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the College Council
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STUDY REGULATIONS

Tartu Health Care College

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

GENERAL PROVISIONS

1. The regulations are the fundamental document regulating the organisation of studies at Tartu Health Care College (“the college”).
2. The regulations are aimed to provide all learners with equal treatment and ensure clarity of the organisation of studies.
3. The regulations are mandatory for employees and learners of the college.
4. The regulations and alterations and amendments of the regulations are adopted by the College Council.
5. The College Council, the rector and the vice rector for academic affairs have the right to adopt additional documents regulating teaching and study.
6. The official environment for exchanging information related to the organisation of teaching and study of the college is the Study Information System where the data related to studies are collected, processed, stored and released. Information delivered via the Study Information System is not due for revealing to third parties, unless a respective notation is made in the information.
7. Below items form integral parts of this document:
 - 7.1. Annex 1. Conditions and procedure for studies of external students.
 - 7.2. Annex 2. Conditions and procedure for compensation for study costs.
 - 7.3. Annex 3. Procedure for recognition of prior learning and professional experience (RPL).

GENERAL GROUNDS FOR ORGANISATION OF STUDIES

Learners

8. In these regulations learners mean all persons studying at the college.
9. In these regulations learners mean students and pupils from their admission to the college or matriculation until their deletion from the matriculation register.
 - 9.1. A student in these regulations means a person who is matriculated to a curriculum of professional higher education or a Master’s level programme and who participates in full-time or part-time studies.
 - 9.2. A pupil in these regulations means a person who is matriculated to a vocational education and training curriculum, and who studies full-time in the form of school-based or workplace-based studies.
 - 9.3. An international learner is a person matriculated at the college who does not have Estonian citizenship, long-term residence permit or permanent right for residence.
10. An external student is a person who has applied for and has been granted the right to complete a particular part of curriculum at the college, incl. to take exams and pass/fail assessments. The external student is not the learner of the college. The conditions and procedure for studies of external students are provided in Annex 1.
11. A visiting learner is a learner matriculated at another educational institution who has the right to participate in the studies of the college based on the agreements between educational institutions.
12. An international visiting learner is a learner from an educational institution in a foreign country who has received the right to participate in the studies of the college based on the agreements between educational institutions. Organisation of exchange of international learners studying at the college based on international grants is regulated by “Erasmus Plus International Mobility Regulation”.

13. A participant in in-service training is a person who is studying on the basis of an in-service training curriculum or studying subjects of formal education in the way of in-service training. The participant in the in-service training is not a learner of the college. The organisation of in-service training is regulated by “The Rules of Open College of Tartu Health Care College”.

Student places and matriculation

14. A student place is a time and financial unit for measuring teaching and study.
15. Student places on curricula are approved by the College Council, taking into account the activity support allocated from the state budget and the state-commissioned education approved by the Ministry of Social Affairs.
16. Conditions for admission to and matriculation at curricula of professional higher education, Master’s level education and vocational education are established in “Rules of Student Admissions of Tartu Health Care College”.
17. In case a first year student who has confirmed his/her intention to study does not attend studies within two first weeks of studies without a good reason, the next applicant on the top of candidates’ list of the same admission period is matriculated to the vacant student place.
18. A learner has the right to be simultaneously matriculated to one curriculum of the college.

Levels of study and curricula

19. Formal studies and in-service training are provided by the college.
20. Formal studies form teaching and study within which learners obtain a qualification corresponding to a particular qualification level, providing an access to the studies of the next qualification level.
21. Formal education at the college is provided at two levels of higher education based on curricula of professional higher education and Master’s studies as well as full-time vocational education and training at levels 4 and 5.
22. The language of instruction at the college is Estonian, but teaching and study of Master programmes may be conducted in English based on the decision of the College Council.
23. The college has the right to conduct in English up to 10% of the total volume of teaching and study of curricula in Estonian, unless otherwise provided by the curriculum.
24. In-service training is teaching and study that allows to acquire and promote vocational, professional and/or specialist knowledge, skills and experience as well as to provide retraining.
25. Teaching and study is based on the study programme group or a curriculum granted the right to conduct studies that is publicised on the website of the Ministry of Education and Research, and available on public view of the Estonian Education Information System.
26. A curriculum is a source document of teaching and study, determining the objectives and learning outcomes, the standard period and volume of study, the conditions for commencing studies, the list of subjects or topics (in vocational education) (“subject(s)/topic(s)”), specialisation options and the conditions for completion of studies. A curriculum consists of modules.
27. Curriculum concepts, structures, conditions for opening, administering and changing, assessment and quality assurance as well as closing of the curriculum is regulated by “The Statutes of Curricula of Tartu Health Care College”.

