

REGULATION OF STUDIES AT THE ESTONIAN ACADEMY OF MUSIC AND THEATRE

I. General provisions

1. The Regulation of Studies is the principal document regulating academic work and relations at the Estonian Academy of Music and Theatre (hereinafter 'the Academy'). The Regulation of Studies is based on the Universities Act, the Standard of Higher Education, other legislation governing the field of education and the Statutes of the Academy.
2. The provisions of other documents regulating studies at the Academy are generally not duplicated in this Regulation, with only relevant references provided.

II. General principles of the regulation of studies

3. The Academy provides formal education at three levels of higher education: bachelor, master and doctoral programmes.
4. In addition to formal education, the Academy provides preparatory and refresher courses. The organisation of refresher courses is regulated by the Statutes of the Continuing Education Centre of the Estonian Academy of Music and Theatre.
5. Academic work in formal studies is based on study programmes approved by the Academy Council. A study programme is the principal guideline document for studies, setting out the objectives of the studies, the standard period and volume of study, as well as the list and volume of individual subjects. The conditions and procedures for preparing, opening, maintaining, amending and closing study programmes are regulated in the Study Programme Statutes of the Estonian Academy of Music and Theatre.
6. Each study programme has a standard period of study, which is the nominal period in academic years required for completing the study programme. The standard periods of study at the Academy are as follows:
 - 6.1 Three years for bachelor's programmes in music and four years for the dramatic arts programme;
 - 6.2 Two years for master's programmes;
 - 6.3 Four years for doctoral programmes.
7. Several narrower fields can be taught in the framework of a study programme. Each bachelor and master's programme includes sample study programmes for all relevant fields, specifying a list of compulsory subjects for each semester.
8. A subject is a body of knowledge and skills in a particular discipline or field, with the goals, learning outcomes, testing methods and evaluation criteria described in a subject syllabus. The procedures for opening, modifying and closing subjects are regulated in the Study Programme Statutes of the Estonian Academy of Music and Theatre.
9. Subjects are divided as follows:
 - 9.1 Compulsory subjects that have to be passed in order to complete a study programme;
 - 9.2 Elective subjects that are chosen by the student from a list of subjects in the study programme;
 - 9.3 Optional subjects that may be freely chosen by the student from among the subjects offered by the Academy or other universities.
10. Subjects with similar contents and goals are grouped into modules in a study programme. A module can also comprise only one subject.
11. Academic work consists of face-to-face learning, practical training and independent work, with the

respective volumes and divisions specified in the subject syllabus.

12. Face-to-face learning is a systematic activity in a learning environment (incl. e-learning), aimed at achieving the learning outcomes, with the participation of both the student and an instructor. The main forms of face-to-face learning include:
 - 12.1 Individual sessions (IND) in which professional skills and experience are obtained under individual tutorship from an academic instructor;
 - 12.2 Lectures (LO) in which an academic instructor presents the subject in a classroom;
 - 12.3 Group sessions (GR) in which practical experiences and skills are obtained in small field-based groups;
 - 12.4 Seminars (SEM) in which an academic instructor supervises a discussion or analysis of specific subject matters, requiring preparation and active participation from the student.
13. Practical training is a systematic activity aimed at achieving the learning outcomes through the application of the acquired knowledge and skills in practical work in the field under the supervision of an academic instructor. Practical training can take place at the Academy or at other organisations.
14. Independent work means the independent acquisition of the knowledge and skills required for achieving the learning outcomes in accordance with the assignments and instructions of an academic instructor.
15. Academic work is carried out in academic departments, with the study results recorded by the Registry and Student Affairs Department. The study data are collected, processed and preserved in the electronic studies information system (ÕIS).
16. A student is required to monitor the ÕIS environment on a regular basis and use it to notify the Registry and Student Affairs Department immediately of any changes in his/her personal or contact details.
17. The principal study language of the Academy is Estonian. A part of the academic work in the study programmes with Estonian as the study language may be conducted in English. The Academy Council has the right to approve study programmes with English as the study language. In bachelor and master's programmes, the final thesis has to be written in the study language of the respective programme.

III. Student status, academic load, reimbursement of study costs

Student status

18. The Academy allows studies as a student, an external student or a learner.
19. A student is a person who has been matriculated (included in the list of students) in full-time or part-time studies, based on a bachelor, master's or doctoral programme of the Academy.
20. A foreign student is a matriculated student of the Academy who does not have Estonian citizenship, a long-term residence permit or a permanent right of residence.
21. Students are matriculated on the basis of a resolution of the admission committee, with the Rector's decree specifying the term of graduation according to the standard study period of the respective study programme.
22. An external student is a person who has the right to take graded and pass/fail examinations and to defend a final thesis or take a final examination without having the status of a student. An external student may participate in regular doctoral studies and, subject to a respective agreement, in bachelor or master's studies. An external student has to meet the admission criteria for the respective study programme and the purpose of the studies has to be the completion of the programme and acquisition of an academic degree.
23. The status of an external student can be applied for by filing an application with the Rector of the Academy, indicating the list of subjects to be taken and the period of completion of the studies. The status of an

