

Adopted by IT EELC Council
03.05.2012
Amended by IT EELC council of
the Faculty of Theology
28.01.2014
Approved by IT EELC Council
decision No 2, 28.01.2014

**STUDY REGULATIONS
OF THE FACULTY OF THEOLOGY OF THE INSTITUTE OF THEOLOGY
OF THE ESTONIAN EVANGELICAL LUTHERAN CHURCH**

Adopted based on the Institutions of Professional Higher Education Act paragraph 4, section 4, paragraph 12.1, the Private Schools Act, paragraph 13, section 1, and paragraph 16, section 10 of the Statute of the Institute of Theology. Approved by the decision of the Council of the Institute of Theology in Tallinn, May 3, 2012.

I. GENERAL PROVISIONS

1. Study Regulations of the Faculty of Theology of the Institute of Theology of the EELC (hereinafter: the Regulations) regulate study process (hereinafter: degree studies) at the levels of higher education at the Institute of Theology of the Estonian Evangelical Lutheran Church (hereinafter: the Institute).
2. The Regulations are based on the Private Schools Act, Institutions of Professional Higher Education Act, Universities Act, Standard of Higher Education, Adult Education Act and Statutes of the Institute and are in concordance with other Acts of the Republic of Estonia.
3. Study Regulations and its changes are approved by the Council of the Institute, general rules about other learning activities are approved by the Council of the Faculty.
4. The Institute mediates information related to organisation of study via e-mail, Study Information System (SIS), e-learning environment, and website of the Institute.

II. GENERAL ORGANISATION OF STUDIES

II.1. Form and System of Study

5. Degree studies take place on the basis of curricula adopted by the Council of the Institute and approved by the EELC Consistory, registered in the Estonian Education Information System (EHIS) in the sub-register of the curricula and training licences in the Theology Curriculum Group of professional higher education and master's studies.

6. Degree studies takes place as full-time or part-time studies in regular form of study. The requirements for the results do not depend on the workload or form of study.

7. Regular form of study is a form of study when instruction is organised in sessions.

8. Instruction takes place as a course system following professional higher education and Master's studies curricula, so that student must take the subjects according to the timetable in order to complete the curriculum.

II.2. Higher education cycles

II.2.1. Professional higher education

9. Professional higher education is the first cycle study of higher education during which a student acquires necessary competencies for working at a particular profession or continuing the studies at Master cycle.

10. Professional higher education study nominal duration is three years and the study volume is 180 credits (briefly ECP) in the European Credit Transfer System.

11. Professional higher education study ends with a defence of a thesis.

12. The Institute gives a diploma in Estonian and a Diploma Supplement in English to the person who has completed the curriculum of professional higher education studies.

13. The person who has graduated from the professional higher education level has the right to continue studies at master's level according to the conditions and procedures as stipulated and established by the Council of the educational institution.

II.2.2. Master's study

14. Master's study is the second cycle study of higher education studies during which student deepens one's professional knowledge and skills for working independently and acquires the necessary knowledge and skills for Doctoral studies.

15. Master's study nominal duration is two years, regardless of the form of study and the curriculum stated volume is 120 credits (briefly ECP) in the European Credit Transfer System.

16. Master's study ends with a defence of a thesis or succeeding the master examination.

17. The Institute gives an MA diploma in Estonian and a Diploma Supplement in English to the person who has completed the curriculum of Master's study.

18. The person who has graduated from the Master's study has the right to continue studies at doctoral level and in Pastoral Seminary as established by the regulations of the EELC Consistory.

II.3. Curriculum

19. Curriculum is the basic document that defines the objectives of study, including expected learning outcomes, nominal duration and volume of study, the conditions of commencement of study, module list and their volume, the list of courses and their volume, brief descriptions of subjects, options and conditions to opt, intra-curricular specialization possibilities and the conditions of completion of study. The curriculum prescribes specialization on one specialty (major specialization) or more specialties (major and minor specialty).

20. Requirements for the curriculum of higher education have been established by the Standard of Higher Education.

21. Changes can be made in the curriculum by the decision of the Council of the Institute, which is approved by the EELC Consistory for each academic year; the curriculum with changes is a version of the respective curriculum for the respective year.

