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the College Council  
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# STUDY REGULATIONS

Tartu Health Care College

Tartu 2023

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Study Regulations of Tartu Health Care College, including the Annexes, are adopted based on the [Higher Education Act](#), the [Vocational Educational Institutions Act](#) and the [Statutes of Tartu Health Care College](#).

## **GENERAL PROVISIONS**

1. Study Regulations (hereinafter '*the regulations*') are the fundamental document regulating the organisation of studies at Tartu Health Care College (hereinafter '*the college*').
2. The regulations are aimed to provide all learners with equal treatment and ensure clarity of the organisation of studies.
3. The regulations are mandatory for employees and all participants in the teaching and studies.
4. The regulations, alterations and amendments of the regulations are adopted by the college council.
5. The college council, the rector and the vice rector for academic affairs have the right to adopt additional documents regulating teaching and studies.
6. The official environment for exchanging information related to the organisation of teaching and studies at the college is the study information system Tahvel, where the data related to studies are collected, processed, stored and released. Information delivered via Tahvel is not due for revealing to third parties, unless a respective notation is made in the information.
  - 6.1. The college provides the learners with email addresses using their first and last name and personal information.
  - 6.2. The college uses the college email addresses for study-related purposes in order to inform learners of arrangements concerning the learners.
  - 6.3. Directives and arrangements sent to the college's email address are deemed to be communicated to the learner.
7. Below items form integral parts of this document:
  - 7.1. Annex 1. Conditions and Procedure for Studies of External Students
  - 7.2. Annex 2. Conditions and Procedure for Compensation for Study Costs
  - 7.3. Annex 3. Procedure for Recognition of Prior Learning and Professional Experience (RPL)

## **GENERAL GROUNDS FOR ORGANISATION OF STUDIES**

### **Learners**

8. In these regulations learners mean students and pupils from their admission to the college (matriculation) until their exmatriculation.
  - 8.1. A student in these regulations means a person who is matriculated to a curriculum of professional higher education or a master's level programme and who participates in full-time or part-time studies.
  - 8.2. A pupil in these regulations means a person who is matriculated to a vocational education and training curriculum, and who studies full-time in the form of school-based or workplace-based studies.
  - 8.3. An international learner is a person matriculated at the college who does not have Estonian citizenship, long-term residence permit or permanent right for residence.
9. An external student is a person who has applied for and has been granted the right to complete a particular part of curriculum at the college, incl. to take exams and pass/fail assessments. An external student is not matriculated to the college and is not a learner of the college. The conditions and procedure for studies of external students are provided in Annex 1.

10. A visiting learner is a learner matriculated at another educational institution who has the right to participate in the studies of the college based on the agreements between educational institutions.
11. An international visiting learner is a learner from an educational institution in a foreign country who has received the right to participate in the studies of the college based on the agreements between educational institutions. The organisation of exchange of international external learners studying at the college based on international grants is regulated by “Procedures for Erasmus+ Mobility Activities at Tartu Health Care College”.
12. A continuing education participant is studying on the basis of a continuing education curriculum or studying subjects of formal education in the way of continuing education. The participant in the continuing education is not a learner of the college. The organisation of continuing education is regulated by “The Rules of Open College of Tartu Health Care College”.

### **Study Places and Matriculation**

13. A study place is a time and financial unit for measuring teaching and studies.
14. Study places on curricula are approved by the college council, taking into account the activity support allocated from the state budget and the state-commissioned education approved by the Ministry of Social Affairs.
15. Conditions for admission to and matriculation at curricula of professional higher education, master’s level education and vocational education are established in “Rules of Learner Admissions of Tartu Health Care College”.
16. In the case a first-year learner who has confirmed their intention to study fails to attend at the studies without a good reason within two weeks, the next applicant on the top of candidates’ list of the same admission period is matriculated to the vacant study place.
17. A learner has the right to be simultaneously matriculated to one programme of the same education level at the college.
  - 17.1. A student matriculated from the academic year 2024/2025 onwards is entitled to be matriculated at the same time, free of charge, in one of the programmes of the same education level.

### **Levels of Study and Curricula**

18. Formal education and continuing education are provided by the college.
19. Formal education form teaching and study within which learners obtain a qualification corresponding to a particular qualification level, providing an access to the studies of the next qualification level.
20. Formal education at the college is provided at two levels of higher education based on curricula of professional higher education and master’s studies as well as full-time vocational education and training at levels 4 and 5.
21. The language of instruction at the college is Estonian, but teaching and study of master’s programmes may be conducted in English based on the decision of the college council.
22. The college has the right to conduct in English up to 10% of the total volume of teaching and study of curricula in Estonian, unless otherwise provided by the curriculum.
23. Continuing education is teaching and studies that allows to acquire and promote vocational, professional and/or specialist knowledge, skills and experience as well as to provide retraining.
24. Teaching and study is based on the study programme group or a curriculum granted the right to conduct studies that is publicised on the website of the Ministry of Education and Research, and available on public view of the Estonian Education Information System.

25. A curriculum is a source document of teaching and study, determining the objectives and learning outcomes, the standard period and volume of study, the conditions for commencing studies, the list of subjects or topics (in vocational education) (hereinafter “subject(s)/topic(s)”), specialisation options and the conditions for completion of studies.
26. Curriculum concepts, structures, conditions for opening, administering and changing, assessment and quality assurance as well as the closing of the curriculum is regulated by “The Statutes of Curricula of Tartu Health Care College”. The composition and content of continuing education curricula are regulated by “The Rules of Open College of Tartu Health Care College”.
27. A curriculum of formal education consists of modules. Module is a structural unit of curriculum content, comprising subjects/topics with a certain objective or involving one subject/topic.
28. A subject/topic is a holistic unit comprising the content, activities and assessment of learning outcomes of a particular field of study. A subject/topic is based on planned learning outcomes the achievement of which is assessed and supported by teaching and study.
29. Learning outcomes are the knowledge, skills and attitudes achieved as a result of teaching and study; they are described at the minimum level necessary for the completion of the curriculum, module or subject.
30. Content of the subject/topic is described in the subject programme that is introduced to learners by the lecturer at the beginning of the subject course and is available in Tahvel by the beginning of the semester at latest.
31. The lecturer is the person responsible for the development and updating of the subject programme. A subject programme is approved by the head of the relevant study department; subject programmes of elective and optional subjects meant for all learners are approved by the pedagogical board.
32. Final thesis, practical training and final exam are specific forms of subjects.
33. To ensure a logical sequence of teaching and study, prerequisite subjects may be established for subjects; these have to be completed before the beginning of a particular subject.
34. A subject/topic can be compulsory, elective or optional:
  - 34.1. a compulsory subject/topic has to be passed in order to complete the curriculum;
  - 34.2. an elective subject is a subject chosen by the learner for the completion of the curriculum and in order to achieve the professional or specialist learning outcomes;
  - 34.3. an optional subject is a freely chosen subject for the achievement of general competences to complete the curriculum.
35. The volume of elective and optional subjects is specified in the curriculum.
36. Subjects taught at the college may be taken by persons who are not the learners of the college. Their participation in the studies is based on the requirements established for external students and participants of continuing education at the college.

