

Established by the TTÜ Council Regulation No 7 of 18 April 2017

Amended by TTÜ Council Regulation No 1 of 20 February 2018

Amended by TTÜ Council Regulation No 3 of 17 April 2018

Date of entry into force: 1 August 2017

## **Academic Policies**

The Regulation is established pursuant to clause 14 (3) 11) of the Universities Act and clause 5 (3) 12) of the Tallinn University of Technology Act.

### **1. peatükk Chapter 1 GENERAL PROVISIONS**

#### **§ 1. Purpose**

(1) The Academic Policies (hereinafter Policies) lay down the requirements and rules for organisation of studies at all levels of higher education in all forms of study.

#### **§ 2. General provisions for organisation of studies**

(1) Studies shall be conducted according to curricula. The requirements laid down for a curriculum, the terms and conditions and procedure for preparing, opening, maintaining, amending, and closing a curriculum are provided in the Curriculum Statute.

(2) Studies are organised in the form of full-time and distance studies. Full time studies means a form of study in the case of which everyday studies take place. Distance studies means a form of study organised in sessions, whereas emphasis is on the student's individual work.

(3) Studies take place on a course basis. In a course-based system the student attends courses based on an individual study plan he or she has drawn up, taking into account the prerequisites established for the courses.

(4) Studies take place in the form of face-to-face learning, practical training and independent work. Face-to-face learning means studies for the purposes of achieving the learning outcomes in the learning environment, including online learning environment, in the form of a lecture, seminar, practical training, laboratory work or practice session, in which both, the student and the teacher, take part. Face-to-face learning shall be conducted according to a schedule. Online learning means a form of study organised fully or partially by using digital technology tools.

(5) Lecture attendance in face-to-face courses is compulsory throughout the study period for students studying according to curricula regulated by the Maritime Safety Act.

(6) The study information system (hereinafter ÖIS) is TTÜ's official academic information exchange environment.

(7) In order to assure academic quality, feedback is asked from students in accordance with the procedure for asking and taking into account feedback on teaching and learning established by the Rector.

#### **§ 3. Academic calendar**

(1) An academic year consists of two semesters (autumn and spring semester). One semester consists of 16 weeks of face-to-face learning. A semester may be divided into quarters. Face-to-face learning in the autumn semester shall start on the Monday closest to the 1st of September. The autumn semester includes also the Christmas holiday. [entry into force 20.02.2018]

(2) During the week prior to the autumn semester, lectures introducing the university and the academic policies are held for first-year students.

(3) The basis for organisation of studies is the academic calendar, which shall be approved by the Rector.

#### **§ 4. Students**

- (1) The student body comprises students, visiting students, external students and continuing education students.
- (2) A student is a person matriculated in TTÜ's academic degree studies.
- (3) A visiting student is a student matriculated at a higher education institution who is studying at another higher education institution for a limited period.
- (4) An external student is a person eligible to take examinations and assessments according to the curriculum and to defend a graduation thesis or take a final examination without participating in fulltime studies. The university may refuse to grant external student status if the person has financial obligations to the university.
- (5) A continuing education student is a person studying in a continuing education course or open studies based on a continuing education curriculum. The status and academic policies for continuing education students are laid down in the Procedure for Continuing Education Courses.
- (6) The Policies apply to visiting students, external students and continuing education students in so far as the established procedures do not provide otherwise.

### **2. peatükk STUDY LOAD, STUDENT PLACES**

#### **§ 5. Study load**

- (1) The nominal duration of studies means the time specified in the curriculum in academic years required to complete the curriculum with a nominal load (30 ECTS credit points per semester). The nominal load per semester i.e. the study load to be completed in a semester is 30 ECTS credit points).
- (2) Upon matriculation or re-matriculation to TTÜ, a student shall specify his or her study load (full or partial) in the first academic year.
- (3) In full-time studies a student, excluding a student enrolled in doctoral studies (hereinafter PhD student), is required to accumulate, by the end of each academic year, at least 22.5 ECTS credit points in the courses of his/her curriculum for each semester attended, starting from the last matriculation. In full-time studies a PhD student is required to accumulate, by the end of each academic year, at least 75% of the of the study load subject to completion under the doctoral curriculum.
- (4) In part-time studies a student, excluding a PhD student, is required to accumulate, by the end of each academic year, at least 15–22 ECTS credit points in the courses of his/her curriculum for each semester attended, starting from the last matriculation. In part-time studies a PhD student is required to accumulate, by the end of each academic year, at least 50% but less than 75% of the of the study load subject to completion under the doctoral curriculum.
- (5) At the end of each academic year, the university recalculates the student study loads for the next academic year based on prior study results.
- (6) If the study load changes, the student shall be transferred from full-time study to part-time study or vice versa.

