ESTONIAN AVIATION ACADEMY
STATUTES OF STUDY PROGRAMME

1   General provisions

1.1   Statutes of Study Programme (*hereinafter* the Statutes) establish requirements for the structure, content and quality of study programmes of degree studies at Estonian Aviation Academy (*hereinafter* Academy or EAVA) and the procedure to open, manage and close study programmes.

1.2   The purpose of the Statutes is to ensure the compliance of study programmes with the goals of the Academy and requirements prescribed by the Academy, the Republic of Estonia and the European Union legislation, and with the requirements set forth in international aviation regulations. If international directly applicable legislation contains provisions as regards academic success and assessment of students and/or pupils (*hereinafter* the Learners), qualification of the academic staff, training deadlines, study load or other aviation training requirements differing from relevant provisions in the Estonian legislation, the abovementioned international legislation will apply.

(*Effective as of 26.01.2018*)

1.3   The Academy provides degree studies at the first level of higher education and in vocational education. The studies are based on professional higher education and vocational education study programmes.

2   Professional higher education study programme

2.1   General principles and definitions

2.1.1   The study programme is a source document, which defines teaching goals, the language of instruction, other languages required to achieve the learning outcomes, learning outcomes, study programme modules, structure, standard duration and workload of the study programme, conditions to commence studies, list and workload of subjects, options and conditions to select subjects, possibilities for specialisation, conditions to complete studies and documents issued upon completion.

2.1.2   A joint study programme is a study programme developed and managed jointly by two or more educational institutions. If a part of the joint study programme is executed in a foreign educational institution, the components of the joint study programmes carried out in different countries will have to comply with the relevant requirements of the particular countries. The structure of the joint study programme may differ from the structure prescribed by the Statutes.

2.1.3   Learning outcomes are knowledge, skills and attitudes acquired at the required level to complete the study programme. The learning outcomes are formulated in such a way that it is possible to assess the level of knowledge and skills of the graduates and the attainment of the objectives of the study programme. The learning outcomes are described at the minimum level to pass a study programme, module or subject. Assessment differentiates the attainment of learning outcomes above the minimum level. Objectives and learning outcomes of the professional higher education study programme are equivalent to and comparable with learning outcomes of the levels of higher education as described in Annex 1 to the Standard of Higher Education, conform to requirements and trends of national and international legislation and take into consideration the professional standard.

(*Effective as of 23.12.2019*)

2.1.4   A subject is an integral unit to evaluate teaching, learning activities and learning outcomes in a designated field of knowledge. The subject is based on intended learning outcomes. Syllabus is an outline of a subject course.

(*Effective as of 26.01.2018*)

2.1.5   Subjects fall into compulsory, elective and optional subjects.

2.1.5.1   Compulsory is a subject whish has to be taken to complete the study programme.

2.1.5.2   An elective is a subject a student selects from the subjects according the study programme.

2.1.5.3   An optional subject is a subject not defined in the study programme, which a student may select from the Academy or another higher education institution, including a foreign higher education institution. Optional subjects enable a student to expand general knowledge and improve professional knowledge and skills.

2.1.6   The Academy's study programmes are structured as modular systems, comprising modules of different workload, a graduation thesis or a final examination. A module is a unit of the study programme structure which groups subjects into a targeted set.
(*Effective as of 26.01.2018*)

2.1.7   Modules of speciality studies comprise specific aviation-related subjects. In compiling them proposals by EAVA Study Programmes Councils, by specialists from Estonian air carriers and the Estonian Civil Aviation Administration are taken into consideration. Requirements for content and assessment of subjects which are regulated by international standards are laid down in syllabi of Aeronautical Engineering, Air Traffic Service, Aircraft Piloting and Aircraft Engineering study programmes respectively.
(*Effective as of 23.12.2019*)

2.1.8   The workload of the study programme, module and subject in studies is calculated in ECTS credits (*hereinafter* credit and/or ECTS credit). An ECTS credit corresponds to 26 hours of work, including face-to-face learning, independent work, practical training and assessment of learning outcomes. Workload of an academic year is 60 ECTS credits (*Estonian* EAP). An academic hour is 45 minutes but it is considered an astronomical hour when calculating a student's total work.
(*Effective as of 23.12.2019*)

2.1.9   Standard duration of studies is the time designated to complete the study programme. The calculation of the standard duration of the study programme is suspended for the period of the student's academic leave.

