STUDY REGULATIONS

Adopted based on clause 11 of subsection 3 of section 14 of the Universities Act, clause 6 of subsection 4 of section 23 of the University of Tartu Act and subsection 7 of section 322 of the Statutes of the University of Tartu.

I. General Provisions

1. These Study Regulations (hereinafter the Regulations) constitute the main document regarding teaching and studies in formal education at the University of Tartu (hereinafter the University), which regulates the activities of the University in organising teaching and studies, establishes a coherent regulatory framework for the organisation of teaching and studies and delimits the areas of competence linked to the organisation of teaching and studies. The Regulations are mandatory for all members of the University.

2. In addition to these Regulations, important rules regarding teaching and study at the University may be found in the following UT bylaws:
   2.1. the Conditions and Procedure for Covering the Cost of Tuition, adopted by the Council;
   2.2. the Procedure for Awarding Doctorates, adopted by the University Senate;
   [as of 1.01.2014]
   2.3. the Conditions of and Procedure for Recognition of Prior Learning (RPL), adopted by the University Senate;
   2.4. the Conditions and Procedure for Applying for, Granting and Payment of Study Allowances, adopted by the University Senate;
   2.5. the Admission Rules, adopted by the University Senate;
   2.6. the Statutes of Curricula, adopted by the University Senate;
   2.7. the Procedure for Asking and Taking Into Account Feedback in Formal Education, adopted by the Rector;
   2.8. the Rules Governing the Organisation of the Study Information System, adopted by the Rector;
   2.9. the Procedure for Issue of Diploma Duplicates and Diploma Supplements, adopted by the Rector.

3. The University Senate may establish additional study regulations in the matters concerning teaching and study at UT in accordance with these Regulations.

4. The Faculty Councils and Councils of other teaching institutions may establish the study regulations addressing the specific needs of their Faculty or teaching institution. The Faculty or teaching institution may not delegate the powers and duties assigned to it in these Regulations to the Councils of its subordinate units.

5. The powers vested in and duties imposed on the Dean of the Faculty by these Regulations shall in a UT teaching institution be exercised and performed by the Director of that institution.

6. The official environment for exchanging information related to the organisation of study shall be the Study Information System.

II. Students and Student Places

II. 1. Students
7. Degree studies at the University may be undertaken in the capacity of a regular student, a visiting student or an external student.

II. 1.1. Regular Students

8. Regular student is a person who has been matriculated as pursuing a degree study curriculum at University. The non-resident student is a student who does not have Estonian citizenship, long term residence permit or permanent right of residence;

9. Matriculation means the entry of the person concerned in the roll of regular students. Matriculation shall be effected by the Directive of the Vice Rector for Academic Affairs made on the proposal from the relevant Dean. The Directive shall indicate the beginning and the end of the regular student's study period in accordance with the standard study period prescribed by the respective curriculum (Article 40);

10. Before proceeding to matriculate the PhD student, the Faculty Council appoints a supervisor or supervisors to that student and approves the theme of the doctoral thesis. The supervisor presents the theme of the doctoral thesis to the Faculty Council in Estonian and English and in the original language, in the event that the original language is a language other than Estonian or English, accompanied by the field or fields associated with the theme (up to three fields) based on the category classifications of CERCS (Common European Research Classification Scheme). A PhD Study Agreement shall be entered into between the PhD student, the supervisor(s) and the University. A person holding a Doctorate may be the supervisor of a doctoral candidate. If it is justified, a leading practitioner in a field may be appointed as a co-supervisor regardless of whether they hold a Doctorate. If the supervisor of a doctoral candidate does not have an employment contract with the University, a co-supervisor must be appointed from among the employees of the University. The council of a faculty may limit the number of supervised doctoral candidates per employee.

II. 1.2. Visiting Students

11. The visiting student is a student matriculated at another institution of higher education and registered at the University on the basis of a standard format personal application by the student for studies lasting up to one academic year by the Directive of the Vice Rector for Academic Affairs. The non-resident visiting student is a visiting student who does not have Estonian citizenship or long term residence permit. Visiting students shall not be matriculated at the University.

12. The person wishing to be enrolled as the visiting student shall present an application listing the subjects the student intends to study at UT endorsed by their home institution and the Head of the hosting UT Institute or Department as well as the Dean of the relevant Faculty. The application shall constitute the basis for the student's registration for courses in the subjects in question (Articles 63-68). The dean may dismiss an application if the applicant does not comply with the terms and conditions established in the curriculum or course curriculum or if the maximum number of attendants has been attained.

13. In order to study in English, a guest student (an international guest student) must prove their English proficiency of at least level B2 specified in the Common European Framework of Reference for Languages.

14. An international guest student (except an international guest student pursuing Doctoral studies and undergoing practical training) is required to complete courses to the extent of no less than 15 ECTS per semester of study at the University.

15. In the matters related to the organisation of study, Articles IV, V and IX. 1-2 and IX. 10-11, visiting students shall have all the rights and be subject to all the obligations that apply to regular students.

16. Upon the expiration of the study period of the visiting student, the Faculty or the teaching institution shall issue the student a transcript of the student's academic record.
17. The studies of a guest student may be extended for up to one academic year by an order of the Vice Rector for Academic Affairs based on the dean’s motion, unless the international guest student fails to comply with the credit point requirement set out in Article 14.
18. If a visiting student has failed to observe the requirements emanating from the University's study regulations and/or other UT bylaws, the University discontinues the visiting student's studies by the Directive of the Vice Rector for Academic Affairs on the basis of the proposal from the relevant Dean.

II. 1.3. External Students
19. An external student is a person who has been granted the right to complete the curriculum, incl. to take examinations and/or the final examination or defend a graduation thesis. The external student is not matriculated.
20. The status of external student may be applied for by a person who has fulfilled the education requirements established for taking up studies under the respective curriculum and the prerequisites established for admission to the curriculum in the admission rules.
21. The status of external student will be granted for up to one academic year by an order of the dean. To obtain the status of external student, a person must submit to the dean an application specifying a list of the courses to be completed. A person taking up studies in a Doctoral curriculum must also submit their individual plan as a Doctoral candidate. The dean’s order and the application serve as the basis for registration for courses (Articles 63-68). The dean may dismiss the application if the applicant does not comply with the requirements established in the curriculum or in the course curriculum, the maximum number of attendants has been attained, the applicant has outstanding tuition fees before the University or if an external Doctoral candidate has failed to fulfil their individual plan beforehand.
22. A supervisor will be appointed to an external student by a decision of the council of the faculty before admitting the student to Doctoral studies.
23. The relationships between an external student and the University are regulated by a contract between the University and the external student.
24. In matters related to the organisation of study (Articles IV-VI and IX. 1-2 and IX. 10-11), external students shall have all the rights and be subject to all the obligations that apply to regular students.
25. The University discontinues the studies of the external student with the directive of the Dean of the respective Faculty if the external student has not met the requirements of the Study Regulations and/or standing rules.

II.2. Student Places
26. The student place is a time and financial unit for measuring teaching and study.
27. The Rector annually establishes student places per curriculum on the basis of the total number of student places approved by the Senate.
28. A student has the right to be simultaneously matriculated to one curriculum per level of tertiary education. A student pursuing integrated Bachelor’s and Master’s studies cannot be matriculated to a curriculum of the first or second level of tertiary education.
29. The Office of Academic Affairs keeps account of student places and announces vacancies at the beginning of each semester. Based on the standard duration of the curriculum, account is taken of vacancies each academic year.
30. A vacancy arises if the number of students of the same year of matriculation studying in the student places of the same curriculum falls below the number of student places established by the Rector for the curriculum for the given academic year.
31. A vacancy will be filled by way of a public contest within four weeks of the start of the semester. The rules of the contest shall be established by the Council of the Faculty or by the teaching institution.
32. The vacancies of a curriculum will not be filled in the autumn semester of the first academic year.
33. The following students who comply with the contest criteria have the right to apply for a vacant student place:
   33.1. students applying for a change of curriculum and/or study form who pursue their studies based on the standard duration of the same curriculum in the same or preceding academic year(s) that the vacancy arose. The students who have their extended study period cannot apply for a vacant student place;
   33.2. the persons who have studied according to the curriculum to the vacant student place of which they apply in the form of rematriculation;
   33.3. the persons transferring to the University from other institutions of higher education;
   33.4. external students;
   33.5. the persons who have studied according to another higher education curriculum and have been deleted from matriculation register of that curriculum.
34. Upon applying for a vacancy, the student’s prior studies and work experience in accordance with the Conditions of and Procedure for Recognition of Prior Learning, established by the Senate will be taken into account.
35. The person can apply for matriculation in the case when he/she has completed at least 50% of the standard cumulative workload of the curriculum (when matriculated to the part-time study) or at least 75% (when matriculated to full-time study). In the spring semester of the first academic year the person can apply for matriculation to full-or part-time study in the case he/she has studied subjects at least to a value of 15 ECTS. In medical, dentistry and pharmacy studies the person can apply for matriculation in the case he/she has completed 100% of the obligatory studies of the previous semester's workload as foreseen in the curriculum. The persons can apply for matriculation provided they have no outstanding tuition fees at the University.
36. A vacant student place shall be filled by the Directive of the Vice Rector for Academic Affairs on the basis of the application of the interested party endorsed by the Dean.