22. The nominal study period is the estimated time spent for completing the curriculum. The volume of the study defined by curriculum is calculated in the European credit point system of credits. The volume of one academic year is 60 credit points. One credit point corresponds to 26 hours of study time spent by student on the studies, including contact-based study hours (also including e-learning), practical work (including the practice), independent work and assessment of learning outcomes.

II.4. Subjects and modules

23. Subject is a systematized set of knowledge and skills at the specific field or part of it, which acquisition is assessed. Subject ends with a differentiated or non-differentiated assessment. Specific form of subject is final thesis.

24. A module is a unit of structuring of the content of the curriculum, which brings subjects together into targeted subject sets or consists of one subject.

25. Subjects are divided into compulsory, specialty-related elective, and optional subjects. Compulsory subject is a subject that must necessarily be acquired in order to complete the curriculum. Speciality elective subject is the curriculum determined subject selected by the student to complete the curriculum. The optional subject is freely selected by student from the curriculum of his/her current study institution or any other establishment of higher education in order to complete the curriculum.

26. The volume of the subject is calculated in credit points. Student earns credit points under the terms of syllabus as a result of the final evaluation of the achieved outcomes.

27. Each syllabus card (in Estonian and English) contains the following information: the subject code; name of the subject; prerequisite subject(s), if they exist; volume of the subject; study objectives and learning outcomes (knowledge and skills acquired in the course of completion the subject); name of the lecturer; educational literature; teaching methods; assessment criteria and final evaluation of the learning outcomes (differentiated or non-differentiated).

28. Each module description (Estonian and English) contains the following information: the name of the module; volume of the module; module objectives and learning outcomes (knowledge and skills acquired in the course of completion the module); name(s) of the subject(s) belonging to the module; assessment of the module.

29. Each subject has a syllabus, which is composed on the basis of the objectives of the curriculum and objectives of the module, to which the subject belongs. The syllabus contains the volume of the contact-based study, topics covered, independent assignment topics, compulsory and recommended literature/learning materials, activities to check the achievement of learning outcomes, and their methods (for example, oral or written examination or assessment, test, essay, report, coursework, etc.). The syllabus also contains the requirements that must be met to have an access to the final evaluation of the achieved outcomes (prerequisite subjects, participation in seminars, written assignments, etc.), and grade formation principles. If necessary, the syllabus may include the possibilities for submitting the assignments done with delay and extraordinary studies (visiting lectures, etc.).

30. The syllabus is composed by the lecturer who is responsible for the subject. The lecturer is obliged to respect the syllabus.

31. The syllabus is a public document, accessible in study information system. The lecturer introduces the syllabus for students in the opening lecture of the course.

32. The lecturer who is responsible for teaching the subject, is also responsible for composing, updating and entering the syllabus timely to the study information system.

II.5. Taking into account previous studies and work experience (RPL)

33. The student or the person applying for matriculation may apply for recognition of prior learning and working experience in meeting the admission requirements and completing the

curriculum as established by the Council of the Institute in accordance with previous studies and work experience requirements and procedures.

III. LEARNERS

34. Learners are

- 1) students;
- 2) visiting students;
- 3) international students;
- 4) international visiting students;
- 5) external students;
- 6) auditors.

35. A student is a person who is matriculated to a degree study curriculum of the Institute.

36. A visiting student is a student matriculated at another institution of higher education in Estonia, who studies the subjects at the Institute.

37. An international student is a matriculated student at the institute who does not have Estonian citizenship, long-term residence permit or permanent right of residence.

38. An international visiting student is a matriculated student at the higher institution abroad who studies the subjects at the Institute.

39. An external student is a person who has been granted the right to complete the curriculum on the basis of the degree study, including take examinations and pass-fail evaluations and/or take the final examination or defend the graduation thesis. The external student is not matriculated.

40. An auditor is a person, who follows the lectures at the Institute. The auditor is not matriculated.

III.1. Studying as a student

41. Matriculation means the entry of a person in the list of students based on the entry examination. Matriculation is effected by a directive of the Rector based on the Dean's proposal. The directive indicates the beginning and the end of the study period according to the standard period of study prescribed by the respective curriculum.

42. The relations between a student and the Institute are defined by a study service contract and its annexes.

43. A student is matriculated after having paid enrolment fee.

The sum of enrolment fee is set by the Council of the Institute. The enrolment fee is deducted from the tuition fee.