2.1.10   Teaching of a subject course takes place according to the syllabus.

2.1.11   The Academic Affairs Office administers subject codes.

2.2   **The workload and composition of a study programme**

2.2.1   The standard duration of the professional higher education study programme is from 3 to 4 years and workload between 180 to 240 ECTS credits.

2.2.2   The graduation thesis or final examination is awarded minimum 5 ECTS credits in the designated workload of the study programme.

2.2.3   Repealed. (*Effective as of 26.01.2018*)

2.2.4   The study programme includes optional subjects for minimum 3 ECTS credits.

2.2.5   Practical training constitutes minimum 15 per cent of the designated workload of the study programme.

2.2.6   Repealed. (*Effective as of 26.01.2018*)

2.2.7   Main and minor fields of study

2.2.7.1   The main field of study constitutes minimum 50 per cent of the student's designated workload of the study programme.

2.2.7.2   As minor, the student selects another speciality from the study programme of the main field of study or from another study programme and attains knowledge and skills on minor to work or continue studies at the next level of education. The workload of the minor is minimum 45 ECTS credits.

3   Opening, managing and closing of a professional higher education study programme

3.1   Opening of a study programme

The Academy is entitled to open a professional higher education study programme in transport services and in engineering, manufacturing and technology study programme groups. The Academy applies to open a new study programme group as prescribed by the Higher Education Act.

3.1.1   Initiating opening of a study programme

3.1.1.1   A new study programme is opened for a new speciality or if the language of instruction, nominal duration and workload of the existing study programme change or if objectives and learning outcomes of the study programme will be substantially changed. A prerequisite for opening a new study programme is an explicitly substantiated need for specialists trained under the new study programme and sufficient academic and material resources at the Academy to deliver the study programme.

(*Effective as of 23.12.2019*)

3.1.1.2   Opening of a study programme is initiated by a structural unit of the Academy. The need for a new study programme is discussed at the study programme development meeting and a working group develops a written position as to designing a new study programme. The working group comprises heads of all study programmes, representatives of the academic staff of the study programme, head of the Academic Affairs Office and Vice Rector for Studies.

(*Effective as of 23.12.2019*)

3.1.2 The head of the study programme under development chairs the working group. (*Effective as of 23.12.2019*)

3.1.2.1 Repealed. (*Effective as of 23.12.2019*)

3.1.2.2 Repealed. (*Effective as of 23.12.2019*)

3.1.2.3 Repealed. (*Effective as of 23.12.2019*)

3.1.3 Repealed. (*Effective as of 23.12.2019*)

3.1.4 Repealed. (*Effective as of 23.12.2019*)

3.1.5 Repealed. (*Effective as of 23.12.2019*)

3.1.6 The following documents are drawn up to develop a study programme (documents to apply for opening of a study programme):

3.1.6.1 A duly completed draft study programme (a study programme blank form, Annex 1). (*Effective as of 26.01.2018*)

3.1.6.2 Comparison of learning outcomes of the study programme and those of the relevant higher education level described in the Standard of Higher Education.

3.1.6.3 A list and qualification of the academic staff to deliver the study programme.

3.1.6.4 In the case of a joint study programme, a draft cooperation agreement.

3.1.6.5 Reasons for opening a study programme.

3.1.6.6 In the case of a joint study programme, consents of participating educational institutions.

3.1.7 The draft study programme is submitted to the Study Programme Council for evaluation. (*Effective as of 23.12.2019*)

3.1.8 To adopt the study programme, the head of the working group submits documents to apply for opening of the study programme (see 3.1.6) to the EAVA Council. (*Effective as of 23.12.2019*)

3.1.9 The EAVA Council adopts the study programme. Thereafter the study programme is entered in the Estonian Education Information System (*Estonian* EHIS). The Academic Affairs Office organises the registration in the Estonian Education Information System by submitting the application documents via EHIS (see 3.1.6).

