



EESTI  
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MAINOR

**Estonian Entrepreneurship University of Applied Sciences**  
**REGULATIONS ON ORGANISATION OF STUDIES**

CONFIRMED  
EUAS council decree 2.1.1-18  
of 21 August 2018

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## I GENERAL PROVISIONS

### SCOPE

1. The Regulations on the Organisation of Studies (hereinafter the study regulations or 'SR') regulate 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').
2. The SR are based on the Republic of Estonia Education Act, the Private Schools Act, the Institutions of Professional Higher Education Act, the Universities Act, the Standard of Higher Education, other educational legal acts and the statute of EUAS. In the event of a contradiction between the SR and a legal act, the legal act shall apply.
3. The SR is compulsory for members of EUAS (teaching staff, administrative employees and students), visiting students and students of the open university.
4. The SR and amendments to it shall be confirmed by the EUAS council.
5. The EUAS council, rector and vice-rectors have the right to establish additional regulations within their areas of responsibility compliant with the current regulations for controlling the study process.
6. The EUAS's official medium of communication is the learning management system (LMS), which is meant for gathering, processing, storing and issuing information concerning studies.

### BASIC CONCEPTS NOT DESCRIBED IN SUBCHAPTERS OF SR

**Academic leave** is the temporary exemption of a student from the obligation to undertake study and research work.

**An open university student** is a person who takes part in degree studies but is not matriculated as a student in EUAS.

**A credit** is a unit for measuring the volume of a course. It is the equivalent of 26 hours of a student's work and also includes contact hours.

**Exmatriculation** is the exclusion of a student from the list of students.

**An extramural learner** must meet the curriculum acceptance conditions and they have the right to defend their thesis on the conditions and procedures set by the university. An extramural learner is not a student.

**Evaluation** is a part of the study process where, based on certain assessment criteria, a fair and impartial assessment is given of the level of the student's acquisition of the competence described in the learning outcomes of the curriculum. This document uses the general term 'exam' for conclusive assessment.

**Matriculation** is the inclusion of a student in the list of students.

**Independent work** is the independent acquisition of knowledge and skills necessary for achieving learning outcomes according to tasks set by a lecturer or instructor.

**Distance learning** is a form of learning where contact hours are organised as learning sessions in periods given in the academic calendar, usually from Thursday to Sunday, 10-14 times per year.

**A mandatory course** is a course forming part of the curriculum which must be passed in order to complete the curriculum.

**A visiting student** is a student from a different university matriculated in EUAS studying courses of their choice or those designated by an inter-university agreement.

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

**A module** is a group of courses (one course in exceptional cases) formed according to the objectives of the curriculum.

**Full-time study** is a form of learning where contact hours are generally held on weekdays in the period from 9.00-17.00.

**Rematriculation** is the re-inclusion of a student in the list of students.

**A trimester** is a study period marked in the academic calendar. The academic year is divided into three trimesters, one trimester containing three to five learning sessions.

**An optional course** is a course chosen by the student based on their personal interests.

**An elective course** is a course assigned to the student by the curriculum council as a complement to the curriculum. The list of elective courses shall be confirmed by the Head of Academic Affairs.

**Evening study** is a form of learning where contact hours are generally held on weekdays in the period from 17.00-21.00.

**LMS** (learning management system) is a medium of communication for the organisation of studies.

**A course** is an organised unit for teaching, learning and assessing the learning outcomes in a certain field of knowledge. Different forms of course include coursework, internship, term paper, final paper, Master's thesis, specialty exam and final exam.

**A curriculum** is a plan for the execution of the study process in terms of content, time management and organisation which determines the learning objectives, learning outcomes, study time, nominal period and volume of the curriculum, the conditions for beginning studies, a list of courses, a short description of the volume, courses and modules and possibilities and conditions for optional courses, specialisation possibilities, conditions for finalising studies, the name of the academic degree awarded upon graduation and the graduation documents issued.

**A student** is a person who has been admitted (matriculated) to an applied higher education or Master's programme for either full-time or part-time studies.

