

## **Curriculum Statute**

### **I. GENERAL PROVISIONS**

1. The Curriculum Statute regulates the requirements for the structure and content of the curricula of degree studies conducted at the Estonian Academy of Security Sciences (hereinafter Academy) and of their implementation documents, and the procedure of opening, amending, closing and accrediting the curricula.
2. Upon the organisation and development of the Master's studies, according to its statute, the Internal Security Institute has the status of a College, and all rights and obligations of the Director of the College shall extend to the Head of the Institute.
3. The higher education curricula of the Academy are part of either the internal security or business and administration curriculum group, and the vocational education curricula are part of the curriculum group of the protection of property and persons.

### **II. CURRICULUM**

#### **4. General requirements for the curriculum**

- 4.1. Curriculum is a fundamental document of studies, compulsory components and the form of which are confirmed with the directive of the Vice Rector for Academic Affairs.
- 4.2. Every curriculum has a head who is responsible for curriculum development and implementation. The curriculum is managed by the director of the College, their deputy, or a head of a department. The tasks of the head of the curriculum are stated in their job description.
- 4.3. In professional higher education, the volume of curriculum is measured in the European Credit Point System (hereinafter ECTS), and in vocational education in Estonian Vocational Education Credit Points (hereinafter ECVET) is applied. 1 ECTS and 1 ECVET both equal 26 clock hours of the learner's work. The duration of an academic hour is 45 minutes, but in the total volume of the student's work it is considered as an astronomic hour.
- 4.4. The curriculum volumes at the Academy are as follows: the volume of the Master's curriculum is 120 ECTS and the nominal period of study is 2 years. The volume of the professional higher education curriculum is 180 ECTS and the period of study is 3-4 years. In initial vocational education, the curriculum volume is generally 30-90 ECVET and in continuing vocational education it is 15-60 ECVET. The volume of a joint curriculum is stated in the joint curriculum and in the cooperation contract.
- 4.5. The curricula are based on international regulations, agreements and guidelines, national legal provisions and educational standards, professional standards, domain-specific development plans, input of the social partners and intra-academy agreements.
- 4.6. The curricula and their implementation documents are compiled with the directives of the Vice Rector for Academic Affairs and confirmed according to the set forms. After a curriculum is published or amended, it shall be translated into English in its full capacity.

#### **5. Curriculum structure and its components**

##### **5.1. Module**

- 5.1.1. Module is a unit of content that describes the learning outcomes that are compatible with competence requirements.
- 5.1.2. A curriculum consists of compulsory and elective modules or subjects.
- 5.1.3. The compulsory modules of the Master's curriculum constitute 75 per cent of the curriculum. Subject-based assessment is applied.

- 5.1.4. The modules of the professional higher education curriculum are assessed module-based. The aims of a module and the expected learning outcomes are set up so that they are usually achievable in one semester or in a year of studies. The minimal volume of a module is 4 ECTS.
- 5.1.5. The compulsory modules of professional higher education are divided into general studies and speciality-related studies. The aim of general studies is the achieving of the general competence and creating of a systematic basis for special, vocational and professional preparedness and actions. The volume of general studies in the curriculum is 30 ECTS. The volume of compulsory modules in the general studies of the curriculum is 20 ECTS, and the modules are the same in all curricula. The aim of speciality-related studies is the achieving of special, vocational and professional competencies or professional specialisation.
- 5.1.6. In the presence of overlapping competencies and learning outcomes, a professional higher education curriculum may involve modules/subjects of a vocational education curriculum.
- 5.1.7. The elective module of the professional higher education may include several subjects, rules for choosing which can be either cross-academy or those stated by the College. The rules are stated in the curriculum. The compulsory volume of electives for a professional higher education student is 10 ECTS, and at least 4 ECTS of them must be chosen from the elective module of professional studies. Part of the volume of the elective module is based on the student's free choice (optional subjects), which means they can choose subjects that are taught either at the Academy or some other institution of higher education, incl. those abroad.
- 5.1.8. The volume of internship in professional higher education is at least 15 per cent of the volume of the curriculum. Professional higher education curricula include introductory internship in the volume of 3 ECTS.
- 5.1.9. The volume of the graduation thesis module in the professional higher education is 8 ECTS. The aim of the graduation thesis module and its learning outcomes are the same in all curricula. The volume of the graduation thesis module is 5-8 ECTS. The volume of the Master's thesis module is 30 ECTS.
- 5.1.10. Vocational education curricula include the modules of basic studies which define the necessary learning outcomes for acting in the area of the speciality and profession, and the modules of elective studies that state the learning outcomes that support and widen one's professional skills, or are related to an additional professional qualification or partial professional qualification. The minimal volume of a module is 4 ECVET.
- 5.1.11. The elective modules of vocational education constitute 15-30 per cent of the curriculum. Modules of elective studies of the curricula which volume is smaller than 30 ECVET, constitute 0-15 per cent of the curriculum. The minimal volume of an elective module is 1 ECVET (complete), in the presence of a good reason, there can be elective modules with a capacity of 1.5 ECVET.
- 5.1.12. Practical work and internship constitute at least 50 per cent of the school-based vocational education curriculum, generally they are of equal proportion. In distance learning, the volumes of practical work and internship are different. In the work-based study form, the volume of internship is at least two thirds of the volume of the curriculum.
- 5.1.13. The volume of the final examination module in the vocational education curriculum is 1 ECVET. If the curriculum has been compiled based on an occupation qualification standard, then as a rule, the final examination is replaced by an occupational qualification exam.

