

PROCEDURES FOR PROVIDING CONTINUING EDUCATION AT THE ESTONIAN ACADEMY OF SECURITY SCIENCES

I. General provisions

1. The Procedures for Providing Continuing Education (hereinafter the Procedures) state the rules for organising continuing education at the Estonian Academy of Security Sciences (hereinafter the Academy). Upon the organisation of providing continuing education, the Academy relies on relevant legal provisions, the principles for providing continuing education at the Academy, and other internal procedures.
2. Continuing education is a purposive and organised training activity outside the limits of degree studies that covers different training and development programmes, seminars, e-learning courses, information days, public lectures etc.
3. The Academy organises both national and international continuing education activities related to internal security and other connected fields as follows:
 - 3.1. based on commissioned education to a target group defined by the contracting entity;
 - 3.2. open training sessions to participants meeting the requirements stated in the continuing education curriculum. Information about open training sessions can be found in the training calendar available on the website of the Centre for Continuing Education;
 - 3.3. open education to participants who want to take certain modules or subjects from the curricula of degree studies.
4. The organisation of open education and participation in the studies is regulated with the Academy's Study Regulations.

II. Organisation of continuing education

5. Functions of structural units upon organising continuing education:
 - 5.1. colleges and the institute organise continuing education in their fields, and offer interdisciplinary continuing education trainings in cooperation with the Centre for Continuing Education;
 - 5.2. the Centre for Continuing Education organises the continuing education offered by the structural units of the Academy (excl. Police and Border Guard College, Rescue College and the College of Justice). In addition, it coordinates interdisciplinary training sessions and acts as a mediator when offering such training sessions. The Centre also offers a wider spectrum of continuing education training to the public service and other target groups.
6. The providing of continuing education services is carried out based on an application and/or contract. The electronic registration form on the Academy's website, the commissioned education form or other written applications also constitute an application.
7. Upon registering for a continuing education training session, the Academy may, in addition to other data required according to legal provisions, ask for the trainee's email address and information about their employer.

8. As a rule, continuing education trainings for partner agencies are provided based on a contract and according to what has been stated in the training schedule. The structural unit organising a continuing education training makes an agreement with a partner agency. The agreement shall include a training schedule for at least one academic year.
9. Applications are usually sent to the email of the Centre for Continuing Education koolitus@sisekaitse.ee. Applications to participate in an open training are submitted via the Academy's website. Contracted partners submit their applications pursuant to what has been stated in their contracts.
10. Within 5 days from receiving an application, the structural unit organising a continuing education training, sends the contracting entity a letter confirming the registration or their initial feedback to provide more detailed information about the training.
11. The training offer shall be formulated according to the form brought in Annex 1. Training offers to partner agencies are submitted in a format previously agreed upon.
12. Records are kept concerning all commissions and offers.
13. The Academy has a right to annul an open training should the requirements for the minimal number of participants not be met. Should a training be annulled, the trainees shall be notified via email at least 3 working days before the date the training should have taken place.
14. Trainings organised based on a commission are annulled according to what has been stated in the contract or in the training information form.

III. Continuing education trainee

15. A continuing education trainee is a person who studies according to the Academy's continuing education curriculum.
16. A person shall constitute a continuing education trainee after they have submitted their application and received a letter of confirmation via email, or in case of a commissioned training, after the contracting entity has confirmed the Academy's offer and/or made a respective contract etc.
17. The Academy may refuse to train a person if they do not meet the requirements stated in the continuing education curriculum, the maximum number of trainees has been reached, or the person or the contracting entity have financial debts to the academy.
18. Rights of the continuing education trainee:
 - 18.1. receive information about the content and organisation of the continuing education training;
 - 18.2. participate in the activities stated in the curriculum;
 - 18.3. receive the study materials stated in the curriculum;
 - 18.4. have access to the Academy's e-learning environments should the study process require it;
 - 18.5. use the Academy's library according to the set rules;
 - 18.6. receive study-related counselling from the structural unit organising the training;
 - 18.7. apply for the accreditation of prior and experiential learning;
19. Obligations of the continuing education trainee:
 - 19.1. to follow the requirements for passing the continuing education training course set in the curriculum;
 - 19.2. to follow the internal rules of the Academy and other legal provisions, generally acknowledge behavioural norms and academic practices;
 - 19.3. in case of participating in paid continuing education training courses, to pay the invoice in time;
 - 19.4. to avoid damaging or ruining the Academy's property, and in case of causing any damage, to cover the caused damage in full;

