



EESTI  
ETTEVÕTLUSKÕRGKOO  
MAINOR

**ESTONIAN ENTREPRENEURSHIP UNIVERSITY OF APPLIED SCIENCES**  
**REGULATION ON ORGANISATION OF STUDIES**

APPROVED BY  
EUAS Council  
regulation no. 2.1.1.-25 of  
21 December 2020

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## I. GENERAL PROVISIONS

1. The regulation on organisation of studies (hereinafter 'ROS') regulates the organisation of degree studies at all levels and in all forms of higher education at the Estonian Entrepreneurship University of Applied Sciences (hereinafter 'EUAS'). The ROS is based on legislative acts regulating education and the statute of the EUAS. In case of a contradiction between the ROS and a legislative act, the legislative act shall apply.
2. Compliance with the ROS is mandatory for the members of the EUAS (students, teaching staff, administrative employees), external students, visiting students and open university students.
3. The EUAS council approves the ROS and its amendments.
4. The EUAS council, rector and Vice Rector for Academic Affairs have the right to establish procedures regulating the teaching process within their respective areas of responsibility in accordance with this regulation.
5. The EUAS's official medium of information exchange regarding the organisation of studies is the study information system (hereinafter 'SIS'), where information on studies is gathered, processed, communicated, stored and issued.

## BASIC CONCEPTS

Most important concepts defined in other chapters of the ROS are given below.

**Academic calendar** is a document of organisation of studies setting down the beginning and end of semesters and holidays as well as other important information and terms and deadlines pertaining to the organisation of studies.

**Academic leave** means the temporary release of a student from study and research work.

**An open university student**, excluding external students, is a person who participates in degree studies but is not matriculated as a student in the EUAS.

**A credit point** means a unit in which the study load of a subject is calculated and it corresponds to twenty-six hours of study by a student, including contact learning.

**Exmatriculation**, or deletion from the matriculation register, means exclusion of a student from the list of students.

**An external student** means a learner participating in degree study whose study load is lower than 30

ECTS credit points and who is not matriculated as a student of the EUAS.

**Assessment** means a part of the study process during which based on certain assessment criteria a fair and impartial assessment is given of the level of competences acquired by a student in accordance with the learning outcomes described in the curriculum. In this document, the general term 'exam' is used for a summative assessment.

**Matriculation** means the inclusion of a person in the list of students.

**Independent learning** means the independent acquiring of knowledge and skills by a student that are necessary to achieve the learning outcomes according to the tasks given by the relevant lecturer or instructor.

**Distance learning** means a form of learning where contact learning is organised as learning sessions in periods set out in the academic calendar, usually from Thursday to Sunday, twelve to fifteen times a year.

**A compulsory course** means a subject included in the curriculum that must be passed in order to complete the respective curriculum.

**A visiting student** means a student matriculated in some other higher school who is studying subjects of his or her choice at the EUAS or whose subjects at the EUAS are determined by an agreement made between higher schools.

**A lecture plan** means a basis for organisation of studies containing the following data: name of course, volume in hours, time and place of the course; learning method (lecture, seminar, e-learning, internship, practical course, defence, etc.); name of lecturer, study programme group.

**A module** means a group of subjects (one subject in exceptional cases) assembled based on the objectives of the curriculum.

**Daytime learning** means a method of learning where contact learning is usually organised on regular working days from 9.00 a. m. to 5.00 p. m.

**Rematriculation** means the re-inclusion of a person in the list of students.

**A semester** means a period of study set out in the academic calendar. An academic year is divided into two semesters.

**On-the-job education** means a learning method at the level of higher education where at least half of the volume of the curriculum is acquired in a company or organisation (hereinafter 'place of work').

**An optional course** means a subject chosen by a student according to his or her personal preference.

**An elective course** means a subject assigned by the council of a curriculum to supplement the

student's respective curriculum. Elective courses are approved by the vice-rector for academic affairs.

**An international student** means a student who is not a citizen of Estonia and who does not hold a long-term resident's residence permit in Estonia or a permanent right of residence.

**Evening study** means a learning method where contact learning is usually organised on working days from 5.00 p. m. to 9.00 p. m.

**Study Information System** (SIS or ÕIS in Estonian) is a medium of information exchange used for the organisation of studies.

**A course/subject** means an organised unit of teaching, learning and assessing the learning outcomes in a specific knowledge area. Special forms of a course are coursework, portfolio, internship, final paper and master's thesis.

