

## **Tallinn University Statute of Study Programme**

TU Senate Regulation No. 3 of 23 January 2012

Adopted pursuant to the clause 37 of subsection 1 of section 16 of the Tallinn University Statute and proposals of the TU Senate Academic Affairs Committee and Research Committee, dated 16 January 2012.

### **I General provisions**

#### **§ 1. Purpose**

Tallinn University Statute of Study Programme (hereinafter *the Statute*) regulates the structure, conditions and procedures for opening, developing and closing of a study programme in Tallinn University.

#### **§ 2. Objective**

(1) The objective of the Statute is to:

- 1) ensure that the University study programmes conform to the requirements of state legislation;
- 2) develop a structure that is common to all study programmes in order to provide equal opportunities for all students to develop professional knowledge, skills and perspectives and also to fulfil individual learning and development needs, as well as the students' intellectual interests;
- 3) provide coherent theoretical and practical knowledge, skills and perspectives related to a specialization;
- 4) provide a systematic development of study programmes in cooperation with different parties (university members, employers, trade and specialized associations, university alumni, state organizations, etc.)

#### **§ 3. Definitions used in the Statute**

(1) In the Statute the following terms are defined:

- 1) "A domain" – refers to the fields of action of the University: education, humanities, arts, natural sciences, social sciences and health.
- 2) "A module"- is a structural unit of a study programme, specifically designed to consolidate study courses into one meaningful course or set of courses.
- 3) "A course" - is a systematic presentation of knowledge and skill sets (competences) that considers the issues of a specific discipline or study field or enables a broader overview of these issues.
- 4) "An ECTS credit" – (as defined under the European Credit Transfer System), is a "calculated unit of study" that corresponds to 26 hours of work performed by a student and is used for calculating a study load.
- 5) "Subject-specific courses" - are courses that are developed pursuant to the main objective of a study programme and develop the competences of the main speciality. Subject-specific courses are included in the bachelor, professional higher education, master and doctoral study programmes and are divided into modules according to content.
- 6) "Main speciality" – is a main field of study, in which a student obtains knowledge, skills and attitudes corresponding to a level of study that is required for commencing work in a

professional field described in the study programme and also forms the basis for continuing studies at the next study level.

- 7) "A specialization course" – is a module of a bachelor and professional higher education study programme, which is defined within the subject-specific courses and creates sufficient prerequisites for applying the knowledge and skills of the given study field in future work, or offers a wider social and cultural knowledge base. A specialization course amounts to 24 ECTS credits, selected on the basis of a student's own choice. [Amended 15.04.2013]
- 8) "A minor speciality" – is acquired by a student who chooses a minor speciality from the same study field as the main speciality or from some other field of study and obtains additional knowledge and skills to continue studies at the next study level or commence to work. A minor speciality corresponds to 48 ECTS credits. [Amended 17.03.2014; 15.04.2013]
- 9) "General courses" – are courses for bachelor, professional higher education and master study programmes that present students with a broader knowledge base and set of skills, general terminology or the basics of other fields that are necessary to complete their studies. General courses also provide an opportunity for students to acquire a more comprehensive and global perspective.
- 10) "General courses of doctoral study" - are courses that support the completion of doctoral study, writing a doctoral thesis and post-doctoral study and research.
- 11) "Elective courses" - are courses that a student chooses freely from a defined list of courses fixed in the study programme. The total amount of courses available on the list of electives is 1.5 to 3 times greater than the amount of credit points established for electives for a student.
- 12) "Open electives" - are courses that a student may freely choose from the registered study programmes of Tallinn University or other universities.
- 13) "Supportive courses" - are courses that are not part of any TU degree study programme. A student may choose a supportive course to provide help in the pursuit of other university studies. A supportive course may be one in foreign languages, computer studies, Estonian for graduates of Russian-medium upper secondary schools, expressive skills in mother tongue, etc.

#### **§ 4. Study programme**

- (1) A study programme is a source document of study that creates preconditions for the development of professional and social competences of a student and fulfilment of their personal development requirements.
- (2) A study programme sets out the study objectives and learning outcomes (5-10); the nominal duration of study and workload volume; the requirements for commencing study; the language(s) of instruction; the list and workload volume of courses as well as the descriptions and options for completion of study. The objectives and learning outcomes of the study programme are phrased in such a way that the knowledge and skills of students graduating from the study programme can be assessed.
- (3) A joint study programme is a source document that prescribes study in two or more higher education establishments that have jointly elaborated and approved the joint study programme. The parts of the joint study programme that are conducted in different countries must correspond to the requirements established in the respective countries.
- (4) The language of instruction in the University is Estonian, except in doctoral study, where English is one of the languages of instruction for all the study programmes. The University Senate decides on the use of other languages of instruction upon approval of the study programme.
- (5) Planning of the number of courses in a study programme is based on the work performed by a student for one credit point and on the weight of a course required to fulfil the study

programme objectives and deliver the learning outcomes. One academic year amounts to 60 ECTS credits.

- (6) The study programme consists of modules. The structure of these modules allows a student to specialize in a main speciality and in bachelor studies, to choose a minor speciality or several specializations in the same volume as a main speciality, in order to achieve the study programme objectives and learning outcomes.
- (7) A main speciality amounts to at least 50% of the amount of studies prescribed for the student by a study programme. Depending on the level of study the main speciality consists of:
  - 1) a module of subject-specific courses and practice. The modules of subject specific courses of the main speciality on the same study programme must differ at least for 75% [Amended 17.03.2014];
  - 2) a bachelor/master/doctoral thesis or bachelor or master examination;
  - 3) a module of teacher's professional studies. This module is added in teacher education study programmes.
- (8) A study programme sets out the requirements for the selection of a minor speciality. The completion of a minor speciality takes place during one or several levels of study and is equivalent to 48 (preferably 24+24) ECTS credits. The Academic Affairs Committee approves the list of minor specialities. [Amended 15.04.2013]
- (9) In a bachelor study programme oriented to teacher education, the selection of a minor speciality in an amount established within the framework of teacher education may be limited with regard to the objectives of the study programme; the admission requirements for master programmes of teacher education might presume the completion of a minor speciality.
- (10) Students may freely select specialization courses. The Academic Affairs Committee approves all specialization courses offered by the academic units to students of other study fields.
- (11) Repealed [Amended 15.04.2013]
- (12) A student may receive the respective certificate upon completion of a specialization course and a minor speciality through the Open University. Study programmes may stipulate differences in the fulfilment of a study programme for students in cyclical studies, including distance learning.

## **II Study programme - structure**

### **§ 5. Professional higher education study programme**

- (1) A study programme of professional higher education is equivalent to 180 ECTS credits. The study programme consists of:
  - 1) general courses equivalent to 16 ECTS credits, which include 25% options;
  - 2) subject-specific courses equivalent to at least 76 ECTS credits, which include at least 25% options;
  - 3) practice equivalent to at least 30 ECTS credits;
  - 4) a final thesis or examination equivalent to 6 ECTS credits or 12 ECTS credits;
  - 5) elective courses equivalent to at least 24 ECTS credits.

