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ESTONIAN AVIATION ACADEMY STUDY REGULATIONS

Adopted based on § 17 (5) 5) of the Vocational Educational Institutions Act and § 14 (4) of the Statutes of the Estonian Aviation Academy.

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1 GENERAL PROVISIONS

1.1 Scope

1.1.1 The Study Regulations (hereinafter the Regulations) constitute the fundamental document governing activities related to the organisation of teaching and study at the

Estonian Aviation Academy (hereinafter Academy or EAVA) with the aim of ensuring smooth, targeted and lawful operation.

- 1.1.2 In organising teaching and study, the Academy shall proceed from the Higher Education Act, the Standard of Higher Education, the Vocational Educational Institutions Act and the Statutes of the Estonian Aviation Academy. The Council of the Academy has the right to establish additional rules regulating teaching and studies (effective as of 01.09.2019).
- 1.1.3 The Study Regulations do not apply to continuing education conducted at the Academy unless explicitly referred to in a document regulating the specific continued education course.
- 1.1.4 The EAVA official information system to organise teaching and studies at the Academy is the Study Information System (Estonian ÖIS; English SIS).
- 1.1.5 Students are informed of the organisation of studies in the Academy, incl. amendments to the documents regulating teaching and studies, on the Academy's website.

1.2 Definitions

- 1.2.1 **Syllabus (subject program** in SIS) – the description of the subject course, which specifies formal characteristics of the course, ways to achieve learning outcomes and assessment methods, content, teaching methods, learning materials and study literature. (*Effective as of 27.04.2021*)
- 1.2.2 **Academic calendar (study schedule** in SIS) – the basis to organise teaching and studies, specifying periods of study and practical training of a year or study group, temporal distribution thereof, holidays and other relevant events. (*Effective as of 27.04.2021*)
- 1.2.3 **Academic leave** – release of a learner from the obligation to study.
- 1.2.4 **Estonian Vocational Education Credit Point** (*Estonian EKAP; English EVECP*) – 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. One credit point corresponds to 26 hours spent by the student on acquiring knowledge and skills.
- 1.2.5 **Deletion from the matriculation register** – the removal of the learner from the list of EAVA pupils/students.
- 1.2.6 **External student** – a person pursuing external studies, who has been granted the right to complete the study programme, incl. 1) to take exams and pass/fail evaluations of up to 30 ECTS credits in an academic year and/or 2) complete practical training and defend the graduation thesis. An external student is not considered a student. (*Effective as of 01.09.2019*)
- 1.2.7 **External studies** – a form of independent study for an external student allowing on a contractual basis the use of education services under his/her study programme in the amount and structure commissioned by him/her.
- 1.2.8 **Special needs** – needs arising from a medically defined disability or a special need defined any other way necessitating to adjust the learning process or learning environment to allow a learner's maximum participation in studies.
- 1.2.9 **ECTS Credit (European Credit Transfer and Accumulation System Credit)** – a unit for calculating the study load in professional higher education, which corresponds to 26 hours of work by the student.
- 1.2.10 Repealed (*Effective as of 21.04.2021*)
- 1.2.11 **Assessment** – a component of the learning process to provide a fair and unbiased assessment of the compliance of the learner's attainment of knowledge and skills with the learning outcomes as described in the study programme.
- 1.2.12 **Assessment criterion** – the expected level and extent of knowledge and skills verified by the assessment method. The assessment criterion is formulated on the basis of learning outcomes but in a significantly greater detail.
- 1.2.13 **Assessment method** – a method to prove acquired knowledge and skills (e.g. oral or written examination, essay, report, presentation, group work, problem solving method, case study, practical work, etc.).

- 1.2.14 **Matriculation** – the entry of a person in the list of EAVA students.
- 1.2.15 **Individual study schedule** – a document, which outlines a timetable and ways a pupil participates in the studies.
- 1.2.16 **Individual study programme** – an EAVA-based study programme compiled for a designated learner, considering the learner’s needs, incl. his/her special talent or capability in his/her speciality and recommendations made in the rehabilitation plan.
- 1.2.17 **Independent work** – studies, during which the learner independently performs targeted study and work assignments getting feedback from the teaching staff member / teacher.
- 1.2.18 **Distance learning** – a method of studying in which students and the member of the teaching staff are physically separated from each other (*Effective as of 27.04.2021*)
- 1.2.19 **Synchronous learning** – learning outcomes are achieved in learning environment (including e-learning) in the form of a lecture, a seminar, a practical session, an individual lesson or in some other way designated by the Academy. Both the student and the member of the teaching staff participate. (*Effective as of 27.04.2021*)
- 1.2.20 **School-based education** – a full-time mode of study in vocational education, with practical training constituting up to one-half of the volume of a study programme.
- 1.2.21 **Training Manual** – a document describing aviation training procedures, compiled by a training organisation (EAVA Aviation Training Unit) and approved by the Republic of Estonia Civil Aviation Administration.
- 1.2.22 **Visiting student** – a student matriculated at an Estonian institution of higher education who studies at another (host) Estonian institution of higher education on the basis of an interinstitutional agreement.
- 1.2.23 **Face to face learning** – a form of learning where learning takes place in a shared physical space (e.g. a classroom). (*Effective as of 27.04.2021*)
- 1.2.24 **Threshold** – minimum level to achieve learning outcomes of a study programme or module.
- 1.2.25 **Non-stationary study** – a mode of study in vocational education where a pupil’s independent work corresponds to more than half of the study load prescribed by the study programme.
- 1.2.26 **Module in vocational education** – an integral unit of content of study programme in vocational education, describing the learning outcomes that are in conformity with competence requirements. A module may comprise one or more topics assessed separately.
- 1.2.27 **Module in professional higher education study** – a unit of structuring based on the learning outcomes of the study programme which groups subjects into a targeted set or which comprises one subject.
- 1.2.28 **Module implementation plan** – a source document to implement vocational education study programme, i.e. to teach and educate according to the study programme, compiled for each vocational education study programme of the Academy, covering all the modules of the study programme.
- 1.2.29 **Part-time study** – a mode of study in higher education, which requires the student to cumulatively reach 50–75 per cent of the workload prescribed by the study programme by the end of each academic year.
- 1.1.1 **Plagiarism** – the submission of another person’s work or one’s own earlier work, parts or sentences, thoughts or main ideas thereof as the person’s own work or a part thereof as if the previous thoughts of other authors or of one’s own are ascribed in this work in a large extent without appropriate academic reference to the person submitting the work.
- 1.2.30 **Practical training** – purposeful activity to achieve learning outcomes set out in the study programme, 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.
- 1.2.31 **Practical work** – implementation of acquired knowledge and skills in the learning environment. The practical work takes place as face-to-face teaching in a practical session, a practice class, laboratory work or any other form specified by the Academy.

- 1.2.32 **Competences** – knowledge, skills and attitudes or sets thereof acquired during the studies the existence and/or the level of acquisition of which can be proved and assessed.
- 1.2.33 **Re-matriculation** – the re-entry of a person in the list of learners.
- 1.2.34 **Full-time study in vocational education** – a mode of study in vocational education in which the independent work by a pupil forms less than one-half of the study load according to a study programme.
- 1.2.35 **Degree studies** – studies during which the learner’s level of education is advanced to meet the requirements set to start the next level of higher education or vocational education. During the degree studies a new level of education is reached.
- 1.2.36 **Topic in vocational education** – a module component, defined in the module implementation plan of the vocational education study programme.
- 1.2.37 **Grade for a topic (Topic assessment)** – a summative assessment in the vocational education module, a member of the teaching staff or teacher uses to assess as necessary a certain period of study and enters in the SIS.
- 1.2.38 **Tutor (student advisor)** – a voluntary student who has received dedicated training and helps in his/her field of studies first-year students and visiting students to adapt to academic studies.
- 1.2.39 **Continuing education** – purposeful and organised study programme-based studies outside degree studies.
- 1.2.40 **Full-time studies in higher education** – a mode of study in higher education where the student is required to cumulatively reach at least 75 per cent of the workload prescribed by the study programme by the end of each academic year (incl. 74,99%). (*Effective as of 01.09.2019*)
- 1.2.41 **Workplace-based study** – a mode of study in which practical training at a company constitutes at least two-thirds of the volume of a study programme.
- 1.2.42 **Elective studies module in vocational education** – a module defining knowledge and skills in order to support and expand professional skills or compliment them with an additional qualification.
- 1.2.43 **Accreditation of prior and experiential learning** (*English APEL, Estonian VÕTA*) – a process to allow a learner to apply for the recognition of the previously acquired learning and work experience for completing a study programme.
- 1.2.44 **Online learning** – a form of study where the study takes place entirely as online distance learning. (*Effective as of 27.04.2021*)
- 1.2.45 **International visiting student** – a student matriculated in a foreign higher education institution who studies at the Academy according to the Erasmus+ cooperation agreement or other documents outside Erasmus+ (requisite cooperation agreements, directives, decisions and other relevant documents) from a semester to an academic year.
- 1.2.46 **Dishonourable conduct** – a breach of a generally accepted code of conduct and violation of academic traditions.
- 1.2.47 **Pupil** – a person matriculated to a vocational education study programme of the Academy.
- 1.2.48 **Learning mobility** – studies in a foreign country agreed between the student and his/her home higher education institution either to study in a foreign higher education institution or to practise in a foreign organisation during an agreed period of time.
- 1.2.49 **Learning outcomes** – knowledge, skills and attitudes acquired during studies, which are described at the minimum level to pass a study programme, module or subject.
- 1.2.50 **Subject** – an integral unit based on intended learning outcomes to evaluate teaching of a designated field of knowledge, learning activities and learning outcomes.
- 1.2.51 **Declaration of a subject** – registration of a subject in the SIS.
- 1.2.52 **Study group** – learners studying in the same study programme in the same year.
- 1.2.53 **Study programme** – a source document, which defines teaching goals, the language of teaching, other languages required to achieve the learning outcomes, learning outcomes, study programme modules, structure, standard length and workload of the study programme, conditions to commence studies, list and volume of subjects, options and