III.2. Studying as a visiting student or an international visiting student

44. The student of the Institute who wishes to become a visiting student in any other institution of higher education in Estonia, submits to the Dean of the Institute an application to become a visiting student. The application must include the list of the subjects the student wants to study in another institution of higher education in Estonia. This application approved and signed by the Dean serves for the basis of registering for courses as a visiting student at another institution of higher education in Estonia and is submitted by the student to the host institution of higher education.

45. A student in any other institution of higher education in Estonia, who wishes to become a visiting student in the Institute, submits to the Dean's office of the Institute an application previously approved in written by the home institution of higher education. An application approved by the Dean is the basis for accepting the visiting student. On the basis of this application the Dean issues a directive to register the person as a visiting student.

46. The Institute keeps records about the performance of the visiting student. At the end of the study period the Learning Management Specialist issues a certificate of academic performance to the visiting student.

47. International visiting students are registered by the Dean's directive. The directive includes the following data: the name of the institution of higher education where the student comes from, study period at the Institute, and program or cooperation contract based on which the study takes place.

48. The Institute keeps records about the performance of the international visiting student. At the end of the study period the Learning Management Specialist issues a certificate of academic performance to the international visiting student.

III.3. Study and practice in an institution of higher education abroad

49. A student has the right to study or perform a practice abroad:

- 1) as a fellow of international organizations, programs, funds, governments and institutions of higher education;
- 2) on the basis of student exchange agreements between institutions of higher education or countries;
- 3) in private.

50. Agreements between institutions of higher education are managed and student exchange is organized by the Dean's Office in cooperation with Rector's Office and other academic units of the Institute.

51. In order to obtain a scholarships – based on the agreements concluded between institutions of higher education and countries – to study or perform a practice abroad the students participate in competitions organized by the Institute.

52. A student, who goes to studying abroad at a foreign institution of higher education, is obliged to pass the subjects to the extent prescribed by the relevant program, to undertake practice or do research, and to request them to be taken account in the curriculum.

53. A student who goes to study abroad, compiles the necessary documents (curriculum, practice plan, etc.) with his/her supervisor and/or the coordinator of that program, and fills in an appropriate questionnaire. The student submits the application for assessment to the RPL Commission of the Institute, who will make a decision within 14 days.

54. A student is registered to study or perform the practice abroad by the Dean's directive. A student submits to the Dean an application, where is stated the period of staying abroad and name of the host institution and program or cooperation agreement, according to which the student goes to study abroad. Returning home institution, the student shall submit a certificate issued by a foreign institution of higher education on his/her study performance to the Dean's office. In order to have taken into account these subjects which are not mentioned in the student's questionnaire, the student has to submit an RPL application.

55. A students who has gone to study abroad, remains a regular full-time time student without interruption of studies and the nominal period of studies is not extended. A student on an academic leave cannot be registered as a student who pursues his/her studies abroad.

III.4. Status and completion of curriculum as an External Student

56. An external student has the right to complete the curriculum, pass the examinations, write and defend a thesis or pass the final examination(s).

57. A study service agreement is concluded with the external student, which contains the provided content of the study and its volume, and fee paid for the tuition, which amount and payment procedures are approved by the EELC Consistory.

58. An external student wishing to perform examinations, a thesis defence or the final examination(s) has to submit an application to the Dean at the Dean's office no later than two months before the date of performing the final examination(s) or defence of the thesis as determined by the Institute. A person is registered as an external student by Rector's directive issued on the basis of the Dean's statement. The study service agreement is effectuated at the Rector's Office.

IV. ORGANISATION OF STUDIES

IV.1. Academic calendar

59. A unit to consider study process and progress of a student is called semester. The academic year consists of two semesters, which are divided into study sessions. One study session lasts from Wednesday to Saturday, except Master's study curriculum "Studies in Christian Culture", which lasts from Thursday to Saturday during one academic session.

60. The academic calendar establishes the date of the beginning and end of semesters, periods of study sessions, the date of submitting the final thesis, date(s) of defending the theses, date of the graduation ceremony. The academic calendar is approved by the Rector.

IV.2. Forms of study

61. The studies take place in the forms of contact-based study, practical training and independent work.

62. Contact-based study, aimed at achieving learning outcomes via having acquired necessary knowledge and skills, is a lecture, seminar, practicum, individual class or other form of study determined by the educational institution. Contact-based study is carried out in a study environment (including e-learning), in which both the student and the lecturer are present. The volume of the contact-based study makes up no more than 50 percent of the volume of the subject, except in practice. The volume of the contact-based study of the specific subject is fixed in the syllabus.

