

CURRICULUM STATUTE OF THE ESTONIAN ACADEMY OF MUSIC AND THEATRE

General provisions

1. This document regulates the conditions and procedures for preparing, opening, continuing, amending and closing curricula, as well the procedure for opening, amending and closing subjects.
2. A curriculum is the basic document for studies, establishing the objectives of the academic work, the standard period and volume of study, the conditions for commencement and completion of studies, the list and volume of subjects, the options and conditions for electing fields of study and subjects, as well as the names of degrees and diplomas to be awarded.
3. The curriculum must comply with the requirements of the Standard of Higher Education and the quality agreement concluded between Estonian public universities.
 - 3.1. Curricula are divided into bachelor, master's and doctoral curricula. *[17.12.2008]*.
 - 3.2. The Academy may launch joint curricula in cooperation with other institutions of higher education. A joint curriculum includes a cooperation agreement that sets out the principles for conducting academic activity as well as the rights and obligations of the institutions of higher education involved in the management of the joint curriculum. *[17.12.2008]*
 - 3.3. A curriculum consists of modules. A module is a unit for grouping courses in the curriculum into more focused clusters. Alternatively, a module may also consist of a single subject. *[17.12.2008]*

Structure of the curriculum

4. The standard period of bachelor studies is 3 years and the study volume established by the curriculum is 180 ECTS of which the bachelor examination forms 10 credit points. As an exception, the standard period of bachelor studies in the field of dramatic arts is 4 years, with a study volume of 240 ECTS, as established by the curriculum.
5. The master's programme is based on a two-year curriculum, 120 ECTS credits respectively. The master's programme consists of studies and a master's examination or master's thesis (a total of 15 CP) *[19.03.2014]*.
6. The share of optional and elective subjects in consecutive bachelor's and master's programmes is at least 15%, including at least 4% of elective subjects.
7. The doctoral programme is based on a four-year curriculum with a volume of 240 ECTS credits. The doctoral programme consists of studies (60 CP) and a doctoral dissertation or a creative project with a research component (180 CP).

Preparation and opening a curriculum

8. The curriculum is opened on the basis of a draft curriculum, which has been discussed by the Study Committee and approved by the Academic Council.
9. In order to prepare the draft curriculum, the Rector will set up a working group, consisting of

the Vice Rector for Academic Affairs and Research, head of the Registry and Student Affairs Department, and senior academic instructors of the corresponding specialist field. If necessary, experts from outside the academy are included in the working group.

10. The draft curriculum contains:

- the title page of the curriculum;
- a list of compulsory and elective subjects together with the volumes and methods of testing;
- outline of new subjects together with a short description;
- a list of academic instructors appointed to carry out the academic work, together with the compliance of the instructors with the Standard of Higher Education;
- annexes.

11. Annexes which form a part of the draft curriculum:

- justification for opening the study programme;
- opinions/recommendations of experts from outside the academy (professional associations, ministries or future employers);
- cost calculation, analysis of the need for additional resources (academic instructor, study materials, facilities, etc.) and data on possible financing sources;
- admission forecast for the next few years.

12. The title page of the curriculum contains the following information:

- name of the university;
- name of the curriculum (in Estonian and English);
- code of the curriculum;
- level of study (level of the curriculum);
- volume of the curriculum in credit points;
- standard period of study in years;
- date of approval of the curriculum in the Academic Council;
- date of inserting the curriculum in the Estonian Education Information System;
- information on conducting academic activity in the curriculum group; [07.09.2016]
- terms of admission;
- objectives of the curriculum;
- short description of the curriculum;
- terms of graduation;
- documents to be issued at graduation;
- the name of the degree to be awarded;
- curriculum supervisor and the academic unit responsible.

13. The draft curriculum is presented to the academic committee for review and for proposing amendments to all academic units and the student council.

14. The Study Committee makes one of the following proposals:

- recommends to the Academic Council that the curriculum be approved;
- recommends that the draft curriculum be improved and enhanced;
- recommends that the curriculum not be opened.

15. The Academic Council approves the curriculum recommended by the Study Committee and appoints an academic unit to take charge of the curriculum.
16. The Head of the Registry and Student Affairs Department submits the application for registration of the approved curriculum to the curriculum register of the Ministry of Education and Research [17.12.2008].
17. Each bachelor and master's programme includes a sample curriculum showing the distribution of compulsory subjects for each academic year. The sample curriculum is prepared by the academic unit in charge of the curriculum [17.12.2008].

