the Bachelor's thesis shall be approved by the head of the curriculum or programme director prior to starting the thesis. [entry into force 21.03.2017]
- (6) A Bachelor's theses defence committee and a Bachelor's examination committee shall consist of at least three members. The members of the committee shall have at least a Master's degree or an equivalent qualification. At least one member of the committee shall have a Doctoral degree or an equivalent qualification.
- (7) Bachelor's theses defence committees may also include thesis supervisors.

§ 7. Eligibility for defence, submission of a Bachelor's thesis for defence and publication thereof

- (1) A Bachelor's study student, who wishes to defend his/her graduation thesis during a particular semester, shall submit a declaration on the topic of the thesis in the study information system by the deadline specified in the academic calendar. The declaration shall include the name of the topic both, in Estonian and English, as well as the name of the supervisor. If the student has also completed the module of a minor field of study in addition to his/her curriculum, and wishes to apply for a minor field of study, he/she shall also note that in the declaration of the topic of his/her graduation thesis. The declaration of the thesis topic shall be approved by the supervisor. The declaration of the thesis topic shall be valid indefinitely.
- (2) If the preconditions for eligibility to defend a graduation thesis provided in § 4 of these Regulations have been met, an order permitting the student, who declared a thesis topic, to defend his/her thesis shall be drawn up at the dean's office. [entry into force 21.03.2017]
- (3) A graduate eligible to defend his/her thesis shall submit the properly formulated graduation thesis both, on paper and in an electronic format (in pdf format), as well as the meta data in an electronic format to the chairman of the defence committee or the employee organising the defence by the prescribed deadline and pursuant to the procedure for publication and preservation of graduation theses.
- (4) The chairman of the defence committee has the right not to permit a thesis to be defended if it does not comply with the requirements set out in the guidelines referred to in § 6 of these Regulations.
- (5) The chairman of the defence committee shall organise the defence of graduation theses that have been submitted on time and meet the requirements not later than by the deadline set out in the academic calendar.
- (6) The chairman of the defence committee shall determine the time for defence of the submitted theses.
- (7) The chairman of the defence committee shall publish the time and place of the public meeting of the defence committee and the names of the students permitted to the defence not later than three days before the defence.
- (8) The need to review a Bachelor's thesis accepted for defence shall be decided by the School.
- (9) A Bachelor's theses shall be published pursuant to the procedure for publication and preservation of graduation theses.

§ 8. Defence of a Bachelor's thesis

- (1) The procedure for organising the defence of Bachelor's theses shall be established by the chairman of the defence committee. If necessary, the School may establish the respective procedure. [entry into force 21.03.2017]
- (2) Bachelor's theses and the defence thereof shall be assessed on the basis of the TTÜ grading system. All positive grades mean that the thesis was defended successfully.
- (3) If a Bachelor's thesis is defended and graded with "0", the thesis can be defended again pursuant to the terms and conditions determined by the chairman of the defence committee.

§ 9. Bachelor's examination

- (1) As a rule, a Bachelor's examination is declared in the individual study plan at the beginning of the semester. As an exception, the dean may allow a Bachelor's examination to be declared at another time during an academic year. [entry into force 21.03.2017]
- (2) The period of validity of a Bachelor's examination declaration shall be the same as the period of validity of the declarations of other subjects.
- (3) The examination committee shall announce the times and place of the Bachelor's examination and open registration for the Bachelor's examination 10 calendar days before commencement of the Bachelor's examinations at the latest. Registration shall end 5 calendar days before the Bachelor's examination.
- (4) An order on the permission to take a Bachelor's examination shall be drawn up at the dean's office for students who have registered for a Bachelor's examination and have fulfilled the preconditions of eligibility to take an exam. [entry into force 21.03.2017]
- (5) The procedure for conducting a Bachelor's examination shall be established by the chairman of the examination committee.
- (6) A student who receives grade "0" at an examination or who fails to attend an examination may register for the following announced Bachelor's examinations during the period of validity of the declaration.
- (7) A Bachelor's examination shall have taken place by the deadline established in the academic calendar at the latest.