### **Load and Volume of Studies**

37. Full-time studies and part-time studies of higher education and full-time studies of vocational education and training can be undertaken at the college.
38. Calculation of study load is based on the volume of subjects passed in completion of the curriculum.
39. Volume unit of studies is a credit of the European Credit Transfer and Accumulation System (ECTS) in higher education and an Estonian vocational education credit point (EVEC) in vocational education and training, corresponding to 26 hours of learner’s work.

40. Volume of studies per academic year is 60 ECTS credits in higher education and 60 EVEC credits in vocational education and training.
41. By the end of each academic year the learner of full-time studies completes cumulatively at least 75% of the volume of study established by the curriculum.
42. By the end of each academic year the learner of part-time studies completes cumulatively 50% to 75% of the volume of study established by the curriculum.
43. The subjects accredited based on the recognition of prior learning and professional experience (RPL) are included in the calculations of the load and volume of studies on a relevant higher education curriculum.
44. While entering the college the learner determines whether they start full-time or part-time studies, unless teaching and study on a particular curriculum can only be completed either in the form of full-time or part-time.
45. In coming academic years, the learner study load is going to be established at the end of the academic year based on cumulative completion of the curriculum by the learner. Study load is going to be established by the end of interim week of the previous academic year.
46. The duration of the programme comprises the length of study in years established by the curriculum meant for the completion of a particular curriculum.
47. The standard period of study is generally corresponding to the standard period of programme. The standard period of study is extended:
  - 47.1. by the period of time spent on academic leave;
  - 47.2. by the semester the learner studies abroad, if the studies passed during that period are accredited by the college at least in the volume of 15 ECTS credits;
  - 47.3. up to one year in the case of learners whose proficiency of Estonian as the language of instruction does not correspond to the requirements set for studying at the level of higher education, and who study the official language pursuant to the conditions and procedure established by point 8, paragraph 14 of the higher education act;
  - 47.4. by the duration of practical training, in the case established by the curriculum for a learner whose length of practical training according to the curriculum lasts longer than six months.

### **Forms of Teaching and Study**

48. School-based vocational education and training is a form of study where practical training in an enterprise or institution is not more than a half of the full curriculum volume.
49. Workplace-based vocational education and training is a form of study where practical training in an enterprise or institution forms at least two thirds of the full curriculum volume.
50. Teaching and study may be organised in cycles where contact-based studies are conducted in sessions according to the study schedule.
51. Contact-based study comprises activities meant for the achievement of learning outcomes, incl. lecture, seminar, practicum, laboratory work, individual tutorial or some other way of teaching and study established by the educational institution aimed to acquire knowledge and skills. Contact-based study is taking place in the teaching and study environment (incl. e-learning) participated by the learner and the lecturer.
  - 51.1. Simulation is a form of contact-based preclinical practicum, that uses filming as one of the study methods. The filmed segments can be used for study development and are not published or distributed to third parties.
52. Independent learning means independently acquiring the knowledge and skills necessary to achieve learning outcomes based on the assignments given by the lecturer.
53. Practical training is a purposeful supervised activity, organised for the achievement of learning outcomes with the aim to implement acquired knowledge and skills in work

situations. The organisation of practical training is regulated by “Procedure for Practical Training of Tartu Health Care College”.

## **ORGANISATION OF STUDIES**

54. The studies of the college take place according to the curriculum in a course system where the modules and subjects are passed by the learner in the order specified by the curriculum.
55. One ECTS/EVEC credit comprises up to 13 hours of contact-based studies and at least 13 hours of learner’s independent learning. Specifications of the amounts of hours for contact-based studies and for independent learning are decided by the head of the relevant study department.
56. Organisation of studies is based on the academic year, consisting of ten study months. Study months are forming the autumn semester and the spring semester.
57. Last week of the autumn semester and the last week of the academic year are interim weeks during which learners have a possibility to take re-assessments to complete their required studies. In exceptional cases, ordinary teaching and study may be conducted during the interim week on the basis of the approval by the head of the relevant study department.
58. Relevant dates of the academic year are established in the academic calendar, including the beginning and end of the academic year and semesters, the dates of holidays and other important events of the college in the academic year. The academic calendar is approved each year by the college council at the latest four months before the beginning of next academic year.
59. The periods of theoretical studies and practical training and other relevant terms related to studies are determined in the study schedule. The study schedule is compiled by the head of the relevant study department, and it is available to learners on the intranet at the latest two weeks before the beginning of academic year.
60. Non-fulfilment of the study schedule by the learner is allowed for a good reason only. The proceeding of the appropriate application submitted by the learner is conducted by the head of the relevant study department. In the case of a positive decision, an individual study plan is drawn up for the learner and approved by the signatures of the head of the relevant study department and the learner. The learner is responsible for the fulfilment of the individual study plan.
61. The teaching and study take place according to the timetable that is compiled for each study group based on the curriculum and the study schedule. The structure of the timetable is based on the principles included in the timetable guidelines approved by the pedagogical board. The timetable is available in Tahvel latest by the beginning of the semester.
62. Requirements for participation in studies by learners are determined in the subject programme.
63. There is no registration for mandatory subjects. Information regarding registration for elective and optional subjects is given to learners via email and Tahvel.
64. The number of participants in elective and optional subjects is determined in the subject programme. In case the number of participants registered for a subject is less than the participant number determined in the subject programme, the college has the right not to open that subject.
65. By registering for an elective or optional subject the learner is responsible for the completion of the subject. In the case of extraordinary circumstances, it is possible to cancel the registration to a course seven days after the first official day of the start of the semester. The cancellation of registration must be approved by the head of the relevant

