

APPROVED by
ESTONIAN ACADEMY OF SECURITY SCIENCES
Council decision
no 1.1-5/300
of 25.08.2023

ESTONIAN ACADEMY OF SECURITY SCIENCES
STUDY REGULATIONS

Tallinn 2023

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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 Head of the Department of 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, Higher Education 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.
4. In case of resolving urgent matters, the Rector has the right in crisis situations to impose by a decree necessary temporary exceptions to the Study Regulations of EASS or other documents regulating the organisation of studies adopted by the Council to ensure the continuity of the Academy's core activities.

1.2. Concepts

5. Academic leave – releasing a student from academic obligations generally for one or several semesters.
6. European credit point (hereinafter ECTS) – a unit stating the volume of studies in higher education. One ECTS corresponds to 26 hours of student work in any format upon acquiring knowledge, skills and attitudes.
7. Estonian Vocational Education Credit Point (hereinafter EVECP) – a unit stating the volume of studies in vocational education. One ECTS corresponds to 26 hours of student work in any format upon acquiring knowledge, skills and attitudes.
8. Deleting a student from a matriculation register – deleting a student from the list of students of the Academy.
9. An external student - a student who has been deleted from the Academy's matriculation register, who is studying according to a contract to eliminate their academic deficiencies forming the cause of the exmatriculation and to conclude their studies. An external student is not a student of degree studies.
10. E-learning environment – the official e-learning environment used at the Academy is Moodle (<http://moodle.edu.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 etc).
11. Visiting student – a student of another institution of higher education who has come to the Academy to study for up to one academic year on the basis of the agreement between educational institutions.
12. Re-matriculation – the re-entry of the person into the list of students.
13. An auditor student – a person who voluntarily participates in the studies of one or several subjects or modules or pursuant to a micro-degree programme and has paid the tuition fee on the basis of the rates of paid services according to a contract.
14. Study Information System (hereinafter Tahvel, <https://tahvel.edu.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. Nominal period of studies – 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.
17. Student – a term used for both vocational education and higher education student.
18. A student's nominal period of studies - a student's period of studies that usually corresponds to the nominal period of studies of the curriculum, except under the conditions set out in the study regulations.
19. 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 full-time or part-time studies.

2. GENERAL PRINCIPLES FOR THE ORGANISATION OF STUDIES

2.1. Level of studies, form of studies and study load

20. The Academy conducts level 4 and 5 post-secondary education vocational education training and provides professional higher education and Master's level education. According to the Estonian Qualification Framework, these correspond to levels 4-7.
21. The vocational education training conducted at the Academy enables to study in the form of full-time (daytime) studies and part-time (module) studies. Full-time studies can be divided into school-based and on-the-job studies. In higher education, one can study in full-time or part-time studies.
22. At the Academy, professional higher education is conducted in the form of full-time studies, the speciality of taxation and customs only in the form of part-time studies. The Master's programme is carried out both in the form of full-time and part-time studies.
23. By the end of each academic year, the HE students entered to the matriculation register for full-time studies must 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 must 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.
24. Master's 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.
25. 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 studies. In case of vacant study places, a student who has fulfilled the requirements for full-time studies again can be transferred 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. A student not fulfilling the requirements for part-time studies shall be deleted from the matriculation register due to their inadequate academic performance.

3. STUDENTS

3.1. A student

26. The students of the Academy are vocational education students and higher education students.
27. Students are admitted to the Academy according to the "The Terms and Procedures for Admission to the Academy of Security Sciences".
28. A student may study only one speciality at a time.

