

## ESTONIAN AVIATION ACADEMY STUDY REGULATIONS

Adopted based on §25 (3) (2) of the Higher Education Act, § 17 (5) (5) of the Vocational Educational Institutions Act and § 14 (9) of the Statutes of the Estonian Aviation Academy.

### 1. GENERAL

- 1.1. The Study Regulations (hereinafter the Regulations) constitute the fundamental document governing activities related to the organisation of teaching in the Estonian Aviation Academy (hereinafter the Academy).
- 1.2. The Regulations are based on the Higher Education Act, Higher Education Standard, Adult Education Act, Vocational Educational Institutions Act, Vocational Education Standard and the Statutes of the Estonian Aviation Academy.
- 1.3. The Regulation and its amendments are confirmed by the Academy Council (hereinafter the Council), and the Council has the right to implement additional regulations related to the studies.
- 1.4. The basis for the qualification level studies is the study programme that complies with the study programme statute requirements of the Academy, is approved by the Academy, and is registered in the Estonian Education Information System (EHIS in Estonian).
- 1.5. The studies are based on the good learning and teaching practices of the Academy.
- 1.6. The Academy reserves the right to demand the payment of tuition fees according to the requirements and conditions set by the Council of the Academy and as per the specified tuition fees.
- 1.7. Overall responsibility for the legitimate and rational organisation of teaching and studies lies with the Vice Rector for Education and Research.

### 2. STUDENT PLACES AND STUDENTS

- 2.1. A student place is a temporal and financial unit used to measure teaching and study and is established by the Council of the Academy's directive.
- 2.2. The student places are filled with students according to the admission directive of the professional higher education or vocational education studies approved by the Council of the Academy.
- 2.3. The vacant student places may be filled according to the rules set in paragraph 9 of the present Regulations.
- 2.4. The qualification studies of the Academy accept pupils, students, visiting students, and external students (hereinafter referred to as learners).
  - 2.4.1. **A pupil** is a person matriculated to a vocational education study programme of the Academy by the Rector's Directive.
  - 2.4.2. **A student** is a person matriculated to the professional higher education study programme of the Academy by Rector's Directive. A student has the right to be enrolled in one study programme at a time.
  - 2.4.3. **Visiting student** is a student who is matriculated to another higher education facility but has commenced their studies in the Academy for up to two years by Rector's Directive. The home university of a foreign visiting student is a foreign university.
  - 2.4.4. **External student** is a student whose study load without the graduation thesis, graduation exam or practical part is below part-time study load (less than 30 ECTS credits per academic year).

- 2.5. The advanced training courses of the Academy offer an opportunity to study according to the regulations of the Estonian Aviation Academy's Rules for the Provision and Quality Assurance of Continuing Education.

### 3. EXCHANGE OF STUDY INFORMATION

- 3.1. The official information environment for organising teaching and studies is the Study Information System Tahvel (hereinafter referred to as the Study Information System), where study-related data are processed and stored. The official e-learning environment of the Academy is Moodle (hereinafter E-learning Environment).
- 3.2. The Academy informs students about directives, instructions, and information related to them via the Study Information System, their Academy-allocated email address, or the E-learning Environment. The Academy considers notices sent via the Study Information System, the student's Academy-allocated e-mail address or the E-learning Environment received.
- 3.3. For study purposes and Academy-related activities, only the Academy-allocated e-mail address is used by the staff and learners.

### 4. PLANNING AND ORGANISATION OF STUDIES

- 4.1. The time unit for studies is one academic year, which is divided into two semesters or, in vocational studies, periods. The academic year starts at the autumn semester on the 1st of September or the Monday closest to this date.
- 4.2. The academic years' time planning is based on the academic calendar, which is composed separately for professional higher education and vocational studies. The start and finish of the semesters or periods, as well as other important dates related to studies, are determined by the academic calendar for each academic year and the study schedule, which is specific to each study group. Academic calendars and study schedules are composed by the Office of Academic Affairs in collaboration with study programme managers and will be published by the 1st of May of the previous Academic year at the latest.
- 4.3. The workload for one academic year is 60 credit points (hereafter ECTS (EAP) in professional higher education and ECVET (EKAP) in vocational education). One credit point corresponds to 26 hours spent by the learner on studies upon the acquisition of skills and knowledge..
- 4.4. The studies involve contact learning, practical work, and independent work.
  - 4.4.1. **Contact learning** is a means to achieve learning outcomes in the same physical or e-learning environment (lecture, seminar, workshop, practical work, individual tutoring or other study work performed in the way determined by the Academy) where both the student and the member of the teaching staff participate.
  - 4.4.2. **Practical training** is a purposeful activity to achieve learning outcomes, targeted to implement acquired knowledge and skills in the work environment in the form determined by the educational institution under the supervision of the supervisor. Practical training in the Academy may be regulated via the regulations of the practical work directive.
  - 4.4.3. **Independent work** is study and practical training tasks with predetermined goals to achieve study results, which the student performs independently and will receive feedback for.
- 4.5. For the subjects of the higher education programmes the studies are planned in the study programme composed by every semester of the subject which is compiled by the teaching staff member who is responsible in cooperation with teaching staff members involved in teaching the

subject and it is validated by the head of the study programme by the date set in the academic calendar. It will be published in the Study Information System.