## **II STUDENTS, STUDENT PLACES AND COMPENSATION OF TUITION COSTS**

7. It is possible to be admitted to EUAS degree studies as a student, visiting student, extramural learner, international student or open university student. An agreement shall be made with all students.
8. A student and an international student shall be matriculated into a specific curriculum. The prerequisites for admission are described in the EUAS rules of admission.
9. A visiting student must submit a list of courses to be completed at EUAS, with approval from their home university and confirmation from EUAS's Head of Academic Affairs.
10. The courses to be completed by an open university student shall be determined in an individual study plan.
11. There are fees for studying at EUAS. Tuition fees and other tuition costs shall be established for every academic year by the EUAS council.
12. The assigning of scholarships and/or changes to tuition fees shall be decided by the board of EUAS.
13. A student whose volume of courses exceeds the volume laid down in the curriculum or designated in the inter-school agreement must pay for additional credits according to the effective price list.

### **III DEGREE LEVELS, CURRICULUM AND COURSES**

14. EUAS offers degree programmes at the undergraduate and Master's levels.
15. Curriculum approved by the EUAS council and registered in EHIS (Estonian Education Information System) are the basis for organising and undergoing studies.
16. The study programme groups in which EUAS is allowed to open a curriculum and carry out studies shall be approved by the Minister of Education and Research.
17. Amendments to the curriculum can be made according to the procedures established in the curriculum statute.
18. Upon the invalidation of a right to teach a study programme group, EUAS shall cease admission and studies in the respective curriculum. EUAS shall provide students with the chance to continue their studies in the same or a different educational establishment in the same or a similar field of study.
19. The curriculum consists of courses grouped into modules.
20. Courses may be divided into compulsory, elective and optional.
21. The volume of a course is measured in European Credit Transfer and Accumulation System units, i.e. credits (hereinafter 'credit' or 'ECTS').
22. The course description and course programme form integral parts of the curriculum and can be found on the EUAS website. Internships and the requirements of written papers are described in the respective guides.
23. The course description is a short description of the course available to the public on the EUAS website, which provides the following information about the course:
  - course code;
  - name of course in Estonian, Russian and English;
  - volume and aim of course;
  - learning outcome;
  - type of assessment (graded or pass/fail);
  - short description of content.
24. The course description can only be amended with the approval of the curriculum council.
25. The objectives and learning outcomes derived from the curriculum and course description form the basis for the creation of a course programme. In addition to what is described in the course description, the course programme also contains:
  - the content and schedule of the course;
  - study methods;
  - assessment methods and criteria;
  - the principles of assessment;
  - the requirements and descriptions of independent work;
  - compulsory and recommended reading for the course;
  - the names of the lecturers teaching the course; and
  - other information necessary for passing the course.
26. The lecturer shall outline the course programme, incl. learning outcomes and assessment, during the first lecture.
27. Course programmes shall be entered in the study information system at least two weeks before the respective course begins.
28. The person responsible for creating the course programme, bringing it up to date and entering it in the study information system is the head of the respective specialty or module, or the head of Master's studies at the Master's level.

29. Course descriptions and course programmes shall be kept in the course registry and be available through the EUAS learning management system (hereinafter 'LMS').

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

30. The Head of Academic Affairs is responsible for the lawful and general organisation of studies.
31. Heads of specialty and modules and the head of Master's studies shall see to the execution of studies in their module/curriculum according to the approved curriculum, course descriptions and programmes.
32. Studies can be in the form of daytime studies, evening studies or distance learning.
33. Studies shall be carried out as contact hours, internships or independent work. The study formats and their proportion shall be determined in the course programme. The requirements set for written papers are laid out in the EUAS guidelines on writing and formatting.
- 33.1. Contact hours are studies held in a study environment (including e-learning) in order to achieve learning outcomes in the form of a lecture, seminar, practical class or other study method determined by the EUAS. Both the student and the lecturer shall participate in contact hours.
- 33.2. An internship is purposeful activity in a work environment while being instructed by an instructor that is meant for achieving learning outcomes. The Head of Academic Affairs shall confirm internship guidelines.
- 33.3. Independent work is the independent acquisition of knowledge and skills necessary for achieving learning outcomes according to tasks set by a lecturer or instructor.
34. A student shall participate in studies either with a full-time or part-time study load while studying in a course system or according to an individual study plan.
35. A student studying in a course system shall complete the courses in the order and volume specified in the curriculum. The transfer of a student to the next year requires the completion of the previous academic year's courses, meeting the respective requirements and passing the requisite exams.
36. It is possible to study full-time or part-time based on an individual study plan.
37. When studying with an individual study plan, the student has the right to select modules and complete courses in the order they choose while taking into account the requirements laid down in the curriculum.
38. The student shall submit an individual study plan through the EUAS study information system by the deadline specified in the academic calendar, but no later than the deadline for submitting individual study plans during the previous trimester. The individual study plan shall be approved by an employee of the study department.