3.2. An external student

29. An external student may attend the instruction and take credit tests or exams in single subjects, modules and internships of the curricula on a contractual basis. A contract is concluded between an external student and the Vice-Rector for Academic Affairs. Studying as an external student is free of charge. In case of financial arrears before the Academy, or for other good reasons, the Academy has the right not to accept the person as an external student.
30. To participate in the instruction as an external student, the person shall submit an application to the Vice-Rector for Academic Affairs pointing out the modules or subjects they wish to take
 1. together with their respective subject codes. An external student's participation in the instruction must be approved by the director of the respective College. An external student is allowed to attend the instruction of the curriculum according to which they began their studies. In case this is not possible or the curriculum is outdated, an external student is given the opportunity to continue their studies in another suitable curriculum selected by the head of the curriculum.
31. External students must submit the application referred to in sub-section 30 at least one month prior to the beginning of the respective subject, module or internship or the respective exam, credit test or defence and before the preliminary defence of the graduation or Master's thesis. If an external student wishes to defend their graduation or Master's thesis, the graduation or Master's thesis must be submitted by the time of the preliminary defence determined by the College at the latest. If an external student also wishes to participate in the instruction or Master's thesis seminar, they must submit their application prior to the commencement of the instruction. An external student who has been expelled from daytime studies must have the consent of the respective authority to participate in the internship and to take the final exam or defend their graduation thesis.
32. An external student may take their final exam, defend their graduation or Master's thesis twice.
33. 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.
34. An external student shall be re-entered into the matriculation register only in case they have no academic deficiencies or any other precluding circumstances.

3.3. An auditor student

35. An auditor student may attend the instruction and take credit tests or exams in single subjects, modules and internships of the curricula on a contractual basis. A contract is concluded between an auditor student and the Vice-Rector for Academic Affairs. The prerequisite for being admitted as an auditor student is payment of the tuition fee on the basis of the rates approved by the Council of the Academy.
36. An auditor student's participation in the study process must be approved by the director of the respective College. Generally, all the modules and subjects of the degree studies of the Academy are open for auditor students, except for the subjects requiring the completion of prerequisite modules or subjects, or those dealing with departmental information. An auditor student cannot take a final exam or defend a graduation or Master's thesis.
37. An auditor student participates in the studies and submits independent work, takes 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 auditor students.
38. The academic assistant of the College or the Head of the Master's programme is responsible for counselling and informing auditor students.

39. The status of an auditor student is valid until the completion of the subject indicated in the contract. The auditor student must complete the module or subject before the end of the semester in which the module or subject is conducted.
40. Auditor students 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.
41. The subject completed as an auditor student may be considered as a learning achievement on the basis of the final document of continuing education when commencing external studies.

3.4. A visiting student

42. 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.
43. 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.
44. 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 procedures and the ERASMUS+ student mobility procedure. Advice related to international studies is provided by the project manager of international cooperation.
45. A visiting student has:
 - 45.1. the right to participate in the given module or subject on an equal basis with the students of the Academy;
 - 45.2. the right to use the library, and upon the availability of free places, to apply for accommodation in the dormitory;
 - 45.3. the obligation to comply with the Study Regulations and the internal rules of the Academy.
46. The Academy has:
 - 46.1. the obligation to provide the visiting students of the Academy with equal conditions to these of the students of the Academy for studying the modules or subjects requested in his or her application;
 - 46.2. 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.
47. A 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.
48. 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

49. Instruction is conducted in study groups. Each study group chooses their group leader. The main task of the leader is to be the group's representative, their coordinator, intermediary of information and adviser.
50. The procedure of electing a group leader, their rights and obligations are set in the "Group Leader's Guidelines" approved by the Vice Rector for Academic Affairs.

51. The study groups at the Academy are marked with a combination of numbers and letters, which include letters representing their speciality, the study form and a three-digit number.
52. Study groups are designated pursuant to their form or time of studies as follows:
 - 52.1. S - students studying in daytime studies or face-to-face studies enrolled through a public competition;
 - 52.2. K - students studying in module studies or distance learning with a referral from the respective authority.
53. 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 in case of division of study groups, the group identifier as a number.
54. 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 the instruction may be conducted in several rounds. As a rule, the minimal number of students in a study group (including a subgroup) is ten.

4. STRUCTURE OF THE CURRICULUM

4.1. A curriculum, a module and a subject

55. 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.
56. Each curriculum is provided with an implementation plan stating all modules, subjects and topics that are divided between semesters as proportionally as possible.
57. 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.
58. Professional higher education curricula are accompanied by a module plan and module programmes, vocational education curricula are accompanied by module implementation plans and subjects by a syllabus and course plan. All the given documents are available in the study information system or e-learning environment.
59. If needed, a College may approve a schedule for a module.
60. The curriculum includes compulsory and elective modules or subjects. The compulsory module or subject must be passed to complete the curriculum.
61. 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 named in the implementation plans of the modules or in the syllabus of a module or subject.