III. Levels of Study, Curricula and Subjects

III.1. Levels of Study
37. The first level of tertiary education at the University covers professional higher education and Bachelor’s studies; the second level of tertiary education covers Master’s studies; the first and second level cover integrated Bachelor’s and Master’s studies; and the third level covers Doctoral studies.

III.2. Curricula
38. All the teaching and study at UT shall be based on curricula.
39. Curricula will be approved by the Senate, taking into account the requirements of the Tertiary Education Standard approved by the Government of the Republic and the Curriculum Statutes established by the University.
40. The standard duration of a curriculum is the time established in the curriculum to complete the curriculum.

III.3. Subjects
41. The workload of the subject is calculated in the units of study i.e. in the European Credit Transfer and Accumulation System credit points (hereinafter "ECTS"). One ECTS corresponds to 26 hours of the student's work including contact-based study, independent work and working practice and assessment of learning outcomes.
42. Subjects shall fall into obligatory, elective and optional subjects.
   42.1. The obligatory subject is the subjects which the student is required to pass in order to complete the curriculum pursued.
   42.2. An elective course is a course that a student chooses from among courses designated in the curriculum or in the framework of an elective module.
42.3. Optional courses allow students to expand their overall knowledge and acquire specialisation-related knowledge and skills.

43. For each subject the teaching staff member responsible for the subject draws up the syllabus which is confirmed by the Programme Manager. The goals of the subject provided by the curriculum serve as the basis for drawing up the syllabus. The syllabus contains the subject’s title and code, the name of the member of the teaching staff responsible for the subject, the credit value of the subject, its goals and learning outcomes, scales for the assessment of the learning outcomes (differentiated assessment, non-differentiated assessment or doctoral thesis defence according to the Procedure for Awarding Doctorates), assessment methods and criteria, the principles of grading, a brief description of the content of the subject (this information is obligatory for all the subjects), a list of the topics to be dealt with, the schedule, a list of obligatory and recommended study materials, possibilities for taking tests and examinations at a later date, the minimum number of participants required for the course not to be cancelled and any other information necessary for passing the subject (this information is not obligatory for the special forms of subjects, which are practical training, graduation thesis and final examination). The syllabus, in the case of need, will also include limitations for the participation in the subject, which might be obligatory prerequisite subjects, completed curriculum/curricula, level of study, obtained qualifications and/or the maximal number of participants. During three weeks from the beginning of the registration for the subject, it is possible to limit registration, in the case of obligatory subjects only, for the students from another faculty, curriculum, other place of conducting studies and different form of studies. To complete the subject, it is always obligatory for the student to be assessed in having obtained the learning outcomes prescribed by the syllabus. Within three weeks of a course becoming available for registration, registration for compulsory courses may be limited based on the faculty, curriculum, place of teaching or study form. In the case of need it is possible to add supplementary studies to the syllabus (lectures of visiting academic staff, etc.) and the recommended prerequisite subjects.

[as of 1.01.2014]

44. The syllabi are public and the syllabi of the subjects to be taught in the following academic year must be entered into the Study Information System by 15 April and the syllabi of the subjects taught in foreign languages by 1 March. The schedule and the list of topics should be entered into the syllabus for the subjects taught in the autumn semester by 2 May, for the subjects taught in the spring semester by 1 December and for the syllabi of the Open University study by the beginning of the corresponding semester.

45. The Programme Manager shall be responsible for the drawing up and updating of subject syllabi and for entering these in the Study Information System by the prescribed date.

IV. Studies

IV.1. Forms of Study

46. Regular study is a form of study presuming the student's participation in the process of study every day.

47. Open University study is a form of study where contact-based study is organized in sessions. In the case of Open University study, stress is laid on the student's independent work which is supervised, there are study materials available and the study process can take place in the form of e-learning. Study process is organized flexibly, taking primarily into consideration the needs of the students employed at the place of work.

IV.2. Organisation of studies

48. The process of study takes place in the forms of contact-based study, working practice and independent work. Proportions of study forms are established in the syllabus.

48.1. Contact-based study is the study for achieving learning outcomes in learning environment (including e-learning) in the format of a lecture, a seminar, a colloquia, a
training session or an individual lesson. In contact-based study both the student and the member of teaching staff participate.

48.2. Working practice is a purposeful activity for achieving learning outcomes under the guidance of the supervisor in work environment. The Council of the faculty of study unit can establish the basic principles of the organisation of practice.

48.3. Independent work is obtaining necessary knowledge and skills for achieving learning outcomes independently in conformity with the assignments given by a teaching staff member.

49. The overall responsibility for the lawful conduct and expedient organisation of study in the Faculty shall lie on the Dean of the Faculty.

50. For each programme, the Dean shall appoint the Programme Manager who shall be responsible for the organisation and coordination of study in the programme.

51. The teacher in charge of the course ensures the teaching of the course pursuant to the curriculum.

52. The responsibility for organising PhD studies shall lie with the programme manager and the supervisor of the PhD student.

IV.3. Study Planning

53. The temporal calculation unit of the study process at the University is the academic year, and for calculating students' study period the academic year with its beginning on 1 September and ending on 31 August is used. The academic year is divided into two 20-week semesters. The academic year begins in the autumn semester on the Monday closest to 1 September. The beginning of the spring semester and the end of semesters is established by the date fixed in the academic calendar of every academic year. The academic calendar is confirmed by the Rector.

54. For contact-based study taking place at the University the following data of each subject are entered into the Study Information System: title of the subject; credit value and a course code; name of the teaching staff; time, location and study weeks of the contact-based study; time when learning outcomes are assessed. In the case of e-learning time is not indicated and the location is shown as a web-address.

55. The information required by Article 54 above regarding non-distance courses in the subjects taught in the next academic year's autumn semester shall be entered into the Study Information System and made available to students by 2 May, the information regarding the current academic year's spring semester by 1 December.

56. The weeks of contact-based study i.e. the sessions of the Open University study for the next autumn semester will be announced to the students through their mailboxes in the Study Information System by May 2, the times of study sessions for the spring semester by December 1. Other study-related information for sessions will be announced in conformity with Article 54 one month before the beginning of the respective session.

57. The Programme Manager, is responsible for entering changes of the contact-based study into the Study Information System and informing those registered for courses.

IV.4. Choosing Modules

58. The subjects in the curricula are assorted into modules.

59. The student of the Bachelor's studies must choose:

59.1. two base modules, both 24 ECTS;
59.2. two field modules, both 24 ECTS, of which one may be replaced by a specialty module;
59.3. two specialty modules, both 24 ECTS, of which one may be replaced by a field module;
59.4. at least one elective module, 12 ECTS;
59.5. optional subjects, 0–18 ECTS; and
59.6. Bachelor's examination or graduation thesis, 6–12 ECTS.

60. The minimum value of a main specialisation is two base modules, at least one field module, one specialty module, one elective module and a final examination or graduation thesis. If the minimum
value of a main specialisation is selected (subjects with a volume of 108 ECTS and a final examination or graduation thesis), the student must select one minor specialisation. A minor specialisation comprises a field module, a specialty module and an elective module (a total volume of 60 ECTS) from the Bachelor’s curriculum, which are different from the main specialisation modules. The volume of the main specialisation shall be regarded as extended if at least one additional field, specialty or elective module from the curriculum is selected. Selecting a minor specialisation is not required if the volume of the main specialisation is extended.

61. The student of the Bachelor’s studies must, by the end of the first semester of the first academic year, choose all main specialisation modules (two base modules, one field module and one elective module). By the end of the spring semester of the second academic year, all the modules necessary to complete the curriculum must be chosen.

62. The students of the Master’s or Doctoral studies chooses in the Study Information System all the modules necessary to complete the curriculum by the beginning of the spring semester of the first academic year, if the curriculum contains elective modules.

IV.5. Registering for subjects

63. To study the subject, the student shall enter his/her name in the Study Information System into the list of the students participating in the course offered in that subject, i.e. register for the course. The registration shall be regarded as an expression of intent and decision by the student to complete that course and the University to evaluate the student's results in completing the subject. By registering for the subject the student assumes the obligation to fill out, when the course ends, the teaching and the subject evaluation questionnaire in the Study Information System according to the decree set by the Rector.

64. Registration for the courses of the next autumn semester begins on 15 May and for the courses of the spring semester on 15 December and finishes by the beginning of the respective semester. Registration of first-semester students for the obligatory courses may commence at the beginning of the academic year and last for two weeks in accordance with Article 64.1. During three weeks from the beginning of the registration to the courses, registration may be limited for the persons from other faculties, curricula, form or place of study.

65. The general registration procedure will have the following exceptions:

65.1. The first semester student can register for the subject after the student has matriculated to the University and the rights of the user of the Study Information System have been granted. The student must register for the subjects within two weeks starting from the beginning of the academic year.

65.2. The student pursuing curricula of Open University study shall register for the autumn and the spring semester subjects within two weeks starting from the beginning of studies.