- 4.6. The study programme includes study forms and their proportions, a list of topics covered, a description of independent work, evaluation methods and criteria based on the study results, principles for determining the final grade, and a list of locations for mandatory or recommended study materials.
- 4.7. Each subject course has an E-learning Environment course designed to support the study work, which satisfies the quality requirements set for the course.
- 4.8. Studies during semesters/periods commence according to the timetable. The Office of Academic Affairs will compose a timetable based on subject programmes and information received from study programme managers and teaching staff members. The timetable contains the following information regarding subject courses and vocational education topics: the name of the teaching staff member, the time and place for contact learning, and the assessment times.
- 4.9. In professional higher education, the teaching staff member responsible for the subject course will ensure that studies commence according to the subject programme and timetable. In vocational education, the teaching staff member responsible for the module ensures that teaching takes place per the module's implementation plan and timetable.
- 4.10. If following the timetable is not possible due to unforeseen circumstances, the teaching staff member responsible for the subject course will inform the students and the office of Academic Affairs immediately.
- 4.11. Changes in the timetable due to work trips, scientific or developmental tasks, or other tasks related to the main job description will be coordinated with the Office of Academic Affairs at least five working days in advance.
- 4.12. A student is entirely exempt from studies during their participation in the reserve gatherings of the Defence Force or additional reserve gatherings, or when they cannot participate in the studies due to military mobilisation. After receiving the respective call-up notice, the student is required to inform the teaching staff members and the Office of Academic Affairs in advance of the gathering. Suppose the student has met the requirements for notifying the Academy. In that case, the teaching staff member is obliged to organise the student's studies in a way that allows the student who participated in the reserve gathering or additional reserve gathering to catch up with the studies during the same semester.

## **5. LEARNER'S RIGHTS AND OBLIGATIONS**

### **5.1. Learners have the right to:**

- 5.1.1. conditions necessary for studying, including a safe and study-supportive environment;
- 5.1.2. receive information required to complete the study programme;
- 5.1.3. receive study and career counselling;
- 5.1.4. give feedback on the content of the studies, the quality of teaching and the organisation of the studies, and contest decisions concerning the organisation of studies;
- 5.1.5. elect representatives and be elected to the Academy's student council;
- 5.1.6. have at least two months of holidays each academic year;
- 5.1.7. take academic leave according to the study regulations;
- 5.1.8. receive national scholarships and allowances according to the directive of the Minister of Education and Research;

- 5.1.9. apply for learner's prior learning and work experience (RPL) recognition according to the regulations set by the Council of the Academy;
- 5.1.10. ask adjustments to study work in case the student has a proven educational special need, and the adjustment doesn't go against the requirements of the appropriate profession, as stated in the aviation regulations;
- 5.1.11. receive an answer from the teaching staff of the Academy for a request by any means capable of producing a written record within five working days unless previously agreed otherwise.

**5.2. The student has an obligation to:**

- 5.2.1. participate in the study work according to the academic calendar and study schedule, and follow the subject programme they have been matriculated in;
- 5.2.2. reply to the Academy staff member's request by any means capable of producing a written record within five working days unless previously agreed differently;
- 5.2.3. responsibly use the opportunities provided to them for studying, including the use of study assets;
- 5.2.4. in the studies, follow the academic ethical principles and the good study practice;
- 5.2.5. ensure their contact details in the Study Information System are up to date;
- 5.2.6. follow the Academy's Study Regulations and internal rules, and other regulations and rules established in the Academy.

**6. STUDIES IN THE PROFESSIONAL HIGHER EDUCATION**

**6.1. Study load and standard length of studies**

- 6.1.1. Studies in the professional higher education programme may be full- or part-time according to the following:
  - 6.1.1.1. By the end of each academic year, a full-time student has completed cumulatively at least 75 per cent of the study courses of the study programme.
  - 6.1.1.2. By the end of each academic year, a part-time student has completed cumulatively 50 to 75 per cent of the study courses based on the study programme.
- 6.1.2. A student will determine the nature of their studies as part-time or full-time when being matriculated to the Academy during the first academic year, excluding cases when the student programme allows only full-time participation.
- 6.1.3. The standard study time for a student is usually the standard duration of the student programme.
- 6.1.4. The standard study time will extend:
  - 6.1.4.1. by the duration of the time spent on academic leave;
  - 6.1.4.2. by the length of the semester the student studies overseas, and which studies are recognised by the Academy for at least 15 credit points, and the extension of the standard study time will be formalised after the end of the learning mobility, in case the conditions for the extension are fulfilled,

- 6.1.4.3. a student not having Estonian language skills required by the conditions for studying higher level education may apply for an extension of the standard period of study by up to one academic year to participate in intensive studies of the required language;
- 6.1.4.4. in cases determined by the study programme, students whose practical work as per the study programme lasts longer than six months, by the duration of the practical work;
- 6.1.5. the standard study time of students who went to study overseas during the academic leave or extension time (see 6.2.10-6.2.12) will not be extended by the semester studied in the foreign university.