4.2. Elective modules and subjects

62. An elective module or subject is a module or subject stated in the list approved by the directive of the Vice Rector for Academic Affairs that a student can choose 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.
63. Elective modules or subjects are meant for specialisation, preparing for the compulsory subjects of the curriculum, supporting or developing professional skills and widening one's horizons.
64. 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 and set in the curriculum.
65. 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.
66. 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 approved individually by a directive of the Director of the College that are introduced pursuant to the needs of the labour market.

67. The elective modules of vocational education are stipulated in the curriculum. The elective modules are opened for registration by the College. With the consent of the College, students may select also other elective subjects.
68. 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.
69. Registering for elective modules and subjects also indicates 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.
70. 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 taken 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 health issues hindering the passing of an elective requiring physical effort, the student has the right to decline from the elective if they present a certificate from a medical establishment and the Director of the Colleges approves it.
71. In order to open an elective module or subject, at least ten participants must have registered. In addition to students, participants may include auditor students and employees of the Academy. Modules or subjects with fewer than ten participants are opened in justified cases and the Head of the Academic Department has given their approval.

5. THE ORGANISATION OF STUDIES

5.1. Forms of studies and face-to-face classes

72. Various forms of study are used to achieve the aims of instruction: face-to-face learning, blended learning, online learning, distance learning with various forms of instruction are used, including lectures, seminars, practical classes, internship and independent work. The meanings of the terms are set in the Statutes of the Curriculum of the Estonian Academy of Security Sciences.
73. Internships are organised according to the Internship Guidelines.

5.2. Planning of the study period

74. An academic year consists of twelve months with ten of them study months. An academic year consists of two semesters (autumn and spring term). The volume of studies in one academy year is 60 ECTS or 60 EVECP.
75. The academic calendar states the beginning and the end of the academic year and semester, the study breaks and general information related to the schedules of the instruction. 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 by study weeks. It also states cross-academy events and activities, and 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 face-to-face class.

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. In case there is a specialisation, the student will choose it in the study information system and it will be approved by the directive of the Director of the College by the date given in the academic calendar. The Director of the College has the right to refuse to approve the selection in case there are no vacancies in the selected specialisation.
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, takes 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. In the case of online instruction, the student's participation must be detectable with a camera image and microphone.
83. Full-time students are required to attend the studies at the time and form stated in the timetable. In exceptional cases, the student is allowed to be absent or participate in another form of instruction with a good reason. The student shall present the documents justifying their absence to the College's academic assistant or the specialist of academic discipline. In Master's studies, the representative of the Institute or the lecturer may ask the student to provide documents to justify their absence. The permission to participate in studies in a form different from the study form given in the timetable will be given by the lecturer. The lecturer may refuse to give the permission in case the participation in any other form is not justified or possible for technical or other reasons.
84. A student may be absent from instruction 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 study group's attendance in instruction shall be monitored by the group leader.
86. The provisions of clauses 83-85 of the study regulations do not apply to students in part-time studies.
87. Should the student be ill for more than a month, they shall generally apply for an academic leave.

6. ASSESSMENT OF THE ACHIEVEMENT OF LEARNING OUTCOMES

88. The assessment of the achievement of learning outcomes in higher and vocational education will be based on the respective regulations of the Minister of Education and Research describing the relevant assessment systems.
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 and formative assessment methods and criteria, including the interim assessment, 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 the interim assessment of the module or subject. Within a module, the interim assessment could be the prerequisite for summative assessment and in case of a negative result, also the basis for the student's deletion from the matriculation register.