63. Practice is the purposeful activity aimed at obtaining the learning outcomes. Practice is meant for a student to implement the acquired knowledge and skills in the work

environment as designated by the educational institution and being supervised by the supervisor. Organization and period of practices is approved by the Council of the Faculty.

64.1. The study practice is a practical training carried out under the guidance of a professional.

64.2. The speciality practice is a reinforcement of the theoretical knowledge under the guidance of a supervisor in church, congregations or other institutions designated for practices.

65. Independent assignment is meant to achieve the learning outcomes independently in accordance with the assignments given by the teacher (knowledge acquisition, implementation, dealing with problems, including the preparation of reports, professional reading, preparation of student paper, etc.).

66. Student paper is a written work, which 1) shall be drawn up within the framework of the subject (abstract, essay, report, work-shop paper, etc.), 2) is a thesis written under the guidance of a supervisor. Requirements for the written works are determined by the lecturer in the syllabus, requirements for the final papers and thesis are written down in "Institute of Theology of the EELC Guide to Writing Student Papers" (available on the website of the Institute).

IV.3. Study planning and timetable

67. The time and place for contact-based study is determined by the timetable.

68. Timetables for professional higher education and Master's study are drawn up in the Dean's office in collaboration with academic staff.

69. Timetables are disclosed on the website of the Institute at least two weeks before the beginning of the scheduled studies.

.

IV.4. Choosing optional subjects and specialty-related elective subjects

70. The student has an obligation to choose the volume of the optional subjects prescribed by the curriculum and specialty-related elective subjects offered by institutions of higher education.

71. Elective subjects may change according to the academic year.

IV.5. Assessment of the achievement of learning outcomes

72. Assessment of learning outcomes achieved by a student is part of the learning process, which means a fair and impartial assessment of student's level of acquisition of knowledge and skills according to specific evaluation criteria in accordance with the curriculum learning outcomes. The purpose of the assessment is to support learning and provide reliable information on the results of academic progress of student.

73. Student assessment results will be made known to the individual student personally via Study Information System. Personal results of student's academic progress may be disclosed only with the written consent by the student. Academic performance may be disclosed without disclosing the name of the student, using a student's matriculation number instead.

IV.5.1. Assessment methods and criteria

74. The assessment method is a way of verification of acquisition of knowledge and skills (for example, oral or written examination, essay, test, report, written paper, etc.).

75. Assessment criterion describes the expected level and extent of knowledge and skills verifiable by the assessment method.

76. For assessment of subjects there are used appropriate and reliable assessment methods and criteria, which the learner is informed about before the beginning of the study.

IV.5.2. Scale for the assessment of learning outcomes

77. Assessment can be differentiated or non-differentiated.

78. In the case of differentiated assessment the students' level of achievement of the learning outcomes is differentiated according to the following scale:

1) "A" ("5") – "excellent" – an outstanding and particularly broad-based level of achievement of the learning outcomes characterised by exceptional, free and creative use of the knowledge and skills;

2) "B" ("4") – "very good" – a very high level of achievement of the learning outcomes characterised by proper and creative use of the knowledge and skills. More specific and detailed elements of knowledge and skills may reveal certain errors that are neither substantive nor serious;

- 3) "C" ("3") – "good" – a high level of achievement of the learning outcomes characterised by proper use of the knowledge and skills. More specific and detailed elements of knowledge and skills reveal uncertainty and imprecision;
- 4) "D" ("2") – "satisfactory" – a sufficient level of achievement of the learning outcomes characterised by the ability to use the knowledge and skills in typical situations; non-typical situations reveal gaps and uncertainty;
- 5) "E" ("1") – "sufficient" – a minimally acceptable level of achievement of the most important learning outcomes characterised by a limited ability to use the knowledge and skills in typical situations; non-typical situations reveal considerable gaps and uncertainty;
- 6) "F" ("0") – "insufficient" – the knowledge and skills acquired by the student are below the minimum required level.

79. In the case of non-differentiated assessment a level is indicated above or according to which the result of achieving the learning outcomes is considered completed and graded with the word "pass" and below that level the learning outcome is considered incomplete and graded with the word "fail".