## **6.2. Completion of the study programme and academic progress**

- 6.2.1. Completion of the study programme means passing the subject courses with a predetermined study load.
- 6.2.2. A student has a right to complete the version of the study programme of the Academy they started to study with the proviso that no more than two years have passed in addition to the standard length of their study programme. Suppose it becomes clear that the student is unable to complete the study programme version they enrolled in. In that case, the student will be transferred to the respective version of the study programme, based on mutual agreement.
- 6.2.3. As a rule, the student completes module-based subjects in the order provided in the study programme and according to the prerequisite subject system. As an exception and considering individual needs, the Academy may allow a deviation from the established order if it does not affect the achievement of learning outcomes.
- 6.2.4. The standard volume of completion of the subject programme is the cumulative completion volume of the student programme based on semesters studied by the student. Each semester studied adds 30 credit points to the standard volume. The semester studied will be considered complete if the student has been present in their studies for more than half of the semester.
- 6.2.5. The completion of the study programme in the volume determined by the study load will be evaluated each academic year as of the 31st of August. The study load required to complete the study programme includes subject courses prescribed by the programme and optional courses within the maximum volume specified by the programme. Subject courses transferred via recognition of prior learning and work experience (hereinafter RPL, in Estonian VÕTA) will be taken into consideration for completion of the study programme. The student will be carried over to the next year of the same study programme by the Rector's Directive, based on the completion of the study programme by September 15.
- 6.2.6. Starting from the second academic year, the student will be transferred from full-time studies to part-time studies and vice versa based on the completion rate of the study programme for each academic year.
- 6.2.7. For the Aircraft Piloting and Air Traffic Services study programme, the transfer to a professional training programme complies with requirements applicable in the training organisation. Suppose more students meet the transfer requirements than can be accepted either on financial or administrative grounds in the speciality group. In that case, students who complete the study programme according to the standard length of studies (incl. academic leave taken to complete military service) get priority to start speciality training. In the case of equal candidates, the transfer is based on academic progress (the weighted average grade of the entire period of studies).

- 6.2.8. Students in the Aircraft Piloting study programme specialise in aircraft or helicopter piloting in the semester before specialist training based on ranking, needs of the state, and, if possible, taking into consideration the student's preference. Ranking lists are based on the weighted average grade for the entire period of studies.
- 6.2.9. The extension of studies (extending the final date for completion of the study programme) to settle academic insufficiency is allowed for full-time students by 12 months.
- 6.2.10. An application for extension of studies must be submitted in the Study Information System before the final date for completion of the study programme has passed.
- 6.2.11. If a student on extension time takes academic leave for reasons stated in 6.7.2.2-6.7.2.4, the extension time will be paused and will continue after the end of the academic leave.

### **6.3. Creating study plans**

- 6.3.1. To complete a subject course listed in the study plan, the learner (including visiting students and external students) must declare the relevant subjects in the Study Information System beforehand by the date provided in the academic calendar.
- 6.3.2. By declaring a subject course, the learner will take an obligation to complete it. A subject course can be removed from the study plan:
  - 6.3.2.1. within two weeks after the first contact learning or other date determined in the subject course;
  - 6.3.2.2. if it has been completed during the same semester based on RPL;
  - 6.3.2.3. if the time of the subject course has changed within two weeks of announcing the change;
  - 6.3.2.4. in exceptional and valid cases, in agreement with the Office of Academic Affairs and the study programme manager.
- 6.3.3. If the number of participants is inadequate, the Office of Academic Affairs will be entitled not to open a subject course, notifying the learners at least two weeks before the start of the semester - the minimum number is determined in the syllabus by the person organising teaching of the subject.

### **6.4. Assessment**

- 6.4.1. Assessment is based on the principles of learning outcomes-based assessment, the requirements set out in the course syllabus, and good practice, and is fair, impartial, and supportive of learning.
- 6.4.2. Assessment of learning outcomes may be differentiated (grades A, B, C, D, E, F) or undifferentiated (grades "pass" and "fail"). The assessment of the graduation exam and graduation thesis is differentiated.
- 6.4.3. Subject course (including graduation exam and graduation thesis) is considered passed once the student receives a positive grade for assessment of learning outcomes. Positive grades are A, B, C, D, E and "pass", and negative grades are F, "fail" and "Failure to Appear". The subject syllabus outlines the procedure for addressing academic insufficiency.
- 6.4.4. Differentiated assessment differentiates between achieved levels of learning outcomes, applying the following scale:
  - 6.4.4.1. grade A or "excellent" – an outstanding and comprehensive level of learning outcomes, characterised by exceptional, free and creative use of knowledge and skills;
  - 6.4.4.2. grade B or "very good" – a very high level of learning outcomes, characterised by appropriate and creative use of knowledge and skills. More specific and detailed expertise may reveal errors that are neither substantive nor serious;

