

APPROVED
on the basis of EMA Governing Council Resolution of 10 October 2019

Commandant of the Estonian Military Academy
Directive No 88 of 16 October 2019

ESTONIAN MILITARY ACADEMY
STUDY REGULATIONS

Tartu 2019

I GENERAL PROVISIONS

1. These Study Regulations (hereinafter: the *Regulations*) shall be the principal document of the Estonian Military Academy (hereinafter: the EMA) regulating the organisation of studies at the level of vocational and higher education (degree studies), and establishing the general rules and regulations for the organisation of studies, as well as general regulations governing academic studies for students, teaching staff, and for other people involved in academic studies at the EMA.
2. The aim of this document is to ensure that academic activities at the EMA are conducted in a manner that is of high quality, unimpeded, purposeful, and in accordance with legislation. The compliance with the rules laid down in this regulation are mandatory for all members of the EMA.
3. In addition to these Regulations, the academic activities of the EMA shall also be governed by the following documents:
 - 1) Statutes of the Estonian Military Academy;
 - 2) Estonian Defence Forces Internal Rules of Procedure;
 - 3) Estonian Military Academy Conditions & Procedures for Admission and Exclusion from Degree Studies;
 - 4) Estonian Military Academy Admissions Criteria;
 - 5) Estonian Military Academy Statute of the Curriculum;
 - 6) Academic Calendar of the Estonian Military Academy
 - 7) Estonian Military Academy Guidelines for Selecting Research Topics and Instructors, and for Reviewing and Defending Research Papers;
 - 8) Estonian Military Academy Guidelines for Written Work;
 - 9) Estonian Military Academy Policy and Procedures for the Recognition of Prior Learning and Professional Experience;
 - 10) Estonian Military Academy training plan for the academic year;
 - 11) Estonian Military Academy Guidelines for Practical Placements.
4. All information related to the organisation of studies at the EMA is available in the Academy's Study Information System¹.

II FORMS OF STUDY, STUDENTS AND STATE-COMMISSIONED STUDENT PLACES

II / 1 FORMS OF STUDY

5. At the level of higher education, the studies at the EMA shall be organised in the form of full-time studies and external studies. At the level of vocational education, the studies at the EMA shall be organised in the form of full-time studies.
6. In the course of full-time studies at the EMA, the students must complete all courses in accordance with the established curriculum.

¹ Estonian Military Academy Study Information System <https://ksk.ois.ee/>

II / 2 LEARNERS

7. Higher education studies at the EMA may be pursued as a student, visiting student or external student; vocational education studies can be pursued as a pupil and visiting pupil.
8. The number of student places at the EMA, referred to in these Regulations as the number of state-commissioned student places, shall be subject to annual decision of/by the Minister of Defence based on the proposal submitted by the Commander of the Estonian Defence Forces.

STUDENTS

9. Students are active service members who have been admitted (matriculated) to EMA's professional higher education or master's studies programmes.
10. Depending on the level of studies, students are either referred to as cadets (professional higher education studies) or master students (master's studies).
11. Pupils are active service members who have been admitted to EMA's vocational education programme.

VISITING STUDENTS

12. Visiting students are students who study at the EMA without being admitted (matriculated) to one of the EMA's degree programmes. In vocational education, visiting pupils are active servicemen. Visiting learners (students and pupils) are not deemed to be EMA students within the meaning of the Higher Education Act or the Vocational Educational Institutions Act, respectively.
13. The status of visiting student at the EMA is granted by the decision of EMA's Head of Academic Studies.
14. To apply for the status of visiting student at the EMA, the prospective student must submit an application to the Head of Academic Studies, indicating the names of subject courses of interest at the EMA together with the semester of completion, accompanied by a letter of motivation outlining how these subject courses are related to professional needs/requirements.
15. In the absence of restrictions arising from active service in the EDF, all visiting students are entitled to apply for selected courses from the EMA's higher education study programmes in the amount of up to 35 ECTS, and up to 30 ECTS from vocational training programmes.
16. All visiting students at the EMA are entitled can apply for a course for up to two times.
17. All EMA visiting students are:
 - 1) entitled to engage in academic studies in the subject courses listed in their application;
 - 2) obligated to complete the subject courses in the in accordance with the rules outlined in the syllabus;
 - 3) obligated to observe the requirements established for students of the EMA.
18. The EMA is:
 - 1) entitled to refuse to grant visiting student status;
 - 2) entitled to impose limits on the maximum number of visiting students per subject/course;
 - 3) entitled to terminate the studies of a visiting student if they fail to fulfil the requirements established for EMA students (see "Conditions and procedures for admission and exclusion");
 - 4) obligated to ensure that visiting students enjoy the same rights as full-time students when taking part in academic studies at the EMA.
19. Upon successful completion of a subject course, visiting students shall be issued a certificate signed by the Head of Academic Studies.