## **5.2. Subject**

- 5.2.1. Elective modules of the Master's programme and the professional higher education curriculum may include subjects. A subject is a set of systematised skills and knowledge of a specific area, or a set that enables to get a more general overview of it. The aims of subjects and the expected learning outcomes are set up so that they are usually achievable in one semester. The minimal volume of a module is 1 ECTS (complete).
- 5.2.2. A compulsory part of a professional higher education curriculum is a module or a part of a module taught in a foreign language. This can also be replaced by integrated language

learning within the module. At least one subject taught in a foreign language and the subject of international cooperation are offered as elective subjects. The student must have an opportunity to pass at least 5% of their studies in a foreign language.

## **6. Implementation documents of the curriculum**

- 6.1. Each curriculum is provided with an implementation plan that includes all modules, subjects and topics presented in a logical order and divided between semesters as proportionally as possible. The implementation plan of the curriculum is confirmed by the Vice Rector for Academic Affairs within two weeks after the curriculum has been confirmed by the Council. Implementation plans are not compulsory for curricula with the length of up to one year.
- 6.2. Vocational education curricula are accompanied by an implementation plan that is a source document for the implementation of the curriculum (for conducting the studies), and the principle of the completeness of a curriculum is followed upon compiling one. The compulsory components and formats of the implementation plan of modules shall be confirmed with the directive of the Vice Rector for Academic Affairs.
- 6.3. Modules of professional higher education curriculum have a module programme, compulsory components and the format of which shall be confirmed with the directive of the Vice Rector for Academic Affairs. The general part of the module programme shall be compiled and confirmed within two weeks after the curriculum has been confirmed by the Council. The head of the module or the lecturer responsible for the modules shall make the subsections of the module programme public to the students one week before the module is started.
- 6.4. Subjects are accompanied by a syllabus with components similar to the module programme.

## **7. Planning and Organisation of Studies**

- 7.1. Curriculum volume per one academic year is 60 ECTS or 60 ECVET. The academic year consists of 40 study weeks and must include at least 8 weeks of holidays. The academic calendar states the beginning and the end of the academic year and the semester, and study holidays. In addition to that, it documents other important information related to the schedules to do with the studies. The academic calendar is approved by the Vice Rector for Academic Affairs no later than by April 15<sup>th</sup> of the previous academic year.
- 7.2. The academic schedule states the exact time and place of school-based internships, theoretical and group-learning lessons of each study group study week by study week. It also states cross-academy events and activities, and the principles for compiling timetables. The academic schedule is approved by the Vice Rector for Academic Affairs no later than by April 15<sup>th</sup> of the previous academic year.
- 7.3. To achieve the learning aims, the studies are performed in the forms of contact-learning classes (lecture, seminar, practical work, internship) and e-learning and individual work.
  - 7.3.1. Lecture is a form of studying, mainly meant for forwarding theoretical knowledge, the active part in a lecture is a lecturer.
  - 7.3.2. Seminar is a form of studying, in which the learners implement the theoretical knowledge acquired during lectures via conversations, discussions, presentations of individual work, the active part in a seminar is of the learners.
  - 7.3.3. Practical work is a practical learning process guided by the lecturer. It takes place at a practice field, laboratory, specific classroom or elsewhere in the school environment. The active part in a practical work is of the learners.
  - 7.3.4. Internship is a practical learning process guided by a supervisor. It takes place in work environment.
  - 7.3.5. E-learning is the conducting of studies online in an e-learning environment that is used for forwarding the content (study materials, exercises, tests) and managing the learning process (supervision, feedback, discussions, homework, group work, assessment). The e-learning environment used at the Academy is Moodle.
  - 7.3.6. Individual work involves the learner's individual acquiring of knowledge, the implementation thereof, solving of problems, making presentations, reading speciality-related literature, compiling of written papers and preparing for the exam/credit test.

- 7.4. Contact learning lessons of a subject or module are planned according to the “Principles for planning the study activities and calculating the lecturers’ work load at the Estonian Academy of Security Sciences”.