- 6.4.4.3. grade C or “good” – a high level of learning outcomes, characterised by appropriate use of knowledge and skills. More specific and detailed expertise may reveal uncertainty and imprecision;
  - 6.4.4.4. grade D or “satisfactory” – a sufficient level of learning outcomes, characterised using knowledge and skills in typical situations, non-typical situations reveal gaps and uncertainty;
  - 6.4.4.5. grade E or “sufficient” – a minimally acceptable level of the more essential learning outcomes, characterised by the limited use of knowledge and skills in typical situations, non-typical situations reveal significant gaps and uncertainty;
  - 6.4.4.6. grade F or “insufficient” – the knowledge and skills acquired by the student are below the minimum required level.
- 6.4.5. Student's weighted average grade is calculated as the product of the sum of all positive final grades received for differentially assessed study courses and the final grades of the graduation thesis or graduation exam, and credit points divided by the total sum of respective credit points. When calculating the average grade, the letters are converted to numbers as follows: A = 5, B = 4, C = 3, D = 2, E = 1, F = 0, „Failure to appear“ = 0.
- 6.4.6. In the case of an undifferentiated assessment, a subject course is completed if all conditions set to complete the course have been met. The assessment:
- 6.4.6.1. grade “pass” – the student has acquired knowledge, skills and competences in the volume prescribed in the syllabus;
  - 6.4.6.2. grade “fail” – the student has not acquired knowledge, skills and competences in the volume prescribed in the syllabus.
- 6.4.7. The final grade for a subject course may consist of numerous parts (e.g. homework, tests, exam or assessment) or just the final assessment (exam, assessment or defending the final thesis) at the end of the study period.
- 6.4.8. Generally, there are at least three scheduled times to sit an exam or assessment, and generally, there is an option for resitting. One confirmed study plan will give a student up to two chances to sit an exam or assessment (including resitting). All exams and assessments must be done before the end of the semester.
- 6.4.9. The teaching staff member has the right not to allow a student who has not met the requirements set in the syllabus to take the exam and to register a negative grade in the study protocol.
- 6.4.10. The organiser of the assessment has the right to ask students for identification to allow them to sit in the evaluation.
- 6.4.11. The Academy has the right to check all written assignments and assessments using a plagiarism detection system and to add them to the plagiarism detection system's database.
- 6.4.12. The teaching staff member in charge will compose and approve the final assessment protocol for the subject course in the Study Information System within five days after the final assessment.
- 6.4.13. Reassessment of a positive final grade is not allowed. Reassessment of a subject course passed through RPL is not possible.
- 6.4.14. If a student does not show up for an assessment, the result will be marked as “Failure to appear”, and if the student cannot give a valid reason for the failure to appear, it will be considered as an attempt to pass the assessment.
- 6.4.15. If a student fails to appear on valid grounds (mainly health-related issues), notifies the teaching staff member / Office of Academic Affairs and the speciality department before the assessment, if possible, but within five days of the exam or assessment, the entry “Failure to Appear” will be deleted. The student who had valid grounds for not attending the scheduled assessment has the

right to sit the exam or assessment at the time specified by the member of the teaching staff within two weeks after the passing of the valid ground.

- 6.4.16. If a student has been removed from the assessment due to academic fraud (Ch 10), the result in the protocol will be registered as negative.

## **6.5. Studies at another higher education institution in Estonia**

- 6.5.1. The Academy has cooperation agreements in place to conduct part of the studies at partner universities. While studying at the partner universities, the Academy students have the status of visiting students.
- 6.5.2. A student is entitled to select optional and elective courses in partner universities that have respective agreements with the Academy and pass them as visiting students. The respective application will be formalised through the Office of Academic Affairs. The Academy reserves the right to limit the student's participation in partner universities as a visiting student in case the student has reached their maximum limit for optional and elective courses.
- 6.5.3. The recipient university will pass protocols of passed subjects and other agreed documentation regarding the studies to the Office of Academic Affairs after the completion of studies. The Office of Academic Affairs will enter the results into the Academy's Study Information System by the end of the first week of the new semester.

## **6.6. Learning mobility abroad**

- 6.6.1. During their studies, a student may participate in learning mobility, either study or undergo practical training abroad:
- 6.6.1.1. as a grant holder of various foundations, programmes or higher education institutions;
  - 6.6.1.2. under agreements concluded between higher education institutions and states;
  - 6.6.1.3. on an individual basis.
- 6.6.2. Studies or practical training in a foreign higher education establishment in the Erasmus+ programme is regulated by the Academy's Procedure for Management of the Erasmus+ European Learning Mobility Programme.
- 6.6.3. Participation in learning mobility is recognised in completing the study programme as follows:
- 6.6.3.1. Subject courses passed in a foreign higher education institution are converted into credits;
  - 6.6.3.2. Practical training abroad is converted into credits.
- 6.6.4. The student applies via the Academy's Study Information System to have learning mobility studies and practical training recognised.
- 6.6.5. Undifferentiated assessment is applied to assess the outcome of the learning mobility.