conditions to select subjects, possibilities for specialisation, conditions to complete studies and documents issued upon completion.

- 1.2.54 **Standard period of study** – time designated to complete the study programme.
- 1.2.55 **Completion of the study programme** – taking subjects of the study programme in the way and volume defined by the workload and the system of prerequisite courses.
- 1.2.56 **Student place** – a temporal and financial unit to measure teaching and study.
- 1.2.57 **Study service contract** – a contract between a learner studying on a fee-paying student place or an external student and the EAVA setting out the learner's rights and obligations, the amount of tuition fee and the payment procedure.
- 1.2.58 **Study schedule** – temporal distribution of an academic year in vocational education defining the volume and timetable of face-to-face learning and practical work, practical training, academic weeks, examination periods and holidays.
- 1.2.59 **Study journal** – the Academy's document to account for studies and attendance in studies of a study group.
- 1.2.60 **Academic insufficiency** – negative outcome in a module/topic/subject to be retaken/resit or test not taken (test paper, pass/fail evaluation, etc.).
- 1.2.61 **Learner** – a generic term to embrace both a pupil and a student.
- 1.2.62 **Student** – a person matriculated to a professional higher education study programme of the Academy.

2 LEVELS OF STUDY AND STUDENT PLACES

2.1 Levels of study

- 2.1.1 The EAVA has the right to conduct degree studies in professional higher education and vocational education.

2.2 Student places

- 2.2.1 Every spring semester the EAVA Council establishes the maximum number of student places per study programme for the next admission in professional higher education. The Council takes into account criteria specified in the activity support directive issued by the Ministry of Education and Research, approval in the Advisory Board, capacity and technical capabilities of the EAVA lecture rooms, financial resources and requirements of training organisations.
- 2.2.2 The number of students admitted to vocational education is set by the Rector's directive based on financial resources allocated to the Academy, training needs and academic resources.
- 2.2.3 A student is entitled to be matriculated to one student place on the same level of higher education.

2.3 Filling a vacant student place

- 2.3.1 Upon deletion of a learner from the matriculation register, the vacant student place can be filled by way of competition.
- 2.3.2 Filling of a student place is documented in the Rector's directive.
- 2.3.3 External students, applicants for re-matriculation, learners applying to change the study programme, students wishing to transfer from another higher education institution and other persons who meet the admission criteria of the designated EAVA study programme, can run for the vacant student place in professional higher education. The speciality department establishes and makes public competition criteria.
- 2.3.4 If the student place became vacant upon deletion of a learner from the matriculation register on grounds as per paragraph 7.2.3.2 of the Study Regulations, the next learner from the ranking list who ran for the place the same year can be matriculated.

2.4 Application to change the study programme

- 2.4.1 The student shall have the right to apply for the change of the study programme up to the end of Semester Four of their studies.
- 2.4.2 The change of the study programme will be possible only if there is a vacant student place available in the study programme sought for.
- 2.4.3 The prerequisite to change the study programme is that the student has to have completed cumulatively the study load of previous semesters as established in the selected workload and has no outstanding debt to the Academy.
- 2.4.4 To change the study programme, the student shall submit the student to the Rector a pro forma application approved by the speciality departments and the Academic Affairs Office. The speciality department has the right to test the student's suitability for the speciality.
- 2.4.5 A student who has already studied in the same study programme at the Academy, has been deleted from the matriculation register and matriculated in another study programme, has no right to apply for a change of the study programme thereafter in order to continue studies in the previous study programme.

3 ORGANISATION OF STUDIES: GENERAL PRINCIPLES

3.1 Studies

- 3.1.1 Studies comprise face-to-face learning and distance learning. (*Effective as of 27.04.2021*)
- 3.1.2 Practical training in the EAVA can be regulated by the Rules of Practical Training.
- 3.1.3 For independent work in vocational education, the member of the teaching staff teacher prepares designated work instructions, specifying the topic, volume of and objectives of independent work, assignment definition and description, the form and length of the outcome, deadline, the mode of submission and assessment criteria.
- 3.1.4 Repealed (Effective as of 27.04.2021)
- 3.1.5 Repealed (Effective as of 27.04.2021)
- 3.1.6 Repealed (Effective as of 27.04.2021)
- 3.1.7 The responsibility of the head of a department is to organise legitimate and rational teaching or studies in the department.
- 3.1.8 Overall responsibility for legitimate and rational organisation of teaching and studies lies with the Vice Rector for Education.

3.2 Planning of studies

- 3.2.1 The temporal calculation unit of the study process at the Academy is the academic year, which is estimated to begin on 1 September and end on 31 August.
- 3.2.2 An academic year consists of at least 40 weeks of studies and at least eight weeks of holiday.
- 3.2.3 The study programme and the system of prerequisite subjects serve as the basis to plan the volume of the study load.
- 3.2.4 The workload of one academic year in professional higher education is 60 ECTS credits and in vocational education 60 EVECP (in Estonian EKAP) credits.
- 3.2.5 The academic calendar serves as the basis of temporal planning of studies in an academic year. The calendar is compiled separately for studies in professional higher education and in vocational education.
- 3.2.6 Synchronous learning is conducted on the basis of the timetable, accessible in the SIS. The timetable comprises the following data for each subject / topic in vocational education: the name of the member of the teaching staff, the time and place for

synchronous learning, the date/dates for the assessment of learning outcomes. (*Effective as of 27.04.2021*)

- 3.2.7 Any changes in synchronous learning are communicated to the learners, speciality department and the Academic Affairs Office by the member of the teaching staff / teacher responsible for the subject.
- 3.2.8 If the number of participants is inadequate, the Academic Affairs Office will be entitled not to open a subject course. The minimum number is determined in the syllabus by the department organising teaching of the subject.
- 3.2.9 Specifications in planning studies in professional higher education
 - 3.2.9.1 The academic year falls into two 20-week terms.
 - 3.2.9.2 The dates of the start and end of terms and the breakdown of study weeks are provided for in the academic calendar.
 - 3.2.9.3 The academic calendar for the students in the professional higher education is made accessible via the EAVA website on 20 June of the previous academic year at the latest.
- 3.2.10 Specifications in planning studies in vocational education
 - 3.2.10.1 The academic year falls into periods of study.
 - 3.2.10.2 Periods of study, the breakdown thereof, holidays and other relevant events are provided for in the academic calendar.
 - 3.2.10.3 The academic calendar for the pupils in the vocational education is published on the Academy's website directly prior to the commencement of studies.
 - 3.2.10.4 The head of the study programme shall compile the study schedule for the next academic year taking into account the academic calendar.
 - 3.2.10.5 It is obligatory for the pupil to follow the study schedule. Any deviation is possible on valid grounds. In the case of valid grounds the student will get an individual study schedule.
 - 3.2.10.6 The Academy is entitled to adjust studies in vocational training to achieve objectives and learning outcomes set in the study programme within a shorter or longer period than prescribed by average period of study.