- external student is established with the Rector's decree for one academic year or, in the case of doctoral students, for the standard period of study.
24. The Academy is entitled to charge a tuition fee for external studies according to the rates established by the Academy Council. The terms and conditions of the studies will be specified in an agreement between the Academy and the external student.
 25. An external student has a right to receive a formal certificate of performance or, if completing a full study programme, a diploma with an academic transcript of results.
 26. A learner is a person who is not matriculated as a student and who:
 - 26.1 Studies in a preparatory course;
 - 26.2 Studies individual subjects from bachelor, master's or doctoral programmes according to a personal study plan without the intention of completing the full programme and acquiring an academic degree;
 - 26.3 Studies at the Academy as a guest student while matriculated at another university;
 - 26.4 Takes refresher courses.
 27. In the case of studies in preparatory courses or according to a personal study plan, the status of a learner is granted for one academic year on the basis of an agreement with the Academy, regulating the relations between the learner and the Academy.
 28. The status of a guest student can be granted to a person on the basis of agreements between universities or other agreements for up to one academic year.
 29. Students of other Estonian universities who wish to study at the Academy as guest students should submit a transfer note issued by their home university to the Registry and Student Affairs Department in order to be registered for academic work subject to a consent from the academic department teaching the respective subject. The Academy has the right to restrict guest students' access to subjects with individual sessions or with study groups of limited size.
 30. Students of foreign universities who wish to study at the Academy as guest students should file their registration data with the Registry and Student Affairs Department, fill out a personal information sheet and prepare a study plan based on their field, the period and level of studies, and any agreements concluded in the process of applying for the status of a guest student.
 31. The learners in preparatory courses and students of foreign universities, who have been granted the status of a guest student at the Academy, have the right to use the classrooms of the Academy for practicing on equal bases with the students of the Academy. Other learners have to file an application for the right to use the classrooms and, subject to the right being granted, have to pay a tuition fee according to the rates established by the Academy Council.
 32. A learner has the right to receive a formal certificate or statement of performance.
 33. A record of learners in preparatory courses and those studying according to a personal study plan is kept by the Registry and Student Affairs Department. A record of learners taking refresher courses is kept by the Continuing Education Centre.

Academic load

34. The academic load is calculated in ECTS credits (hereinafter ‘credit point’ or ‘CP’). 1 CP corresponds to 26 hours of academic work by the student. The volume of studies per standard academic year is 60 CP.
35. A student can study with a full-time or part-time load. Only full-time studies are offered in the bachelor and master’s programmes in dramatic arts and in the international joint Master’s programme in Contemporary Performance and Composition.
36. In the case of full-time studies, the student must accumulate at least 75 per cent of the credits required under the study programme by the end of each academic year (45 CP per academic year). In the case of part-time studies, the student must accumulate 50 to 75 per cent of the credits required under the study programme by the end of each academic year.
37. *[cancelled 07.09.2016]*
38. A full-time or part-time study load is chosen by the student upon admission to the Academy in the first academic year, except if only full-time studies are provided in the study programme.
39. In the subsequent academic years, the Academy establishes whether the student studies with full-time or part-time load based on the volume of studies completed under the study programme by the end of each academic year. If a student does not meet the requirements for full-time studies, the student is transferred to part-time studies at the beginning of the next academic year (on the date for establishing the student status). Upon expiry of the standard study period, the student is transferred to part-time studies subject to a respective application by the student.
40. In the case of studies under a joint study programme, establishing a full-time or part-time load is based on the studies completed in all educational institutions participating in the joint programme.
41. A student studying with a part-time load concludes a study contract with the Academy at the beginning of each academic year and pays a reimbursement for his/her study costs according to the rates established by the Academy Council.
42. In doctoral programmes, the academic load is established during the evaluation of the doctoral student.

Reimbursement of study costs

43. Students matriculated into the Academy have to pay a partial reimbursement for their study costs, according to the rates established by the Academy Council, if they:
 - 43.1 Study in a bachelor or master’s programme with English as the study language;
 - 43.2 Study with a part-time load;
 - 43.3 Have studied on a free student place for at least half of the standard period of study in a study programme and have then, within a period equal to three times the standard period of studies in that programme, enrolled at the same academic level in a study programme for which the performance contract between the Academy and the Ministry of Education and Research does not provide the option of a second education without reimbursement of study costs;
 - 43.4 Study with full-time load in a bachelor or master’s programme and have in previous semesters not accumulated the required percentage of credits by the beginning of a new semester (reimbursement is required for the difference between the actually accumulated credit points and the number of credit points required for 100% completion of the programme, starting from the 7th credit point; in study programmes with English as the study language, reimbursement is payable to the extent that exceeds the regular tuition fee for the semester);