28. Module is a structural unit of curriculum content, comprising subjects/topics with a certain objective or involving one subject/topic.
29. A subject/topic is a holistic unit comprising the content, activities and assessment of learning outcomes of a particular field of study. A subject/topic is based on planned learning outcomes the achievement of which is assessed and supported by teaching and study.
30. Learning outcomes are the knowledge, skills and attitudes achieved as a result of teaching and study; they are described at the minimum level necessary for the completion of the curriculum, module or subject.
31. Content of the subject/topic is described in the syllabus that is introduced to learners by the teacher at the beginning of the subject course and is available in the Study Information System by the beginning of the semester at latest. To ensure a logical sequence of teaching and study prerequisite subjects may be established for subjects that generally have to be completed before the beginning of a particular subject.
32. Final thesis and practical training are specific types of subjects.
33. The teacher in charge of the subject is the person responsible for syllabus development and updating. A syllabus is approved by the head of the relevant study department; syllabi of elective and optional subjects meant for all learners are approved by the pedagogical board.
34. A subject/topic can be compulsory, elective or optional:
 - 34.1. A compulsory subject/topic has to be passed in order to complete the curriculum;
 - 34.2. An elective subject is a subject chosen for the completion of the curriculum in order to achieve the professional or specialist learning outcomes of the curriculum;
 - 34.3. An elective subject is a freely chosen subject for the achievement of general competences to complete the curriculum.
35. The volume of elective and optional subjects is specified in the curriculum.
36. Subjects taught at the college may be taken by persons who are not the learners of the college. Their participation in the studies is based on the requirements established for external students and learners of in-service training at the college.

Load and volume of studies

37. Full-time studies and part-time studies of higher education and full-time studies of vocational education and training can be taken at the college.
38. Calculation of study load is based on the volume of subjects passed in completion of the curriculum.
39. Volume unit of studies is a credit of the European Credit Transfer and Accumulation System (ECTS) in higher education and an Estonian vocational education credit point (ECVET) in vocational education and training, corresponding to 26 hours of learner's work.
40. Volume of studies per academic year is 60 ECTS credits in higher education and 60 ECVET credits in vocational education and training.
41. By the end of each academic year the student of full-time studies completes cumulatively at least 75% of the volume of study established by the curriculum.
42. By the end of each academic year the student of part-time studies completes cumulatively 50% to 75% of the volume of study established by the curriculum.
43. Elective and optional subjects as well as the subjects accredited based on the recognition of prior learning and professional experience (RPL) are included in the calculations of the load and volume of studies on a particular higher education curriculum.

44. While entering the college the student determines whether he or she starts full-time or part-time studies, unless teaching and study on a particular curriculum can only be completed either in the form of full-time or part-time.
45. In coming academic years, the student study load is going to be established at the end of the academic year based on cumulative completion of the curriculum by the student. Study load is going to be established by the end of interim week of the previous academic year.
46. The standard period of curriculum comprises the length of study in years established by the curriculum meant for the completion of a particular curriculum.
47. The standard period of study is generally corresponding to the standard period of curriculum. The standard period of study is extended
 - 47.1. by the period of time spent on academic leave;
 - 47.2. by the semester the learner studies abroad and the studies passed during that period are accredited by the college at least in the volume of 15 ECTS credits;
 - 47.3. in case of learners whose proficiency of Estonian as the language of instruction does not correspond to the requirements set for studying at the level of higher education, up to one year in case of advanced studies of the official language pursuant to the conditions and procedure established by point 8, paragraph 14 of the Higher Education Act;
 - 47.4. by the duration of practical training, in the case established by the curriculum for a learner whose length of practical training according to the curriculum lasts longer than six months.

Forms of study and teaching and study

48. School-based vocational education and training is a form of study where practical training in an enterprise or institution is not more than a half of the full curriculum volume.
49. Workplace-based vocational education and training is a form of study where practical training in an enterprise or institution forms at least two thirds of the full curriculum volume.
50. Teaching and study may be organised in cycles where contact-based studies are conducted in sessions according to the study schedule.
51. Contact-based study comprises activities meant for the achievement of learning outcomes, incl. lecture, seminar, practicum, laboratory work, individual tutorial or some other way of teaching and study established by the educational institution aimed to acquire knowledge and skills. Contact-based study is taking place in the teaching and study environment (incl. e-learning) participated by the learner and the teacher.
52. Independent learning means acquiring independently the knowledge and skills necessary for the achievement of learning outcomes based on the assignments given by the teacher.
53. Practical training is a purposeful activity under supervision, organised for the achievement of learning outcomes with the aim to implement acquired knowledge and skills in work situations. Organisation of practical training is regulated by "Procedure for practical training of Tartu Health Care College".

ORGANISATION OF STUDIES

54. The studies of the college take place according to the curriculum in a course-system where the modules and subjects are passed by the learner in the order specified by the curriculum.

