

Estonian Aviation Academy
Rules for the Provision and Quality Assurance of Continuing Education

1. General

- 1.1. These Rules for the Provision and Quality Assurance of Continuing Education (“Rules”) at the Estonian Aviation Academy regulate the organisation and delivery formats of continuing education, the bases for organising, conducting and quality assurance of continuing education, the rights and obligations of the trainees enrolled in continuing education (“Trainees”) and the related principles of financing, reporting and documentation.
- 1.2. These Rules are based on the Statutes of the Estonian Aviation Academy (“Academy”), Higher Education Institutions Act, Adult Education Act, Continuing Education Standard and other relevant legislation.
- 1.3. For the purposes of these Rules, continuing education means organised and outcome-oriented education and training, which stands outside any degree course.
- 1.4. The target group for continuing education comprises private individuals, employees of organisations, college and university alumni and all other people interested in improving their knowledge and skills in the field of aviation or related fields.
- 1.5. The Rules for the Provision and Quality Assurance of Continuing Education and any later amendments are approved by the Council of the Academy.
- 1.6. The terms “continuing education” and “continuing training” are considered synonymous for the purposes of these Rules.

2. Delivery formats for continuing education

Continuing education can be delivered in the following formats:

- 2.1. long or short courses (e.g. lecture, seminar, practical course, e-learning);
- 2.2. a single or a series of learning days (seminar, conference, summer school);
- 2.3. any regular academic course delivered as part of the Academy’s undergraduate degree programme;
- 2.4. any other format agreed upon between that the Trainee and the Academy.

3. Quality assurance of continuing education

- 3.1. The basic document for delivering continuing education is the continuing education syllabus, which contains at least the following information:
 - 3.1.1. the title of the syllabus;
 - 3.1.2. the field of study;
 - 3.1.3. the intended learning outcomes;
 - 3.1.4. academic prerequisites;
 - 3.1.5. learning architecture, including the shares of lectures, practical and individual learning;
 - 3.1.6. learning content;
 - 3.1.7. a description of the learning environment;

- 3.1.8.a list of learning materials if prescribed for the syllabus;
- 3.1.9.completion requirements and the document(s) awarded;
- 3.1.10.qualification or experience requirements for the course instructor.
- 3.2.The continuing education syllabus is developed and approved by the structural unit delivering the course together with the course instructor. The head of the relevant structural unit is responsible for the accuracy of the information contained in the syllabus, the accuracy of the learning materials and the quality of the content of the course.
- 3.3.The continuing education syllabus is developed with intended threshold-level learning outcomes in view.
- 3.4.The scope of the continuing education syllabus is determined in academic hours. The length of an academic hour is 45 minutes.
- 3.5.The Academy is not obliged to publish or otherwise make available the continuing education syllabus, and the details of the instructors involved if the syllabus has been developed under an individual contract or order for exclusively training the individuals specified in the contract or order.
- 3.6.The instructors delivering continuing training can be the Academy's faculty members, Estonian or foreign professionals, or faculty members of other colleges and universities.
- 3.7.If necessary, the potential instructor submits a CV to the Academy, indicating their qualification and their study or work experience in the taught field, on the basis of which the instructor's competence can be assessed.
- 3.8.Continuing training may be run on the Academy premises, in a suitable classroom or seminar room on the client's premises, in an e-learning environment or elsewhere as agreed with the client. The learning environment will have sufficient seating capacity and the necessary teaching and/or presentation equipment. Prior to any training, the learning environment is equipped with all tools necessary for accomplishing the goals and intended learning outcomes of the syllabus.
- 3.9.Trainees are asked for feedback at the end of the training. The results of the feedback survey will be analysed by the structural unit and instructors that conducted the training, involving other relevant persons in the analysis process if necessary. The results of the feedback are taken into account in the development of continuing education syllabi and in the conduct of subsequent continuing training courses.

4.Organisation of continuing education, rights and obligations of the Trainee

- 4.1.Continuing education courses are planned on the basis of orders received, analysis results of feedback surveys of the target group, the state commissioned education and the Academy's training resources.
- 4.2.Continuing education services are provided on the basis of an application and/or a contract. An application is understood as an electronic registration form on the website of the Academy, a training order or other application submitted in writing.
- 4.3.A registrant for continuing education may be requested by the Academy to submit their email address and employer's details in addition to other information required by legislation.
- 4.4.The Academy has the right to cancel the training if the minimum number of participants is not reached. Registrants will be notified of the cancellation of the training by email at least three working days before the training.
- 4.5.Cancellations of trainings organised on the basis of an order are subject to the contract, the conditions described in the price quotation or the training information.