- 43.5 Study with full-time load in a bachelor or master's programme and have exceeded the standard study period (have taken an extra study year);
- 43.6 Have been exmatriculated twice from the same study programme and, within two years from the last matriculation, have again been matriculated in the same study programme.
44. For the purposes of clause 43.4 of this Regulation, completion of the programme is calculated as of the first day of the semester in the spring semester and as of the date for establishing the student status in the autumn semester.
45. A student referred to in clause 43.2, 43.4, 43.5 of this Regulation is exempt from the reimbursement of study costs if he/she is: *[14.02.2018]*
- 45.1 A person with moderate, severe or profound disability;
- 45.2 A parent or guardian of a child under seven years of age or a disabled child.
46. The requirement for the completion of the study programme, referred to in clause 43.4 of this Regulation, is not applicable to semesters during which a student studies at a foreign educational institution for at least three months, accumulating at least 15 CP that the Academy can count towards completion of the student's study programme, and to the semester immediately following the studies abroad.
47. Any credits accumulated through prior learning or work experience are not taken into account in establishing the completed percentage of a study programme for the purposes of clause 43.4 of this Regulation, except in curricula where admission will take place over one year (Drama School curricula, Culture Management, CoPeCo). As an exception, tuition fee is not chargeable, if there are no academic debts on the approved study plan *[10.12.2014, 07.09.2016]*
48. A bachelor or master's degree student, referred to in clause 43.5 of this Regulation, who has taken an extra study year, has to pay a tuition fee for all credit points required for the completion of the study programme, with the maximum amount payable limited to the amount of the tuition fee for part-time studies. An account of the subjects and credit points required for completion of the study programme is drawn up as of the final date of the studies. As an exception, a tuition fee is not chargeable for a creative final project in the field of dramatic arts if the project cannot be evaluated before an extra year due to reasons beyond the student's control *[22.04.2015]*.
49. If a student's examination period is extended due to health reasons, the account for the completion of the study programme for that student is drawn up as of the final date of the extended examination period.

IV. Studies

Academic calendar and timetable

50. Academic work is divided into academic years. An academic year consists of two semesters (autumn and spring semesters). The autumn semester begins on the Monday preceding September 1 and the beginning of the spring semester shall be fixed in the academic calendar. *[22.04.2015]*
51. The length of one semester is 20 academic weeks, divided as follows: 15 weeks of regular studies, two weeks of project-based work and three weeks for the examination period. The weeks of project-based work are used for rehearsals of the symphony orchestra and the mixed choir of the Academy, as well as for master classes and other special projects. A different division between regular and project-based work can be used in the programmes of Dramatic Arts and Cultural Management.

52. The period of the autumn semester includes the Christmas break and is followed by the winter break. The spring semester is followed by the summer break.
53. The exact dates of the respective periods in each academic year are specified in the academic calendar, approved by the Academy Council. The academic calendar also specifies the date for establishing the student status, which is the deadline for any academic movement (applying for academic leave, establishing the academic load, etc.).
54. A student is required to observe the dates established in the academic calendar.
55. Face-to-face learning is organised on the basis of a timetable, which is prepared by the Registry and Student Affairs Department for each semester, and is approved by the Rector. The timetables of the Drama School and the Tartu Branch are prepared in the Drama School and the Tartu Branch respectively, and are approved by the heads of the corresponding structural units.
56. A timetable contains the following information concerning academic work in the classroom (lectures, group sessions, seminars):
 - 56.1 Code and name of the subject;
 - 56.2 Time and location of face-to-face learning;
 - 56.3 Name of the academic instructor.
57. The timetable of the academic work in the classroom is made available to students on the studies information board and the website of the Academy at least one week before the beginning of the semester.
58. The timetables of individual sessions are prepared by academic departments by the end of the second academic week of the semester, and supplemented during the following week by including practical sessions on the basis of the students' individual registration. In the first two academic weeks of a semester, individual sessions should be arranged personally with the academic instructor.
59. If the time of a subject is changed, students will have the right to cancel their registration for the subject within two weeks after the change was notified.
60. The time and location of face-to-face learning specified in the timetable may only be changed in coordination with the Registry and Student Affairs Department. In the Drama School, any changes are subject to approval of the head of the school.

Preparation of a study plan

61. The study plan (study scheme) is a working plan (list of selected subjects) to be prepared by the student for the upcoming academic year on the basis of the study programme, a sample study programme and the subject catalogue. The study scheme is managed electronically in the studies information system (ÕIS).
62. The study plan for the upcoming academic year should be prepared during the spring semester of the preceding academic year by the deadline established in the academic calendar. Students entering first year, put forward for matriculation, should prepare their study plans during the week preceding the autumn semester.
63. Students may register for one-time project-based subjects immediately before commencement of the subject or in the initial stages of academic work in the subject.
64. The compulsory subjects specified in the sample study programme must be included in the study plan (except in the case of exchange students studying abroad or if a subject is temporarily closed). Any exceptions are subject to permission from the Vice Rector for Academic Affairs and Research. Elective and optional subjects can be taken in any order.
65. The study plan must comply with the requirements for a standard academic load (30 CP per semester in the case of full-time studies; at least 15 CP per semester in the case of part-time studies).
66. The planning of elective and optional subjects, including the preparation of the timetable for the next

academic year, will depend on the selections made by the students in the study plans and the available educational capacity of the academic departments. A subject is generally not opened if less than ten students have registered for lectures or less than five students have registered for group sessions or seminars in that subject. If the number of students registered for an elective or optional subject with individual sessions exceeds the educational capacity of the respective academic department, the respective department in cooperation with the Vice Rector for Academic Affairs and Research determines the selection of students for the subject in question. A student who is refused access to some of the elective or optional subjects, has to modify his or her study plan.

