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ESTONIAN ACADEMY OF SECURITY SCIENCES
STUDY REGULATIONS

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1. GENERAL PROVISIONS

1.1. AREA OF REGULATION

1. The Study Regulations form the basic document governing the study process of degree studies and the academic relations of the Estonian Academy of Security Sciences (the Academy). The Study Regulations set out general requirements for the organisation of studies and the rights and obligations of the employees, lecturers and students in degree studies. The documents regulating the internal work of a College are in the competence of the College and they are approved by the Director of the College, and coordinated with both the lawyer and the Vice Rector for Academic Affairs.

2. Upon the organisation and development of the Master’s studies, according to its statute, the Institute of Internal Security 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. In addition to the Study Regulations, the students’ activities and studies are regulated according to the Vocational Educational Institutions Act and other acts, regulations based on acts, and other regulations approved by the Council of the Academy, and also the directives issued by the Rector, Vice Rector for Academic Affairs and the Directors of Colleges. Legal provisions related to students and their studies shall be published on the Academy’s webpage and intranet.

1.2. CONCEPTS

4. Academic leave – releasing a student from academic obligations for one semester or more.

5. European credit point (hereinafter ECTS) – a unit stating the volume of studies in higher education. One ECTS corresponds with 26 hours of student work in any format upon acquiring knowledge, skills and attitudes.

6. Estonian Vocational Education Credit Point (hereinafter EVECP) - a unit stating the volume of studies in vocational education. One EVECP corresponds with 26 hours of student work in any format upon acquiring knowledge, skills and attitudes.

7. Deleting a student from a matriculation register – deleting a student from the list of students of the Academy.

8. External student – a student who has been deleted from the Academy’s matriculation register, who has previously studied at the Academy and has now been given a permission to conclude their studies.

9. E-learning environment – the official e-learning environment used at the Academy is Moodle (http://moodle.hitsa.ee), which is used for administering both the educational content (study materials, exercises, tests etc.) and the study process (supervision, feedback, discussions, home assignments, group work, assessment).

10. Visiting student – a student of another institution of higher education who has come to the Academy to study for one semester or for an academic year.

11. Nominal period of study – a calculated study period stated in the curriculum. At the Academy, it is 2 years in the Master’s programme, 3-4 years in professional higher education and generally up to 1.5 years in vocational education, depending on the volume of the curriculum.
12. Re-matriculation – the re-entry of the person into the list of students.

13. Auditor – a person who voluntarily participates in a subject or module, has paid the tuition fee on the basis of the rates of paid services or studies according to a contract.

14. Study Information System (hereinafter SIS, https://sisekaitse.ois.ee/) – official environment for exchanging study-related information, which is also used for collecting, processing and storing data on academic activities.

15. VE student – a person who has been entered into the matriculation register for vocational education curricula and studies in the form of regular or distance learning carried out at school or one’s workplace.

16. Academic year – is a period of studies consisting of two semesters (autumn and spring semester). Curriculum volume per one academic year is 60 ECTS or 60 EVECP.

17. Student – a term used for both vocational education and higher education student.

18. HE student – a person who has been entered into the matriculation register for professional higher education curricula or Master’s studies and studies in the form of regular or distance learning.

2. GENERAL PRINCIPLES FOR THE ORGANISATION OF STUDIES

2.1. LEVEL OF STUDIES, FORM OF STUDY AND STUDY LOAD

18. The Academy conducts level 4 and 5 post-secondary education vocational education training, and provides professional higher education and master level education. According to the Estonian Qualification Framework, these correspond to levels 4-7.

19. The vocational education training conducted at the Academy enables to study in the form of regular (daytime) learning and distance learning. Regular learning can be divided into school-based and work-based learning. In higher education, one can study in the forms of daytime or distance learning.

20. At the Academy, professional higher education is conducted in the form of full-time study, the speciality of taxation and customs in the form of part-time study. The Master’s programme is carried out both in the form of full-time and part-time study.

21. By the end of each academic year, the HE students entered to the matriculation register for full-time study are obliged to pass a cumulative volume of at least 75 percent of the studies conducted according to the curriculum (minimum of 45 ECTS). By the end of each academic year, the HE students entered to the matriculation register for part-time study are obliged to pass cumulatively 50 per cent (minimum of 30 ECTS), but less than 75 per cent (less than 45 ECTS) of the volume of the curriculum.

22. Master level students determine their wish to conduct their studies either according to the principles of full-time or part-time studies at the beginning of their study period. Upon determining the student’s study load, the Academy shall later consider the volume of studies completed at end of each academic year.

23. The student not having fulfilled the requirements for full-time Master’s studies shall, pursuant to the Rector’s directive, be transferred to the group studying according to the principles of part-time study. Should the student wish so, the Academy can transfer the student who has fulfilled
the requirements for full-time studies back to the group studying according to the principles of full-time studies in the academic year following the year they fulfilled the requirements for full-time studies. The student not fulfilling the requirements for part-time studies, shall be deleted from the matriculation register due to the failure to advance in courses.

3. STUDENTS

3.1. STUDENT

24. The students of the Academy are vocational education students and higher education students.

25. Students are admitted to the Academy according to the “The Terms and Procedures for Admission to the Academy of Security Sciences”.