- 4.6. Enrolment to continuing education is open to all individuals who meet the requirements for the target group specified in the syllabus and have registered for the course by the specified deadline.
- 4.7. A person is enrolled in continuing education by a confirmation letter sent by email following the application and, in the case of commissioned training, by approving the Academy's quotation and/or signing a relevant contract, etc.
- 4.8. The Academy may refuse to train a person if the person does not meet the conditions established in the continuing education syllabus, if the maximum number of participants in the course has been reached, or if the person or the client has tuition fee arrears to the Academy.
- 4.9. The Trainee has the right to:
- 4.9.1. obtain information about the content and format of the continuing training offered;
 - 4.9.2. attend and participate in all the activities set out in the relevant syllabus;
 - 4.9.3. obtain all learning materials intended for the course;
 - 4.9.4. access the Academy's e-learning environments if this is required for the training;
 - 4.9.5. use the Academy library subject to the relevant rules;
 - 4.9.6. receive study counselling from the structural unit of the Academy organising academic activities;
 - 4.9.7. receive a document proving the completion or attendance of the continuing training;
 - 4.9.8. give feedback about the continuing training attended.
- 4.10. The Trainee is obliged to:
- 4.10.1. abide by generally accepted standards of conduct and the principles of academic integrity;
 - 4.10.2. meet the requirements set out in the continuing education syllabus;
 - 4.10.3. pay a fee for participating in the continuing training if the Academy invoices the Trainee;
 - 4.10.4. avoid damaging or destroying Academy property, and in the event of such damage or destruction, compensate in full for the damage caused;
 - 4.10.5. give notice of the Trainee's withdrawal from the course at least 5 (five) working days before the beginning of the course.
- 4.11. The Academy shall interrupt continuing training on the basis of a written application by the Trainee or the client.
- 4.12. The Academy may interrupt the studies of a Trainee if the Trainee has not met the requirements set out in clauses 4.10.1 to 4.10.4.

5. Issuance of documents proving completion or attendance of continuing training

- 5.1. The completion or attendance of continuing training is documented by a certificate or statement, as appropriate.
- 5.2. A certificate of completion of training is issued if the achievement of the learning outcomes was assessed during the training and the person achieved the learning outcomes required for the completion of the syllabus.
- 5.3. A statement of participation in or completion of training is issued if the achievement of learning outcomes was not assessed during the training or if the person did not achieve all the learning outcomes required for the completion of the syllabus.
- 5.4. As a rule, documents proving the completion or attendance of continuing training are issued within 1 (one) month after the payment of the tuition fee invoice, unless agreed otherwise.

- 5.5. Documents proving the completion or attendance of continuing training are issued after the requirements for completion of the training course have been met and, if the training is subject to a fee, the payment of the invoice.
- 5.6. The documents are issued on the Academy's letterhead and registered in the document management system.
- 5.7. The certificate or statement contains at least the following information:
 - 5.7.1. the name and personal identification code of the person completing or attending the continuing training;
 - 5.7.2. the number of the notice of economic activities in the Estonian Education Information System (EHIS);
 - 5.7.3. the official name and registration number of the Academy;
 - 5.7.4. the title of the syllabus;
 - 5.7.5. the time and scope of the continuing training;
 - 5.7.6. the number, place and date of issue of the document;
 - 5.7.7. the names of the instructors delivering the training.
- 5.8. In addition to clauses 5.7.1 to 5.7.7, a certificate or an appendix thereto will also set out the learning outcomes and their grading scheme.
- 5.9. If the training is organised in cooperation with partner organisations, the name(s) and logo(s) of the partner(s) may be added to the document certifying completion and/or attendance of the training.
- 5.10. If a document is lost, destroyed or damaged, a duplicate will be issued on the basis of an application. The fee for the duplicate will be established by a decree of the Rector.

6. Financing and reporting

- 6.1. The financing of continuing education are subject to the bases and procedure for pricing the services of the Estonian Aviation Academy.
- 6.2. Continuing education delivered by the Academy is subject to a fee, unless agreed otherwise. The price for continuous training is approved before the beginning of the training in a price quotation or by a decree of the Rector.
- 6.3. The tuition fee is paid on the basis of an invoice issued by the Academy. A service agreement is concluded with the client if necessary.
- 6.4. Should a continuing training course be called off due to reasons arising from the Academy, no fee is charged and any fees paid are reimbursed to the payer.
- 6.5. The Academy is not obliged to reimburse any payments to the payer in the event that the Trainee fails to attend the training.
- 6.6. A report on the results of continuing education is drawn up once in a calendar year and presented as a part of the annual report of the Academy.

7. Challenging decisions related to the organisation of training

- 7.1. The Trainee has the right to challenge decisions related to continuing education.
- 7.2. A Trainee who wants to challenge a decision concerning them shall submit a written application to the person who made the decision or to the head of the structural unit organising the training.
- 7.3. The person who made the challenged decision or the head of the structural unit organising the training may change their decision. If the decision made regarding the Trainee is not changed as a result of the discussion, the Trainee may submit a written challenge to the head

of the Office of Academic Affairs within 30 days of the day on which they became aware or should have become aware of the decision.

7.4. The head of the Office of Academic Affairs forms an independent committee to review the challenge. The committee presents its reasoned opinion within 10 days of the date of submission of the challenge. If the challenge requires additional investigation, the time limit for reviewing the challenge may be extended up to 30 days, of which the person submitting the challenge will be notified by email.

7.5. On the basis of the committee's position, the head of the Office of Academic Affairs makes one of the following decisions:

7.5.1. a reasoned proposal to amend the initial decision;

7.5.2. dismissal of the challenge.

7.6. The decision on the challenge is made in writing and sent to the Trainee by email.

7.7. Any disputes arising from the payment of tuition fees are resolved by negotiations. If the negotiations fail, the disagreement is resolved in accordance with the legislation of the Republic of Estonia.

8. Implementing provisions

8.1. These Rules take effect on 26 February 2021.