- 19.5. in case of quitting the continuing education training course, to inform the organiser at their earliest convenience.
20. The Academy cancels the continuing education training course in the existence of the trainee's or the contracting entity's written application. The Academy may cancel the trainee's training if the trainee has not followed the requirements brought in sections 19.1-19.4.

IV. Curriculum

21. Continuing education training is conducted according to a curriculum that relies on the needs of the target group, recognises the modern learning methods enhancing active learning, the peculiarities of adult training and the changed concept of learning.
22. Continuing education curricula are learning outcome based. The learning outcomes are described and worded so that it is possible to assess the continuing education trainee's knowledge and skills according to them. The learning outcomes must be achievable in the respective study period.
23. The curricula are divided into those that end with assessing the learning outcomes and those which include no assessment.
24. The assessment of learning outcomes is documented. The result is justified in the assessment report and can be checked afterwards.
25. The curricula ending with assessment, shall be formulated according to the form brought in Annex 2, the curricula ending without assessment shall be formulated according to the form brought in Annex 3.
26. The continuing education curriculum's conformity with the requirements shall be checked and approved by the Centre for Continuing Education, the curriculum shall be confirmed in the information system by the head of the structural unit organising the training course or the Rector.

V. Documents proofing participation in or finishing of a continuing education training course

27. A document indicating finishing and/or participating in a continuing education training course shall be issued digitally or on paper upon the contracting entity's/trainee's wish.
28. A certificate indicating the finishing of a training course is issued if the achieving of learning outcomes was assessed, and the person achieved the learning outcomes required for finishing the curriculum.
29. The continuing education certificate supplement is inseparable from the certificate, and it includes more detailed information on the finished continuing education curriculum.
30. A document indicating the finishing of a training course is issued if the achieving of learning outcomes was not assessed, or if the person did not achieve all the learning outcomes required for finishing the curriculum.
31. The certificate shall be formulated according to the form brought in Annex 4.
32. The continuing education certificate supplement shall be formulated according to the form brought in Annex 5.
33. The finishing document shall be formulated according to the form brought in Annex 6.
34. The documents indicating the participation in and/or finishing a continuing education training course shall be compiled in Estonian and in conformity with the Academy's corporate visual identity. Documents for international training sessions may be issued in English.
35. In the case of training sessions organised in cooperation with partner organisations, the documents indicating participation in and/or finishing training sessions may be added the partners' logos.

36. Continuing education trainees have a right to receive a duplicate of the document indicating their participation in and/or finishing of a continuing education training course should they lose it, etc. The duplicate shall be formulated and issued like the original document. The upper right corner of the document shall be added an additional word "DUPLICATE".
37. Issuing of both original and duplicate documents indicating participation in and/or finishing a continuing education training course on paper is a paid service, the fee is stated in the rates of paid services confirmed by the Council of the Academy.
38. Documents indicating participation in and/or finishing a continuing education training course shall be signed by the head of the structural unit organising the training or another employee of the Academy authorised by the Rector.
39. Documents indicating participation in and/or finishing a continuing education training course and their duplicates shall be numbered and kept records of.
40. Documents indicating finishing and/or participating in a continuing education training course shall be stored for 15 years.