3.1.10 The study programme has to be registered minimum three months prior to opening admission to the study programme (start of application submission).

3.1.11 To open a joint study programme, an application has to be submitted to the Ministry of Education and Research minimum nine months prior to the beginning of the academic year. If the review of the application and documents submitted to register a joint study programme does not reveal whether the teaching quality in the joint study programme will be sufficient and the learning outcomes described in the joint study programme achievable, the Ministry of Education and Research will involve the Estonian Quality Agency for Higher and Vocational Education to evaluate the joint study programme. The Academy-awarded credits in the joint study programme constitute minimum 20 per cent of the workload of the study programme.

3.2 Managing of a study programme

3.2.1 Managing of study programmes is carried out study programme by study programme. Managing involves development of the study programme, organisation of studies, financial development, supplementary support services, etc. The relevant structural unit of the Academy is responsible for managing the study programme.

3.2.2 The head of the study programme is the immediate manager of the study programme, coordinating teaching carried out according to the study programme, development thereof, exchange of information, financial and marketing activities, ensuring the quality of the study programme. The head of the study programme is accountable to the Vice Rector of Studies.

 (*Effective as of 23.12.2019*)

3.2.3   The head of the study programme is confirmed by the Rector.

3.2.4   On the bases of the proposal made by the head of the study programme, the EAVA Council sets up a Study Programme Council. Its members are, besides the head of the study programme, representatives of the academic staff, employers and students. The head of the study programme chairs the Study Programme Council.

3.2.5   The EAVA Council may remove and/or replace members of the Study Programme Council if their status changes or for other valid reasons.

3.2.6   The head of the study programme convenes the Study Programme Council as necessary but not less frequently than once a year. The latter has a quorum if at least half of the members, including the head of the study programme, attend. The Study Programme Council may adopt resolutions electronically if the nature of the resolution allows and all members have a sufficient opportunity to get acquainted with relevant source documents. To pass a resolution at a meeting, a majority vote of the attending members in favour is required, in electronic voting – a majority vote of all Council member

3.2.7   The Study Programme Council advises the Academy and the head of the study programme on the development of the study programme whereas its resolutions on amending the study programme are of recommendatory nature.

3.2.8   On every subject course taught at the Academy, the Academic Affairs Office enters the following data in the Studies Information System (SIS, *Estonian* ÕIS): name, description of the content, learning outcomes, workload and code of the subject course.
(*Effective as of 26.01.2018*)

3.2.9   The member of the academic staff responsible for a subject course designs a syllabus to be adopted by the head of the relevant study programme. The syllabus is based on objectives and learning outcomes arising from the study programme. The syllabus comprises the name and code of the subject course, name(s) of the member(s) of the academic staff, workload of the subject course, and distribution between modes of study, objectives and learning outcomes of the subject course, a scale of grades to assess learning outcomes, assessment methods and criteria, description of the course content, a list of topics discussed and a list of required and recommended learning resources. The syllabus outlines, if necessary, prerequisites to take the subject course.
(*Effective as of 23.12.2019*)

3.2.10 Syllabi have to be entered in the SIS by the start of the declaration in the term the subject course is being delivered.
(*Effective as of 26.01.2018*)

3.2.11 The head of the relevant study programme coordinates and monitors the design, change and entry into the SIS of syllabi; in the case of subject courses delivered by cooperation partners – the Academic Affairs Office / speciality department.
(*Effective as of 26.01.2018*)

3.2.12 To determine the ratio between modes of study and the type of monitoring is within the head of the study programme's competency.
(*Effective as of 26.01.2018*)

3.3 Changing of a study programme

3.3.1 A study programme may be changed each academic year. The EAVA Council will adopt a new version of the study programme, if the name of the speciality is changed, the speciality is closed, a language of instruction is added or changed, the structural unit administering the study programme is changed, or the study programme is changed due to replacing, closing, and adding a subject course / subject courses, or adjusting workload thereof. Each academic year, the EAVA Council adopts the relevant version of the study programme for the academic year.
(*Effective as of 23.12.2019*)