3.3 Declaration of subjects

- 3.3.1 In order to complete a subject course in the study programme, the learner must declare the relevant subjects in the SIS beforehand by the date provided for in the academic calendar.
- 3.3.2 External students and international visiting students have to declare subjects as well.
- 3.3.3 By declaring the subject, the learner undertakes an obligation to complete the subject course. The declared subject may be cancelled in agreement with the Academic Affairs Office.

4 PROFESSIONAL HIGHER EDUCATION

4.1 Modes of study

- 4.1.1 The study programme provides a possibility for full- and/or part-time studies. The EAVA Council nominates study programmes which are open only for full-time studies and study programmes which set higher requirements for full-time studies.
- 4.1.2 All professional higher education study programmes at EAVA provide a full-time daytime mode of study.
- 4.1.3 Aeronautical Engineering, Aviation Communication and Navigation Systems, Aircraft Engineering and Aviation Management study programmes at EAVA provide part-time daytime mode of study.
- 4.1.4 Air Traffic Services and Aircraft Piloting study programmes are full-time with higher requirements.
- 4.1.5 All EAVA professional higher education study programmes are open for external students.

4.2 Study programme

- 4.2.1 Requirements set to the study programme and administration thereof are provided in the EAVA Statute of the Study Programme.
- 4.2.2 The EAVA Council shall annually adopt a version of the study programme for the admission in the given academic year.
- 4.2.3 Amendments to the study programme adopted by the EAVA Council may be applied to learners already studying at the Academy. The speciality department shall inform the learner of the amendments introduced.
- 4.2.4 The student is entitled to graduate from the Academy pursuant to the version of the study programme he/she commenced their studies on. Should it appear during the studies that the student cannot follow the study programme they were matriculated in, the student will be transferred to the corresponding version of the study programme in agreement with the student.

4.3 Completion of the study programme

- 4.3.1 The study load to complete the study programme includes only subjects prescribed by the study programme and optional courses in the maximum volume prescribed by the study programme.
- 4.3.2 As a rule, the student completes module-based subjects in the sequence provided in the study programme. As an exception, considering individual needs, the Academy may allow a deviation from the established sequence, if it does not affect to achieve learning outcomes.
- 4.3.3 Commencing studies at the Academy, the student defines whether to take the full- or part-time studies in their first year of studies unless the study programme provides only full-time studies.
- 4.3.4 In full-time studies in higher education (as per paragraph 1.2.39 of the Study Regulations), the completion of the study programme in the volume prescribed by the study programme is evaluated twice a year: as of 31 January, and 31 August. In both cases, it is evaluated whether there might arise an obligation to reimburse the cost of tuition as provided in the Conditions and procedure to reimburse the cost of tuition. As of 31 August, it is also evaluated whether the student has completed the study programme in the volume prescribed for full-time studies as per paragraph 1.2.39 of the Study Regulations and may continue full-time studies.
- 4.3.5 In part-time studies (as per paragraph 1.2.27 of the Study Regulations) the completion of the study programme in the volume prescribed by the study programme is evaluated once a year, as of 31 August. Taking into account the completion of the study programme and pursuant to paragraphs 4.4.6.–4.4.7 of the Study Regulations, the decision is taken whether the student will continue with part-time studies, will be transferred to full-time studies or deleted from the matriculation register.
- 4.3.6 The requirement to complete study programme as per paragraphs 4.3.4 and 4.3.5 of the Study Regulation will not be applied for the semester the student studied abroad and for the next semester thereafter, provided the Academy recognizes learning mobility at least with 15 ECTS credits per semester. (Effective as of 01.09.2019)
- 4.3.7 The study programme is completed in full if the student has passed all the subjects and practical trainings, defended the graduation thesis or passed the final examination and collected the amount of credits required in the study programme.

4.4 Academic progress and extension of studies

- 4.4.1 The student who has completed the number of subjects within the volume prescribed in the study programme by the end of the academic year, will be transferred to the next year of studies in the same study programme in the SIS and Estonian Education Information System (*Estonian* EHIS) by the directive of the Vice Rector for Studies. The directive will also establish the members of study groups.
- 4.4.2 The student is transferred to the next year of studies by 15 September at the latest as of 31 August.
- 4.4.3 In Air Traffic Services study programme students are transferred to the Rating Training (ATS) module in compliance with requirements applicable in the training organisation.

If more students meet the transfer requirements than can be accepted either on financial or administrative grounds in the speciality group, 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 the Rating Training. In the case of equal candidates, the transfer is based on academic progress (the weighted average grade of the entire period of studies).

- 4.4.4 Transfer of a student to basic professional training in Aircraft Piloting study programme
- 4.4.4.1 In Aircraft Piloting study programme students are transferred to basic professional training in compliance with requirements applicable in the training organisation. If more students meet the transfer requirements than can be accepted either on financial or administrative grounds in the speciality group, 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 Rating Training. In the case of equal candidates, the transfer is based on academic progress (the weighted average grade of the entire period of studies).
- 4.4.4.2 Students in Aircraft Piloting study programme specialise in aircraft or helicopter piloting in the semester prior to basic professional training based on ranking, needs of the state and, if possible, taking into consideration the student's preference. Ranking lists are based on academic progress (the weighted average grade of the entire period of studies).
- 4.4.5 A full-time student who has met the requirements of full-time studies as of 31 August, will be transferred to the next year as a part-time student if part-time studies are allowed in this study programme. If there are no part-time studies allowed, the student will be deleted from the matriculation register or, if requested, will be transferred to external studies.
- 4.4.6 A part-time student who has met the requirements of full-time studies will be transferred, upon request, to the full-time studies.
- 4.4.7 A part-time student who has not met the requirements of the part-time studies as of 31 August, will be deleted from the matriculation register.
- 4.4.8 A student whose standard length of studies has expired and who has met the requirements of full-time studies, will be transferred to the additional year, following the standard length of studies. The status of a student granted an additional year will be documented in the directive, which adopts lists of transfers / study groups. The extension of studies to settle academic insufficiency is allowed for full-time students for 12 months.
- 4.4.9 A part-time student is entitled to apply for an extension of studies for 12 months or for the period equivalent to the time studied part-time up to one academic year at a time if the part-time studies have lasted longer than an academic year.
- 4.4.10 Learning mobility will extend the standard length of studies by the number of semesters the student participated in learning mobility if it lasted for at least three months of a semester and subjects and practical training were recognized at least for 15 ECTS credits in completing the study programme. The extension of the standard length of studies will be documented after the learning mobility. If the criteria to extend the standard length of studies are not met, the extension will be cancelled. If the student went to study in a foreign higher education institution during the academic leave or the additional year, the standard length of studies will not be extended by the number of semesters spent in a foreign higher educational establishment. (Effective as of 01.09.2019)
- 4.4.11 A student not having Estonian language skills who is taking intensive Estonian language courses pursuant to the conditions and procedure established by the minister of education and research, may apply for an extension of the standard period of study by up to one academic year.

4.5 Schedule for flight training

- 4.5.1 Flight training is subcontracted and carried out in an organisation, the winner of public procurement contest. A trilateral agreement for flying training is signed between the student, the Academy and the organisation responsible for the training. The cooperation

- partner together with the flying training organisation compiles monthly individual flight training plans for students. The schedule for flight training for students studying on Air Traffic Services study programme is compiled by the head of training of Air Traffic Services Training Department together with the head of training of Department of Aircraft Piloting and the contractual cooperation partner responsible for flight training.
- 4.5.2 A student failing to appear at the scheduled time to flight training without valid grounds has to write a Quality Incident Report to the Quality Manager of the organisation responsible for flight training. Valid grounds are illness certified by a medical certificate submitted to the head of training of the Department of Aircraft Piloting, an extreme family situation, etc. For repeated failure to appear at scheduled times the student shall be deleted from the matriculation register on grounds of dishonourable conduct.
- 4.5.3 Students who have completed the previous study programme in full are allowed to take flight training.

4.6 Graduation thesis

Writing and defence of a graduation theses is regulated by the *EAVA Procedure for Graduation Thesis*.

4.7 Studies at another higher education institution in Estonia

- 4.7.1 The Academy has cooperation agreements to conduct part of the studies at the partner universities. While studying at the partner universities, the EAVA students have the status of visiting students. (*Effective as of 27.04.2021*)
- 4.7.2 A student is entitled to select optional courses at the University of Tartu and the University of Life Sciences and pass them as a visiting student. The application thereof is effected in the EAVA Academic Affairs Office.
- 4.7.3 Upon completion of the studies, the host university's Academic Affairs Office will issue a transcript of records and other relevant documents to the EAVA Academic Affairs Office.