67. When preparing a study plan, the students can consult with the head of the academic department, the coordinator or a study programme registrar. The study plan is entered in the study information system (ÖIS) and must be confirmed by the student. In the study information system (ÖIS), the study scheme for all academic years are combined into a study plan reflecting the entire study programme.
68. In the first week of a semester, students have to check their study plans against the timetable. If the study plan needs to be adjusted, the student has to contact the respective study programme registrar.
69. Students returning from academic leave have to adjust their study plans within two weeks after the end of the academic leave.
70. The study plan becomes binding for the student after the adjustment period established in the academic calendar ends. Thereafter the student can apply for an amendment to the study plan only in justified exceptional cases by submitting an application to the Registry and Student Affairs Department. A study plan cannot be amended during the examination period.

Assessment of academic performance

71. The achievement of learning outcomes in a subject is tested in graded examinations and pass/fail examinations, with the grades recorded on a grading sheet (examination report) and the student's study scheme. A graded examination or a pass/fail examination is organised at the end of each subject or, in the case of subjects taught for more than one semester, usually at the end of each semester.
72. Performances, essays and other works prepared in the course of the studies can be graded as well. The respective results are not recorded in the study information system (ÖIS) but they may be used in establishing the final result of a graded or pass/fail examination.
73. A graded examination is a method for testing the acquired skills and knowledge, with a differential assessment of the achievement of learning outcomes conducted according to the scale provided in clause 74 of this Regulation. Testing methods, assessment criteria and the examination procedure (oral or written format, prerequisites for being allowed to take the examination, the use of auxiliary equipment and additional resources, etc.) are specified in the subject syllabus. Differential assessment is also used in the defence of master's or doctoral theses, as well as for assessing parts of creative research projects in doctoral studies.
74. In the case of differential assessment, the level of achievement of learning outcomes by the students is assessed according to the following scale:
Grade "5" – "excellent" – demonstrates outstanding and particularly comprehensive achievement of learning outcomes, characterised by free and creative application of knowledge and skills, exceeding the "very good" level;
Grade "4" – "very good" – demonstrates very good achievement of learning outcomes, characterised by focused and creative application of knowledge and skills. Non-essential and marginal errors can be apparent with regard to more specific or detailed knowledge and skills;
Grade "3" – "good" – demonstrates good achievement of learning outcomes, characterised by focused application of knowledge and skills. Hesitation and inaccuracy can be apparent with regard to more specific

and detailed knowledge and skills;

Grade “2” – “satisfactory” – sufficient achievement of learning outcomes, characterised by an ability to apply knowledge and skills in typical situations, with shortcomings and hesitation apparent in atypical situations;

Grade “1” – “sufficient” – acceptable minimum level of achievement of main learning outcomes, characterised by a limited ability to apply knowledge and skills in typical situations, with notable shortcomings and hesitation apparent in atypical situations;

Grade “0” – “insufficient” – the student lacks the required minimum level of knowledge and skills.

Grades from “1” to “5” are regarded as positive results at the examination.

75. A pass/fail examination is a method for testing skills and knowledge, with a non-differential assessment of the achievement of learning outcomes. In the case of non-differential assessment, “passed” counts as a positive result and “failed” counts as a negative result. Testing methods and assessment criteria are specified in the subject syllabus.
76. A subject is considered passed after a positive result at a graded or pass/fail examination. The number of credit points awarded does not depend on the grade.
77. In the case of a negative result at a graded or pass/fail examination, the student has the right to take two repeat examinations within the same year after the first attempt. If the student fails to achieve a positive result at a graded or pass/fail examination within a year, the Academy may require the student to select the same subject again and to repeat the academic work in the subject (except for subjects with individual sessions).
78. A failure to pass a graded or pass/fail examination in one subject does not prevent the student from taking examinations in other subjects. If a student has not completed all the required tests or assignments in a subject, the permission of the academic instructor of that subject (or the head of the academic department in the case of majors) is required for admission of the student to any subsequent examination.
79. An academic instructor has the right to dismiss the student from an examination in the case of a breach of academic integrity as specified in clause 147 of this Regulation. Dismissal from an examination is equivalent to a negative result.
80. If a student misses a graded or pass/fail examination with a good reason or wishes to take a repeat examination, the student will have to arrange a new time with the academic instructor of the subject and to notify the Registry and Student Affairs Department of the new time.
81. As a rule, tests of academic performance are conducted during the examination period immediately following the respective academic work. The schedule for the examination period is prepared by the Registry and Student Affairs Department (or by the Drama School for the students of dramatic arts, or by the Tartu Branch for the students of that Branch) on the basis of study programmes and the students’ study plans. It is published on the studies information board and the website of the Academy at least one month before the beginning of the examination period. In exceptional cases, subject to an agreement between the student and the academic instructor, or in the case of project-based subjects, graded and pass/fail examinations may also be taken early, before the examination period.
82. The schedule of the examination period stipulates the time of examinations in the main field of study, major lecture courses and music-theory subjects. Examinations for small study groups are conducted at a time agreed between the academic instructor and the students.
83. By the beginning of the examination period, the Registry and Student Affairs Department issues electronic or paper grading sheets for academic instructors. The grading sheet is the only document for recording study results.
84. The students’ performance in graded and pass/fail examinations is generally assessed by the academic instructor whose name is entered in the timetable and in the study plan of the student. Performance in the main subject of a field and in related practical subjects is graded by a panel established by the head of the

respective academic department.

