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STUDY REGULATIONS OF THE ESTONIAN NATIONAL DEFENCE COLLEGE

Tartu 2010

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1. GENERAL PROVISIONS

1. The Study Regulations (hereinafter: the *Regulations*) shall be the principal document of the Estonian National Defence College (hereinafter: ENDC) regulating the organisation of studies at the level of vocational and higher education, and determining the general rules and basis for the organisation of studies, general principles of studies and organisation thereof for students, teaching staff and other people related to studies.
2. The aim of this document is to guarantee the unimpeded, purposeful and legitimate operation of studies in the ENDC. It shall be compulsory for the entire membership of the ENDC to comply with the Regulations.
3. In addition to these Regulations, the following documents shall regulate the studies of the ENDC:
 - 1) Conditions and Procedures of Admission to the ENDC;
 - 2) Conditions and Procedures of Exclusion from the ENDC;
 - 3) Domestic Rules of the ENDC;
 - 4) Regulations Regarding Organising, Analysing and Disseminating the Results of Feedback from the Study Process in the ENDC;
 - 5) Practical Placement Regulations;
 - 6) Guidelines for Compiling, Presenting and Defending Student Papers;
 - 7) Accreditation of Prior and Experiential Learning Regulations in the ENDC.
4. Information related to the organisation of studies shall be administered in the Study Information System of the ENDC.

2. FORMS OF STUDY, STUDENTS AND STATE-COMMISSIONED STUDENT PLACES

2.1 Forms of study

5. Higher education in the ENDC shall be conducted in the form of full-time study and external study. Vocational education shall be conducted in the form of full-time study.
6. In the form of full-time studies, a student shall complete the subjects according to the progression of subjects prescribed in the curriculum. As a rule, the student shall be allowed to proceed to the next course after he/she have completed the subjects of the previous academic year and passed the relevant examinations and pass/fail evaluations.
7. External study shall be individual study whereby the student shall have the opportunity to use the curriculum-related services of the ENDC pursuant to the volume and structure set forth in an individual study plan.

2.2 Students and state-commissioned student places

8. Higher education studies in the ENDC may be pursued as a student, visiting student or external student. Vocational education studies can be pursued as a pupil and visiting pupil.
9. The number of student places of the ENDC, in these Regulations the number of state-commissioned student places shall be determined by the Minister of Defence upon the proposal of the Commander of the Defence Forces on an annual basis.

2.2.1 Students

10. A student is a serviceman in active service who has been admitted to a professional higher education curriculum or master's studies curriculum.
11. Pursuant to the level of studies, students shall be either cadets (professional higher education studies) or master students (master's studies).

12. A pupil is a serviceman in active service who has been admitted to a vocational education curriculum.

2.2.2 Visiting students

13. A visiting student is a student matriculated at another institution of higher education or a serviceman in active service who studies at the ENDC, yet has not been matriculated into the curriculum of the ENDC. A visiting pupil is a serviceman in active service pursuing vocational education. Visiting students and visiting pupils shall not be students as defined in the Institutions of Professional Higher Education Act and Vocational Educational Institutions Act respectively.

14. The visiting student shall be entitled to apply for the completion of chosen subjects according to the curricula of professional higher education or vocational education of the ENDC for up to 35 European credits if not otherwise limited due to service in the Defence Forces.

15. To apply for the status of visiting student an application should be made to the Chief of the Education Department specifying the names of subjects and time of studies.

16. The decision on granting the status of visiting student shall be made by the Chief of the Education Department.

17. The visiting student shall have:

- 1) The right to participate in studies and sit exams and pass/fail evaluations in the subjects listed in his/her application under the same conditions as other students of the ENDC;
- 2) The right to use the library of the ENDC;
- 3) The obligation to fulfil all requirements set for students of the ENDC.

18. The ENDC shall have:

- 1) The right to set the maximum number of visiting students in subjects;
- 2) The obligation to ensure that full-time students and visiting students enjoy equal rights for participating in studies;
- 3) The right to terminate the studies of a visiting student if he/she fails to fulfil all requirements set for full-time students of the ENDC.

19. Upon completion of studies, a visiting student shall be issued an attestation of participation or certificate signed by the Chief of the Education Department.

2.2.3 External students

20. External students are servicemen in active service who complete the curriculum of professional higher education, or that of master's studies, and defend a final paper or master's thesis on the basis of an individual study plan. External students shall not be students as defined in the Institutions of Professional Higher Education Act. External students are allowed to defend their final paper or master's thesis only after fulfilling the conditions stipulated in clause 114 of these Regulations.