55. One ECTS/ECVET credit comprises up to 13 hours of contact-based studies and at least 13 hours of learner's independent learning. Specifications of the amounts of hours for contact-based studies and for independent learning are decided by the head of the relevant study department.
56. Organisation of studies is based on the academic year, consisting of ten study months. Study months are divided into two semesters – the autumn semester and the spring semester.
57. Last week of the autumn semester and last week of the academic year are interim weeks during which learners have a possibility to take re-assessments to complete their required studies. Teaching and study during the interim week is organised by the head of the relevant study department.
58. Relevant dates of the academic year are established in the academic calendar, including the beginning and end of the academic year and semesters, the dates of holidays and other relevant events of the college in the particular academic year. The academic calendar is approved each year by the College Council at the latest four months before the beginning of next academic year.
59. The division of teaching and study into the periods of theoretical studies and practical training is provided and other relevant terms related to studies are determined in the study schedule. The study schedule is compiled by the head of the relevant study department and it is available to learners on the intranet at the latest two weeks before the beginning of academic year.
60. Non-fulfilment of the study schedule by the learner is allowed for a good reason only. The proceeding of the appropriate application submitted by the learner is conducted by the head of the relevant study department. In case of a positive decision an individual study plan is drawn up for the learner and approved by the signatures of the head of the relevant study department and the learner. The learner is responsible for the fulfilment of the individual study plan.
61. The teaching and study take place according to the timetable that is compiled for each study group based on the curriculum, the study schedule and the principles of the timetable preparation guidelines approved by the pedagogical board. The timetable is available in the Study Information System at least one month before the beginning of semester.
62. Requirements for participation in studies by learners are determined in the syllabus.
63. There is no registration for mandatory subjects. Information regarding registration for elective and optional subjects is given to learners via the intranet and the Study Information System.
64. The syllabus and the timetable are available to learners in the Study Information System by the time they are registering for elective and optional subjects.
65. The number of participants in elective and optional subjects is determined in the syllabus. In case the number of participants registered for a subject is less than the participant number determined in the syllabus the college has the right not to open that subject.
66. By registration for an elective or optional subject the learner takes responsibility for the completion of that subject.
67. Learners have the right to study in educational institutions of foreign countries as grantees of international organisations, governments, foundations and educational institutions as well as due to student/pupil exchange. Organisation of student exchange is regulated by "Erasmus Plus International Mobility Regulation".

68. To ensure the quality of teaching and study feedback is asked from learners at the end of subject/topic through the Study Information System and with the help of other surveys. Feedback collection is described in “The quality manual of Tartu Health Care College”.
69. In the first semester of the first year a confidentiality agreement is concluded with the learner. A learner has the obligation to observe the confidentiality agreement.
70. The college has the right to check written papers of learners with the help of a plagiarism detection system and for this purpose enter written papers into the database of the plagiarism detection system.
71. Change of curriculum is generally not possible. In exceptional cases the decision regarding the change of curriculum is made by the pedagogical board.
72. Transfer of the learner to the next study year is determined by the rector’s directive if 100% of the studies of the previous study year have been completed.

ASSESSMENT OF ACHIEVEMENT OF LEARNING OUTCOMES

73. Assessment of the achievement of learning outcomes, incl. self-assessment, forms part of the study process to provide fair and objective evaluation on the level of learners’ knowledge, skills and attitudes based on the assessment criteria and according to the learning outcomes described in the curriculum.
74. Assessment is aimed to support learning and provide reliable information about the effectiveness of completion of studies.
75. Assessment methods and assessment criteria provided in the syllabus are available to learners before the beginning of studies and they are not changed in the course of teaching and study.
76. At the higher education level study results of students are assessed according to the decree of the Minister of Education and Research “Unified assessment system on higher education level, together with conditions for receipt of cum laude diploma”.
77. In vocational education and training assessment is based on the decree of the Minister of Education and Research “Unified assessment system used in vocational education and training, basis for assessment of the achievement of learning outcomes, assessment methods and assessment criteria, grade descriptions”.
78. To characterise general academic performance of the learner the weighted average grade is used. The weighted average grade is calculated as follows: the sum of all the grades of passed subject and module exams multiplied by the appropriate number of credit points and divided by the total number of credit points.
79. Study results of learners are assessed during each module and/or subject and practical training (formative assessment) and/or at the end of each module and/or subject and practical training (summative assessment). Assessment of the achievement of learning outcomes is described in the syllabus, incl. the scale of assessment to be used – differentiated assessment or non-differentiated assessment.
80. Final assessment (exam or pass/fail) results are recorded in the report and are available to learners in the Study Information System within five working days as of the working day following the day the assessment was conducted. Assessment results have to be entered at the latest two working days before the conduct of re-assessment in the relevant subject.
81. Final assessments are conducted according to the timetable. Maximum one exam or pass/fail assessment may be conducted per day, the number of re-assessments may be more than one per day. If a learner fails to attend the final assessment, the exam report records the learner in the Study Information System as “not present” that equals to a negative assessment result. The requirements and organisation of interim assessments conducted within a subject/topic are described in the syllabus.