Chapter 3

PROFESSIONAL HIGHER EDUCATION STUDY

§ 10. Completion of professional higher education study

- (1) A professional higher education thesis may be supervised by an expert who has acquired higher education and experience in the field.
- (2) The procedure for writing professional higher education theses and the requirements for the theses shall be set out in the guidelines established by the council on the proposal of the curriculum committee. [entry into force 21.03.2017]
- (3) A graduation thesis defence committee shall include at least three members with higher education, incl. at least two members with a Master's degree or an equivalent qualification.
- (4) A graduate of professional higher education study shall submit the declaration of the thesis topic by the deadline specified in the academic calendar; the declaration shall include the name of the topic both, in Estonian and English, and the name of the supervisor. If the student has also completed a module of a minor field of study in addition to his/her curriculum, and wishes to apply for the minor field of study, he/she shall also note that in the declaration of the topic of his/her thesis. The declaration of the thesis topic shall be approved by the supervisor.
- (5) If the preconditions for eligibility to defend a graduation thesis set out in § 4 of these Regulations, have been fulfilled, an order permitting the students, who declared a thesis topic, to defend their theses shall be prepared. [entry into force 21.03.2017]
- (6) A graduate eligible to defend his/her thesis shall submit the properly formulated graduation thesis, both on paper and in an electronic format (in pdf format), as well as the meta data in an

electronic format to the chairman of the defence committee or the employee organising the defence by the prescribed deadline pursuant to the procedure for publication and preservation of graduation thesis.

(7) Graduation theses shall be reviewed. The reviewer shall have acquired higher education.

(8) [repealed 21.03.2017].

(9) Professional higher education theses shall be published pursuant to the procedure for the publication and preservation of graduation thesis.

(10) An examination shall be declared, a student shall be permitted to take an examination and an examination shall be taken as specified in § 9 of these Regulations (added by TTÜ Council Regulation No. 6 of 17 June 2014)

Chapter 4

MASTER'S STUDY AND INTEGRATED STUDY [entry into force 21.03.2017]

§ 11. Master's and integrated study thesis and the supervision of the thesis

(1) A Master's thesis or an integrated study thesis is an independent investigative, developmental or applied thesis of creative nature, which includes an analysis of a problem related to the respective field, a problem definition and a solution. [entry into force 21.03.2017]

(2) The procedure for writing Master's theses and integrated study theses and the requirements for the theses shall be set out in the guidelines established by the council of the School on the proposal of the curriculum committee. As a rule, Master's theses and integrated study theses are written in the study language. A thesis written in a foreign language shall include an Estonian summary, except in case of the graduation theses of foreign students studying on the basis of international degree curricula. [entry into force 21.03.2017]

(3) As a rule, a Master's thesis or an integrated study thesis is supervised by an experienced employee or a doctoral student from a TTÜ department. [entry into force 21.03.2017]

(4) If necessary, a Master's thesis or an integrated study thesis may have several supervisors, one of whom shall be from TTÜ, unless otherwise specified by the contracts entered into. [entry into force 21.03.2017]

(5) If the supervisor is not from the student's School, the topic of the graduation thesis shall be approved by the head of the curriculum or programme director prior to starting the thesis. [entry into force 21.03.2017]

(6) The supervisors of Master's theses and integrated study theses shall have at least a Master's degree or an equivalent qualification. [entry into force 21.03.2017]

§ 12. Defence committee

(1) A defence committee shall include at least three members. The members of the committee shall have at least a Master's degree or an equivalent qualification. At least two members of the committee, incl. the chairman, shall have a Doctoral degree or an equivalent qualification.

(2) At least one member of the defence committee shall be from outside the department under which the master's or integrated study thesis/theses to be defended was/were written. [entry into force 21.03.2017]

(3) The reviewers and supervisors of the theses may also be included in the defence committee.