**A curriculum/study programme** means a plan for carrying out of studies in terms of content, time and organisation, which establishes the learning objectives, the learning outcomes, the standard (nominal) period, volume and period of study of the curriculum, the conditions for the commencement of studies, the extent of the list of subjects, short descriptions of subjects and modules and the opportunities and conditions during the study, the opportunities for specialisation, the conditions for the completion of studies, the name of the academic degree awarded upon graduation and the final graduation documents issued.

**A joint curriculum** means a curriculum jointly developed and implemented by two or more higher educational institutions, the completion of which gives the students the diplomas of the higher educational institutions participating in the joint curriculum.

**A student** means a person who has been admitted (matriculated) to the EUAS's professional higher education or master's programme either full-time or part-time.

## **II. LEARNERS, STUDY PLACES AND COMPENSATION FOR TUITION COSTS**

6. It is possible to be admitted to the EUAS degree studies as a student, visiting student, external student or open university student. An agreement shall be entered into with all learners.
7. A student is matriculated into a specific curriculum. The conditions for matriculation are described in the EUAS rules for student admissions.
8. A visiting student submits a list of courses that he or she intends to complete at the EUAS that have an approval from his or her home higher school and the EUAS's head of academic affairs.
9. The courses to be completed by an open university student are approved by an individual study plan.
10. The students of the EUAS who have been exmatriculated due to non-fulfilment of the requirements set for the study load of part-time studies (clause 113.3 of the ROS) will continue their studies as an external student on the basis of an individual study plan. An external student has the right to participate in study activities and defend his or her final work in accordance with the conditions and pursuant to the procedure set down by the university.
11. Studying at the EUAS is for a fee. The tuition fee and study service fees are established for each academic year by the supervisory board of AS EEK.
12. The management board of AS EEK decides on the assignment of scholarships and/or changes to the tuition fee.
13. A student whose volume of courses exceeds the volume established in the curriculum or an agreement made between the schools pays for the additional credit points in accordance with the 'Tuition fee and study service fees' document.

## **III. LEVELS OF EDUCATION, CURRICULA AND COURSES**

14. The EUAS offers degree study at the level of professional higher education and master's studies.
15. Curricula approved by the supervisory board of AS EEK and registered in the Estonian Education Information System (in Estonian Eesti Hariduse Infosüsteem (EHIS)) are the basis for the organisation and completion of studies.
16. The study programme groups in which the EUAS has the right to open curricula and implement instruction are approved by the Minister of Education and Research.

17. Amendments to a curriculum can be made pursuant to the procedure established in the statute of the curriculum.
18. If the right to teach a study programme group becomes invalid, the EUAS ceases admission and studies in the respective curricula. The EUAS ensures the students have the opportunity to continue their studies in the same or a different educational institution in the same or a similar field of study.
19. A curriculum comprises courses grouped into modules.
20. Courses may be compulsory, elective and optional.
21. The volume of a course is measured in the units of the European credit points system, i.e. in credit points (hereinafter 'credit point' or 'ECTS').
22. The course annotation and subject syllabus describing the course are integral parts of a curriculum. Curricula taught in the Estonian and English languages have course annotations in Estonian and English. Curricula taught in the Russian language have course annotations in Estonian, Russian and English.
23. Praktikaid ja kirjalike tööde nõudeid kirjeldavad vastavad juhendid. Requirements set down for internships and written papers are described in the respective guides.
24. A course annotation is a short introduction of the subject made available in the public view of the EUAS website giving the following information about the course:
  - course code;
  - name of course in Estonian, Russian and English;
  - volume of course;
  - objective of course;
  - learning outcomes;
  - assessment form (differentiated assessment or non-differentiated assessment).
25. In order to renew a course, a new course with a new course annotation is created, which is approved by the curriculum council.
26. The bases for the creation of a subject syllabus are the objectives and learning outcomes arising from the curriculum and course annotation. In addition to the described aspects, a subject syllabus contains:
  - the topics and temporal division of topics discussed during the study of the subject;
  - teaching methods;

- the methods and criteria of assessment;
  - the requirements and descriptions of independent work;
  - learning materials (incl. mandatory and recommended literature of the subject);
  - the names of the lecturers teaching the course;
  - conditions necessary to pass the course and other information.
27. The lecturer introduces the subject syllabus, incl. learning outcomes and assessment, during the first lecture held in the respective course.
  28. Subject syllabi are entered into the SIS no later than two weeks before teaching of the respective course begins.
  29. The head of the respective curriculum or module is responsible for creating, updating and timely entering into the SIS of the subject syllabus; at master's study level, the same responsibility is borne by the head of master's studies.
  30. Course annotations and subject syllabi are stored in the course register and are accessible through the SIS at least five years after the creation of the respective version of the curriculum.