26. A student may study only one speciality at a time.

3.2. AN EXTERNAL STUDENT

27. An external student may, with the permission of the Vice Rector for Academic Affairs, participate in the study process and perform the examinations, credit tests and defences pursuant to the curriculum once. External students’ participation in the study process must be approved by the director of the respective College. In case of financial debts before the Academy, or for other good reasons, the Academy has a right not to accept the person as an external student.

28. To participate in the study process, the person shall submit an application to the Vice Rector for Academic Affairs. In the application, they shall point out the modules or subjects (accompanied by their codes) they wish to take.

29. External students must submit the application brought in sub-section 28 at least one month prior to the taking place of the relevant examination, credit test or defence. The same procedure applies for the preliminary defence of their graduation or Master’s thesis. If one wishes to defend their graduation or Master’s thesis as an external student, the graduation thesis or Master’s thesis must be submitted by the time of preliminary defence determined by the College the latest. If the external student wishes to participate in the study process or Master’s thesis seminar, they must submit their application prior the commencement of the study process. The external student who has been expelled from the daytime studies of the Police and Border Guard College, must have the consent of the Police and Border Guard Board to participate in the internship and to perform the final exam or their graduation thesis.

30. A person may take their final exam, defend their graduation or Master’s thesis as an external student twice. Studying as an external student is free of charge.

31. Exams, credit tests or defences for external students shall be organised by the College under which the subject, module or internship falls. As a rule, subjects, modules or internships are performed at the time stated in the timetable with the respective study group.

32. An external student shall be re-entered into the matriculation register after they have submitted the respective application only if they have no academic deficiencies.
3.3. AN AUDITOR

33. To participate in the study process as an auditor, the person shall submit an application to the Vice Rector for Academic Affairs. The electronic registration form on the Academy’s website also constitutes an application.

34. A person is admitted to be an auditor with the directive of the Vice Rector for Academic Affairs. Auditors’ participation in the study process must be approved by the director of the respective College. The prerequisite for being admitted as an auditor is payment of the tuition fee on the basis of the rates approved by the Council of the Academy. Generally, all the subjects of the degree studies of the Academy are open for auditors, except for the subjects requiring the completion of prerequisite modules or subjects, or those dealing with departmental information.

35. The auditor participates in the studies and performs independent work, exams or credit tests with the study group who has the respective module or subject in their timetable. The rules and requirements for passing a module or subject are the same for auditors.

36. The academic assistant of the College or the Head of the Master's programme is responsible for counselling and informing the auditor.

37. The status of an auditor is valid until the completion of the subjects indicated in the directive of the Vice Rector for Academic Affairs. The auditor must complete the module or subject before the end of the semester the module or subject is conducted.

38. Auditors are issued a certificate of continuing education with an academic transcript stating their participation in a respective module or subject, or a certificate that meets the requirements set in the Regulations for Continuing Education.

3.4. A VISITING STUDENT

39. A student of another educational institution wishing to attend the Academy in the capacity of a visiting student shall submit a respective application to the Vice Rector for Academic Affairs.

40. A visiting student is not matriculated. One is enrolled as a visiting student by the directive of the Vice Rector for Academic Affairs for a specified period. Visiting students’ participation in the study process must be approved by the director of the respective College.

41. Visiting students studying at the Academy in the framework of an international HE or VE student exchange programme, and the students of the Academy wishing to study in foreign countries, follow the rules and procedures of the respective programmes and the procedure approved by the Vice Rector for Academic Affairs. International studies related advice is provided by the specialist of foreign affairs.

42. A visiting student has:

   42.1 the right to participate in the studies of the module or subject specified in the directive of the Vice Rector for Academic Affairs equally with the students of the Academy;

   42.2 the right to use the library, and upon the availability of free places, to apply for accommodation in the dormitory; and

   42.3 the obligation to comply with the Study Regulations and the internal rules of the Academy.
43. The Academy has:
   1.1. an obligation to create the visiting student conditions equal with those of the students of the Academy for studying the modules or subjects desired in his or her application;
   1.2. the right to stop the studies of the visiting student with a directive of the Vice Rector for Academic Affairs on the basis of a proposal of the Director of the College, if the visiting student has not complied with the Study Regulations and the internal rules of the Academy.

44. The student of the Academy wishing to conduct his or her studies in the capacity of a visiting student, shall submit an application to the head of the curriculum, who will coordinate the modules or subjects the student wishes to study in another educational institution.

45. The student shall apply for the status of a visiting student within another institution of higher education in accordance with its procedures. An application with the confirmation of the other educational institution shall be submitted to the Department of Academic Affairs of the Academy before the beginning of studies. The student is allowed to be a visiting student with the directive of the Vice Rector for Academic Affairs, indicating the duration and the location of the studies.

3.5. A STUDY GROUP AND THE GROUP LEADER

46. Study activities are conducted in study groups. Each study group chooses their leader. The main task of the leader is to be the group’s representative, their coordinator, information exchanger and counsellor.

47. The procedure of electing a group leader, their rights and obligations are brought in a document called “Group Leaders’ Guidelines” that is confirmed by the Vice Rector for Academic Affairs.

48. The study groups at the Academy are marked with a combination of numbers and letters, which include letters representing markers for their speciality and the study form, and a three-digit number.

49. Study formats are marked as follows:
   S – students admitted through public competition, studying according to the daytime or school-based study form;
   K – students with the referral of their institution studying according to the distance learning form.

50. The first two numbers of the three-digit number indicate the last two numbers of the year the student commenced their studies at the Academy. The third number of the three-digit number is “0” or the group number should study groups be divided.