## **6.7. Academic leave**

- 6.7.1. Academic leave is a temporary release from the student's study activities according to the student's application.
- 6.7.2. A student can apply for academic leave:
- 6.7.2.1. at own request for up to one academic year, minimum one semester at a time;
  - 6.7.2.2. on medical grounds for up to two years;
  - 6.7.2.3. for military or alternative service up to one year after presenting the call-up notice;
  - 6.7.2.4. to take care of a child until the child turns three years old based on the child's birth certificate.
- 6.7.3. Academic leave on one's own request can be applied starting from the second semester of the first academic year and during the standard duration of the study. A student will apply through

the Study Information System during the autumn semester, at the latest by the 15th of September, and during the spring semester, at the latest by the 15th of February.

- 6.7.4. Academic leave and cancellation of academic leave can be applied for by an application in the Student Information System. The Rector's Directive formalises students' academic leave.
- 6.7.5. A student on academic leave is allowed to complete the study programme in the volume chosen by the student, and the study schedule is composed via the Office of Academic Affairs.
- 6.7.6. While on academic leave, the student is not carried over to the next academic year, and their completion of the study programme is not assessed in the volume stated by the normal study load.

## **6.8. Studying as a visiting student and a foreign visiting student at the Academy**

- 6.8.1. A student from another higher education institution can study as a visiting student or a foreign visiting student at the Academy.
- 6.8.2. A visiting student or a foreign visiting student is entitled to study at the Academy by the Rector's Directive.
- 6.8.3. The Academy's Procedure regulates studies of foreign visiting students at the Academy for Management of the Erasmus+ European Learning Mobility Programme.
- 6.8.4. To become a visiting student, the student submits a standard application, including:
  - 6.8.4.1. the list of subjects the student intends to study;
  - 6.8.4.2. in case of speciality module subjects, approval from the relevant study programme manager;
  - 6.8.4.3. for all other modules, approval from the Office of Academic Affairs;
  - 6.8.4.4. an approval by the home higher education institution.
- 6.8.5. At the end of the study period, the Office of Academic Affairs issues the visiting student a transcript of records.
- 6.8.6. If a visiting student fails to observe the Study Regulations and/or other Academy's internal rules, the Academy will be authorised to discontinue the study at the Academy based on the Rector's Directive.

## **6.9. External studies**

- 6.9.1. To become an external student, a person must meet the requirements provided in the Academy's Admission Rules.
- 6.9.2. To apply for external studies, a person must apply to the Office of Academic Affairs at least two weeks before the start of the Semester. The staff of the Office of Academic Affairs will assess the suitability of the person to the requirements and coordinate the application with the academic department where the external student will begin their studies.
- 6.9.3. The academic department may not settle the application in case of:
  - 6.9.3.1. the maximal number of students has been reached;
  - 6.9.3.2. the studies have commenced;
  - 6.9.3.3. the applicant owes tuition fees to the Academy;
  - 6.9.3.4. the applicant has committed academic fraud or dishonourable conduct within two years of applying;
  - 6.9.3.5. the applicant has a valid sentence for an intentionally committed crime;
  - 6.9.3.6. the applicant hasn't studied according to this study programme before;
  - 6.9.3.7. other valid grounds.

- 6.9.4. In case of approval from the academic structure unit, the person will be registered for external studies by Rector's Directive, and the agreement between the external student and the Academy will be settled in a study service contract. The contract will be signed for at least one semester.
  - 6.9.5. To complete the study programme, an external student must adhere to the system of prerequisite subjects and requirements set for speciality studies.
  - 6.9.6. An external student pays tuition fees. Reimbursement of the cost of studies by the external student is performed according to the Conditions and procedure to reimburse the cost of tuition adopted by the Academy's Council.
  - 6.9.7. The external student will create a study plan for each semester in the Study Information System, and the academic structure unit will approve the programme.
  - 6.9.8. The Office of Academic Affairs will propose the head of the Finance Department for invoicing the tuition fees based on the volume of the subject courses registered in the study plan.
  - 6.9.9. The present regulations set guidelines for the rights and obligations of the external students regarding organising the studies, assessment of study results, graduation, dishonourable conduct and appealing the decisions.
  - 6.9.10. In external studies, the studies and assessment are performed according to the present study regulations on equal grounds with other students.
  - 6.9.11. The Academy will cancel the studies of an external student by the Rector's Directive in case the external student:
    - 6.9.11.1. has applied for cancellation of studies using a written reproducible application;
    - 6.9.11.2. has not followed the study regulations or internal rules;
    - 6.9.11.3. has performed dishonourably according to the decision of the committee, and the committee has suggested that the Rector end the study service contract.
    - 6.9.11.4. is matriculated to a vacant position in the same study programme.
- 6.10. Completion of studies in professional higher education and documents issued upon completion**
- 6.10.1. The studies of a learner who has completed the study programme, including completion of study courses and practical work of the study programme, including the final exam(s) and defending the graduation thesis and has gathered the amount of credit points shown in the study programme, are completed. They will be deleted from the matriculation register.
  - 6.10.2. Writing and defence of a graduation thesis and exams are regulated by the Academy's Procedure for Graduation Thesis and Graduation Exams.
  - 6.10.3. A learner who has completed the study programme will be issued a leaving certificate according to the regulations of the Government of Estonia when deleted from the matriculation register - diploma and diploma supplement both in Estonian and English.
  - 6.10.4. Students who started their studies in the 2019/2020 academic year in professional higher education study programmes will receive a bachelor's degree after the completion of the study programme.
  - 6.10.5. Diploma cum laude shall be awarded to a learner who has completed the study programme in full, defended the graduation thesis or passed the final exam with grade A and has the weighted average grade 4.60 or above in the Diploma Supplement.
  - 6.10.6. The basis for signing the graduation documentation is the Rector's directive about completing the study programme and finishing the studies.