#### **§ 6. Student's responsibilities in fulfilling study load requirements**

- (1) In the first semester of studies, a student, excluding a PhD student, shall declare courses in his or her curriculum in the amount of at least 15 ECTS credit points. . The courses in the curriculum include also optional courses from the free study module, but these shall not exceed the volume of the free study module prescribed in the curriculum. In justified cases, the dean has the right to allow to declare less courses on the basis of the student's application.
- (2) The credit points taken into account through accreditation of prior and experiential learning, including continuing education courses, shall not be counted toward completion of a semester load.
- (3) By the end of each academic year, a student is required to fulfil the full-time study load, and a student enrolled in self-paid studies is required to fulfil at least the part-time study load. Students who fail to fulfil the minimum of part-time study load requirements by the end of the academic year shall be exmatriculated on the grounds of inadequate academic performance.
- (4) During studies at a foreign higher educational institution a student, excluding a PhD student, must complete courses, including practical training, suitable for his or her curriculum in the amount of at least

15 ECTS credits per semester; this does not apply to students studying on the basis of a joint curriculum who are matriculated in a foreign higher education institution for the period of their studies. In the semester following studies abroad a student must complete courses suitable for his or her curriculum in the amount of at least 15 ECTS credits; the credit points are calculated cumulatively. [entry into force 20.02.2018]

(5) A student studying on the basis of a curriculum governed by the Maritime Safety Act is required to complete all the courses and practical training specified in the standard study plan of the previous semesters by the beginning of the one-year seagoing service. In case of failure to complete the courses and practical training specified in the standard study plan a student shall not be allowed to complete the seagoing service.

### **§ 7. Student places**

(1) A student place means a unit of time for calculating academic studies for the nominal duration of studies in accordance with the curriculum.

(2) Upon matriculation, a student is assigned a student place with a semester limit (SEL) for the nominal duration of studies.

(3) Before the beginning of each semester a competition to fill the vacant places, excluding in doctoral studies, may be held at a School. The terms and conditions of the competition shall be established by the dean.

(4) The competition is open to all persons who have accumulated at least 30 ECTS credit points from the courses in the curriculum or the courses complying with the curriculum, excluding PhD students, and have not exceeded the nominal duration of studies when studying in the same study cycle. A person who has fulfilled the requirements provided for in this section can be matriculated as a student.

(5) Students exmatriculated for inadequate academic performance or non-attendance in studies shall not be eligible to participate in a competition within one semester following exmatriculation.

(6) A former student exmatriculated on the grounds of contemptible conduct is not eligible to participate in the competition within one year of exmatriculation.

(7) The SEL allocated for a student place shall be reduced by one after each semester of participation in studies. The SEL shall not be reduced during a student's academic leave and during studies in foreign educational institutions, i.e. the time of his/her studies will extend by that period of time if the student completes at least 15 ECTS credit points per semester while studying abroad and in the following semester. If there are less ECTS credit points, the time of the study abroad shall be deemed to be a semester of participation in studies.

(8) A student has the right to change the study form, the main field of study and the curriculum based on the decision of the dean. In case of changing the curricula the SEL used by the student and the nominal duration of studies per curriculum shall be taken into account.

(9) A student has the right to complete the curriculum version according to which he or she began to study if less than two years have passed in addition to the nominal duration of the curriculum from the date he or she commenced the studies.

## **3. peatükk COVERING THE COST OF TUITION**

### **§ 8. Covering the cost of tuition**

(1) Full-time students in curricula taught in Estonian who as at the end of a semester of participation in studies lack more than 6 ECTS credit points of the cumulative study load prescribed by the curriculum, excluding PhD students, shall cover the cost of tuition. Tuition fee shall be paid for each lacking credit point exceeding the threshold of 6 ECTS credit points, taking into account that the study load is 30 ECTS credit points per semester and 60 ECTS credit points per academic year, and credit points are calculated cumulatively per semester.

(2) For the calculation of the student's tuition fee, the study load to be completed according to the curriculum shall include only the courses prescribed by the curriculum and optional courses to the maximum extent allowed by the curriculum.

(3) On the basis of an application, a full-time or part-time student shall be released from the tuition fee if the student commences full-time studies in curriculum taught in Estonian free of charge and if the

student is a person with moderate, severe or profound disability or a parent or a guardian of a child under the age of 7 years or of a child with a disability. Students can apply for release from the tuition fee until 30 September in the autumn semester and 15 February in the spring semester. Completion of the study load requirement specified in subsection (1) shall be calculated from the semester following the one when the circumstances on which the application was based on ceased to exist.

(4) A student is requested to cover the cost of tuition specified in subsection (1) of this section also if the student is exmatriculated at his or her request and the student submits the application for exmatriculation after the end of the quarter. [fully suspended until 31 December 2018] [entry into force 19.04.2018]

(5) Part-time students and students studying according to curricula taught in English, excluding the persons specified in subsection (3) of this section, shall cover the cost of tuition. A student shall cover the cost of tuition based on the volume of the declared courses, the fee rates established by the university and the contract for reimbursement of the cost of tuition entered into with the university.

