

Approved
by the Academic Council's vote
of which the record 1-4/16 was made
on 16 November 2015

Rules for Providing Continuing Education and Ensuring Its Quality at Estonian Aviation Academy

1. General

- 1.1. The Rules for Providing Continuing Education and Ensuring Its Quality (hereinafter: Rules) lays down the footing for the continuing education programs offered at Estonian Aviation Academy and delineates: (1) the principles of organization and instruction of courses in line with the preset quality standards, (2) the rights and obligations of trainees enrolled in the continuing education courses, as well as (3) the invoicing and accountability incurred.
- 1.2. The developers of the Rules have proceeded from the following legal documents enacted: Estonian Higher Education Institutions Act, Adult Education Act, Estonian Aviation Academy Statutes, and Continuing Education Standard.
- 1.3. Continuing education, herein, has been defined as “self-contained, systematic and outcome-oriented education and training, which stands outside any undergraduate degree course”.
- 1.4. The target group of the very continuing education program comprises: private individuals, employees, college and university alumni, and all other people interested in improving their knowledge and skills in the domain of Aviation.
- 1.5. The Rules for Providing Continuing Education and Ensuring Its Quality (together with all additions and alterations that may be deemed necessary, later) shall be endorsed by the Academic Council, pursuant to Art. 14 Sec. 28 in the Academy Statutes.

2. Delivery formats of continuing education

Continuing education can take shape in the following forms:

- 2.1. long or short courses (e.g. lecture, seminar, practicum, online class or webinar);
- 2.2. a single or a series of Learning Days (in the form of seminar, conference, Summer School);
- 2.3. any regular academic course instructed at the Academy's undergraduate degree program;
- 2.4. any other form that the learner and the academy have agreed upon.

3. Rights and Obligations of trainees at the Continuing Education Program

- 3.1. All trainees are entitled to:
 - 3.1.1. obtain full information about the content and format of the courses offered;
 - 3.1.2. attend and participate in all the activities intended for the course taken;
 - 3.1.3. obtain all learning materials intended for the course;
 - 3.1.4. receive a certificate of completing / attending the course;
 - 3.1.5. claim a fair amount of income tax deduction, as stipulated by law in the Republic of Estonia;
 - 3.1.6. give feedback about the course(s) attended.
- 3.2. All trainees are obliged to:
 - 3.2.1. abide by the principles of academic integrity code by having good behavioral manners and following the rules of academic honesty;

- 3.2.2. participate in course activities and meet the deadlines as stipulated in the respective course syllabus;
- 3.2.3. inform the Continuing Education Program organizers – in case of one's decision to withdraw from the course – not later than 3 (three) weekdays before the start date of the course;
- 3.2.4. pay up the full amount of tuition fee by the due date as indicated on the fee invoice received.

4. Arrangement of courses and ensuring their quality

- 4.1. Continuing Education courses are opened, based on (potential learners') requests, popularity of the course(s) *as per* participant feedback results; and proceeding from facilities, available in the Academy, that may be needed for successfully running a certain course.
- 4.2. All Continuing Education courses will be arranged by the Specialist for International Cooperation and Continuing Education, together with the Department of Marketing and Communication of the Academy, unless it has been decided otherwise.
- 4.3. All budgeting and calculations with regard to the course being organized, will be done by the respective Speciality Department in coordination with the Head of Finance of the Academy. In lieu of Department (if so agreed) the budgeting can also be done by the Specialist for International Cooperation and Continuing Education together with the Head of Finance.
- 4.4. All studies at the Academy's Continuing Education Program are based on a curriculum (viz. Addendum 4), as stipulated by the Continuing Education Standard. The curriculum carries the following information sections:
 - 4.4.1. name of curriculum;
 - 4.4.2. field of study;
 - 4.4.3. intended learning outcomes;
 - 4.4.4. academic prerequisites;
 - 4.4.5. learning architecture (incl. contact hours in classes, practicums, and learners' individual work);
 - 4.4.6. learning content;
 - 4.4.7. description of learning environment;
 - 4.4.8. learning materials;
 - 4.4.9. completion requirements and the certificate(s) awarded;
 - 4.4.10. academic and professional qualification requirements for the course instructor(s).
- 4.5. Any curriculum to be used at the Continuing Education Program shall be developed by the respective Speciality Department together with the course instructor(s). The Head of Department looks after the content and quality of both, the teaching materials and the running of the course.
- 4.6. The curriculum shall be developed with intended threshold-level learning outcomes in view.
- 4.7. The academic load at the Continuing Education Programs is determined in contact hours. The length of a contact hour is 45 minutes.
- 4.8. Information about the fields of study offered at the Continuing Education Program of Estonian Aviation Academy shall be disclosed (pursuant to the Adult Education Act) on the Estonian Educational Landscape website.
- 4.9. Pursuant to the Continuing Education Standard, the same information shall also be carried on the website of Estonian Aviation Academy.