### **§ 6. Bachelor study programme [Amended 15.04.2013]**

- (1) A bachelor study programme is equivalent to 180 ECTS credits. The study programme consists of general courses, subject-specific courses, a minor speciality or specialization courses or open elective courses, a bachelor thesis or examination (see Appendix 1, Structure of bachelor study programme).

- (2) A study programme that specifies the obligation of choosing a minor speciality, has the following structure:
- 1) general courses equivalent to 16 ECTS credits, which include 50 % options;
  - 2) subject-specific courses equivalent to 80 or 86 ECTS credits. The amount of options in subject-specific courses is 20 – 50%, including the volume of specialization practice equivalent to at least 3 ECTS credits;
  - 3) minor speciality equivalent to 48 ECTS credits;
  - 4) a bachelor thesis or, where the specificity of the study field prescribes this, a bachelor level examination, equivalent to 6 ECTS credits or 12 ECTS credits;
  - 5) open elective courses equivalent to 24 ECTS credits.
- (2<sup>1</sup>) A study programme that specifies the obligation of choosing a specialization course, has the following structure:
- 1) general courses equivalent to 16 ECTS credits, which include 50 % options;
  - 2) subject-specific courses equivalent to 104 or 110 ECTS credits. In subject-specific courses, the amount of options is 20 – 50%, including the amount of specialization practice equivalent to at least 3 ECTS credits;
  - 3) a specialization course equivalent to 24 ECTS credits;
  - 4) a bachelor thesis or, where the specificity of the study field prescribes this, a bachelor level examination equivalent to 6 ECTS credits or 12 ECTS credits;
  - 5) open elective courses equivalent to 24 ECTS credits. [Amended 17.03.2014]
- (2<sup>2</sup>) A study programme that does not specify the obligation of choosing a minor speciality or a specialization course, has the following structure:
- 1) general courses equivalent to 16 ECTS credits, which include 50 % options;
  - 2) subject-specific courses equivalent to 104 or 110 ECTS credits. In subject-specific courses, the amount of options is 20 – 50%, including the amount of specialization practice equivalent to at least 3 ECTS credits;
  - 3) a bachelor thesis or, where the specificity of the study field prescribes this, a bachelor level examination equivalent to 6 ECTS credits or 12 ECTS credits;
  - 4) open elective courses equivalent to 48 ECTS credits. [Amended 17.03.2014]
- (3) All bachelor study programmes include at least one seminar, during which students make presentations and write an independent research or carry out a development project.
- (4) Where it is justified, the volume of subject-specific courses can be increased by 24 ECTS credits, by decreasing the amount of open electives. The study programme is approved by the Academic Affairs Committee to whom the head of study presents, in addition to the study programme, a comparison to similar study programmes by identifying the volumes of subject-specific courses or proof of compliance of the study programme with the standard documents regulating the qualification of the study field. [Amended 19.04.2012].

## **§ 7. Master study programme**

- (1) A master study programme, which is equivalent to 120 ECTS credits, (see Appendix 2- Structure of a master study programme) consists of:
- 1) general courses equivalent to 8 ECTS credits, which include 50% options;
  - 2) subject-specific courses equivalent to 66, 72 or 80 ECTS credits. The subject-specific courses include 25 – 50% options, including specialization practice equivalent to at least 3 ECTS credits;
  - 3) a master thesis equivalent to 16, 24 or 30 ECTS credits. Where the specificity of the study field prescribes this, a master level examination equivalent to 16 ECTS credits may replace the master thesis;
  - 4) open electives equivalent to 16 ECTS credits. The amount of open electives may be decreased to 12 ECTS credits if the amount of specialization practice has been increased to 7 ECTS credits. [Amended 15.04.2013]

- (2) A master study programme with teacher education, (see Appendix 3 - Structure of a master study programme with teacher education) consists of:
  - 1) teacher's professional studies equivalent to 60-69 ECTS credits, that is divided into:
    - a) general education and psychology subjects (30 ECTS credits) including at least 25% options;
    - b) subject didactics equivalent to 15 or 21 ECTS credits;
    - c) practice equivalent to 15 ECTS credits (for a single-subject teacher) or 18 ECTS credits (for a two-subject teacher); [Amended 15.04.2013]
  - 2) subject-specific courses equivalent to 24 ECTS credits or 30 ECTS credits (for a single-subject teacher);
  - 3) a master thesis on general pedagogy or subject didactics equivalent to 16 ECTS credits; open electives equivalent to 11 or 14 ECTS credits.
- (2<sup>1</sup>) A master study programme with teacher education for students who have started their studies since the 2013/2014 academic year consists of:
  - 1) teacher's professional studies equivalent to 66 or 76 ECTS credits, which is divided into:
    - a) general education and psychology courses (30 ECTS credits) including at least 25% options,
    - b) subject didactics equivalent to 15 or 21 ECTS credits,
    - c) practical courses of subject didactics at school equivalent to 6 ECTS credits;
    - d) practice equivalent to 15 ECTS credits (for a single subject teacher) or 18 ECTS credits (for a two-subject teacher);
  - 2) subject-specific courses for 24 ECTS credits or 30 ECTS credits (for a single subject teacher);
  - 3) a master thesis on general pedagogy or subject didactics equivalent to 16 ECTS credits;
  - 4) open electives equivalent to 4 or 8 ECTS credits. [Amended 15.04.2013]
- (2<sup>2</sup>) A pilot study programme in the field of teacher education may have a different structure as stated by sub-sections 2 and 2<sup>1</sup> of this section. The analysis of a pilot study programme is conducted after the first nominal period of study. The decision of continuation, change or closure of the study programme shall base on the results of the analysis. [Amended 17.03.2014]
- (3) The Board of Teacher Education shall approve a module of teacher's professional studies.
- (4) An integrated study programme of 300 ECTS credits (the study programme of a class teacher) shall be completed on exceptional grounds established in the Universities Act.
- (5) All master study programmes include at least one seminar during which students make presentations and write an independent research paper or carry out a development project.
- (6) For students whose prior education has been acquired in another study field, a master study programme may establish an equalizing module in order for students to acquire the missing competences. This module will be studied in the Open University degree study. The equalizing module consists of bachelor level courses in the maximum amount of 16 ECTS credits and these form part of the study agreement concluded with the student. If the volume of the equalizing module exceeds the volume of open electives in the study programme, the student candidate must complete the required courses in the Open University degree study before applying to the study programme. [Amended 15.04.2013]

## **§ 8. Volume of subject-specific courses at bachelor and master study levels.**

The average volume of subject-specific courses of bachelor and master study programmes is 4 ECTS credits. The study programmes may include 2-credit-courses in the maximum amount of 6 ECTS credits (special seminars, special courses, master classes, and others). The study programmes do not include courses with a volume of less than 2 ECTS credits.