#### **IV. ORGANISATION OF STUDIES**

31. The organization of studies is based on the calendar valid in the Republic of Estonia (incl. Public holidays and non-working days).
32. The Vice Rector for Academic Affairs is responsible for the lawful and overall organisation of studies.
33. Heads of curricula and modules and the head of master's study ensure the provision of instruction in their respective module/curriculum in compliance with the approved curricula, course annotations and subject syllabi.
34. Studies may be organised as daytime learning or distance learning.
35. Studies are organised in the form of contact learning, internships or independent work.
  - 35.1. Contact learning means learning in the form of a lecture, seminar, practical class or other learning method determined by the EUAS with the aim of achieving the learning outcomes in a study environment (including e-environment). Both the student and the lecturer participate in contact learning at the same time.

- 35.2. An internship means a focused activity in a work environment under the supervision of an instructor with the aim of achieving the learning outcomes. Internship guidelines are approved by the vice-rector for academic affairs.
- 35.3. Independent work means the acquisition of knowledge and skills necessary for achieving the learning outcomes by a student independently, according to the tasks given by a lecturer or instructor.
- 36. A student participates in studies either with a full-time or part-time study load while studying in a course system and/or according to an individual study plan.
- 37. A student studying in a course system acquires subjects according to the lecture plan prepared by the EUAS.
- 38. It is possible to study full-time or part-time according to an individual study plan, including as an external student.
- 39. If a student is studying according to an individual study plan, he or she has the right to select modules and complete relevant courses in free order while complying with the requirements established in the respective curriculum.
- 40. The students who have not completed the entire curriculum by the end of the nominal period of study (except for final paper) must prepare and submit an individual study plan in order to participate in studies.
- 41. A student prepares and submits his or her individual study plan through the SIS. An individual study plan is approved by an employee of the study department.

### **Planning studies**

- 42. When planning studies, EUAS guarantees that a student studying in the course system has an opportunity to complete his or her studies during the period determined in the learning agreement, while monitoring an even distribution of the study load.
- 43. The beginning and end of an academic year and the deadlines for study activities are specified in the academic calendar. The academic calendar is approved by the Head of Academic Affairs.
- 44. A lecture plan is prepared based on the division plan of the curriculum and study sessions. The study sessions are approved by the Head of Academic Affairs.
- 45. The lecture plan for a semester is made available for the students on the EUAS website and in the SIS at least one week before the start of the semester.
- 46. Students are notified of exceptional amendments to the lecture plan by an e-mail sent to the

student's EUAS e-mail address or a text message sent to the telephone number given in the SIS.

### **Study load and study progress**

47. Study load is measured in credit points based on the volume of courses passed when completing the curriculum. The progress of students in their studies is checked twice in an academic year.
48. If a student is studying full-time, he or she shall cumulatively complete at least 75 per cent of the study load subject to completion according to the curriculum by the end of each academic year.
49. If a student is studying part-time, he or she shall cumulatively complete at least 50-75 per cent of the study load subject to completion according to the curriculum by the end of each academic year.
50. An external student fulfils the study load that is less than the part-time study load, i.e. less than 50 per cent.
51. A full-time student can submit an application requesting his or her transfer to part-time study.
52. A learner studying as an external student can apply for matriculation into part-time study if at least 50 per cent of the rated volume of the curriculum has been completed, or to full-time study if at least 75 per cent of the rated volume of the curriculum has been completed.
53. Before the beginning of the academic year, a student studying in a course system (both full-time and part-time) is assigned the year (first, second or third) according to the volume of courses completed.
54. Students are confirmed as students for the following year after rating their study load by the date established in the academic calendar and who:
  - 54.1. are studying full-time or part-time;
  - 54.2. have fulfilled financial obligations arising from the learning agreement;
  - 54.3. are not on academic leave.
55. The transfer of a student to the next academic year and the change in study load is formalised with a directive at least one week before the beginning of an academic year.
56. A student who has studied in the course system full-time throughout the entire period of study and fully paid his or her tuition fee specified in the learning agreement will automatically be transferred to an additional year after the end of the period of study determined in the learning agreement.