21. The status of external student shall be pursued by a serviceman in active service under the conditions and procedures and within the time period for admission to a curriculum set forth in the admission regulations of the ENDC. The applicant shall submit an application to the Commandant of the ENDC, which has previously been coordinated with the chief of the unit where the applicant serves. The ENDC coordinates these applications with the Personnel Department of the Headquarters of the Defence Forces before admitting external students.

22. For defending a final paper or master's thesis as an external student, an application should be submitted two weeks prior the date of the preliminary defence of final papers or masters' theses set in the academic calendar.

23. External students shall be admitted to the ENDC based on the written order of the Commandant of the ENDC. The order of the Commandant shall also fix the maximum duration of their study period which is the double nominal period of study.
- 23¹ For a second defence of a final paper or master's thesis, the student shall submit an application to the Commandant of the ENDC for graduation as an external student. The application does not have to be previously coordinated with the chief of the unit in which the applicant serves or with the Personnel Department of the Headquarters of the Estonian Defence Forces.
24. External students shall complete curriculum subjects pursuant to the system and procedures established in the individual plan agreed between the external student and the ENDC. The individual plan is reviewed annually at the end of an academic year.
- 24¹. The deadline for submission of the initial individual plan shall be the first working day in November of the first academic year. The completion of the study plan shall be reviewed at the end of each academic year.
25. The clauses regarding formal education of the Adult Education Act shall extend to external students.
26. The external student shall have:
- 1) The right to participate in studies and sit exams and pass/fail evaluations in the subjects listed in his/her individual plan under the same conditions as other students of the ENDC;
 - 2) The right to use the library of the ENDC;
 - 3) The obligation to fulfil the requirements set for the students of the ENDC;
 - 4) The right to defend the final paper or master's thesis under the same conditions as the students of the ENDC.
 - 5) The right to apply for the extension of the normal period of study by one year if he/she is deployed to an international military operation abroad or is appointed to fulfil service duties at state level abroad for more than six months.
27. The ENDC shall have:
- 1) The right to set the maximum number of external students for each subject;
 - 2) The obligation to ensure equal rights for full-time students and external students participating in studies;
 - 3) The right to terminate the studies of an external student if he/she fails to fulfil the requirements set for full-time students of the ENDC, or fails to submit his/her individual plan.
- 27¹ For the termination of external students' studies, Clause 136 of these Regulations shall be applied. For issuing graduation documents, Clauses 126-131 of these Regulations shall be applied.

3. LANGUAGE OF INSTRUCTION, CURRICULA AND SUBJECTS

3.1 Language of instruction

28. The language of instruction at the ENDC shall be Estonian. Any decision on the use of languages for instruction other than Estonian shall be made by the Minister of Defence.

3.2 Curriculum

29. A curriculum is the principal document of studies which defines the study objectives, expected learning outcomes, official standard study period and volume, requirements for

starting and completing studies, the list, volume and descriptions of subjects and modules, the terms and conditions for elective subjects, and specialisation opportunities.

30. The compilation, structure and development of the curriculum shall take place on the basis of the Statute of Curriculum adopted by the Council of the ENDC.
31. Studies at the ENDC shall take place pursuant to the curricula of vocational education, professional higher education and master's studies. Vocational education shall be concluded with a final exam; professional higher education studies shall be concluded with a final paper; master's studies shall end with the defence of a master's thesis.
32. The decision on terminating the curriculum (terminating the admission of students to a curriculum) shall be made by the Council of the ENDC.

3.3 Subjects, credit points and syllabus

33. A subject is a structured unit for teaching and learning the activities and practical training and for assessing the learning outcomes in a given field of knowledge. Final papers or master's theses represent a special form of subjects.
34. In higher education the volume of studies shall be calculated in European credit points (hereinafter: ECP or credit point(s)). One ECP shall correspond to 26 hours of work spent on studies by the average student to achieve the learning outcomes described in the curriculum (to acquire the knowledge and skills). The volume of one academic year is at least 60 credit points.
- 34¹. In vocational education, the volume of studies shall be calculated in Estonian vocational education points (hereinafter: EVEP). One EVEP shall correspond to 26 hours of work spent on studies by the average student to achieve the learning outcomes described in the curriculum (to acquire the knowledge and skills).
35. Subjects are divided into compulsory and elective subjects. Compulsory subjects shall be acquired in order to complete the full curriculum. Elective subjects are selected by the student from the elective subjects available in the curriculum.
36. The syllabus is the profile of a subject with regard to the content, time and organisation of studies. The basis for compiling syllabi shall be the objectives and learning outcomes given in the curriculum.
37. A member of the teaching staff teaching a subject pursuant to a curriculum shall be obliged to compile a syllabus annually based on an approved format. The syllabus shall be entered into and made available in the Study Information System of the ENDC no later than three weeks prior to the commencement of the subject.
38. During the time when the subject is taught, with the permission of the head of chair – or in vocational education with the permission of the chief of the vocational education section – it is permitted to make changes and amendments to the syllabus that do not affect the structure of the subject's content, completion of the subject, assessment criteria or the conditions for being allowed to sit the examination or pass-fail evaluation. The member of teaching staff teaching the subject is responsible for the purposefulness of such changes and shall be obliged to fix immediately any changes made in the Study Information System.
39. The member of teaching staff shall be obliged to introduce the syllabus to the students during the first contact hour. Similarly, he or she shall be obliged to inform the students immediately of any important changes made in the syllabus.