82. Final assessments in cycle-based teaching and study are conducted during the study sessions. Re-assessments may be conducted outside the study sessions.
83. If the learner fails to attend the final assessment with a good reason (reserve service obligation etc.), he or she will submit an application to the head of the relevant study department within five working days after the final assessment; the head of the relevant department solves the case individually.
84. A learner is entitled to take up to two final re-assessments without charge after he or she has failed the final assessment in one and the same subject or module, and one re-assessment of practical training, defence of the final thesis and final exam.
85. If the learner has failed the final assessment three times, he or she has an opportunity to take two more final assessments for charge based on the application submitted to the vice rector for academic affairs and taking an obligation to compensate for the study costs according to the document "Compensation rates for fee-charging services related to the main activity".
86. The possibility of final assessment for charge does not apply to the cases where the learner has two times failed practical training, final thesis or final exam. In those cases the learner is deleted from the matriculation register on the grounds of insufficient academic progress.
87. Re-sit the final assessment or defence of the final thesis, once passed with a positive result, in order to improve the grade, is not allowed.
88. The first final assessment and two following re-assessments are included in the compensation for study costs of the learners of part-time studies or fee-charging studies. If a learner of part-time studies or fee-charging studies has failed the final assessment three times, he or she has an opportunity to apply for two more final assessments, paying for that additionally according to the document "Compensation rates for fee-charging services related to the main activity".
89. The principles and organisation of interim assessments (tests, independent learning assignments etc.) conducted within the subject are provided in the syllabus and the opportunity to take re-assessment for charge provided in point 85 does not apply to interim assessments.
90. Final assessment may be conducted by the assessment committee if it is provided in the syllabus or in case of good reasons or based on the wish of the learner or the teacher. The assessment committee involves teachers of the relevant subject, the head of the relevant study department and the person appointed by the department head.
91. Conditions for the access to final assessment are provided in the syllabus. If those conditions are not fulfilled a negative result will be entered into the exam report by the teacher with a comment "conditions for the access to final assessment not fulfilled"; and the learner has no opportunity to take additional final re-assessment for charge.
92. The teacher has the right to make adjustments in the completion of subject for the learner with special needs in case the non-performance of those adjustments would result in a more unequal situation for the learner with special needs due to his or her special needs in the completion of the subject compared to other learners.
93. The teacher has the right to ask for the learner's identity document while allowing the learner to assessment.
94. The teacher has the right to remove the learner from the assessment of the achievement of learning outcomes for the use of forbidden aids or other learners' help as well as in case of insulting or derogatory behaviour in respect to the teacher or other learners. Result "F" is entered into the assessment report with additional comment and the learner loses one opportunity for re-assessment free of charge.

Defence of final thesis and final exam

95. To be allowed to sit the final exam or defend the final thesis, the learner must have completed the prior curriculum. Defence of final theses and the organisation of final exam are regulated by “The guidelines on writing the final thesis and the defence procedure”.
96. The committee for the defence of final theses and the committee of final exam work once or twice a year according to the study schedule.
97. The learner who fails to appear at the defence of the final thesis or final exam for a good reason and the learner who defends the final thesis or sits the final exam for the second time must defend the thesis/sit the exam in the next working period of the committee of the relevant curriculum.
98. Topics of final theses are publicised on the college website and the college has the right to publicise the defended final theses in the electronic catalogue of the college library (RIKS-veb) based on a written permission of the learner.

RIGHTS AND OBLIGATIONS OF LEARNERS RELATED TO STUDIES

Academic leave

99. Academic leave means releasing the learner from the obligation of study for one or several semesters.
100. Learners on academic leave belong to the body of learners of the college.
101. For health reasons learners are entitled, at any time within the academic year, to academic leave of maximum two years, with a minimum period of one semester. To apply for academic leave for health reasons the learner submits a medical certificate.
102. A learner is entitled to an additional academic leave for caring a child lasting until the child attains the age of three years based on the extract from the population register and application of the person.
103. In order to start a term of military or alternative service in the Defence Forces a learner is entitled, at any time within the academic year, to an additional academic leave of one year on the basis of the relevant notice from the Defence Resources Agency.
104. Academic leave at own request is provided once during the standard period of study for one year, with minimum period of one semester. A learner who is applying for academic leave at his or her own request must have completed the studies of the previous semester.
105. Learners are entitled to academic leave at their own request since the second semester of the first study year. Academic leave started within a semester means that the whole semester is included in academic leave.
106. To request an academic leave the learner submits an application in the required form to the studies specialist on the name of the vice rector for academic affairs. Permission for academic leave is determined by the directive of the vice rector for academic affairs and is available to the learner in the Study Information System.
107. An academic leave is discontinued before prescribed term on the basis of the learner’s application. An academic leave for health reasons can be discontinued before prescribed term on the basis of a medical certificate.
108. A learner on academic leave is allowed to participate in studies.
109. Prior study results of the learner who has returned from academic leave are taken into account based on the results entered into the Study Information System.
110. A final year learner on academic leave may attend the defence of final thesis or sit the final exam in case the academic leave ends at least one month before the deadline for the submission of final thesis or registering for final exam or in case the academic leave is discontinued before the prescribed term based on the learner’s application at the latest

one month before the deadline for the submission of final thesis or registering for final exam.

111. During academic leave, the learner is not transferred to the next study year. The period of study for the learner on academic leave is extended by the period of time spent on academic leave.
112. A learner who participates in studies and/or takes final assessments during his or her academic leave has the obligation to compensate for the study costs according to Annex 2.

Extension of studies

113. A learner can apply for the extension of semester for good reasons.
114. To apply for the extension of semester the learner submits an application and/or a document justifying the extension of semester to the studies specialist on the first day after return to studies.
115. For the extension of semester an individual study plan is drawn up in collaboration with the head of relevant study department and approved by signatures of the head of relevant study department and the learner.