§ 13. Eligibility for defence, submission of a thesis for defence and publication of the thesis

(1) A Master's or integrated study student, who wishes to defend his/her graduation thesis during a particular semester, shall submit a defence application in the study information system by the deadline established in the academic calendar. [entry into force 21.03.2017]

(2) If the student has also completed the module of a minor field of study in addition to his/her curriculum, and wishes to apply for a minor field of study, he/she shall note that in the defence application.

(3) The supervisor shall sign the defence application if the thesis complies with the requirements set out in the guidelines referred to in subsection 11 (2) of these Regulations.

(4) If the preconditions for eligibility to defend a thesis set out in § 4 of these Regulations, have been fulfilled, the dean shall permit the student to defend his/her thesis by approving the defence application. [entry into force 21.03.2017]

(5) A student eligible to defend his/her thesis shall submit the properly formulated graduation thesis both on paper and in an electronic format (as a pdf-file), as well as the meta data in an electronic format to the chairman of the defence committee or the employee organising the defence by the established deadline pursuant to the procedure for publication and preservation of graduation theses.

(6) The chairman of the defence committee has the right not to permit a thesis to be defended if it does not comply with the requirements set out in the guidelines referred to in subsection 11 (2) of these Regulations.

(7) The chairman of the defence committee shall determine the defence time for the submitted theses.

(8) The chairman of the defence committee shall disclose the time and place of the public meeting of the defence committee and the names of the students permitted to the defence not later than three working days before the defence.

(9) Master's theses shall be published pursuant to the procedure for the publication and preservation of graduation theses.

§ 14. Revision

(1) All Master's theses and integrated study theses accepted for defence are subject to revision. [entry into force 21.03.2017]

(2) The revision of the theses shall be organised by the chairman of the defence committee or the employee organising the defence.

(3) At least one reviewer shall be assigned to an integrated study thesis and a Master's thesis. The reviewer shall have at least a Master's degree or an equivalent qualification. [entry into force 21.03.2017]

§ 15. Defence

(1) The following shall be submitted to a defence committee in order to conduct a defence:

- 1) the graduation thesis;
- 2) the defence application with the approval of the dean as a printout from the study information system; [entry into force 21.03.2017]
- 3) the review, if the reviewer is not participating in the defence committee meeting;
- 4) the supervisor's opinion, if the supervisor is not participating in the defence committee meeting.

(2) The graduate may submit additional materials to the defence committee.

(3) As a rule, a graduation thesis shall be defended at a public meeting of the defence committee. The need for a closed meeting (with registered participants) shall be decided by the chairman of the defence committee, unless otherwise specified by TTÜ contracts.

(4) A thesis can be defended if at least the following are attending at the defence:

- 1) the graduate;
- 2) at least two defence committee members with a Doctoral degree, incl. the chairman of the committee.

(5) The main stages of the defence process are:

- 1) introduction of the documents submitted for defence;
- 2) the graduate's presentation;
- 3) hearing the review and answering the reviewer's questions;
- 4) answering questions of the members of the defence committee;
- 5) general discussion (all those present may ask questions and give their opinions);
- 6) hearing the supervisor's opinion;
- 7) making a decision and drawing up a defence record.

(6) The working language of the defence committee meeting shall be determined by the chairman of the defence committee; as a rule, the working language is the study language.

(7) Master's and integrated study theses and the defence thereof shall be assessed on the basis of the TTÜ assessment system. All positive grades mean that the thesis was defended successfully and the student will be awarded a Master's degree. [entry into force 21.03.2017]

(8) If a Master's or integrated study thesis is defended and graded with "0", the thesis can be defended again pursuant to the terms and conditions determined by the chairman of the defence committee. [entry into force 21.03.2017]

§ 16. Master's examination

A Master's examination shall be taken, a student shall be permitted to take a Master's examination and an examination shall be taken as specified in § 9 of these Regulations.

