

## **Procedure for issuing diplomas, diploma supplements and certificates at the Estonian Academy of Music and Theatre**

### **I. General provisions**

1. This regulation establishes the procedure for issuing diplomas, diploma supplements, certificates and duplicates at the Estonian Academy of Music and Theatre ('the Academy').
2. A diploma shall be issued to a person who has completed the full programme of Bachelor's, Master's or Doctoral studies and has been awarded an academic degree. A diploma is a valid proof of higher education also without the supplement. A diploma supplement without the diploma is not a proof of higher education.
3. A diploma shall be valid for life.
4. A certificate shall be issued to a person who has:
  - 1) fulfilled all requirements of a continuing education course. If a course includes multiple subjects, the certificate shall be supplemented by a results report (using the letterhead of the Academy), which shall only be valid if presented with the certificate. Active participants in a master class shall be issued a certificate with a supplement (using the letterhead of the Academy), which lists the practiced repertoire;
  - 2) *[canceled on 7 Sept 2016]*
5. A diploma or a certificate can be declared invalid if it is discovered that they were obtained through fraud or forgery. Invalidation shall be formalised with a Rector's decree.
6. The Registry and Student Affairs Department shall be responsible for ordering empty diploma and diploma supplement forms from the National Examination and Qualification Centre. The printing of certificate forms shall be arranged by the office of the Academy.
7. The empty forms of diplomas and diploma supplements are documents that are subject to legal storage and usage requirements; the Registry and Student Affairs Department shall be responsible for storing and using these documents. The Registry and Student Affairs Department shall submit annual reports on the use of forms to the Innove Foundation and shall also hand over any spoiled forms. *[7 Sept 2016]*
8. Diplomas and diploma supplements shall be drawn up by the Registry and Student Affairs Department on the official national forms. Continuing education certificates and supplements shall be drawn up by the Continuing Education Centre on the respective forms. *[7 Sept 2016]*
9. Diplomas, diploma supplements and certificates shall be registered by the Registry and Student Affairs Department or the Continuing Education Centre, respectively.
10. The following data shall be entered in the register of diploma supplements: registration number; study specialty, last and first name and personal identification code, or date of birth, of the diploma recipient; series and number of issued documents (diploma and diploma supplement); number and date of the order of exmatriculation of the student in connection with completion of the study programme; the student's signature confirming receipt of the diploma and the corresponding diploma supplement.
11. The following data shall be entered in the register of certificates: registration number; last and

first name and personal identification code, or date of birth, of the diploma recipient; name of the completed course; date of issue of the certificate. [7 Sept 2016]

12. The Continuing Education Centre shall be responsible for storing and using the certificate forms. [7 Sept 2016]

## **II. Formal requirements for diplomas**

13. The issue of a diploma shall be based on a decision of a body awarding academic degrees.

14. A diploma shall be drawn up in Estonian language in accordance with the applicable Government of the Republic regulation on the statute and forms of diplomas and diploma supplements.

15. A diploma shall be signed by the Rector, the head of the respective academic unit, the chair of the Master's or Doctoral Council as applicable and it shall be marked with the seal of the EAMT.

15.1. The date of issue of a diploma shall be the date when the decision on exmatriculation of the student was made (exmatriculation in connection with completion of the study programme). [7 Sept 2016]

16. The source documents of diplomas shall be preserved indefinitely.

17. Copies shall be made of all diplomas; the authenticity of the copies shall be certified by the Personnel Manager and the copies shall be preserved in respective personal files.

18. A diploma shall be released against signature to the recipient or to a person presenting a written authorisation of the recipient.

## **III. Formal requirements for diploma supplements**

19. A diploma supplement shall be given to a diploma recipient with the diploma and it shall list the results of completion of the study programme.

20. A diploma supplement shall be drawn up in Estonian and in English. As of the academic year 2002/2003, the Academy issues issued diploma supplements in English to graduates from the Bachelor's studies only at the request of the person (except for foreign students).

21. A diploma supplement shall be drawn up in accordance with the applicable Government of the Republic regulation on the statute and forms of diplomas and diploma supplements.