## **§ 9. Requirements for foreign language proficiency for professional higher education, bachelor and master studies**

- (1) The study programmes include the requirement of proficiency in at least one foreign language at the B2 level of the Common European Framework of Reference for Foreign Languages. (A requirement of proficiency in a second foreign language at the B1 level of the Common European Framework of Reference for Foreign Languages is recommended). The study programmes also include the requirement of a level of computer proficiency necessary for university studies. The requirement of proficiency in one foreign language at the B2 level is not applicable for a student of bachelor, professional higher education and master study in cyclical study (including distance study), whose foreign language proficiency at the beginning of studies is not sufficient to achieve B2 level by the end of their studies. Students in this category are obliged to achieve a foreign language proficiency at the B1 level of the Common European Framework of Reference for Foreign Languages during their studies.
- (2) The graduates of Russian-medium upper secondary schools, studying under Estonian study programmes, must achieve the C1 level of specialized Estonian.
- (3) A prerequisite for studying in English-medium study programmes is the proficiency of English at the B2 level and upon graduation, achieving English proficiency at the C1 level.

## **§ 10. Doctoral study programme**

- (1) A doctoral study programme is equivalent to 240 ECTS credits and consists of:
  - 1) courses equivalent to 60 ECTS credits that are divided into:
    - a) a module of general courses (12-30 ECTS credits),
    - b) a module of subject-specific courses (12-30 ECTS credits),
    - c) individual courses (12-30 ECTS credits);
  - 2) a doctoral thesis equivalent to 180 ECTS credits.
- (2) The module of general and/or subject-specific courses includes university courses that facilitate the development of knowledge and competences in the scientific methodology and ethics of the study field (6 ECTS credits – a compulsory module), research methods (at least 12 ECTS credits), university didactics, academic Estonian and speciality terminology, academic writing, protection of intellectual property, project management and compilation of funding applications. The module of subject-specific courses includes professional application of the specialization (6 ECTS credit points).
- (3) The list of electives within the module of general courses is no greater than three times the volume of the electives. The list of electives within the module of subject-specific courses is no greater than twice the volume of the electives.
- (4) Individual courses are based on the research needs of a doctoral student and may include subject-specific courses to be completed individually, a qualification examination, extracurricular courses (including courses to be completed outside TU) and foreign languages studies.
- (5) Regular research seminars take place in order to support the writing of a doctoral thesis; these are inserted into the study programme as separate courses and/or as part of the estimated volume of the doctoral thesis.
- (6) Presentations at conferences, which introduce the results of the doctoral thesis, and publication of research articles, are considered as part of the estimated volume of a doctoral thesis.
- (7) The recommended volume of courses in a doctoral study programme is 6 ECTS credits with an exception of special seminars, individual subjects, master classes, professional

activity etc. A doctoral study programme does not include courses with a volume of less than 2 ECTS credits.

### **III Study programme - compilation and opening**

#### **§ 11. Prerequisites for opening a study programme**

- (1) Repealed [Amended 17.03.2014]
- (1<sup>1</sup>) A prerequisite for opening a study programme is the existence of a University-employed head of study programme who meets the requirements stated in §11<sup>1</sup> [Amended 17.03.2014]
- (2) Repealed [Amended 17.03.2014]
- (3) Repealed [Amended 17.03.2014]
- (4) Additional requirements for opening a doctoral study programme are positive evaluation of research in the field of the study programme and at least three members of the teaching staff or researchers with a supervision right, working in the University in the given subject field.
- (5) In a doctoral study programme at least 85 % of the volume of courses is taught by members of the teaching staff who are active in research and development in the given field and have a doctoral degree or equivalent qualification, or in the field of the arts, creative persons who are recognised at a high international standard.
- (6) The elective modules included in a bachelor or master study programme may be headed by a member of the teaching staff working in an academic unit under an employment contract. [Amended 15.04.2013]

#### **§ 11<sup>1</sup> Head of a study programme** [Amended 17.03.2014]

- (1) A head of the study programme of the professional higher education level shall have at least of master degree or its equivalent qualification.
- (2) A head of the study programme of the bachelor level shall have a doctoral degree. A head of the study programme in the field of arts must be an internationally recognised artistic person who has been active in the field for at least five years and who holds at least a master degree or its equivalent qualification.
- (3) A head of the study programme of both master and doctoral level education shall meet the requirements of professor.
- (4) A head of the study programme shall be designated by an order of the head of the academic unit. The corresponding order is sent to the Academic Affairs Office who is responsible for registering the name of the head of the study programme in the general data of the study programme in the Study Information System.

#### **§ 12. Opening of a study programme**

- (1) The head of an academic unit appoints a head of the study programme who compiles the preliminary project of the study programme.
- (2) The preliminary study programme project includes:
  - 1) name, general purpose and the learning outcomes of the study programme,
  - 2) an overview of study programmes with similar learning outcomes in Estonia and elsewhere in the world and a comparison of their similarities and differences with respect to the study programme project,
  - 3) positioning of the study programme in the University to avoid overlapping.

- (3) The preliminary study programme project is presented to the Academic Affairs Committee no later than 16 months prior to the planned admission. The Academic Affairs Committee either approves or rejects the preliminary project.
- (4) If the Academic Affairs Committee approves the preliminary project of the study programme, the head of the study programme compiles a study programme project together with course descriptions in both Estonian and English in the Study Information System. Annexes to the study programme are presented electronically. [Amended 15.04.2013]
- (5) The annexes of the study programme include the following documents:
  - 1) a justification for the need of opening the study programme (including a list of interested parties who have been consulted regarding opening the study programme and their opinions);
  - 2) a comparative analysis of the content of the study programme with regard to similar study programmes at foreign universities and other Estonian universities;
  - 3) an overview of how the study programme is positioned within the University;
  - 4) a description of the learning outcomes of the study programme and a comparison of the courses and methods used to create the preconditions for the development of the learning outcomes as described by the Standard of Higher Education. (See the comparative table of self-analysis form available on the homepage);
  - 5) a description of the qualifications and workload, including the level of research and professional competence related to the field of study, of the members of the teaching staff conducting the study programme (the responsible member of teaching staff in the course description);
  - 6) an analysis of the resources required for conducting study (the infrastructure, learning materials and literature, finances);
  - 7) an analysis of how the study programme is related to newer developments in the respective field of research and creativity and how it supports the achievement of the priorities set out in the development plans of the University and the units;
  - 8) an overview of the rate of reimbursement of study expenses to students studying under the study programmes that are conducted in foreign languages;
  - 9) an analysis of the potential employment positions available for the graduates of the study programme, including recommendations from potential employers (not required for doctoral study programmes).
- (6) Upon the opening of a doctoral study programme, a list of internationally published peer-reviewed publications of the members of the teaching staff participating in the conduct of the study programme is added; at least three members of the teaching staff/researchers who have the right of supervision in the subject field of the study programme and who are working in the university under an employment contract, are appointed; also an overview is given of the current and/or planned research groups and target-financed research topics in the subject field of the given study programme.
- (7) The head of the study programme guarantees that the content and form of the curriculum is in compliance with the Standard of Higher Education, the Universities Act, the Statute and other governmental and university regulatory documents and furthermore, that the study programme is correctly entered into the Study Information System. [Amended 15.04.2013]
- (8) The head of the study programme submits the study programme project for analysis and coordination to the decision-making body of the respective academic unit and subsequently to the Domain Council for approval. The head of study programme submits the project of the new study programme to the Senate for approval at least nine months prior to the planned admission. The Board of Teacher Education approves the teacher education study programmes prior to approval by the Academic Affairs Committee.
- (9) Upon approval of the study programme project, the decision-making body of the academic unit:



- 1) analyses the content of the study programme, including whether the learning outcomes correspond to the objectives of the study programme and whether they are in accordance with the development perspectives of the academic unit;
- 2) assesses whether the content and form of the study programme are in compliance with the Standard of Higher Education, the Statute, the unit's development plan and other regulatory documents;
- 3) gives recommendations to the head of the study programme for improving the study programme where necessary;
- 4) makes a final decision to approve or reject the study programme.

(10) Upon approval of the study programme project, the Domain Council:

- 1) assesses the content of the study programme and decides whether the learning outcomes correspond to the study programme objectives and the development perspectives of the broad group of studies;
- 2) gives recommendations to the head of the study programme for improving the study programme where needed.

(10<sup>1</sup>) The head of the study programme improves the study programme project in the Study Information System based on the recommendations of the Domain Council. Three weeks prior to the Senate session, the head of the study programme submits the annexes of the study programme project to the specialist of the study programmes register at Academic Affairs Office who verifies their compliance to the Statute. The head of the study programme takes into account the proposals of the Academic Affairs Office and presents the study programme to the Senate two weeks prior to the meeting of the Academic Affairs Committee. [Amended 15.04.2013]

(11) Upon assessment and approval of the study programme project, the Academic Affairs Committee:

- 1) analyses the content of the study programme, including whether the learning outcomes correspond to the objectives of the study programme and are in compliance with the development perspectives of the University/academic unit;
- 2) assesses whether the content and form of the study programme are in compliance with the Standard of Higher Education, the Statute and the TU Development Plan and other regulatory documents; [Amended 15.04.2013]
- 3) gives recommendations to the head of the study programme for improving the study programme.

(12) The Academic Affairs Committee makes one of the following proposals:

- 1) recommends approval of the study programme to the University Senate;
- 2) recommends improvement and completion of the study programme to the head of the study programme;
- 3) recommends non-approval of the study programme to the University Senate.

(13) The head of the study programme submits the study programme approved by the Senate, including the annexes, electronically to the Academic Affairs Office, which then submits an application to the Ministry of Education and Research for registration of the study programme in the Estonian Education Information System (EHIS).

(14) The study assistant of the academic unit enters the details of the study programme registered in the EHIS, including where admission to the programme will be opened, into the Study Information System no later than 30 April.

(15) The Academic Affairs Office shall keep an account of the opening, closing and changes in the study programmes in the University.

### **§ 13. Opening of joint study programme**

- (1) In order to develop and manage a joint study programme, educational establishments shall conclude an agreement with each other (hereinafter the agreement of joint study programmes), which includes all the details of development and organization of the studies in a joint study programme. All the educational establishments participating in a joint study programme undertake to conduct study to an extent of not less than 20% of the agreed volume of the study programme.
- (2) A joint study programme and a study based on it may differ from the requirements established in this Statute and other study regulations of the University. Respective differences are defined in the agreement of the joint study programmes.
- (3) The agreement of joint study programmes includes the following data:
  - 1) the basis of integrated study organization, including using the format of a study programme and course description; the exchange of information for improving the database related to students; study programmes and research, determining the compatibility of admission, studying in different institutions, assessment and different assessment systems; recognition of previous learning and work experience; deletion from the matriculation list; conditions and procedures for graduation and the award of qualifications and graduation documents and duplicates;
  - 2) the language(s) of instruction;
  - 3) the mutual grounds for quality assurance, including the procedures for study programme development and external assessment;
  - 4) the rights and obligations of students and members of teaching staff, counselling and support systems related to studying in different educational establishments and procedures for dispute resolution;
  - 5) the conditions and procedures for establishing tuition fees, exemption from tuition fees, allowing discounts and awarding grants, in cases where tuition fees are applicable;
  - 6) the division of responsibility of the educational establishments participating in the joint study programme, the appointment of a leading partner and other partners. An Estonian educational establishment shall be named as a representative of the parties in the agreement of the joint study programme, in fulfilling the obligations resulting from the relevant legislation in Estonia and the proportion of the rights and obligations of the educational establishments, in fulfilling the state educational order;
  - 7) the conditions and procedures for amending the joint study programme;
  - 8) the basis and procedures for financing study and the related organizational activities, including the conditions and procedures for financing activities conducted abroad;
  - 9) the conditions and procedures required for ensuring the continuity of study in case one party of the joint study programme resigns or the cooperation agreement is significantly changed;
  - 10) the conditions and procedures for terminating the cooperation agreement of the joint study programme, including the obligations of the educational institutions for providing continuation of studies for the students.
- (4) Upon opening the joint study programme, at least one of the participating Estonian universities must have an unrestricted right to conduct study in the same study programme group as the joint study programme. Where part of the study programme is conducted in a foreign educational establishment, the establishment and its graduation documents must be recognised by a competent institution of the respective country.
- (5) The joint study programme must be in compliance with the Standard of Higher Education. If a part of the joint study programme is conducted in a foreign higher education establishment, the parts of the joint study programme conducted in different countries must correspond to the respective requirements of those countries.

- (6) The University Senate approves the joint study programme and the conclusion of an agreement for conducting the joint study programme. The decision-making bodies of all the educational establishments participating in the joint study programme shall approve the study programme.
- (7) Generally, the leading partner is the educational establishment that fulfils 51% or more of the volume of the joint study programme. Development and management of the joint study programme is based on the requirements (including forms) for study programmes, and study organization and procedures.