65.3. The visiting student or the external student shall register for the subjects of their choice in the Study Information System or at the Dean's Office within two weeks starting from the beginning of study at the University.

65.4. The student who has returned form the academic leave or filled a vacant student place will be registered at the students will to the subjects at the Faculty or the education institute within a week after the end of the academic leave or filling the vacant student place.

66. A part-time student is required to register for courses each semester, unless the student is pursuing Doctoral studies or if only the final examination needs to be taken or the graduation thesis needs to be defended in order to complete the curriculum.

67. A student of the regular study form has the right to cancel their registration for a course before the third study contact has taken place. In such an event the student has the right to register for another course by agreement with the teacher in charge, provided that the third study contact has not yet taken place in the course. The Open University student has the right to cancel registration for the course before 10% of the contact-based study has taken place. In such case, the student has the right
to register for another course after a prior agreement with the person responsible for teaching, but
only before 10% of contact-based study in this subject has taken place. In case of changes in the
subject schedule, the student has the right to cancel registration for the course during two weeks after
announcement of the change. In the event of a change of curriculum, the student has the right to
cancel registration for courses that do not belong to the curriculum within two weeks of the change of
curriculum. The dean may allow deregistration after the standard term in other justified events.
68. If the minimum number of participants required for the course not to be cancelled is not met, the
programme manager has the right to cancel the course within three working days of the start of the
semester and shall ensure that the students registered for the course are informed of its cancellation.
Students who have registered for the course have the right to register with another course within
seven days of the announcement of this decision upon agreement with the teaching staff member
responsible.

IV.6. Academic Progress, Following the Curriculum

69. Students are required to follow the curriculum to which they have been matriculated.
70. Following the curriculum means taking courses in the subjects (modules prescribed by the
curriculum or chosen by the student) in accordance with the requirements emanating from the system
of study (Articles IV.6.1) and the workload requirements (Articles IV. 5.2) of the student.
71. Students shall be entitled to graduate from the University on the basis of the version of the
curriculum which they matriculated to, provided their effective period of study does not exceed the
equivalent of two standard periods of study as prescribed under the curriculum, except where
otherwise provided in the Republic of Estonia Universities Act.
72. Students shall be entitled to apply for transfer to a different curriculum. The student seeking
the transfer shall follow the procedure established in Articles 34-36 above for the candidates to vacant
student places. The transfer to another curriculum shall be effected by the Directive of the Dean
made on the basis of the application addressed by the student to the Rector or, in the case of transfer
to the different Faculty, the respective Deans agreeing, by the Directive of the Vice Rector for
Academic Affairs. Transfers to the different curriculum shall also be allowed in the case of new
admittees following the procedure established in the Republic of Estonia Universities Act and the
University Admission Rules.
73. When assessing the student’s progress in following the curriculum, the University may accredit
the student’s prior studies and experience according to the Recognition of Prior Learning Rules.

IV.6.1 System of Study

74. Studies shall take place according to the subject system, the academic year system or, in case of
PhD students, the study and research plan i.e. an individual study plan (hereinafter "individual plan").
75. Under the subject system, students shall be entitled to choose modules of subjects and take
courses in the subjects in the order of their own preference, subject to the prerequisite course
constraints established in the curriculum or the subject syllabus.
76. Medicine, dentistry and pharmacy studies shall be pursued on the academic year basis. The
students studying on the academic year basis shall take their subjects in the order established in the
curriculum and by the end of the semester complete 100% of the compulsory subject workload
prescribed by their curricula. In the case the course, the students studying on the academic year basis
are taking, finishes after the end of the semester, they must complete 100% of the compulsory subject
workload prescribed by their curricula by the end of the course.
77. PhD studies are completed on the basis of the individual study plan of the PhD student either
studying full time or part time (Articles 76 and 77). The individual study plan for the whole period of
study is completed by the PhD student together with the supervisor at the latest by 30 September of
the first academic year and entered into the Study Information System. The PhD student,
matriculated during the academic year, compiles the individual study plan within one month after
matriculation. Each year the attestation report and detailed plan of studies and research for the next year are added to the individual plan.

IV.6.2. Full-Time and Part-Time Study

78. The student participates in the process of study either full time or part time. The completion of the curriculum in the prescribed extent is assessed at the respective Faculty after one nominal academic year (two semesters) has passed since the student's matriculation or from the last transfer (as of the date preceding the date of commencement of the spring or autumn semester). The transfer is formulated by the Dean's directive by 15 September or 15 February. If the Dean, in conformity with Article 104, has prolonged the student's time for taking a resit, the transfer will be formulated by 30 September or 28 February. The number of credit points earned in following the curriculum, including RPL, serves as the basis for the calculation of the workload. The standard cumulative workload of one academic year is 60 ECTS.

79. In full-time study the student completes at least 75% of the standard cumulative workload of the curriculum - at least 45 ECTS by the end of the first nominal academic year, by the end of the second nominal year at least 90 ECTS, etc. In medical, dentistry and pharmacy studies the student completes 100% of the obligatory subjects by the end of each academic year.

80. In part-time study the student completes at least 50% but less than 75% of the standard cumulative workload of the curriculum by the end of each nominal academic year - by the end of the first nominal academic year at least 30 ECTS, but less than 45 ECTS, by the end of the second nominal academic year at least 60 ECTS but less than 90 ECTS, etc.

81. In full-time study (Article 79) the student completes at least 30 ECTS of obligatory subjects in their curricula (in Bachelor’s studies the subjects in the main specialisation module) by the end of the first nominal year, 60 ECTS by the end of the second nominal year.

82. In part-time study (Article 80) the student completes at least 15 ECTS of obligatory subjects in their curricula (in Bachelor’s studies the subjects in the main specialisation module) by the end of the first nominal year, 30 ECTS by the end of the second nominal year.

83. The minimum allowed workload in completing Bachelor's and professional higher education, the class teacher's and the Master’s curriculum of the regular study form is 15 ECTS in the first semester of the first academic year (as of the date preceding the date of commencement of the spring or autumn semester).

84. Students following their curricula under the subject system shall be allowed to proceed to the next learning year of those curricula

84.1. as full-time students, if the number of credits earned by those students amounts to at least 75% of the cumulative standard workload completed in accordance with their curricula and the obligatory subjects in their curricula have been completed to the extent specified in Article 81;

84.2. as part-time students, if the number of credits earned by those students amounts to less than 75% but more than 50% of the cumulative standard workload completed in accordance with their curricula and the obligatory subjects in their curricula have been completed to the extent specified in Article 82.

85. The student, following the curriculum on the basis of the course system, is transferred to the next year of the same curriculum on condition the student has completed 100% of the obligatory subjects of the previous course.

86. The completion of the curriculum of PhD studies is assessed in credit points during attestation taking place once in the academic year. The transfer to the next year takes place in conformity with Article 84.

87. The curriculum is completed once the student has passed all the subjects and working practice prescribed by the curriculum including graduation examination(s) or defence of the graduation thesis and has earned the number of credit points prescribed by the curriculum.
IV.6.3 Covering the Cost of Tuition
88. Tuition will be compensated in accordance with the Conditions of and Procedure for Covering the Cost of Tuition, adopted by the Council.
89. In full-time studies, the tuition fee is paid on the basis of an order of the dean. In part-time studies, in a non-Estonian curriculum and in the event of re-commencing studies, the tuition fee will be paid on the basis of an agreement on compensation of study expenses made between the University and the student.

IV.6.4. Recognition of Prior Learning (RPL)
90. A student, external student or person applying for matriculation may request the recognition of previous studies and work experience upon determining compliance with admission criteria and completion of the curriculum in accordance with the Conditions of and Procedure of Recognising Prior Learning, established by the Senate.

V. Assessment of Learning Outcomes
V.1. Forms of Assessment
91. The scales for the assessment of learning outcomes are the differentiated assessment, i.e. examination, and the non-differentiated assessment, i.e. pass/fail evaluation. Defences of final theses (except for PhD theses) shall be subject to differentiated assessment.
92. The subject is considered completed after obtaining the positive result in the assessment of learning outcomes. The grades A, B, C, D, E of the assessment scale and "passed" are positive results, the negative results are the grade F and "not passed".