Amendment of the curriculum

18. Any amendments to the curriculum are approved by the Academic Council on the recommendation of the Study Committee. Prior to their approval, the amendments must be discussed in the academic unit in charge of the curriculum. Representatives of students and employers are involved in discussions over the most important amendments.
19. As a result of the amendments, a new version of the curriculum is formed, except in the cases provided in section 20 of this statute. The Academic Council's resolution shall indicate the year of admission when the version will take effect. As a rule, the new curriculum will take effect from the next admission.
20. The following amendments may be introduced in an earlier version of the curriculum:
 - adding a new elective subject;
 - terminating an elective subject;
 - terminating a compulsory subject and replacing it with another subject if the subject to be replaced has not been taught (the subject has not been included in the study plan of the admitted students).
21. A later version of the curriculum may be implemented for students who return from academic leave or parental leave which has lasted longer than one year.

Continuation and development of the curriculum

22. The Registry and Student Affairs Department keeps a record of the registration, amendment and closure of the curricula at the academy [07.09.2016] .
23. The head of the Registry and Student Affairs Department appoints a curriculum registrar among the department staff, charged with the task of:
 - entering approved curricula and amendments in the register;
 - guaranteeing compliance between the register contents and basic documents;
 - publishing curricula on the academy's web page (in Estonian and English);
 - publishing, in the spring semester, a complete list of curricula for the next academic year.
24. The academic units are responsible for analysing and modernising the bachelor and master's programmes.

25. The doctoral council is responsible for analysing and modernising the doctoral programmes.
26. The development of the curriculum is coordinated by the heads of the academic departments [07.09.2016].

The assessment of the quality of a curriculum or curriculum group

27. The activities related to the external quality assessment of the curriculum are co-ordinated by the Vice Rector for Academic Affairs and Research in accordance with the Universities Act, requirements established by the Estonian Quality Agency for Higher and Vocational Education and other legal acts.
28. Cancelled [07.09.2016]
29. The self-evaluation report required for the quality assessment of the curriculum is prepared by the head of the academic unit in collaboration with the Vice Rector for Academic Affairs and Research and Registry and Student Affairs Department. [07.09.2016]

Opening, amendment and closure of subjects

30. All subjects taught in the academy must be registered in the subject register.
31. A subject outline and a syllabus are prepared for each subject at the academic department teaching the subject.
32. The following information is entered on the subject outline:
 - subject code;
 - name of the subject;
 - if necessary, details regarding the target group to whom the subject is taught;
 - name of the academic instructor teaching the subject;
 - prerequisite subjects;
 - volume of the subject (number of semesters, academic hours and credit points);
 - learning outcomes;
 - testing methods and criteria;
 - short description of the subject.
33. Compulsory and elective subjects listed in curricula are opened, amended and closed together with the opening, amendment and closing of the curriculum, and approved by the Academic Council on the recommendation of the academic committee.
34. The opening, amendment and closure is co-ordinated with the head of the academic unit teaching the subject, as well as the Vice Rector for Academic Affairs and Research.
35. The subject register is kept by the Registry and Student Affairs Department. The head of the Registry and Student Affairs Department appoints a registrar among the department staff, charged with the task of:
 - entering the approved data and amendments of the subject outlines in the register;
 - guaranteeing compliance between the register contents and basic documents;
 - publishing the subject catalogue on the academy's web page (in Estonian and English);
 - publishing, in the spring semester, the subject catalogue for the next academic

year.

Closure of a curriculum

36. Closure of a curriculum means termination of studies under the particular curriculum.
37. The curriculum is closed with the resolution of the Academic Council on the recommendation of the academic unit responsible for the curriculum, or in cases provided by the Universities Act.
38. Students have the right to graduate under the curriculum into which they were admitted, provided that the student graduates from the programme during the standard period of study plus one year.

Implementing provisions

39. The documents listed in section 11 of this statute are not required for curricula to be replaced in the course of curricular reforms.
 - 39.1. The requirements for the structure and volume of the curriculum set out in articles 33, 4, 5 and 7 will be applied to curricula launched from 2009. [17.12.2008]
 - 39.2. The national credit point system is valid until 01.09.2009. The European Credit Transfer and Accumulation System (ECTS) will be implemented as a unit of volume from 01.09.2009. The Estonian acronym AP (*ainepunkt*) will be replaced by EAP (ECTS on a diploma supplement in English). With this, the differences between the volumes of credit points will be clear to those reading the academic transcript. [17.12.2008].
40. This regulation shall enter into force on the moment it is approved.