80. The study result, i.e. the level of learning outcomes achieved by a student is considered positive in the scale of differentiated assessment, if the grade is "A", "B", "C", "D" or "E", and in non-differentiated assessment the positive result is "pass".

81. In calculating average grade, the letter marks have the following numerical value: "A" = 5, "B" = 4, "C" = 3, "D" = 2, "E" = 1, "F" = 0, absence without good reason = 0.

IV.5.3. Organisation of assessment of learning outcomes and recording of the results of assessment

82. A student is obliged to observe the assessment criteria established by the syllabus. A student is authorized to participate in the final assessment of the achieved outcomes of the subject (hereinafter: the examination), if he/she has met the conditions established by the syllabus.

83. The tests, reports, essays, practice reports, seminar papers, etc., which may form a part or the whole of an examination result can be assessed during the current study.

84. Students are not allowed to resit an examination or defence for which they have received a positive result in order to attempt a higher result. Negative result received in an examination or in a defence of a thesis is not cancelled, in taking a re-examination(s) a new examination protocol is issued.

85. Examination dates and times are set in the timetable.

86. The result of an examination is recorded in the examination protocol, which serves as a basic document for taking into account the learning results.

87. If a student does not appear on the examination on the prescribed/selected date, the examination report states him/her to be "not present". Note for "not present" is cancelled if the student submits proof of the good reason to the respective subject teacher as soon as possible considering the date of the final assessment. If the student has a good reason to be absent, he/she has the right to take the examination, if necessary, also the re-examination at a time specified by the lecturer.

88. After having received negative results in the same subject three times, including failure to appear in the examination without good reason, the student must retake the subject.

89. The lecturer enters the results of the examination to the examination report in the study information system generally within one week after the examination. If it occurs to be impossible to enter the results in the SIS during the above mentioned period, the lecturer informs the students about the date, when the examination report will be completed.

90. The lecturer writes the result in the student's personal examination results book, if the student asks for it.

91. The lecturer will sign the examination report in the study information system by the end of the semester the latest.

92.1 If the student takes the examination during a regular examination period, the lecturer is responsible for filling in the proper documents at the Dean's office.

92.2 If the student does not take the examination during a regular examination period, the student is responsible for filling in the proper documents at the Dean's office.

93. Student is entitled to:

1) use during examination or defence of thesis only the resources and materials permitted by the examiner;

2) inspect their written examination paper within one month from the announcement of the results;

3) submit to the Dean a written protest contesting examination result within one month of the announcement of the examination results.

94. The examiner has the right to remove the student from the exam in case specified in point 164 and note into the examination report a negative result.

95. Receiving a negative result in an examination or absence from an examination in a particular subject does not preclude students from participating in studies in other subjects, unless a positive result is a prerequisite for passing the other subject.

IV.5.3.1. Final examination

96. To be allowed to sit the final examination(s), the student must have passed all other subjects of the curriculum.

97. The procedure for performing final examination(s) is established by the Council of the Institute.

98. The Dean approves

1) the composition of the examination committee;

2) the date(s) of the final examination(s);

3) the list of the students allowed to take the final examination(s).

99. The result(s) of the final exam(s) are registered in the examination report and will be announced within a week. If a student does not agree with the grade received, he/she has the right to submit a written appeal to the chairman of the examination committee or the Dean within two working days from the announcement of the results of the final examination. A written reply must be communicated to the student filing the protest within two business days.

100. If the student fails to appear for the final examination, the examination report records that student as "not present". If the student proves a good reason for not appearing, he/she is entitled to take the exam on the date set by the head of the examination committee, if the proof about the good reason is submitted to the Dean within five days following the day of the final examination.

101. Having performed the final examination for a negative result, the student can retake the final examination only once according to the procedure established by the Council of the Institute.

102. The time period between notification of the results of the last final examination and graduation ceremony must be at least three working days.

IV.5.3.2. Defence of a final paper or thesis

103. A final paper of professional higher education and a Master thesis (final papers) are to be defended.

104. The requirements and procedure of the defence of the final paper of professional higher education and a Master thesis are established by the document *Rules of Approval, Presentation and Defence of the Final Paper* issued by the Council of the Faculty.

105. A student is permitted to defend a paper if the curriculum is completed in other aspects.

106. The Dean approves by a decree

- 1) the composition of the defence committee(s);
- 2) the themes, supervisors and reviewers;
- 3) the date(s) of the defence;
- 4) the list of the students permitted to defend their paper.