- department. If the prospective learner has not cancelled their registration to the course within this seven-day window, they are obligated to complete and pass the course.
66. Learners have the right to study in educational institutions of foreign countries as grantees of international organisations, governments, foundations and educational institutions as well as due to the exchange programme. The organisation of the exchange programme is regulated by “Erasmus Plus International Mobility Regulation”.
  67. To ensure the quality of teaching and study feedback is asked from learners at the end of subject/topic via Tahvel and with the help of other surveys. Feedback collection is described in “The Quality Manual of Tartu Health Care College”.
  68. A confidentiality agreement is concluded with the learner, and it is the obligation of both the applicant and the college to ensure the confidentiality of personal data (including special types of personal data) that have become known to them during their studies (including practical training), and preventing access to this data by unauthorized third parties.
  69. Change of curriculum is generally not possible. In exceptional cases, the decision regarding the change of curriculum is made by the pedagogical board. In the case of insufficient academic progress, a change of curriculum is not possible.
  70. Transfer of the learner to the next study year is determined by the rector’s directive if 75–100% of the studies of the previous study year have been completed.

#### **ASSESSMENT OF ACHIEVEMENT OF LEARNING OUTCOMES**

71. Assessment of the achievement of learning outcomes, incl. self-assessment, forms part of the study process to provide a fair and objective evaluation of the level of learners’ knowledge, skills and attitudes based on the assessment criteria and according to the learning outcomes described in the curriculum.
72. Assessment is aimed to support learning and provide reliable information about the effectiveness of completion of studies.
73. Assessment methods and assessment criteria provided in the subject programme are available to learners before the beginning of studies and they are not changed in the course of teaching and study.
74. At the higher education level study results of students are assessed according to the regulation of the Minister of Education and Research “The Uniform Grading System at the Level of Higher Education and the Conditions of and Procedure for Issuing Diplomas and Diploma Supplements”.
75. In vocational education and training assessment is based on the regulation of the Minister of Education and Research “The Uniform Assessment System Used in Vocational Training, Bases for Assessment of the Acquisition of Learning Outcomes, Assessment Methods and Criteria, and Descriptions of Marks”.
76. Study results of learners are assessed during each module and/or subject and practical training (formative assessment) and/or at the end of each module and/or subject and practical training (summative assessment). Assessment of the achievement of learning outcomes is described in the subject programme.
77. The subject programme specifies the conditions for admission to the final examination (or for the formation of the final grade), including the requirement for the prerequisite course(s). If these conditions are not met or the prerequisite course(s) are not passed, the lecturer will enter a negative result in the examination report.
78. Final assessment (exam or pass/fail assessment) results are recorded in the report and are available to learners in Tahvel latest five working days as of the working day following the day the assessment was conducted. Assessment results have to be entered at the latest two working days before the conduct of re-assessment in the relevant subject.



- 78.1. If a lecturer teaches more than one sub-group in the same subject, the assessment results must be entered into the study information system within ten working days of the working day following the assessment.
- 78.2. The final assessment report is approved in the study information system Tahvel by the end of the semester at the latest. The report is approved by the lecturer in charge of the subject.
79. Final assessments are conducted according to the timetable. If a learner fails to attend the final assessment, the exam report records the learner in Tahvel as “not present” which equals to a negative assessment result. The conditions and organisation of interim assessments conducted within a subject/topic are described in the subject programme.
80. Final assessments in cycle-based teaching and study are conducted during the study sessions. Re-assessments may be conducted outside the study sessions.
81. If the learner fails to attend at the final assessment with a good reason (reserve service obligation etc.), they will submit an application to the head of the relevant study department latest within five working days after the final assessment; the head of the relevant department solves the case individually.
82. A learner is entitled to take up to two final re-assessments without charge after they have failed the final assessment in one and the same subject or module, and one re-assessment of practical training, defence of the final thesis and final exam.
83. If the learner has failed the final assessment three times, they have an opportunity to apply for two more final assessments for a charge, in which case the learner has the obligation to compensate for the study costs according to the document “Compensation Rates for Fee-Charging Services Related to the Main Activity”.
- 83.1. The first final assessment and two following re-assessments are included in the compensation for study costs of the learners of fee-charging studies.
- 83.2. If a learner of fee-charging studies has failed the final assessment three times, they have an opportunity to apply for two more final assessments, for what they have to pay additionally according to the document “Compensation Rates for Fee-Charging Services Related to the Main Activity”.
84. The possibility of final assessment for charge does not apply to the cases where the learner has two times failed practical training, final thesis or final exam. In those cases, the learner is exmatriculated on the grounds of insufficient academic progress.
85. Re-sit the final assessment or defence of the final thesis, once passed with a positive result, in order to improve the grade, is not allowed.
86. The principles and organisation of interim assessments (tests, independent work assignments etc.) conducted within the subject are provided in the subject programme and the opportunity to take re-assessment for charge does not apply to interim assessments.
87. Final assessment may be conducted by the assessment committee if it is provided in the subject programme or in case of good reasons or based on the wish of the learner or the lecturer. The assessment committee involves lecturers of the relevant subject, the head of the relevant study department and the person appointed by the department head.
88. The lecturer has the right to make adjustments in the completion of subject for the learner with special needs in case the non-performance of those adjustments would result in a more unequal situation for the learner with special needs due to his or her special needs in the completion of the subject compared to other learners.
89. The lecturer has the right to ask for the learner’s identity document while allowing the learner to do the assessment.
90. The lecturer has the right to remove the learner from the assessment of the achievement of learning outcomes for the use of forbidden aids or other learners’ help as well as in case of insulting or derogatory behaviour with respect to the lecturer or other learners. A

negative result is entered into the assessment report and the learner loses one opportunity for re-assessment.