92. The format of summative assessment is either an exam or a credit test and it is defined in the curriculum. Summative assessment shall be carried out in an exam (E) or credit test (C) format.
93. Should the student wish, the lecturer must explain them the formation of the summative assessment result.
94. At the beginning of the first term, the Language Centre shall test the oral and written language skills of the first-year students of professional higher education in the languages defined in the curriculum (oral and written skills in English, oral skills in Russian). 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 testing will be conducted at the end of the professional foreign language subject. By this time, the HE students' Russian skills must be equal to at least B1 and English skills at least B2 of the CEFR.
95. At the beginning of the first term, the Language Centre shall test the oral language skills of the first-year students of vocational education in the languages defined in the curriculum. VE 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. The last testing will be conducted at the end of the professional foreign language module. By this time, the VE 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

96. Students' advancement in the studies shall be considered based on their 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.
97. 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.
98. 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.
99. Depending on the time of the retake exam or credit test, the HE student can eliminate their academic debts during the current semester. In case the elimination of academic debt is not a prerequisite for further subjects, modules or internship, then also later.
100. The student has the right to take one exam or credit test in each module or subject, and two retake exams or credit tests. Unless otherwise stated in the implementation plan or module plan or programme, the same right applies also to interim assessment. In case the student does not appear at the retake exam or credit test, they will be recorded as MI (non-appearance). MI equals a negative result.
101. 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.
102. 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.
103. 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 or programme. The conditions of a retake exam/credit test may differ from the conditions of the initial exam

- or credit test. In the case of APEL transfer of a module, the content and organisation of the exam or credit test will be set individually.
104. 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. The deadline and method of a written assignment will be given by the lecturer on Moodle or in any other written reproducible form. Between the exams and assessments, daytime students must be given at least one day off from exams.
 105. 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.
 106. If necessary, retake examinations and credit tests for senior year students can be organised earlier, depending on the deadlines connected with their graduation.
 107. The second retake exam or credit test can take place on the basis of the student's justified written request with Committee evaluation. The Director of the College or the lecturer teaching the subject or module may also propose conducting the examination before the Committee. The student is not entitled to take an exam before a Committee with the purpose of amending a grade.
 108. 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 includes 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. In the case of a written exam or credit test, at least two committee members must be present.
 109. On the request of the assessor, the student shall present a personal identification document for participation in the examination, credit test or defence.
 110. When arriving late, the student may only participate in the examination or credit test on the permission of the assessor, and on the condition that they shall complete the written exam or credit test paper at the declared time.
 111. 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 cases, the lecturer enters a negative result into the assessment report.
 112. The student has the right to see their written work and get feedback from the lecturer on the assessed work, including explanations on how the grade was formed within five working days since the results are revealed. The College is required to keep the students' written papers for a year after the exam, credit test or independent work, unless the papers are returned to the student with comments.
 113. 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 exams for improving grades after passing the final exam or defending the graduation or Master's thesis is not allowed.
 114. Attending an exam or credit test (including retakes) is obligatory, being absent is permitted only under compelling circumstances.
 115. The lecturer shall enter the assessment results into the study information system no later than ten working days after the credit test or exam or the set deadline of the written work that forms the content of the exam or credit test. The lecturer shall enter the results of the exam or credit test taken in the last week of the term into the study information system no later than the next working day after the exam or credit test. In justified cases and approved by the College, the deadline for entering assessment results may be later and in such cases, students are notified of the later deadline.
 116. Upon releasing the results, the students' names shall not be made public.
 117. 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 A STUDENT FROM A MATRICULATION REGISTER