Filling in a vacant student place and rematriculation

116. A student place or a student training place (“student place”) becomes vacant if the number of student places is not filled in during the period of admissions or a learner is deleted from the matriculation register. A vacant student place is filled in in a public competition by the end of interim week of the spring semester and the academic year.
117. The college has the right, without a public competition, to transfer to the vacant student place an external student studying on the same curriculum based on the academic performance results.
118. Information about vacant student places is available (except in the case provided in point 117) on the college website and the intranet, including the application deadline for the mentioned places. The applicant for a vacant student place submits a written application on the name of the vice rector for academic affairs to the studies specialist.
119. At the end of the first semester of the first study year a list of candidates is formed based on the admission requirements established in the admissions rules. Since the second semester of the first study year the list of candidates is formed based on the results of academic performance. In case of equal results external students of the same curriculum are preferred.
120. Within one week after the end of the application deadline the head of the relevant study department submits a written proposal to the rector for fulfilment of vacant student places. Fulfilment of a vacant student place is recorded by the rector’s directive.
121. A learner is entitled to continue his or her studies, started in other institutions of higher or vocational education providing the relevant education in Estonia, on the same curriculum at the college, in the existence of vacant student places. In case of differences between the curricula the learner must pass exams and pass/fail assessments according to the curriculum of the college. Subjects passed in other educational institutions are accredited on the basis of principles provided in Annex 3.
122. A learner deleted from the matriculation register may apply for rematriculation.
123. If a learner who has been deleted from the matriculation register of the same curriculum within two years wants to apply for rematriculation, he or she must compensate for the study costs according to Annex 2.

124. Rematriculation is applied for on the basis of a person's application and recorded, in the existence of a vacant student place, by the directive of the rector based on the proposal by the head of the relevant study department.
125. A learner deleted from the matriculation register due to insufficient academic progress can apply for rematriculation from the semester that follows the deletion from the matriculation register.
126. A learner deleted from the matriculation register due to improper behaviour cannot apply for rematriculation before one year has passed since the deletion.
127. Rematriculation to a vacant student place can be applied for if the applicant has completed 100% of the obligatory studies according to the curriculum in the previous academic year, excluding the first semester of the first study year.
128. Previous study results of a rematriculated learner are recognised on the basis of the study results entered into the Study Information System.
129. A rematriculated learner commences studies according to the study schedule.
130. The college has the right not to fill in a student place with a candidate
 - 130.1. who has been deleted from the matriculation register twice due to insufficient academic progress;
 - 130.2. who has not fulfilled the admission requirements of the curriculum;
 - 130.3. who has not fulfilled financial obligations to the college;
 - 130.4. who has demonstrated improper behaviour.

Other rights and obligations of learners

131. Learners have the right to
 - 131.1. have conditions needed for studies, incl. a safe study environment supporting the achievement of study outcomes;
 - 131.2. receive information necessary for the completion of the curriculum;
 - 131.3. get study and career counselling;
 - 131.4. use during assessment the aids and materials permitted by the teacher;
 - 131.5. check out his or her written paper within two working days from the notification of exam results, checking out the paper is confirmed by signatures provided by the learner and the teacher;
 - 131.6. to give feedback on the content of studies, quality of teaching and organisation of studies;
 - 131.7. challenge the decisions related to the organisation of studies;
 - 131.8. elect representatives and be elected to the collegial representative bodies of the college like the College Council, the Curriculum Board the Student Council, the Committee of Allowance and Stipend Allocation;
 - 131.9. have holidays free from teaching and study minimum for two months each academic year;
 - 131.10. have an academic leave according to the procedures established by the college;
 - 131.11. get state grants according to the conditions and procedures established in the procedures for allowance and grant allocation of the colleges.
132. Learners have the obligation to
 - 132.1. complete the curriculum;
 - 132.2. use responsibly the opportunities provided for their studies, incl. the resources of study;
 - 132.3. follow in studies the principles of academic ethics and the best practice of studies;

- 132.4. use the Study Information System of the college and ensure valid contact information in that system as well as follow the information related to the organisation of studies on the college intranet;
- 132.5. conclude and observe the confidentiality agreement with the college;
- 132.6. give feedback on the content of studies, quality of teaching and organisation of studies;
- 132.7. fulfil other requirements of organisation of studies established by the college.

Compensation for study costs

- 133. The conditions and the procedure for compensation for study costs at the college for full-time and part-time students, external students and visiting learners are provided in Annex 3.
- 134. Compensation for study costs is not required from a full-time student studying on a curriculum in Estonian and who has cumulatively completed the volume of study of the previous semester determined in the curriculum by the beginning of the semester.
- 135. Based on the student's application, the compensation for study costs is not required from a student who has not fulfilled the requirements provided in point 41 if the student continues studying according to the same curriculum and
 - 135.1. is a person with mild, moderate or severe disability;
 - 135.2. is a parent or guardian of a child under seven years of age or a child with disability;
 - 135.3. has studied abroad, the completed studies of which are accredited by the college in the minimum volume of 15 ECTS credits as part of curriculum completion by the learner, for the semester studied abroad and the semester following that.