3.3.2 The head of the study programme makes a proposal to change the study programme to the EAVA Council. To check the compliance of changes, the draft study programme is submitted to the Academic Affairs Office prior to submitting it to the EAVA Council. The amendment has to be approved by the Study Programme Council.
(*Effective as of 23.12.2019*)

3.3.3 If the EAVA Council has adopted the change, the application for a change will be submitted via the Estonian Education Information System (*Estonian* EHIS) to the Ministry in order to change the data concerning the registered study programme.
(*Effective as of 26.01.2018*)

3.3.4 Repealed. (*Effective as of 23.12.2019*)

3.3.5 Subject courses prescribed by the study programme may be replaced by subject courses from other study programmes of the Academy or of partner higher education institutions, if learning outcomes comply with the desired learning outcomes of the study programme. Changes in the study programme may not bring along changes in the qualification awarded upon completion of the study programme.
(*Effective as of 23.12.2019*)

3.4 Closing of a study programme

3.4.1 Closing of a study programme means terminating studies under the study programme.

3.4.2 A resolution to close a higher education study programme and terminate admission to it, is taken by the EAVA Council. A relevant entry concerning the termination of the admission to the study programme is made in the in the Estonian Education Information System (*Estonian* EHIS).
(*Effective as of 26.01.2018*)

3.4.3 The resolution on the closure of a study programme indicates the year as of students will not be admitted to the study programme.

3.4.4 The resolution defines the date of closure of the study programme. The closure may not occur before a period of 1.5 times of the standard duration of the studies has expired since the last admission to the study programme. Learners who have not completed the study programme by that deadline will be issued a certificate of studies completed. If necessary, together with the Ministry of Education and Research, the students are ensured an opportunity to continue studies at the Academy in a converging study programme or at another education institution.

3.5 Quality assurance of a study programme

3.5.1 The following assures the quality of a study programme:

3.5.1.1 Systemic and sustainable development of the study programme.

3.5.1.2 Selection and development of the academic staff.

3.5.1.3 Continuous updating of teaching methods and learning environment.

3.5.1.4 Purposeful organisation of practical training.

3.5.1.5 Selection of the best possible student applicants.

3.5.1.6 Implementation of a feedback system.

3.5.1.7 Competence-based description of study programme output.

3.5.1.8 Development of support services for the study process.

3.5.1.9 Development of the international dimension of studies.

3.5.2 The quality assessment of a study programme group is conducted according to the procedure and requirements established by the Estonian Quality Agency for Higher and Vocational Education.

4   Vocational education study programme

4.1 The vocational training at the Academy is carried out in vocational education study programme groups authorised by the Minister of Education and Research to conduct studies in. It is conducted on the basis of study programmes; the learning outcomes thereof correspond to the fifth level of the qualification framework established in the Professions Act.

4.2 General principles

4.2.1 The study programme defines the goals, objectives and functions of vocational, professional and occupational training, the learning outcomes to be achieved and links with the Estonian qualifications framework, the requirements for commencement and completion of studies, modules of the study programme and their workload along with learning outcomes and assessment criteria, options and conditions for choosing modules and possibilities to specialise. The professional standards are the basis for determining in study programmes the partial professions to be acquired in the course of study.

4.2.2 The Estonian Vocational Education Credit Point (*Estonian* EKAP; *English* EVECP) is a unit to measure the study load, which defines a pupil's estimated work load to achieve the learning outcomes described in the study programme

4.3 Development and implementation of a study programme

4.3.1 Compiling, opening and implementing a vocational education training programme the Vocational Educational Institutions Act and the Standard of Vocational Education as well as the *Requirements and procedure to maintain mandatory documents on development and teaching in vocational schools*.

4.3.2 The Rector confirms the study programme. The Academic Affairs Office organises the registration of the adopted study programme in the Estonian Education Information System (EHIS) by submitting the necessary application documents.