107. The results of the defence will be announced on the day of the defence. If a student does not agree with the grade received, he/she has the right to submit a written protest to the Dean within two working days after the announcement of the results. A written reply must be communicated to the student filing the protest within two business days. In case of other violations of the procedure of defence the submission of the complaint takes place according to the point 6 in "The Statute of Academic Degrees of the Institute of Theology of the EELC".

108. Having defended the final paper for a negative result, the student can re-apply for the defence of a paper only once according to the procedure established by the Council of the Institute.

109. If the student fails to appear for the defence of the paper/thesis, the assessment report records the student as "not present". If the student proves a good reason for not appearing, he/she is entitled to defend the paper on the date set by the head of the defence committee, if the proof about the good reason is submitted to the Dean within five days following the day of the defence of the paper/thesis.

IV.5.4. Documents issued upon completion of the curricula

110. The procedure and the Statutes for issuing diplomas and diploma supplements are stipulated by the Government of the Republic of Estonia.

111. A diploma is issued on the basis of completion of the entire curriculum, fully paid tuition fees, no obligations towards the library and the decree of the Council of the Faculty to declare the student as being graduate or external graduate from the Institute.

112. Diplomas and diploma supplements are effectuated in the Dean's office.

113. Diploma *cum laude* is awarded to the student who has fully completed the curriculum in professional higher education or Master's study, and who:

1) defended the final paper/thesis for the grade "A" or performed the final examination(s) for the grade "A";

2) has a weighted average grade of 4.60 or higher, taking into consideration all the grades on the diploma supplement, including the final paper/thesis.

114. In calculating a weighted average grade, the letter marks have the following numerical value: "A" = 5, "B" = 4, "C" = 3, "D" = 2, "E" = 1.

IV.6. Academic progress

115. Completion of the curriculum takes place according to the timetable (time period for acquisition of subjects).

116. Academic progress of the student of professional higher education and Master's study is assessed during one week before the beginning of the semester.

117. According to the academic workload a student can be

1) a full-time (regular) student,

2) a part-time student.

118. Students are matriculated to the full-time study.

119. A full-time student has to complete at least 75 percent cumulatively of the volume of the learning plan by the end of each academic year.

120. A part-time student has to complete 50 to 75 percent cumulatively of the volume of the learning plan by the end of each academic year.

121. Transfer to the full-time or part-time study takes place once in academic year on the basis of learning outcomes and before the beginning of the new academic year.

122. A student can be transferred to the part-time study also based on his/her personal request to the Dean.

123. The student will be transferred to the next study year if he/she has met the academic requirements for part-time or full-time workload, and if he/she is not on academic leave.

124. A student is transferred to the next study year by the dean's decree.

125. The transfer to the next study year both for part-time or full-time workload must be finished by September 15.

126. The studies shall be considered completed when the student has completed the entire curriculum, has no debt in paying the tuition fee and has no debt for the library.

IV.7. Exchange of the curriculum and/or form of study

127. The premise for the exchange of the curriculum, profession or form of study is: the student has met so far at least part-time workload requirements.

128. An application submitted by the student to the Dean forms the basis for exchange of the curriculum/specialty: he/she has to specify which curriculum, which year and which workload (full- or part-time) he/she wishes to take.

129. The exchange of the curriculum, specialty or form of study takes place by the Dean's decree.

IV.8. Deletion from the matriculation register

130. Deletion from the matriculation register means the removal of the student from the list of students. Deletion from the matriculation register takes place based on the Dean's proposal and the Rector's decree.

131. A student is deleted from the matriculation register

1) at his/her own request;

2) on the initiative of the Institute;

3) on circumstances outside the control of the parties.

132. Deletion from the matriculation register on the student's initiative takes place by the directive of the Rector on the basis of the student's application that has been approved by the Dean.