- 4.10. Initially, the Continuing Education Program's learners/trainees or authorized payers of their tuition shall be briefed on: the training curriculum, instructor(s) name(s) and background(s), place and time of the training, tuition fee, and other expenditures if incurred (e.g. extras for learning materials), invoicing and payment deadline and terms; also on the course withdrawal and refund policies, and ways of redressing disagreements.
- 4.11. The Academy is not obliged to publicize or otherwise publicly disclose the curricula of its continuing education trainings and the backgrounds of instructors who will be conducting those trainings, in cases the trainings are fully customized for merely these individuals whose names have been enlisted in the training agreement.
- 4.12. The Academy shall hire instructors who meet the academic and professional requirements deemed necessary for successfully running the particular Continuing Education course(s). The list may include the Academy's faculty members, (aviation) professionals from abroad, or faculty members of other colleges and universities. All those instructors recruited or hired shall be committed to teaching and learning so that they can sustain the trainees / learners in their educational pursuits.
- 4.13. If an instructor for teaching a course is contracted from outside, the respective job-contract shall be developed and negotiated by the Head of the Department in charge of running the course. The Head of the Department also negotiates the salary payable to the instructor and, upon ending of the course, submits a payment order to the Head of Finance for endorsement and payment transfer.
- 4.14. Enrolment to the Continuing Education courses is open to all individuals who have submitted their Intent to Enroll and meet the admission prerequisites.
- 4.15. Any course within the Continuing Education Program can be finished by those participants who have completed all the course requirements. The learners not meeting the course requirements, may be qualified as "audited the course", or "dropped out", as the case may be.
- 4.16. The Continuing Education courses may be run on the academy premises, on the trainees' premises (provided the necessary facilities can be made available), or in any other, third venue that may be suitable and has been agreed upon. Any learning environment to be suitable, shall have sufficient seating capacity and possess the classroom technical equipment indispensable for teaching. Prior to any course or training, the class room shall be equipped with all tools necessary for the learners and instructor(s) to accomplish the preset goals and intended learning outcomes.
- 4.17. When the course ends, all participants are requested to fill out feedback sheets, whose answers will be scrutinized by the respective Speciality Department, course instructor(s), and the Quality Assurance Manager of the Academy.

5. Official documents and records of the Continuing Education Programs

- 5.1. Both, the Specialist for International Cooperation and continuing Education and / or the Academy's Speciality Department(s) involved with the continuing education training are obligated to keep the following documents and records:
 - 5.1.1. curricula;
 - 5.1.2. names of participants who have enrolled in the programs;
 - 5.1.3. participants' registration cards;
 - 5.1.4. participants' progress records (indicating who completed, attended, or discontinued / withdrew from a course);
 - 5.1.5. approved fee/price quotes, and fees established by Rector of the Academy;
 - 5.1.6. invoicing proposals;
 - 5.1.7. feedback questionnaires filled out by course participants;
 - 5.1.8. other documents related to the courses and training.

- 5.2. All the documents and records mentioned above are developed and archived electronically, according to the stipulations of law.