DELETION FROM THE MATRICULATION REGISTER

- 136. Deletion from the matriculation register means the removal of the learner from the list of learners of the college.
- 137. A learner is deleted from the matriculation register on the initiative of the college or the learner or independent of the parties by the directive of the rector. Deletion from the matriculation register on the initiative of the college takes place for the following reasons:
 - 137.1. full completion of the curriculum;
 - 137.2. in case of first year learners' non-attendance at teaching and study within two weeks at the beginning of the academic year without a good reason;
 - 137.3. insufficient academic progress;
 - 137.4. improper behaviour;
 - 137.5. unfulfilment of the individual study plan;
 - 137.6. unfulfilment of study-related financial obligations by due date;
 - 137.7. significant violation of the requirements and procedure of organisation of studies;
 - 137.8. endangering other persons by his or her behaviour.
- 138. Deletion from the matriculation register independent of parties takes place in case of
 - 138.1. proven incapability of the learner;
 - 138.2. death of the learner.
- 139. Deletion from the matriculation register on the initiative of the learner takes place based on the application submitted to the vice rector for academic affairs.
- 140. Deletion of a learner from the matriculation register on the initiative of the college takes place on the basis of the proposal by the head of department.
- 141. Improper behaviour by the learner is considered by the college above all the following:

- 141.1. intentional commitment of a legal offence and convicted guilty, within the period of studies at the college;
 - 141.2. forgery of documents;
 - 141.3. illicit sharing of knowledge (e.g. prompting, copying other learner's work, participating in an exam for another learner or sending another learner to an exam for himself or herself etc.), incl. the use of materials not permitted to use;
 - 141.4. second submission of the learner's own work when credit points have been received for it;
 - 141.5. plagiarism meaning the presentation of production of other authors as the learner's own written paper or part of it without the appropriate academic references;
 - 141.6. behaviour not corresponding to generally accepted ethical norms and not following the rules of professional ethics;
 - 141.7. damaging the reputation of the college.
142. A teacher has the obligation to check the correspondence of the content and format of papers submitted by learners to the requirements and in case of suspicion submit the matter to the committee responsible for solving plagiarism matters.
143. To process a plagiarism matter a committee has been appointed by the written order of the vice rector for academic affairs; the committee makes a decision within two working days from the submission of the work with plagiarism suspicion to the chair of the committee. The committee forwards its decision electronically to the head of the relevant study department and the vice rector for academic affairs on the working day following the meeting of the committee. The committee involves into the work the head of the relevant study department, if required, the person who detected the case of suspected plagiarism and other persons related to the case.
144. In identifying plagiarism all circumstances related to the case are investigated objectively and from all perspectives by the committee. The learner suspected in plagiarism is given an opportunity to explain his or her activity and defend himself or herself at the committee.
145. In case of improper behaviour of the learner the head of the relevant study department has the right to submit the rector a proposal for punishing the learner with a reprimand in a directive with public disclosure or with deletion from the matriculation register due to improper behaviour.

Insufficient academic progress

146. Insufficient academic progress involves
- 146.1. failing the same final assessment five times (incl. two fee-charging opportunities see points 85 and 91);
 - 146.2. full-time learners not completing the required volume of the curriculum by the beginning of the autumn semester or the beginning of spring semester;
 - 146.3. part-time learners not completing the partial load volume of the curriculum by the end of the standard study year;
 - 146.4. non-completion of the require volume of the curriculum by the deadline in order to have an access to the final exam/defence of the final thesis;
 - 146.5. failing the defence of the final thesis two times or failing the final exam two times;
 - 146.6. non-attendance at the final exam without a good reason or non-submission of the final thesis according to the study schedule and non-attendance at the defence of the final thesis that is equal to one performance with a negative result;
 - 146.7. failing one and the same practical training two times.

COMPLETION OF STUDIES AND DOCUMENTS ISSUED ON COMPLETION

147. To finish formal education and to be issued documents proving the relevant education a learner must fully complete the curriculum.
148. Professional higher education studies are finished by the defence of the final thesis. The person who has fully completed the curriculum is issued the diploma certifying the award of the Bachelor's degree, the diploma supplement in Estonian and in English pursuant to Annex 3 of the Higher Education Standard.
149. Students admitted to professional higher education before the academic year 2019/2020 are issued the professional higher education diploma and the diploma supplement in Estonian and in English upon full completion of the curriculum.
150. Master's studies are finished by the defence of Master's thesis or by the Master's exam. A person who has fully completed the curriculum is issued the diploma certifying the award of the Master's degree and the diploma supplement in Estonian and in English pursuant to Annex 3 of the Higher Education Standard.
151. The achievement of learning outcomes on vocational education curricula is assessed by the professional examination. If the professional examination is not possible to take in the speciality or profession the studies are finished with the final exam.
152. A graduate of the studies at the level of higher education is awarded a diploma with distinction (*cum laude*) based on the principles of the decree of the Minister of Education and Research "Unified assessment system on higher education level, together with conditions for receipt of cum laude diploma".

CHALLENGES TO DECISIONS

153. Proceeding of disagreements, proposals, inquiries and challenges related to the organisation of studies at the college are generally conducted in written form. An oral challenge of a learner is recorded in the minutes by the person who made the decision or performed the act and the minutes are signed by the learner.
154. To challenge the decisions related to the organisation of studies, the learner contacts the person who made the decision and expresses clearly his or her intention to challenge the decision.
155. The studies specialist informs by email the learner about his or her deletion from the matriculation register based on the proposal of the head of the relevant study department, informing the learner about the proposals made to the rector in relation to him or her. The learner is informed about the circumstances of the situation and the relation with the resulting legal consequences and he or she is given an opportunity to present his or her opinion and objections to the head of the relevant study department.
156. To present his or her opinion the learner has five working days from the notification. In case the learner does not reply within that period it is considered as the learner's unwillingness to express his or her opinion or challenge the proposal regarding the decision.
157. In case of the learner's unwillingness to challenge the proposal he or she is deleted from the register of learners of the college by the directive of the rector.
158. If a learner presents objections to the proposal and is willing to alter the decision, the challenge is resolved in the pedagogical board of the college according to the general procedure for resolution of challenges related to study matters.
159. The described procedures are not implemented in case the learner is deleted from the register of the college learners in relation to completion of the curriculum and graduation of the college.