85. Unless it is the student's third attempt to take the examination, and subject to the consent of the academic department teaching the subject, students have an opportunity to retake an examination, which has been passed with a positive grade, one more time, with the latest grade being considered the final grade.
86. If a student misses a graded or pass/fail examination, an entry will be made on the grading sheet, stating that the student was "absent" or specifying the reason for the absence (permitted extension, ERASMUS exchange programme, academic leave, etc.). If the student had a good reason for the absence, the entry "absent" will be deleted, provided that proof of a good reason is presented within seven working days from the established date of the graded or pass/fail examination. In the case of an absence without good reason, the examination is considered failed, with one attempt to take the examination used up.
87. Subject to having a good reason, students may submit to the Registry and Student Affairs Department an application for an extension of the examination period on the basis of an individual plan for up to one month from the start of the new semester. The student prepares the individual plan in the academic department of his or her specialist field and submits it to the Registry and Student Affairs Department for approval.
88. Students taking examinations have the right to:
 - 88.1 Use the auxiliary equipment and resources authorised by the examiner;
 - 88.2 Receive oral feedback on their performance from the academic instructor or members of the panel;
 - 88.3 File a written challenge against a received grade with the head of the academic department or, if the challenge concerns a decision of the head of the academic department, with the Vice Rector for Academic Affairs and Research. A challenge has to be filed within two working days after announcement of the results and the matter should be resolved within a week after the date of filing the challenge;
 - 88.4 Submit to the academic department teaching the subject a warranted application for appointment of a panel for assessing the performance in a graded or pass/fail examination;
 - 88.5 Review his or her written examination paper within seven days after announcement of the results.
89. Academic instructors have the right to deny students, who have failed to comply with the corresponding requirements as stated in the subject syllabus, access to a graded or pass/fail examination, and may enter a negative result on the grading sheet.
90. The assessment of bachelor examinations, master's examinations and master's theses is governed by the Conditions and Procedure for Graduating from the Bachelor and Master's Programmes and Defending Degrees at the Estonian Academy of Music and Theatre. The assessment of doctoral theses and parts of doctoral creative research projects is governed by the Regulation of Doctoral Studies at the Estonian Academy of Music and Theatre.
91. A student's general performance in a given period is characterised by the weighted average grade, calculated by dividing the total sum of the grades at the examinations taken during the period and the credit points of the corresponding subjects with the total amount of credit points available in the subjects in which the examinations were taken.

Studying as a guest student

92. Students of the Academy may complete a part of their academic work at another Estonian university or in a foreign country. Guest students at Estonian universities generally only take a few subjects at another university while they continue their studies at the Academy. Guest students at foreign universities generally

- conduct their academic work at a foreign university during the semesters designated for such studies.
93. Those students of the Academy who wish to take one or several subjects at another Estonian public University:
- 93.1 Fill out a transfer note issued by the Registry and Student Affairs Department, specifying and coordinating with the head of the academic department the subjects to be passed at the host university, and register the transfer note in the Registry and Student Affairs Department;
 - 93.2 Register for academic work at the host university and return the transfer note, which has been approved by the host university, to the Registry and Student Affairs Department of the home university;
 - 93.3 Submit a statement of academic performance at the host university to the Registry and Student Affairs Department of the Academy.
94. Students may complete their study plans at a foreign university or undertake practical work in a foreign country, without suspending their studies at the Academy, in the following cases:
- 94.1 Within the framework of educational programmes of the European Union;
 - 94.2 As recipients of scholarships of international organisations, governments, foundations or universities;
 - 94.3 Through student exchange programmes on the basis of international agreements between schools and states;
 - 94.4 On their own personal initiative.
95. Up to half of the duration of the standard study period of a study programme of the Academy may be spent on studies in a foreign country.
96. Studying in a foreign country is not permitted during the first semester of bachelor studies and in the extra study year (after expiry of the standard study period) in bachelor and master's programmes.
97. Studies at a foreign university are formalised in the Registry and Student Affairs Department on the basis of a proposal of the International Relations Department or a personal application from the student and approved by decree of the Rector, specifying the name of the host university, the relevant programme or scholarship, and the period of the studies. The Academy has the right to refuse registration of a student as a guest student at a foreign university if the student in question has not met the requirements for full-time studies or has not made the required academic progress in specialist subjects.
98. The International Relations Department provides students with information on available support programmes and scholarships for studies in foreign countries, as well as on detailed requirements for application.
99. A student registered as a student in a foreign country within the framework of programmes coordinated by the Academy, is required to fill out a study contract issued by the International Relations Department, specifying in coordination with his or her academic department the subjects of the host university to be taken towards completion of the study programme.
100. In order for the studies in a foreign country to be acknowledged, the student must submit to the Registry and Student Affairs Department a certificate of study results (names and volumes of the subjects passed, names of academic instructors, date of passing and grade) issued by the foreign university. Transfers of credit points are coordinated between the Registry and Student Affairs Department and the academic department responsible for the respective specialist field or subject area.
101. The requirements for reimbursement of study costs remain applicable to the students of the Academy during the period of studies in a foreign country, except in the cases specified in clause 46.