57. EUAS may take into account previous studies and work experience or independently acquired knowledge during the student's completion of the curriculum in accordance with the EUAS procedure for recognition of prior learning (RPL) and the effective document 'Tuition fee and study service fees'. An RPL application concerning courses of the next semester must be submitted by the previous semester's RPL submission deadline at the latest.

**Academic cheating**

58. 58. Academic fraud or violations of the principles of academic ethics are not permitted and such cases are subject to resolution in accordance with the EEK Mainor Code of Ethics. Further school activities (eg reprimand, directive) are decided depending on the severity of the error.

**V. ASSESSING LEARNING OUTCOMES**

59. Assessment is carried out in accordance with the regulation of the Minister of Education and Research 'A uniform marking system for the level of higher education, the conditions of award of a diploma with honours (*cum laude*)'.
60. Based on the respective curriculum, assessment may be course-based or module-based.
61. At EUAS, assessment may be differentiated or non-differentiated.
62. In case of differentiated assessment, the students' level of achievement of learning outcomes is measured by the following scale:
- 62.1. Grade 5 (excellent): an outstanding and particularly broad-based level of achievement of the learning outcomes characterised by free and creative use of the knowledge and skills exceeding the very good level;
  - 62.2. Grade 4 (very good): a very high level of achievement of the learning outcomes characterised by proper and creative use of the knowledge and skills. Errors that are neither substantive nor serious may be revealed in more specific and detailed areas of knowledge and skills;
  - 62.3. Grade 3 (good): a high level of achievement of the learning outcomes characterised by proper use of the knowledge and skills. Uncertainty and imprecision is revealed in more specific and detailed areas of knowledge and skills;
  - 62.4. Grade 2 (satisfactory): a sufficient level of achievement of the learning outcomes characterised by the ability to use the knowledge and skills in typical situations, while gaps and uncertainty are revealed in non-typical situations;
  - 62.5. Grade 1 (poor): a minimally acceptable level of achievement of the most important learning

outcomes characterised by a limited ability to use the knowledge and skills in typical situations, while considerable gaps and uncertainty are revealed in non-typical situations;

- 62.6. Credit 0 (fail): the student has acquired the knowledge and skills at a level below the minimum required level.
63. In case of non-differentiated assessment, the achievement level of learning outcomes is determined, if the level is complaint or exceeding the required level the result is considered sufficient by giving the grade “pass”, and if the achieved level is below it the result is considered insufficient by giving the grade “fail”.
64. A course or a module is considered to have been completed after receiving a positive result when the learning outcomes are assessed. Positive results in the assessment scale are grades ‘1’, ‘2’, ‘3’, ‘4’, ‘5’ and ‘pass’ and negative results are the grades ‘0’ and ‘fail’.
65. Students who have fulfilled all the conditions for completing the course established in the subject syllabus and who do not have any financial debts are allowed to take the exam. A student allowed to take an exam is entered on the exam sheet.
66. Tests, reports, etc. prepared during the study process may be taken into account when forming the final credit.
67. A student has the right to:
- 67.1. receive feedback on the assessed work at a time agreed with the lecturer within 14 days after the announcement of exam results.
68. The lecturer has the right to:
- 68.1. determine the method of assessment (oral exam, questionnaire, test, etc.);
  - 68.2. ask a student to present his or her personal identity document at the exam;
  - 68.3. remove a student from the exam and mark a negative result on the exam sheet for using forbidden assistive devices and materials or help from peers or for engagement in dishonourable conduct;
  - 68.4. not allow a student to take the exam who has failed to fulfil the conditions to be allowed to take an exam.
69. A student who is late arriving for an exam may be allowed to take the exam with the permission of the examiner. Being late does not merit granting additional time for preparing for an oral exam or taking a written exam.
70. If a student has not participated in the study process and/or taken an exam, they are marked

as 'not present' in their assessment report. Failure to attend is considered equal to a negative grade unless the student presents a valid reason listed in clause 74.