51. To achieve the aims of the curriculum or to organise the study activities of the group better, study groups may be divided into smaller groups or study activities may be conducted in the format of common lectures. As a rule, the minimal number of students in a study group is ten.

4. STRUCTURE OF THE CURRICULUM

4.1. A CURRICULUM, A MODULE AND A SUBJECT
52. The study process is carried out according to the curricula registered in the Estonian Education Information System. The curricula have been compiled according to the Statute of the Curriculum and they are available on the Academy’s website.

53. Each curriculum is provided with an implementation plan stating all modules, subjects and topics that are divided between semesters as proportionally as possible.

54. A curriculum is made of modules. A module is a unit of content that describes the learning outcomes that are compatible with competence requirements. Modules of the Master’s programme and professional higher education modules may include subjects.

55. Professional higher education curricula are accompanied by module programmes, vocational education curricula have implementation plans for modules, and subjects have syllabi and a course plan, if needed. All these documents are available on the SIS.

56. If needed, a College may approve a schedule for a module.

57. A curriculum consists of compulsory and elective modules or subjects. Compulsory modules or subjects must be passed to fulfil the curriculum.

58. Modules or subjects have prerequisite modules or subjects that have to be passed before the start of the respective module or subject. Prerequisite modules or subjects are brought in the implementation plans of the modules or in the syllabus of a module or subject.

4.2. ELECTIVE MODULES AND SUBJECTS

59. An elective module or subject is a module or subject stated in the list confirmed by the directive of the Vice Rector for Academic Affairs a student can choose voluntarily according to the requirements stated by the Academy or College. An elective subject the HE student has chosen in order to fulfil their curriculum may be taught either at the Academy or other institution of higher education.

60. Elective modules or subjects are meant for specialising, preparing for the compulsory subjects of the curriculum, supporting or developing professional skills and widening one’s horizon.

61. The elective subjects of professional higher education are centred under the elective modules of general studies and specialised studies. Rules for choosing elective subjects can be either cross-academy or enforced by the College. The rules are stated in the curriculum.

62. The list of subjects under the elective module of general studies for the next academic year shall be confirmed with the directive of the Vice Rector for Academic Affairs by 15th May. The subjects under the elective module of general studies shall be offered and opened for registration by the Department of Academic Affairs.

63. The subjects under the elective module of speciality studies shall be offered and opened for registration by the College. The College has a responsibility to provide all electives provided in the curriculum at least once during the study period. As an exception, Colleges can offer subjects that may be installed according to the needs of the job market and also those that are confirmed with a directive of the Director of the College.

64. The elective modules of vocational education are stated in the curriculum. The elective modules are opened for registration by the College.
65. Registration to elective modules and subjects is carried out at the time stated in the academic calendar and the student’s choice is stated in their declaration on SIS.

66. Registering for elective modules and subjects also indicate the student’s obligation to take an exam or credit test in the respective module or subject. Re-registering or declining from registration is possible until the declared end of the registration period.

67. As an exception, a student may decline from registration after the registration period has ended if they have completed the required volume of elective modules or subjects, and they have passed the exam or credit test of the respective module or subject with a negative result. Should it happen that during the study period, a student experiences the appearance of health issues hindering the passing of an elective requiring physical load, the student has a right to decline from the elective if they present a certificate from a medical establishment and the Director of the Colleges approves it.

68. In order to open an elective module or subject, at least ten participants must have registered. In addition to students, participants may include auditors and the employees of the Academy. Modules or subjects with less than ten participants are opened if there is a good reason for it and the Head of the Academic Department has given their approval.

5. THE ORGANISATION OF STUDIES

5.1. STUDY FORMATS AND CONTACT-LEARNING LESSONS

70. To achieve the learning aims, the studies are performed in the form of contact-learning classes (lecture, seminar, practical work, internship) and e-learning and individual work.

71. Contact-learning classes can be carried out via video bridge.

72. Internships are organised according to the Internship Guidelines.

73. A lecturer is entitled to replace their contact classes with e-learning in the volume of up to 30%, in elective modules or subjects the respective percentage is 100%. The lecturer shall coordinate the decrease of the number of contact-learning classes upon using the e-learning environment with the Head of the Department or Centre.

5.2. PLANNING OF THE STUDY PERIOD

74. The academic year consists of 40 study weeks and must include at least eight weeks of holidays.

75. The academic calendar states the beginning and the end of the academic year and semester, the study holidays and general 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 15th April of the previous academic year.

76. 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, but also principles for compiling timetables. The academic schedule is approved by the Vice Rector for Academic Affairs no later than by 15th April of the previous academic year.
77. A timetable is the basic document of organising academic work, drawn up in cooperation between the Department of Academic Affairs and the College for one semester. It is made public on the SIS a week before the commencement of studies.

78. The duration of an academic hour is 45 minutes. However, the total volume of the HE student’s work is considered in astronomic hours. As a rule, academic work is planned in double lessons, that is, in 90-minute lessons.

79. The lecturer makes their study material available on SIS or the e-learning environment Moodle before the beginning of the contact-learning lesson. Should the material be uploaded on the e-learning environment, there must be a link or reference to that on the SIS.

5.3. STUDY ATTENDANCE

80. Academic work is conducted in a course system, in which the student takes the modules or subjects in the order stated in the curriculum implementation plan.

