

## **Estonian Aviation Academy**

### **Rules for the Provision and Quality Assurance of Continuing Education**

These Rules are established on the basis of subsections 1, 2 and 3 of § 7 of the Adult Education Act, the Minister of Education and Research Regulation No. 27 "Continuing Education Standard" of 19 June 2015 and clause 27 of § 14 of the Minister of Education and Research Regulation No. 4 "Statutes of the Estonian Aviation Academy" of 5 January 2015 and taking into account the recommendation of the Council of the European Union on a European approach to micro-credentials for lifelong learning and employability (date: 16 June 2022, inter-institutional document: 2021/0402(NLE)).

#### **1. General provisions**

- 1.1. These Rules lay down the bases for the organisation of studies and quality assurance of continuing education at the Estonian Aviation Academy (hereinafter *Academy*).
- 1.2. The bases for the organisation of studies in continuing education shall provide for the requirements and procedure for the admission to and the exclusion of learners from continuing education and the conditions and procedure for the payment of tuition for continuing education, release from the payment and the reimbursement thereof and other important conditions for the organisation of studies (including the formats and organisation of studies, rights and obligations of continuing education learners, principles of financing, reporting and documenting related to continuing education).
- 1.3. The bases for ensuring the quality of continuing education activities shall provide at least for the conditions and procedure for ensuring the quality of the continuing education curricula, adult educators and study environment and the procedure for gathering feedback on the continuing education.

#### **2. Continuing education**

- 2.1. According to subsection 4 of § 1 of the Adult Education Act, continuing education means the provision of purposeful and organised studies on the basis of a curriculum outside the formal education.
- 2.2. Continuing education may be provided in the following formats:
  - 2.2.1. courses available for anyone to enroll;
  - 2.2.2. commissioned training;
  - 2.2.3. e-courses.
- 2.3. As the Status of the Estonian Aviation Academy prescribe that the Council of the Academy makes decisions on the most important aspects of studies and development (clause 18 of § 14), establishes the formats and procedure for arranging and providing continuing education (clause 27 of § 14) and resolves other issues within its competence in accordance with the Higher Education Act, the Statutes and other legal acts (clause 34 of § 14), the Council decides the following:

##### **2.3.1. Further formats for continuing education**

Continuing education may also be provided in the following formats:

- 2.3.1.1. continuing education based on a degree study subject course;
- 2.3.1.2. continuing education programme consisting of degree study subject courses;

- 2.3.1.3. continuing education programme consisting of degree study subject course(s) and purposeful and organised studies on the basis of a curriculum outside degree programmes.

#### **2.3.2. Micro-credentials or microdegree studies**

- 2.3.2.1. A programme of continuing education may be called micro-credentials or microdegree studies (hereinafter also *microdegree programme*).
- 2.3.2.2. Microdegree studies are subject to the provisions applying to continuing education, unless otherwise provided for in legal acts.

#### **2.3.3. Learner of a degree study subject course, learner of a continuing education programme and learner of a microdegree programme**

- 2.3.3.1. For the participation in degree study subject courses, continuing education programmes and microdegree programmes, a learner has the right to attend degree study subject courses.
- 2.3.3.2. A learner participating in a degree study subject course undertakes to follow the Study Regulations, in so far as necessary for attending the studies, but does not have the status of a student; a learner of a microdegree programme is subject to the provisions that apply to learners of continuing education.
- 2.3.3.3. A learner of a degree study subject course, continuing education programme or microdegree programme has all the rights provided for in the Adult Education Act, including the right to study leave.

#### **2.3.4. Activity licence for the provision of continuing education in microdegree studies**

- 2.3.4.1. If a microdegree programme remains within the extent of the right of the Academy to organise studies in the study programme group, a separate activity licence for the provision of continuing education as a continuing education institution is not required.
- 2.3.4.2. If a microdegree programme goes beyond the extent of the right of the Academy to organise studies in the study programme group, a separate activity licence is required for the provision of continuing education in microdegree studies with the authorisation obligation.
- 2.3.4.3. If a microdegree programme goes beyond the extent of the right of the Academy to organise studies in the study programme group, organisation of studies and quality assurance of continuing education is ensured in accordance with the Adult Education Act and the Continuing Education Standard.