V.2. Assessment Scale
93. In the case of differentiated assessment the level of achievement by students of the learning outcomes shall be differentiated in accordance with the following scale:
   93.1. grade 'A' or "excellent" – an outstanding and particularly broad-based level of achievement of the learning outcomes characterised by exceptional, free and creative use of the knowledge and skills;
   93.2. grade 'B' or "very good" – a very high level of achievement of the learning outcomes characterised by proper and creative use of the knowledge and skills. More specific and detailed elements of knowledge and skills may reveal certain errors that are neither substantive nor serious;
   93.3. grade 'C' or "good" – a high level of achievement of the learning outcomes characterised by proper use of the knowledge and skills. More specific and detailed elements of knowledge and skills may manifest certain uncertainty and imprecision;
   93.4. grade 'D' or "satisfactory" – a sufficient level of achievement of the learning outcomes characterised by the ability to use the knowledge and skills in typical situations; non-typical situations reveal gaps and uncertainty;
   93.5. grade 'E' or "sufficient" – a minimally acceptable level of achievement of the learning outcomes characterised by a limited ability to use the knowledge and skills in typical situations; non-typical situations reveal considerable gaps and uncertainty;
93.6. grade 'F' or "insufficient" – the knowledge and skills acquired by the student are below the minimum required level.
94. In the case of non-differentiated assessment of the learning outcomes the student may be deemed to have passed the course if all the requirements set forth in the syllabus for passing that course have been fulfilled. Students may be given the following grades:
   94.1. grade "pass" - given where the student shows that he/she has acquired the knowledge, skills and competences required in the subject syllabus;
   94.2. grade "fail" - given where the student fails to show that he/she has acquired the knowledge, skills and competences required in the subject syllabus.
95. In calculating the student's average grade, the letter marks shall have the following numerical value: A = 5, B = 4, C = 3, D = 2, E = 1, F = 0; absence without good reason (recorded as "not present") = 0.

V. 3. Arrangement of Assessment of Learning Outcomes

96. When registering for the course, the student assumes an obligation to be assessed in obtaining the learning outcomes, i.e. to take the examination or pass/fail evaluation (hereinafter: examination) in the respective subject in the semester it is taught. The student is allowed to take the examination if he/she has registered for the course and fulfilled all the requirements provided in the syllabus for allowing to take the examination. The examiner (the teaching staff member responsible or the person nominated by him/her) bears the responsibility for checking the fulfilment of the requirements established in the syllabus for allowing the student to take the examination.

97. Students shall be allowed to sit a final assessment of learning outcomes in the subject in the semester during which they are taking the subject by way of one regular examination and, in the case of failure to pass that examination, by way of one resit (in case of group examination a date of examination set by the examiner to the whole group). Medicine, dentistry and pharmacy students shall be allowed sit an assessment of learning outcomes in obligatory and elective subjects by way of one regular examination and, in the case of failure to pass that examination, in two resits.

98. During the semester when the subject is taught, the student can choose between at least two regular examination times. The member of the teaching staff has the right to obligate the student to choose the time for taking the regular examination and in such a case the selection of the time of the examination in the Study Information System takes place at the latest three days before the examination is held; in the subject which has more than 60 registered students at the latest three days before the first examination takes place. If the student wishes to take a resit, registration for a resit is obligatory. The registration for the resit and anulment of registration finishes one day before the resit takes place.

99. In the case the examination consists of several successive parts, of which the previous must be passed in order to be allowed to sit the next, that examination must be arranged so that the resit of the previous part takes place before the beginning of the next part.

100. Where the subject syllabus provides for the examination to be taken as group work, the teaching staff member responsible shall set a single examination date for all the students in the group.

101. Students shall not be allowed to resit an examination or defence in order to attempt a higher passing grade. An examination passed by way of RPL cannot be resit.

102. Receiving a fail grade in an examination or absence from an examination in a particular subject shall not preclude students from taking examinations in other subjects, unless otherwise provided in the subject syllabus.

103. The resit must be passed at the latest before the beginning of the next semester. In the case of need, the student studying in the form of Open University has the right to take both the examination and the resit during the next semester if the assessment of learning outcomes is planned so in the timetable (in conformity with Article 56).

104. Where a regular student shows valid grounds that prevented him/her from taking the resit, the term for taking that resit may be extended by the Dean by maximum two weeks. In order to receive the extension, the student shall present to the Dean a reasoned application endorsed in writing by the teaching staff member responsible.

105. Students sitting an examination shall be entitled to

105.1. use such resources and materials as may be permitted by the examiner(s);

105.2. inspect their written examination papers within five working days from the entry of their grades in the Study Information System;

105.3. challenge the grade received pursuant to the terms and procedure specified in Articles 207-214;
105.4. submit to the Dean a reasoned request to establish a panel to administer an examination. The Dean shall be required to establish a three-member panel of examiners to administer the fourth resit in the same subject pursuant to the reasoned request submitted by the student. In the case of medicine, dentistry and pharmacy studies, the Dean shall be required to establish a three-member panel of examiners to administer the third resit in that subject pursuant to the reasoned request submitted by the student.

106. Before admitting the student to the examination the examiner has the right to require him or her to produce his or her identity document and has both the right and the obligation to remove the student from the examination in the cases specified in Articles 203.1-203.5.

V.4. Records of Exam Results

107. The teaching staff member responsible shall record the grades given to examinees in the examination report, which shall be the source document for the accounting of grades earned by students.

108. If the student fails to appear for the examination on the selected date, the examination report drawn up for that date shall record that student as "not present". If the student fails to appear for an examination on any of the regular examination dates, that student shall be recorded as "not present" in the examination report drawn up for the last regular examination date. If the student fails to appear for a regular exam, he/she shall be entitled to resit that examination in accordance with the rules applicable to resits. In the event the student shows valid grounds for failing to appear, the entry "not present" shall be deleted provided proof of valid grounds is presented to the relevant Dean or head of institute within five working days from the date the examination took place. The student with valid grounds for failure to appear for a regular examination shall be entitled to take the examination and/or re-examination by the decision of the relevant Dean or head of institute on the date set by the teaching staff member responsible no later than during the semester following the semester in which the subject took place, for students studying on an academic year basis by the date established in Article 102.

109. Where the student does not show valid grounds for failure to appear for the regular examination, the "not present" entry in the examination report shall be considered equal to taking the examination for the purposes of Articles 150.3.4 and 150.3.5.

110. If the student is removed from the examination for reasons specified in Articles 203.1.-203.5., the grade F shall be entered into the report for that examination in respect of that student.

111. The teaching staff member has the right not to allow the student to take the examination if the student has not fulfilled the requirements prescribed in the syllabus for taking the examination and record the negative result in the examination report.

112. The results of assessment will be entered into the Study Information System within four working days starting on the following working day after the examination took place if the examination was taken by 50 persons, within seven working days if the examination was taken by 51-80 persons and within 11 working days if the examination was taken by more than 80 persons. Despite the number of the persons having taken the examination, the assessment results must be entered at the latest two working days before the resit in the respective subject, but not later than by the end of the semester.

113. If the student has failed in taking the regular examination and the resit by gaining negative results, the student must register again to the course to complete the subject and fulfill anew the requirements established for completing the subject (excluding the obligatory and elective subjects in medical, dentistry and pharmacy studies). The student, who has failed in one subject four times, by gaining the negative result, is deleted from the matriculation register, according to the Article 150.3.5. The student of medical, dentistry and pharmacy studies is deleted from the matriculation register if he/she gained negative examination results three times in one obligatory or elective subject, according to the Article 139.3.4.
V.5. Attestation of PhD Students

114. Attestation is the assessment of the PhD student's academic progress in studies and scientific research of his/her curriculum by the Attestation Committee. During attestation the fulfilment of the PhD student's individual study plan is assessed.

115. When attesting the PhD student, the credit points earned in completing the subjects and the credit points allocated for the research at the attestation are taken into account.

116. The PhD student's academic progress in scientific research is assessed in credit points by the Attestation Committee considering the following criteria and the requirements based on them as provided by the Council of the Faculty:
   116.1. stage of the PhD thesis;
   116.2. printed publications related to the topic of the PhD thesis that meet the requirements of Article 18 of the Procedure for Awarding Doctorates; [as of 1.01.2014]
   116.3. participation in the speciality conferences and seminars related to the PhD thesis, the level of these events and the PhD student's contribution are assessed;
   116.4. other research activities related to the PhD thesis (working practice outside the University, participation in research projects, obtaining new methods, work at the library, etc.).

117. Attestation takes place twice during the academic year: before the autumn semester and before the spring semester. The Dean, in the directive, fixes the dates of attestation in the respective academic year and confirms the members of the Attestation Committee(s) by 1 November in autumn semester and 1 March on spring semester. The dates of attestation are announced on the University’s website. The Attestation Committee consists of at least three members, who possess PhD degrees or other equivalent qualifications. At least one member of the Attestation Committee is external to the institute if the institute has its own attestation committee, or external to the faculty if the faculty has a joint attestation committee.

118. The PhD student is attested once in the academic year when one nominal academic year has passed from matriculation or from the last attestation. The PhD student is not attested during academic leave. An external student completing a Doctoral curriculum will be assessed after one academic year has passed since the admission of the external student.

119. At least five working days before the date of attestation, the student submits the Attestation Committee the report on fulfilling the individual study plan and the plan of activities for the next academic year proceeding from the individual study plan signed by the student and the supervisor(s). The student enters the documents into the Study Information System.

120. Attestation takes place at an open meeting of the Attestation Committee which is attended by the PhD students and their supervisors. If the supervisor cannot participate, he/she submits the assessment in the written form. In the case of reasonable excuse, the PhD student may be granted permission by the Attestation Committee, on the basis of the PhD student's application, not to participate in the attestation meeting.

121. The Attestation Committee allocates the PhD student, on the basis of the submitted materials and the results of the attestation meeting, credit points for scientific research which are entered into the Study Information System. The Attestation Committee has the power of decision making if at least three members of Attestation Committee, having the right to vote, participate in the meeting. The member of the Attestation Committee is obligated to participate in voting excluding the case provided in Article 122. The member of the Attestation Committee cannot abstain from voting. The decision is adopted if more than a half of the members of the committee with the right to vote have voted for it.