(6) In a curriculum with only part-time study, a student shall pay for tuition according to the volume of the declared courses and the fee rates established by the university.

(7) Students admitted outside competition who have achieved outstanding sports results shall not be required to cover the cost of tuition.

(8) The requirement on completion of a curriculum does not apply and a student is not required to pay the tuition fee if the student only needs to pass a final examination or defend a graduation thesis to complete the curriculum. The student's obligation to pay the tuition fee arises if the student fails to defend his or her graduation thesis or pass the final examination within a semester after the end of the semester limit of the nominal duration of studies. Tuition fee shall be calculated for each subsequent semester for the amount of the credit points of the graduation thesis not defended or final examination not passed by applying the 50% reduced fee rate.

#### **§ 9. A tuition fee waiver scholarship (targeted scholarship)**

(1) The university has the right to award a non-monetary targeted scholarship to full-time students matriculated in the academic year 2017/2018 or later and studying according to a fee-based curriculum taught in English to release the student from the tuition fee.

(2) The university council shall approve the number of scholarships by curricula for each academic year.

(3) A tuition fee waiver scholarship is granted according to the ranking list on the basis of the student's application if the student meets the admission requirements. A separate ranking list shall be drawn up for each competition group. The admission committee fixes the tuition fee waiver scholarship upon matriculation for the whole nominal period of studies. A tuition fee waiver scholarship can be awarded only once to a person for studying in the same study programme. If a student studying at a student place funded by tuition fee waiver scholarship rejects his or her student place before the deadline for academic movements, the university may award the tuition fee waiver scholarship to a student ranking next to the one who rejected the student place and thus lost the right to the tuition fee waiver scholarship. [entry into force 20.02.2018]

(4) A tuition fee waiver scholarship releases a full-time student from payment of a tuition fee in the same way as in free Estonian-language studies unless otherwise laid down by law.

(5) A student who loses the right to a tuition fee waiver scholarship shall pay tuition fee for his or her studies according to the approved tuition fee rates starting from the semester he or she lost the right to the scholarship.

### **4. peatükk TEACHING AND LEARNING**

#### **§ 10. Courses**

(1) Courses are divided into compulsory, elective, and optional courses. An elective course is a course selected by the student from among the elective courses in the curriculum.

(2) A graduation thesis, practical training and internship are specific forms of courses.

(3) Up to two prerequisite courses may be laid down for each course that, as a rule, need to be completed before commencement of studies in the relevant course.

(4) The unit teaching the course shall prepare a syllabus and an extended syllabus for each course. A syllabus shall specify the brief description, objectives, learning outcomes, evaluation criteria, literature and prerequisite courses of the course. An extended syllabus shall stipulate, in addition to the things specified in the syllabus, the list of topics to be covered and a short description of their content, a list of independent assignments, a list of practical assignments, a schedule, the literature, the organization of studies and the prerequisites for the examination and assessment. The extended syllabus shall indicate the weight of continuous assessment in the final grade. The extended syllabus shall be presented to the students in the first class at the beginning of the relevant semester and shall be available in ÖIS.

(5) As a rule, a tuition fee is charged for courses not included in the curricula. [entry into force 20.02.2018]

### **§ 11. Preparation of an individual study plan**

(1) An individual study plan means a list of the courses declared by the student for the upcoming semester, which he or she undertakes to study. The student uses the individual study plan to determine an individual route for completing the curriculum by semesters.

(2) A student, except for a PhD student, is required to compile an individual study plan for each semester of attendance, except for cases involving study abroad. If a student, except for a PhD student, does not register for any course for a forthcoming semester, the student shall submit an individual study plan not including any courses, i.e. a "0" declaration. A PhD student shall submit an individual study plan in case he or she wishes to declare a course. Declaration of a course means selection of the course for the individual study plan.

(3) To facilitate preparation of an individual study plan, a standard study plan is attached to the curriculum. A student's individual study plan may differ from the standard study plan for the semester.

(4) A student shall submit an individual study plan by the deadline specified in the academic calendar.

(5) A student shall select the courses he or she wishes to learn and that are available in the forthcoming semester to be included in the individual study plan. A student can select courses for which the prerequisite courses have been completed and if other preconditions have been fulfilled. A teacher may allow the student to study the course even if the student has not completed the prerequisite courses.

(6) At the end of a course a student is obliged to complete the feedback survey in accordance with the procedure established by the Rector.

(7) The unit teaching the course shall, if necessary, lay down rules for declaring the course which shall be made available in ÖIS. The abovementioned rules shall be available to students for selecting courses for the individual study plan.

(8) A student has the right to select any course taught at the university for their individual study plan. Courses not included in the curriculum shall be entered into the free study module. Courses not included in the curriculum may be transferred to other suitable modules of the curriculum by decision of the programme director.