VI. The accreditation of prior and experiential learning (hereinafter APEL) in continuing education

41. The Academy may accredit prior and experiential learning in continuing education. It is possible to state in the curriculum of continuing education that the training course or a part of it cannot be transferred in terms of APEL.
42. APEL is applied in continuing education according to the requirements set in the Terms and Procedure of Accreditation of Prior and Experiential Learning, unless it has been stated differently in the procedure.
43. APEL applications must be submitted to the structural unit organising the continuing education training according to the form brought in Annex 7 at least 14 days before the training starts.
44. APEL applications shall be maintained and kept records of in the document management system.
45. Prior and experiential learning can be accredited as a part of a continuing education programme if the part of the respective continuing education programme has defined learning outcomes and a volume.
46. Prior and experiential learning shall be assessed by the APEL committee of the respective field formed by the head of the structural unit or the Vice Rector for Academic Affairs.
47. Trainees are provided with continuing education APEL applications' related advice by the structural unit organising the continuing education training.

VII. The pricing and financial management of continuing education

48. Continuing education provided at the Academy is a paid service, unless it has been agreed upon differently. Tuition fee shall be paid according to the invoice issued by the Academy.
49. The Academy seeks no profit upon organising continuing education. The procedures stated at the Academy are taken as a basis for calculating the price of continuing education training courses.
50. Unless it has been stated differently in the contract or in the training information, upon cancellation, the Academy has a right to require the contracting entity or the participant pay:
 - 50.1. 30% of the tuition fee, should they inform the Academy about their cancellation at least five days prior the beginning of the training course;
 - 50.2. 50% of the tuition fee, should they inform the Academy about their cancellation less than five but at least two days prior the beginning of the training course;
 - 50.3. the whole fee, should they not inform the Academy about their cancellation or inform later than stated in sections 50.1 and 50.2.

51. If they inform the Academy about their cancellation at least ten days prior the beginning of the training course, participants are not obliged to pay the tuition fee. In the presence of advance payment, the tuition fee shall be returned.

VIII. Reporting and quality assurance

52. In order to ensure quality, the continuing education curricula have been composed based on learning outcomes, the trainers have the suitable qualification, training and/or work experience for helping the trainees achieve the aims and learning outcomes of the curricula, the learning environment is suitable for achieving the aims and learning outcomes of the curricula, feedback is collected according to the Academy's Procedure for Collecting and Considering Feedback.
53. Cross-academy continuing education related data are collected by the Centre for Continuing Education in cooperation with other structural units organising continuing education trainings. At least once a year, the Centre for Continuing Education presents the managerial board of the Academy a report that includes data analysis and recommendations for improvement.
54. The structural unit organising a respective continuing training course is responsible for the quality of it.

IX. Challenging the decisions related to the organisation of studies

55. A continuing education trainee has a right to challenge the decisions related to the organisation of the training activities.
56. The continuing education trainee who wishes to challenge a decision relating to their studies, must immediately submit a written application to the person who made the decision or the head of the structural unit organising the training, and express their clear wish to challenge the decision. The person who made the challenged decision or the head of the structural unit organising the training may change their decision.
57. If as a result of a discussion the decision is not changed, the continuing education trainee 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.
58. The Vice Rector for Academic Affairs shall establish an impartial committee, which shall then submit their reasoned 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.
59. Based on the vision of the committee, the Vice Rector for Academic Affairs will make one of the following decisions:
- 59.1 to change the initial decision;
 - 59.2 to reject the challenge.
60. The decision on challenge shall be formulated in writing and sent to the continuing education trainee via email.
61. All disputes arising out of paying the tuition fee shall be settled by negotiation. If no agreement is reached, the dispute shall be solved in the procedure provided for in the legislation of the Republic of Estonia. The Academy has a right to assign the debt claims related to unpaid tuition fees to a business entity dealing with debt collecting.

X. Implementation provisions

62. The Procedures for Providing Continuing Education at the Estonian Academy of Security Sciences shall enter into force on 18.04.2018.