#### **2.3.5. Course instructors in microdegree studies**

The instructors in microdegree studies must comply with the requirements applicable to degree study educators.

#### **2.3.6. Participation in degree study subject courses, continuing education programmes and microdegree programmes**

- 2.3.6.1. The Academy shall announce the subject courses of degree study available for continuing education, the courses of continuing education programmes and the courses of microdegree programmes and the terms for the participation in these courses at least 3 months before the commencement of studies.
- 2.3.6.2. In order to participate in degree study subject courses, continuing education programmes and microdegree programmes, a learner is required to register for the courses at least 2 weeks before the commencement of studies.
- 2.3.6.3. A learner who wishes to participate in degree study subject courses, continuing education programmes and microdegree programmes is required to hold at least the

- Certificate of General Secondary Education or equivalent certificate from a foreign state.
- 2.3.6.4. For the participation in degree study subject courses, continuing education programmes and microdegree programmes, a contract is signed between the Academy and the learner. On behalf of the Academy, Vice Rector for Education signs the contract. The signed contract is a basis for the registration for degree study subject courses, continuing education programmes and microdegree programmes and for issuing respective invoices.
  - 2.3.6.5. Studies in a degree study subject course are deemed completed if a learner has complied with the requirements described in the syllabus and the member of the teaching staff has drawn up a relevant record.
  - 2.3.6.6. Studies in a continuing education programme are deemed completed if a learner has complied with the requirements described in respective syllabi/curricula and the member of the teaching staff / instructor has drawn up a relevant record.
  - 2.3.6.7. Studies in a microdegree programme are deemed completed if a learner has complied with the requirements described in respective syllabi/curricula and the member of the teaching staff / instructor has drawn up a relevant record.
  - 2.3.6.8. On the basis of the record, a document certifying the completion of or participation in the studies based on degree study subject courses, a continuing education programme or a microdegree programme.

### **3. The bases for quality assurance of continuing education**

- 3.1. In order to assure the quality of continuing education, the Academy shall:
  - 3.1.1. provide necessary conditions and study environment for continuing education;
  - 3.1.2. use qualified faculty members or professionals-practitioners as instructors;
  - 3.1.3. ensure the development of curricula for continuing education;
  - 3.1.4. arranges asking feedback from the learners, employers and other interested parties and analyses the results of feedback surveys with the aim of developing curricula, organisation of studies and study environment;
  - 3.1.5. provides means for giving feedback to learners during and at the end of training courses.
- 3.2. A source document on which the organisation of studies is based is the continuing education curriculum, which, in accordance with subsection 1 of § 2 of the Minister of Education and Research Regulation No. 27 “Continuing Education Standard” of 19 June 2015, contains at least the following information:
  - 3.2.1. the title of the curriculum;
  - 3.2.2. the curriculum group;
  - 3.2.3. the learning outcomes;
  - 3.2.4. the requirements to be met for the commencement of studies if they are a prerequisite for the accomplishment of the learning outcomes;
  - 3.2.5. the total volume of studies, including the proportions of classroom, practical and independent work;
  - 3.2.6. the content of studies;
  - 3.2.7. a description of the study environment;
  - 3.2.8. a list of study materials if these are intended for the completion of the curriculum;
  - 3.2.9. the conditions for completion and the documents to be issued;
  - 3.2.10. a description of the qualifications, learning or work experience required for the provision of the continuing education under a particular curriculum.
- 3.3. A curriculum shall be prepared on the basis of learning outcomes, which shall be described by reference to the minimum level required for the completion of the curriculum.
- 3.4. The volume of a continuing education curriculum shall be determined in academic hours. The length of an academic hour is 45 minutes.

- 3.5. The preparation of a continuing education curriculum is coordinated by the continuing education project manager, who engages the training manager or the head of a structural unit of the respective field and, where necessary, also instructor(s).
- 3.6. The training manager or the head of a structural unit of the respective field is responsible for the correctness and quality of the content of study materials used to provide continuing education.
- 3.7. The Academy is not obliged to publish or otherwise make available the continuing education curriculum and the details of the instructors involved if the curriculum has been developed under an individual contract or request for exclusively training the individuals specified in the contract or request.
- 3.8. The instructors delivering training courses may be the Academy's staff members, Estonian or foreign professionals-practitioners and faculty members of other higher education institutions.
- 3.9. If required, the potential instructor submits a CV to the Academy, indicating their qualification, their study or work experience in the taught field and completion of pedagogical training, on the basis of which the instructor's competence can be assessed.
- 3.10. The results of feedback surveys are analysed by the training manager or the head of a structural unit of the respective field and the continuing education project manager, who also involve other relevant persons, if necessary. The results of feedback are taken into account in the development of continuing education curricula and in the conduct of subsequent continuing education courses.