81. The student is obliged to take all modules or subjects compulsory in the respective semester, and the elective modules and subjects they have chosen.

82. The student participates in the academic work, fulfils the academic tasks given to him or her, performs the exams and credit tests, and defends the thesis and internships by themselves. The format of the exam or credit test shall be defined by the lecturer.

83. Full-time students are required to attend the studies at the time stated in the timetable. As an exception, the student may be absent with a good reason.

84. Should the student have a good reason, they may be absent from contact classes with the prior written permission of the Director of the College or the person authorised by the Director. When requesting permission, the student shall submit a justified written request, which could be reproduced, at least three working days prior to being absent. The student who is absent due to illness shall notify the College of his or her absence as soon as possible.

85. The student shall present the documents justifying their absence to the College’s academic assistant or the specialist of academic discipline.

86. Should the student be ill for more than a month, they shall apply for an academic leave.

87. The study group’s attendance in academic work shall be monitored by the group leader.

6. ASSESSMENT OF THE ACHIEVEMENT OF LEARNING OUTCOMES

88. Assessing the achievement of learning outcomes is based on the regulations of the Minister of Education and Science on the “Comprehensive Assessment System in Higher Education with Conditions to be Awarded a Diploma Cum Laude” and the “Comprehensive Assessment System in Vocational Education, Bases for Assessing the Achieving of Learning Outcomes, Assessment Methods and Criteria and Grade Descriptions”.

89. The module or subject shall be considered as passed if the learning outcomes have been assessed with a positive grade.
90. The assessment is conducted based on the results of formative and summative assessment. The aim of formative assessment is to provide students with feedback that shall support their achieving of learning outcomes during the study process. As a rule, formative assessment is given verbally and its aim is to improve the study process before summative assessment. Summative assessment measures the extent of achieving the learning outcomes described in the curriculum, module or subject.

91. In vocational education, summative assessment methods and criteria are described in the implementation plan of the modules; in higher education, they are brought in the syllabus of a module or subject, and not changed during the module or subject period. Summative assessment may consider the results of interim assessment.

92. The formats of summative assessment are an exam and a credit test. Which of them shall be used when assessing a specific subject or module is defined in the curriculum. Summative assessment shall be carried out in an exam (E) or credit test (C) format. Exams represent differentiated assessment and credit tests non-differentiated assessment.

93. Should the student wish, the lecturer must explain them the formation of summative assessment.

94. From the academic year of 2016/2017, the Language Centre tests the skills of the first-year students of professional higher education in the languages defined in the curriculum orally and in writing. HE students with insufficient language level shall be advised to participate in elective courses in the respective language to increase their level. At the end of the course, the students’ development shall be assessed and further recommendations shall be given. In the winter of the second year of studies, the HE students’ Russian skills must be equal to at least A2 and English skills to at least B1 of the CEFR. The last language testing shall be held in the students’ third year of studies, at the end of the professional language course. By this time, the HE students’ Russian skills must be equal to at least B1 and English skills at least B2 of the CEFR.

6.1. EXAMS AND CREDIT TESTS

95. Students’ advancement in the studies shall be considered based on the passing the exams and credit tests during a semester. The student who has not passed an exam or credit test with a positive result, will have academic debt.

96. The student is required to eliminate their academic debts no later than within one month of the beginning of the following semester. If a student fails to eliminate the debts by the set term, the Director of the College shall approve the schedule of the elimination of academic debts on the basis of the student’s application.

97. The schedule of the elimination of academic debts shall indicate all modules that the student has failed to complete, and the terms of execution thereof that are in accordance with previous agreements made with the lecturer, or with the times for the liquidation of academic debts indicated in the timetable. If a student does not adhere to the schedule, it shall be deemed as academic non-performance and the student shall be dismissed.

98. Depending on the time of the retake exam or credit test, the HE student can liquidate their academic debts during the current semester.
99. The student has the right to take one exam or credit test in each module or subject, and two retake exams or credit tests.

100. The exam or credit test will be conducted by the lecturer(s) who carried out the subject or module, or the lecturer responsible for the subject or module.

101. The lecturer has the right not to allow a student take his/her exam or credit test if they have been absent from more than 20 per cent of the contact-learning lessons. In the event of such situation, the lecturer may state additional requirements for allowing students to take this exam/credit test.

102. The procedure of taking exams and credit tests and retake exams and credit tests (the conditions, deadlines, assessment methods and criteria) is determined in the implementation plan of the module or in the module/subject syllabus. The conditions of a retake exam/credit test may differ from the conditions of the original exam or credit test.

103. Exams and credit tests take place during the semester at the time specified in the timetable, being, if possible, the first learning activity of the day. Between the exams and assessments, daytime students must be given at least one day off from studies.

104. A retake exam or credit test shall be held no earlier than one week after the students have been notified of the results of the previous examination.

105. If necessary, retake examinations and credit tests for senior year students can be organised earlier, depending on the deadlines connected with their graduation.

106. If the student has made a written request, the second retake exam will take place before the Committee. The Director of the College or the lecturer teaching the subject may also propose conducting the examination before the Committee. One is not entitled to take an exam before a Committee with the purpose of amending a grade.

107. The setup of the Committee and the time of the retake exam shall be, on the proposal of the Director of the College, defined by the Vice Rector for Academic Affairs. The committee is of at least three members, incl. chairman of the committee. Generally, the lecturer teaching the module or subject does not participate in the work of the Committee. The committee is considered as a decision-making body if at least half of the members, incl. the chairman, are present.