40. Chiefs/heads of chairs, and in vocational education the chief of the vocational education section, shall be responsible for the existence of syllabi and for their compliance with the actual study process.
41. A synchronisation course, as well as the time spent on the activities related to combat readiness training, military discipline, line-up drill, physical training, firing training and other activities related to military service and in accordance with the objectives of the curriculum, shall be considered as extra-curricular activities.

4. STUDIES

4.1 Studies and forms of study

42. Studies in the ENDC shall take place in the form of contact hours, practical placement and independent work.
43. The proportions of different forms of study shall be defined in the syllabus.
44. Contact hours shall take place in the form of lectures, seminars, practical training, experimental work, private classes, group exercises, and field exercises designed to achieve the relevant learning outcomes, knowledge and skills. Contact hours shall take place in the learning environment (including an e-learning environment) with both students and teachers participating in it.
45. Independent work shall be a student's independent acquisition of knowledge and skills (including group work) to achieve the learning outcomes in accordance with the tasks given by a teacher.
46. Practical placement shall be a purposeful activity designed to achieve learning outcomes by implementing knowledge and skills obtained in the work environment. Practical placement shall be a supervised activity in a form established by the ENDC.
47. The use of study forms should guarantee the achievement of objectives and learning outcomes. The chief/head of chair – in vocational education the chief of the vocational education section – shall be responsible for the optimal proportions and legitimate and expedient organisation of studies.

4.2 Study planning

48. Teaching, study and student progress at the ENDC shall be accounted by reference to the timeframe of an academic year officially commencing on 1 September and ending on 31 August. The academic year is divided into autumn and spring semesters. The starting date of the academic year and its semesters shall be set in the academic calendar approved by the Council of the ENDC no later than 2 months prior to the commencement of the academic year.
49. All major deadlines related to studies shall be set in the academic calendar. The academic calendar shall be compulsory for the entire membership of the ENDC.

4.3 Training plan

50. The training plan shall be a formal delineation of the curriculum, dividing the subjects for each course in the curriculum into terms of the academic year. The training plan also includes the extra-curricular events of the ENDC outside the study process.

51. The training plan shall be the basic document for the organisation of studies which is compulsory for the entire membership of the ENDC. The training plan shall be compiled by the Education Department and approved by the Commandant of the ENDC.
- 51¹ Field exercises shall be carried out pursuant to written orders compiled in accordance with the guidelines for field exercise order compilation of the ENDC. The guidelines shall be approved by the Commandant of the ENDC.
52. /Null and void as of the 1st of April 2012/
53. In vocational education, a thematic plan shall be compiled based on the training plan. The thematic plan shall organise the topics and timetabling of the topics into study weeks. The thematic plan shall be coordinated with the Non-commissioned Officer School of the ENDC and approved by the Chief of the Education Department no later than four weeks prior to the commencement of the course.
54. Under exceptional circumstances, deviations from the training plan shall be allowed for students if they have justified grounds for this. A relevant application by the student shall be considered by the Chief of the Education Department. Provided there is a positive decision made in relation to such an application, an individual training plan shall be compiled.

4.4 Weekly timetable

55. A weekly timetable shall be the basic document for the organisation of studies compiled by the Planning Branch of Education Department pursuant to training plans and syllabi. The weekly timetable shall determine the subdivision of study hours into weeks.
56. Weekly timetables shall be approved by the Chief of the Education Department and published in the Study Information System no later than one week prior to the commencement of the respective study process. The initial version of the weekly timetable shall be made available to students no later than three weeks prior to the commencement of the respective study process.
57. Changes in weekly timetables shall be formalised by the Planning Branch of the Education Department and approved by the Chief of the Education Department of the ENDC.
58. Weekly timetables, syllabi and/or the field exercise programmes shall serve as the basis for checking the study process and for calculating the study workload.