Chapter 5 DOCTORAL STUDY

§ 17. Supervisor and topic of a doctoral thesis

(1) As a rule, a Doctoral thesis shall be supervised by a TTÜ employee with a Doctoral degree or an equivalent qualification.

(2) If necessary, a Doctoral thesis can have several supervisors. At least one of the supervisors shall be a TTÜ employee, unless otherwise specified in the contracts entered into.

(3) The topic of a Doctoral thesis and the schedule of writing the thesis shall be specified in the Doctoral student's activity plan, the format and preparation procedure of which shall be established by the Rector in the relevant instructions.

§ 18. Requirements for Doctoral theses

(1) A Doctoral thesis is an independent research paper that presents a novel solution to a significant problem in the research area of the respective Doctoral curriculum.

(2) A Doctoral thesis can be one of the following:

1) a paper presented as a dissertation or a series of publications forming a single collection supplied with a summary article (ETIS classification 1.1, 1.2 or 3.1), to which copies of the publications clarifying the main statements of the paper shall be added;

2) a pre-reviewed monograph published in international press or accepted for publication, discussing a problem in its entirety.

(3) The main positions of the doctoral thesis referred to in 18 (2) 1) must have been published as research publications, unless restricted by law or a contract. As a rule, the prerequisite of a Doctoral thesis is the publication of at least three research publications.

(4) The research publications or monographs need not have been published in print. In this case, there shall be an official confirmation on their acceptance for publication.

(5) A patent shall be deemed equal to a research publication if so decided by the dean.

(6) A doctoral thesis shall be prepared in English; on the basis of the dean's written decision, the thesis may also be written in another language. The procedure for writing Doctoral theses shall be established by the Rector.

§ 19. Eligibility for defence

(1) A doctoral student who wishes to defend his/her Doctoral thesis shall submit the following to the dean of the relevant School:

- 1) a defence application approved by the supervisor;
- 2) the Doctoral thesis, which is ready for publication.

(2) Within one month as of the submission of the Doctoral thesis at the latest, the dean shall decide if:

- 1) the submitted thesis is fit for defence;
- 2) a thesis that fails to meet the requirements should be returned;
- 3) the student should be required to supplement or rewrite the thesis.

(3) If the preconditions for defending the Doctoral thesis have been fulfilled, the dean shall permit the thesis for defence by approving the defence application.

(4) The time and place of the defence of the Doctoral thesis shall be announced at least one month before the defence on the TTÜ website with a reference to the full text. The Doctoral thesis shall be published as a TTÜ publication at least two weeks before the defence.

(5) The procedure for publishing Doctoral theses shall be established by the Rector.

§ 20. Opposition

(1) The dean shall appoint at least two opponents from outside the TTÜ for a Doctoral thesis; one of the opponents shall come from outside the Republic of Estonia.

(2) The opponents shall have a Doctoral degree or an equivalent qualification.

§ 21. Defence committee

(1) A separate defence committee shall be formed for the defence of each Doctoral thesis.

(2) A committee shall include at least five members with a Doctoral degree or an equivalent qualification. The defence committee may include the opponent(s), but not the supervisor(s). At least two members of the defence committee shall come from outside TTÜ, and one of these two from outside the Republic of Estonia.

§ 22. Defence of Doctoral thesis

(1) The following shall be submitted to the defence committee in order to carry out the defence:

- 1) the Doctoral thesis;
- 2) the defence application approved by the dean;
- 3) the opponent's written opinion, if the opponent is not participating in the defence committee meeting;
- 4) the supervisor's opinion on the graduate and his/her Doctoral thesis, if the supervisor is not participating in the defence committee meeting.

(2) The graduate may submit additional materials to the defence committee.

(3) As a rule, a Doctoral thesis shall be defended at a public meeting of the defence committee. A closed meeting (with registered participants) shall be announced by the chairman of the defence committee pursuant to the dean's decision.