108. On the request of the assessor, the student shall present a personal identification document for participation in the examination, credit test or defending.

109. A belated student may only participate in the examination or credit test on the permission of the assessor, and on the condition that the belated student shall complete the written exam or credit test paper at the declared time.

110. A lecturer is entitled not to allow the student take the examination or credit test if he/she has not fulfilled the conditions for access to an examination or credit test established in the module implementation plan or syllabus. In such condition, the lecturer enters a negative result into the assessment protocol.

111. Students have the right to examine the written exam papers or credit tests that have been commented and assessed by the lecturer within one week after the announcement of the results, excl. special courses. The College is required to keep the students’ written papers within a year
after the exam, credit test or independent work, in case the papers are not returned to the student with comments. In case of e-courses, feedback is given electronically and papers are stored in the e-learning environment.

112. Students of professional higher education have the right to retake one exam that has been passed with the positive grade “E”. Retaking exams to obtain a higher grade is allowed only on the lecturer’s consent. Upon repeated performance of an exam, the last grade will remain in force. Taking of exams for improving grades after passing the final exam or defending the graduation or Master’s thesis is not allowed.

113. Attending an exam or credit test (including retakes) is obligatory, being absent is permitted only under compelling circumstances.

114. Lecturers enter the results of the assessment into the SIS ten days after the exam or credit test took place the latest. The results of the exam or credit test taken during the week dedicated for liquidating academic debts, must be entered into the SIS on the day after the exam or credit test the latest.

115. Upon releasing the results, the students’ names shall not be made public.

116. In order to characterise the students’ academic success, weighted average grade is used. The weighted average grade is calculated as follows: the sum of all grades and ECTSs or EVECPs obtained is divided by the total amount of ECTSs or EVECPs.

7. DELETING OF A STUDENT FROM A MATRICULATION REGISTER

117. A student is deleted from the Academy's matriculation register in the following cases:

117.1. at the request of the student;
117.2. on the motion of the Academy;
117.3. on the completion of the curriculum of the Academy to the full extent and upon achieving the required learning outcomes.

118. The student shall voluntarily submit a formal application for being deleted from a matriculation register to the Rector. If the student voluntarily applies for deleting from a matriculation register on compelling circumstances, then the compelling circumstances must be justified and the relevant evidence must be provided in the application.

119. A student shall be deleted from the matriculation register on the motion of the Academy for the following reasons:

119.1 inadequate academic performance:

119.1.1 the student does not pass a credit test, an examination or other form of assessment by the set term;
119.1.2 the full-time HE student fails to complete cumulatively at least 75 per cent of the volume of studies in the respective learning period and they cannot continue their studies in the part-time study form, or they have not submitted an application to continue their studies in the part-time study form;
119.1.3 the part-time HE student fails to complete cumulatively at least 50 per cent of the volume of studies in the respective learning period;
119.1.4 the student fails to pass one and the same examination or credit test three times;
119.1.5 the student has not respected the terms stated in the schedule for liquidating academic debts;
119.1.6 by the nominal end of the study period, the student has failed to complete the curriculum to the full extent;
119.1.7 by the extended end of the study period, the student has failed to complete the curriculum to the full extent;
119.1.8 the additional obligation to perform exams and assessments imposed on the student upon re-matriculation or transfer has not been fulfilled by deadline;
119.1.9 the student is not permitted to the defending of the Master's thesis, the graduation thesis or the final exam for academic debts;
119.1.10 the HE student does not submit their course or graduation paper or the Master’s thesis by the deadline;
119.1.11 if on the decision of the Committee of preliminary defence, the HE student is not allowed to defend a non-compliant graduation or Master’s thesis, or the HE student does not fulfil the preliminary defence Committee’s requirements by a certain deadline;
119.1.12 upon performance of a graduation thesis, a Master's theses or the final exam with a negative result.

119.2 Other reasons:
119.2.1 part-time student fails to pay their tuition fee by the time stated on the invoice;
119.2.2 failure to attend the studies in the course of one month with no compelling circumstances;
119.2.3 plagiarism occurring in the case of a graduation or Master’s thesis;
119.2.4 the appearance of circumstances excluding a person from service as stated in sections 14 and 15 of the Public Service Act, sections 7 and 7¹ of the Rescue Service Act, sections 38 and 40 of the Police and Border Guard Act and section 114 of the Imprisonment Act;
119.2.5 the student has been declared legally incapable;
119.2.6 the student has lost the citizenship required upon admission;
119.2.7 upon the student's death;
119.2.8 upon unethical conduct;
119.2.9 upon the implementation of a disciplinary punishment should the punishment involve deleting the student from the matriculation register.

120 Deleting the student from the matriculation register for commission of a disciplinary offence shall be carried out on the basis of "The Procedures of Implementation of a Disciplinary Liability of a Student" established by the Rector. Deleting the student from the matriculation register for indecent conduct in academic activities is conducted under "The Procedures of Handling Cases of Indecent Academic Behaviour and the Cases of Academic Theft" established by the Rector.

121 The Academy has the right to delete the student from the matriculation register if their service relationship with the respective agency has been terminated.
122. Deleting the student from the matriculation register on the initiative of the Academy is conducted on the reasoned proposal of the Director of the College.