#### **Planning studies**

39. When planning studies, EUAS guarantees a student studying in the course system the chance to complete their studies by the time determined in the study agreement, while keeping in mind the equal division of the study load.
40. The beginning and end of an academic year and the deadlines for study activities shall be determined in the academic calendar. The academic year starts on the Monday closest to 1 September. The academic calendar shall be approved by the Head of Academic Affairs.
41. The division plan for the curriculum and study sessions form the basis for the creation of a lecture plan. The Head of Academic Affairs shall confirm study sessions.

42. A lecture plan shall be created for at least the following three months. The lecture plan is made available to students on the EUAS website and in LMS at least one week before the study trimester begins.
43. Unscheduled changes to the lecture plan shall be communicated through LMS and/or via e-mail to the student's EUAS e-mail address.

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

44. Study load is measured in credits based on the volume of courses completed in the curriculum.
45. With a full-time study load, the student shall complete cumulatively at least 75% of the curriculum meant for completion in the division plan by the end of every academic year.
46. With a part-time study load, the student shall complete cumulatively 50-75% of the curriculum meant for completion in the division plan by the end of every academic year.
47. A full-time student can submit a request to be transferred to a part-time study load. Students' study progress is checked twice per academic year.
48. Before the beginning of the academic year, a student in the course system (both full-time and part-time) shall be assigned a year (1st, 2nd, 3rd or 4th) according to the volume of courses completed previously.
49. Transfer to the next year is allowed for students who meet the following conditions:
  - 50.1 full-time students who have no outstanding study debt of more than 15 ECTS;
  - 50.2 part-time students who have completed the required volume for the previous courses marked in the curriculum;
  - 50.3 students who have fulfilled their financial obligations arising from the study agreement; and
  - 50.4 students who are not currently on academic leave.
50. Students whose study time exceeds the allocated time according to the curriculum division plan shall be transferred to a part-time study load.
51. The student's transfer to the next academic year and the change in study load shall be confirmed with the Rector's directive at least one week before the beginning of the school year.
52. A student who has studied in the course system throughout the study period and has fully paid their tuition fees shall automatically be transferred to an additional year as soon as the study period determined in the study agreement ends.
53. In fulfilling the curriculum, the EUAS may take into account previous studies and work experience or independent learning according to the EUAS rules for RPL (Recognition of Prior Learning) and the effective price list. The RPL application for the next trimester must be submitted by the previous semester's RPL submission deadline at the latest.

### **Academic fraud**

54. Academic fraud entails the following:
  - 54.1. using materials whose use the lecturer has clearly forbidden to prove the acquisition of learning outcomes;
  - 54.2. the forbidden exchange of knowledge (e.g. telling someone the right answer or copying someone else's answers) by students whose study results are being assessed;
  - 54.3. taking an exam or defending a thesis for someone else when learning outcomes are being assessed;

- 54.4. submitting someone else's written work in one's own name or using parts of it without correct academic citation;
- 54.5. resubmitting one's own work if credits have already been awarded for it.
55. Failing to follow widely accepted norms of behaviour and academic practices, forging documents or willingly committing a crime as a student shall be treated as cases of dishonourable conduct.
56. If academic fraud or dishonourable conduct is discovered, the materials of the dishonourable conduct case will be sent to an ethics committee appointed by the Rector. The ethics committee shall provide a reasoned viewpoint on the student's behaviour and suggest necessary action for the university, if needed, to the Rector within 10 working days.
57. Based on the views of the ethics committee, the Head of Academic Affairs has the right and obligation to take action in one of the following ways depending on the severity of the misconduct:
  - 57.1. reprimand the student; or
  - 57.2. submit a decree to the Rector to exmatriculate the student.