(9) The rules of course declaration apply to the declaration of practical training. Practical training carried out in summer shall be declared at the beginning of the subsequent autumn semester. Other kinds of practice shall not be declared.

(10) A student can declare a course up to two times.

(11) A teacher may, on a well-founded basis (in case of failure to complete a prerequisite course, in case of failure to fulfil the rules of declaration of the course), cancel a student's declaration of the course until the deadline set out in the academic calendar. Exceptional cases shall be resolved by the programme director.

(12) A PhD student shall submit an action plan in ÖIS in accordance with the procedure established by the Rector.

### **§ 12. Internship**

(1) Internship means practical work for the purposes of acquiring work experience under a supervisor's supervision in a work environment, which shall not be declared in the semester's individual study plan. The teaching practice included in doctoral curricula is a specific form of internship.

(2) Internship is coordinated by the teaching staff (internship coordinators) appointed by the dean. An internship coordinator is an advisor, who, if necessary, recommends companies that

provide internship opportunities and explains and specifies requirements for the host organisation and the field of activity. A PhD student's supervisor shall coordinate the PhD student's teaching practice. The dean shall establish the internship procedure, including the internship guide of the School.

(3) If necessary, an internship contract shall be signed between the university, the student, and the legal entity conducting the internship. A student may apply for assessment of internship during the whole period of studies and in the full scope of internship prescribed by the curriculum at a time. An internship shall be completed before the defence of the graduation thesis. An external student shall complete an internship before the student is permitted to defend the graduation thesis or allowed to take the final examination.

(4) For assessment of internship, a student shall submit to the internship coordinator an application in the appropriate form, the signed original certification from the host organisation, an internship report or other documents necessary to prove that an internship has been completed.

(5) A one-year seagoing service shall be completed in the curricula regulated by the Maritime Safety Act, which shall not be included in the nominal duration of studies.

### **§ 13. Studying as a visiting student**

(1) The provisions on studies in other higher education institutions have been laid down in cooperation agreements entered into between the higher education institutions.

(2) A contract shall be entered into with a student who is matriculated at another higher education institution and wishes to study at TTÜ on his or her own initiative.

(3) A TTÜ student who plans to study one or several semesters in another higher education institution, shall submit an application, indicating the institution, the period of study, and the courses to be taken.

(4) Transfer to study abroad or commencement of studies at TTÜ as a visiting student shall be documented by a dean's order.

(5) The courses passed by study abroad shall be taken into account in compliance with the procedure established in the Policies.

(6) TTÜ has the right to:

- 1) give preference to TTÜ students upon declaring courses with a limited audience;
- 2) terminate the studies of a visiting student, if the visiting student has failed to comply with the legislation governing studies at the university or to fulfil his or her obligations arising from other legislation.

(7) The procedure for applying to a visiting student place shall be approved by the Vice-Rector for Academic Affairs.

## **5. peatükk ACADEMIC PERFORMANCE**

### **§ 14. Assessment of academic performance**

(1) The methods and criteria of assessment defined in syllabi shall be available to students before the commencement of studies and they must not be changed during a semester. The assessment methods define the manner of attesting the acquisition of knowledge and skills (e.g. an oral or written examination, pass/fail assessment, an essay, a report, teamwork, a questionnaire). If various methods are used for the assessment of learning outcomes, their relevant weights in determining the final grade shall be specified in the syllabus. An assessment criterion shall specify the expected level and scope of knowledge which can be proved by the assessment methods.

(2) Assessment may be either graded or non-graded.

(3) In case of graded assessment, the achievement of learning outcomes is assessed based on the following scale:

A (5) – "excellent" – outstanding and particularly profound achievement of learning outcomes, along with creativity and consummate proficiency in applying skills and knowledge;

B (4) – "very good" – very good achievement of learning outcomes, along with proficiency in applying skills and knowledge in a targeted and creative manner. Some details of knowledge and skills may exhibit errors which are neither substantive nor serious;

C (3) – "good" – good achievement of learning outcomes, along with proficiency in applying skills and knowledge in a relevant manner. A certain imprecision and uncertainty are apparent in the depth and detail of knowledge and skills;

D (2) – "satisfactory" – sufficient achievement of learning outcomes, along with application of knowledge and skills in a typical manner; in atypical situations both, uncertainty as well as lack of knowledge and skills are apparent.

E (1) – "poor" – minimum acceptable achievement of the most important learning outcomes along with limited application of knowledge and skills in typical situations; in atypical situations both, considerable uncertainty as well as lack of knowledge and skills are apparent;

F (0) – "failed" – achievement in knowledge and skills below the minimum standard.

(4) For non-graded assessment a threshold shall be established; when learning outcomes of a student comply with or exceed the threshold, the assessment shall be indicated as adequate – A (pass), or, in case the student's learning outcomes fail to comply with the threshold, the assessment shall be indicated as inadequate – M (fail).