118. A student is deleted from the Academy's matriculation register in the following cases:
- 118.1. at the request of the student;
 - 118.2. on the motion of the Academy;
 - 118.3. on the completion of the curriculum of the Academy to the full extent and upon achieving the required learning outcomes.
119. To be voluntarily deleted from a matriculation register, the student shall submit a formal application to the Rector. If the student voluntarily applies for being deleted from a matriculation register on compelling circumstances, the respective evidence must be provided in the application. The application shall be approved by the Director of the College.
120. A student shall be deleted from the matriculation register on the motion of the Academy for the following reasons:
- 120.1. inadequate academic performance:
 - 120.1.1. in case the student does not pass a credit test, an examination or other form of assessment by the set term;
 - 120.1.2. 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;
 - 120.1.3. the part-time HE student fails to complete cumulatively at least 50 per cent of the volume of studies in the respective learning period;
 - 120.1.4. the student fails to pass one and the same examination or credit test, or unless stated otherwise in the implementation plan or module plan or programme, then also the interim assessment three times;
 - 120.1.5. the student has not respected the terms stated in the schedule for eliminating academic debts;
 - 120.1.6. the student has failed to complete the curriculum to the full extent by the extended end of the study period;
 - 120.1.7. the additional obligation to perform exams and assessments imposed on the student upon re-matriculation or transfer has not been fulfilled by deadline;
 - 120.1.8. the student is not permitted to the defence of the Master's thesis, the graduation thesis or the final exam for academic debts;
 - 120.1.9. the HE student does not submit their diploma or Master's thesis by the deadline and has not submitted an application for an academic leave or extension of studies or is not on the extended year of studies;
 - 120.1.10. upon performance of a graduation thesis or a Master's theses with a negative result;
 - 120.1.11. taking the final examination with a negative result twice;
 - 120.2. other reasons:
 - 120.2.1. in case the student is divested of active legal capacity;
 - 120.2.2. the student's death;
 - 120.2.3. upon the student's improper conduct during instruction should the punishment involve deleting the student from the matriculation register;
 - 120.2.4. upon the implementation of a disciplinary punishment should the punishment involve deleting the student from the matriculation register.
 - 120.3. The Academy has the right to delete the student from the matriculation register for the following reasons:
 - 120.3.1. part-time student fails to pay their tuition fee by the time stated on the invoice;
 - 120.3.2. failure to attend the studies in the course of one month with no compelling circumstances;
 - 120.3.3. 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;

121. Deleting the student from the matriculation register for committing 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 improper conduct in academic activities is conducted under "The Procedures of Handling Cases of Improper Academic Behaviour and the Cases of Academic Theft" established by the Rector.
122. The Academy has the right to delete the student from the matriculation register if their service relationship with the respective agency has been terminated.
123. 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.
124. Deleting the student from the matriculation register is formalised with the directive of the Rector.
125. The student is informed of the deleting from the matriculation register via email stated on the SIS.

8. COMPLETION OF STUDIES

126. 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.
127. The studies end with the defence 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 on the basis of a professional qualification standard, then as a rule, the professional qualification exam is taken as the final exam, and if it fails, the professional final exam.
128. 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.
129. A person who has completed the studies shall be issued a diploma certifying the completion of the academic curriculum as well as an academic transcript in Estonian and English (diploma supplement) no later than 30 days after the defence of the graduation or Master's thesis or the final exam.
130. Graduates of professional higher education enrolled since the academic year of 2019/2020 will be issued the academic transcript in English only if the student has applied for it. Graduates of professional higher education curricula enrolled since the academic year of 2019/2020 shall be awarded a Bachelor's degree in social sciences.
131. A person who has completed the Master's studies shall be issued a diploma certifying the completion of the academic curriculum as well as an academic transcript in Estonian and English (diploma supplement) no later than 30 days after the defence of the Master's thesis. Graduates of the Master's studies shall be awarded a Master's degree in social studies.
132. Diploma with honours (cum laude) may be issued to HE students who have met all the following criteria:
 - 132.1. the student has completed the curriculum in full capacity;
 - 132.2. the student has defended the graduation or Master's thesis or passed the final exam with the grade "A";
 - 132.3. 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.
133. Persons who have completed vocational studies are issued a certificate indicating their completion of the curriculum together with a grade report. For those who have passed

the professional qualification exam, a respective note is made on their graduation certificate or grade report.

134. Academy's letter of distinction is issued to students who:
 - 134.1. have completed the curriculum in the full capacity;
 - 134.2. have passed all their exams with grades "A" or "B";
 - 134.3. have passed their final exam with the grade "A", or in the case of non-distinctive assessment, the exam committee has marked their performance as extraordinary in their assessment report;
 - 134.4. 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.
135. 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.
136. A student who has completed the curriculum but not passed the final examination or defended the graduation or Master's 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 studies at the Academy and the volume and results of the completed modules or subjects.