### **Defence of Final Thesis, Final Exam and Professional Exam**

91. To be allowed to sit the final exam or the professional exam or defend the final thesis, the learner must have completed the whole prior curriculum.
92. The defence of final theses and the organisation of the final examination are regulated by the procedure for the writing, defence and assessment of final theses approved for each curriculum by the directive of the vice-rector for academic affairs.
93. The organisation of the professional examination and the final examination in the specialist field on vocational education curricula is regulated by the document "The Procedure for the Organisation of the Professional Examination and the Final Examination in the Specialist Field on Vocational Education Curricula at Tartu Health Care College".
94. The committee for the defence of final theses, the committee of the final examination and the committee of professional examination work according to the study schedule.
95. The learner who fails to appear at the defence of the final thesis, the final examination or the professional examination for a good reason and the learner who defends the final thesis or sits the final examination for the second time must defend the thesis/sit the examination in the next working period of the committee of the relevant curriculum.
96. The learner who fails to pass the professional examination, has an opportunity to sit the final examination in the specialist field, the organisation of which is regulated by the document "The Procedure for the Organisation of the Professional Examination and the Final Examination in the Specialist Field on Vocational Education Curricula at Tartu Health Care College".
97. Topics of final theses are publicised on the college website and the college has the right to publicise the defended final theses.

## **RIGHTS AND OBLIGATIONS OF LEARNERS IN RELATION TO STUDIES**

### **Academic Leave**

98. Academic leave is the release of a learner from their study obligations for a period of one or more semesters, at the request of the learner.
99. Learners on academic leave belong to the body of learners of the college.
100. For health reasons learners are entitled, at any time within the academic year, to academic leave of maximum two years, with a minimum period of one semester. To apply for academic leave for health reasons the learner submits a medical certificate.
101. A learner is entitled to an additional academic leave for caring a child lasting until the child attains the age of three years based on the extract from the population register and application of the person.
102. In order to start a term of military or alternative service in the Defence Forces a learner is entitled, at any time within the academic year, to an additional academic leave of one year on the basis of the relevant notice from the Defence Resources Agency.
103. Academic leave at own request is provided once during the standard period of study for one year, with a minimum period of one semester. A learner who is applying for academic leave at their own request must have completed the studies of the previous semester.
104. Learners are entitled to academic leave at their own request since the second semester of the first study year. Academic leave starting within a semester means that the whole semester is included in academic leave.
105. To request an academic leave the learner submits an application in Tahvel. Permission for academic leave is determined by the directive of the vice-rector for academic affairs.

The learner must resume studies no later than two weeks after the end of the academic leave.

106. Academic leave is discontinued before the prescribed term on the basis of the learner's application. An academic leave for health reasons can be discontinued before the prescribed term on the basis of a medical certificate.
107. A learner on academic leave is allowed to participate in studies following an individual study plan.
108. Prior study results of the learner who has returned from academic leave are taken into account based on the results entered into the Tahvel.
109. A final-year learner on academic leave may attend the defence of the final thesis or sit for the final exam in the case the academic leave ends at least one month before the deadline for the submission of the final thesis or registering for a final exam or in the case the academic leave is discontinued before the prescribed term based on the learner's application at the latest one month before the deadline for the submission of final thesis or registering for the final exam.
110. During academic leave, the learner is not transferred to the next study year. The period of study for the learner on academic leave is extended by the period of time spent on academic leave.

### **Extension of Studies**

111. For justified reasons, students can apply for an extended study period of up to 12 months. The possibility of extending the period of study and the validity of the reason shall be decided by the head of the relevant academic department.
112. To apply for an extended period of study, the learner must submit an application and/or a document justifying the extension of the period of study to the study specialist no later than the last day of the current semester.
113. In order to extend the period of study, an individual study timetable will be drawn up in cooperation with the head of the relevant study department, which will be signed by the head of the relevant study department and the learner.

### **Filling in a Vacant Study Place and Rematriculation**

114. A study place becomes vacant if the number of study places is not filled in during the period of admissions or a learner is exmatriculated.
115. The college has the right, without a public competition, to transfer to the vacant study place an external student studying on the same curriculum based on the academic performance results.
116. Information about vacant study places is available (except in the case provided in points 16 and 115) on the college website and the intranet, including the application deadline for the mentioned places. The applicant for a vacant study place submits an application in the name of the vice-rector for academic affairs to the studies specialist.
117. At the end of the first semester of the first study year a ranking of candidates is formed based on the admission requirements established in the admissions rules. Since the second semester of the first study year a ranking of candidates is formed based on the results of academic performance.
118. Within one week after the end of the application deadline, the head of the relevant study department submits a written proposal to the rector for the fulfilment of vacant study places. Fulfilment of a vacant study place is recorded by the rector's directive.
119. A learner is entitled to continue their studies, started in other institutions of higher or vocational education providing the relevant education in Estonia, on the same curriculum at the college, in the existence of vacant study places.

120. In the case of differences between the curricula, the learner must pass exams and pass/fail assessments according to the curriculum of the college. Subjects passed in other educational institutions are accredited on the basis of the RPL principles provided in Annex 3.
121. Rematriculation is applied for on the basis of a person's application and recorded, in the existence of a vacant study place, by the directive of the rector based on the proposal by the head of the relevant study department.
122. Rematriculation to a vacant study place can be applied for if the applicant has completed 100% of the obligatory studies according to the curriculum in the previous academic year (excluding the first semester of the first study year).
123. Previous study results of a rematriculated learner are recognised on the basis of the study results entered into Tahvel.
124. A learner exmatriculated due to insufficient academic progress can apply for rematriculation from the semester that follows the exmatriculation.
125. A learner exmatriculated to improper behaviour cannot apply for rematriculation before at least one year has passed since the exmatriculation.
126. If a learner has been exmatriculated within two years and they commence studies according to the same curriculum at the college, they have the obligation to compensate for study costs according to Annex 2.
127. The college has the right not to fill in a study place with a candidate,
  - 127.1. who has been exmatriculated twice due to insufficient academic progress;
  - 127.2. who has not fulfilled the admission requirements of the curriculum;
  - 127.3. who has not fulfilled financial obligations to the college;
  - 127.4. who has demonstrated improper behaviour.