(5) The bases of and procedure for continuous assessment of studies (tests, laboratory work, and papers) shall be defined by the teacher in the extended syllabus, taking into account the provisions on examinations and assessments. If the final grade is based partially or entirely on the results of continuous assessment, the assessment criteria and the weight of the results of continuous assessments in the final grade, as well as the deadlines for the performance thereof, shall be specified in the extended syllabus of the relevant course.

(6) A course shall be deemed passed or a graduation thesis shall be deemed to be defended when a student obtains positive assessment. The results are recorded in ÖIS. The assessment form is the source document for calculating the learning outcomes.

(7) In order to measure a student's overall performance, the grade point average (GPA) shall be used, which shall be calculated by dividing the total sum of the products of the grades of all the passed exams and graded assessments and their respective credit points by the total of all the credit points of the relevant courses. In GPA calculation, grades for exams and graded assessments shall be regarded as equal.

(8) As a rule, examinations and assessments shall be graded by the person teaching or supervising the course (hereinafter "teacher"), to whom the student has declared the course.

(9) A student has the right to request the opportunity to take an examination or assessment before a board. The board shall be established by the dean on the basis of a student's application.

### **§ 15. Assessment procedure**

(1) Prerequisites for taking an examination may be established for a course, which shall be available in the extended syllabus and must not be changed during the semester.

(2) There shall be at least three dates for taking an examination with an interval of at least three days between the examinations.

(3) The schedule of examinations and assessments shall be available in ÖIS at least four weeks before the examination or assessment takes place. As a rule, registration for an examination shall be via the study information system ÖIS. Examinations and assessments shall be conducted in the language of instruction.

(4) The dates and times of consultations in a course shall be disclosed together with the dates and times of examinations.

(5) Non-attendance at an examination shall be marked as "absent". A student has the right to take an examination on the basis of one declaration in the given course for two times. A course not completed by the end of the semester must be re-declared. In case of an elective and optional study module, a student can waive the course.

(6) A student may retake once an examination, for which he/she received a positive grade. The grade of the last examination in the course shall apply. With the approval of the dean, a student may repeat an examination with a positive grade once after the deadline for passing the examination.

- (7) If a student fails to pass an assessment, "M" (fail) shall be entered on the assessment form. In cases where the result of the assessment is "M" (fail), re-declaration of the course is required for taking the assessment again.
- (8) The teacher shall lay down the procedure for testing students' knowledge. Any resources or materials compiled by the student may be used at the examination only with the permission of and under the terms laid down by the teacher. A teacher has the right to remove a student from the examination if the student is making use of help from others. The result of the examination in that case is a "0" (failed).
- (9) A student has the right to receive feedback from the teacher concerning his or her performance.
- (10) In justified cases and with the teacher's consent, the dean has the right, on the basis of a student's application, to extend the term for passing an examination or assessment in the autumn semester for up to two weeks and in the spring semester up to the end of the academic year. The results received in the abovementioned period shall be recorded in the semester's performance.
- (11) In case of non-graded assessment of learning outcomes, a course can be deemed to have passed if all the terms and conditions laid down in the syllabus for passing the course have been met.
- (12) In order to take an examination, excluding the final examination, or an assessment, as an external student, the person must fill in the individual study plan form and obtain approval of the teacher who teaches the course and conclude a contract. The requirements for examinations and assessments laid down for students apply also to external students. An external student shall be registered after payment of the tuition fee.
- (13) When coming to an examination, a student shall submit an identity document at the request of the teacher or a person substituting for the teacher.

#### **§ 16. Documenting of assessment results**

- (1) Assessment results shall be entered into ÖIS by the teacher or an employee appointed by the head of the department. An assessment form shall be signed by the teacher.
- (2) The teacher shall make sure that the results of a written examination or assessment are made available for the students in ÖIS within a week after the examination or assessment. The results of an oral examination or assessment shall be made available to the students on the day of the examination or assessment and in ÖIS not later than on the next working day. The results of the examinations and assessments shall be made available not later than three working days after the deadline for taking the examinations in the relevant semester. [entry into force 20.02.2018]

#### **§ 17. Attestation of PhD students**

- (1) Attestation is the assessment of the PhD student's academic progress in studies and scientific research by the attestation committee.
- (2) Extraordinary attestation of a PhD student may be conducted at the date laid down by the dean on the basis of a reasoned proposal of the student's supervisor or the programme director or on the basis of the decision of the attestation committee. A PhD student is obliged to participate at his or her extraordinary attestation.
- (3) An attestation committee is formed by the dean based on the curricula or main fields of study. At least one member of the attestation committee must be from outside of the School and have experience in supervision of PhD students.
- (4) The dean shall determine the time of attestation by an order at least one month before the planned attestation. The chairman of the attestation committee shall establish the rules of procedure of the attestation committee.
- (5) The committee shall assess completion of a doctoral study programme cumulatively as percentage.
- (6) At least two weeks before the date of attestation, the PhD student shall submit a report on the implementation of the action plan in the appropriate form in ÖIS and the description of the planned activities for the next academic year.
- (7) At least one week before the date of attestation, the supervisor shall provide an assessment of the report on the implementation of the action plan in ÖIS. The supervisor shall assess implementation of the action plan in accordance with the scale specified in subsection 14 (3) of the Policies.