4.5 Completion of curriculum, academic progress

59. Students shall have the right and shall be obliged to complete the curriculum to which he or she has been admitted (matriculated).
60. Completion of the curriculum refers to the acquisition of the learning outcomes of the subjects within the curriculum in the manner and to the extent stipulated in the curriculum.
61. Students shall be entitled to graduate from the ENDC on the basis of the curriculum with which they commenced their studies until the termination of the curriculum. The ENDC shall inform students of the termination of the curriculum at least one academic year prior to the termination of the curriculum.
62. The student shall be entitled to be transferred to a different curriculum on the basis of the student's justified application, submitted to the Commandant of the ENDC after coordinating with the Chief of the Education Department and Commander of the Officer School.

4.6 Accreditation of prior and experiential learning

63. Students, external students or students who have applied for admission shall be entitled to seek the accreditation of prior and experiential learning (APEL) as equivalent to completing a subject in the curriculum, admission requirements or part of the curriculum.
64. APEL shall be implemented pursuant to the system and procedures established by the Council of the ENDC.

4.7 Specialisation within curricula

4.7.1 Specialties within vocational education

65. In each academic year the basis for opening specialties defined in the curricula of vocational education shall be the service-related needs of the Estonian Defence Forces. Pupils shall be appointed to specialties by order of the Commandant of the ENDC on the proposal of the Commander of the Non-commissioned Officer School.

4.7.2 Specialties of the 1st level of higher education

66. In each academic year the basis for opening specialties defined in the curricula of professional higher education shall be the service-related needs of the Estonian Defence Forces.
67. Cadets shall be appointed to specialties by the Commandant of the ENDC on the proposal of the Commander of the Officer School coordinated with the Chief of the Education Department.
68. In appointing cadets to specialties, the preferences of students, weighted average grades and prior service of cadets shall be considered.

4.7.3 Specialties of the 2nd level of higher education

69. Master students studying at the master's level shall continue, as a rule, with their specialty studies obtained at the 1st level of military higher education.
70. Master students who have not obtained a specialty within the curriculum of the 1st level of higher education shall be appointed to pursue the infantry specialty.
71. It is permitted to change specialty based on a justified application by a student. The application shall be coordinated with the Headquarters of the Defence Forces and approved by order of the Commandant of the ENDC.

4.8 Practical placement within curricula

72. Practical placement within the curriculum shall take place pursuant to the guidelines for practical placement of the ENDC approved by the Commandant of the ENDC.

4.9 Academic progress

73. The transfer of a student to the next year shall be formalised by order of the Commandant of the ENDC, pursuant to the proposal of the Council of the Education Department by 15 September of each year.

5. ASSESSMENT OF LEARNING OUTCOMES

5.1 Forms of assessing learning outcomes

74. The assessment of learning outcomes (including self-evaluation) shall be part of the study process during which the knowledge and skills of the student are evaluated in a just and neutral manner based on fixed assessment criteria and the outcomes listed in the curriculum.
75. Learning outcomes shall be evaluated based on differentiated assessment (examination) and non-differentiated assessment (pass/fail evaluation). In the case of final papers or master's thesis, differentiated assessment is applied.
76. The assessment criteria formulated based on learning outcomes shall describe the expected level and extent of student knowledge confirmed by specific evaluation methods.
77. An evaluation method shall be the method for evaluating the students' acquisition of knowledge and skills (e.g. oral or written examination, essay, report, group work, briefing and questionnaire).
78. Assessment criteria shall be determined in the syllabus of a subject. Assessment criteria formulated based on learning outcomes shall describe the expected level and extent of competencies confirmed by specific evaluation method(s).
79. A subject shall be deemed completed when the student obtains a passing grade in the assessment of learning outcomes. In professional higher education, positive results in the assessment scale comprise the grades 5, 4, 3, 2, 1 and "pass". Negative results are grades 0 and "fail". In vocational education, positive results are 5, 4, 3 and "pass", and negative results are 2 and "fail".
80. The alphabetical equivalents for the numerical assessment scale grades 1–5 shall be A–E and F for grade 0.

5.2 Assessment scale for learning outcomes

81. Differentiated assessment of a subject's learning outcomes or parts thereof shall be expressed on a scale of six grades in professional higher education, and on a scale of four grades in vocational education.
82. The assessment scale in professional higher education shall be as follows:
 - 1) Grade 5 or "Excellent" – an outstanding and exceptionally thorough acquisition of learning outcomes at the level surpassing the very good level of knowledge and skills, characterized by the creative and free application of knowledge and skills;
 - 2) Grade 4 or "Very Good" – the acquisition of learning outcomes at a very good level, characterized by a purposeful and creative application of knowledge and skills. In more complex and detailed knowledge and skills some minor, non-critical errors with regard to content may occur;
 - 3) Grade 3 or "Good" – learning outcomes are achieved at a good level characterized by the purposeful application of knowledge and skills. In more complex and detailed knowledge and skills some uncertainty and incorrectness may occur;
 - 4) Grade 2 or "Satisfactory" – the acquisition of learning outcomes is at a sufficient level, characterized by the use of knowledge and skills in typical/routine circumstances. In less typical situations, gaps and uncertainty are manifest;
 - 5) Grade 1 or "Pass" – the acquisition of learning outcomes with regard to knowledge and skills is at a minimum level characterized by the limited ability to apply the acquired knowledge and skills in typical situations. In less typical situations, noticeable shortcomings are manifest;
 - 6) Grade 0 or "Fail" – the student's knowledge and skills are below the required competence level.
83. The assessment scale in vocational education shall be as follows:

- 1) Grade 5 or “Very Good” – the acquisition of learning outcomes at the level surpassing the threshold level, characterized by the independent, purposeful and creative application of outcomes;
- 2) Grade 4 or “Good” – the acquisition of learning outcomes at the level surpassing the threshold level, characterized by a purposeful application of outcomes;
- 3) Grade 3 or “Satisfactory” – the acquisition of all learning outcomes at the threshold level;
- 4) Grade 2 or “Fail” – the acquisition of all learning outcomes does not correspond to the threshold level.

5.3 Organisation of assessment and records of results

84. Competence in subjects and the acquisition of learning objectives are assessed at examinations and pass/fail evaluations (including interim examinations and interim evaluations as stipulated in the curriculum), and during defences, for which the relevant grades are entered into the examination or pass/fail evaluation record (hereinafter: the record). Grades may also be given for in-course tests, summaries, exercises, field exercises, etc., whose results shall not be entered into the record but may constitute a basis for grading examinations or pass/fail evaluations.
85. The form(s) of assessment of knowledge are set forth in the curriculum and syllabus. A subject shall be deemed to be completed after the passing of the respective examination or pass/fail evaluation.
86. Where the subject is divided into sub-subjects, pursuant to the curriculum, members of teaching staff shall be obliged to organise interim examinations or interim pass/fail evaluations according to the approved curriculum. The formation of the final grade of the subject shall be determined by the syllabus.
87. In order to pass a subject students are entitled to sit an examination or pass/fail evaluation in the same subject up to three times. The Chief of the Education Department shall form a panel of a minimum of three examiners for the second repeat examination. Similarly, students are entitled to sit the examinations or pass/fail evaluations of sub-subjects in the curriculum up to three times.
88. In the event that the grade for an examination or pass/fail evaluation is a fail for a third time, the student shall be exmatriculated from the ENDC.
89. Students shall be allowed to re-sit a pass-fail evaluation/examination once in order to attempt a higher passing grade, with the permission of the member of teaching staff. In such a situation the last grade shall be taken into account. If the grade of the second attempt is a fail Clause 88 of these Regulations shall be applied.
90. A student failing to appear for the assessment of knowledge with valid grounds shall be entitled to sit the assessment of knowledge at another time determined by the member of teaching staff. Where a student shows valid grounds for failing to appear for the assessment of knowledge, a note “Absent with valid grounds” shall be entered into the record.
91. A student failing to appear for the assessment of knowledge without valid grounds shall receive a note “Absent” in the record. The note “Absent” shall be equivalent to a “Fail”, however this shall not be considered in calculating the average grade or in the issuance of a diploma *cum laude*. The note “Absent”, given for failing to appear with no valid grounds, shall be declared null and void if a certificate indicating the valid grounds for absence is submitted within seven working days after the expiry of valid grounds.

92. A member of teaching staff shall enter the results of examinations or pass/fail evaluations in the relevant record on paper issued by the Planning Branch of the Education Department. The record is compiled in the Study Information System and shall include the names of all students allowed to sit an assessment of knowledge. The member of teaching staff is not permitted to make changes to the record.
93. /Null and void as of April 1, 2012/
94. The member of teaching staff shall return the completed record to the Planning Branch within 14 days of the examination or pass/fail evaluation at the latest.
95. The examination results of external students shall be entered in separate examination records by the Planning Branch.
96. Members of the teaching staff and other people responsible for teaching shall not make the student's grade available to third parties, unless in relation to the performance of tasks in accordance with the system and procedures set out in legislation.