160. If a learner does not agree with the results of final assessment he or she has the right to submit a written appeal to the head of the relevant study department within one working day after checking out the exam paper. The head of the relevant study department together with the teachers of the relevant subject resolve the appeal within three working days from receiving the appeal.
161. If a learner does not agree with the results of final exam or the defence of final thesis he or she has the right to submit a written appeal to the head of the relevant study department within one working day from the announcement of the assessment results. The head of the relevant study department in collaboration with the chairperson of the defence committee and the chairperson of the final exam committee reply to the appeal within three working days.
162. If the discussion with the person who made the decision or the reply to written appeal does not change the learner's intention to appeal, he or she can submit a challenge within 30 days from taking of the decision that is challenged.
163. The challenge is submitted to the vice rector for academic affairs. The person submitting a challenge must justify why the decision or act is violating his or her rights and what is the aim of his or her challenge.
164. The vice rector for academic affairs resolves the challenge alone or together with the pedagogical board of the college under whose jurisdiction is the resolution of problems and single issues related to teaching and study. The vice rector for academic affairs has the right to involve in the proceeding of the challenge the members of the Student Council and other persons significant in the particular matter.
165. A challenge is resolved within 30 days from the registration of the challenge application in the document register of the college.
166. A learner whose challenge is not resolved in the challenge proceeding or whose rights are violated within the challenge proceeding, has the right to recourse to administrative court based on the conditions and procedure regulated by the Code of Administrative Court Procedure.

IMPLEMENTATION PROVISIONS

167. This document will enter into force on 1 September 2019.
168. The Study Regulations of Tartu Health Care College adopted by the College Council decision no. 2 of 23.01.2019 will be declared invalid by the enforcement of this document.
169. Procedure for recognition of prior learning and professional experience (RPL) adopted by the College Council decision no. 4 of 03.05.2017 will be declared invalid by the enforcement of this document.
170. Students admitted to professional higher education before the academic year 2019/2020 are issued the diploma of professional higher education on full completion of the curriculum.
171. Students admitted to professional higher education since the academic year 2019/2020 are awarded the Bachelor's degree on full completion of the curriculum based on Annex 3 of the Higher Education Standard.

ANNEXES

Annex 1. Conditions and procedure for studies of external students

ADOPTED by
the College Council
Decision no. 1
of 24 April 2019

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

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

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

Annex 2. Conditions and procedure for compensation for study costs

ADOPTED by
the College Council
Decision no. 1
of 24 April 2019

General provisions

1. This document is establishing the conditions and procedure for compensating for the study costs of formal education at Tartu Health Care College.
2. The study costs are compensated based on:
 - 2.1. the contract concluded on compensation for study costs between the college and a student, and
 - 2.2. Annex 1 of document “Compensation rates for fee-charging services related to the main activity” adopted by the College Council at least four months before the beginning of the academic year.
3. The obligation to compensate for the study costs applies with regard to:
 - 3.1. the student who
 - 3.1.1. studies on a curriculum in Estonian, but has not completed by the end of the semester the cumulative study volume of previous semesters according to the curriculum;
 - 3.1.2. a part-time student commencing studies or is studying, except in the case he or she is with moderate, severe or profound disability or a parent or guardian of a child under seven years of age or a child with disability;
 - 3.1.3. studies on the curriculum with the language of instruction other than Estonian;
 - 3.1.4. has been two times deleted from the matriculation register and re-admitted to the same curriculum within two years.
 - 3.2. external students;
 - 3.3. visiting learners for the education service provided to them based on the collaboration agreement.
4. Study costs to be compensated are established
 - 4.1. as a credit point price for the curricula in Estonian;
 - 4.2. as a credit point price and a charge for semester for the curricula with the instruction language other than Estonian.

Compensation for study costs

5. The contract on the compensation for study costs is concluded within two weeks from the matriculation of a part-time student or from the transfer to part-time studies and on commencing studies as an external student.
6. The study costs are compensated on the basis of an invoice delivered at least 14 days before due date electronically to the learner compensating for the costs.
7. The study costs are compensated at latest by due date provided on the invoice.
8. The compensation for the study costs can be performed in two parts or in four parts by submitting an application to the head of academic affairs department before the beginning of the semester. In case the study costs are compensated in parts a relevant annex is added to the contract on the compensation for study costs.
9. A student studying on a curriculum in Estonian who has not completed by the end of the semester the cumulative study volume of previous semesters according to the

curriculum, compensates for his or her study costs within the current semester paying for each credit point not completed in the previous semesters, taking into account that the study volume per semester is 30 ECTS credits.