133. On the initiative of the Institute a student is deleted from the matriculation register based on the proposal of the Dean:

133.1. a student has fully completed his/her curriculum;

133.2. a student's study period has expired;

133.3. a student has not participated in studies, if

1) a first-year student does not appear to school during two sessions from the beginning of the studies,

2) a student has been absent whole semester without good reason;

133.4. because of insufficient academic progress, if

1) the student of professional higher education or master's studies has not fulfilled at least the requirements for the part-time workload by time for checking the academic progress (before the beginning of the new semester),

2) the student has failed the final exam twice or received a negative result for the second defence of the graduation thesis;

133.5. failure to pay the tuition fee in time;

133.6. due to improper behaviour as a student in the following cases:

1) academic fraud,

2) forgery of document,

3) gross violation of generally recognized norms of behaviour or academic traditions,

4) student's deletion from the matriculation register due to improper behaviour is effectuated by the decision of the Dean after having listened to the opinion of the Student Council;

133.7. due to closing of the curriculum, if student does not request a transfer to another curriculum in case of closing a curriculum.

134. The Institution deletes student from the matriculation register by the directive of Rector based on the Dean's proposal and a copy of the relevant document in the case of the following events independent of the parties:

1) the court has appointed the student a guardian due to the student's permanent inability to understand or control his/her actions arising from a mental illness or other mental disorder;

2) death of the student.

IV.9. Rematriculation

135. Rematriculation means the re-entry of the person in the list of students to continue previously interrupted studies. Rematriculation is effectuated on the basis of the written application the person addresses to the Rector, handing it in to the Dean's office and by the directive of Rector on the basis of the approval of the Dean.

136. The student can be rematriculated to the same curriculum he/she followed before deletion from the matriculation register or to some other curriculum in the Institute.

137. The person, who applies for rematriculation to the same curriculum, is to be rematriculated to the same or to the next study year.

138. The person, who applies for rematriculation to another curriculum and/or working experience in completing the selected curricula, has to submit an RPL application. The decision, to which academic year can the student be rematriculated, is made by the Dean on the basis of the decision made by the RPL committee of the Institute. Based on the RPL Committee decision the Learning Management Specialist inserts the student's the data of the previous studies into the study information system within two weeks of rematriculation.

139. A student deleted from the matriculation register due to insufficient academic progress cannot apply for rematriculation before having fulfilled the requirements of part-time study for a minimum.

140. A student deleted from the matriculation register due to improper behaviour can apply for rematriculation in one year after deletion.

141. If a student is deleted from the matriculation register due to failure to pay the tuition fee by the due date, he/she can apply for rematriculation after having paid the tuition fee.

V. RIGHTS AND OBLIGATIONS OF STUDENT IN CONNECTION WITH THE STUDY PROCESS

V.1. Academic leave

142. Academic leave is a period, when a student is free from study and research work.

143. A student is entitled to take an academic leave at his/her request during the nominal study period as defined in the matriculation decree for up to one calendar year, with the shortest period of six months and maximum twice, except for cases stipulated in points 146-148.

144. A student is not permitted to take an academic leave in case of tuition indebtedness except for reasons stipulated in points 146, 147, and 148.

145. A student in professional higher study or Master's study cycle can apply for an academic leave starting from the second semester.

146. A student is entitled to an additional academic leave of six months, maximum two years, in each level of study for health reasons. A student adds to the application of academic leave a medical certificate with a recommendation to take the academic leave.

147. A student is entitled to an additional academic leave of one year for a service in the Defence Forces on the basis of the corresponding notice from the Defence Forces.

148. A student is entitled to an additional academic leave when taking care of a child until the child is three years old. A student is entitled to apply for an academic leave on the basis of a doctor's certificate starting from the seventh month of pregnancy or after the birth of the child on the basis of the copy of the child's birth certificate.

149. The end date of the study period of the student on academic leave is postponed in accordance with the duration of the academic leave.

150. If a student who already is on an academic leave at his/her own request, takes an academic leave by reasons mentioned in points 146, 147, and 148, then the current academic leave is interrupted and it continues based on the student's request after the academic leave mentioned in the points 146, 147 and 148 has finished.

151. Academic leave, its discontinuation or finishing it earlier and accordingly the change of the date for finishing the studies is effectuated by the Dean's decree on the basis of the student's application.

152. A student on an academic leave is not entitled to follow the curriculum, unless he/she:

- 1) is of moderate, severe or profound disability, or
- 2) is a parent or guardian of a child under 3 years of age or a parent or guardian of a disabled child, or
- 3) has an academic leave because of military or alternative civilian service.

153. A student on an academic leave on the basis of the points 146, 147, and 148 cannot be deleted from the matriculation register. A student who is deleted from the matriculation register on the basis of the point 132, and point 133 subsections 1, 6 and 7, and point 134 finishes also the academic leave on the same date when deleted from the matriculation register.