(4) The decision for a closed defence (with registered participants) shall be made by the dean. The terms and conditions of a closed defence shall be taken into consideration upon the publication of the Doctoral thesis and entry into contracts with the opponents.

(5) A Doctoral thesis defence shall be carried out if the following are present at the defence:

- 1) the graduate;
- 2) five members of the defence committee, including the chairman of the committee;
- 3) at least one opponent.

(6) The working language of the defence committee meeting shall be determined by the chairman of the defence committee; as a rule, the working language is the language of the thesis.

(7) The defence process shall consist of the following main stages:

- 1) introduction of the documents submitted for defence;
- 2) the graduate's presentation;
- 3) an academic discussion between the graduate and the opponents;
- 4) answering questions of the members of the defence committee;
- 5) a general discussion;
- 6) hearing the supervisor's opinion;
- 7) making a decision and drawing up a defence record.

(8) The defence committee shall decide on awarding a Doctoral degree to the doctoral student in a closed meeting by a secret ballot.

(9) The Doctoral thesis shall be permanently preserved in the TTÜ Library.

Chapter 6 GRADUATION AS AN EXTERNAL STUDENT

§ 23. Graduation as an external student

- (1) A person who has fulfilled the conditions for commencing the respective studies and has completed all the studies pursuant to the curriculum up to defending a graduation thesis or taking a final exam and has written a graduation thesis or wishes to take a final examination may apply graduation from the respective academic level as an external student.
- (2) A person applying for graduation as an external student shall submit to the dean's office of the School managing the curriculum a declaration of the thesis topic or a defence application signed by the supervisor or an application for taking a final examination along with the documents proving the fulfilment of the terms and conditions for commencement of studies and the completion of studies, and his/her personal data. If the graduation thesis does not have a supervisor, the declaration or application shall be signed by an employee appointed by the dean. [entry into force 21.03.2017]
- (3) Within two weeks as of the submission of an application, the dean's shall determine whether the graduation applicant has fulfilled the preconditions of eligibility to defend a graduation thesis or take a final examination. [entry into force 21.03.2017]
- (4) If the preconditions of eligibility to defend a graduation thesis or take a final examination have been fulfilled, a respective contract shall be entered into with the person applying for graduation as an external student. The provisions of these Regulations shall be applied to the person graduating as an external student according to the academic level of the external student.

Chapter 7

FORMALISATION OF DEFENCE RESULTS AND GRADUATION DOCUMENTS AND DISPUTING OF DEFENCE RESULTS

§ 24. Documenting of defence results and examination results

- (1) [repealed 21.03.2017]
- (2) Defence records or final examination records drawn up in the study information system, printed out and signed, shall be submitted to the dean's office immediately after the defence/examination. [entry into force 21.03.2017]

§ 25. Drawing up and handing over graduation documents

- (1) An order by the Vice Rector for Academic Affairs or the Vice Rector for Research on the completion of studies shall be prepared for persons who have completed the curriculum in full; in case of graduating from Bachelor's, Master's or Doctoral study, an order on the award of a degree shall be prepared. For curricula with several major fields of study, the curriculum shall be completed to the extent of at least one main field of study.
- (2) The dean's office of the School shall prepare the required graduation documents of the respective academic level for the graduate: [entry into force 21.03.2017]
- 1) a diploma with a diploma supplement;
 - 2) in cases provided for in the Universities Act, an English-language diploma supplement;
 - 3) the formats of graduation documents shall be established by the Rector pursuant to the Regulation of the Government of the Republic.
- (3) A *cum laude* diploma shall be awarded to a student:
- 1) who has completed a professional higher education, Bachelor's study, Master's study or integrated study curriculum in full; [entry into force 21.03.2017]
 - 2) who defended a graduation thesis or took a final examination and received grade "5"; and
 - 3) whose grade point average is 4.60 or higher, whereas all the grades to be entered on the diploma supplement shall be taken into account.
- (4) [repealed 21.03.2017].
- (5) [repealed 21.03.2017]

(6) The date of issue of a diploma shall be the date of the order on the deletion of the student from matriculation register in connection with the completion of a curriculum in full; in case of a Doctoral study diploma – the date of defending the Doctoral thesis.