#### **4. The bases for organising studies in continuing education**

- 4.1. Continuing education courses are planned on the basis of received requests, analysis results of feedback surveys of the target group, the state commissioned education and the Academy's training resources.
- 4.2. In the case of commissioned training courses, continuing education services are provided on the basis of a price quotation approved by the client or a service agreement. Generally, the prerequisite for entering into a contract is the initiative of a client or the initiative of the Academy through its participation in a procurement.
- 4.3. Registration for continuing education courses takes place in the continuing education info system. Persons who receive a written confirmation through the continuing education info system are deemed enrolled in continuing education.
- 4.4. The Academy may refuse to train a person if he or she does not comply with the requirements and target group set in the continuing education curriculum, if the maximum number of participants has been reached or the person or the client has tuition fee arrears to the Academy.
- 4.5. Continuing training may be run on the Academy premises, in a suitable classroom or seminar room on the client's premises, in an e-learning environment or elsewhere as agreed with the client.
- 4.6. Providing information on the organisation of continuing education studies is the responsibility of the continuing education project manager.
- 4.7. The Academy has the right to cancel the training if the minimum number of participants is not reached. Registrants will be notified of the cancellation of the training through the continuing education info system at least 3 (three) working days before the training.
- 4.8. Trainings commissioned on the basis of a request are cancelled as provided for in the service agreement.

#### **5. Price of continuing education and invoicing**

- 5.1. The price of continuing training is based on the calculations approved by the Head of Finance or the price list approved by a decree of the Rector (primarily, the Rector's decree on the prices of the Academy's services and sales prices of books). Studying in a student place formed on the basis of state-commissioned continuing education is free of charge for a learner unless the

extent of cost-sharing has been established for learners upon the submission of the state-commissioned continuing education request.

- 5.2. The tuition fee is paid on the basis of an invoice issued by the Academy. If necessary, a service agreement is concluded with the client.
- 5.3. If a learner who has registered for a training course or a client cancels participation less than 3 (three) days before the commencement of the course or an enrolled learner fails to attend the training at least by the end of the first academic hour, the Academy has no obligation to reimburse to the payer the tuition fee which has already been paid.
- 5.4. No fee is charged for a training course if it is cancelled by the Academy. In this case, an opportunity to participate in the same training arranged sometime later or the tuition fee of the training is reimbursed to the payer.
- 5.5. Once in a calendar year, the continuing education project manager shall draw up a report on the results of continuing education, which is presented as a part of the annual report of the Academy.

## **6. Rights and obligations of continuing education learners**

- 6.1. Continuing education learners have the right to:
  - 6.1.1. receive information about the content and organisation of continuing education;
  - 6.1.2. participate in the learning activities set out in the continuing education curriculum;
  - 6.1.3. obtain all the learning materials intended for courses, including access to the Academy's e-learning environment;
  - 6.1.4. use the Academy library in accordance with relevant rules;
  - 6.1.5. receive a document certifying the completion of or participation in the continuing education training courses;
  - 6.1.6. give feedback about the attended courses.
- 6.2. Continuing education learners are obliged to:
  - 6.2.1. abide by generally accepted standards of conduct and rules set for knowledge checks;
  - 6.2.2. meet the requirements set out in the continuing education curriculum;
  - 6.2.3. pay a fee for participating in continuing training courses if the Academy invoices the continuing education learners;
  - 6.2.4. avoid damaging or destroying the property of the Academy and in the event of such damage or destruction, compensate in full for the damage caused;
  - 6.2.5. give notice of the withdrawal from the continuing education course at least 3 (three) working days before the beginning of the course.
- 6.3. The Academy interrupts the participation on the basis of a written application by the learner or the client.
- 6.4. The Academy may interrupt the participation if the learner has not met the requirement set out in clauses 6.2.1–6.2.4.