71. If a student fails to pass their internship defence within one year of submitting their internship agreement, the student is given a negative grade in his or her assessment report.
72. A student whose exam result was negative, who missed an exam or has tuition fee debt at the time of the exam period must take a supplementary exam.
73. Supplementary exams are for a fee. The price of a supplementary exam is set down in the 'Tuition fee and study service fees' document. In order to retake an exam, the supplementary exam fee must be paid and the exam sheet must be opened. If the result of an exam has not been entered into the student's record book due to debt, the supplementary exam fee must be paid so that the result can be added to the student's record book.
74. A student is exempted from paying the supplementary exam fee if he or she missed the exam for a valid reason (illness, business trip, extreme event) and presented documentary proof of it before the supplementary exam.
75. It is possible to take a supplementary exam twice in one course. For the second supplementary exam, the student has the right to request an evaluation committee the members of which are approved by an order of the head of academic affairs. If the student receives a negative exam result ('0', 'fail', 'not present'), the student will be exmatriculated.
76. It is possible to take a supplementary exam at a time and in compliance with the procedure determined by the lecturer up to one year after receiving the first negative result. If this term is exceeded, the course must be taken again, including students studying on an additional year.
77. A student has the right to retake a course in which he or she received a negative grade. If a student takes a course again, he or she has to pay the tuition fee in accordance with the effective prices for credit points in accordance with the 'Tuition fee and study service fees' document.
78. It is permitted to retake an exam for which the student received a positive result once with the consent of the lecturer of the respective subject (in case of an exam) or the head of the defence committee (in case of a defence). In order to retake an exam, the fee for the supplementary exam must be paid. The most recently received grade shall be valid.
79. As a rule, the exam sheet is issued electronically and assessment results are entered into the SIS no later than within 14 days after the exam has taken place.
80. The exam sheet for a supplementary exam remains open for three months after its issue. Upon expiry of this period, the result 'not present' is entered in the SIS for the uncompleted exam

sheet.

81. Exam results are confidential.

**Final papers and Master's theses**

82. Timely submission of the research proposal in the SIS is considered the beginning of writing of the final paper or master's thesis.

83. Final papers and master's theses are assessed at a public defence. In order to protect a state secret, trade secret or technological solution, the defence of a final paper or master's thesis may be declared confidential. To that end, the student has to submit a reasoned request for confidentiality to the head of academic affairs through the SIS no later than by the deadline of submission of the paper.

84. The vice-rector for academic affairs approves the procedure for pre-defence and defence of final papers and master's theses. Head of Academic Affairs The vice-rector for academic affairs approves the (pre)-defence committees.

85. The deadlines for the submission, pre-defence and defence of final papers and master's theses are set out in the academic calendar.

86. The prerequisites for being allowed to defend a final paper and a master's thesis are:

86.1. completion of the entire volume of study required by the curriculum or subject syllabi;

86.2. a maximum of three 'poor' grades received when completing the curriculum;

86.3. no debts to the library;

86.4. no tuition fee debts;

86.5. timely submission of the paper;

86.6. a positive result received at the pre-defence that has taken place in the same semester;

86.7. a positive review or consent of the head of the defence committee.

87. Permission to defend is formalised by a directive of the vice-rector for academic affairs.

88. The reviewers for a final paper or master's thesis are assigned by the head of curriculum or the head of master's study and approved by the head of academic affairs. Reviews are submitted through the SIS at least five days before the defence deadline.

89. The results of pre-defence and defence of final papers and master's theses are publicly announced after the defence minutes have been prepared, but no later than within two working

days of the defence taking place.

90. A student who is absent from the pre-defence or defence of a final paper and master's thesis is marked 'not present' in his or her assessment report.
91. If within two semesters of submitting the research proposal the student's research proposal is not approved or he or she has not passed a pre-defence within the prescribed time, the student is given the grade 'poor' in the assessment report.
92. A final paper and master's thesis written on the same subject can be defended up to two times.
93. If the student fails to receive a positive grade at the (pre-) defence, in order to be allowed a new (pre-) defence he or she has to:
  - 93.1. submit a new research proposal and work by the deadline set out in the academic calendar;
  - 93.2. meet the conditions of being permitted to defend;
  - 93.3. pay the relevant fee.
94. Usually, it is possible to defend the work again at the times of the next regular defence sessions.
95. Final papers and master's theses are stored in the SIS and defended theses graded with '4' and '5' are also made public in the EUAS e-library. It is possible to request non-publication of a defended work for the reasons and pursuant to the procedure described in clause 83.

