

Frequently Asked Questions – for the students

STUDY WORK

- 1. Question: Does the school guarantee the delivery of all the lectures foreseen in the plans of lectures?**

Answer: according to the current plan, all the subjects in the curriculum of the spring semester take place by way of distance learning at least until 03.05.2020. The lecture plan indicates the format or the technical platform for each individual lecture/seminar. Should any changes be made in the plan of lectures, the aim of EUAS is to guarantee the amount of ECTS foreseen for an academic year. If necessary, the sequence of the subjects can be changed – relevant information will be made available additionally.

- 2. Question: Can it happen that due to the emergency situation, some subjects are cancelled or postponed to the autumn semester?**

Answer: Yes, this can happen. For example – if the guest lecturer does not agree to prepare and conduct the relevant course in the format of distance learning. Still, according to current plans, all subjects in the spring semester curriculum will take place. However, in case a certain subject cannot be taught, the sequence of the subjects in the curriculum may be changed and a course from the next autumn-winter semester might be brought forward and delivered now. The aim of the school is to provide the requisite amount of ECTS in the academic year. The probability and possibility of traineeships will be reviewed separately and the traineeships will be postponed until the situation becomes back to normal.

- 3. Question: How can you guarantee the quality of studies in case of distance learning?**

Answer: Distance learning in its different forms (e.g. e-learning/video lectures) is an equally accredited study format all over the world, i.e. the quality is the same. A large share of study work in normal circumstances is already in the form of distance learning – home assignments, individual tasks in Moodle or in other learning environments. The fact that classroom learning is replaced with other types of study methods is indeed challenging for everybody's learning habits, but the quality of learning can only be just as good.

- 4. Question: Are there plans to also change the academic calendar?**

Answer (updated on April 15, 2020): EUAS has decided to change the deadline for submitting a agreement for the internship. The new deadline is June 18, 2020 (instead of June 8, 2020). Other dates in the academic calendar currently remain the same.

- 5. Question: Do you intend to reduce the volume/extent of the subjects/syllabi, if necessary?**

Answer: The volume/extent of the subjects/syllabi will not change in distance learning. It is extremely important for EUAS to make sure that the students accomplish their learning outcomes, and to provide the study load pursuant to the law.

- 6. Question: Do you plan to change the assessment/evaluation system?**

Answer: The assessment of home assignments, and the composition of the final grade is to be decided by the particular teaching staff. No plans have been made to alter the general assessment/evaluation system.

7. Question: Is it possible to prolong the deadlines of home assignments?

Answer: Within the semester, it is possible to change the deadlines of home assignments, this is to be decided by the relevant lecturer. Please do not forget that such a request – to prolong the deadline for home assignments – has to be reasoned and well justified (e.g. an excessive amount of such tasks during a certain period).

8. Question: What happens if I cannot collect the data for my research paper/thesis?

Answer: Relevant further decisions will be made during the pre-defense. The teaching staff/supervisors will try to find a solution together with the student as to what to do with his/her thesis (e.g. change/reduce the sample, change the target group, tele- and videoconferences for making interviews, use of public databases etc.).

9. Question: What happens if I am not able to participate in distance learning (e.g. I have no relevant technical equipment)?

Answer: This will be solved individually. Should this be the case, please inform the Head of Curriculum and the Study Department as quickly as possible.

10. Question: Who should I contact if I feel that because of my life arrangements, I am not able to cope with distance learning?

Answer: If you have difficulties in a specific subject, please contact the relevant lecturer. However, if you think that the continuation of studies is in general becoming complicated, please inform the Head of Curriculum and the Study Department, to discuss the alternatives (e.g. changing the curriculum, taking an academic leave, etc.) according to your needs and possibilities.

In addition, EUAS offers free-of-charge stress and crisis counselling to the students. In order to save time, please write to:

- Counselling in Estonian - kriisiabi@eek.ee. Counselling provided by labour and health psychologist and supervisor-coach Taimi Elenurm.
- Counselling in Russian - koronakrizis@eek.ee. Counselling provided by labour and health psychologist and supervisor-coach Taimi Elenurm.
- Counselling in English - crisisaid@euas.eu. Counselling provided by Kyle Jay Mokma, psychologist at Tallinn International School.