4.8 Learning mobility abroad

- 4.8.1 During their studies a student may participate in learning mobility, either study or undergo practical training abroad:
- 1) as a grant holder of various foundations, programmes or higher education institutions;
 - 2) under agreements concluded between higher education institutions and states;
 - 3) on an individual basis.
- 4.8.2 Studies or practical training in a foreign higher education establishment in Erasmus+ programme is regulated by the EAVA Procedure for Management of the Erasmus+ European Learning Mobility Programme.
- 4.8.3 The EAVA Procedure for Management of the Erasmus+ European Learning Mobility Programme regulates also other modes of studies and practical training abroad listed in paragraph 4.8.1.
- 4.8.4 Participation in learning mobility is recognized in completing the study programme as follows:
- 1) subjects passed in a foreign higher education institution are converted into credits;
 - 2) practical training abroad is converted into credits.
- 4.8.5 The student submits an e-application via the EAVA SIS to have learning mobility studies and practical training recognized.
- 4.8.6 Upon the receipt of the application, the relevant speciality department evaluates the outcome of the learning mobility studies and practical training and decides on

recognition. Undifferentiated assessment is applied to assess the outcome of the learning mobility.

4.9 Studying as a visiting student and a foreign visiting student at the EAVA

- 4.9.1 A student from another higher education institution can study as a visiting student or a foreign visiting student within the framework of learning mobility at the EAVA.
- 4.9.2 A visiting student or a foreign visiting student is entitled to study at the Academy by the Rector's directive. The Head of the Academic Affairs Office makes a proposal to register the visiting student or the foreign visiting student for studies at the Academy. Studies of the foreign visiting student at the Academy are regulated by the EAVA Procedure for Management of the Erasmus+ European Learning Mobility Programme.
- 4.9.3 To become a visiting student, the student submits a standard application, including:
 - 1) the list of subjects the student intends to study;
 - 2) in case of speciality module subjects, an approval from the relevant EAVA speciality department;
 - 3) for all other modules, an approval from the Academic Affairs Office;
 - 4) an approval by the home higher education institution.
- 4.9.4 At the end of the study period, the Academic Affairs Office issues the visiting student a transcript of records.
- 4.9.5 If a visiting student fails to observe the Study Regulations and/or other EAVA internal rules, the Academy will be authorised to discontinue the study at the Academy on the basis of the Rector's directive.

4.10 External studies

- 4.10.1 To become an external student, a person shall have to meet the requirements provided in the EAVA Admission Rules. The prerequisite for admission is a vacant student place in the study programme and study group. (Effective as of 01.09.2019)
- 4.10.2 To become an external student, a person shall have to submit to the Rector of the Academy an application approved by the speciality department accompanied with an identity document and relevant documents evidencing education. The person shall be admitted to external studies by the Rector's directive issued on the basis of the proposal made by the head of the Academic Affairs Office.
- 4.10.3 If examinations and pass/fail evaluations of Modules of Professional / Speciality Studies are taken in subject courses the passing of which is required to receive a certificate of competency, the applicant shall have to comply with the requirements set in the Training Manual. The Academy speciality department shall check the candidate's compliance.
- 4.10.4 4.10.4 To complete the study programme, an external student shall have to adhere to the system of prerequisite subjects and requirements set to speciality studies.
- 4.10.5 An external student pays a tuition fee, reimbursing the cost of studies as provided in The Conditions and procedure to reimburse the cost of tuition adopted by the EAVA Council.
- 4.10.6 Relations between an external student and the EAVA are defined by a contract.
- 4.10.7 The contract shall be concluded for at least one semester. The end date shall be included in agreement with the speciality department. (Effective as of 01.09.2019)
- 4.10.8 As a rule, the Academic Affairs Office shall review the completion of the study programme by the external student once a year, as of 31 August.
- 4.10.9 At the beginning of each semester, an external student shall submit to the Academic Affairs Office an application approved by the speciality department on the subjects they intend to take. At the beginning of each semester, based on the application submitted to

the Academic Affairs Office and the contract signed with the Academy, the cost of tuition is invoiced to the external student.

- 4.10.10 The invoice to reimburse the cost of tuition shall have to be paid prior to undergoing the activity applied for. The payment shall serve as a prerequisite for the member of the teaching staff to allow taking and examination or pass/fail evaluation.
- 4.10.11 In external studies the study process and assessment follow the same study programmes as matriculated students do.
- 4.10.12 If the contact concluded with the external student has been carried out, it will expire and the person will be removed from the external studies by the Rector's directive. The EAVA shall be entitled to suspend the studies of an external student and terminate the contract on the basis of the Rector's directive, if the external student has not fulfilled the contractual obligations or has violated the EAVA Study Regulations and/or other internal rules.
- 4.10.13 The Academy shall issue the professional higher education diploma to the external student who has completed the study programme and collected the required amount of ECTS credits. An external student who has completed Module of Professional / Speciality Studies as required shall be issued a relevant certificate by the Academy or its structural unit.

4.11 Assessment of learning outcomes in professional higher education

4.11.1 Forms of assessment of learning outcomes

4.11.1.1 Summative assessment of learning outcomes is either differentiated or undifferentiated assessment.

4.11.1.2 The subject course (incl. graduation thesis) shall be considered completed if learning outcomes are positively assessed. Positive grades are A, B, C, D, E and "pass" (entered as "S" in the SIS). Negative grades are F, "fail" (entered as "MS" in the SIS) and "Failure to Appear" (entered as "MI" in the SIS).

4.11.2 Grading scale

4.11.2.1 Differentiated assessment differentiates between achieved levels of learning outcomes applying the following scale:

- 1) grade A or "excellent" – an outstanding and particularly broad level of learning outcomes, characterised by exceptional, free and creative use of knowledge and skills;
- 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 knowledge may reveal errors that are neither substantive nor serious;
- 3) grade C or "good" – a high level of learning outcomes, characterised by appropriate use of knowledge and skills. More specific and detailed knowledge may reveal uncertainty and imprecision;
- 4) grade D or "satisfactory" – a sufficient level of learning outcomes, characterised by the use of knowledge and skills in typical situations, non-typical situations reveal gaps and uncertainty;
- 5) grade E or "sufficient" – a minimally acceptable level of the more important learning outcomes, characterised by the limited use of knowledge and skills in typical situations, non-typical situations reveal significant gaps and uncertainty;
- 6) grade F or "insufficient" – the knowledge and skills acquired by the student are below the minimum required level.

4.11.2.2 In the case of undifferentiated assessment, a subject course is completed if all requirements set to complete the course have been fulfilled. The assessment:

- 1) grade "pass" – the student has acquired knowledge, skills and competences in the volume prescribed in the syllabus;
- 2) grade "fail" – the student has not acquired knowledge, skills and competences in the volume prescribed in the syllabus.

- 4.11.2.3 In the case of undifferentiated assessment, the level of learning outcomes achieved or exceeded to be assessed sufficient as “passed” and the level below it assessed insufficient as “failed”, shall be defined by international regulations or syllabus.
- 4.11.3 The calculation of the average grade and the weighted average grade:
- 4.11.4 In calculating the average grade, letter grades shall be converted as follows: A = 5, B = 4, C = 3, D = 2, E = 1, F = 0, “Failure to Appear” = 0.
- 4.11.5 A student’s academic progress shall be assessed with a weighted average grade, which is calculated by multiplying the grade achieved during the period with relevant credit points and by dividing this sum of multiplications by the total of all relevant credit points.
- 4.11.6 Assessment procedure**
- 4.11.6.1 Students shall be obliged to attend studies and undergo the mid-term assessment and/or summative assessment (examination, pass/fail evaluation) of learning outcomes in a respective subject in the semester it is being taught.
- 4.11.6.2 In the case of subjects required to be passed to obtain the aviation licence, relevant assessment requirements set by aviation regulations shall apply.
- 4.11.6.3 The form(s) of knowledge checks are defined in the syllabus. The date and place of assessment and retaking of the assessment shall be set by the teaching staff member responsible for the subject or the speciality department or the Academic Studies Office. A student can be assessed once in a subject during the semester it is being taught at a scheduled examination / pass/fail evaluation and in case of a negative result once at a retake. If the student fails to get a positive grade, the subject will have to be declared and completed again.
- 4.11.6.4 As a rule, the dates of examinations / pass/fail evaluations shall be communicated at the beginning of the subject course. The dates of assessments shall be made public via the SIS.
- 4.11.6.5 Examinations conducted by aviation organisations are organized according to the procedure laid down in the Training Manual.
- 4.11.6.6 A student will be allowed to take an examination / pass/fail evaluation if all requirements provided in the syllabus are met.
- 4.11.6.7 The subject syllabus defines the procedure to settle academic insufficiency.
- 4.11.6.8 It is not allowed to retake an examination, a pass/fail evaluation or defence graded with a positive result in order to attempt a higher result.
- 4.11.6.9 The member of the teaching staff is entitled to remove the student from the knowledge check for using aids not permitted or the help of other students, also for insulting or disparaging conduct addressed to the member of the teaching staff or other students. The assessment entered in the assessment record is “F” or “MS”.
- 4.11.6.10 If the student has not complied with the requirements set in the syllabus and is not allowed to the final assessment, the responsible member of the teaching staff will enter a negative grade – “F” or “MS” – in the assessment record.
- 4.11.6.11 If the student fails to attend the assessment on the scheduled date, the entry “Failure to Appear” is made in the assessment record. If a student failed to appear on valid grounds, notifies the member of the teaching staff and the department and submits a written proof or application to the Academic Affairs Office within five days of the assessment, the entry “Failure to Appear” will be deleted. The student who had valid grounds for not attending, has a right to be assessed at the time specified by the member of the teaching staff.
- 4.11.6.12 The member of the teaching staff enters and confirms the assessment results in the SIS within ten working days as of the final assessment / deadline for the assessment of practical training. In exceptional cases, in agreement with the Academic Affairs Office, the responsible member of the teaching staff may have additional time for entering the assessment results. Study results from the University of Tartu, Tallinn University of Technology and Estonian University of

