

APPROVED

by EMA Governing Council resolution of 10 October 2019
by EMA Commandant's directive No. 88 of 16 October 2019

ESTONIAN MILITARY ACADEMY
CONDITIONS and PROCEDURES
for ADMISSION to and EXCLUSION from DEGREE STUDIES

I. GENERAL PROVISIONS

1. This regulation on admission to and exclusion from the Estonian Military Academy (hereinafter the EMA or the Academy) lays down the conditions and procedure for application, admission to and exclusion from the Academy's degree programmes.
2. This regulation has been prepared on the basis of the Higher Education Act, the Higher Education Standard, the Vocational Education Institution Act, the Standard of Vocational Education, the Military Service Act, the Statutes of the EMA and other legislation regulating the organisation of academic studies and military service.
3. The admissions criteria referred to in this regulation are the admission requirements and admissions tests across all levels of education as approved by the EMA Governing Council. The Rules of Admission prepared on the basis of these admission criteria shall specify the procedure for admissions for a given academic year.
4. The EMA provides state-commissioned education. The Academy's higher education study programmes are also open to persons who have previously already completed the same level of higher education in another higher education institution. If admitted to the EMA, they shall not be required to reimburse their study expenses within the meaning of the Higher Education Act.

II. ADMISSION

Public Competition and Application

5. The dates for submission of application documents for the Academy's degree study programmes and the dates of admission tests shall be laid down in the EMA academic calendar.
6. The public competition will be announced on the EMA website no later than two months before the start of the admission tests.

Vocational Education

7. No public competition is organised to apply for the Academy's vocational education programme (level 5, Basic Course for Senior Non-commissioned Officers). Students are assigned to vocational training by the Personnel Department of the EDF HQ on the basis of service needs.
8. Estonian citizens with upper secondary education who have completed conscript service and junior officers' course are matriculated to the EMA's vocational study programme.

Professional Higher Education

9. Admission to professional higher education (1st level of higher education) is conducted by way of public competition.
10. Estonian citizens with upper secondary education or equivalent qualifications from abroad and who have completed conscript service or equivalent military training may apply for EMA's professional higher education programme.
11. Admission to the professional higher education programme requires entry into active service in the EDF in accordance with the Military Service Act.

Master's degree studies

12. The admission to Master's studies (2nd level of higher education) is held by way of public competition in cooperation with the Personnel Department of the EDF HQ.
13. Estonian citizens who have obtained a higher education degree in the field of military management or equivalent qualifications and have at least three years of active service experience in the EDF or as an officer in the Defence League, may apply for EMA's Master's studies programmes.

External Studies

14. Admission to study as an external student at the EMA is governed by the EMA Study Regulations.

Organisation of Admission

15. The EMA Governing Council shall approve the admission criteria for the EMA's degree study programmes. The admissions criteria shall be approved by the end of October each year at the latest.
16. On the basis of the approved admission criteria, the EMA shall approve the admission regulation at least two months before the start of admission tests.
17. In order to organise the admission to higher education programmes, the EMA Commandant shall establish Admission Committee(s), outlining their duties by directive. Committees shall be set up no later than one month before the start of the admission tests.
18. The activities of the Admissions Committee are supported by the Planning Section of the EMA Department of Academic Studies. The work format of the Admissions Committee shall be meetings that must be recorded in minutes.
19. The Admissions Committee shall approve the candidate lists for admission test, the competitive rankings of the candidates and establish the admission threshold for the next academic year; in addition, prepare a proposal to the Commandant for student admission and matriculation to the Academy's higher education programmes.
20. Successful applicants will be matriculated to the EMA's degree study programmes on the proposal of the Admissions Committee by the EMA Commandant's directive. Entering into active service is a prerequisite for matriculation in professional higher education.
21. If it should be necessary to assess the fulfilment of admission requirements for higher education programmes, the Admissions Committee shall take guidance from the regulation on the EMA's RPL procedure.
22. The EMA Commandant retains the right to declare an additional competition for admission to fill state-commissioned study places that were left vacant during the first round of admissions.

III. EXCLUSION

23. Exclusion from the Academy shall be effected:

- 1) on the student's initiative;
- 2) on the initiative of the Academy.

24. The EMA's Academic Council shall put forward a direct proposal to the EMA Commandant to exclude a student from the Academy in the cases referred to in clause 27, (except in clauses 27.1 and 27.7-27.8).

25. The exclusion shall be formalised by the EMA Commandant's directive.

Exclusion on the initiative of the Student

26. Exclusion on the initiative of a student shall be effected on the basis of a written request submitted to the EMA Commandant at least 10 working days before the requested date of exclusion.

Exclusion on the initiative of the Academy

27. Exclusion on the initiative of the Academy may take place for the following reasons:

- 1) full completion of the curriculum;
- 2) failure to meet the admissions requirements for professional higher education programme;
- 3) poor academic progress;
- 4) in the event of a serious breach of conditions and procedures of the organisation of studies;
- 5) the event of improper conduct;
- 6) in the event their behaviour jeopardises fellow students or other persons;
- 7) release from active service;
- 8) the student's death or if they are declared missing.

28. The exclusion of a student due to poor academic progress may be due to the following reasons:

- 1) if the student fails to redress incomplete coursework;
- 2) if the student takes the final assessment of the subject or a component subject has been completed for the third time to a negative result (excl. final thesis defence);
- 3) if, during the nominal period of study, the student fails to fully meet curricular requirements;
- 4) if the thesis defence or the final examination has been given a negative result;

29. Students on academic leave shall not be excluded from the Academy on the grounds of poor academic progress, unless the student has achieved a third negative result when trying to redress the situation by taking the final assessment of a subject.

30. The types of exclusion referred to in points 27.4 to 27.6 may take place, for example, for the following reasons:

- 1) violation of regulations related to the organisation of studies (incl academic practices);
- 2) breaching generally accepted standards of morality and/or ethical requirements;
- 3) failure to comply with the EDF's disciplinary rules;
- 4) performing an act that discredits the Academy and/or the EDF;
- 5) threatening with or using unjustified physical violence;
- 6) absence from studies without a valid reason;
- 7) failing to report back to studies after the end of academic leave.

31. Students excluded from the Academy may be released from active military service in accordance with the procedure provided for in the Military Service Act.

IV. APPEALS PROCEDURE

32. All decisions relating to admission and exclusion of students are open to challenge in accordance with the procedure laid down in the EMA Study Regulations.
33. Persons whose appeal has been rejected shall have the right to take their appeal before the administrative court.

V. IMPLEMENTING PROVISIONS

34. Upon entry into force of this regulation, the “Conditions and Procedures for Admission to the ENDC” approved by the EMA Commandant’s directive No 276 of 09 December 2010 on the basis of EMA Governing Council’s decision of 24 November 2010, and also the “Conditions and Procedures for Exclusion from the ENDC” approved by the EMA Commandant’s directive No 106 of 25 June 2010 on the basis of EMA Governing Council’s decision of 16 June 2010, shall be null and void.
35. This regulation shall enter into force upon approval.