11. Question: What happens if my traineeship company suspends/stops the traineeship?

Answer: If necessary consult your Head of Curriculum. In general, traineeship will take place at first possible instance after the situation has come back to normal.

12. Question: If the end of the studies is prolonged, does the same go for study allowances (e.g. needs-based study allowance)?

Answer: The emergency situation does not change the principles for paying different allowances

13. Question: Will the EUAS library be open?

Answer: The EUAS library is closed until the end of the distance learning period. All books that have been borrowed can only be returned after the end of the emergency situation.

We recommend to use different e-libraries or electronic databases (e.g. the search portal <https://www.nlib.ee/et/otsinguportaal> of the Estonian National Library). Regarding international databases, the students of EUAS can access EBSCO and Emerald – relevant access instructions can be found on the homepage of the EUAS library.

14. Question: What kind of support measures are offered to those students who lose their jobs and are not able to pay the tuition fee?

Answer: All these problems are dealt with individually, case-by-case. When you have problems, please contact and inform your Head of Curriculum and the Study Department as soon as possible.

15. Question: Should international students return to their home country?

Answer: Each student has to make such a return decision him/herself. During the emergency situation, EUAS provides for the organization of studies in the form of distance learning.

16. Question: Should foreign students come back if classroom studies/auditorium classes are reinstated before the end of the semester?

Answer: Pursuant to the decision of the Government of the Republic of Estonia, the emergency period is currently valid until 01.05.2020. The period for distance learning in EUAS has been extended until 03.05.2020. Final decisions about classroom studies/auditorium classes will be made after this date.

17. Question: How is it possible to sign study contracts and other documents?

Answer: For international students, preliminary confirmation by e-mail, and in the later stage, the signing of paper documents. As for the local students, documents can be signed digitally.

18. Question: What about the working arrangements of the Study Department?

Answer: The Study Centre in EUAS premises is closed but you can get answers to your questions by calling the general phone (6 101 900) and/or sending an e-mail with your question to EEK@EEK.EE.

19. Question: What are the main information channels I should keep an eye on?

Answer: EUAS informs the students through the following channels:

- Home page www.eek.ee - general information (in the **Events and News**, enter through the banner on the front page).

- Intranet - frequently asked questions targeted at students, issues related to the content and organisation of studies.
- E-mail – additional urgent information.

Attention! Please keep an eye on and observe the distance learning environments of your subjects (e.g. the Moodle).

DEFENSE AND GRADUATION

1. Question: What happens if I am not able to collect the data necessary for the final thesis (e.g. it is not possible to conduct the study/research or it is not representative enough)?

Answer: Relevant further decisions will be made during the pre-defense. The pre-defense committee and the teaching staff/supervisors will try to find a solution together with the student as to what to do (e.g. change/reduce the sample, change the target group, tele- and videoconferences for making interviews, use of public databases etc.).

2. Question: What is the plan - how to defend final papers and has it been envisaged to postpone the defense of the final theses?

Answer: all pre-defenses take place *electronically*, according to the deadlines in the academic calendar. Considering the emergency situation, the decision about the deadlines for submitting the final papers and Master's theses will be made immediately after the pre-defense.

3. Question: Have the dates for graduation ceremonies already been changed?

Answer: The decisions made by EUAS Mainor proceed from the regulations and rules stipulated by the Government of the Republic of Estonia and that of the Ministry of Education and Research. At the moment, the dates of graduation ceremonies have not been changed. As soon as Mainor takes a decision to make relevant changes, everybody will be notified thereof.

4. Question: What will happen if it is not possible to finish my studies because of the emerging circumstances?

Answer: if you have problems in passing certain subjects, please contact the relevant teaching staff. Should you feel that the continuation of studies is complicated under the current circumstances, please inform the Study Department to discuss the alternatives (e.g. changing the curriculum, taking an academic leave, etc.) according to your needs.