## **7. Accreditation of prior and experimental learning (APEL)**

- 7.1. Clause 3 of subsection 2 of § 13 of the Government of the Republic Regulation "Higher Education Standard" of 11 July 2017 allows the application of APEL in continuing education.
- 7.2. The application of APEL in continuing education is decided for each individual case pursuant to the procedure applicable at the Academy.
- 7.3. The learner submits an APEL application to the continuing education project manager and the application is assessed by the APEL committee.

## **8. Issuance of documents certifying completion of and participation in continuing education**

- 8.1. The completion of or participation in continuing education is certified by a notice or a certificate.

- 8.2. A certificate of the completion of continuing education shall be issued if the accomplishment of the learning outcomes was assessed and the person accomplished all the required learning outcomes for the completion of the curriculum.
- 8.3. A notice of participation in or completion of continuing education shall be issued if the accomplishment of the learning outcomes was not assessed or the person did not accomplish all the required learning outcomes for the completion of the curriculum.
- 8.4. A prerequisite for issuing a notice or a certificate is the fulfilment of conditions set out in the continuing education curriculum.
- 8.5. A notice or a certificate shall be issued at least 1 (one) month after the end of continuing education through the continuing education information system, unless agreed otherwise,
- 8.6. The documents are prepared and registered in the continuing education info system.
- 8.7. A certificate and a notice shall set out at least the following information:
  - 8.7.1. the name and personal identification code of the person who participated in or completed the continuing education;
  - 8.7.2. the registration number of the notice of economic activities in the Estonian Education Information System;
  - 8.7.3. the name and the registry code of the Academy;
  - 8.7.4. the title of the curriculum;
  - 8.7.5. the time of provision of the continuing education and the volume of the continuing education;
  - 8.7.6. the number of the notice or certificate and the place and date of issuing;
  - 8.7.7. the names of instructors delivering the continuing education.
- 8.8. In addition to the information specified in clauses 8.7.1 to 8.7.7, a certificate or its annex shall set out the learning outcomes accomplished and the methods of assessment of the accomplishment of the learning outcomes.
- 8.9. If the continuing education is organised in cooperation with partner organisations, the name(s) and logo(s) of the partner(s) may be added to the document certifying the completion of and/or participation in the training.
- 8.10. If a notice or a certificate is prepared on paper, it shall be signed by the Head of Academic Affairs or the head of training of the respective field and certified with the seal of the Academy. A digital notice or certificate shall be certified with a digital seal of the Academy or signed digitally by the Head of Academic Affairs or the head of training of the respective field.
- 8.11. The original certificates and notices on paper not taken out shall be retained by the Academic Affairs Office 5 (five) years.
- 8.12. If a document is lost, destroyed or damaged, a duplicate will be issued on the basis of an application. The fee for the duplicate will be established by a decree of the Rector.

## **9. Challenging decisions related to the organisation of continuing education**

- 9.1. A continuing education learner has the right to challenge decisions related to continuing education.
- 9.2. A learner who wants to challenge a decision taken with regard to him/her will address the decision-maker to express his/her intent to challenge the decision in writing, justifying the intent to challenge the decision.
- 9.3. The person who made the challenged decision may change the decision.
- 9.4. If the decision made with regard to the learner remains unchanged after the discussion with the decision-maker, the learner may appeal in writing to the Vice Rector for Education within 30 (thirty) days as of the day on which the learner became or should have become aware of the decision.
- 9.5. The Vice Rector of Education may convene a three-member committee to review the appeal.
- 9.6. The recipient of the appeal is obliged to inform the learner within 15 (fifteen) working days as of the submission of the appeal whether
  - 9.6.1. the challenged decision remains effective;

- 9.6.2. the decision is annulled and a new decision is taken in the matter.
- 9.7. The decision on the appeal is made in writing and sent to the learner.
- 9.8. Any disputes arising from the payment of tuition fees are resolved by negotiations. If the negotiations fail, the disagreement is resolved in accordance with the legislation of the Republic of Estonia.

## **10. Implementing provisions**

- 10.1. These Rules take effect on 1 September 2022.
- 10.2. These Rules repeal the Rules for the Provision and Quality Assurance of Continuing Education approved by the Council Decision of 25 February 2021 (Minutes No. 1-4/16).