## **V ASSESSING LEARNING OUTCOMES**

58. Assessment is carried out according to the directive 'Unified assessment system at the higher education level, with conditions for awarding a diploma with honours (*cum laude*)' of the Minister of Education and Research.
59. Depending on the curriculum, assessment may be course-based or module-based.
60. A course or module shall be considered to have been completed once a positive result is achieved when learning outcomes are assessed. The grades '1', '2', '3', '4', '5' and 'pass' are positive results on the assessment scale, while '0' and 'fail' are negative results.
61. Students who have fulfilled all of the conditions for completing the course set out in the course programme and who do not have any financial debts shall be allowed to take the exam. Students who are allowed to take the exam shall be entered on the exam sheet.
62. Tests, quizzes, term papers, etc. may also play a part in forming the final grade.
63. A student who is being assessed has the right to:
  - 63.1. use assistive devices and materials that have been authorised by the evaluators; and
  - 63.2. receive feedback on the assessed work at a time agreed upon with the lecturer within 14 days of the announcement of exam results.
64. The evaluator has the right to:
  - 64.1. determine the method of assessment (oral exam, questionnaire, test, etc.);
  - 64.2. ask the assessee for an identity document during the exam;
  - 64.3. remove a student from the exam for using forbidden assistive devices or help from peers, also for offensive or derogatory conduct towards the lecturer or fellow students, in which case the exam result shall be negative; and
  - 64.4. not allow a student to take the exam if they have not met the assessment deadlines.
65. A student who is late arriving for an exam shall be allowed to take the exam if authorised by the examiner. Tardiness shall not provide additional time for preparing for an oral exam or for taking a written exam.



66. If a student does not arrive at the exam on the day announced in the lecture plan, they shall be marked 'not present' in their evaluation report.
67. If a student fails to perform their internship defence within one year of submitting their internship agreement, they shall receive a negative grade in their evaluation report.
68. A student who has either taken an exam and received a negative grade, not been present at an exam or had a tuition fee debt during the exam period must take a resit.
69. Resits are a paid service. The cost of the resit shall be set out in the document 'Tuition fees and other tuition costs'.
70. A student shall be exempted from paying the cost of the resit if they missed the exam for a valid reason (illness, business trip, extreme event, etc.) and submitted documentary proof of it.
71. It is possible to take a resit twice during one course. At the second resit, the student has the right to request an evaluation committee whose composition shall be approved with an order of the Head of Academic Affairs. If a student receives a negative result ('0') three times in a row, they may be exmatriculated.
72. It is possible to take a resit up to one year after receiving the first negative result. After this deadline, the course must be taken again. This also applies to students who are taking an additional year.
73. A student has the right to repeat a course for which they received a negative result. Upon repeating a course, the student must pay the tuition fees according to the effective credit price.
74. Retaking an exam in which the student received a positive grade is allowed once with the approval of the lecturer of the respective course (in the case of an exam) or the head of the defence committee (in the case of a defence). The cost of a resit must be paid in order to retake an exam. The most recent grade shall be valid.
75. As a rule, the exam sheet shall be issued electronically and assessment results published in LMS no later than 15 working days after the exam has taken place.
76. The exam sheet may be filled in for three months after it is issued. After this deadline, the exam sheet shall receive a result of 'not present' in the study information system.
77. Exam results are confidential.

### **Specialty exam**

78. The prerequisites of being allowed to take a specialty exam are the following:
  - 78.1. completion of the study volume required in the curriculum or course programme;
  - 78.2. a maximum of three 'E's ('poor') in completing the curriculum;
  - 78.3. no debts to the library;
  - 78.4. no tuition fee debts;
  - 78.5. timely registration for the exam.
79. The directive for being allowed to take a specialty exam must be approved by the Rector.
80. The procedure of the specialty exam must be approved by the Head of Academic Affairs.
81. The specialty exam results shall be assessed by committees whose composition shall be confirmed with the Rector's directive at least one month before the exam takes place.
82. It is possible to retake the specialty exam at the time of the next scheduled specialty exam.