4.4 The workload and composition of a study programme
(*Effective as of 26.01.2018*)

4.4.1 The workload in the fifth-level vocational training is from 60 to 150 credits.
(*Effective as of 23.12.2019*)

4.4.2 Practical work and practical training correspond to minimum 50 per cent of the workload in vocational education and, as a rule, they are of equal weight.

4.4.3 Teaching content is structured as modules in study programmes. The module deems to be completed if the pupil's knowledge checks of all topics are positively assessed and the pupil has attained learning outcomes of the module.

4.4.4 Modules fall into modules of basic studies and elective studies.

4.4.5 Modules of basic studies

4.4.5.1 Modules of basic studies define learning outcomes required to operate in vocational, professional and occupational fields and mandatory specialisation options.

4.4.5.2 Learning outcomes associated with key competences necessary to attain relevant qualification are integrated into the module of basic studies.

4.4.6 Modules of elective studies

4.4.6.1 Modules of elective studies define learning outcomes that support and expand vocational skills or are related to a complimentary profession or a partial profession.

4.4.6.2 The workload and content of elective modules is prescribed in the study programme, being, as a rule, between 15 to 30 per cent of the workload of the study programme.

4.4.6.3 The completion of elective modules provides the pupil with additional skills in his/her field of studies and creates better prospects to compete in the labour market.

4.4.7 Each module has a module implementation plan. The Academy may change it if necessary, but has to maintain the compliance with learning outcomes, assessment criteria and modules described in the study programme. Having coordinated the implementation plan and changes with the EAVA Council, the Rector approves them by a directive.

4.4.8 The Academy may adjust a study programme to the needs of pupils' target group.

4.4.9 When adjusting the study programme, the Academy may change the content, choice and weight of elective studies and practical training in the study programme whereas learning outcomes have to be achieved.

4.4.10 If necessary, an individual study schedule / curriculum based on the study programme will be drawn up for a pupil. Learning outcomes of the individual curriculum overlap with learning outcomes of the study programme. The Rector approves the individual curriculum by a directive.

4.4.11 The study programme and the module implementation plan are accessible on the EAVA website.

5 Implementing provisions

At the date of entry into force of this procedure, the *Estonian Aviation Academy: Statutes of Curriculum* (adopted by the EAVA Resolution from 28 August 2015) are repealed.

ESTONIAN AVIATION ACADEMY
PROFESSIONAL HIGHER EDUCATION STUDY PROGRAMME
BLANK FORM

GENERAL INFORMATION

Name of the study programme	
Name of the study programme in English	
Level of higher education	*Studies at the level of higher education in accordance with the Standard of Higher Education, e.g., bachelor studies, etc.*
Mode of study	*E.g., distance, full-time, daytime, open university, etc.*
Workload (ECTS) (*Estonian* EAP)	*European Credit Transfer and Accumulation System (ECTS) (Estonian EAP)*
Nominal duration of study	*Nominal duration is indicated in years (and months)*
Study programme group	*The study programme group the study programme is categorised into*
Study programme code in Estonian Education Information System (*Estonian* EHIS)	
Language(s) of instruction	*The language of instruction is the language in which teaching is delivered; the ability to use it allows achieving all learning outcomes of the study programme. In the case of more than one language of instruction,* a) *use "and" to indicate languages if learning outcomes in this study programme are achieved on the basis of several languages;* b) *use "or" if the study programme may fully be completed in one or another language (e.g., an Estonian student may compete the full study programme in Estonian, a foreign student in English).*
Other languages required to achieve the learning outcomes	*All languages to be learned during the study programme or prior to it required to achieve learning outcomes.*
Initial registration of the study programme	*The date the study programme was registered in the EHIS*
The date this study programme was adopted	*The date this study programme was adopted (as regulated by internal procedures at the higher education institution: by faculty council, council of the higher education institution, etc. respectively)*