#### **IV Establishment of general, supportive and subject-specific courses**

##### **§ 14. Establishment of general courses at professional higher education, bachelor and master study programmes**

- (1) The Academic Affairs Committee approves the list of general courses for bachelor and professional higher education studies, as well as the list of general courses for master study, based on the proposal of the academic unit. The list is common for the same-level study programmes with Estonian, Russian or English as the language of instruction.
- (2) The courses proposed in the list of general courses must correspond to the following requirements:
  - 1) the volume of courses in the list of general courses is 4 ECTS credits;
  - 2) the volume of contact study of a course in daytime study is 28 hours and in cyclical study 16 hours;
  - 3) the courses have e-learning support and contact study video recording. [Amended 15.04.2013]

##### **§ 15. Approval of the lists of general courses for study programmes of professional higher education, bachelor and master study**

- (1) The Academic Affairs Committee approves the lists and changes to these lists during March. An academic unit submits an electronic application for adding courses to or deleting courses from the list of general courses, to the Academic Affairs Office by 20 February. The following information is included in the application:
  - 1) a course description extracted from Study Information System in both Estonian and English,
  - 2) the names and content of courses of the prior study activity of the member(s) of teaching staff conducting study and the results of the student feedback from the previous two years. Also, additional information regarding the course's language(s) of instruction (Estonian, English and Russian) and the semester of contact study;
  - 3) the Academic Affairs Office adds the number of participants for the previous two years to the information on general courses and forwards the materials to the Academic Affairs Committee. [Amended 15.04.2013]
- (2) Upon approval and amendment of the list of general courses, the Academic Affairs Committee considers whether the proposed courses are in compliance with the definitions and requirements set out for general courses in the present Statute. [Amended 15.04.2013]
- (3) If different academic units offer similar courses, the Committee makes a selection based on the following criteria:
  - 1) the competence of the respective academic unit and the unrestricted right to teach degree study programmed;
  - 2) the course is delivered in English or Russian as well;

- 3) if differentiation is not possible in (1) and (2), the qualification of the responsible member of teaching staff and the results of research in the subject field related to the study programme, are considered.
- (4) Deletion from the list of general courses may be based on:
  - 1) a justified proposal by the academic unit;
  - 2) negative student feedback on the course for two consecutive years;
  - 3) a small number of participants during previous two years (50 students per study year at bachelor level, 20 students per study year at master study level). [Amended 15.04.2013]
- (5) Courses are added to the list of general courses on the basis of a justified proposal from the head of the academic unit. [Amended 15.04.2013]
- (6) Upon approval of the list of general courses, the Committee coordinates the appropriate proportional division between the autumn and spring semesters.
- (7) The Rector's Office shall announce the Committee's decision regarding adding/not adding the courses to the list, in the document management system and the Academic Affairs Office makes the list public on the University homepage. [Amended 15.04.2013]
- (8) General courses that are compulsory in study programmes are delivered in each academic year. The academic unit that presents a general course is responsible for its instruction in daytime study as well as cyclical study (including distance study).
- (9) A regional college selects general courses for its study programmes (for both bachelor and professional higher education study) from the approved lists of general courses. In justified cases, courses taught at a college are added to the list. The director of the college shall submit an application to the Academic Affairs Committee during the month of March in order to add a course taught at the college to the list of general courses for the next academic year.
- (10) Differences in the list of general courses of English-medium programmes are allowed after approval by the Academic Affairs Committee.
- (11) Each study programme sets out the courses from the list of general courses that are compulsory for a given study programme. Students select electives belonging to the module of general courses from the approved lists of general courses of the University.

#### **§ 16. Establishment of the list of general university courses in doctoral study programmes**

- (1) The list of general doctoral study courses includes courses covering the topics listed in §10 1(1) and other courses that offer general knowledge and competences at the doctoral study level. The Research Committee approves the list of general university courses.
- (2) The recommended volume of general university courses for doctoral study is 4 or 6 ECTS credits and these courses may establish requirements for prior knowledge.
- (3) General university courses are offered at least every second academic year; therefore the semesters of instruction are confirmed for at least the two following academic years.
- (4) The general university courses can be completed in English.
- (5) For approval of general university courses, the course descriptions in Estonian and English, as well as information on the planned semesters for instructing the course and information on the planned language of instruction of contact study for the two following years, are submitted to the Research Office. In the event that delivery of the course in English is not planned, information is added on how the course can be completed in English.
- (6) All the courses from the list of the general university doctoral study courses can be inserted into a doctoral study programme.

**§ 17. Approval of the lists of supportive courses, subject-specific courses and minor specialities** [Amended 15.04.2013; 17.03.2014]

- (1) The Academic Affairs Committee approves the lists and amendments to lists during the month of April. An academic unit submits an electronic application to the Academic Affairs Office for adding to or deleting from the general university list of supportive courses, subject-specific courses and minor specialities according to the following schedule:
  - 1) supportive courses- by February 20,
  - 2) subject-specific courses and minor specialities- by 20 March.
- (2) To add a supportive course to the list, the following information must be presented:
  - 1) the course description in Estonian and English based on extracts from the Study Information System;
  - 2) the names and content of courses of the prior study activity of the member(s) of teaching staff conducting study and the results of the student feedback from the previous two years. Also, additional information regarding the course's language(s) of instruction (Estonian, English and Russian) and the semester of contact study.
- (3) To add a subject-specific course and minor speciality to the list, the following information must be presented:
  - 1) the study programme of the subject-specific course based on extracts from the Study Information System;
  - 2) the course descriptions in Estonian and English based on extracts from the Study Information System;
  - 3) the names and content of courses of the prior study activity of the member(s) of teaching staff conducting study and the results from the student feedback.

**V Study programme - development and amendment** [Amended 15.04.2013]

**§ 18. Study programme development**

- (1) The head of the study programme, in cooperation with the head of the academic unit, guarantees development of the study programme on the basis of newer developments in the respective field of research and creativity, analysis and application of the proposals received through the feedback from questionnaires of interested parties and the implementation of this information in the development of the study programme. The head of the study programme may involve a study programme council in the development of the study programme. If a study programme council is not formed, then the head of the study programme performs the tasks of the council by involving other interested groups (mainly students, employers, alumni).
- (2) The head of the academic unit approves a study programme council on the proposal of the head of the study programme. The aim of the council is to review the development of the study programme in which students and employers are participating in order to ensure that study in the university is based on the latest research achievements. The council also considers developments in the labour market as well as the expectations of students and employers. The membership of the study programme council may be the same for both bachelor and master study. If academic units develop similar study programmes, a joint council may be formed for similar study programmes.
- (3) It is recommended that a study programme council include: the head of the study programme; at least two members of the teaching staff (who are participating in the fulfilment of the study programme) from the academic unit responsible for the study programme; student representatives, the head of study, representatives of trade associations or other institutions that are important from the study programme's viewpoint and members of the teaching staff of other units participating in the fulfilment of the study programme.