Life Sciences shall be entered in the Academy's SIS in the first week of the new semester the latest.

4.12 Covering the cost of tuition

The Conditions and procedure to reimburse the cost of tuition, approved by the EAVA Council regulate covering of the cost of tuition.

4.13 Completion of studies in professional higher education and documents issued upon completion

- 4.13.1 A student who has completed the study programme has completed studies and is deleted from the matriculation register. The student is issued a diploma, a Diploma Supplement in Estonian and a Diploma Supplement in English pursuant to the procedure established by the government of the Republic of Estonia. As of the academic year 2019/20, a student matriculated in the professional higher education shall be issued upon full completion of the study programme a diploma certifying the Bachelor's degree, a Diploma Supplement in Estonian and a Diploma Supplement in English. A student who has matriculated in the professional higher education prior to the academic year 2019/20, shall be issued upon full completion of the study programme a professional higher education diploma, a Diploma Supplement in Estonian and a Diploma Supplement in English. (Effective as of 01.09.2019)
- 4.13.2 Students who graduated before 2004 are issued a Diploma Supplement in English upon request.
- 4.13.3 The Rector's directive to delete a student from the matriculation register issued on the proposal of the head of the Academic Affairs Office shall serve as a basis to issue a diploma and diploma supplements.
- 4.13.4 The diploma and diploma supplements are effected by the Academic Affairs Office. The data for the documents is prepared by the speciality department.
- 4.13.5 Diploma cum laude shall be awarded to a learner who has completed the study programme in full, defended the graduation thesis on grade A and has the weighted average grade 4.60 or above in the Diploma Supplement.

5 VOCATIONAL EDUCATION

5.1 The principles for organisation of vocational education studies at EAVA

- 5.1.1 Study in fifth-level vocational training at the Academy takes place on the basis of initial training study programme. Requirements to commence studies are provided in the relevant study programme.
- 5.1.2 Requirements set to the study programme and administration thereof are provided in the Statute of the Study Programme.
- 5.1.3 Pupils in fifth-level vocational training acquire knowledge, skills and attitudes that correspond to the learning outcomes of the fifth qualification level and may advance to continuing vocational training, professional higher education or bachelor degree studies.

5.2 Modes of study and implementation thereof

- 5.2.1 Modes of vocational training are full-time study and distance learning. The study programme provides the applicable mode.
- 5.2.2 Full-time study falls into school-based and workplace-based modes of study.

5.2.3 Workplace-based study

- 5.2.3.1 The procedure for application of workplace-based study shall be established by Regulation No 39 of the minister of Education and Research of 20.12.2013 Procedure to implement workplace-based study.
- 5.2.3.2 Workplace-based study takes place at locations approved by the Republic of Estonia Transport Administration and defined in the Training Manual. (*Effective as of 27.04.2021*)
- 5.2.3.3 Work-based study takes place at practical training places and at the Academy both as face-to-face learning and individual work.
- 5.2.3.4 The student acquires learning outcomes described in the study programme by fulfilling tasks given at the practical training. The remaining study load is completed at the Academy, at that time the pupil does not fulfil tasks given in the practical training place.
- 5.2.3.5 Relations between the Academy, the pupil and the practical training place as regards workplace-based study are regulated by a contract (see Vocational Educational Institutions Act, § 30 (3)), setting out the specific organisation of practical training and the rights and obligations of the parties.
- 5.2.3.6 If necessary, the Academy shall compile in cooperation with the practical training place an individual study programme based on the study programme, taking into account the specificity of the practical training place and the pupil's educational level, prior knowledge and skills and special educational needs.

5.3 Organisation of studies

5.3.1 Conditions and procedure to account for academic attendance

- 5.3.1.1 A pupil is obliged to attend pursuant to the study schedule and timetable.
- 5.3.1.2 Academic attendance is registered in the study journal.
- 5.3.1.3 Absence from studies is allowed only on valid grounds. The pupil is obliged to communicate grounds for absence to the member of the teaching staff / teacher or vocational training coordinator on the first day of absence.
- 5.3.1.4 The absence is justified in the following cases:
 - 1) sickness or provision of a health service to the pupil;
 - 2) family reasons;
 - 3) notice/certificate from an official body;
 - 4) fulfilling a task given by the Academy's administration;
 - 5) a written or oral statement by a company or organisation (employer);
 - 6) as an exception, by a pupil's personal oral or written statement.
- 5.3.1.5 The vocational training coordinator keeps account of participation in studies, keeping relevant documents indefinitely and archiving them at the end of each academic year.
- 5.3.1.6 A member of the teaching staff / teacher has the right not to allow to be assessed a pupil who has been absent from more than 25% of face-to-face learning. To be assessed, the pupil has to fulfil a prerequisite or an additional condition set by the member of the teaching staff / teacher.
- 5.3.1.7 To teach modules regulated by the speciality Training Manual, attendance requirements set out in the Training Manual are applicable.

5.3.2 Conditions and procedure to keep a study journal

- 5.3.2.1 The study journal is kept on paper. Its template is available in the speciality Training Manual.
- 5.3.2.2 A member of the teaching staff / teacher shall make entries on the day the lesson takes place.
- 5.3.2.3 The following data is entered in the study journal:
 - 1) pupils' names;
 - 2) names of modules/topics;
 - 3) number of lessons;
 - 4) topics of lessons;
 - 5) name of the member of the teaching staff / teacher;
 - 6) absent students.

- 5.3.2.4 All academic results, including mid-term evaluation, are registered in the Academy's SIS.
- 5.3.2.5 Study journals are preserved in compliance with speciality requirements.
- 5.3.3 Procedure to select elective studies modules
 - 5.3.3.1 A pupil can select elective studies modules from the list and volume of modules prescribed by the study programme.
 - 5.3.3.2 Elective studies modules shall be opened if more than 50 % of the pupils have selected the module.
 - 5.3.3.3 With no significance preference revealed, an elective module which was most selected shall be opened. The selected modules shall be obligatory for all pupils in the study group.
 - 5.3.3.4 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.
- 5.3.4 Organisation of practical work and occupational safety supervision
 - 5.3.4.1 Practical work is planned at the beginning of the academic year. It shall take place according to the study schedule and timetable.
 - 5.3.4.2 The head of department or the training manager from the training organisation is responsible for preparing the Academy's hangar, workshops and simulators for studies.
 - 5.3.4.3 By preparing premises for practical work, the following conditions are to be ensured for studies:
 - 1) Availability of tools and equipment;
 - 2) Availability of personal protective equipment;
 - 3) Availability of work supplies and instructions;
 - 4) Supplies to maintain the workplace;
 - 5) Appropriate temperature and ventilation required for working.
 - 5.3.4.4 The member of the teaching staff / teacher shall brief pupils on the organisation of work and assessment criteria before practical work starts.
 - 5.3.4.5 Practical work shall be done according to instructions and assessed as provided in the module's implementation plan.
 - 5.3.4.6 The member of the teaching staff / teacher conducts occupational safety and health instruction for pupils who are going to start practical work, and registers the instruction in an Academy's template. By signing, the pupil confirms that the instruction was held.
- 5.3.5 Organisation of practical training
 - 5.3.5.1 In justified cases, the Academy may change the distribution of practical work and practical training in the study programme.
 - 5.3.5.2 Heads of EAVA departments or training managers from training organisations organise practical training and are responsible for quality in compliance with the study programme and study schedule.
 - 5.3.5.3 Practical training in the vocational training at the Academy are regulated by the Rules for Organising Practical Training.
 - 5.3.5.4 In addition to the Rules for Organising Practical Training, in special cases, practical training is regulated also by the Training Manual.