### **III. OPENING, AMENDING AND CLOSING A CURRICULUM**

#### **8. Opening of a curriculum**

- 8.1. A new curriculum is opened for a new speciality that is going to be taught, or if the language, nominal period of study or volume change, or the aims and learning outcomes of the curriculum are changed in a remarkable extent.
- 8.2. The necessity and feasibility of opening a curriculum is discussed in the Learning Committee that shall form their opinion on developing the curriculum.
- 8.3. On a proposal from the Director of the College, the Rector forms a curriculum working group to develop or to amend a curriculum. The members of the curriculum working group are the head of the curriculum, a speciality lecturer, representatives of the respective ministry or a board, a representative of the Department of Academic Affairs, a students’ representative, and if possible, a representative of the alumni and other necessary persons.
- 8.4. The curriculum working group presents the Learning Committee their curriculum project for approval, and after receiving their approval, it is presented to the Council of the College for recommendations.
- 8.5. A professional higher education curriculum project must be accompanied by a document that includes a comparison between the learning outcomes of the curriculum and the professional education standard, the qualification of the lecturers teaching the subjects of curriculum, and an explanatory note indicating the need to open the new curriculum. A vocational education curriculum project must be accompanied by a module implementation plan, a document that includes a comparison between the learning outcomes of the curriculum modules and the learning outcomes described in the vocational education standard, a correlation table indicating the compatibility of the competency requirements stated in the professional standard and the learning outcomes of the modules of basic studies, and an explanatory note indicating the need to open the new curriculum. The curricula of both educational levels also need to be accompanied by the estimated cost of the curriculum with a description of the necessary resources.
- 8.6. Professional higher education curricula are confirmed by the Council of the Academy. Vocational education curricula and the implementation plan of the modules are approved by the Council of the Academy, and confirmed with the directive of the Rector.
- 8.7. The curriculum must be confirmed at least six months before studies on the curriculum are commenced.

#### **9. Amending of a curriculum**

- 9.1. The process of amending the curricula of the active study groups shall be initiated by the head of the curriculum. The amendments shall be approved by the heads of the departments and centres responsible for teaching the subjects, and by the students studying according to the respective curriculum, and by the Department of Academic Affairs. The amendments to the curriculum shall be accompanied by an explanatory note indicating the need for changes. The curricula of the active study groups are only amended in the presence of an extreme need.
- 9.2. Amendments to the curricula of the learners to commence their studies on the curriculum the next year, shall be confirmed as a new version of the curriculum.
- 9.3. In the process of making amendments to a curriculum and creating a new version of a curriculum, sections 8.4 and 8.6 of this document are followed. Upon making significant changes related to the realisation of a curriculum, the calculation of the cost of the changes with the description of the needed resources shall be presented.
- 9.4. Amendments to the curriculum are confirmed or approved by the Council of the Academy in April the latest.

## **10. Closing of a curriculum**

- 10.1. Closing of a curriculum is seen as the process of finishing the opportunities to study according to the respective curriculum. No exams nor credit tests can be carried out based on an already closed curriculum. Neither can graduation theses be defended nor final examinations taken if the curriculum has been closed.
- 10.2. As a rule, a curriculum is closed after the period equal to two nominal periods of study have passed from the last admission. Professional higher education and Master level curricula are closed with a decision of the Council of the Academy. Vocational education curricula are closed with the directive of the Rector, after the Council of the Academy has proposed to do so.

11. Department of Academic Affairs is responsible for registering, amending or closing the curricula in the Estonian Education Information System, publishing the curricula in the study information system and on the Academy's website.

## **IV. EVALUATING AND ACCREDITING A CURRICULUM**

12. Curriculum evaluation is carried out in the format of internal and external evaluation.
13. Internal evaluation of a curriculum is a systematic analysis of the learning processes and outcomes carried out in the framework of the curriculum that shall be considered upon developing the curriculum and improving the learning process. Internal evaluation of a curriculum is carried out according to the procedure confirmed by the Vice Rector for Academic Affairs.
14. External evaluation of a curriculum is the quality assessment of the professional higher education and Master level curriculum groups and the accreditation of the vocational education curriculum group that is carried out according to the requirements and schedule stated by the Estonian Quality Agency for Higher and Vocational Education.
15. The recommendations made during the assessment shall be considered when compiling the development plan of the Academy and the action plans of the units of the Academy.

## **V. IMPLEMENTATION PROVISIONS**

16. Sections 5.1.1; 5.1.4; 5.1.5; 5.1.7; 5.1.10; 5.2.1; 5.2.2 and 6.3. of this statute shall not be applicable to the curricula valid on the day this statute enters into force, until the curriculum or a part of it is amended. Curricula or a part of a curriculum, which has not been changed, and that is valid on the day this statute enters into force shall be subject to sections 7, 9 and 11 of the Curriculum Statute confirmed with decision No. 1.1-6/17 of the Council of the Academy dated 10.06.2016.