- (4) The representatives of all partner universities are members on the council of a joint study programme. The head of the unit responsible for the study programme of the leading partner university shall approve the council of the joint study programme.
- (5) The head of the study programme is responsible for the regular development of the study programme.
- (6) The head of the study programme pursues the principle that study programme development relies on analysis of the situation and planning of consistent development activities. At least once each year, the head of the study programme shall:
  - 1) analyse the content of the study programme to determine if it still corresponds to its objectives and learning outcomes and complies with the labour market and target group needs, and make proposals to change the content based on the analysis;
  - 2) evaluate the results of the feedback questionnaire with respect to teaching, courses and members of the teaching staff, and make relevant proposals for developing the study programme, including proposals for the general and supporting courses;
  - 3) analyse the involvement of external specialists participating in the realization of the study programme.
- (7) Once every three years, the head of the study programme shall:
  - 1) evaluate the results of the feedback questionnaires with respect to study organization, alumni, employers, and based on these results, make proposals for the development of the study programme, including proposals for the general and supporting courses;
  - 2) evaluate the analysis of the content and organization of practice compiled by the responsible member of the teaching staff and make proposals for improvement;
  - 3) analyse the content and organization of the admission examination and make proposals for its development;
  - 4) analyse the relevance of the compulsory literature,
  - 5) become acquainted with the analysis of the content and quality of final theses based on this analysis, make proposals for improving the content and quality of the study programme and the final theses.
- (8) The head of the study programme must submit an overview of the development activity of the study programme no later than 1 November. This document is made public by the head of the study programme on the electronic document management system of the University and includes:
  - 1) an overview of the strengths and development needs of the study programme, based on the analyses conducted during the previous period;
  - 2) an activity plan showing the development of the study programme;
  - 3) an opinion on the overview and activity plan from the student council of the academic unit conducting the study programme, or where there is no student council, the opinion of the student representatives of the respective academic unit.
- (9) The head of the academic unit is responsible for creating the conditions necessary for the implementation of the study programme and for the development of the study programmes of the unit, according to the development aims of the academic unit. At least once each year, the head of the academic unit shall:
  - 1) participate in the implementation process of an activity plan (of a study programme), that has been given a teaching right for a specific term for the purpose of external assessment of study programmed;
  - 2) evaluate the compliance of the study environment with the study programme objectives (a library to provide modern information sources and opportunity for independent work by students, laboratories, opportunities to use information technology tools - video projectors,

computers, accessibility of databases, copying of study materials, internet access, software, databases) and implement development proposals for improving the study environment.

- (10) At least once every three years, the head of the academic unit shall:
- 1) assess the extent to which members of the teaching staff are participating in the study programme development, and based on the assessment, make appropriate proposals concerning the composition of the teaching staff;
  - 2) assess the relevance of the topics of final theses and their relationship to the research topics of the academic staff of the institute;
  - 3) give recommendations for the development of marketing strategies for the specialization and the choice of target groups.
- (11) According to the TU Management Regulations, the head of the academic unit has an obligation to present an overview of the development activities of the study programme in the progress report.
- (12) The procedure for feedback on study and analysis regulates the conduct of the feedback questionnaires and their analysis necessary for study programme development.

### **§ 19. Amendment of study programme**

- (1) The head of the study programme is responsible for ensuring compliance of the study programme with internal University regulations and the Standard of Higher Education, when introducing amendments to a study programme.
- (2) When changing the name of the study programme, adding specialization options, changing the structure of the content or joining study programmes, the head of the study programme submits an application to the Academic Affairs Committee. The study programme, including its amendments, is added to the application, which also includes:
  - 1) a justification for the necessity of the study programme amendment;
  - 2) a comparative analysis with other similar study programmes in Estonia and abroad (When changing the structure of content of study programmes, the analysis is focused on the ISCED classification of other similar study programmes);
  - 3) an overview of the consideration of the proposals and recommendations given during an external assessment;
  - 4) a description of the qualification, workload, level of research and professional competence related to the specialization of the members of the teaching staff (the responsible teacher in course description);
  - 5) an extract of the records of the Council of the institute on the agreement of students in relation to the amendment of the name of the study programme. [Amended 15.04.2013]
- (3) The TU Senate approves the amendments. Based on the Senate's decision and the materials submitted to the Academic Affairs Committee, the Academic Affairs Office sends an application to the Ministry for changing the study programme in the EHIS.
- (4) In cases where a study programme is changed by replacing, deleting or adding single courses, it shall be approved by the decision-making body of the respective academic unit. Based on the decision of the decision-making body, a study assistant shall enter these changes in the revised version of the study programme in the Study Information System. The decision-making body of the academic unit approves the changes in study programmes that are valid for the following year, during the month of March. The decision of the decision-making body is sent to the head of the Academic Affairs Office electronically through the document administrative system. The necessary changes in the Study Information System are made by a specialist of the Academic Affairs office. [Amended 15.04.2013]

## **VI Study programme - academic supervision and compliance with the requirements established for its compilation, development and amendment**

### **§ 20. Supervision**

- (1) The academic auditor provides academic supervision of a study programme and compliance with the requirements established for its compilation, development and amendment and investigates the following materials in the audit process:
  - 1) reports from the study programme council meetings entered in the University document management system;
  - 2) study programmes and course descriptions;
  - 3) results of various feedback questionnaires and, if necessary, additional materials submitted by the head of the study programme.
- (2) Based on the audit analysis, the academic auditor evaluates the study programme and compliance with the requirements established for its development. Where appropriate, the auditor then makes a proposal for improving the study programme and its management process, according to the University requirements.
- (3) The academic auditor presents the audit report project proceeding from the results of the analysis, to the head of the study programme for comment.
- (4) The academic auditor presents the audit report with comments and amendments if necessary, to the head of the study programme and the head of the academic unit.
- (5) The head of the study programme develops an action plan, including deadlines, for eliminating the shortcomings indicated in the report and forwards this to the head of the academic unit and the academic auditor.
- (6) The academic auditor conducts a follow-up audit of the fulfilment of the action plan developed on the basis of the original report and presents the results to the head of the academic unit and to the Vice-Rector for Academic Affairs.
- (7) If necessary, the Vice-Rector for Academic Affairs forwards the results of the follow-up audit to the Academic Affairs Committee who has the right to make a proposal to the Senate for closing the study programme.

### **VI<sup>1</sup> Quality assessment of a study programme group [Amended 15.04.2013]**

- (1) Quality assessment of a study programme group is an external assessment that determines whether the study programmes, studies based on these programmes and study development activities, are all in compliance with the Legal Acts, national and international standards and development aims of the University. The purpose of quality assessment is to provide recommendations for improving the quality of study.
- (2) The quality of a study programme group is assessed at least once every seven years.
- (3) The Academic Affairs Office coordinates the organization of the assessment of a study programme in the University. The University submits the application for quality assessment to the Estonian Higher Education Quality Agency at least one year before the assessment visit.

## **VII Study programme - closure**

### **§ 21. Closure of a study programme**

- (1) A study programme is closed by the decision of the Senate on the proposal of the Academic Affairs Committee or the decision-making body of the academic unit.