### **Term papers, final theses and Master's theses**

83. Starting from 1 September 2016, it is no longer possible for students of applied higher education to take a final exam, thus they can only complete their studies by writing a final thesis.
84. Submitting a topic proposal in LMS is considered to be the beginning of completing a term paper, final thesis or Master's thesis.
85. The term paper, final thesis or Master's thesis shall be assessed during a public defence. A term paper, final thesis or Master's thesis may be declared confidential as a means of protecting classified information, a trade secret or a technological solution. For this, the student must submit a justified application to the Head of Academic Affairs through LMS no later than one week after submitting their thesis.
86. The procedure for the practice defence and defence of term papers, final theses and Master's theses shall be approved by the Head of Academic Affairs. The Rector shall approve the defence committees.
87. The deadlines for the submission, pre-defence and defence of term papers and final theses are set out in the academic calendar.
88. The prerequisites for being allowed to defend a final thesis or Master's thesis are:
  - 88.1. completion of the entire study volume required in the curriculum or course programme;
  - 88.2. a maximum of three 'poor' grades in completing the curriculum;
  - 88.3. no debts to the library;
  - 88.4. no tuition fee debts;
  - 88.5. timely submission of the paper;
  - 88.6. a positive result in the pre-defence, which has taken place in the same semester;
  - 88.7. a positive review or the approval of the head of the defence committee.
89. Authorisation to participate in the defence (incl. pre-defence) shall be formatted in the Rector's directive.
90. The reviewers for term papers, final theses and Master's theses shall be assigned by the head of the defence committee and approved by the Head of Academic Affairs. Reviews shall be submitted through the study information system at least five days before the defence deadline.
91. The results of the pre-defences and defences of term papers, final theses and Master's theses shall be made public immediately after concluding the defence protocol, but no later than within two working days of the defence taking place.
92. A student who is absent from the pre-defence or defence of a term paper, final thesis or Master's thesis shall receive 'not present' in their evaluation report.
93. If, within one year of submitting a topic proposal, the student's topic proposal has been annulled or they have not completed their pre-defence within the prescribed period, they shall receive a negative grade in their evaluation report.
94. It is possible to obtain one additional chance to defend a term paper, final thesis or Master's thesis written on the same topic.
95. In order to defend their thesis again, the student must:
  - 95.1 submit a new topic proposal and thesis by the deadline set out in the academic calendar;
  - 95.2 meet the conditions of being allowed to conduct the defence;
  - 95.3 pay the fee for an additional defence.

96. Additional defences usually take place during the next scheduled defence sessions.
97. Final theses and Master's theses are stored in the EUAS study information system; theses that receive a grade of '4' or '5' shall also be published in the EUAS e-library. It is possible to apply for a defended thesis to not be published for the reasons and following the procedure specified in paragraph 85.

## **VI ACADEMIC MOBILITY, STOPPING AND TERMINATING STUDIES**

### **Academic mobility**

98. The forms of a student's academic mobility within the university include:
  - 98.1. changing the study form;
  - 98.2. changing specialty;
  - 98.3. changing the study centre;
  - 98.4. changing curriculum; and
  - 98.5. adjusting the study load.
99. Academic mobility takes place based on a written application (except in cases where a student is transferred to part-time study due to insufficient completion of the curriculum) submitted by the student through LMS. Academic mobility must be approved by a directive of the Rector.
100. Academic mobility is not allowed if the student has a tuition fee debt (except in the case of study load transferral).
101. The student's study results registered in EUAS shall not be deleted as part of academic mobility.

### **Academic leave**

102. A student has the right to willingly take academic leave once during every level of higher education and with a duration of up to one year.
103. A student has the right to take additional academic leave in the following situations:
  - 103.1. one year in the case of being conscripted into the defence forces (based on an invitation to actively serve in the defence forces);
  - 103.2. in the case of parental leave, up to the child's third birthday (based on the child's birth certificate);
  - 103.3. up to two years for health reasons (based on proof from a medical institution).
104. During the first five months of study, academic leave shall only be granted on the conditions specified in paragraph 103.
105. The end of academic leave, as marked on the academic leave application, shall be timed so that it coincides with the beginning of the new trimester (according to the dates approved in the EUAS learning session calendar).
106. An application must be submitted for requesting academic leave and ending it early.
107. The end date of the studies of a student who has taken academic leave shall be postponed by the time spent on leave.
108. Academic leave and the subsequent change in the end date of studies shall be formalised with a directive of the Rector.

109. The student returning from academic leave shall be reinstated on the same conditions as before they went on academic leave. An application must be submitted for changing any conditions (study load, study form, payment package, etc.).
110. A student applying for academic leave cannot have any tuition fee debts.
111. During academic leave, a student is allowed to take resits, submit internship agreements and topic proposals for a final thesis or a Master's thesis. If a student's name has been entered on the exam sheet before going on academic leave, the student has the right to take the exam during academic leave.
112. Students shall not be transferred to the next year during academic leave.
113. Students who are on academic leave are part of the list of EUAS students.