## **II. VI. ACADEMIC MOBILITY, SUSPENDING AND TERMINATING STUDIES**

### **Academic mobility**

96. The forms of a student's mobility intra-university are:
  - 96.1. changing the study form;
  - 96.2. changing the speciality;
  - 96.3. changing the study centre;
  - 96.4. changing the curricula;
  - 96.5. changing the study load;
  - 96.6. taking academic leave.
97. Academic mobility takes place based on a written application (except for transfer to part-time study due to insufficient fulfilment of the curriculum) submitted by a student through the SIS. Academic mobility is approved by a directive of the rector.
98. Academic mobility is not granted if the student has a tuition fee debt (except for an adjustment

in study load).

99. Academic mobility does not cause the student's study results registered in EUAS to be deleted.

### **Academic leave**

100. Upon a student's request, the student has the right to take academic leave once in every level of higher education up to two semesters.

101. In order to take academic leave upon the student's own request, he or she has to submit an application within two months from the beginning of the semester.

102. A student has the right to take additional academic leave in the following cases:

102.1. one year in case of being conscripted into the defence forces (based on an invitation to actively serve in the defence forces);

102.2. in case of parental leave up until the child's third birthday (based on the child's birth certificate);

102.3. for health reasons up to two years (based on proof from a medical institution).

103. In the first semester, academic leave is only granted in cases specified in clause 102.

104. To participate in studies, the final date of academic leave in the autumn semester is 5 August and in the spring semester 5 January.

105. An application must be submitted through the SIS to apply for academic leave and to end it before the prescribed time.

106. The end date of the studies of a student who has taken academic leave is postponed by the time spent on academic leave.

107. Academic leave and the resulting change in the end date of the studies are formulated by a directive of the rector.

108. The student returning from academic leave is reinstated on the same conditions as before he or she went on academic leave. The student has to submit a respective application to change any conditions (study load, study form, payment package, etc.).

109. A student applying for academic leave cannot have any tuition fee debts. Students who do not have tuition fee arrears from previous semesters are allowed to take academic leave. The term for payment of tuition fee arrears for the current semester is extended until the end of the academic leave or the day of exmatriculation (if the student is exmatriculated during the academic leave).

110. During academic leave, a student is permitted to take supplementary exams and submit internship agreements and research proposals for a final paper or a master's thesis. If a student has participated in studies for less than half of a semester before going on academic leave, he or she has the right to take the exam in the course during his or her academic leave. To that end, the student has to submit along with his or her academic leave application a list of courses in which he or she wants the exam sheet to be issued.
111. Students are not transferred to the next year during academic leave.
112. Students who are on academic leave are in the list of EUAS students.

### **Exmatriculation**

113. The university will, in accordance with the conditions and pursuant to the procedure set down by the university, exmatriculate students from the higher education studies who:
  - 113.1. have fully completed the curriculum;
  - 113.2. have themselves initiated their exmatriculation;
  - 113.3. have completed less than 50 per cent of the required volume of study (underachievement). The university may check progress in studies at the end of each semester;
  - 113.4. have received a negative grade in the same subject, module, written paper or internship three times;
  - 113.5. have not paid the tuition fee by the due date;
  - 113.6. have been exmatriculated from the school coordinating the joint curriculum as a student studying under a joint curriculum;
  - 113.7. have failed as an international student to be present for instruction without a valid reason and have not presented a valid reason within two weeks of the beginning of the academic year;
  - 113.8. have significantly violated the terms and conditions of and the regulation on organisation of studies;
  - 113.9. put other students or persons in danger with their behaviour;
  - 113.10. have committed a dishonourable act.