5.4 Assessment of learning outcomes in vocational training

- 5.4.1 The purpose of the assessment is to support the pupil's development with relevant feedback and to provide reliable information.
- 5.4.2 Assessment uses appropriate and reliable assessment methods and criteria that have been communicated to the pupil in advance.
- 5.4.3 Two main functions are differentiated in assessment – formative and summative.
 - 5.4.3.1 Formative assessment – the pupil gets feedback which supports the pupil's attainment of learning outcomes during the learning process. Formative assessment

is, as a rule, oral and its goal is to adjust the learning process prior to summative assessment.

- 5.4.3.2 Summative assessment – used to measure the attainment of learning outcomes described in the study programme or module.
- 5.4.4 EAVA applies undifferentiated assessment in vocational education. In the case of undifferentiated assessment, the attainment of learning outcomes is measured only compared to the threshold.
- 5.4.5 In the case of undifferentiated assessment, it is sufficient to attain learning outcomes corresponding to the threshold or above, expressed as “pass” (“S” in the SIS).
- 5.4.6 Insufficient are learning outcomes attained below the threshold, expressed as “fail” (“MS” in the SIS).
- 5.4.7 Assessment methods to assess a topic/module and rationale to develop the final mark are defined in the module’s implementation plan.
- 5.4.8 The topic/module shall be completed if the pupil has attained all learning outcomes at least at the threshold level.
- 5.4.9 In the case of subjects required to be passed to obtain the aviation licence, relevant assessment requirements set by aviation regulations are applicable.
- 5.4.10 A pupil is entitled to take each knowledge check three times.
- 5.4.11 The module’s implementation plan defines the assessment procedure, weights of different components and assessment methods and criteria or minimum requirements for a pass/fail evaluation. A member of the teaching staff / teacher is entitled to oblige the pupil to participate in face-to-face learning as a prerequisite for assessment.
- 5.4.12 The member of the teaching staff / teacher shall be entitled to assess a pupil as not passed if the pupil has not fulfilled the requirements and conditions provided for knowledge check in the implementation plan and to enter grade “MS” into the SIS.
- 5.4.13 The member of the teaching staff / teacher enters assessment results into the SIS within 10 days of the final assessment / deadline of the practical training report. In exceptional cases, in agreement with the Academic Affairs Office, the responsible member of the teaching staff / teacher may have additional time for entering the assessment results.
- 5.4.14 Examinations and pass/fail evaluations conducted by training organisations (incl. final examination in the area of specialisation) are organised pursuant to the procedure provided in the Training Manual (*Effective as of 18.11.2019*).

5.5 Guidance on addressing academic insufficiency, conditions and procedure for preventive action and settlement thereof

- 5.5.1 An underperforming pupil who has not met requirements and conditions for knowledge check, can do so in the next academic year in the semester when the theme is covered. The member of the teaching staff / teacher is not obliged to allow the pupil to meet the requirements and conditions provided in the implementation plan for the knowledge check by doing individual work.
- 5.5.2 The date and place of assessment and retaking of the assessment are set by the teaching staff member / teacher responsible for the subject or the speciality department.
- 5.5.3 If the pupil does not achieve a positive result during the number of attempts provided in the study programme, the subject shall have to be declared and completed anew.
- 5.5.4 If the pupil fails to attend the assessment on the scheduled date, an entry “Failure to Appear” will be made in the assessment record. If a pupil failed to appear on valid grounds, notifies the member of the teaching staff / teacher and the speciality department and submits a written proof or application to the Academic Affairs Office within five days of the assessment, the entry “Failure to Appear” will be deleted. The pupil who had valid grounds for not attending, has a right to be assessed at the time specified by the member of the teaching staff / teacher.
- 5.5.5 The member of the teaching staff / teacher is entitled to remove the student from the knowledge check for using aids not permitted or the help of other pupils, also for

insulting or disparaging conduct addressed to the member of the teaching staff / teacher or other students. The assessment entered in the assessment record is “MS”.

- 5.5.6 If the pupil has not complied with the requirements set in the implementation plan and is not allowed to the final assessment, the responsible member of the teaching staff / teacher will enter a negative grade “MS” in the assessment record.

5.6 Academic progress

- 5.6.1 The pupil is required to cumulatively reach at least 75% of the study load prescribed by the study programme (60 EVECP).
- 5.6.2 A pupil who fails to complete the required study load is deleted from the matriculation register.
- 5.6.3 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.

5.7 Completion of studies in vocational education and documents issued upon completion

- 5.7.1 A pupil who has attained learning outcomes prescribed by the study programme has completed studies and is deleted from the list of pupils. The attainment of learning outcomes is assessed at a final examination in the area of specialisation. (Effective as of 18.11.2019)
- 5.7.2 A pupil who has completed studies, shall be issued a leaving certificate and an academic transcript as per the Formats, Statute and Procedure for Issue of Leaving Certificates of the Vocational Education Institution established by the Regulation of the Government of the Republic of Estonia.
- 5.7.3 The Academy shall enter the leaving certificate in the Estonian Education Information System (Estonian EHIS).

6 PROCEDURE TO PROCEED WITH CASES OF PLAGIARISM

- 6.1. Learners draw up and formalise student papers according to the Guidelines on Drawing up and Formalising Written Papers at Estonian Aviation Academy.
- 6.2. Plagiarism is considered dishonourable conduct, academic fraud and a significant breach of academic traditions.
- 6.3. In the case of plagiarism, the member of the teaching staff shall invite the learner for interview. If they reach a common understanding on the essence of plagiarism and possibilities and conditions to handle it (e.g. a new home assignment, a supplementary task, a letter of explanation), the member of the teaching staff will give the learner a task to complete. In case of positive performance, the member of the teaching staff will take a final decision. If they fail to reach a common understanding, the member of the teaching staff will refer the case to the Vice Rector for Studies for further proceedings in respect of plagiarism.
- 6.4. To handle cases of plagiarism, the Rector shall set up a designated committee by his directive. A representative of the Student Council will be appointed to the committee. The representative's opinion will be treated as the opinion of the representative of the Student Council, if it is necessary to decide the deletion of the learner from the matriculation register for this dishonourable act.
- 6.5. The committee investigates all relevant plagiarism case-related issues in a full and objective way. The learner has a possibility to explain and defend his/her work before the committee.
- 6.6. If the case of plagiarism is discovered, the committee shall submit by majority vote a reasoned proposal to the Vice Rector of Studies within ten days as of the establishment of the committee to penalise the learner for dishonourable conduct.
- 6.7. In the case of a repeat offence, submitting other peoples' work as one's own (in an exceptional case, the member of the teaching staff may consider the subject as failed without the learner's right to retake the subject during the same academic year) and of a plagiarised graduation thesis, the Vice Rector for Studies shall, based on the decision

taken by the plagiarism committee, propose to the Rector, as a rule, to delete the learner from the matriculation register due to dishonourable conduct.

7 MATRICULATION, DELETION FROM THE MATRICULATION REGISTER AND REMATRICULATION OF LEARNERS

7.1 Matriculation

- 7.1.1 A learner will be matriculated at the Academy by the Rector's directive with the advance approval of the head of the Academic Affairs Office. To matriculate during the admission process, the directive will be based on the decision of the Admission Board.
- 7.1.2 Admission to the Academy is regulated by the EAVA Professional Higher Education Admission Rules approved by the EAVA Council. The rules establish requirements to evaluate the suitability of candidates, required documents, organisation of admission competition and process, including minimum requirements pursuant to the Aliens Act to prove that the alien's command of the language of instruction is adequate.
- 7.1.3 Admittance of pupils to the Academy is regulated by the EAVA Vocational Education Admission Rules approved by the EAVA Council.
- 7.1.4 Admission rules are made public on the Academy's website.
- 7.1.5 In the case of vacant student places, pupils may be admitted to vocational education studies to a study programme in the middle of the academic year as
- 7.1.6 well. The candidate shall have to submit an application by any means capable of producing a written record, and documents listed in the Admission Rules. The Admission Board shall take the decision.
- 7.1.7 A person who is not a student at the Academy who starts studying as a result of a competition organised to fill a vacant student place in professional higher education, shall be matriculated by the start of the semester based on the decision of the Competition Board. The vacant student place is filled as per paragraph 2.3 of EAVA Study Regulations.