(8) Participation of the PhD student at the meeting of the attestation committee is mandatory. With good reason the chairman of the attestation committee may, on the basis of the PhD student's application, grant permission not to attend the meeting.

(9) The committee assesses a PhD student's academic progress based on the following principles:

- 1) upon attestation of the first-year PhD students, the student's motivation and capability to carry out research, shall be assessed in addition to academic performance. It must be verified that the PhD student has a realistic action plan and schedule for the period of doctoral studies prepared in required detail and approved by the supervisor. It is important to assess cooperation between the PhD student and the supervisor. If necessary, a proposal shall be made to appoint a co-supervisor, to change the supervisor or to make other decisions regarding organisation of work;
- 2) by the end of the second academic year the volume of a PhD student's research shall be sufficient for compiling at least one research article;
- 3) by the end of the third academic year a PhD student must have published one research article and submitted another research article for publication or have another article accepted for publication. The volume of the PhD student's research shall be sufficient to prepare a third research article. The attestation committee assesses whether it is realistic to graduate within the nominal duration of study;
- 4) a fourth-year PhD student is attested and the full-load requirements are deemed to be fulfilled if the terms and conditions for defending a doctoral thesis have been complied with: three research articles have been submitted for publication, the courses have been completed, the manuscript of the doctoral thesis has been submitted to the supervisor.

(10) A dean may establish additional principles for assessment in compliance with the provisions of subsection (9) of this section.

(11) The attestation result is either positive ("attested") or negative ("not attested").

(12) A negatively assessed student shall be exmatriculated on the grounds of inadequate academic performance.

(13) The attestation committee may only once give positive assessment to a PhD student, who fails to meet the terms and conditions specified in subsection (9) of this section within one academic year in addition to the nominal duration of the curriculum.

(14) The attestation decision shall be documented as a decision of the attestation committee and shall be entered in ÖIS within two weeks after the meeting of the attestation committee.

### **§ 18. Accreditation of prior and experiential learning**

(1) A student may apply for accreditation of prior and experiential learning (APEL) for completing the curriculum in accordance with the the Procedure for Accreditation of Prior and Experiential Learning.

(2) Prior and experiential learning acquired outside TTÜ may be accredited for the completion of the whole curriculum, except for the graduation thesis or final examination.

## **6. peatükk**

### **DISCONTINUATION OF STUDIES AND GRADUATION**

#### **§ 19. Academic leave**

(1) Academic leave is a period for which a student is released, upon personal request, from study and research for one or several full semesters.

(2) In each cycle of higher education, a student is entitled to spend up to two semesters on academic leave upon personal request. Additional academic leave may be granted as follows:

- 1) for health reasons for up to four semesters;
- 2) in case of military service for up to two semesters;
- 3) for caring for a child until the child reaches three years of age.

(3) To request academic leave or interruption thereof, a student shall submit an application through ÖIS and the leave shall be granted by a dean's office order. In case of interruption of an academic leave within a semester, the whole semester shall be recorded as attendance to studies.

(4) Students may apply for academic leave in any cycle of higher education from the second semester of study. Applications can be submitted only until the deadline for academic movements in the semester set out in the academic calendar.

(5) A student shall be granted academic leave for performance of mandatory duty to serve in the Defence Forces or for caring for a child at any time during the academic year and he or she has the right to cancel the valid declaration by submitting the relevant application to the dean's office. In order to be granted academic leave for performance of mandatory duty to serve in the Defence Forces, a student shall submit the corresponding notice on the call-up for compulsory military service; in case of caring for a child a student shall submit

the birth certificate of the child or a document issued by the relevant authority of a foreign state and legalised or certified by an apostille in accordance with the procedure valid in the Republic of Estonia.

(6) A student shall be granted academic leave for health reasons at any time during a semester, but not later than two working days before the end of the semester. If an application is submitted before the end of the quarter, the student shall be allowed on academic leave for one or more semesters; if an application is submitted after the end of a quarter, the student will be allowed on academic leave for no less than two semesters. The student's declaration shall be cancelled, the examinations and tests taken before the application was submitted remain in force. If an academic leave is applied for due to health reasons, a student shall submit a medical certificate that contains a doctor's recommendation for an academic leave.

(7) Academic leave granted for health reasons may not be interrupted for continuation of studies.

(8) The additional documents specified in subsections (5) and (6) of this section shall be submitted to the dean's office. While on academic leave, a student is not entitled to complete the curriculum, incl.

to submit an individual study plan, take examinations or tests unless he or she:

- 1) has a moderate, severe or profound disability;
- 2) is the parent or guardian of a child under 3 years of age or a disabled child;
- 3) is on academic leave due to military service.