9. STUDENTS' RIGHTS AND OBLIGATIONS RELATED TO THE ACADEMIC ACTIVITIES

9.1. Academic leave

137. 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 at the beginning of the autumn or spring semester and ends at the beginning of the autumn or spring semester.
138. 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 for the given period.
139. In addition, students have the right to take academic leave:
 - 139.1. up to two years for health reasons;
 - 139.2. up to one year for entry into military or alternative service;
 - 139.3. for caring for a child until the child reaches the age of three;
 - 139.4. for up to one year in exceptional circumstances for study organisation reasons (in case a student returning from an academic leave or studies abroad cannot continue their studies as there is no respective study group or specialisation).
140. 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 presents 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 child's birth certificate.
141. 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 to take academic leave for other compelling circumstances.
142. Academic leave and the termination thereof is requested with an application to the Vice Rector for Academic Affairs and approved by the Director of the College. If necessary, vocational education students enclose their schedule for eliminating 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 calendar days prior to going on academic leave. Academic leave is not granted retroactively.

143. Granting an academic leave is effected with the directive of the Vice Rector for Academic Affairs. The student is informed of the directive via email stated on the application.
144. 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. In case the academic leave began at a different time from the beginning of the term, the student shall return to instruction at the beginning of the term.
145. The student has the right to end 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.
146. 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.
147. 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 to going on the academic leave and the Academy shall offer the student a transfer 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.
148. In higher education, students are allowed to participate in instruction and eliminate academic debts during their academic leave only by agreement of the College. VE students may participate in the studies and eliminate their academic debts according to the schedule for the elimination of academic debts.

9.2. The extension of studies and the nominal period of studies

149. A student's nominal period of studies shall be extended:
 - 149.1. by the time spent on their academic leave;
 - 149.2. by the semester the student spent studying abroad, the Academy shall consider the completed studies abroad at least to the extent of 15 credit points.
150. Extension of studies for the elimination of academic debts is granted for:
 - 150.1. A full-time HE student who has not cumulatively fulfilled 100 percent of the calculated volume of studies by the end of their nominal period of studies;
 - 150.2. A student who studies in part-time studies;
 - 150.3. A student who has not appeared to the defence of the graduation or Master's thesis or to the final exam due to the good reasons listed in the Study Regulations;
 - 150.4. A student for other compelling circumstances.
151. The extension of the study period is effected by the directive of the Vice Rector for Academic Affairs on the basis of a student's application approved by the Director of the College.
152. Studies may be extended to the extent of 12 months from the end of the nominal period of studies.
153. Should the student whose period of studies 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 end of the academic leave.

154. 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 studies is planned either for a longer or shorter time, depending on the needs of the target group.

9.3. Transfer and re-matriculation

155. 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 studies to another, from one specialised field of study to another. Upon the closure of a curriculum, the students shall be transferred to another as closely related curriculum as possible, taking into account the student's preferences and the possibilities of the Academy.
156. A former student can be re-matriculated after they have eliminated as an external student all the academic debts that had led to their deletion from the matriculation register or those having occurred before they were deleted from the matriculation register.
157. Transfer to another curriculum or re-matriculation is requested on the basis of a personal application to the Rector, and it is effected with the directive of the Rector on the consent of the Director of the College and the Vice Rector for Academic Affairs. Transfer to another specialisation is requested on the basis of a personal application to the Director of the College, and it is effected with the directive of the Director of the College.
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.

9.4. 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 they graduate within the nominal period of study.
161. The student has the right to receive advice and counselling related to their academic work. In the case of questions and problems, the student first turns to the academic assistant of their college or to their group leader. If necessary, they will be advised to contact 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 pursuant to the procedure 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 a student card free of charge. Ordering and issuing 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 the 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 set deadline. They are also obliged to fill in various questionnaires that the Academy has launched for the students.