10. A part-time student compensates for the study costs based on the credit point price according to the volume of the subjects the student has registered for at the beginning of the semester. If the student collects more credit points, the relevant sum will be added to the invoice of the following semester to be submitted by the college. In case of graduation the invoice is submitted by the college before the defence of the final thesis of the sit for the final exam.
11. A student studying on a curriculum with the instruction language other than Estonian compensates for the study costs based on a semester charge within the current semester in case of full-time studies, and based on the credit point price in case of part-time studies.
12. If a student submits a written application about disclaiming the student place before due date, he or she has no obligation to compensate for the study costs. If a student disclaims the student place on due date or after the due date he or she has the obligation to compensate for the study costs based on the credit point price.
13. A student on academic leave has no obligation to compensate for the study costs, unless the student is allowed to participate in the studies and/or attend at the final assessment. In that case the student compensates for the study costs based on the credit point price and according to the volume of subjects he or she has registered for.
14. If a student commences studies abroad within the framework of his or her curriculum, he or she has the obligation to compensate for the full study costs for the period he or she is studying abroad.
15. If the student applies for the extension of studies in order to complete the studies according to the curriculum, he or she has the obligation to compensate additionally for the subjects (incl. the final exam and the final thesis) completed during the extension period based on the credit point price valid during the extension period.

Failure to compensate for study costs

16. The college has the right to fine for delay by 0.1% of the unpaid sum per each delayed day in case of failure to compensate for the study costs by due date.
17. In case of failure to compensate for the study costs by due date the student is deleted from the matriculation register based on the Study regulations of the college.
18. The college has the right to divest the debt-claims of study costs to a company engaged in payment claims.
19. If a student has not concluded a contract on the compensation for study costs within two weeks from the transfer of a full-time student studying on a curriculum in Estonian to the part-time study or from the matriculation of a part-time student commencing his/her studies without applying for the deletion from the matriculation register, the student is required by the college to compensate for the study costs based on the credit point price and according to the volume of the subjects the student had registered for.

Other conditions

20. Compensation for study costs related to RPL is based on the credit point price and a delivered invoice; the study costs are calculated on the basis of the amount of credit points submitted for RPL evaluation.

Annex 3. Procedure for recognition of prior learning and professional experience (RPL)

ADOPTED by
the College Council
Decision no. 1
of 24 April 2019

General provisions

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

RPL application

9. An applicant submits an application in the Study Information System. The application about prior learning and/or professional experience, incl. the annexes, are filled in electronically and submitted at least one month before the beginning of the subject applied for.
10. Applications about the subjects that start within the first month of the first study year are submitted within the first study week. Applications submitted after the due date are not reviewed and are rejected.
11. An applicant adds certifying documents to the application, considering the learning outcomes of the subject applied for:
 - 11.1. Application of prior learning – the syllabus, the diploma and the diploma supplement or a copy of the document or an extract of study results;
 - 11.2. Applications based on learning related to professional experience, daily and leisure time activities – analysis of professional experience; a copy of the job description, the employment contract or the employment record book; or a certificate about the work in an institution and an assessment provided by the direct supervisor or a portfolio.
 - 11.3. Applications based on in-service training – the certificate and programme of the

in-service training, self-analysis on the associations between the in-service training and the application, in case the certificate does not include assessment and learning outcomes.

12. To accredit studies completed outside Tartu Health Care College, the original document issued by the relevant higher education institution must be submitted, including the following data: the subject code and name (in the original language and in English), volume, topics, result, the date of final assessment, the name of the teacher in charge of the final assessment as well as a description of the assessment system.
13. Accreditation of RPL as part of the completion of a subject is based on an agreement between the student and the teacher of the relevant subject and in this case no application for RPL is submitted.
14. In applying for recognition of studies completed in a foreign country, the applicant adds the decision of document recognition issued by the Estonian ENIC/NARIC (Academic Recognition Information Centre) serving as a basis for accreditation of studies.
15. Previous studies are accredited on the basis of a simplified proceeding in the following cases:
 - 15.1. rematriculation of the student;
 - 15.2. change of the curriculum by the student inside the college;
 - 15.3. the student has studied at the college before and is rematriculated.
16. In the cases provided in point 15, the student submits to the head of the relevant study department an application for the accreditation of requested subjects as part of the curriculum. The head of the relevant study department prepares a proposal to the studies specialist, naming the subjects completed. The proposal serves as a basis for entering the data into the Study Information System.
17. The applicant is responsible for the accuracy of all presented documents.
18. A rejected application of one subject can be resubmitted once.

RPL evaluation

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

RPL accreditation

23. A decision regarding the application is generally made within one month after the submission of an application and all required documents (except in the cases provided in point 22 when the time limit for the reply may be extended up to one month from the fulfilment of the conditions of the additional requirement). The proceeding of RPL applications is not performed in July.
24. The RPL documentation is stored in the Study Information System.
25. The subjects accredited based on RPL are entered in the diploma supplement pursuant to the procedure established by the regulation of the Government of the Republic.

Challenges to RPL decisions

26. An applicant has the right to challenge a RPL decision. The challenge of the RPL

decision must be submitted within three working days from the moment the decision was communicated to the applicant.

27. The challenge is resolved according to the provisions of the Study Regulations.

Quality assurance

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