21.1 A diploma supplement shall also list the subject codes and names of the academic staff members who taught the subjects.

22. Diploma supplements shall be signed by the Vice Rector for Academic Affairs and Research and the head of the Registry and Student Affairs Department and they shall be marked with the seal of the EAMT.

22.1 A diploma supplement shall be issued with the same date as the respective diploma; a diploma supplement in English can bear the date when the supplement was drawn up.

23. Copies shall be made of all diploma supplements; the authenticity of the copies shall be certified

by the Personnel Manager and the copies shall be preserved in respective personal files.

#### **IV. Formal requirements for certificates**

24. *[canceled on 7 Sept 2016]*

#### **V. Certificate of fulfilment of course requirements in continuing education**

25. A certificate shall be issued to a person who has fulfilled all requirements of a continuing education course.

26. The certificates shall be drawn up in Estonian.

27. The following information shall be entered on the certificate form:

- 1) first and last name and personal identification code, or date of birth, of the certificate recipient;
- 2) name, period and volume of the continuing education course and the name(s) of the lecturer(s) of the course;
- 3) place and date of issue of the certificate;
- 4) registration number (the sequential number in the register of certificates of the Continuing Education Centre).

28. Certificates shall be signed by the Rector or the Vice Rector for Academic Affairs and Research and the head of the Continuing Education Centre and they shall be marked with the seal of the EAMT.

29. The register of certificates shall be kept in the electronic database of the Continuing Education Centre.

30. A certificate shall be released against signature to the recipient or to a person presenting a written authorisation of the recipient, or shall be sent to participants by registered mail.

#### **VI. Results report**

31. Result reports shall be drawn up as supplements to certificates of full completion of a course and they shall list the results of completion of the respective course.

32. Result reports shall be drawn up in Estonian using the letterhead of the Academy.

33. The following information shall be entered on the results report form:

- 1) the word "HINNETELEHT" (Result Report) shall be followed by the note "Supplement to Certificate No. TKO.....";
- 2) first and last name and personal identification code, or date of birth, of the certificate recipient;
- 3) name and period of the course (code of the curriculum in case of training programmes);
- 4) objective and learning outcomes of the course;
- 5) names of subjects (with initial capital letter, without abbreviations, including codes), the

volumes of subjects in credit points, dates of completion, results of completion (examination grades in words and numbers), names of academic staff members, and the grading system used;

- 6) all credit points shall be added up and the sum shall be entered in the field "Total volume of subjects in credit points";
- 7) the report shall include the note "HINNETELEHT ON KEHTIV KOOS TUNNISTUSEGA" (the result report is only valid with a certificate);
- 8) date of drawing up and registration number of the result report, which shall be the same as the date of issue and registration number of the corresponding certificate.

34. Result reports shall be signed by the Vice Rector for Academic Affairs and Research and the head of the Continuing Education Centre and they shall be marked with the seal of the EAMT.

35. Copies of result reports shall be kept in the electronic database of the Continuing Education Centre.

## **VII. Issue of duplicates**

36. Duplicates of diplomas and diploma supplements shall be drawn up and issued in accordance with the applicable Government of the Republic regulation on the statute and forms of diplomas and diploma supplements.

37. The holder of a diploma, a diploma supplement or a certificate (hereinafter 'original documents') can submit an application for repealing an original document and for issuing a duplicate if:

- 1) the text of the original document has become difficult to read;
- 2) at least one letter in the text of the original document has become difficult to read;
- 3) a formal inaccuracy or incorrectness of the data on the source document is discovered;
- 4) the source document is destroyed, lost or stolen;
- 5) the source document is legalised or certified by apostil in accordance with legal requirements.

38. The person applying for a duplicate shall submit the application to the head of the educational institution that issued the original document or to the head of the Continuing Education Centre, indicating the reason for the application. In the cases referred to in section 37 (1)-(3) and (5) the applicant shall enclose the original document with the application.