### **Other Rights and Obligations of Learners**

128. Learners have the right to
  - 128.1. have conditions needed for studies, incl. a safe study environment supporting the achievement of study outcomes;
  - 128.2. receive the information necessary for the completion of the curriculum;
  - 128.3. receive study and career counselling;
  - 128.4. use the aids and materials permitted by the lecturer during the assessment;
  - 128.5. have access to their written work within two working days of the announcement of the examination results, the learner and the lecturer sign to confirm that they have read the work;
  - 128.6. to give feedback on the content of studies, quality of teaching and organisation of studies;
  - 128.7. challenge the decisions related to the organisation of studies;
  - 128.8. elect representatives and be elected to the collegial representative bodies of the college like the college council, the curriculum board, the student council, the committee of grants and scholarships;
  - 128.9. have holidays free from teaching and study minimum for two months each academic year;
  - 128.10. have an academic leave in accordance with the procedure laid down in paragraphs 98-110 of the Study Regulations;
  - 128.11. receive state grants according to the conditions and procedures established in the procedures for scholarship and grant allocation of the colleges.
129. Learners have the obligation to
  - 129.1. complete the curriculum;

- 129.2. use responsibly the opportunities provided for their studies, incl. the resources of study;
- 129.3. follow the principles of academic ethics and the best practice of studies;
- 129.4. use Tahvel and ensure that the contact information in Tahvel is valid as well as follow the information related to the organisation of studies on the college intranet;
- 129.5. follow the study information sent to the email address provided by the college;
- 129.6. conclude and observe the confidentiality agreement with the college;
- 129.7. fulfil other requirements of the organisation of studies established by the college.

### **Compensation for Study Costs**

- 130. The conditions of and the procedure for compensation for study costs at the college for full-time and part-time learners, on the fee-charging curriculum, for external students, and visiting learners are provided in Annex 2 of the Study Regulations.
- 131. Compensation for study costs is not required from a full-time learner studying on a curriculum in Estonian, and who has cumulatively completed the volume of study of the previous semester determined in the curriculum by the beginning of the semester.
  - 131.1. From the beginning of the academic year 2024/2025 until the end of the academic year 2026/2027, a student enrolled in higher education who has discontinued their studies prior to the academic year 2024/2025 may be subject to the tuition fees regulation under the Higher Education Act, if the student has already studied at the same level of higher education for more than half of the nominal duration of the curriculum free of charge.
- 132. Based on the learner's application, compensation for study costs is not required from a learner who has not fulfilled the requirements provided in point 42 if the learner continues studying according to the same curriculum and fulfils at least one of the following conditions:
  - 132.1. is a person with a mild, moderate or severe disability;
  - 132.2. is a parent or guardian of a child under seven years of age or a child with a disability;
  - 132.3. has studied abroad, the completed studies of which are accredited by the college in the minimum volume of 15 ECTS credits as part of curriculum completion by the learner, for the semester studied abroad and the semester following that.

### **EXMATRICULATION**

- 133. Exmatriculation means the removal of the learner from the list of learners of the college. After the learner is exmatriculated, they do not have the right to continue studying.
- 134. A learner shall be exmatriculated by order of the rector of the college or on the initiative of the learner or independently of the parties.
- 135. Exmatriculation on the initiative of the learner takes place based on the application submitted to the vice-rector for academic affairs.
- 136. Exmatriculation on the initiative of the college takes place on the basis of the proposal by the head of the department.
- 137. Exmatriculation on the initiative of the college takes place for the following reasons:
  - 137.1. full completion of the curriculum;
  - 137.2. in the case of first-year learners' non-attendance at teaching and study within two weeks at the beginning of the academic year without a good reason;
  - 137.3. in case the learner has passed the final assessment with a negative result (see p. 83);
  - 137.4. if the learner's practical training has received two negative results or if the learner has defended the thesis/passed the final examination with two negative results;

- 137.5. if the learner has not fulfilled the part-time requirement by the end of the first semester.
- 137.6. if, at the end of the academic year, a full-time learner has not completed 100% of the compulsory coursework;
- 137.7. if the part-time learner has not fulfilled the part-time requirement by the end of the academic year;
- 137.8. improper behaviour;
- 137.9. unfulfilment of study-related financial obligations by due date;
- 137.10. significant violation of the requirements and procedure of organisation of studies;
- 137.11. endangering other persons by their behaviour.
- 138. Exmatriculation independent of parties takes place in the case of
  - 138.1. proven incapability of the learner;
  - 138.2. death of the learner.
- 139. Improper behaviour by the learner is considered by the college above all the following:
  - 139.1. intentional commitment of a legal offence and convicted guilty, within the period of studies at the college;
  - 139.2. forgery of documents;
  - 139.3. illicit sharing of knowledge (e.g. prompting, copying other learner's work, participating in an exam for another learner or sending another learner to an exam for himself or herself etc.), incl. the use of materials not permitted to use;
  - 139.4. second submission of the learner's own work when credit points have been received for it;
  - 139.5. academic fraud (plagiarism), meaning the presentation of production of other authors as the learner's own written paper or part of it without the appropriate academic references;
  - 139.6. behaviour not corresponding to social, cultural and generally accepted ethical norms and not following the rules of professional ethics;
  - 139.7. damaging the reputation of the college.
- 140. A lecturer has the obligation to check the correspondence of the content and format of papers submitted by learners to the requirements and, if necessary, to check all written papers using a plagiarism detection system and in the case of suspicion submit the matter to the committee responsible for solving plagiarism matters.
- 141. To process a plagiarism matter a committee has been appointed by the written order of the vice-rector for academic affairs; the committee makes a decision within two working days from the submission of the work with plagiarism suspicion to the chair of the committee. The committee forwards its decision electronically to the head of the relevant study department and the vice-rector for academic affairs on a working day following the meeting of the committee. The committee includes the head of the relevant study department, if required, the person who detected the case of suspected plagiarism, and other persons related to the case.
- 142. In identifying plagiarism all circumstances related to the case are investigated objectively and from all perspectives by the committee. The learner suspected of plagiarism is given an opportunity to explain their activity and defend themselves at the committee.
- 143. In the case of improper behaviour of the learner, the head of the relevant study department has the right to submit the rector a proposal for punishing the learner with a reprimand in a directive with public disclosure or with exmatriculation due to improper behaviour.