154. A student on an academic leave cannot be transferred to the next study year.

V.2. Extension of studies

155. If the nominal period of study is over, but the student has not completed the curriculum, the study period for helping the student with the academic progress is extended for one year, if the student is a full-time student, and if the student is a part-time student, then for the same period he/she has studied part-time.

156. A student does not have to pay the tuition fee for the extended period of studies.

V.3. Counselling of students

157. A student has the right to contact the following people in order to ask for information and advice concerning the study process

- 1) Rector, Dean and Head of Dean's office;
- 2) course leader;
- 3) Student Council.

V.4. Additional rights and obligations of student

158. A student has the right to:

- 1) to submit applications to the lecturers, Rector of the Institute, Dean of the Faculty and Dean's office to improve learning activities; the application must be justified by the student;
- 2) get certificates to prove one's status of student from the Rector's or Dean's office of the Institute;
- 3) use the lecture halls, computer classes, libraries, inventory, equipment and other assets in accordance with the procedure established by the Institute;
- 4) run for Student Council of the Institute;
- 5) to be elected to decision-making bodies of the Institute;
- 6) use the rights established for the students by the Statute, internal rules and other regulatory acts of the Institute.

159. A student is obliged to participate in the activities in classroom and provide feedback on the quality of teaching (the feedback form is filled in electronically, it is available in the study information system).

160. A student is obliged to possess an e-mail address. Messages sent to the student e-mail address (decisions on deleting from the matriculation register, academic leave, extension of the study period, etc., and notices, tuition fee bills, etc.) are considered to have been sent.

161. A student is obliged to inform the Rector's Office and the Dean's office of the Institute of the change of his/her contact information (including the changed e-mail addresses).

162. A student has to observe the obligations established by the acts of the professional higher education, the Statute, internal rules and other regulatory acts of the Institute, and be responsible for violation of these rules.

V.5. Tuition discount

163. A student has the right to request and receive discounts on tuition fees according to the approved procedures and proposal of the Council of the Institute of the EELC Consistory, and other benefits in accordance with the law of academic financial support and student loan. The conditions and procedure for applying and nomination of the tuition discount is established by the Institute every academic year.

V.6. Academic fraud

164. Academic fraud is:

164.1. the use of any materials that the lecturer has not explicitly permitted the students to use during an assessment of learning outcomes;

164.2. illicit sharing of knowledge (e.g. prompting, copying other student's work, etc.) by students participating in an assessment of learning outcomes;

164.3. performing an assessment of learning outcomes (e.g. examination) instead of another student;

164.4. submission of the written work of another person as the student's own, or the use of parts of work done by other person without the proper academic reference (plagiarism);

164.5. second submission of the student's own work, if the student has already received ECP for it.

165. If the student has committed academic fraud, then considering the written explanatory statement by the lecturer(s) who teach the given subject and the student, the Dean

1) reprimands the student, or

2) proposes Rector to delete the student from the matriculation register.

V.7. Challenging decisions made concerning the education activities

166. If a student wishes to challenge education activities (except final examination / graduation thesis) concerning the decision, he/she must apply to the person who made the decision, and to express in writing his/her wish to contest the decision. If the discussion with the person who made the decision did not change the student's intention, he/she may submit an appeal to the Dean within five working days from the adoption of the contested decision.

167. Student has the right to submit an appeal concerning the final examination or procedures of defence of a thesis and/or the result as stated in the Council Regulation "Regulation for Awarding of Academic Degrees by the Institute of Theology of the EELC".

168. When appealing Dean's decision, the appeal is to be submitted to the Director of the Institute.

169. An appeal describes all of the relevant circumstances concerning the case.

170. To review the appeal, Rector of the Institute convenes a three-member committee where belong the Dean, student representative (member of the Council of the Institute or the Student Council) and the third person in cause (academic of the field, etc.)

171. To answer the appeal, the Dean holds a consultation with the Study board of the Council of the faculty and Student Council.

172. The person to whom the appeal is made, is required to notify the student within 15 days after the submission of the appeal, whether

- 1) the contested decision remains in force;
- 2) he sends the decision back to the person for reconsideration;
- 3) he annuls the decision and makes a new decision in this same case.

V.8. [expired 30.09.2015]

VI. IMPLEMENTING THE REGULATIONS

175. This regulation comes into force February 1, 2014.