## **§ 20. Exmatriculation**

(1) A student shall be exmatriculated for the following reasons:

- 1) upon completion of the curriculum and granting a diploma to a student;
- 2) upon a student's personal request on the basis of his or her application;
- 3) due to inadequate academic performance;
- 4) due to non-attendance;
- 5) due to contemptible conduct;
- 6) due to failure to pay the tuition fee;
- 7) in case of closing of the curriculum;
- 8) upon death of the student.

(2) A student shall be matriculated upon completion of the curriculum and granting of a diploma if the student has completed the curriculum to the full extent.

(3) A student shall be exmatriculated upon his or her request if the student has submitted the corresponding application.

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

- 1) has accumulated less than 15 ECTS credit points for courses in the curriculum in the first semester of attendance in studies, except in doctoral studies or if the dean has allowed to pass less courses;
- 2) has failed to fulfil the minimum part-time load requirement by the end of the academic year;
- 3) was not attested with a positive grade in doctoral studies.

(5) A student, except a student on academic leave or studying abroad, shall be exmatriculated for non-attendance if the student:

- 1) fails to submit an individual study plan by the deadline in the academic calendar, except for PhD students;
- 2) in the first semester of attendance in study, fails to declare courses in his or her curriculum in the amount of at least 15 ECTS credits by the deadline specified in the academic calendar, except for PhD students or if the dean has allowed to declare less courses;
- 3) is a PhD student and has failed to submit his or her action plan by the deadline in the first semester of attendance in studies.

(6) A student shall be exmatriculated due to failure to pay the tuition fee.

(7) A student shall be exmatriculated in case of closing of the curriculum if he or she has not submitted an application for transfer to another curriculum by the prescribed deadline.

(8) Matriculation due contemptible behaviour shall be decided by the Vice-Rector of the area of responsibility on the request of the dean, after having heard the opinion of the Student Union in the following cases:

- 1) entry into force of a judgement of conviction for an intentionally committed criminal offence;
- 2) forgery of documents or provision of false information;
- 3) severe erroneous behaviour against generally accepted standards of conduct;
- 4) violation of good academic practice.

(9) A student shall be exmatriculated due to death on the basis of a document certifying death of the student.

(10) In case of exmatriculation on the basis of sections (4) – (8), the student shall be notified thereof through ÖIS.

(11) A dean can establish a procedure for processing violation of good academic practice and contemptible behaviour at the School.

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

(1) The following activities shall be considered violation of good academic practice:

- 1) use of support materials at the examination, except those explicitly allowed by the teacher;
- 2) any kind of inadmissible sharing of knowledge (prompting, copying, copying homework, etc.) by students in case of assessment of learning outcomes;
- 3) submitting another person's writing under one's own name;
- 4) plagiarism or extensive rewording of someone else's work, referencing or quoting without proper academic reference;
- 5) re-submission of one's own work when credit points have already been received for the work;
- 6) participating in an assessment for another student or allowing another person to participate in an assessment in one's own name
- 7) deliberate submission of untrue information (false information) in one's assignments, applications (including APEL), etc.;
- 8) damaging the reputation of the university, which includes providing ungrounded negative value judgements concerning the university, unauthorised mediation of the study opportunities and services provided by the university or compilation and dissemination of materials promoting the university for the purposes of material gain and other activities causing material damage or damage to the reputation of the university.

(2) If a student violates the good academic practice, the dean has, depending on the gravity of violation, the right to:

- 1) issue a letter of reprimand to the student;
- 2) request the Vice Rector for Academic Affairs (in the case of PhD students – the Vice-Rector for Research) in writing to exmatriculate the student.

### **§ 22. Completion of a cycle of higher education and education certificates**

(1) For completion of a cycle of higher education and issuing the relevant education certificate, a student shall have completed the curriculum to the full extent; in cases of several major fields of study available in the curriculum, the curriculum shall be completed at least to the extent of one major field of study.

(2) The graduation documents are a diploma and a diploma supplement. In cases specified in the Universities Act, a diploma supplement in English shall be issued.

(3) A person exmatriculated without the right to receive a diploma, shall, upon request, be issued a transcript of records.

## 7. peatükk OTHER PROVISIONS

### § 23. Provision of information and advice

- (1) TTÜ shall send messages and orders concerning studies via ÕIS. The notices communicated through ÕIS shall be deemed to be forwarded officially. A teacher may, in the framework of a course and with the agreement of the students, use other communication channels for sending informative messages.
- (2) If the contact details of a student change, the student is obliged to make the changes promptly in ÕIS.
- (3) Students are entitled to address the School, the Student Union, the Office of Academic Affairs and other structural units to receive the necessary information and advice concerning students.
- (4) The Rector shall establish the procedure for student counselling.