## **7. VOCATIONAL EDUCATION**

### **7.1. Study programmes and modes of study:**

- 7.1.1. Study in fifth-level vocational training at the Academy takes place based on the initial training study programme.
- 7.1.2. The study may be stationary or non-stationary. The mode of study to be applied will be stated in the study programme.
- 7.1.3. Stationary study is divided into school-based and workplace-based modes of study.

### **7.2. Procedure to select elective study modules**

- 7.2.1. A pupil can select elective study modules from the list according to the volume of modules prescribed by the study programme.
- 7.2.2. A pupil can select elective study modules from the elective study modules of other study programmes of the Academy with prior approval of the respective study module lead.
- 7.2.3. If the study programme is implemented in the mode of workplace-based study, the pupil can select only those elective modules which has learning outcomes achievable in the company that provides practical training.

### **7.3. Organisation of practical work and occupational safety supervision**

- 7.3.1. Practical work is planned at the beginning of the academic year. It shall take place according to the study schedule and timetable.
- 7.3.2. The Academy's structural unit is responsible for preparing the Academy's hangar, workshops and simulators for studies.
- 7.3.3. By preparing premises for practical work, the following conditions are to be ensured for studies:
  - 7.3.3.1. availability of tools and equipment;
  - 7.3.3.2. availability of personal protective equipment;
  - 7.3.3.3. availability of work supplies and instructions;
  - 7.3.3.4. equipment to maintain the workplace;
  - 7.3.3.5. appropriate temperature and ventilation required for working.
- 7.3.4. The teaching staff member shall brief pupils on the organisation of work and assessment criteria before practical work starts.
- 7.3.5. Practical work shall be performed according to instructions and assessed as provided in the module's implementation plan.

### **7.4. Organisation of practical training**

- 7.4.1. Training managers from training organisations organise practical training and are responsible for the quality.
- 7.4.2. The Rules for Organising Practical Training regulate practical training in the vocational training at the Academy.
- 7.4.3. In addition to the Rules for Organising Practical Training, the practical training is also regulated by the Training Manual of the training organisation.

### **7.5. Conditions and procedure to account for academic attendance**

- 7.5.1. A pupil is obliged to attend under the study schedule and timetable.
- 7.5.2. Academic attendance is registered in the study journal.

7.5.3. The Office of Academic Affairs keeps track of attendance, taking into consideration the requirements set in the training organisation's training manual, if needed.

## **7.6. Assessment and academic progress**

7.6.1. The Academy applies undifferentiated assessment in vocational education.

7.6.2. In the case of undifferentiated assessment, the attainment of learning outcomes is measured only compared to the threshold and is marked as "pass". Insufficient learning outcomes are below the threshold, expressed as "fail".

7.6.3. Assessment methods and criteria or minimum requirements for a pass/fail evaluation are defined in the module's implementation plan.

7.6.4. If a pupil has not complied with the requirements set in the implementation plan and is not allowed to take the final assessment, the responsible member of the teaching staff will enter a negative grade "MS" in the assessment record.

7.6.5. In case of subject courses required to be passed for obtaining the aviation licence, relevant assessment requirements set by aviation regulations shall apply.

7.6.6. Examinations and pass/fail evaluations conducted by training organisations (including final examination in specialisation) are organised under the procedure provided in the Training Manual.

7.6.7. If a pupil fails to appear on valid grounds (mainly health-related issues), notifies the member of the teaching staff / Office of Academic Affairs and the speciality department, and within five days of the exam or assessment, the entry "Failure to Appear" will be deleted. A pupil who had valid grounds for not attending the scheduled assessment has the right to be assessed at the time specified by the teaching staff member within two weeks after the passing of the valid ground.

7.6.8. If a pupil has been removed from the assessment due to academic fraud (Ch 10), their result will be marked as "fail".