7.2 Deletion from the matriculation register

- 7.2.1 Deletion from the matriculation register takes place by the Rector's directive on the proposal of the Academic Affairs Office.
- 7.2.2 In the case of deletion from the matriculation register, the learner shall have to return the Academy's assets and fill in Property Receipt and Clearance Form.
- 7.2.3 The Academy initiates the deletion process in the following cases.
 - 7.2.3.1 The completion of the study programme in full.
 - 7.2.3.2 If the first-year learner has failed to attend without valid grounds within two weeks after the start of studies and has not confirmed the declaration in the SIS.
 - 7.2.3.3 If a part-time student has not registered for subjects without valid grounds within the first two weeks of the semester.
 - 7.2.3.4 If a student transferred to part-time studies has failed to conclude a contract for reimbursement of tuition fees and to declare subjects within two weeks as of the start of the academic year the student was transferred to part-time studies.
 - 7.2.3.5 A student failing to pay the tuition fees.
 - 7.2.3.6 If a pupil fails to attend within two weeks after the end of the academic leave.
 - 7.2.3.7 Upon closure of a study programme, if a pupil has not by that time applied to be transferred to another study programme.
 - 7.2.3.8 Due to lack of progress on the following grounds:
 - 1) if a student fails to reach by end-semester or end of the academic year the cumulatively minimum workload prescribed by the study programme for the completion. The minimum allowed study load in full-time professional higher education is 15 ECTS credits in the first semester of the first academic year (*Effective as of 01.09.19*);
 - 2) if a student fails to complete the study programme during maximum time provided to meet the minimum workload to complete the study programme as

per paragraphs 1.2.27 and 1.2.39 (i.e. in full-time study with four years of standard length of the studies – within one year after the standard length of studies has expired);

- 3) if a student receives a negative grade for the defence of their graduation thesis twice;
- 4) due to academic insufficiency, if a pupil has completed less than 75% of the annual study load prescribed by the study programme;
- 5) for non-attendance, if a pupil has failed to attend more than half of the lessons provided in the timetable during an 8-week period and has not notified of valid grounds for absence;
- 6) if a pupil fails to complete the study programme during the standard length of studies – after the end of the standard length of studies;
- 7) a learner failing to meet requirements laid down to organise studies in the area of specialisation.

7.2.3.9 Due to dishonourable conduct on the following grounds:

- 1) document forgery;
- 2) dishonourable conduct during knowledge check, including
 - using of materials, the member of the teaching staff / teacher has explicitly not allowed to use;
 - impermissible exchange of knowledge (e.g. prompting, copying etc.) by learners whose knowledge is being tested;
 - substituting for another student in knowledge check (examination / pass/fail evaluation);
- 3) plagiarism as per paragraph 6.7 of the Study Regulations.
- 4) a dishonourable act done during practical training, evidenced by the management of the practical training place;
- 5) repeated failure to appear to flying training at the scheduled time without valid grounds;
- 6) other improper conduct unbecoming for a learner expressed in gross disrespect towards the Academy or generally accepted rules of conduct;
- 7) upon entry into force of a conviction handed down for an offence the learner has committed, if the penalty will significantly affect the learner's academic attendance.

7.2.3.10 Deletion from the matriculation register at the request of the learner takes place on the basis of the learner's application submitted to the Rector.

7.2.3.11 Deletion from the matriculation register under condition independent of the parties takes place in the following cases:

- 1) if the learner has been appointed a guardian ad litem by the court, due to the learner's permanent inability to understand or control his/her actions caused by a mental illness or other mental disorder;
- 2) the learner's death

7.3 Re-matriculation

7.3.1 Re-matriculation takes place by the Rector's directive on the basis of the applicant's written application addressed to the Rector.

7.3.2 Re-matriculation will be possible if there is a vacant student place in the study programme and group the person is seeking to be re-matriculated in.

7.3.3 The learner is re-matriculated in the same study programme the learner studied prior to deletion from the matriculation register, for the same semester or the next semester of

the same or the next academic year. The student's workload will be determined based on the credit points collected prior to the deletion from the matriculation register.

- 7.3.4 If a learner has been deleted from the matriculation register due to academic insufficiency, he/she cannot apply for re-matriculation until one year has passed.
- 7.3.5 Persons who have been deleted from the matriculation register as per grounds in paragraph 7.2.3.8 (2), cannot be re-matriculated.
- 7.3.6 A learner who has been deleted from the matriculation register as per grounds in paragraph 7.2.3.5. cannot apply for re-matriculation until the overdue fees have been paid.

8 LEARNERS' STUDIES-RELATED RIGHTS AND OBLIGATIONS

8.1 General rights and obligations

8.1.1 Learners have:

- 1) the right to obtain information about organisation of studies from the Academy;
- 2) the right to have academic and career counselling;
- 3) the right to select subjects within elective courses if studying in the vocational education study programme;
- 4) the right to complete most of the joint study programme at another higher education establishment participating in the programme if studying in a joint study programme;
- 5) the right to listen to extracurricular lectures and take practical sessions, seminars, examinations and pass/fail evaluations at the Academy;
- 6) the right to use for studies Academy lecture rooms, laboratories, computer labs, library, equipment, devices and other assets free of charge according to the procedure laid down by the Rector;
- 7) the right to elect representatives and be elected to the Student and Pupils Councils (*Effective as of 01.09.2019*);
- 8) the right and obligation to maintain reputation of the Academy;
- 9) the right and obligation to attend studies and complete the study programme the learner has been matriculated in;
- 10) the right to submit a substantiated proposal to the Rector via the Student or Pupils Council as regards unsuitability of a member of the academic staff to teach a subject (*Effective as of 01.09.2019*);
- 11) the right to request resitting of an examination or pass/fail evaluation before an Examination Board according to the Study Regulations and based on a motivated application;
- 12) the right to propose to the Rector improvements of the organisation of studies;
- 13) the right to have at least eight weeks of holiday each academic year;
- 14) the right to take academic leave according to the grounds and procedure laid down by law and in the Study Regulations;
- 15) the right to be issued a student card according to the procedure laid down in a regulation of the minister responsible for the area as provided for in Article 25 (8) of the Vocational Educational Institutions Act. *The Procedure to Issue Student Cards* regulates commissioning and issue of student cards at the Academy (*Effective as of 01.09.2019*);
- 16) the right to receive study allowance and study loan under the conditions and procedure provided for by the Study Allowances and Study Loans Act;
- 17) the right in the case of closing a study programme or the Academy, to continue studies in the same or another educational institution in the same or close area of specialisation;
- 18) the obligation to use prudently the assets at the disposal of the Academy and follow the EAVA Study Regulations and internal rules;
- 19) in the studies, follow the academic ethical principles and the good study practice; (*Effective as of 27.04.2021*)
- 20) other rights and obligations arising from legislation.

8.1.2 The pupil is entitled to compensation of travel costs under the conditions and procedure provided for by the Public Transport Act.

8.2 Notification

8.2.1 EAVA notifies the learner of directives concerning the learner (e.g. deletion from the matriculation register, academic leave, extension of the period of study, etc.). Information related to the student and studies is communicated via SIS or the learner's EAVA email (first name. family name@eava.ee), by which EAVA deems the information to have been communicated.

8.2.2 The learner is obliged to update any changes in his/her contact details in the SIS.

8.3 Counselling and support services

8.3.1 The learner has the right to contact staff of the Academic Affairs Office, coordinators of speciality departments, members of the Student Council and the student also to tutors in order to get information and help to solve studies-related issues.

8.3.2 The learner can use the following counselling services:

- 1) academic counselling;
- 2) career counselling;
- 3) psychological counselling.

8.3.3 Academic counselling helps to find solutions to the following issues:

- 1) planning of studies;
- 2) taking examinations and pass/fail evaluations;
- 3) credit transfer and accreditation of prior and experiential learning (APEL, *Estonian* VÕTA);
- 4) planning, extension and suspension of the academic leave;
- 5) deletion from the student register;
- 6) change of the study programme and transfer to study in a new speciality;
- 7) resumption of studies;
- 8) development of study skills, selection of appropriate learning styles;
- 9) balancing studies and private life.