9.5. 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. A student studying in the part-time studies of the speciality of Taxation and Customs shall pay the study service fee as a semester fee for the current semester pursuant to the pricelist for paid services established by the Academy's Council and the terms and conditions set in the contract concluded between the student and the Academy. The student is issued an invoice for the study costs that the student shall pay within 14 days, if they must pay the first instalment of the fee for the first semester and if they pay the semester fee in instalments once a month. In other cases, the tuition fees shall be paid within one month since the issuance of the invoice. The student does not have to pay tuition fees for the semester(s) in case their period of instruction has shortened due to the accreditation of prior and experiential learning by the given period(s). If a student of Taxation and Customs in part-time studies is deleted from the matriculation register before paying the second instalment of the semester fee of the first semester or the first instalment of the semester fee of every following semester or if the semester fee is paid in full in one instalment, then before the due date of payment of the semester fee of the current semester, the student is not obliged to pay the tuition service fee for the semester. Should the student be deleted from the matriculation register after the above-mentioned due date, they are obliged to pay the tuition fee for the current semester.
173. A student of Taxation and Customs in part-time studies who is on academic leave and participates in studies and/or takes an exam or credit test, shall pay for the study service pursuant to the cost of credit points established by the Academy's Council. A student who does not participate in instruction during their academic leave and does not take exams or credit tests does not have to pay tuition fees for the time spent on their academic leave. In case the student has already paid the tuition fee for the time they are on academic leave, the Academy shall not reimburse the paid tuition fee. When the student's nominal period of studies and instruction are extended, the tuition fee shall continue pursuant to the semester fees, and in case of a Master's student in part-time studies pursuant to the cost of the credit points of the declared subjects. The tuition fee paid by the student upon their deletion from the matriculation register shall not be reimbursed unless, according to provisions 171-173 of the study regulations, the student had no obligation to pay tuition fees.
174. Terms for the reimbursement of the tuition cost are set in section 16 of the Higher Education Act. The Academy has the right not to demand the reimbursement of the tuition cost if the student discontinues their studies for compelling circumstances, incl. submits an application for their deletion from the matriculation register during the first

semester of the first academic year due to the unsuitability of the speciality or discontinues their studies for medical reasons or personal characteristics unsuitable for the profession. The Estonian Academy of Security Sciences has the right not to demand the reimbursement of the tuition cost if the student will work as an assistant police officer or voluntary rescuer after discontinuing their studies.

10. IMPROPER ACADEMIC CONDUCT, INCLUDING PLAGIARISM IN PROVISION OF EDUCATION

175. Improper conduct in instruction is a violation of academic customs, including:
- 175.1. on the assessment of study results, using 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, that is, 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. The lecturer shall immediately notify the student of improper academic conduct, including the discovery of plagiarism and he or she has the right to remove the student from the instruction and the assessment of learning results and enter a negative result in the assessment report. The lecturer shall record the reason of removing the student from instruction in the assessment report in the study information system.
177. The cases of improper academic conduct shall be processed according to "The Procedures of Handling Cases of Improper Academic Conduct and the Cases of Academic Theft".
178. Other violations conducted by a student, including damage to the reputation of the Academy are regulated by "The Procedures of Implementation of a Disciplinary Liability of a Student".

11. CHALLENGING THE DECISIONS RELATED TO THE ORGANISATION OF STUDIES

179. A student or a 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 the present "Study Regulations", and other specifications arising from other legal provisions.
180. A student or a former student who wishes to challenge a study organisational decision (excluding 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 contested decision or the decision-making body may change their study organisational 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 180 and the challenge to the Rector brought in section 181 shall be solved within 10 days of the

submission of the challenge. The decision on the 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 further, the period of considering the challenge may be extended by up to 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 at the defence 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 at the defence 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 further, the period of considering the challenge may be extended by up to 30 days and the person submitting the challenge shall be informed thereof via email.
185. Based on the standpoint taken by the committee, the Vice-Rector for Academic Affairs will make one of the following decisions:
 - 185.1. suggest the Committee of the final examination or defence of the graduation thesis to change their initial decision;
 - 185.2. or reject the challenge.
186. The decision on rejecting the challenge brought in section 185.2 shall be made available to the person submitting the challenge via email.
187. The committee of the final examination or defence 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 185.1 and send it via email to the student or former student submitting the challenge.