123. Deleting the student from the matriculation register is formalised with the directive of the Rector.

124. The student is informed of the deleting from the matriculation register via email stated on the SIS.

118. TERMINATION OF STUDIES

125. The curriculum is completed to the full extent and the learning outcomes of the curriculum have been achieved if the student has passed the compulsory exams, credit tests and internships with a positive result, and defended their graduation or Master’s thesis or passed their final examination. The minimal volume of ECTSs or ECVETs stated in the curriculum must have been collected.

126. The study ends with defending of the graduation or Master’s thesis or performance of the final examination according to the “Procedure of Final Exam”, “Procedure of Graduation Thesis” or the “Procedure of Master’s Thesis” approved by the Vice Rector for Academic Affairs, and the assessment criteria stated in the implementation plan of the module, or the graduation or Master’s thesis programme, or the final examination programme. If the curriculum has been compiled based on a professional qualification standard, then as a rule, the professional qualification exam replaces the final exam.

127. The HE students, whose curriculum prescribes the opportunity to choose between the final exam and the graduation thesis, make their choice by the beginning of their third year of studies, and it shall be confirmed with the directive of the Director of the College.

128. The person who has completed the studies shall be issued the diploma certifying the completion of the academic curriculum, as well as the academic transcript in Estonian and English (diploma supplement) at least 30 days after the graduation or Master’s thesis was defended or the final exam taken.

129. Diploma with honours (cum laude) may be issued to the HE students who have met all the following criteria:

129.1 the student has completed the curricula in the full capacity;
129.2 the student has defended the graduation thesis or passed the final exam with the grade "A";
129.3 the student whose weighted average grade upon graduation is "4.60" or higher, while taking into account all the grades included in the diploma supplement.

130. The persons having completed vocational education curricula are issued a certificate indicating they have completed the curriculum, and a grade report. In addition to this, those who have passed the professional qualification exam, are also issued a professional certificate, or a respective note is made on their graduation certificate, grade report or academic transcript.

131. Academy’s letter of distinction is issued to students who:

131.1 have completed the curricula in the full capacity;
131.2 have passed all their exams with grades “A” or “B”;
131.3 have passed their final exam with the grade “A”, or in the presence of non-distinctive assessment, the exam committee has marked their performance as extraordinary in their assessment report;
131.4 have shown weighted average grade 4.50 or higher during their studies, whereas the results of all exams, internships and graduation and professional exams are taken into consideration.
132. The basis for issuing the graduation documents is the directive of the Rector regarding the completion of the curriculum and excluding the students from the list of students.
133. The student who has completed the curriculum, but not passed the final examination or defended the thesis, shall be deleted from the matriculation register. Upon the student’s request, he or she shall be issued an extract from the SIS, stating the period of study at the Academy and the volumes and results of the modules or subjects.

119. STUDENT’S RIGHTS AND OBLIGATIONS RELATED TO THE ACADEMIC ACTIVITIES

119.1. ACADEMIC LEAVE

134. A student may go on an academic leave for up to one year once during their nominal period of studies. As a rule, academic leave begins either in the beginning of the autumn or spring semester and ends in the beginning of the autumn or spring semester.
135. The students on academic leave are part of the student body of the Academy. Students who have been granted academic leave at their own request will have no health insurance.
136. In addition, students have the right to take academic leave:
136.1 up to two years for health reasons;
136.2 up to one year for entry into military or alternative service;
136.3 for caring for a child until the child reaches the age of three.
137. When applying for academic leave for health reasons, the student shall present a certificate from a medical establishment. Upon entry into military or alternative service, the student represents a document indicating the invitation to military or alternative service. With regard to child care until the child reaches the age of three, the student has the right to apply for academic leave on the basis of the birth certificate of the child.
138. Academic leave is granted starting from the second semester. The student of the first semester shall be granted academic leave for health reasons, upon entry to military or alternative service, or for caring for a child less than three years of age. On the request of the College, the Vice Rector for Academic Affairs may, as an exception, allow a student of the first semester, take academic leave for other compelling circumstances.
139. Academic leave and the termination thereof is requested with an application available on the Academy’s webpage, which is submitted to the Vice Rector for Academic Affairs, and which has a consent of the Director of the College. If necessary, vocational education students enclose their schedule of liquidating the academic debts with their application. The application for academic leave is received and registered by the academic assistant of the College. As a rule, the application is submitted 15 days prior going on academic leave. Academic leave is not granted retroactively.
140. Granting an academic leave is effected with the directive of the Vice Rector for Academic Affairs. The student shall be informed of the directive in a free form.

141. Academic leave ends upon expiry of the term and the student shall return to the studies on the day following the expiry of the term or any other time set by the College.

142. The student has the right to terminate their academic leave prematurely with the consent of the Director of the College, by submitting a relevant written application to the Vice Rector for Academic Affairs. Academic leave for health reasons may be interrupted or prematurely terminated only on the basis of a certificate from a medical establishment. Upon premature termination of the academic leave, the student waives the unused part of the academic leave. The premature termination of the academic leave is effected with the directive of the Vice Rector for Academic Affairs.

143. If the curriculum, or the version of it, according to which the student had studied before going on academic leave, has changed, the student has to fulfil the curriculum according to what they start studying. If necessary, the student must take additional exams or credit tests that are mandatory for fulfilling the curriculum should it appear impossible to replace these by those they took before, or they must participate in the academic activities should it appear impossible to take the exams or credit tests individually without previously participating in the contact-learning lessons. Should the student’s academic debt include a subject or module from their previous period of studies that due to the difference in the curriculum no longer exists, the negative result shall be deleted from the student’s grade report.