39. A duplicate shall have the same legal value as the original document.

40. A decision to declare an original document invalid and to issue a duplicate shall be made within two weeks of the receipt of the application for a duplicate. A decision to declare an original document invalid and to issue a duplicate shall be formalised with a decree of the head of the educational institution. A decision to declare an original document invalid shall be published in the official publication *Ametlikud Teadaanded* (except in the case of certificates).

41. The issue of a duplicate shall be refused if it becomes evident that:

- 1) the applicant has intentionally provided false information;
- 2) there is no information about the issue of the original document;
- 3) the grounds for the issue of a duplicate, referred to in section 37 (1)-(5), do not exist.

42. The costs of the issue of a duplicate as specified in a Rector's decree and the state fee shall be paid by the applicant or, in the case referred to in section 37 (3), by the educational institution.

43. Duplicates shall be signed as follows:

- 1) diplomas – by the Rector and the Vice-Rector for Academic Affairs and Research or the co-chair of the Doctoral Council as applicable;
- 2) diploma supplements – the Vice-Rector for Academic Affairs and Research and the head of the Registry and Student Affairs Department;
- 3) certificates of the Continuing Education Centre – the Rector or the Vice Rector for Academic Affairs and Research and the head of the Continuing Education Centre;
- 4) result reports – the Rector or the Vice Rector for Academic Affairs and Research and the head of the Continuing Education Centre.

44. Duplicates shall be marked with the seal of the EAMT.

45. Duplicates shall be registered in the same way as the respective original documents.

46. Copies shall be made of all duplicates; the authenticity of the copies shall be certified by the Personnel Manager and the copies shall be preserved in respective personal files. The copies of any duplicates drawn up by the Continuing Education Centre shall be certified by a person appointed by the head of the Continuing Education Centre and they shall be preserved in the electronic database of the Continuing Education Centre.

47. A duplicate shall be released against signature to the recipient or to a person presenting a written authorisation of the recipient.

48. If a duplicate becomes invalid as a document, a new duplicate can be issued in accordance with this procedure. The notification of invalidity of the original document shall not be published in the official publication *Ametlikud Teadaanded*.

### **VIII. Issuing English transcripts of diploma supplements to students who graduated before the academic year 2003/2004**

49. Persons who graduated from the Academy during the period from the academic year 2001/2002 to the academic year 2003/2004 can submit an application for an English transcript of the diploma supplement to the Registry and Student Affairs Department; the transcript includes an explanation of the qualifications attained in the context of the Estonian and European education systems.

50. The English transcript of the diploma supplement shall be drawn up using the letterhead of the Academy and it shall include the following information:

- 1) first and last name, date of birth (day/month/year, personal identification code) of the diploma recipient, details of the higher education attained, number of the issued diploma;
- 2) results of completion of the study programme (subject code, name and volume of the subject according to the European Credit Transfer and Accumulation System (ECTS), date of settlement, result and academic staff member). The list of subjects shall end with information on the graduation thesis and the sum total of credit points;
- 3) date of the diploma supplement, certification and a note on grading system(s).

51. A transcript of the diploma supplement shall be drawn up by the Registry and Student Affairs Department within one month of receipt of the respective application.

52. A transcript of the diploma supplement shall be signed by the head of the Registry and Student Affairs Department and the document shall be marked with the seal of the Registry and Student Affairs Department.

53. Issued transcripts of diploma supplements shall be registered in a respective records book, including the following information: registration number and date of issue of the transcript of the diploma supplement; first and last name and personal identification code, or date of birth, of the diploma recipient; study specialty, programme code; series and number of the diploma; signature confirming receipt of the transcript of the diploma supplement.

54. A copy shall be made of a transcript of the diploma supplement; the authenticity of the copy shall be certified by the Personnel Manager and it shall be preserved in the personal file.

55. The first copy of a transcript of the diploma supplement shall be issued to an applicant free of charge. Any subsequent copies shall be subject to a fee at a rate specified in a Rector's decree.

## **IX. Implementation**

56. This procedure shall enter into force on 9 November 2006; it has been amended by the EAMT Council on 15 June 2012 and 7 September 2016.