Recognition of prior learning and professional experience (RPL; Estonian abbreviation is *VÕTA*)

102. Students may apply for the recognition of their prior learning and work experience (RPL) towards the completion of a study programme. The RPL process is governed by the Conditions and Procedure for the Recognition of Prior Learning and Professional Experience at the Estonian Academy of Music and Theatre.
103. In order for prior learning or work experience, acquired before matriculation in a study programme, to be accredited, a corresponding application must be submitted during the first semester of studies by the deadline specified in the academic calendar.
104. Students applying for RPL are entitled to receive respective guidance from the Academy. For general information on RPL, please contact an RPL adviser in the Registry and Student Affairs Department. Guidance on specific issues related to a specialist field is offered by the relevant academic department.

V. Suspension, extension and termination of studies

Academic leave

105. Academic leave is a release from the obligation to pursue study and research, granted for a specific period on the basis of an application of the student. The student's standard study period is extended by the duration of the academic leave.
106. The minimum period of academic leave is one semester. Due to reasons associated with the organisation of studies, academic leave is usually granted for a period of one year.
107. Applications for academic leave should be submitted to the Registry and Student Affairs Department.
108. Academic leave cannot be granted during an examination period.
109. Academic leave at the student's own request can be sought during the standard study period on all levels of higher education for a period of up to one year. Additionally, academic leave may be granted in the following cases: *[14.02.2018]*
- 109.1 For health reasons twice for up to two years;
 - 109.2 For service in the Estonian Defence Forces for up to one year;
 - 109.3 In connection with childcare until the child reaches three years of age.
110. Academic leave at the student's own request can be granted only from the start of the semester, and the respective application has to be submitted by the date for establishing the student status in the autumn semester or by the end of the first study week (during the period for adjusting study plans) in the spring semester. First-year students in bachelor programmes cannot apply for academic leave.
111. If applying for academic leave for health reasons, the student has to append to the application a certificate from a medical institution, indicating that academic leave is recommended by a doctor.
112. In the case of service in the Estonian Defence Forces, the student has to append to the application for academic leave a note of call-up for conscript service.
113. If applying for academic leave in connection with childcare, the student has to append to the application a copy of the child's birth certificate.
114. The right to use the classrooms of the Academy for practicing is restricted during academic leave

and the students on academic leave may not undertake studies towards completion of a study programme, except if the student is:

114.1 A person with moderate, severe or profound disability;

114.2 A parent or guardian of a child under three years of age or of a disabled child;

114.3 On academic leave in connection with service in the Estonian Defence Forces.

115. Subject to having good reason, the students may apply for an interruption to academic leave. Academic leave granted for health reasons can be interrupted only on the basis of a doctor's certificate.

116. Within two weeks of the end of the academic leave, the student must register as an active student with the Registry and Student Affairs Department.

117. Study allowances are not paid during academic leave. In order to resume payment of study allowances after the end of academic leave, the student has to contact the Accounting Department of EAMT.

Extension of studies

118. An extension of studies for the purposes of making up for insufficient academic progress after the end of the standard study period may be permitted for the duration of one academic year (extra study year) for students who have fulfilled the requirements for full-time studies. To use the extra year, the student has to submit an application to the Registry and Student Affairs Department, conclude a study contract and pay the tuition fee according to the rates established by the Academy Council. No additional subjects can be selected during the extra study year.

119. The maximum period of studies in part-time studies is double the length of the standard study period of the respective study programme, on the condition that the requirements for part-time studies are fulfilled by the end of each academic year. If, on a final date of studies, a student has not fulfilled the requirements for full-time studies but has fulfilled the requirements for part-time studies, he or she is entitled to continue studying with a part-time load, subject to the submission of a personal application.

120. The student's standard period of study is extended by each semester, which the student spent studying at a foreign university for at least three months, provided that those studies can be recorded as contributing at least 15 CP towards completion of the respective study programme. During the extra semesters granted for the aforementioned reason, the students have the right to take additional lessons in their specialist field amounting to up to 50% of the volume specified in the subject syllabus.

Rematriculation

121. Rematriculation is the reinstatement (re-inclusion) of the student in the list of students.

122. A person who has previously studied at the Academy but failed to graduate may apply for rematriculation in the same specialist field after one year from his or her exmatriculation.

123. Applications for rematriculation may be submitted by former students of the Academy, whose studies were interrupted during the standard study period and who have collected at least 15 CP in the relevant study programme. In rematriculation, it could be specified whether the student continues his or her studies starting from the semester their studies were interrupted, or from the semester after that.

124. Students seeking rematriculation should submit a personal application, which has to be approved by the head of the academic department. Rematriculation is formalised by decree of the Rector. Before

rematriculation, the Academy is entitled to test the student's proficiency in the specialist field.