5.4 Examinations and pass/fail evaluations

97. An examination is a form of assessment of knowledge. The result of an examination may be a positive or a negative grade. The system and procedures for examinations (oral or written, conditions for admission to examinations and repeat examinations, etc.) are determined in a syllabus.
98. It shall not be permitted to plan more than two examinations in one week, and there should be a minimum of two days between two examinations.
99. Upon the agreement of the member of teaching staff teaching the subject and student(s), the Planning Branch shall set the date(s) for repeat examination(s) and pass/fail evaluation(s).
100. Examinees shall be entitled:
- 1) to use the means of assistance and materials permitted by the examiner(s);
 - 2) to be informed of the result of their examination or pass/fail evaluation;
 - 3) to view his/her written examination paper within seven working days from the entry of their examination results into the Study Information System;
 - 4) to submit a justified application to the Chief of the Education Department to establish a panel to administer the second pass/fail evaluation or examination (including interim pass/fail evaluations);
 - 5) to submit a written dispute upon any disagreement with the results of an examination or pass/fail evaluation.
101. A member of the teaching staff has the right to refuse to allow examinations or pass/fail evaluations for any student who has not fulfilled the requirements for admission to the respective examination or pass/fail evaluation as defined in the syllabus, and to enter a negative result in the examination record.
102. A pass/fail evaluation is a form of assessing knowledge or coursework; its positive result is defined as "Pass" and negative result as "Fail". The result shall be deemed "Pass" if all preconditions for the completion of the respective subject set forth in the syllabus are fulfilled.
103. The system and procedures for taking end-of-subject pass/fail evaluations are identical to the system and procedures for taking examinations.

104. If any course entails a pass/fail evaluation and an examination, the passing of the pass/fail evaluation shall be the precondition for admission to the examination.
105. Failing to pass an examination or pass/fail evaluation in one subject shall not generally preclude taking examinations and/or pass/fail evaluations in other subjects, if not otherwise stated in the syllabus.
106. As a rule, the examiner shall be the member of teaching staff who taught the subject. The Chief of the Education Department shall be entitled, based on the proposal of the relevant Chief/Head of the Chair, to appoint another member of teaching staff to be the examiner, or to establish a panel of examiners.
107. Students entered in the examination record are allowed into the examination room.
108. The rules of the examination shall be defined in the syllabus.
109. The examiner shall be obliged to preserve examination papers until the end of the term after the term following the examination.
110. The average grade of the examination shall be calculated by dividing the sum total of all examination grades by the total number of examinations over a particular period of time.
111. The weighted average grade over a particular period of time shall be calculated as the sum total of the multiplications of grades of all examinations taken during the observed period, divided by the sum total of the credit points of graded subjects.
112. The grades of interim examinations/evaluations shall not be taken into account when calculating average grades; they shall not be entered into diplomas, supplements, academic records or other documents.

5.5 Written student papers and defences thereof, final examinations

113. At the ENDC, final papers and master's theses are defended. Pursuant to the curriculum or syllabus, other types of student papers can also be defended:
 - 1) Synopses of literature, essays, etc. (compiled within one subject);
 - 2) Course papers (awarded with separate credit points).
114. In order to be allowed to defend a final thesis, students shall be required to have completed the entire curriculum.
115. The selection of themes, supervision, writing, formatting, submission, defence and assessment of course papers shall be regulated by way of the Guidelines for the Compilation, Submission and Defence of Written Student Papers of the ENDC, approved by the Council of the ENDC.
116. The dates for the submission and defence of final papers and masters' theses shall be set in the academic calendar of the ENDC.
117. Defences are public, except in cases where final papers or master's theses comprise classified information.
118. Final papers and master's theses shall be assessed by the panel pursuant to the assessment scale valid in the ENDC.
119. Upon the failure of the student to appear at the defence of the final paper or master's thesis, the note "Absent" shall be entered into the record.

120. Declining to defend the final paper or master's thesis without justification shall be equal to the grade "Fail".
121. Any student who fails to appear at their defence with a valid reason shall be entitled to defend the final paper or master's thesis at a time set by the Commandant of the ENDC, on the proposal of the chairman of the panel.
122. The results of the defence of final papers or master's theses shall be announced immediately after the signing thereof in the defence panel record.
123. Students whose final paper or master's thesis and the defence thereof was graded as "Fail" shall be entitled to present their thesis for a repeat defence after making the necessary changes. This can be done only once within a year from the date of deletion from the list of students.
124. For the repeat defence the student shall be admitted as an external student.
125. A final examination shall be taken in accordance with the procedures set forth in the syllabus after completion of the entire curriculum.