122. If a member of the Attestation Committee is the supervisor of some PhD student to be attested, he/she is challenged from adopting the attestation decision on this particular PhD student and the quorum is reduced by one.
123. The Attestation Committee gives the PhD student recommendations for fulfilling and improving the individual study plan.

124. On the basis of the results of the attestation meeting, the Attestation Committee makes one of the following decisions:

124.1. to attest the PhD student positively if the student has at least fulfilled the requirements of part-time study or has submitted the Doctoral thesis for defence in conformity with the procedure provided in the Procedure for Awarding Doctorates; [as of 1.01.2014]

124.2. to give the Doctoral candidate a negative assessment if they have not fulfilled the requirements of part-time studies or if the volume of their studies and research falls short of 50% of that set out in their individual plan;

124.3. not to attest the PhD student if the student did not submit the Attestation Committee the documents provided in Article 119 by the fixed date or was absent from the attestation meeting without the Attestation Committee's permission;

124.4. to give the external student a positive assessment if they have completed their individual plan at least to the extent of 50% or presented the Doctoral thesis for defence in accordance with the procedure set out in the Procedure for Awarding Doctorates; [as of 1.01.2014]

124.5. to give the external student a negative assessment if the completion of the individual plan remains below 50%.

125. The Dean, taking into consideration the decision of the Attestation Committee and the credit points earned for study and research:

125.1. will transfer the student to part-time or full-time studies in the following academic year or

125.2. makes a proposal to the Vice Rector of Academic Affairs for the deletion from the matriculation register of the PhD student.

126. If the procedure of attestation had been violated, the Vice Rector of Academic Affairs can annul the attestation decision and obligate the Attestation Committee to attest the PhD student anew within 14 days.

127. The PhD student has the right to appeal the decision of the committee as provided in Article 215.

V.6. Final Examinations

128. In order to be allowed to sit the final examination, students shall be required to have passed all other subjects of the curriculum.

129. The substantive requirements of the final examination, the requirements concerning the composition of the panel of examiners administering the final examination and the procedure for sitting the final examination shall be established by the Council of the Faculty or of the teaching institution. The deadlines for sitting the final examination and the composition of the panel of examiners administering that examination shall be approved by the Dean.

130. Final examination papers shall be assessed by the panel of examiners. The panel shall be competent to act provided more than half of its members are present. Before the commencement of the examination, the chair of the panel shall announce to examinees the date on which the results of the final examination will be released.

131. In the event a student fails to appear for the final examination, the entry "not present" shall be recorded in the report of the examination in respect of that student. In the case of valid grounds for failure to appear, that entry shall be deleted, provided proof of valid grounds is presented to the chair of the panel within five working days from the date the examination took place. The panel may decide to allow the student showing valid grounds for failure to appear to sit the final examination at a time determined by the chair of the panel.

132. Students failing the final examination shall be entitled to a single resit of that examination.
V.7. Defences of Final Theses

133. If the requirement of the graduation from professional higher education, Bachelor's and Master's studies is the defence of graduation thesis, the student chooses the supervisor(s) and the theme of the thesis in collaboration with the supervisor(s). The supervisor(s) is (are) appointed by the Dean's directive proposed by the head of the institute at the latest six months before the expected defence of the thesis. The supervisor may be a person holding a Master's degree or with the equivalent level of education. If the student's supervisor is not employed by the University with the work contract, the co-supervisor must be appointed from among the University's academic staff.

134. The requirements for the final thesis, the composition of the thesis defence panel and the procedure for defence shall be established by the Council of the Faculty or teaching institution. The deadlines for the defence of final theses and the composition of final thesis defence panel(s) shall be approved by the Dean. The requirements for PhD theses and the procedure for defending PhD theses shall be governed by the Procedure for Awarding Doctorates. [as of 1.01.2014]

135. The prerequisite for allowing the thesis to be defended is the completion of all the subjects unless the curriculum provides otherwise. A graduation thesis must be submitted to the defence committee no later than one week before the date of defence in a duly formalised electronic version (also on paper if the council of the faculty so decides), along with the supervisor’s consent regarding permission to be defended. The graduation thesis is presented to the defence panel in the prescribed hard copy format and electronically with the supervisor's written opinion. The defender of the graduation thesis may also present the panel other materials characterizing the scientific and practical value of the graduation thesis. The reviewer of the graduation thesis is appointed according to the procedure provided by the Council of the Faculty or the teaching institution. The graduation thesis is submitted to the defence committee no later than a week before the date of defence in a duly formalised paper version and electronically, along with the supervisor's consent regarding permission to be defended. The graduation thesis is preserved and made public pursuant to the procedure established by the Rector.

136. The graduation thesis is assessed at the public defence. To protect the confidentiality of the state or business secret, or a technological solution, the Dean may declare the defence closed for the public. The student's supervisor and the reviewer participate in the defence except when the named persons cannot participate in the defence because of the reasonable excuse.

137. The outcome of the defence of the final thesis shall be assessed by the panel. The panel shall be competent to act provided more than one-half of its members are present. The results of the defence shall be announced directly after the minutes of the defence have been signed, in any event during the working day following the defence.

138. In the event a student fails to appear for the defence of his/her final thesis, the provisions for failure to appear for an examination shall be applicable (Article 108).

139. Students failing the defence of a final thesis shall be entitled to a second defence pursuant to the procedure established by the Council of the Faculty or of the teaching institution. For a second defence of a final thesis, the panel shall require the student to supplement the existing work or write a new thesis on a different topic.

VI. Completion of Studies and Documents Issued upon Completion

140. Students who have completed their curricula shall be considered to have finished their studies and shall be removed from the roll of students (deleted from the matriculation register).

141. Students who have completed their curricula shall be issued a diploma and a supplement to that diploma in accordance with the procedure established by the Government of the Republic of Estonia. The basis for the issuing of a diploma is an order of the Vice Rector for Academic Affairs deleting the student from the matriculation register or declaring that the student has graduated in connection with the completion of the curriculum.
142. Students who have completed a curriculum of professional higher education study shall be issued the professional higher education diploma, the diploma supplement and the English-language diploma supplement.

143. Students who have completed a Bachelor's curriculum shall be issued the diploma certifying the award of the Bachelor's degree, the diploma supplement and the English-language diploma supplement.

144. Students who have completed the Master's curriculum shall be issued the diploma certifying the award of the Master's degree, the diploma supplement and the English-language diploma supplement.

145. Students who have completed the integrated Bachelor's and Master's curriculum shall be issued the diploma certifying the award of the Master's degree, the diploma supplement and the English-language diploma supplement.

146. Students who have completed the PhD curriculum shall be issued the diploma certifying the award of the PhD degree, the diploma supplement and the English-language diploma supplement.

147. In order to qualify for a diploma cum laude (with distinction) students must

147.1. have completed a curriculum of professional higher education, Bachelor's, integrated Bachelor's and Master's or Master's study and

147.2. have defended the final thesis to the grade A or received the grade A on the final examination and

147.3. have an average grade, weighted by the subjects’ credit point value, 4.60 or higher while all the grades registered in the diploma supplement are taken into consideration.

148. Students who have completed several curricula shall be granted the corresponding degrees. The completion of several curricula presupposes the passing of the corresponding number of final examinations and/or defence of substantively different final theses. In the event of simultaneous completion of several curricula, the student shall be issued one diploma per curriculum completed.

VII. Deletion from the Matriculation Register

149. Deletion from the Matriculation Register means the removal of the regular student from the roll of students.

150. The University shall of its own motion proceed to delete the regular student from the matriculation register by the Directive of the Vice Rector for Academic Affairs made on the basis of the proposal from the relevant Dean or the Director of Finance, or on the basis of the resolution of the Council that granted the student a degree, for the following reasons:

150.1. the student has completed his/her curriculum;

150.2. the student's study period has expired;

150.3. the student shows insufficient academic progress evidenced by one or more of the following:

150.3.1. if the curriculum is not completed to the required minimum extent by the end of the semester in the events specified in Articles 76 and 83;

150.3.2. when the student has not fulfilled the part-time workload of the curriculum by the end of the nominal academic year;

150.3.3. when the student has not completed the obligatory subjects of the curriculum by the end of the nominal academic year in the prescribed workload (Articles 76 and 82);

150.3.4. receiving three fail grades in the same subject in any compulsory or elective subject of medicine, dentistry or pharmacy curricula;

150.3.5. receiving four fail grades in the same subject (except for the compulsory and elective subjects of medicine, dentistry or pharmacy studies);

150.3.5. receiving fail grades for the final examination and a resit thereof or for defence of the final thesis and a second defence thereof;