6. Certificates of participation

- 6.1. Certificates about course completion or course attendance will be issued by the Specialist for International Cooperation and Continuing Education, unless it has been agreed otherwise. As a rule, the certificate will be issued during 1 (one) month after receipt of tuition fee payment from a course participant, unless it has been agreed otherwise.
- 6.2. Issuing of the certificates of participation is done in compliance with the stipulations of Art. 3 of the Continuing Education Standard.
- 6.3. All participation certificates come on the Academy's letterhead and are registered in the electronic Document Registration System. Likewise, a photocopy of each participation certificate is entered into the Document Registration System.
- 6.4. The participation certificate shall bear the following information:
 - 6.4.1. participant's full name and ID number;
 - 6.4.2. Academy name and registration number;
 - 6.4.3. curriculum title;
 - 6.4.4. training's start and end date(s) and the credits provided;
 - 6.4.5. certificate number, place and date of issue;
 - 6.4.6. name(s) of course / training instructor(s).
- 6.5. In addition, the participation certificate or its accompanying evaluation form may present information about learning outcomes and their grading scheme.
- 6.6. All participation certificates bear also subject-specific information linked to the course / training.
- 6.7. In cases of the participation certificate's loss, defacing or ruin, a copy of it can be issued on a prior written notice. The fee of a copy will be established by the Academy Rector.

7. Funding, budgeting and reporting

- 7.1. The funding of Continuing Education Programs (incl. budgeting, fundraising, fee quoting; viz. Addenda 1 and 2) is based on the Principles for Determining Fees of Tuition and Affiliated Services at Estonian Aviation Academy.
- 7.2. All forms of continuing education trainings at the Estonian Aviation Academy are non-free-of-charge, unless the Academy and a trainee/trainee organization have agreed otherwise. The price / fee for any course / training can be either bargain based or established by the Academy Rector. Should it be necessary, a standard or professional service agreement may be negotiated and signed.
- 7.3. All the payments due are made, based on the invoice. The Specialist for International Cooperation and Continuing Education submits to Head of Finance a proposal for invoicing (viz. Addendum 3). Head of Finance refers the invoice proposal to the Finance Office of Ministry of Education and Research, pursuant to the respective valid regulations.
- 7.4. Each invoiced fee shall be paid either by the person who approved the quoted price/fee, or by the natural person / legal entity as was referred to in the fee payer's section of the course participant's registration card.
- 7.5. Head of Finance shall oversee the collection of (tuition fee) accounts receivable and brief the Specialist for International Cooperation and Continuing Education on the fee payments received. The latter will, thereafter, award a Certificate to the course / training participant.

- 7.6. Should a course or training be called off due to any unavoidable reason of the Academy, the participants enrolled for the course will not be liable for any payment. Those participants who have made early payments will have their monies reimbursed.
- 7.7. If, for any reason a trainee finishing a course has received an invoice, yet left the tuition fee unpaid, (s)he shall be made accountable to the valid laws, due to the liability unmet.
- 7.8. Performance report of the Continuing Education Programs shall be made once during the accounting period and enclosed in the Academy's annual report. Its activity based information will be provided by the Specialist for International Cooperation and Continuing Education, whereas the Head of Finance shall provide all accounting statements and related information.

8. Implementing Provisions

- 8.1. By enacting the *Rules for Providing Continuing Education and Ensuring Its Quality*, its predecessor, the *Format and Procedure of Continuing Education Courses at Tartu Aviation College*, effective since 13 February 2004 (recorded as # 1-4/17 in the meeting's minutes) , will become repealed and made void.
- 8.2. The *Rules for Providing Continuing Education and Ensuring Its Quality* takes effect on 17 November 2015.
- 8.3. Enclosed in this document are the following addenda: *Price Quote Template* (Addendum 1), *Cost Budgeting Template* (Addendum 2), *Invoice Proposal Template* (Addendum 3), and *Curriculum Template* (Addendum 4). No changes, if further made in the structure of the Addenda, are subject to the Academic Council's approval. However, if any of the Speciality Departments introduces a change indispensable, they are strongly advised to inform the Specialist for International Cooperation and Continuing Education about it.