Accreditation, The right to provide instruction	
Specialities and possibilities for specialisation, workload (ECTS)	*The main field of study is a specialisation described in the study programme within which the student acquires knowledge, attitudes and skills corresponding to the relevant level of study, as a prerequisite to be employed in the speciality/specialities described in the study curriculum and to continue studies at the next level of education.* *The minor field of study is a speciality the student selects from the study programme of the main field of study or from another study programme and attains knowledge and skills on minor to work or continue studies at the next level of education.*
The goals and objectives of the study programme	*Each higher education institution formulates its own goals and objectives: the reason why the higher education institution offers the study programme, areas of specialisation, possibilities to continue studies and/or be employed upon completion of the study programme, etc.*
Learning outcomes of the study programme	*Learning outcomes are based on students: learning outcomes are knowledge, skills and attitudes all students must acquire upon completion of the study programme to be awarded a diploma / degree. Learning outcomes are formulated on the basis of the main field of studies; if the study programme has several specialities, learning outcomes will be formulated for each of them.*
Modules and subjects of the study programme	*Annex 1* *....*
Practical training, workload	*Annex ...*
Conditions to commence studies	*Required qualification and other conditions to commence studies are defined. E.g., secondary education or a corresponding qualification, required state examinations, other previously at a particular level or in a particular field attained knowledge and skills, modules of prerequisite courses, etc.*
Brief description of the structure of the study programme	*E.g., the study programme comprises the following modules:* - *module (a) (50 ECTS)* - *modules (e) and (ee) (45 ECTS)* - *electives (18 ECTS), speciality electives package (aa) (18 ECTS)* - *optional subjects 6 (ECTS)*

	- *practical training module (18 ECTS)* - *graduation thesis (4 ECTS)*
Options and conditions to select subject courses	*E.g., students complete a module (a) and thereafter a module (i), (ii) or (iii). If a student selects the module (i), he/she may select the module (e). A prerequisite to select the module (ee) is the prior completion of modules (ii) or (iii). Instead of the module (ee), the student may choose an equivalent workload of electives outside the study programme; to complete the module (ee), it is recommended to complete a speciality electives package (aa). If the module (ee) is selected, instead of a graduation thesis a final examination may be opted for.*
Conditions to complete the study programme	*E.g., to complete the study programme, the student has to complete the prescribed workload of the study programme, including passing mandatory subject courses, defence of the graduation thesis, etc. A condition to complete the study programme may also be a language proficiency level requirement: e.g., the proficiency of the Estonian language attained at level C1.*
Diploma or academic degree(s) awarded upon graduation	*E.g., tehnikateaduse bakalaureus (Estonian) Bachelor of Science in Engineering (BSc) Diploma of professional higher education (add in brackets the name of the study programme)* *(Effective as of 23.12.2019)*
Documents issued upon graduation	*E.g., diploma and Diploma Supplement (Estonian: akadeemiline õiend)*
Additional information	*E.g., a hyperlink to the website of the managing unit of the study programme and/or email of the contact person*

**Modules, objectives thereof, learning outcomes and
subjects of the study programme**

Name of the Module	**Workload: ECTS**
Objectives	*Objectives of the module are based on the study programme: the reason why the module has been created in the study programme (provide basic knowledge ..., allow to acquire deeper knowledge for specialisation ..., etc.).*
Learning outcomes	*Learning outcomes are based on students: learning outcomes are knowledge, skills and attitudes all students must acquire upon completion of the module.*

Subjects

Subject code	**Subject**	**Workload ECTS**	**Term**	**Conducted by**

Name of the Module	**Workload: ECTS**
Objectives	*Objectives of the module are based on the study programme: the reason why the module has been created in the study programme (provide basic knowledge ..., allow to acquire deeper knowledge for specialisation ..., etc.).*
Learning outcomes	*Learning outcomes are based on students: learning outcomes are knowledge, skills and attitudes all students must acquire upon completion of the module.*

Subjects

Subject code	**Subject**	**Volume, ECTS**	**Term**	**Conducted by**

Graduation thesis or examination required to graduate	**ECTS**
Objectives	
Learning outcomes	
Assessment	

PRACTICAL TRAINING
WORKLOAD

In the study programme of **…** practical training comprises **…** from the defined workload of the study programme:

Code	Subject	ECTS