**Conditions for graduating and documents certifying education/studies**

114. The deadline for the graduate's completion of the curriculum (credit points and grades) is set out in the academic calendar. The study results that have been received by the deadline for the completion of the curriculum are considered final.
115. A student has the right to graduate from EUAS based on the curriculum into which the student was enrolled if he or she graduates from EUAS no later than one year after the end of the nominal period of study and interruptions to studies (academic leave) do not exceed three years. After expiry of this time, the student has the right to continue his or her studies at EUAS in the closest curriculum.
116. A student who has fully completed the curriculum is issued a diploma formatted according to the procedure set down by the Government of the Republic and diploma supplements in Estonian and English (hereinafter 'graduation documents').
117. Graduation documents are formalised based on a directive of the rector.
118. Graduation documents are issued against signature and registered in the SIS and the Estonian Education Information System.
119. Graduates of professional higher education or master's study are given a diploma with honours (*cum laude*) in accordance with the conditions stipulated by the regulation of the Minister of Education and Research. A diploma with honours (*cum laude*) is given to a student who:
  - 119.1. fully fulfilled the relevant curriculum;
  - 119.2. defended his or her final paper or master's thesis to a grade '5' level;
  - 119.3. has a weighted average grade of 4.60 or higher with all the grades listed in the diploma supplement taken into account.
120. A EUAS student who has been exmatriculated without fully completing the curriculum can request an diploma supplement to be issued for a fee.
121. At the end of the period of study in EUAS, a visiting student is issued with an diploma supplement containing his or her study results by EUAS.
122. EUAS has the right to terminate the study of a visiting student with an order of the head of academic affairs if the visiting student has not complied with EUAS's requirements on the organisation of studies.

## **Rematriculation**

123. Rematriculation is carried out based on an application after payment of the reinstatement fee.
- 123.1. If rematriculation is applied for during the academic year in which studies were halted, the same terms and conditions of the learning agreement will be restored.
  - 123.2. If rematriculation is applied in the years following the academic year in which studies were halted, a new learning agreement will be entered into and the student shall apply for recognition of prior learning in accordance with the RPL procedure of EUAS.
124. Rematriculation for final paper defence, if the remainder of the curriculum has been completed, must take place at least two weeks before the deadline of submission of the research proposal for the final paper.
125. A student who has been exmatriculated due to dishonourable conduct cannot apply for rematriculation until one year has passed. Depending on the severity of the dishonourable conduct, a longer period may be set for refusing rematriculation of the student or the rematriculation right may be completely revoked upon exmatriculation.
126. A student who has been exmatriculated because of non-payment of the tuition fees by the due date can apply for rematriculation after paying his or her tuition fee debt within one year for a reinstatement fee.

## **VII. RIGHTS AND OBLIGATIONS OF STUDENTS**

### **Notification**

127. EUAS notifies students about changes to the organisation of studies and directives concerning them through the SIS.
128. Information about organisational changes and other notices are sent to the student's EUAS e-mail address and with this EUAS considers the notice(s) to have been forwarded. A student has the right to request for notices to be sent to his or her personal e-mail address.

### **Additional rights and obligations of students**

129. A student has the right to:
- 129.1. participate in the studies organised by the university in the established volume;
  - 129.2. receive proof certifying his or her student status;
  - 129.3. elect representatives and be elected to the EUAS student council;

- 129.4. contact employees or teaching staff involved in the organisation of studies to receive information and advice in order to resolve problems related to studying at EUAS;
  - 129.5. apply for a student loan and education allowances pursuant to the procedure adopted by the government of the Republic of Estonia;
  - 129.6. apply for scholarships offered by the university;
  - 129.7. use the university's rooms in accordance with the adopted procedure.
130. A student has the obligation to:
- 130.1. adhere to the regulation on organisation of studies, fulfil the obligations set down in the learning agreement and other legislative acts, and assume responsibility for any breach thereof;
  - 130.2. follow the principles established in the EEK Code of Ethics;
  - 130.3. observe the deadlines set out in the academic calendar;
  - 130.4. adhere to study discipline and fulfil the requirements of subject syllabi and the curriculum;
  - 130.5. pay the tuition fees in accordance with the learning agreement entered into between the student and EUAS;
  - 130.6. take care of the university's assets and be careful with its property.

### **Appealing decisions concerning study activities**

- 131. If a student does not agree with a study result or a decision related to the organisation of studies, he or she has the right to initially contact the decision-maker (lecturer or employee involved in the organisation of studies) with the aim of receiving an explanation regarding the decision or reasons for a grade.
- 132. The student has the right to submit a written appeal within seven working days of the publication of results or a decision on the organisation of studies.
- 133. The head of academic affairs may convene a committee of three members to review the appeal. The committee will process the complaint and present the head of academic affairs with a reasoned opinion within seven working days.
- 134. The head of academic affairs makes a decision to satisfy or not to satisfy the appeal within ten working days of the date of submission of the appeal. If the appeal concerns a study result, the appeal committee does not change the grade; however, it can make suggestions on re-

assessment.