### **Exmatriculation**

Exmatriculation can take place on the initiative of the student or the EUAS.

114. Exmatriculation which is the student's choice requires the student's application.
115. The university will, on conditions set by the university, exmatriculate higher education students who:
  - 115.1. have fulfilled the curriculum;
  - 115.2. apply to be exmatriculated;
  - 115.3. have not fulfilled the curriculum (underachievement) or have a significant study debt (more than 50% of the study load incomplete);
  - 115.4. have earned a negative grade ('0') for the same course, study module, written paper or internship three times;
  - 115.5. have been late in paying tuition fees;
  - 115.6. are studying in a joint curriculum and have been exmatriculated from the school coordinating the joint curriculum;
  - 115.7. in the event of a curriculum closing, have not applied for curriculum transfer by the time of the closing;
  - 115.8. as an international student, have failed to appear for lessons without a valid reason and have not reported a valid reason within two weeks of the beginning of the academic year;
  - 115.9. have significantly violated the terms and conditions of the organisation of studies;
  - 115.10. put other students or persons in danger with their behaviour;
  - 115.11. have committed academic fraud or dishonourable conduct.

### **Conditions for graduating and documents proving education/studies**

116. Graduation shall take place after the complete fulfilment of the curriculum.
117. The deadline for the graduate's fulfilment of the curriculum (credits and grades) shall be set out in the academic calendar. The study results that have been achieved by the deadline for the fulfilment of the curriculum shall be considered final.
118. The student has the right to graduate from the EUAS based on the curriculum in which they started their studies if they graduate no later than one year after the end of the nominal period of studies and disruptions to studies (academic leave) do not exceed three years. After such a time, the student has the right to continue their studies at the EUAS in the closest curriculum.

119. Students who have completely fulfilled the curriculum shall be issued with a diploma formatted according to the procedure set out by the Government of the Republic of Estonia, and academic reports in Estonian and English (hereinafter 'graduation documents').
120. The Rector's directive is the basis for formalising graduation documents.
121. Graduation documents shall be issued against signature and registered in LMS and the Estonian Education Information System (EHIS).
122. Graduates of applied higher education or Master's studies shall receive a diploma with honours (*cum laude*) on the conditions set out by the decree of the Minister of Education and Research. A diploma with honours (*cum laude*) shall be awarded to a student who:
  - 122.1. completely fulfilled the curriculum;
  - 122.2. received a '5' for the defence of their thesis or Master's thesis; and
  - 122.3. has a weighted GPA of 4.60 or higher, taking into account all of the grades listed in the academic report.
123. An EUAS student who has been exmatriculated without fully completing their EUAS curriculum can request an academic report for a fee.
124. A visiting student shall receive an academic report from the EUAS regarding their study results.
125. The EUAS has the right to suspend a visiting student's studies with an order of the Head of Academic Affairs if the visiting student has not fulfilled EUAS's requirements for the organisation of studies.

### **Rematriculation**

126. Rematriculation is carried out based on an application, after paying the rematriculation (reinstatement) fee.
  - 126.1. If rematriculation is applied for during the academic year in which studies were stopped, the study agreement shall be restored under the same conditions.
  - 126.2. If rematriculation is applied for in the years following the academic year in which studies were stopped, a new study agreement shall be concluded and the student shall apply for the recognition of prior learning according to the RPL procedure effective in the EUAS.
127. Rematriculation for final thesis defence, if the rest of the curriculum has been completed, must take place at least two weeks before the deadline for submitting the final thesis topic proposal.
128. A student who has been exmatriculated because of 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 denying the rematriculation of the student or revoking the rematriculation right completely.
129. A student who has been exmatriculated because of inability to pay the tuition fees can apply for rematriculation after paying their tuition fees within one year for a reinstatement fee.

### **Extending studies**

130. A student who has been transferred to a part-time study load for exceeding the nominal period of studies has the right to apply for additional time to complete their studies.

## **VII STUDENTS' RIGHTS AND OBLIGATIONS**

### **Notifications**

131. The EUAS shall notify students about changes to the organisation of studies and directives that concern them through LMS.
132. Information about organisational changes and other notifications shall be sent to the student's EUAS e-mail address. With this, EUAS shall consider the message to have been forwarded. A student may request that notifications be sent to their personal e-mail address.