(7) The graduation documents of Bachelor's study, Master's study, integrated study and professional higher education shall be handed over at the graduation ceremony. As a rule, graduation ceremonies are held once a year in summer during the period of time specified in the TTÜ academic calendar. The graduate or a person authorised by the graduate shall confirm the receipt of the diploma with a signature. In extraordinary cases, upon the request of the School, a graduation ceremony may also be held in winter at the time provided in the academic calendar. [entry into force 21.03.2017]

(8) The graduation documents of Doctoral study shall be handed over by the TTÜ Rector once a year at the TTÜ anniversary ceremony.

(9) In extraordinary cases, graduation documents may be handed over at another time based on the graduate's application and with the permission of the dean. [entry into force 21.03.2017]

§ 26. Disputing of defence results

(1) A person, incl. a graduate, may dispute defence results and apply for the revocation thereof, if the requirements set out in legislation were not complied with at the defence or if the data presented in the graduation thesis do not correspond to reality or if another person's graduation thesis or a part thereof or another person's work of protected by a copyright or a part thereof has been submitted as the graduate's graduation thesis.

(2) In order to dispute defence results, a person shall file a written or oral appeal to the Vice Rector for Academic Affairs, and in case of doctoral students to the Vice Rector for Research, within 30 days as of the day the person became aware of the decision to be disputed or a violation set out in subsection (1) of this section. An oral appeal shall be recorded and confirmed by the signature of the person filing the appeal.

(3) The Vice Rector for Academic Affairs or the Vice Rector for Research shall form an independent committee to review the appeal. The committee shall present a reasoned opinion within 20 days as of the date of filing of the appeal.

(4) On the basis of the committee's opinion, the Vice Rector for Academic Affairs or the Vice Rector for Research shall make one of the following decisions:

- 1) make a suggestion to the defence committee to amend the decision of awarding an academic degree and/or diploma, incl. revoking the academic degree and/or diploma;
- 2) reject the appeal.

(5) The decision of rejecting the appeal shall be sent to the person filing the appeal by mail, and to the student via the study information system.

(6) Upon the revocation of an academic degree and/or diploma, the defence committee shall decide on the following:

- 1) whether to allow the student to defend the thesis again;
- 2) whether to allow the student to submit a new thesis;
- 3) make a suggestion to the Vice Rector for Academic Affairs or the Vice Rector for Research to delete the student from matriculation register due to dishonourable behaviour.

(7) If the student had been deleted from the matriculation register in connection with the completion of the curriculum and the awarding of a diploma prior to the defence committee's decision provided in clause 3) of subsection (6) of this section, the Vice Rector for Academic Affairs or the Vice Rector for Research shall revoke the student's deletion from the matriculation register in connection with the completion of the curriculum and awarding of a diploma and the student shall be deleted from the matriculation register due to dishonourable behaviour.

(8) The defence committee shall make the decision referred to in subsection (6) of this section within 10 calendar days as of the day of making the decision to revoke the academic degree and/or diploma and send it to the person who filed the appeal. If the person who filed the appeal is a TTÜ student, the defence committee's decision shall be forwarded via the study information system.

(9) The decision to revoke the academic degree and/or diploma shall be made public.

(10) A grade received for a graduation thesis or a final examination shall be disputed pursuant to the general procedure set out in TTÜ Academic Policies.

Chapter 8
IMPLEMENTATION OF THE REGULATION

§ 27. Implementing provisions

(1) The Regulation enters into force as of the 2013/2014 academic year.

(2) The “Regulations on Completion of Studies” established by TTÜ Council Regulation No. 7 of 19.06.2012 are repealed as of the 2013/2014 academic year.