144. Should there be no study groups studying according to the same curriculum in the year the student comes back from their academic leave, they shall be informed of the matter prior going on the academic leave and the Academy shall offer the student transferring to the most similar curriculum, enable the student to start learning in a new study group in the coming years, or solve the situation in another way.

145. Students on academic leave may not participate in studies nor liquidate their academic debts, unless:

145.1 the student has a severe, profound or moderate degree of disability;
145.2 the student is a guardian or a parent of a child who has a severe, profound or moderate degree of disability;
145.3 the student is either in military or alternative service.

146. In circumstances brought in subsection 145, it is allowed to participate in the studies and liquidate academic debts while being on academic leave on the consent of the Vice Rector for Academic Affairs.

147. VE students may participate in the studies and liquidate their academic debts according to the schedule for the liquidation of academic debts.

119.2. EXTENSION OF STUDIES

148. Extension of studies for the elimination of academic lag is granted for the students:

148.1 who have completed part of their studies at a foreign university in the framework of a student exchange programme;
148.2 who have not appeared to the defending of the graduation or Master’s thesis or to the final exam due to the good reasons listed in the Study Regulations;
148.3 who participate in international missions;
148.4 who represent Estonia in international sports championships;
148.5 other reasons.
149. In addition to the circumstances listed above, the student is granted the extension of studies in the following cases:
149.1 the full-time HE student has not cumulatively fulfilled 100 percent of the calculated volume of studies by the end of their nominal period of study;
149.2 the HE student is studying according to the part-time study form.
150. The extension of the study period is formulated by the directive of the Vice Rector for Academic Affairs on the basis of an application of the student, and in coordination with the Director of the College.
151. Extension of the period of study is performed in the scope of 12 months from the end of the nominal period of study. Part-time Master’s level students can apply for the extension of 24 months, dependent on the volume of studies they have completed.
152. Should the student whose period of study has been extended go on an academic leave because of health reasons, entry to military or alternative service, or parental leave, their extension period shall be terminated and it shall be continued after the academic leave has ended.
153. In vocational education, the period of studies can be customised upon implementing an individual curriculum for either one student or the whole study group. In such case, the nominal period of study is planned either for a longer or shorter time, dependent on the needs of the target group.

119.3. TRANSFER AND RE-MATRICULATION

154. In the presence of a vacant student place, students have the right to request a transfer from one speciality of the Academy to another speciality, from one course to another course, from one educational level to another educational level, from one form of study to another, from one specialised field of study to another and vice versa. Upon the closure of the curriculum, the students shall be transferred to another as closely related curriculum as possible, taking into account the student’s preferences and the opportunities of the Academy.
155. A student can be re-matriculated after they have eliminated all the academic debts resulting in them having been deleted from the matriculation register, or those having occurred before they were deleted from the matriculation register.
156. The student cannot be re-matriculated to a state-funded student place if they have previously studied on the same educational level for at least half of the nominal period of study. The student can start their studies on the same educational level without reimbursing the cost of studies only after the triple nominal period of study of the respective curriculum has passed.
157. Transfer to another curriculum or re-matriculation is requested on the basis of a personal application, and it is formulated with the directive of the Rector on the consent of the Director of the College and the Vice Rector for Academic Affairs.
158. If the Academy has a good reason, it may refuse to satisfy the student's application for transfer or re-matriculation.

159. The Academy notifies the person of the reasons for the refusal of transfer or re-matriculation in writing within three weeks from the date of application.

119.4. OTHER RIGHTS AND OBLIGATIONS

160. The student has the right to graduate from the Academy on the basis of the curriculum which was valid when they commenced their studies at the Academy, provided with they graduate within the nominal period of study.

161. The student has the right to receive academic work related advice and counselling. In the appearance of questions and problems, the student first turns to the academic assistant of their college or to their group leader. If necessary, they direct the student to other employees of the College or Academy. The principles and framework of counselling at the Academy are described in the "System Supporting Students' Development and Coping".

162. The students have the right to receive study allowances. The procedure of paying student allowances is described in the regulation of the Minister of the Interior “The Amount of the Allowances Paid to the Students and Cadets of the Academy of Security Sciences and the Terms and Procedures for Payment thereof” and the regulation of the Minister of Justice “The Amount of the Allowance of the Prison Officer Candidate and the Terms and Procedures for Payment Thereof”. The procedure of reimbursing travel expenses is declared in the directive issued by the Rector.

163. Should the student be absent from academic work without a good reason, their basic allowance will be reduced. Basic allowance shall not be reduced if the student had a good reason to be absent from academic work. Basic allowance is paid if the student is absent for a good reason but the absence does not exceed the period of one month.

164. Students have the right to apply for the accreditation of prior and experiential learning in accordance to the "Procedure of Accreditation of Prior and Experiential Learning".

165. Students are entitled to be granted a free of charge student card. Ordering and issuing of student cards is governed by "The Procedures of Issuing of Student Cards".

166. Students have the right to receive information on the directives concerning themselves. As a rule, notifications are sent to the email address stated on the SIS.

167. Students have a right to obtain information on the organisation of studies from the SIS and the Academy’s website.

168. The student is obliged to base their behaviour on the requirements for students set in the internal rules and other documents of the Academy.