- (2) The decision-making body of the academic unit or the Academic Affairs Committee may initiate the closure of a study programme, when:
  - 1) the study programme is not in compliance with the requirements established in the Standard of Higher Education and the Statute;
  - 2) no students have been matriculated to the study programme and no students have been studying under it, for a period of two academic years;
  - 3) it is reasonable to integrate the study programme with another similar study programme.
- (3) Based on the Senate's decision, the Academic Affairs Office shall submit an application for closing the study programme to the EHIS. An application for closing a study programme may be presented if no students are studying under the study programme.
- (4) In cases where there are students on a study programme that will be closed, the head of the academic unit is responsible for the transfer of these students to another study programme.
- (5) The academic auditor informs the Vice-Rector for Academic Affairs on the current audit results of study programmes that do not meet the requirements established in the Standard of Higher Education and the Statute, or cases where it would be practical to integrate the study programme with a similar one.
- (6) In October each year, the Academic Affairs Office shall present to the Vice-Rector for Academic Affairs an overview of the study programmes in which no admission has taken place for two academic years or which have less than ten students registered in them.
- (7) The Vice-Rector for Academic Affairs shall make a proposal to the decision-making body of an academic unit to:
  - 1) close the study programme;
  - 2) integrate the study programmes;
  - 3) commence negotiations with students for transferring to another study programme;
  - 4) popularize the study programme.

## **VIII Implementation provisions**

### **§ 22. Implementation**

- (1) To repeal the TU Senate Regulation No.34, dated 20 December 2010 "Tallinn University Statute of Curriculum".
- (2) Where the present Regulation conflicts with other TU documents regarding the opening, approval, amendment or closing of study programmes, the principles established in the present document are applicable.
- (3) The structure of study programmes established in the Statute shall be valid from the admission of the 2014/15 academic-year. [Amended 15.04.2013]
- (4) The Academic Affairs Committee shall approve the lists of general courses of bachelor and master study that are valid from 2012/13 pursuant to the principle of having one general subject from each academic unit, provided it complies with the definition and requirements established in the Statute. Additionally, general courses with more than 100 participants and a percentage of students from other institutes higher than 50%, are added to the list, provided that these comply with the definition and requirements established for general subjects in the Statute.
- (5) The decision-making bodies of academic units approved the amended bachelor and master study programmes in March 2012.
- (6) The structure of bachelor study programmes valid in the academic year 2012/2013 and 2013/2014 consists of:

- 1) general courses equivalent to 16 ECTS credits, which includes 50 % options;
- 2) subject-specific courses equivalent to 80-110 ECTS credits. In subject-specific courses the amount of options is 20-50%, including the amount of specialization practice equivalent to at least 3 ECTS credits. The subject-specific courses may include the maximum of 4 modules in the amount of 24 ECTS credits, which can be offered by the academic Unit to the students of other specialities as specialization courses;
- 3) a bachelor thesis or, where the speciality of the study field prescribes this, a bachelor level examination equivalent to 6 ECTS credits or 12 ECTS credits;
- 4) open elective courses equivalent to 24 - 48 ECTS credits. [Amended 15.04.2013]
- (7) The structure of a master study programme with teacher education, valid in 2012/2013, consists of:
  - 1) teacher's professional education equivalent to 60 or 69 ECTS credits, which is divided into:
    - a) general education and psychology courses (30 ECTS credits) and includes at least 25% options;
    - b) subject didactics equivalent to 15 or 21 ECTS credits,
    - c) practice equivalent to 15 or 18 ECTS credits;
  - 2) subject-specific courses equivalent to 24 ECTS credits or 30 ECTS credits (for a single-subject teacher);
  - 3) master thesis on general pedagogy or subject didactics equivalent to 16 ECTS credits;
  - 4) open electives equivalent to 11 or 14 ECTS credits.  
[Amended 15.04.2013]

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Mihkel Kangur  
Chairman of the Senate

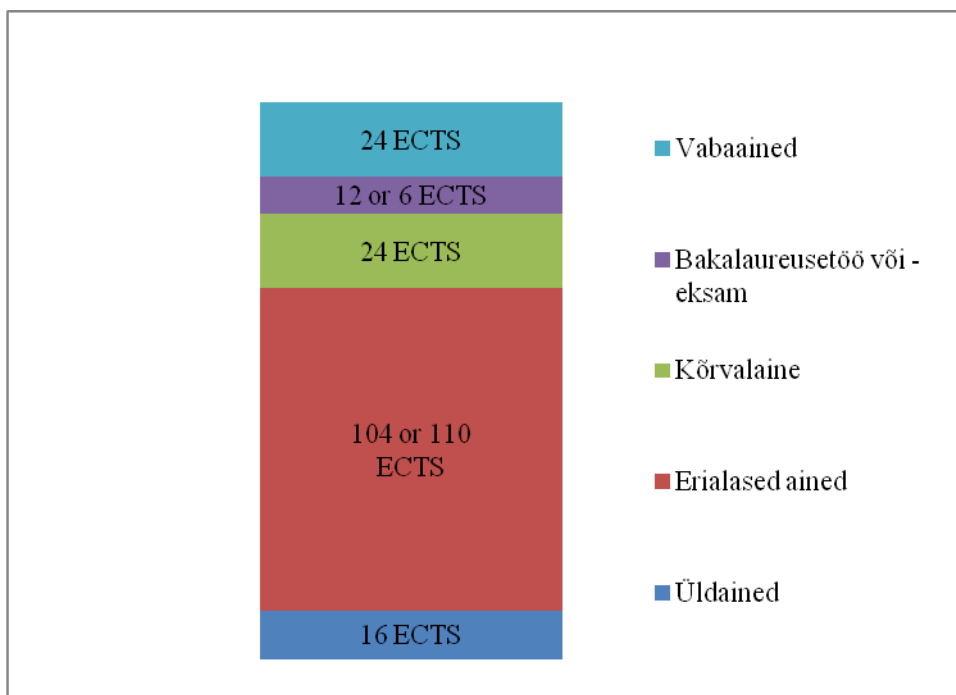
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Rector

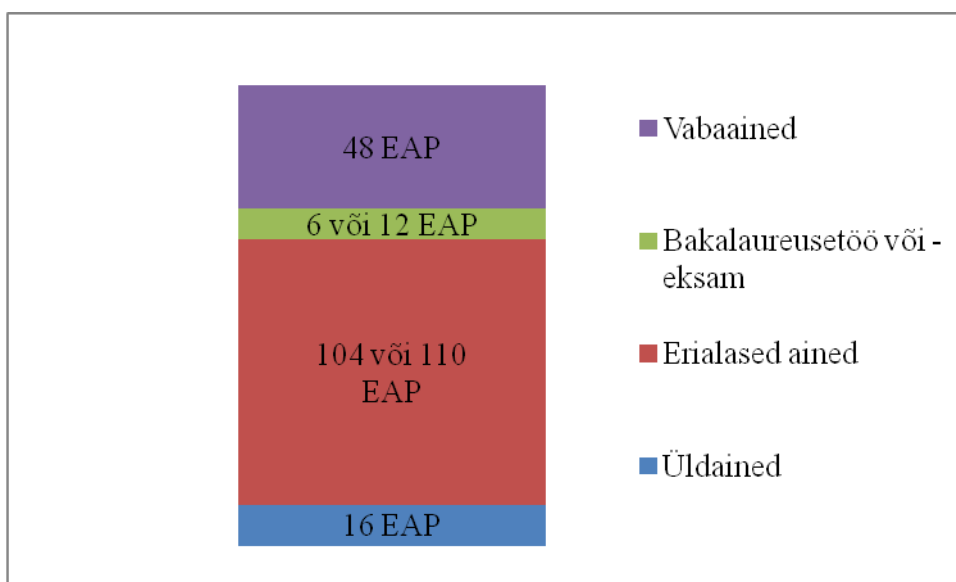
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Secretary of the Senate