150.3.6. when the PhD student is negatively attested or not attested;
150.4. The first year students (excluding PhD students) who have without reasonable excuse not registered for the subjects within the first two weeks of the beginning of the academic year, in the case of the Open University student, from the beginning of studies;
150.5. in the event of part-time students (except those pursuing Doctoral studies), in accordance with section 66, due to failure to register for courses without a compelling reason within the first two weeks of the start of the semester or, in the event of Open University students, with the first two weeks of the commencement of teaching;
150.6. in the case of a first-year Doctoral candidate, if the Doctoral candidate’s individual plan was not submitted in accordance with Article 77;
150.7. upon matriculation of a student to another student place of the same level of tertiary education;
150.8. in the event of failure to pay the tuition fee by the due date specified in the Conditions of and Procedure for Covering the Cost of Tuition;
150.9. in the event of failure to complete the in-depth studies of Estonian by the end of the standard period of study;
150.10 in doctoral studies in connection with the termination of the contract for the funding of the student place of the doctoral candidate;
150.11. as decided by the Vice Rector of Academic Affairs because of improper behaviour in the following cases:
   150.11.1. for academic fraud, in the cases specified in Articles 203.1.-203.5.;
   150.11.2. for a criminal offence committed with intent while a student, provided the corresponding criminal conviction has become final;
   150.11.3. for the forgery of documents.
   150.11.4. gross violation of generally recognized norms of behaviour and academic traditions.
150.12. when the curriculum is closed and the student has not requested a transfer to another curriculum.
150.13. when a student following a curriculum shared with another university is deleted from the matriculation register of the university overseeing the shared curriculum.
150.14. in the event of a student who completed the last stage of study abroad, failure to submit the documents certifying the previous level of education by the due date specified in the admission rules.

151. Deletion from the matriculation register on the initiative of the University will be formalised within three weeks of the occurrence of the event specified in section 150 (Articles 150.8 and 150.11). Deletion from the matriculation register based on Articles 150.3.4 and 150.3.5 will be formalised by the end of the semester of teaching the course in which the last negative result in a scheduled examination was obtained (if a repeat examination takes place at the beginning of the semester in accordance with Article 104, within three weeks of the repeat examination). Deletion from the matriculation register based on Articles 105.7 will be formalised before matriculation to a new student place.

152. In the cases concerning the deletion of regular students from the matriculation register for improper behaviour, the Vice Rector for Academic Affairs shall send the materials concerning the case of improper behaviour before making the decision to the President of the Student Council, who shall submit the Student Council's reasoned opinion in writing to the Vice Rector within 14 days. If the Vice Rector chooses to disregard the Student Council’s opinion, he/she shall communicate the reasons therefor to the Student Council in writing.

153. In cases of improper behaviour specified in Article 150.11 the Vice-Rector for Academic Affairs has the right to reprimand the student, if no directive to delete the student from the matriculation register has been issued.
154. Deletion from the matriculation register on a motion by the regular student shall take place on the basis of that student's application addressed to the Rector and endorsed with the relevant Dean's approval for granting the application, by the Directive of the Vice Rector for Academic Affairs. The application shall state the student's reasons (personal reasons, transfer to another university, etc).

155. The University shall also proceed to delete a regular student from the matriculation register by the Directive of the Vice Rector for Academic Affairs on the proposal from the relevant Dean in the case of the following events independent of the parties:

155.1. judicial appointment of a guardian to the student due to the latter's permanent inability to understand or control his/her actions arising from an illness of the mind or other mental disorder;

155.2. death of the student.

VIII. Rematriculation

156. Rematriculation means the re-entry of the person on the roll of regular students. Rematriculation shall be effected by the Directive of the Vice Rector for Academic Affairs on the basis of the applicant's personal application addressed to the Rector and endorsed with the written approval of the relevant Dean. Where the student place allocated to the curriculum becomes vacant, the student can be rematriculated according to the Articles 31-36.

157. The student may be rematriculated to the same curriculum either the same academic year or the next academic year in the same or the next semester in which the student was studying at the time of deletion from the matriculation register. The student is not rematriculated for extended time of study. The workload (Articles 78-82) shall be established according to the total number of ECTS earned.

158. The student deleted from the matriculation register because of insufficient academic progress cannot apply for rematriculation before the student has fulfilled at least the requirements of part-time study (Article 80) or completed the curriculum in the minimum allowed workload (Articles 80 and 83). In medical, dentistry and pharmacy study the student can apply for rematriculation in the case when he/she has completed 100% of compulsory workload of the previous semester prescribed by the curriculum. The four-time negative examination result in the subject must be replaced by the positive result in the capacity of an external student or as a learner in continuing education before applying for rematriculation.

159. The student, deleted from the matriculation register because of improper behaviour, cannot apply for rematriculation before one year has passed since deletion. The student, deleted from the matriculation register because of the reasons provided in Article 150.11.2, cannot apply for rematriculation before the student's penalty has been removed from the penal register.

160. Students deleted from the matriculation register due to the expiration of their study period may not apply for rematriculation.

161. Regular students deleted from the matriculation register for failure to pay their tuition fees by the due date may not apply for rematriculation until any outstanding fees have been paid.

IX. Additional Rights and Obligations of Students

IX. 1. Notification

162. The University notifies the student through the Study Information System about the directives concerning the student (deletion from the matriculation register, academic leave, extension of the period of study, etc.). Orders and notices concerning teaching and studies will be sent to the student’s mailbox in the Study Information System, with which the University deems the notice to have been sent.

163. Students shall be required to notify the University immediately through the Study Information System of any changes in their contact information.

IX.2. Counselling
164. Students shall have the right to contact the Faculty, the teaching institution or the Academic Affairs Office employees involved in advising students in order to obtain information and advice for the solution of problems concerning study at the University.

165. Students studying at the University for the first semester are advised by tutors. Tutors are students who have received training in advising students and provide information in matters concerning the obligations, rights and eventual problems related to the student status and offer individual advising where appropriate. Tutors have the right to obtain necessary information for their work from the structural units of the University. Tutor's work is organized by the Office of Academic Affairs.

IX.3. Feedback

166. For the purpose of ensuring the quality of studies, feedback is sought from students pursuant to the procedure established by the Rector, using regular university-wide questionnaires.

IX.4. Study Allowances

167. Pursuant to the Republic of Estonia Study Allowances and Study Loans Act, students shall be entitled to apply for study allowances on the terms and in accordance with the procedure established by the laws and the University Senate.

IX.5. Intensive Study of the Official Language

168. When defining the student's level of official language proficiency, the Council of Europe's Common European Framework of Reference for Languages level descriptors must be used as a basis. Students who have studied at a school that conducts teaching in a language other than Estonian are obliged before registering for the first year's courses to take the test of Estonian as the language of instruction in the University, if their command of Estonian is below the C1 level or if they have scored fewer than 80 points for the state examination in Estonian as a second language.

169. If a student taking up studies under a curriculum where the language of instruction is Estonian does not have previous Estonian language skills, the student must learn Estonian in depth to the extent of 60 ECTS. A student who has scored below 30% in a test of proficiency in Estonian as the language of instruction must learn Estonian in depth to the extent of 30 ECTS; a student who has scored below 40% must learn Estonian in depth to the extent of 18 ECTS; a student who has scored below 60% must learn Estonian in depth to the extent of 12 ECTS; and a student who has scored below 80% must learn Estonian in depth to the extent of 6 ECTS. A student who has scored above 80% in a test of proficiency in Estonian as the language of instruction is not required to additionally learn Estonian.

170. On the basis of the score of the test of proficiency in Estonian as the language of instruction, a student is signed up for in-depth studies of the Estonian language by an order of the Vice Rector for Academic Affairs and the student undertakes to complete the Estonian language programme approved by the council of the Language Centre to the prescribed extent of 6, 12, 18, 30 or 60 credit points. The teaching of the Estonian language will be organised by the Language Centre in cooperation with the student's faculty or college.

171. The teaching of the Estonian language will be organised in parallel with the completion of the student’s curriculum, unless the student lacks previous Estonian language skills. A student without previous Estonian language skills (a student studying Estonian in depth to the extent of 60 ECTS) is not required to complete their curriculum in the first year of study. By the end of the second year of study the student must have completed the compulsory courses of their curriculum to the extent of no fewer than 30 ECTS (15 ECTS in part-time studies) and by the end of the third year of study to the extent of no fewer than 60 ECTS (at least 30 ECTS in part-time studies). A student learning Estonian in depth to the extent of 30 ECTS is not required to complete the curriculum in the first semester, but in the second semester the student must complete courses of their curriculum to the extent of no fewer than 15 ECTS.
172. Upon the calculation of the full-time and part-time study load in accordance with Articles 79 and 80 and upon completion of the minimum prescribed extent of the curriculum in accordance with Articles 81-83, the courses of the Estonian language programme will also be taken into account in the case of students who have been signed up for in-depth studies of Estonian.

173. The volume of the in-depth studies of Estonian determined on the basis of language proficiency must be completed by the end of the standard period of study (before defending the graduation thesis). The curriculum of a student signed up for in-depth studies of Estonian has been completed if, in addition to the number of credit points prescribed by the curriculum, the prescribed extent of studying Estonian has also been completed.