125. The Academy has the right to reject an application for rematriculation if the former student in question:
- 125.1 Has been repeatedly exmatriculated due to inadequate academic performance;
 - 125.2 Does not have the required skills and knowledge in the specialist field as specified in the study programme;
 - 125.3 Has repeatedly failed to pay the tuition fee by the deadline;
 - 125.4 Has been issued repeated reprimands or exmatriculated due to indecent conduct;
 - 125.5 Has been convicted for an intentionally committed crime.
126. The Registry and Student Affairs Department informs the applicant of the decision on rematriculation within three weeks from the date of submitting the application.

VI. Termination of studies and exmatriculation

127. Exmatriculation is the exclusion of a student from the list of students, formalised by decree of the Rector. The initiative for exmatriculation may come from the student or from the Academy.
128. Students are exmatriculated at their own initiative if they submit a respective personal application. Before exmatriculation is formalised, the application must be reviewed by the head of the academic department and the head of the Registry and Student Affairs Department to determine the reasons for the discontinuation of studies.
129. Students can be exmatriculated at the initiative of the Academy, on the basis of a proposal of the Registry and Student Affairs Department or the academic department, for the following reasons:
- 129.1 Completion of the study programme and awarding of the diploma;
 - 129.2 Lack of academic progress;
 - 129.3 Non-attendance;
 - 129.4 Indecent conduct;
 - 129.5 Expiry of the standard study period;
 - 129.6 Closing of the study programme;
 - 129.7 Failure to pay the tuition fee;
 - 129.8 Death.
130. Students are exmatriculated in connection with completing the study programme and awarding the diploma if they have completed the full study programme. A diploma is prepared on the basis of a resolution of the final examination or defence panel on the awarding of a degree. The process of awarding diplomas and academic reports is governed by the [Procedure for Awarding Diplomas, Academic Reports and Certificates in the Estonian Academy of Music and Theatre](#).
131. Students are exmatriculated due to a lack of academic progress if they:
- 131.1 Accumulate less than 15 CP in the first semester in a bachelor programme;
 - 131.2 Fail to fulfil at least the requirements for part-time studies by the start of a new academic year

- (by the date for establishing the student status) or by the date of expiry of the standard study period;
- 131.3 Receive a negative result in a graded or pass/fail examination in the specialist field and the head of the relevant department proposes exmatriculation due to weak progress;
- 131.4 Study in a doctoral programme and receive a negative decision in evaluation.
- 131.5 Are enrolled in a study program with English as the study language and by the end of the first year of studies have failed to fulfill the requirements of the compulsory English language compensatory studies if these have been specified.
132. Students are exmatriculated due to non-attendance if they:
- 132.1 Study in the first year of a bachelor or master's programme and fail to confirm their study plan by the date for establishing the student status as specified in the academic calendar;
- 132.2 Fail to attend the graded or pass/fail examinations in the examination period following academic leave.
133. Students may be exmatriculated due to indecent conduct in the following cases:
- 133.1 Entry into force of a judgment of conviction for an intentionally committed crime;
- 133.2 Falsification of documents;
- 133.3 Gross violation of generally accepted rules of behaviour or breach of academic integrity.
134. The Student Council must be consulted in the case of a decision to exmatriculate a student due to indecent conduct. The Student Council must submit its position in writing within 15 days after receipt of the case documents from the Rector's Office.
135. Students are exmatriculated due to expiry of the study period if they:
- 135.1 Fail to submit an application for continuing their studies in an extra year by the date of expiry of the standard study period;
- 135.2 Fail to complete the full study programme by the final date of the extended study period.
- 135.3 Have passed the bachelor or master's examinations or defended the master's theses but have not completed their studies during the standard period of study. [21.05.2014].
136. Students are exmatriculated due to a failure to pay the tuition fee if they:
- 136.1 Fail to pay the required tuition fee by the deadline;
- 136.2 Do not enter into a contract for continuing their studies on a fee-charging study place within two weeks after the decision to transfer the student to part-time studies.
137. Students are exmatriculated due to the closure of the study programme if their study programme is closed and they do not express an intent to continue their studies in another study programme.
138. Students are exmatriculated due to death on the basis of a proof of death.

VII. Rights and obligations of the students

The right to receive information and guidance and other rights of the students

139. The study programmes, the subject catalogue and main internal regulations of the Academy are made available to the students on the website. The students have the right to request additional information

from the Registry and Student Affairs Department.

140. The students have the right to receive timely information on any decrees and/or resolutions concerning them (exmatriculation, academic leave, extension of study period, etc.). The respective notifications are sent to students via the study information system (ÖIS) or using the e-mail addresses of the students, and such communications shall be construed by the Academy as official submissions of notifications.
141. The students have the right to receive guidance regarding their studies and/or career. Guidance is offered by the following employees of the Academy:
- 141.1 Study programme registrar;
 - 141.2 Head of the Registry and Student Affairs Department;
 - 141.3 RPL adviser;
 - 141.4 Career adviser;
 - 141.5 Head of the academic department;
 - 141.6 Academic instructor in the specialist field.
142. The students have the right to give feedback on subjects, academic instructors and the organisation of studies as an important means for ensuring the quality of the studies at the Academy. Feedback surveys are generally organised via the study information system (ÖIS).
143. The students have the right to request the replacement of an academic instructor in the specialist field by submitting a respective written application to the head of the academic department. Replacement of an academic instructor is generally possible only between academic years.
144. The students in a bachelor programme have the right to request a transfer to another specialist field or study programme after the first semester or the first academic year (until the date for establishing the student status at the beginning of the second year of studies).
145. The students who have completed a master's or doctoral programme at the Academy within the standard study period without taking academic leave have the right to use the classrooms of the Academy for practice at specified times for one year after the completion of their studies.