### **Additional rights and obligations of student**

133. A student has the right to:
  - 133.1. request proof confirming their student status;
  - 133.2. elect representatives and be elected to the EUAS student council;
  - 133.3. turn to employees involved in the organisation of studies, or lecturers, to receive information and advice in order to resolve problems related to studying at the EUAS;
  - 133.4. apply for a student loan and education allowance according to the rules set out by the government of the Republic of Estonia; and
  - 133.5. use the university's rooms according to the effective rules.
134. A student has the obligation to:
  - 135.1 follow the regulations on the organisation of studies, the study agreement and other obligations and take responsibility for any violations;
  - 135.2 observe the deadlines set out in the academic calendar;
  - 135.3 observe study discipline and the requirements of the curriculum and course programmes;
  - 135.4 pay the tuition fee according to the study agreement between the student and the EUAS; and
  - 135.5 take care of the university's assets and show respect for the university's property.

### **Disputing decisions regarding studies**

135. If a student does not agree with a decision regarding a study result or the organisation of studies, they have the right to first turn to the decision-maker (lecturer or employee involved in the organisation of studies) to receive an explanation or reason for a grade.
136. The student has the right to submit a written appeal within seven working days of the publication of results or an organisational decision.
137. The Head of Academic Affairs may convene a three-member committee to review the appeal. The committee will process the complaint and will present the Head of Academic Affairs with a reasoned viewpoint within seven working days. The Head of Academic Affairs must make a decision regarding satisfying or rejecting the appeal within 10 working days of the date of the submission of the appeal. The appeal committee does not change the grade of the appealed study result, but can make suggestions on changing the grade.

## **IMPLEMENTING PROVISIONS**

### **Implementation of assessment system effective before 31 August 2010**

138. Study results obtained before 31 August 2010 have been assessed using the following assessment system:
- 138.1. grade '5' – 'excellent' – The student shows outstanding and thorough knowledge of both the theoretical and practical parts of the course, free and creative skills in applying the study results, comprehensive independent learning and diverse knowledge of specialist literature. The student has acquired 91-100% of the volume of the course programme;
  - 138.2. grade '4' – 'very good' – The student has very good knowledge of the theoretical and practical content of the course through the course programme and textbooks and very good skills in applying the study results. Non-substantial and non-fundamental mistakes emerged in the exam. The student has acquired 81-90% of the volume of the course programme;
  - 138.3. grade '3' – 'good' – The student has good knowledge of the theoretical and practical content of the course and good skills in applying the study results. Some insecurity and inaccuracy of answers emerged in the deeper and more detailed parts of the course. The student has acquired 71-80% of the volume of the course programme;
  - 138.4. grade '2' – 'satisfactory' – The student has knowledge of the course's most important theoretical and practical principles, facts and methods and their application in typical situations but demonstrates substantial deficiency and insecurity in their exam answers. A satisfactory grade must be considered enough for the normal continuation of the study process. The student has acquired 61-70% of the volume of the course programme;
  - 138.5. grade '1' – 'poor' – The student has acquired the minimum level of knowledge but demonstrates significant deficiency in applying the knowledge, which will prove to be an obstacle in completing subsequent courses based on this course. The student has acquired 50-61% of the volume of the course programme;
  - 138.6. grade '0' – 'fail' – The student's level of knowledge is below the required minimum level of knowledge. The student has acquired 0-50% of the volume of the course programme;
  - 138.7. grade 'pass' – The student has acquired the knowledge, skills and competence in the volume prescribed in the course programme;
  - 138.8. grade 'fail' – The student has not acquired the knowledge, skills and competence in the volume prescribed in the course programme.

### **Implementation of assessment system effective before 31 August 2009**

139. In the assessment system effective before 31 August 2009, one credit equals 40 hours, i.e. one study week of the student's work. Results obtained before 31 August 2009 shall be converted to the credits of the European Credit Transfer and Accumulation System (ECTS) starting from 31 August 2009, with 1 credit equal to 1.5 ECTS.

### **Application of regulations**

140. Previous versions of the EUAS Regulations for the Organisation of Studies shall be annulled.
141. The current regulations shall come into force on 23 May 2017.