7.6.9. teaching staff member enters and confirms the assessment results in the Study Information System within five working days of the final assessment/deadline for the assessment of practical training

7.6.10. The date and place of assessment and retaking of the assessment are set by the Office of Academic Affairs together with the member of the teaching staff.

7.6.11. A pupil will be removed from the study programme if the pupil has not met the criteria required for completion of the studies within the standard duration of the study and their study time has not been extended based on an individual study programme.

7.6.12. An underperforming pupil who is transferred to the next year of studies is obliged to settle academic insufficiency during the academic year and, if necessary, complete the unassessed topic/module again.

## **7.7. Completion of studies in vocational higher education and documents issued upon completion**

7.7.1. A pupil who has attained learning outcomes prescribed by the study programme and fulfilled the requirements set in the study programme for completing the studies has completed studies and is deleted from the list of pupils.

7.7.2. A pupil who has completed studies shall be issued graduation documentation according to the regulations of the Government of Estonia - leaving certificate and academic transcript.

7.7.3. The basis for signing the graduation documentation is the Rector's directive about completing the study programme and finishing the studies.

## 8. DELETION FROM THE MATRICULATION REGISTER

- 8.1. Deletion from the matriculation register means deletion of the student from the degree studies register. The Rector's Directive formalises deletion from the matriculation register.
- 8.2. The Academy initiates the deletion process for the pupil or student in the following cases:
  - 8.2.1. the completion of the study programme in full by the pupil or student;
  - 8.2.2. after the final date for completion of the studies for the pupil or student has passed;
  - 8.2.3. if the first-year pupil or student has failed to attend without valid grounds within two weeks after the start of studies;
  - 8.2.4. if a part-time student has not registered for subjects without valid grounds within the first two weeks of the semester;
  - 8.2.5. if a pupil or student has failed to pay their tuition fees by the date set in the tuition fee regulations and conditions;
  - 8.2.6. due to a lack of progress by the student on the following grounds:
    - 8.2.6.1. failure to complete the study programme of the first semester of the first academic year in the minimum required volume (15 credit points);
    - 8.2.6.2. failure to complete the part-time study programme by the end of the academic year;
    - 8.2.6.3. receiving a negative grade twice in the graduation exam or for the defence of the graduation thesis.
  - 8.2.7. Due to lack of progress by the pupil on the following grounds:
    - 8.2.7.1. In case the criteria required for completion of the studies within the standard length of the study have not been met and the study duration has not been extended based on an individual study;
    - 8.2.7.2. for non-attendance, if a pupil has failed to attend more than half of the lessons provided in the timetable for 8 weeks and has not notified of valid grounds for absence;
  - 8.2.8. a pupil or student whose behaviour can be considered dangerous to other learners and individuals;
  - 8.2.9. a pupil or student for failing to meet requirements laid down to organise studies in the area of specialisation;
  - 8.2.10. By the recommendation of the committee for handling dishonourable conduct.
- 8.3. Deletion from the matriculation register at the request of the pupil or student takes place based on the student's or pupil's application, and the Academy reserves the right to ask for the reason for the application;
- 8.4. deletion from the matriculation register under conditions independent of the parties takes place in the following cases:
  - 8.4.1. if the pupil or student has been appointed a guardian ad litem by the court;
  - 8.4.2. the pupil's or student's death.

## 9. FILLING THE STUDY VACANCIES AND RE-MATRICULATION

- 9.1. **Filling a vacant student place** may be proclaimed in case the number of learners registered for a one study programme is smaller than the number of positions in this study programme for this academic year. Vacant student places will be filled through a public contest, the conditions of which are specified in the Rector's directive.

- 9.2. Applicants must have the necessary education to study in the study programme where the vacant position has become available, have passed the prerequisite subjects, and meet the content criteria to be able to apply.
- 9.3. If the student place becomes vacant upon deletion of a learner from the matriculation register on grounds as per paragraph 8.2.3 of the Study Regulations, the next learner from the ranking list who ran for the place the same year can be matriculated.
- 9.4. The study vacancy will be filled according to the Rector's directive of registering based on a competition run for the study vacancy or the decision of the admission committee.
- 9.5. **Re-matriculation** is the re-entry of a person into the list of learners. A person can be re-matriculated if a study vacancy becomes available in the study programme.
- 9.6. A student will be re-matriculated to the same study programme in the same or the following academic year, or the following semester, in which the student was studying when deleted from the matriculation register. A student cannot be re-matriculated to the extension period.
- 9.7. A student who was deleted from the matriculation register due to lack of progress can apply for re-matriculation once they have fulfilled at least part-time study requirements.
- 9.8. A student who was deleted from the matriculation register for dishonourable conduct can apply for re-matriculation after at least two years have passed since the deletion from the matriculation register.
- 9.9. A student who was deleted from the matriculation register due to unpaid tuition fees can not apply for re-matriculation till the tuition fees have been paid off.
- 9.10. People who were deleted from the matriculation register due to the passing of the final date for study completion cannot be re-matriculated.