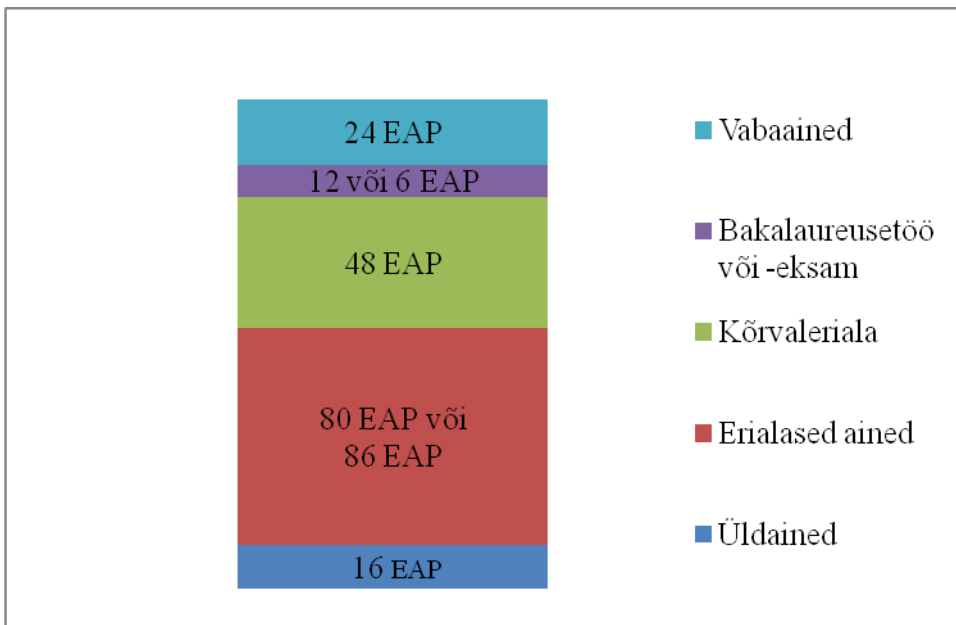
## Appendix 1. Structure of bachelor study programme



(Joonisel: vabaained- Open elective courses; bakalaureusetöö või -eksam- Bachelor thesis or examination; kõrvalained- Specialization courses; erialased ained- Subject-specific courses; üldained- General courses)

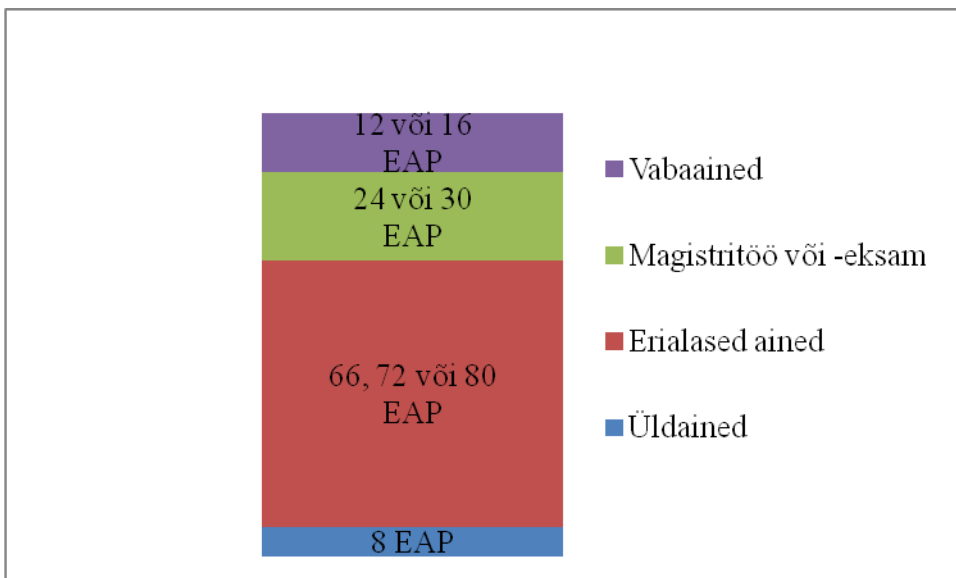


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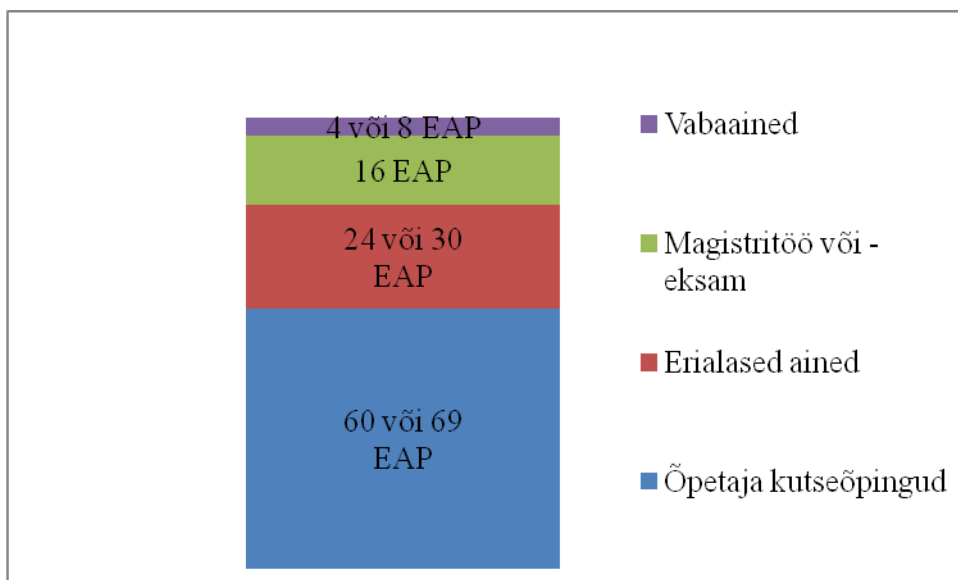
(Joonisel: vabaained- Open elective courses; bakalaureusetöö või -eksam- Bachelor thesis or examination; kõrvaleriala- Minor speciality; erialased ained- Subject-specific courses; üldained- General courses)

## Appendix 2. Structure of master study programme



(joonisel: vabaained- Open elective courses; magistritöö või -eksam- Master thesis or examination; erialased ained- Subject-specific courses; üldained- General courses)

### Appendix 3. Structure of master study programme with teacher education



(Joonisel: vabaained- Open elective courses; magistritöö või -eksam- Master thesis or examination; erialased ained- Subject-specific courses; õpetaja kutseõpingud- Teacher's professional studies)