8.3.4 Career counselling helps to find solutions to the following issues:

- 1) change of job and career transition;
- 2) CV preparation and writing a motivation letter;
- 3) preparing for a job interview;
- 4) reconciling studies and work;
- 5) planning studies taking into account career plans;
- 6) complete practical training.

8.3.5 A list and contact details of academic, career and psychological counsellors are available on the Academy website.

8.3.6 An international visiting student is counselled by a specialist from Academic Affairs Office, staff of speciality department and tutors.

8.4 Counselling and support services for learners with special needs

8.4.1 Candidate learners with special needs are admitted to the Academy under equal conditions with other candidates. Candidates to professional higher education study programmes of Air Traffic Services and Aircraft Piloting have to pass a medical check, as the specialities are subject to health requirements established by the Government of the Republic Regulation No 325 [22.12.2005].

8.4.2 The aim of support services available to learners with special needs is to support their independent ability to cope, social integration and equal opportunities as well as further an efficient inclusive learning environment.

8.4.3 Information of EAVA specialities and admission criteria is communicated in alternative formats (in print, by phone, on website, informational events).

8.4.4 Candidate learners can inform the admission specialist of their special needs and apply for support services (e.g. to use a personal assistant, extra lighting, additional time).

- 8.4.5 Learners with special needs shall have a designated contact person to provide information and assistance and identify need for support measures.
- 8.4.6 Learners with special need get initial information and assistance to solve studies-related issues from the Academic Affairs Office and speciality department.
- 8.4.7 As regards the learning environment, support is provided by staff from the Academic Affairs Office and speciality department.
- 8.4.8 The Academy has ensured an accessible learning environment in the Academy building for persons with special needs, i.e. unhindered mobility for all learners in the building. The building has an elevator and an accessible toilet. The learning environment can be adjusted (e.g. an additional desk added) to the needs of learners with special needs. Learners with special needs have access to information systems, learning materials in most subjects are available in Moodle.
- 8.4.9 Students with a moderate, severe or profound disability have the right to complete the study programme also during the academic leave.
- 8.4.10 Exemption of students with special needs from paying the tuition fee is carried out pursuant to *The Conditions and procedure to reimburse the cost of tuition* approved by the EAVA Council.
- 8.4.11 A student can apply for exemption from the tuition fee until 20 September in the autumn semester and 20 February in spring semester.
- 8.4.12 The procedure to apply for and grant scholarships to students with special needs is carried out pursuant to the regulation of the Government of the Republic *General conditions for types, amounts and procedure of granting student scholarships* (published RT I, 27.12.2013,18).
- 8.4.13 Additional information for learners with special needs: <https://www.epikoda.ee/avaleht/haridusvaldkond/korgharidus/>

8.5 Accreditation of prior and experiential learning

EAVA may consider the learner's prior and experiential learning (APEL) as provided in the *Conditions and procedure for accreditation of prior and experiential learning at EAVA*.

8.6 Evaluation of issues related to learning, teaching and learning environment and quality assurance

- 8.6.1 Evaluation of issues related to learning, teaching and learning environment is done by regular feedback surveys.
- 8.6.2 Feedback outcome and analysis thereof is an input to enhance issues related to learning, teaching and learning environment.
- 8.6.3 The EAVA Quality Manager establishes a schedule for feedback surveys.
- 8.6.4 Members of the teaching staff, Vice Rector for Studies, heads of speciality departments, head of the Academic Affairs Office and Quality Manager analyse feedback.

8.7 Study allowances

- 8.7.1 A learner is entitled to apply for study allowances pursuant to the Study Allowances and Study Loans Act.
- 8.7.2 Issues related to students' study allowances are regulated by EAVA Conditions and procedure to apply for, grant and pay needs-based allowances.
- 8.7.3 Issues related to pupils' study allowance are regulated by EAVA Conditions and procedure to apply for, grant and pay study allowances to pupils in vocational education.

8.8 Academic leave

- 8.8.1 The calculation of the standard length of the study programme is suspended for the period of the learner's academic leave. Learners are not transferred to the next year of

studies during the academic leave (unless completion of the study programme is allowed).

- 8.8.2 A student is entitled to have upon request an academic leave once for one year as of the second semester during the standard length of studies. (Effective as of 01.09.2019)
- 8.8.3 A learner is entitled to have an academic leave in the following cases:
 - 1) on medical grounds for up to two years;
 - 2) for military or alternative service up to one year;
 - 3) to take care of a child until the child attains three years of age.
- 8.8.4 To apply for an academic leave on medical grounds, the learner will submit a medical certificate, if called up for compulsory military service in the Estonian Defence Forces, a call-up notice.
- 8.8.5 After the birth of the child, the learner has the right to apply for an academic leave by submitting a copy of the child's birth certificate.
- 8.8.6 If a student on academic leave at his/her own request will take academic leave on the grounds as per paragraph 8.8.3, the current academic leave will be suspended but resumed at the student's request when the academic leave as per paragraphs 8.8.3 has expired.
- 8.8.7 A learner submits an application to take and suspend an academic leave to the EAVA Academic Affairs Office; the directive is drawn up in the document management system, notifying beforehand the speciality department of the learner's application.
- 8.8.8 The academic leave is formalised by the Rector's directive.
- 8.8.9 A learner on academic leave continues to be in the list of EAVA students.
- 8.8.10 A learner on academic leave is allowed to complete the study programme. (Effective as of 01.09.2019)
- 8.8.11 Repealed. (Effective as of 01.09.2019)
- 8.8.12 A learner on academic leave has no right to apply or get study allowances.
- 8.8.13 After the academic leave a student will have to resume studies at the beginning of the year and semester during which he/she was allowed to take academic leave. The end-date of the academic leave is the last day of the previous semester.
- 8.8.14 If a pupil has not resumed studies within two weeks of the end of the academic leave, he/she will be deleted from the matriculation register.

8.9 Handling dishonourable conduct

- 8.9.1 If a learner violates a traditions, the member generally accepted code of conduct or academic of the teaching staff, the head of the speciality department and the head of the Academic Affairs Office have the right, depending on the severity of the case, to submit a proposal to the Rector:
 - 1) to reprimand in writing;
 - 2) to delete from the matriculation register.
- 8.9.2 To handle cases of dishonourable conduct, the Rector shall set up a designated committee by his directive. A representative of the Student Council will be appointed to the committee. The representative's opinion will be treated as the opinion of the representative of the Student Council, if it is necessary to decide the deletion of the learner from the matriculation register for this dishonourable act. (*Effective as of 27.04.2021*)
- 8.9.3 The committee investigates all relevant dishonourable conduct case-related issues in a full and objective way. The learner has a possibility to explain and defend his/her actions before the committee.
- 8.9.4 Upon detection of a violation, the committee shall submit by majority vote a reasoned proposal to the Rector within ten days as of the establishment of the committee to penalise the learner for dishonourable conduct. The Office of Academic Affairs informs

the student about the statement of dishonourable conduct filed against him or her and the final decision (*Effective as of 27.04.2021*)

- 8.9.5 A student exmatriculated for academic fraud or other misconduct may not apply for external status, visiting student status, or re-enrollment and re-enroll until at least one calendar year has passed since the exmatriculation. (*Effective as of 27.04.2021*)

8.10 Conditions and procedure to contest decisions in matters of organisation of studies

- 8.10.1 If a learner would like to contest a decision in matters of organisation of studies, he/she will address the decision-maker to explicitly express his/her intent to contest the decision. Should the intent remain unchanged after the discussion with the decision-maker, the learner may appeal in writing within one month from the adoption of the decision contested.
- 8.10.2 The appeal is submitted to the Vice Rector for Studies. If the decision taken by the Vice Rector for Studies is appealed, the appeal will be submitted to the Rector.
- 8.10.3 Within five working days of receipt of the appeal, the recipient of the appeal explains the appellant the procedure for handling the appeal.
- 8.10.4 The Vice Rector for Studies may convene a three-member committee to review the appeal, discuss the matter with the speciality department and/or the Academic Affairs Office and the Student Council.
- 8.10.5 The recipient of the appeal is obliged to inform the learner within 15 working days as of the submission of the appeal, whether:
- 1) the contested decision remains effective;
 - 2) the decision is annulled and a new decision is taken.

9 FINAL PROVISIONS

- 9.1 The Study Regulations approved by EAVA Council on 17.12.2015 are repealed.
- 9.2 These Study Regulations enter into force on 05.02.2018.