## **COMPLETION OF STUDIES AND DOCUMENTS ISSUED ON COMPLETION**

144. To complete the studies and to be issued documents proving the relevant education a learner must fully complete the curriculum.
145. Professional higher education studies are finished by the defence of the final thesis. The person who has fully completed the curriculum is issued the diploma certifying the award of the Bachelor's degree, the diploma supplement in Estonian and in English pursuant to Annex 3 of the Higher Education Standard.
146. Students admitted to professional higher education before the academic year 2019/2020 are issued the professional higher education diploma and the diploma supplement in Estonian and in English upon full completion of the curriculum.
147. Master's studies are completed by the defence of the Master's thesis or by the Master's exam. A person who has fully completed the curriculum is issued the diploma certifying the award of the Master's degree and the diploma supplement in Estonian and in English pursuant to Annex 3 of the Higher Education Standard.
148. The achievement of learning outcomes on vocational education curricula is assessed by the professional examination. If the professional examination is not possible to take in the speciality or profession the studies are finished with the final exam.
149. A diploma with distinction (*cum laude*) can be rewarded to a person, who has fully completed the curriculum, and defended the final thesis or passed the final exam with the result "A" and whose grade point average is 4,60 or higher, including all the grade points on diploma supplement.

#### **CHALLENGES TO DECISIONS**

150. Proceedings of disagreements, proposals, inquiries and challenges related to studies at the college are generally conducted in written form. An oral challenge of a learner is recorded in the minutes by the person who made the decision or performed the act, and the minutes are signed by the learner.
151. If a learner does not agree with the results of the final assessment, they have the right to submit a written appeal to the head of the relevant study department within ten working days after checking out the exam paper. The head of the relevant study department together with the lecturers of the relevant subject resolve the appeal within three working days of receiving the appeal.
152. If a learner does not agree with the results of a final exam or the defence of the final thesis, they have the right to submit a written appeal to the head of the relevant study department within three working days after the announcement of the assessment results. The head of the relevant study department in collaboration with the chairperson of the defence committee and the chairperson of the final exam committee replies to the appeal within three working days.
153. To challenge the decisions related to the organisation of studies, the learner contacts the person who made the decision and expresses clearly their intention to challenge the decision.
154. If the discussion with the person who made the decision or the reply to the written appeal does not change the learner's intention to appeal, the learner can submit a challenge within 30 days from the adoption of the decision that is challenged.
  - 154.1. The challenge is submitted to the vice-rector for academic affairs. The person submitting a challenge must justify why the decision or act is violating their rights and what is the aim of their challenge.
  - 154.2. The vice-rector for academic affairs resolves the challenge alone or together with the pedagogical board of the college whose competence involves the resolution of problems and single issues related to teaching and study. The vice-rector for

- academic affairs has the right to involve the members of the student council and other persons significant in the particular matter in the proceeding of the challenge.
- 154.3. A challenge is resolved within 30 days from the registration of the challenge application in the document register of the college.
155. Based on the proposal of the head of the relevant study department, the studies specialist informs the learner by email about the proposal to be made to the rector regarding the learner about their exmatriculation. The learner is informed about the circumstances of the situation and the relation with the resulting legal consequences, and they are given an opportunity to present their opinion and objections to the head of the relevant study department.
- 155.1. To present their opinion the learner has ten working days from the notification. In the case the learner does not submit a reasoned objection in writing to the vice-rector of academic affairs within this time limit, it is considered as the learner's unwillingness to express their opinion or challenge the proposal regarding the decision.
- 155.2. In the case of the learner's unwillingness to challenge the proposal they are exmatriculated from the college by the directive of the rector.
- 155.3. If the learner presents objections to the proposal and is willing to alter the decision, the challenge is resolved in the pedagogical board of the college according to the general procedure for the resolution of challenges related to study matters.
- 155.4. The described procedures are not implemented in the case the learner is exmatriculated from the college in relation to completion of the curriculum and graduation from the college.
156. A learner, whose challenge is not resolved in the challenge proceeding or whose rights are violated within the challenge proceeding, has the right to recourse to administrative court based on the conditions and procedure regulated by the Code of Administrative Court Procedure.

### **IMPLEMENTATION PROVISIONS**

161. This document will enter into force on 28.08.2023, except for points 151, 152 and 155.1, which enter into force on 01.08.2023.
162. The Study Regulations of Tartu Health Care College adopted by the College Council decision no. 3 of 02.05.2022 will be declared invalid by the enforcement of this document.



## ANNEXES

### Annex 1. Conditions and Procedure for Studies of External Students

ADOPTED by  
the College Council  
Decision no. 3  
of 26 April 2023

1. The college has the right to organise teaching and study for external students on higher education level in case of opportunities for organisation of studies and vacant study places.
2. A proposal to open studies for external students on a particular curriculum is made by the head of the relevant study department, identifying the maximum number of potential external students for that curriculum. Based on the competition for the studies for external students a ranking of students is formed following the admission requirements of the curriculum provided in the Rules of Student Admissions of Tartu Health Care College or following the previous study results.
3. To apply for the studies for external students and participate in the admission test the candidate submits an application, including the list of subjects to be completed, to the vice rector for academic affairs. Studies for an external student can take place based on a contract concluded for one year.
4. The right to participate in the studies is granted to an external student who has concluded with the college a contract on the compensation for study costs and compensated for the study costs by the due date.
5. The college has the right not to admit to the studies for external students a person
  - 5.1. whose documents are not accurately filled in;
  - 5.2. who does not fulfil the admission requirements of the curriculum;
  - 5.3. who has unfulfilled financial obligations to the college;
  - 5.4. who has violated academic practices or demonstrated improper behaviour during his or her previous studies.
6. An external student is not matriculated and the student studying as an external student is not considered the learner of the college.
7. Study load, excluding the final thesis, the final exam and practical training, of an external student can be up to 30 ECTS credits for one academic year.
8. If an external student is willing to take exams or pass/fail assessments with large volumes, he or she must apply for matriculation by admission or by filling in a vacant student place.
9. The rights and obligations of learners are valid for an external student in relation to the organisation of studies. The college has the right to discontinue the studies of an external student by the order of the vice rector for academic affairs if the external student has not followed the requirements established in the documents regulating the organisation of studies at the college or has not compensated for the study costs based on Annex 2.
10. An external student can apply for the defence of the final thesis or sit the final exam, if he or she has fully completed the curriculum prior to the final thesis or the final exam in the volume of determined credits.
11. An external student who is applying for the defence of the final thesis or sit the final exam submits an application to the vice rector for academic affairs at least three months before the date established for the defence of the final thesis or the final exam at the college. The vice rector for academic affairs makes a decision about the possibility to graduate from

the college as an external student and a contract on the compensation for study costs is concluded with the external student.