6. COMPLETION OF STUDIES AND GRADUATION DOCUMENTS

126. When the student has passed the mandatory examinations, pass/fail evaluations and practical placement stipulated in the curriculum, and gathered the required amount of credit points, and defended the final thesis or master's thesis pursuant to the curriculum or passed the final examination, the graduate shall be given the graduation documents certifying full completion of the curriculum.
127. In professional higher education, graduation documents shall be a diploma certifying full completion of the curriculum and a diploma supplement written in both Estonian and English. In vocational education, graduation documents shall be a certificate and an academic transcript.
128. Graduation documents shall be issued to graduates on signing, pursuant to the order of the Commandant of the ENDC.
129. Issuing graduation documents shall take place pursuant to the Government of the Republic Regulation.
130. A graduate may be issued a diploma *cum laude*, pursuant to the terms and conditions stipulated in the Regulation of the Minister of Education and Research.
/This Clause was amended by the order No. 102 of 14 November 2015 of the Commandant of the ENDC/
131. /Null and void as of the 14th of November 2015/

7. ADMISSION, DELETION FROM THE MATRICULATION REGISTER AND READMISSION

7.1 Admission

132. Admission (matriculation) to the ENDC is the inclusion of a student in the list of students of military leadership degree studies.
133. Student admission is based on the order of the Commandant of the ENDC, on the proposal of the Admission Board of the ENDC. The order indicates the name of the

respective curriculum, its registration number and the final date of studies in accordance with the official standard study period, (hereinafter: the final date of studies).

134. Applications for following the military leadership curricula of the ENDC degree studies and the admission of student candidates shall be regulated by the "Conditions and Procedures of Admission to the Estonian National Defence College".

7.2 Exclusion from the matriculation register

135. Deletion from the list of students of the ENDC (exclusion from the matriculation register) shall mean the deletion of the student from the list of students of military leadership degree studies.
136. Deletion from the list of students shall be regulated by the "Conditions and Procedures of Exclusion from of the ENDC".
137. After the deletion of a student from the matriculation register, the student shall not be entitled to participate in studies or to redress his or her academic shortfalls.

7.3 Readmission

138. Readmission is the re-inclusion (re-matriculation) of the student in the list of students of the ENDC.
139. Readmission shall be applied for by way of personal application and this shall be formalised by the order of the Commandant of the ENDC, based on the decision of the Study Council of the Education Department.
- 139¹ The Study Council of the Education Department shall have the right to set additional preconditions for readmission.
140. Any student deleted from the matriculation register cannot apply for readmission before the expiration of six months following deletion from matriculation register. Readmission can be applied for twice in six years following the first deletion of the student from the matriculation register.
141. If readmission is granted, the student shall continue their studies from the semester during which he or she terminated the studies.
142. In vocational education, the student shall be readmitted to a module of the valid curriculum based on the module he or she studied before exmatriculation.

8. RIGHTS AND OBLIGATIONS OF STUDENTS

8.1 Informing

143. Applications related to the study process or academic mobility shall be submitted no later than fourteen days before the deadline.
144. The ENDC shall be obliged to inform students with regard to the arrangements concerning students (deletion from the list of students, academic leave, etc.) by way of the Commander of the Officer School or Non-commissioned Officer School.
145. Students shall be obliged to inform his Course Commander immediately with regard to any factors inhibiting his or her studies and any changes to his or her contact data.

146. Upon deletion from the matriculation register of the ENDC, students shall be obliged to return the student cards issued to them and all other state assets.

8.2 Counselling

147. Counselling of fellow cadets shall be provided by senior cadets with the relevant training.
148. Student representatives shall be entitled to meet with the Commandant of the ENDC and/or Chief of the Education Department once a month. Meetings shall take place in the form of briefings.
149. Students who are members of the Study Council of the Education Department and the Council of the ENDC shall inform fellow students with regard to decisions related to studies and the organisation of studies discussed and adopted at these meetings.

8.3 /Null and void as of the 03rd March 2014/

150. /Null and void as of the 03rd March 2014/
151. /Null and void as of the 03rd of March 2014/
152. /Null and void as of the 1st of April 2012/

8.4 Studying in other educational institutions

153. Students of the ENDC shall be entitled to complete subjects in other higher education institutions or institutions of military education, considering the requirements arising from their service in the Defence Forces.

8.5 Academic leave

154. Academic leave shall mean the exemption of a student from the obligation of studying.
155. During the standard period of study, academic leave is granted once for a period of up to one year. Additionally, students shall be entitled to apply for academic leave for health-related reasons for up to two years, and for childcare until the child turns three years of age. A year of academic leave for health-related reasons shall be applied for by way of presenting a medical certificate or other valid justification.
156. It shall not be possible to apply for academic leave during the first semester of the first academic year.
157. Academic leave and the termination thereof shall be applied for by way of an application addressed to the Commandant of the ENDC, previously coordinated with Chief of the Education Department.
158. Academic leave and the termination thereof shall be formalised by order of the Commandant of the ENDC. The order shall indicate the duration of the academic leave and the relevant change in the final date of studies. Upon termination of the academic leave, the final date of the academic leave shall be indicated.
159. During their academic leave, students shall be allowed to redress their academic shortfalls and participate in the study process with the permission of the Chief of the Education Department. When participating in the study process, students shall be obliged to pass the subjects in accordance with the syllabus.