174. The final date of the student's study will be postponed by the time used for the Estonian language studies depending on the scope of the language studies. If the volume of language training is 6-30 ECTS, the period of study will be extended by six months. If the volume of language training is 60 ECTS, the period of study will be extended by one year. The extension of the nominal time of study is formulated by the directive of the Vice Rector of Academic Affairs after the full completion of the Estonian language programme at the end of the nominal duration of the curriculum.

IX.6. Studying at Other Institutions of Higher Education in Estonia

175. The regular student shall be entitled to study free of charge at Estonian public universities in the capacity of visiting students (pursuant to the Protocol of the Rectors of Estonian Universities of 17.09.1995 titled "Studies as a visiting student"). Studying in other higher educational institutions is regulated in cooperation agreements between educational institutions.

176. The regular student who wishes to study at another higher education institution in Estonia shall submit to the programme manager for approval a study plan specifying the subjects to be completed at another higher education institution and those subjects in the student’s curriculum that the student wishes to substitute. The RPL committee shall approve the study plan within fourteen days of its submission. The student shall list the subjects which he or she wishes to study at another higher education institution and which have been approved by the RPL committee in the application submitted to the Dean regarding the student's registration as a student in another higher education institution.

177. On the basis of the application, to which the receiving institution's consent has been annexed, the regular student shall, by the Directive of the Dean, be classed for up to one academic year as studying at the receiving institution.

178. The Faculty Dean's Office or the Document Management Office of the teaching institution shall issue a grading sheet and a copy of the Directive for the presentation to the receiving institution.

179. The time studied at the receiving institution of higher education shall not count towards an extension of the standard period of the regular student's study. At the end of the student's period of study at the receiving institution, the student shall submit to the Dean the certificate or the grading sheet with the results of the examinations taken. The subject taken at another institution of higher education are marked on the study plan and taken into account when assessing the student's progress in following his/her curriculum to the extent agreed in the study plan.

IX.7. Studying at Institutions of Higher Education Abroad

180. During studies, the students can study and complete their working practice abroad:

180.1. as stipendiaries of international organisations, programmes, governments, foundations and universities;
180.2. in the framework of student exchange programmes based on inter-university and international agreements;
180.3. on an individual basis.

181. Students who apply for studies abroad on the basis of inter-university and international agreements and stipends assigned through the University shall be entered in the respective
competitions organised by the University. The Vice Rector for Academic Affairs shall establish the
procedure for those competitions and shall create a committee to administer the competitions.
182. The student, studying abroad for at least three months, is obligated to complete the subjects at a
foreign higher education institution to a value of at least 15 ECTS, complete the working practice and
apply for recognition the work done abroad for the completion of the curriculum.
183. A student taking up studies abroad must submit to the programme manager for their approval a
study plan specifying the courses to be completed abroad and the courses specified in the student’s
curriculum whose replacement the student is applying for. The RPL Committee will approve the
study plan within 14 days of its submission. On the basis of the study plan, the student must sign a
study contract with the University and the host educational institution. The student must submit to
the dean a study contract approved by the respective student exchange coordinator, on the basis of
which the student’s status will be changed to that of a student studying abroad. The contract shall
specify the foreign higher education institution and the programme or the cooperation agreement on
the basis of which the student goes to study and the time interval of studying at a foreign higher
education institution. If necessary, the student shall submit an amendment to the study plan to the
programme manager for approval on the basis of which an annex to the learning agreement shall be
concluded.
184. The student, going to complete working practice abroad, concludes a training agreement with
the University and the receiving foreign higher education institution or the training base. The student
must submit to the dean a contract approved by their practical training supervisor or programme
manager and on the basis thereof the student’s status will be changed by an order of the dean to that
of a student studying abroad for the purpose of completion of practical training. The directive fixes
the foreign higher education institution or the training base and the programme on the basis of which
the student goes to complete working practice and the time interval of working practice.
185. A student who has taken up studies or practical training abroad will be considered not to have
interrupted their studies at the University and their standard period of study will be extended by the
number of semesters spent at the foreign university, provided the student spends at least three months
of the semester at the foreign higher educational institution and the courses taken there are taken into
account upon completion of the student’s curriculum to the extent of 15 ECTS. The extension of the
standard period of study will be formalised after the studies at the foreign higher educational
institution have been completed and the study results have been transferred.
186. The examinations passed and the working practice completed at foreign higher education
institutions are taken into account by the University in completing the curriculum to the extent agreed
in the study plan.
187. As a general rule, students in professional higher education, Bachelor’s, medical, dentistry,
pharmacy study and class teacher training shall not be allowed to study abroad during the first
semester of their studies. As an exception, permission to study abroad may be granted to those
students by the Dean.
188. On the basis of the study plan of a Doctoral candidate and by an order of the dean, the status of
the Doctoral candidate taking up studies or research abroad over no less than 12 days will be changed
to that of a student studying abroad.
IX.8. Academic Leave
189. Academic leave means a period for which the student is released from the obligation to
undertake study and research work. A student is entitled to academic leave of up to one year at their
request once per standard period of study at each level of study starting from the second semester of
the first year of study.
190. For health reasons confirmed by a medical certificate, students shall be entitled to an additional
academic leave of maximum two years in each level of study.
191. Students starting a term of service in the Republic of Estonia Defence Forces shall be entitled to an additional academic leave of one year granted on the basis of the corresponding call-up notice from the Defence Forces.

192. The student caring for a child shall be entitled to additional academic leave. For this reason, a female student is entitled to request academic leave on the basis of a doctor’s certificate starting from the seventh month of pregnancy until a month has passed since the estimated due date. After the birth of a child, the parents can, on the basis of a copy of the birth certificate of the child, apply for academic leave lasting until the child attains the age of three years.

193. If the student who has been granted academic leave under Article 189 above requests an academic leave for the reasons specified in Articles 190-192, that student’s Article 189 academic leave shall be temporarily discontinued, to be reactivated on the basis of an application submitted by the student after the end of the academic leave granted for the reasons specified in Articles 190-192.

194. To request an academic leave or a temporary discontinuation thereof, students shall submit an application to the Dean. Academic leave for health reasons may only be discontinued on the basis of a medical certificate.

195. The study period of the student on academic leave shall be extended by the amount of time of the leave. The academic leave and the prolongation of study period related to it shall be granted to the student by Directive of the Dean.

196. The grant of academic leave shall not affect the student status.

197. A student cannot participate in studies or take examinations during academic leave unless the academic leave is granted on the basis of Articles 191 or 192. The University will cancel the course registrations of a student going on academic leave unless the student goes on academic leave on the basis of Articles 191 and 192; to have the registrations cancelled, the student must submit a respective application with their application for academic leave.

198. During academic leave, a student will not be registered as a student of the next year of study and the volume of studies to be completed under the curriculum will not be assessed.

IX.9. Extension of Studies

199. The students who have studied with full-time workload can apply for the extension of their studies (postponement of the final date of studies) to make up for insufficient academic progress for the period of 12 months on every level of studies. The students who have studied with part-time workload have the right to extend their studies for the period spent in part-time study, one study year at a time. When the nominal period of study has finished, the student’s academic progress is assessed according to the procedure provided in Article IV.6.2. In Doctoral studies, an extension can be applied for following a positive assessment decision.

200. When the student whose study period has been extended takes academic leave on grounds specified in Article 190-192, the extension of studies shall be temporarily discontinued, to be reactivated on the basis of an application submitted by the student after the end of the academic leave.

201. The extension of studies shall be granted by the Directive of the Dean on the basis of the regular student's application.

202. The application for an extension of studies must be submitted before the expiration of the study period.

IX.10. Academic Fraud and inappropriate behaviour

203. Academic fraud means:
   203.1 in an assessment of learning outcomes, the use by the student of the material that the assessor has not explicitly permitted the student to use;
   203.2 the prohibited sharing of knowledge (for instance prompting, copying other students' work, etc.) by students taking an assessment of learning outcomes;
   203.3 taking an assessment of learning outcomes for another student;
203.4 submission of the written work of another person as the student's own, or the use of parts thereof without the appropriate academic reference;
203.5 second submission of the student's own work, if credit has already been awarded for it.

204. Inappropriate behaviour means a serious violation of generally accepted rules of behaviour or academic traditions, forgery of documents or a criminal offence wilfully committed as a student.

205. If the student has committed academic fraud, the Dean must
205.1 reprimand the student or
205.2 make a proposal to the Vice Rector for Academic Affairs for the student to be deleted from the matriculation register.

206. The council of a faculty or educational establishment may establish a procedure for adjudicating cases of academic fraud.

IX.11. Challenges to Decisions in Matters of Organisation of Study

207. In order to challenge the decision in matters of organisation of study (including decision made by the RPL Committee) (excluding the challenging of the grade given at the graduation examination or the graduation thesis), the student approaches the decision-maker and challenges the decision either orally or in the written form within seven days after the decision was announced.

208. If the decision specified in Article 207 is made by a dean or the Vice Rector for Academic Affairs, the student may address the dean or the Vice Rector for Academic Affairs and appeal the decision in writing within seven days of the decision being communicated. The dean or Vice Rector for Academic Affairs may establish a committee for hearing the appeal. The dean or Vice Rector for Academic Affairs will communicate their reasoned decision to grant or refuse the appeal to the student within 14 days of the filing of the appeal.