Academic integrity

146. The students are required to comply with the principles of academic integrity and generally accepted rules of behaviour.
147. Any of the following actions can be construed as a breach of academic integrity:
- 147.1 Using resources, which have not been explicitly authorised by the academic instructor, at a graded or pass/fail examination;
 - 147.2 Impermissible exchange of information between students (prompting, copying answers, etc.) while taking a test of acquired knowledge;
 - 147.3 Presenting someone else's paper or work as the student's own creation;
 - 147.4 Plagiarism, or extensive use of rephrased or abridged ideas or quotes from another person's work without proper academic citation;
 - 147.5 Repeated submission of the same work for which the student has already received credit points;
 - 147.6 Taking tests on behalf of another student or permitting other persons to take tests on the student's behalf;
 - 147.7 Deliberately presenting inaccurate (false) information in any papers, submissions, etc.
148. In the case of a breach of academic integrity or violation of generally accepted rules of behaviour,

the Rector has the right, depending on the severity of the breach:

148.1 to issue a reprimand to the student;

148.2 to exmatriculate the student due to indecent conduct.

Contestation of decisions on academic work

149. The students have the right to contest the decisions concerning their academic work.
150. The procedure for submitting and processing challenges for the contestation of grades is specified in clause 88.3 of this Regulation.
151. To contest any other decision on academic work, the student has to contact the person who made the decision and to express a clear intent to contest the decision. If the student does not change his or her mind in the course of discussions and the decision in question is not amended, the student may file a written appeal within 30 days from the date on which the student became aware or should have become aware of the decision.
152. The appeal must be filed with the Vice Rector for Academic Affairs and Research. If contesting a resolution of the Vice Rector, the appeal must be filed with the Rector. All main aspects of the case have to be described in the appeal.
153. Student appeals must be resolved within 10 days from submission. If an appeal requires additional investigation, the term of reviewing the appeal may be extended by up to 30 days and the appellant has to be notified of the extension by post or via the studies information system (ÕIS).
154. The resolution on the appeal must be drawn up in writing and submitted to the appellant by post or via the study information system (ÕIS), or handed over against signature.
155. The process of contesting the results (except grades) of defences is laid out in the Conditions and Procedure for Graduating from the Bachelor and Master's Programmes and Defending Degrees at the Estonian Academy of Music and Theatre and the Regulation of Doctoral Studies at the Estonian Academy of Music and Theatre. The grade of a final examination or final project can be contested according to the procedure specified in clause 88.3 of this Regulation.

VIII. Implementing provisions

156. This Regulation shall enter into force from the 2013/2014 academic year. Upon entry into force, this Regulation shall repeal the "Regulation of Studies of the Estonian Academy of Music and Theatre", approved by the Academy Council on 6 December 2006 (amended on 19 December 2007, 4 March 2009, 27 May 2009, 30 September 2009 and 20 October 2010).

Special provisions on the application of the Regulation to the students matriculated before the 2013/2014 academic year, applicable until the end of the 2015/2016 academic year

157. Clause 37 of this Regulation shall not be applied in establishing the academic load.
158. The following special provisions shall apply to the reimbursement of study costs:
- 158.1 Students, who study on a state-commissioned study place in a study programme with English as the study language, are exempt from the tuition fee;
- 158.2 Students referred to in clause 43.3 of this Regulation are exempt from the tuition fee;
- 158.2 Students referred to in clause 43.5 of this Regulation are exempt from the tuition fee.
159. The following special provisions shall apply to studies as a guest student in a foreign country:

159.1 Clause 94.4 of this Regulation shall not be applied;

159.2 Exceptions to the requirements for full-time studies may be granted with regard to the study year abroad in the case of students who studied in a foreign country within the framework of programmes coordinated by the Academy, provided that their studies at a foreign university contribute at least 15 CP per semester towards completion of their study programme.

160. During academic leave, students are permitted to take part in academic work and take pass/fail or graded examinations as specified in the previously approved study plan, except if the academic leave was granted due to health reasons. The students studying on non-state-commissioned study places are exempt from payment of the tuition fee during the period of academic leave, unless they take part in academic work during their academic leave. In the latter case, they pay for their studies based on the price of one credit point.
161. The following special provisions shall apply to the extension of the study period:
161.1 Students referred to in clause 118 of this Regulation are exempt from the obligation to submit an application and to enter into a study contract to continue their studies;
161.2 Clause 120 of this Regulation shall not be applied.
162. Clause 135.1 of this Regulation shall not be applied in exmatriculation procedures.
163. In the case of exmatriculation due to the expiry of the standard period of study, clause 135.1 shall be applied to students who complete their studies from 2014/15 [21.05.2014]