### § 24. Disputing decisions concerning studies

- (1) A student has the right to dispute an administrative act or operation (hereinafter "decision") related to studies pursuant to the Administrative Procedure Act and the principles specified in these Policies and the exceptions arising from other legislation.
- (2) A student who wishes to dispute a decision concerning him or her, must contact the person who made the decision or the chairman of the decision-making body within 3 working days from the notification of the decision and explicitly express his or her desire to dispute the decision. The person or the decision-making body who made the disputable decision may change the decision. The disputing party shall be notified of the decision within 3 working days.
- (3) If the decision with regard to the student is not changed as a result of the hearing, the student may submit an oral or written appeal to the dean within 30 days as of the date the student became or should have become aware of the decision. An oral appeal shall be recorded and confirmed by the signature of the student.
- (4) If a student disputes an order or directive, he or she shall file an appeal to the person who issued the relevant act.
- (5) A student's appeal shall be resolved within 10 days from the date of filing the appeal. If the appeal needs additional examination, the date of reviewing the appeal may be extended for up to 30 days. The student shall be informed of extension of the period for review by mail or via ÕIS.
- (6) The decision on the appeal shall be recorded in writing and shall be forwarded to the student by mail or via ÕIS or shall be delivered to the student against signature.
- (7) Disputes concerning the results of a thesis defence, grade for a thesis or a final examination are conducted in compliance with the procedure established in this section.

## 8. peatükk IMPLEMENTING PROVISIONS

### § 25. Application of the regulation

- (1) The following requirements for courses declared before the academic year 2017/2018 that have not been completed shall be applied to students matriculated to the curricula of IT Systems Development, IT Systems Administration, Cyber Security Engineering and Analysis of Information Systems:
  - 1) a student has the right to take an assessment or examination three times in one course;
  - 2) a student is entitled to retake an assessment or examination from the semester the course is taught until the deadline for academic movements in the semester after the next one.
- (2) Until the end of the academic year 2020/2021, section 8 of the Policies shall be applied to payment of the tuition fee by the students matriculated before the academic year 2017/2018 in the following wording:
  - 1) Studying is free of charge in Estonian-language curricula in the study programme groups of Business and Administration, Law and Social Sciences in case of studying at least with nominal load, in Estonian-language curricula of other study programme groups in case of full-time studies and in English-language curricula in case of full-time studies if the TTÜ Council has so decided and in doctoral studies.
  - 2) Students in full-time studies in Estonian-language curricula in the study programme groups of Business and Administration, Law and Social Sciences, excluding the curriculum of Business and

Experience Economy, shall, at the end of each semester, cover the cost of tuition in the amount by which they fall short of the nominal load. The requirement on completion of a curriculum does not apply and a student is not required to pay the tuition fee if the student only needs to pass a final examination or defend a graduation thesis to complete the curriculum. The student's obligation to pay the tuition fee arises if the student fails to defend his or her graduation thesis or pass the final examination within a semester after the end of the semester limit of the nominal duration of studies. Tuition fee shall be calculated for each subsequent semester for the amount of the credit points of the graduation thesis not defended or final examination not passed by applying the 50% reduced fee rate. [entry into force 20.02.2018]

3) On the basis of an application, a full-time or part-time student shall be released from the tuition fee if the student commences full-time studies in a curriculum taught in Estonian free of charge and if the student is a person with moderate, severe or profound disability or a parent or a guardian of a child under the age of 7 years or of a child with a disability. Students can apply for release from the tuition fee until 30 September in the autumn semester and 15 February in the spring semester. Completion of the study load requirement specified in clauses 1) and 2) shall be calculated from the semester following the one when the circumstances on which the application was based ceased to exist.

4) a student is requested to cover the cost of tuition specified in clause 2) of this section if the student is exmatriculated at his or her request and the student submits the request for exmatriculation after the end of the quarter;

5) part-time students, excluding PhD students and the persons specified in in clause 7) of this section, shall cover the cost of tuition. A student shall cover the cost of tuition based on the volume of the declared courses, the fee rates established by the university;

6) in a curriculum with only part-time study, a student shall pay for tuition according to the volume of the declared courses and the fee rates established by the university;

7) students admitted outside competition who have achieved outstanding sports results shall not be required to cover the cost of tuition;

8) [repealed 20.02.2018].

(3) Until the end of the academic year 2020/2021, subsection 11 (10) of the Policies shall be applied to the students matriculated before the academic year 2017/2018 in the following wording:

1) A course may be declared only once in compliance with the Policies. A student enrolled for free study may re-declare a course as a continuing education student.

## **§ 26. Repeal of Regulation**

The TTÜ Council Regulation No 3 of 19 February 2013 "Academic Policies at Tallinn University of Technology" (amended by TTÜ Council Regulation No 14 of 17 December 2013, Regulation No 4 of 20 May 2014, Regulation No 4 of 16 June 2015 and Regulation No 5 of 22 September 2015) is repealed.

## **§ 27. Entry into force of the Regulation**

This Regulation shall enter into force on 1 August 2017.