209. In order to appeal the decision of the dean or Vice Rector for Academic Affairs rejecting the appeal, the student must submit an appeal to the Appeals Committee within 30 days of the communication of the decision.

210. The Committee is an independent academic body whose composition shall be approved by the University Senate acting on a recommendation by the Rector before the beginning of each academic year. The Committee has eight members, four representing the teaching staff and four representing students. At least two of the teaching staff representatives must be Professors. Among the student representatives, each level of study shall be represented by at least one student. The student representatives shall be designated by the Student Council, which shall submit their names to the Vice Rector for Academic Affairs. The Legal Counsel for Academic Affairs shall serve as the Committee's secretary.

211. The Appeals Committee will adopt the rules of the Committee that are approved by the Rector.

212. If the member of the Independent Appeals Committee is the party to the dispute subject to the proceedings before the Committee, the member shall not participate in the proceedings, and must not be present at the relevant meeting of the Committee. In such a case, the required quorum shall be reduced by one.

213. In order to deal with and rule on any appeals submitted to it the Independent Appeals Committee shall be entitled to examine any relevant documents, interview the parties to the dispute, as well as other persons connected with the dispute and the relevant employees of the University, and consult the Student Council, the Academic Affairs Committee and the student advisor. The Committee's rulings shall be valid if voted by at least six members. The ruling shall be deemed adopted provided at least 2/3 of the members participating in the proceeding cast their votes in favour of that ruling.

214. The Appeals Committee informs the student and other parties of the dispute within 21 days from the submission of the appeal about the committee's decision whether the disputed decision remains in force or is annulled and a new decision on the same matter is made or the Committee annuls the decision and sends the appeal to the person or the body who made the decision for finding a new
solution. In the case of reasonable excuse, the Appeals Committee may prolong the time for processing the appeal informing the appellant about it. The decision of the Appeals Committee is no subject to reappeal at the University.

215. If a student does not agree with the grade given for the graduation examination or the defence of the graduation thesis or the decision of the attestation committee, the student has the right to submit a written appeal to the Dean within two working days from the announcement of the results of the graduation examination or the graduation thesis. The Dean convenes a committee with new members for processing the appeal within seven days from the submission of the appeal. The committee makes a decision on the appeal within seven days from convening the committee. The minutes of the committee's meeting are taken and the decision can be challenged by submitting an appeal to the Appeals Committee within 30 days.

216. If a student disagrees with the dean’s decision regarding the establishment of or exemption from tuition, the student has the right to file a written appeal with the dean within seven days of the communication of the decision. The dean will communicate their reasoned decision to grant or refuse the appeal to the student within 7 days of the filing of the appeal. If the dean refuses to revise the decision, the student may file an appeal with the Vice Rector for Academic Affairs within seven days of the communication of the refusal to revise the decision. The Vice Rector for Academic Affairs will inform the student within 14 days of the filing of the appeal whether the Vice Rector for Academic Affairs will uphold or overturn the appealed decision and make a new decision regarding the same matter. This decision of the Vice Rector for Academic Affairs is not subject to appeal at the University.

X. Implementing Provisions

X.1. Implementation of the Assessment System in Effect Before 30 August 1999

217. The following scale was used in the assessment of students' learning outcomes before 30.08.1999:

217.1. the grade 5 or "very good" - demonstrates thorough knowledge of the subject;
217.2. the grade 4 or "good" - demonstrates good knowledge of the subject, with errors in questions of inconsequential or secondary importance;
217.3. the grade 3 or "satisfactory" - demonstrates basic knowledge of the essentials of the subject, with errors in questions of consequential and principal nature;
217.4. the negative grade 2 or "insufficient" - demonstrates inadequate knowledge of the essentials of the subject.

218. Transcripts of academic record issued to the students who have received grades under both the previous and the current grading scales shall set out the grades as given according to those scales (in use, respectively, before 30 August 1999 and from 30 August 1999), as well as explanations concerning both scales.

219. The Diploma with distinction (cum laude) shall be awarded to the students whose grades, received before 30 August 1999 are "very good" in 75% of assessments and do not include any grades "satisfactory". The grades received starting 30 August 1999 must meet the requirements established for grants of diplomas with distinction (cum laude) in Article 132 above.


220. The provisions of these Regulations concerning full-time and part-time study shall apply to the students admitted to the University starting the 2003/2004 academic year.

221. The regular students admitted to the University before the 2003/2004 academic year shall be non-distance or distance learning students.

222. Non-distance learning is a form of study in which students are required to participate in studies at the University on an everyday basis.
223. Distance learning is a form of study where the student's everyday participation in the process of study is not necessary, contact-based study takes place during sessions, e-learning and independent work play a major role.

224. In following their curricula, non-distance students shall by the beginning of the next academic year be required to have earned an amount of credit corresponding to at least 75% of the standard cumulative workload for their elapsed study period; distance students shall be required to have earned an amount corresponding to at least 50%) of the standard cumulative workload for their elapsed study period.

224.1. Non-distance students shall be allowed to proceed to their next learning year if the sum of credits they have earned in following their curricula is at least 75%;

224.2. Distance students shall be allowed to proceed to their next learning year if the sum of credits they have earned in following their curricula is at least 50%.

225. Non-distance students shall be deleted from the matriculation register due to insufficient academic progress in the event the sum of credits representing the notional volume of the elapsed study period that has is less than 75%, and in the case of distance learning less than 50%.

226. Students in medicine, dentistry and pharmacy study must complete 100% of the workload of the compulsory courses by the end of each academic year.

227. Students of distance learning form of study may extend their studies by a total of one nominal duration of the curriculum.

X.3. The Implementation of the System of Credit Points Valid Before 31 August 2009

228. The credit point (CP) used before 31 August 2009 equals to 40 hours or one study week of the student's work. The study results obtained before 31 August 2009 are transferred into the European Credit Transfer and Accumulation System credit points as of 31 August 2009 - 1 credit point equals to 1.5 ECTS.

X.4. The Evaluation System in force before 1 September 2010

229. The description of the evaluation system in force before 1 September 2010 is regulated in Article 8 of Minister of Education and Research Regulation no. 71 of 27 October 2009.

X.5. Specifications of the studies of students matriculated before the 2013/2014 academic year until the 2016/2017 academic year

230. Student places are divided into state-funded and student-funded student places.

231. A student has the right to be simultaneously matriculated to one state-funded student place per level of tertiary education.

232. Re-matriculation to a student place to which a student was initially matriculated before the 2013/2014 academic year grants the right, until the 2016/2017 academic year, to study on the same terms and conditions as the students matriculated before the 2013/2014 academic year.

233. Upon the calculation of the full-time and part-time study load in accordance with Articles 79 and 80 and upon registration of a student for the next year of study in accordance with Article 84, all of the credit points obtained by the student will be included in the study load.

234. A student may pursue studies and take examinations while on academic leave. To have registration for courses cancelled, an application must be submitted with the application for academic leave.

235. A student studying full-time in a state-funded student place (except in medical, dentist and pharmacist studies or if the student is studying under a curriculum where part-time studies are foreseen under a state-commissioned education agreement) who fails to fulfil the requirements of full-time studies will be transferred to a student-funded student place in part-time studies. The student must enter into a study service contract with the University within three weeks of being transferred to part-time studies.

236. The standard period of study of a student who takes up studies or practical training abroad will not be extended by the time spent abroad.
237. Students studying in state-funded student places who have applied for an extension of their studies will not have to compensate their study expenses during the extension period. Students studying in student-funded student places are required to compensate their study expenses during the extension period to the extent and in accordance with the procedure established by the Council of the University.

238. The studies of students studying in student-funded student places in the Open University will be extended on the basis of an application of the student or, in accordance with the study service contract, for up to one year of study based on an order of the dean.

239. The final date of the studies of a student who completes in-depth studies of Estonian will be postponed in accordance with the volume of the completed language training. If the volume of language training is at least 30 ECTS, the period of study will be extended by six months; if the volume of language training is at least 60 ECTS, the period of study will be extended by one year.

X.6 Entry into force of Regulations

240. The Study Regulations of the University of Tartu approved by Regulation no. 6 of the Council of the University of Tartu of 26 May 2006 and amended by Regulation no. 17 of 22 June 2007, Regulation no. 34 of 29 October 2007, Regulation no. 5 of 28 March 2008, Regulation no. 14 of 29 August 2008, Regulation no. 4 of 24 April 2009, Regulation no. 4 of 30 April 2010, Regulation no. 9 of 29 April 2011, Regulation no. 18 of 16 December 2011 and Regulation no. 15 of 15 June 2012 are hereby repealed.

241. Article 150.3.5 of the Study Regulations applies as of the obtaining of negative examination results in the 2007/2008 academic year and the negative examination results obtained before the academic year will have no meaning for the purposes of Article 150.3.5.

242. Article 150.9 of the Study Regulations applies to students matriculated as of the 2013/2014 academic year.

243. Article 150.10 of the Study Regulations applies to students matriculated before the 2013/2014 academic year.

244. This Regulation will enter into force on 2 September 2013.