- 159¹. During their academic leave, students shall not be allowed to redress their academic shortfalls or participate in the study process except in the following cases:
- 1) persons with moderate, severe or profound disabilities;
 - 2) a parent or legal representative of a child less than three years old, or of a child with disabilities.

8.6 Absence from studies

160. Absence from studies shall only be permitted on justified grounds or in the cases referred to in clauses 163 and 164 of these Regulations.
161. At their own initiative, students are permitted to be absent from studies only on the basis of justified application for no more than 10 calendar days within one academic year. These absences shall be documented in the course register.
162. It shall be permitted to be successively absent from studies for:
- 1) One calendar day with the permission of the Course Commander;
 - 2) Two calendar days with the permission of the commander of a unit;
 - 3) More than two days with the permission of the Commandant of the ENDC.
163. In exceptional cases, students shall be allowed to be absent for more than 10 calendar days per academic year by order of the Commandant of the ENDC, coordinated with the commander of a unit and Chief of the Education Department.
164. Any application for being absent from studies shall be made in writing, coordinated with the relevant members of teaching staff and then presented to the Course Commander. The Course Commander shall be responsible for students being absent from studies and for keeping a record of those students who are absent from studies.
165. Being absent from studies for service-related reasons shall be coordinated with the Education Department. In such cases the Course Commander shall be responsible for the coordination process.

8.7 Violation of academic traditions

166. Students shall have the obligation to adhere to generally acknowledged norms of conduct and academic traditions.
167. Violation of academic traditions shall be deemed as:
- 1) the use of such materials, during the assessment of knowledge, which have not been explicitly permitted for use by a member of teaching staff;
 - 2) unpermitted exchange of information by students whose knowledge is being assessed;
 - 3) participation in the assessment of knowledge as a substitute for another student;
 - 4) submission of written work, or parts thereof, written by another person and presented under the student's name without making adequate academic reference to it (plagiarism).
168. Upon the violation of academic traditions and disregard of generally acknowledged norms of conduct, the student may be deleted from the matriculation register pursuant to the system and procedure for deleting students from the matriculation register.

8.8 Submission of disputes regarding the organisation of studies

169. For disputes and appeals regarding the organisation of studies (except for entrance test results, grades for the defence of final papers and master's theses, and grades for final

examinations), students shall directly address the person, subunit or board responsible for the decision. The decision may be appealed orally or in writing within five working days of notification of the decision. The person responsible for the decision shall reply to the appeal within five working days.

170. If the person referred to in Clause 169 does not resolve the dispute, the student may address a written appeal to the Chief of the Education Department after being notified of said dispute not being resolved. The Chief of the Education Department shall notify the student of his decision in writing no more than seven working days after the dispute is submitted.

When resolving the dispute, the Chief of the Education Department shall forward his decision to the person who made the initial decision who shall then make a new decision during the time period stipulated in Clause 169. Upon disagreeing with the new decision, the student may submit an appeal to the appeals committee of the ENDC within five working days of the notification of the decision.

If the student does not agree with the Chief of the Education Department's decision to deny the appeal, the student may submit a further appeal to the appeals committee of the ENDC within five working days of the notification of the decision.

171. The appeals committee of the ENDC shall be an independent board of six members appointed by the Commandant of the ENDC. The committee shall be the final step for the resolution of disputes regarding the organisation of studies. The committee shall make a decision on the matter which is then forwarded for approval to the Commandant of the ENDC. The Commandant of the ENDC shall approve the decision within thirty days starting from the submission of the dispute. The Commandant may extend the time period for handling the dispute if he has justified grounds for this, duly notifying the author of the dispute of this extension.
172. If the student does not agree with the grade obtained for a final examination or defence of a final paper or master's thesis, he or she has the right to submit an appeal in writing to the Commandant of the ENDC within two working days of the notification of the respective grade. The Commandant of the ENDC shall form an appeals committee for handling the dispute within three days of submission the appeal. The committee shall make a decision on the appeal and forward it to the Commandant of the ENDC within seven working days of the committee being formed. The Commandant of the ENDC shall approve the decision within fifteen working days of receiving the appeal.

9. APPLICATION OF THE STUDY REGULATIONS

173. The clauses regulating the application of the study information system and syllabi (Clauses 4, 36, 56, 93, 97, 108) shall be applied as of the 1st of August 2011.
174. Upon entry into force of these Regulations, the Study Regulations of the Estonian National Defence College approved by the Council of the ENDC on the 26th of February 2009 shall be null and void.
175. /Null and void as of the 8th of April 2013/.
176. For students who were admitted before the academic year 2013/14, clause 159 shall apply until the end of the academic year 2015/16.
177. For students admitted starting from the academic year 2013/14, clause 159` shall apply.