12. After the defence of the final thesis or passing the final exam the external student is issued the diploma and the diploma supplement by the college.

## Annex 2. Conditions and Procedure for Compensation for Study Costs

ADOPTED by  
the College Council  
Decision no. 3  
of 26 April 2023

### General provisions

1. This document is establishing the conditions of and procedure for compensating for the study costs of formal education at Tartu Health Care College.
2. The study costs are compensated based on:
  - 2.1. the contract concluded on compensation for study costs between the college and the learner, and
  - 2.2. Annex 1 of the document “Compensation rates for fee-charging services related to the main activity” adopted by the College Council at least four months before the beginning of the academic year.
3. The obligation to compensate for the study costs applies with regard to the learner who
  - 3.1. studies on a curriculum in Estonian, but has not completed by the end of the semester the cumulative study volume of previous semesters according to the curriculum;
  - 3.2. starts part-time studies;
  - 3.3. is a part-time learner, except in the case they are with moderate, severe or profound disability or a parent or guardian of a child under seven years of age or a child with disability;
  - 3.4. studies on the curriculum with the language of instruction other than Estonian, but based on the justified decision of the rectorate the learner has the right to be exempted from the compensation for study costs in exceptional cases. If required, the college concludes a contract with the person exempted from the compensation for study costs;
  - 3.5. has been exmatriculated and re-admitted to the same curriculum within two years. Based on the justified decision of the rectorate the learner has the right to be exempted from the compensation for study costs in exceptional cases. If required, the college concludes a contract with the person exempted from the compensation for study costs.
  - 3.6. is studying on a fee-charging curriculum of vocational education.
  - 3.7. is an external student;
  - 3.8. is a visiting learner for the education service provided to them based on the collaboration agreement.
  - 3.9. a student matriculated from the academic year 2024/2025 onwards who:
    - 3.9.1. are already matriculated in a free higher education programme at the time of starting higher education studies;
    - 3.9.2. discontinues their studies at the college after 70 calendar days from the beginning of the semester, up to the number of credits of the courses they have not passed in the semester selected;
    - 3.9.3. have been matriculated free of charge twice before at the same level of higher education and less than 10 years have elapsed since the last matriculation.
4. Study costs to be compensated are established
  - 4.1. as a credit point price for the curricula in Estonian;
  - 4.2. as a credit point price and a charge for semester for the curricula with the instruction language other than Estonian.

4.3. as the cost for the completion of the curriculum on a fee-charging vocational education curriculum.

### **Compensation for study costs**

5. The contract on the compensation for study costs is concluded within two weeks from the matriculation of a part-time learner or from the transfer to part-time studies and on commencing studies as an external student or commencing studies on a fee-charging vocational education curriculum.
6. The study costs are compensated on the basis of an invoice delivered to the learner electronically by the college.
7. The study costs are compensated at the latest by the due date provided on the invoice.
8. The compensation for the study costs can be performed in two parts or in four parts by submitting an application to the vice-rector for academic affairs before the beginning of the semester. In the case the study costs are compensated in parts a relevant annex is added to the contract on the compensation for study costs.
9. A learner studying on a curriculum in Estonian who has not completed by the end of the semester the cumulative study volume of previous semesters according to the curriculum, compensates for their study costs within the current semester by paying for each credit point not completed in the previous semesters.
10. A part-time learner compensates for the study costs based on the credit point price according to the volume of the subjects they have registered for at the beginning of the semester. If the learner collects more credit points, the relevant sum will be added to the invoice for the following semester to be submitted by the college. In case of graduation, the invoice is submitted by the college before the defence of the final thesis of the sit for the final exam.
11. A learner studying on a curriculum with an instruction language other than Estonian compensates for the study costs based on a semester charge within the current semester in the case of full-time studies and based on the credit point price in the case of part-time studies.
12. If a learner submits a written application about disclaiming the study place before the due date, they have no obligation to compensate for the study costs. If a learner disclaims the study place on the due date or after the due date, they have the obligation to compensate for the study costs based on the credit point price.
- 12<sup>1</sup>. In the case the contract is terminated on a fee-charging vocational education curriculum, the learner shall compensate for the study costs in proportion to the provided education service. On termination of the contract before the completion of the curriculum, the study costs are calculated on the basis of the study period approved for the curriculum and the validity of the contract. The calculation is based on calendar months.
13. A learner on academic leave has no obligation to compensate for the study costs unless the learner is allowed to participate in the studies and/or attend the final assessment. In that case, the learner compensates for the study costs based on the credit point price and according to the volume of subjects he or she has registered for.
  - 13.1. During the period of academic leave, the calendar days referred to in points 3.9.2 and 3.9.3 shall be suspended.
14. If a learner on a fee-charging vocational education curriculum participates in the studies during his or her academic leave (except in the case the costs to be compensated have been paid in advance), he or she shall compensate for the cost of the subject course on the completion of the course based on Annex 1 of document “Compensation rates for fee-charging services related to the main activity”.
15. If a learner commences studies abroad within the framework of their curriculum, they

- have the obligation to compensate for the full study costs for the period they are studying abroad.
16. If the learner applies for the extension of studies in order to complete the studies according to the curriculum, they have the obligation to compensate additionally for the subjects (incl. the final exam and the final thesis) completed during the extension period based on the credit point price valid during the extension period.
  17. If a learner has paid in advance the study costs for the period of their academic leave, the sum already paid is not returned, and the college considers it as an (advance) payment for the provision of education service
  18. While establishing the rate for the compensation of study costs, the college council may increase the rate up to ten percent compared to the rate of the previous academic year. For a learner who has already commenced their studies, the rate for the compensation of study costs may be increased up to ten percent compared to the previous academic year.