169. The student is obliged to keep their contact details on the SIS updated.

170. The student is obliged to provide their feedback on modules and subjects on the SIS, and the feedback on internships on Moodle by a certain deadline. They are also obliged to fill in different student-orientated questionnaires on the Academy has initiated.
119.5. REIMBURSEMENT OF THE TUITION COST

171. According to the rates for paid services, stated by the Council of the Academy, the Master’s student commencing part-time studies on their own accord pays the tuition fees from the first semester. Part-time students declare their elective subjects on the SIS respecting the deadline stated in the academic calendar. Based on the volume of the elective subjects, the student has chosen, the Financial Department issues the student an invoice for study costs that the student pays within one month from the issuing date of the invoice. Part-time Master’s students are not obliged to pay tuition fees, excl. the tuition fee debts, if they are deleted from the matriculation register before the due date indicated on the invoice. Should the student be deleted from the matriculation register on the due date or after it, they are obliged to pay the tuition fee according to the invoice.

172. The student who has studied on the same educational level for at least half of the nominal period of study is obliged to pay the tuition cost if less than triple nominal period of study of the respective curriculum has passed. Based on the volume of the subjects the student has declared, the Financial Department issues the student an invoice for study costs that the student pays within one month from the issuing date of the invoice.

173. The Academy has a right to require the student pay their tuition cost partially should there be less than two years between the time the student was deleted from the matriculation register and re-matriculated on the same curriculum.

174. Requirements for the reimbursement of direct study costs upon deleting the student from the matriculation register are brought in section 27³ of the Institutions of Professional Higher Education Act and section 118 of the Imprisonment Act.

120. INDECENT BEHAVIOUR AND PLAGIARISM IN PROVISION OF EDUCATION

175. Indecent behaviour is a violation of academic conduct in provision of education, including:

175.1 on the assessment of study results, using of materials and means that the lecturer has not expressly permitted to be used;
175.2 prohibited sharing of knowledge (copying, etc.) by a student whose academic performance is being assessed;
175.3 prohibited sharing of knowledge (prompting, etc.) by a student whose academic performance is being assessed;
175.4 participation in the assessment of the study results for another student;
175.5 presentation of one’s own work again, if it has already been assessed;
175.6 plagiarism which means presentation of someone else’s written work or a part thereof under one’s own name without proper academic references.
175.7 disturbing another student during the study period.

176 Upon detection of a student’s indecent behaviour and/or plagiarism in the framework of a subject or module, the lecturer shall enter a negative result in the assessment report.
177 The cases of indecent behaviour shall be processed according to "The Procedures of Handling Cases of Indecent Academic Behaviour and the Cases of Academic Theft" established by the Rector.

178 Other violations committed by the student, incl. damaging the Academy’s reputation, shall be carried out on the basis of “The Procedures of Implementation of a Disciplinary Liability of a Student”.

CHALLENGING THE DECISIONS RELATED TO THE ORGANISATION OF STUDIES

179 The student or the former student may challenge an academic work related administrative act, preliminary administrative act or an activity relying on the principles stated in the Administrative Procedure Act and Study Regulations, and other specifications arising from other legal provisions.

180 The student or the former student who wishes to challenge a study organisational decision (excl. a directive) must within a day submit a written application to the person who made the decision or the chairman of the decision-making body, and express their clear wish to challenge the decision. The person who made the challenged study organisational decision or the decision-making body may change their decision. Should the person who made the challenged decision or the decision-making body not change their decision relating to the student or the former student, the student or the former student may submit their written challenge to the Vice Rector for Academic Affairs within 30 days of becoming aware of the decision or within 30 days from the day they should have become aware of it.

181 The student or the former student who wishes to challenge a directive concerning themselves shall submit their challenge to the Rector within 30 days of becoming aware of the directive or within 30 days from the day they should have become aware of it.

182 The challenge to the Vice Rector for Academic Affairs brought in section 182 and the challenge to the Rector brought in section 183 shall be solved within 10 days of the submission of the challenge. The decision on challenge shall be formulated in writing and sent to the student or the former student via email. Should it become necessary to study the challenge more, the period of studying the challenge may be extended by 30 days, and the person submitting the challenge shall be informed thereof via email.

183 The student or the former student who wishes to challenge the negative result of their final examination or the negative result received in the defending of the graduation or Master’s thesis, submits their challenge to the Vice Rector for Academic Affairs within 10 days of becoming aware of the decision to be challenged.

184 The Vice Rector for Academic Affairs shall establish a committee to review the challenge on the negative result of the final examination or on the negative result received in the defending of the graduation or Master’s thesis; the committee shall then submit their vision to the Vice Rector for Academic Affairs within 10 days of submitting the challenge. Should it become necessary to study the challenge more, the period of studying the challenge may be extended by 30 days and the person submitting the challenge shall be informed thereof via email.

185 Based on the vision of the committee, the Vice Rector for Academic Affairs will either to:
185.1 suggest the Committee of the final examination or defending of the graduation thesis to change their initial decision; or
185.2 reject the challenge.

186 The decision on rejecting the challenge brought in section 187.2 shall be made available to the person submitting the challenge via email.

187 The committee of the final examination or defending of the graduation thesis shall make their decision on the suggestion of the Vice Rector for Academic Affairs within 10 days from receiving the suggestion brought in section 187.1 and forward it via email to the student or former student submitting the challenge.