## 10. FOLLOWING ACADEMIC ETHICAL PRINCIPLES AND BREACHING THEM

- 10.1. Both parties of teaching will follow academic ethical principles, being an example of fair and just behaviour to each other.
- 10.2. Dishonourable conduct is academic fraud, a breach of the common code of conduct and a significant violation of academic traditions, forgery, missing practical work without a valid reason and any intentionally committed crime. The parties of the study work have the right to submit a written, reasoned proposal to the Head of the Quality and Safety Department for processing the case of dishonourable conduct after discovery of the dishonourable conduct.
- 10.3. In the case of dishonourable conduct filed against the Head of Quality and Safety Department, the written reasoned proposal will be passed to the Rector, who will replace the Head of Quality and Safety Department for proceedings listed in chapter 10.7.
- 10.4. Academic fraud is
  - 10.4.1. using materials or assistance during the assessment of learning outcomes that the teaching staff member has banned;
  - 10.4.2. submitting someone else's work under the student's name or using parts of it without proper academic references;
  - 10.4.3. resubmitting one's work in the same or different study course, except with permission of the teaching staff member.
- 10.5. The teaching staff member who has discovered academic fraud in a subject course must issue a warning that can be reproduced in writing to the learner or, when the breach is more severe, make a written, reasoned suggestion to the head of the Quality and Safety Department for processing the case of dishonourable conduct.

- 10.6. The learner who has discovered academic fraud in a subject course must inform the teaching staff member responsible for the subject course or make a written, reasoned suggestion to the head of the Quality and Safety Department for processing the case of dishonourable conduct.
- 10.7. If needed and based on a recommendation of the Head of Quality and Safety Department, a committee will be established to process the case of dishonourable conduct by Rector's Directive, and the committee will also include a representative of the student council. The head of the committee is typically the Head of the Quality and Safety Department, or an individual appointed by them. The committee will inform the person being investigated about the investigation, providing an overview of the circumstances known to the committee, and will question them about the incident.
- 10.8. The committee will investigate all circumstances related to the dishonourable conduct comprehensively and objectively.
- 10.9. When determining academic fraud and other dishonourable conduct, the committee will:
  - 10.9.1. suggest to the teaching staff member to issue a warning to the learner; or
  - 10.9.2. suggest that the Rector reprimand the learner or the teaching staff member, or
  - 10.9.3. suggest that the Rector delete the learner from the matriculation register;
  - 10.9.4. suggest that the Rector cancel the visiting student status of the learner;
  - 10.9.5. suggest that the Rector cancel the study service contract with an external student.
- 10.10. The suggestion will contain arguments, circumstances and evidence the committee used to discover the dishonourable conduct and what considerations were considered when making the decision.
- 10.11. Suppose a learner commits academic fraud or gets reprimanded, or the process for deletion from the matriculation register has been started. In that case, the respective study course will be marked with a negative grade in the study protocol, and the learner has no right to a reassessment of this subject course in the same semester. In case of a warning, the teaching staff member has the right to register a negative grade or lower the learner's grade.
- 10.12. In a second case of dishonourable conduct, the committee will generally suggest that the Rector delete the learner from the matriculation register due to dishonourable conduct.

## **11. CONTEST OF DECISIONS IN MATTERS OF ORGANISATION OF STUDIES**

- 11.1. To contest a decision in matters of organisation of studies (excluding contest of the grade for defending the graduation thesis or final exam) the learner will make a written complaint to the person who made the decision and makes it clear they want to contest the decision within ten working days of announcing the decision that they wish to challenge. The complaint will be addressed at the first possible opportunity, but no later than ten working days, and the contender will be informed of the decision made.
- 11.2. In case the learner does not agree with the answer to the complaint, they have the right to submit a written challenge within ten working days after the answer was announced. The challenge will be forwarded to the Head of the Quality and Safety Department, and in the case that the challenge concerns an answer from the Head of Quality and Safety Department to the Rector.
- 11.3. The person who received the challenge has the right to call up at least a three-member committee to process the challenge. If the committee is formed, one of its members must be the learner. All suitable means can be employed to address the challenge, including familiarisation with the relevant documentation, questioning the parties involved in the dispute, consulting with other parties related to the dispute, and seeking advice from relevant persons or external institutions.

APPROVED by  
Council resolution of  
4th of June, 2025  
(minutes No. 1-3/25/10)

- 11.4. The dispute will be resolved with a relevant decision as soon as possible, but no later than ten working days, and the decision will be communicated to the appropriate parties.

## **12. IMPLEMENTING REGULATIONS**

- 12.1. Study regulations approved by the Council Resolution of 26.01.2018 (minutes no 1-4/9) and amendments approved by the Council Resolution 27.08.2019 (minutes no 1-4/40), Council Resolution 31.08.2020 (minutes no 1-4/53), Council Resolution 27.04.201 (minutes no 1-4/30), Council Resolution 30.05.2023 (minutes no 1-4/39), Council resolution 25.03.2025 (minutes no 1-3/25/7) are declared invalid.
- 12.2. The regulations will enter into force on the 31st of August 2025.