**Failure to compensate for study costs**

19. The college has the right to fine for delay by 0.1% of the unpaid sum per each delayed day in the case of failure to compensate for the study costs by the due date.
20. In the case of failure to compensate for the study costs by the due date the learner is exmatriculated based on the Study Regulations of the college.
21. The college has the right to divest the debt claims of study costs to a company engaged in payment claims.
22. If a learner has not concluded a contract on the compensation for study costs within two weeks from the transfer of a full-time learner studying on a curriculum in Estonian to the part-time study or from the matriculation of a part-time learner commencing their studies without applying for the exmatriculation, the learner is required by the college to compensate for the study costs based on the credit point price and according to the volume of the subjects the learner had registered for.

### **Annex 3. Procedure for Recognition of Prior Learning and Professional Experience (RPL)**

ADOPTED by  
the College Council  
Decision no. 1  
of 28 April 2021

#### **General provisions**

1. This procedure regulates the submission, evaluation, accreditation of applications and challenging the decisions in relation to the recognition of prior learning and professional experience (RPL) in the completion of the curriculum at Tartu Health Care College.
2. Prior learning at the college as well as formal education and in-service training passed in other educational institutions and professional experience, the outcomes of learning within daily activities and in leisure time can be recognised in the completion of the curriculum.
3. RPL can be implemented in the completion of the curriculum, but it cannot be implemented for the final thesis and the final exam. Elective and optional subjects are taken into account as part of the completion of the curriculum in the maximum amount determined in the curriculum.
4. Prior learning/professional experience is recognised on the basis of individual assessment.
5. Prior learning can be recognised as elective and optional subjects only in the volume determined in the curriculum.
6. The applications are reviewed and evaluated by the committee involving the head of the relevant study department and the lecturer in charge of the relevant subject. The committee has the right to involve other experts in the evaluation.
7. Application, counselling and evaluation related to RPL are free of charge for the applicant.
8. The pedagogical board of the college has the right to determine the subjects not accredited by RPL.

#### **RPL application**

9. An applicant submits an application in the study information system Tahvel. The application about prior learning and/or professional experience, incl. the annexes, are filled in electronically and submitted by the beginning of the semester, but no later than two months before the beginning of the subject applied for recognition of obligatory subjects. Applications for recognition of elective and optional subjects can be submitted throughout the academic year.
10. Decisions regarding specificities of point 9 are made by the head of the relevant department based on individual cases.
11. Applications about the subjects that start within the first month of the first study year are submitted within the first study week. Applications submitted after the due date are not reviewed and are rejected.
12. An applicant adds certifying documents to the application, considering the learning outcomes of the subject applied for:
  - 12.1. Application of prior learning – a copy of the syllabus, the diploma and the diploma supplement or a copy of the document or an extract of study results;
  - 12.2. Applications based on learning related to professional experience, daily and leisure time activities – analysis of professional experience; a copy of the job description; documents certifying professional experience, including the position and the duration/load of the working relationship or a certificate about the work in an

- institution and an assessment by the direct supervisor' (recommended) or a portfolio.
- 12.3. Applications based on in-service training – the certificate, programme of the in-service training, self-analysis in the case the certificate does not include assessment and learning outcomes.
13. To accredit studies completed outside Tartu Health Care College, the original document issued by the relevant higher education institution must be submitted, including the following data: the subject code and name (in the original language and in English), volume, topics, result, the date of final assessment, the name of the lecturer in charge of the final assessment as well as a description of the assessment system.
  14. Accreditation of RPL as part of the completion of a subject is based on an agreement between the learner and the lecturer of the relevant subject and in this case no application for RPL is submitted.
  15. In applying for recognition of studies completed in a foreign country, the applicant adds the decision of document recognition issued by the Estonian ENIC/NARIC (Academic Recognition Information Centre) serving as a basis for accreditation of studies.
  16. Previous studies are accredited on the basis of a simplified proceeding in the following cases:
    - 16.1. rematriculation of the learner;
    - 16.2. change of the curriculum by the learner inside the college;
    - 16.3. the learner has studied at the college before and is rematriculated.
  17. In the cases provided in point 16, the learner submits an application via Tahvel, in this case there is no need to add the documents listed in point 12.
  18. The applicant is responsible for the accuracy of all presented documents.
  19. A rejected application of one subject can be resubmitted once.

### **RPL evaluation**

20. An RPL application is evaluated as a whole.
21. In all applications the correspondence is evaluated between previous studies or the knowledge and skills acquired based on professional experience or independent learning and the learning outcomes of the subject(s), module(s) and the curriculum being studied.
22. In-service training can be accredited as part of the completion of the curriculum in case the assessment of learning outcomes was performed at the end of the training.
23. If required, the committee may ask the applicant to submit additional documents (e.g. a portfolio), perform a practical task and/or take part in an interview. To fulfil the additional requirements a date is determined by the committee in agreement with the applicant.

### **RPL accreditation**

24. A decision regarding the application is generally made within one month after the submission of an application and all required documents (except in the cases provided in point 23 when the time limit for the reply may be extended up to one month from the fulfilment of the conditions of the additional requirement). The proceeding of RPL applications is not performed in July.
25. The RPL documentation is stored in Tahvel.
26. The subjects accredited based on RPL are entered in the diploma supplement pursuant to the procedure established by the regulation of the Government of the Republic.

### **Challenges to RPL decisions**

27. An applicant has the right to challenge the RPL decision according to point 159 of the Study Regulations. (Challenging the result of final assessment).

### **Quality assurance**

28. RPL quality is assured on the basis of the study quality requirements of the college, incl. the following
  - 28.1. the availability of legal regulations, information and counselling is assured for the applicant;
  - 28.2. the RPL principles, incl. the evaluation principles and procedures are public, clear and fair, their implementation is consistent;
  - 28.3. presented data are confidential;
  - 28.4. the RPL principles and procedure rules are regularly reviewed and their implementation is monitored by the pedagogical board.