External students

20. External students are active service members who are enrolled in one of EMA's professional higher education or master's studies programmes.
21. External student status is not granted to former students who have been exmatriculated from full-time studies at the EMA, except for persons who is only one subject course – "Final Thesis" or "Master Thesis" (hereinafter: *Research Paper*) – short of completing their studies.
22. Persons who are short of completing their studies only by submission and defence of their final thesis shall be extraordinarily granted the status of external student even if they are not in active service.
23. External students are not deemed to be EMA students within the meaning of the Higher Education Act and they are not matriculated.
24. Active service members who have fulfilled the admission requirements are entitled to apply for external student status for completion of the study programme in accordance with the time limits and requirements specified in the EMA admission regulations.
25. Students admitted to the EMA are entitled to apply for external student status twice at each level of education.
26. Upon being granted external student status for the second time, the results of previous studies and work experience (hereinafter RPL procedure) shall not be taken into account in the completion of the curriculum.
27. Students who have been granted external student status for the second time shall complete their degree and/or service branch studies based on the version of the curriculum applicable for first-year students.
28. External students are allowed to defend their final thesis only after having fully completed the whole curriculum of their study programme.
29. Active service members applying for external student status must submit an application to the Commandant of the EMA that must be approved beforehand by the Chief of their unit, and the Personnel Department of the EDF Headquarters (except in cases specified in clause 31).
30. External students shall be admitted to the EMA on the basis of the EMA Commandant's directive. The Commandant's directive must additionally indicate the maximum duration of studies which, for external students, is the double nominal study period of the chosen study programme.
31. If external student status has been granted for the purposes of defending a final thesis, the status is granted until the end of the semester when the thesis is defended.
32. All external students (except those only defending their final theses) must complete at least 30 ETCS (incl. credits transferred via RPL procedure) worth of courses from their chosen study programme during the course of an academic year. External students must prepare a list of courses they plan to complete during the upcoming semester, and submit it for approval to the Head of the Planning Department at least two weeks before the start of the given semester, having previously sought the approval of the responsible teachers of chosen courses.
33. For the purposes of defending their final thesis, the external student must submit an application to the Head of Academic Studies by the first day of the semester at the latest.
34. All external students are subject to the regulatory provisions on formal education laid down in the Adult Education Act.

35. The EMA's external students are:

- 1) entitled to complete their study programme on the same conditions as regular EMA students;
- 2) entitled request for the extension of their nominal study period by the equivalent time they were deployed to an international military operation or appointed to fulfil national duties abroad for a period exceeding six months;
- 3) obligated to observe the requirements established for students of the EMA.

36. The EMA is:

- 1) entitled to impose limits on the maximum number of external students admitted to the EMA;
- 2) entitled to terminate the studies of an external student if they fail to fulfil the requirements established for EMA students, or if they have not managed to complete the required number of courses/subjects for the academic year;
- 3) entitled to terminate external student status, if the student has applied for this status pursuant to clauses 21 or 22 but has failed to submit their final thesis, did not appear at the thesis defence session, or was not successful in defending their thesis;
- 4) entitled to terminate external student status upon termination of active service in the EDF;
- 5) obligated to ensure that external students are afforded the same conditions as full-time students when taking part in academic studies at the EMA.

37. The completion of the external studies at the EMA is regulated by "Estonian Military Academy Conditions & Procedures for Admission and Exclusion from Degree Studies", and the issuing of graduation documents is regulated by provisions laid down in Chapter VI of this Regulation.

38. In the event that an external student's studies are terminated before graduation, they shall be issued a certificate (except credits transferred via RPL procedure) indicating the completed subject courses and learning results.

III LANGUAGE OF INSTRUCTION, CURRICULA AND SUBJECT COURSES

39. Estonian is the primary language of instruction at the EMA. The use of any other languages other than Estonian as the language of instruction is subject to decision by the Minister of Defence.

40. The EMA offers degree studies at the levels of vocational education, professional higher education and master's degree studies. Vocational studies conclude with a final examination; professional higher education studies and master's studies conclude with the defence of a final thesis. A study programme may conclude with a final examination if so stipulated in the respective programme curriculum.

41. Curricula are the baseline reference documents for study programmes, outlining the prescribed course of studies for a given programme, listing the subject courses and modules, and specifying study objectives, learning outcomes, nominal duration and workload of studies, requirements for starting and completing studies, opportunities for further specialisation.

42. The requirements for curricula, including their drafting, opening, quality assessment, development, and closure are stipulated in the EMA Statute of Curriculum.

43. Subject courses read at the EMA are divided into compulsory and elective subjects.

44. Subject courses are constituent units of curricula that address a specific area or parts thereof, and form the basis for learning and assessment of achieving the objectives of the module and curriculum. Final theses are a special category of subject courses.

45. At the level of higher education study workload is calculated in European credit points (hereinafter: *ECP => ECTS or credit point(s)*), and at the level of vocational education, the study workload is calculated in Estonian vocational education credit points (hereinafter: *EKAP/ECVET or credit point(s)*). One credit point is equivalent to 26 hours of work spent on studying.
46. Extracurricular activities are activities that are related to active service in the EDF, and aligned with the objectives of the curriculum.

IV STUDIES

IV.1 ORGANISATION of STUDIES

47. At the EMA, studies are organised in the form of contact learning, practical placements and independent work.
48. Contact learning (incl. e-learning) is a form of study aimed at achieving learning outcomes through personal contact between students and teachers or instructors/supervisors.
49. Independent work is a form of study where the student is responsible for acquiring the requisite knowledge or skills by themselves, based on guidance from the instructor.
50. Practical placement is a form of supervised independent study aimed at practical application of acquired knowledge and skills in the work environment, in compliance with the format prescribed by the EMA, and under the guidance of a supervisor.
51. The share of different forms of study shall be specified in the respective course syllabi.
52. The composition of different forms of study must ensure that the objectives and learning outcomes are achieved. The responsible course teacher shall be responsible for determining the optimal shares of different forms of study, and the legitimate/proper and expedient organisation of studies.
53. The academic year, officially commencing on 1 September and ending on 31 August, shall be the primary time unit for accounting for studies and students' progress in higher education.
54. All major deadlines related to degree studies shall be laid down in the academic calendar. The EMA's annual academic calendar shall be prepared by the Planning Section, and approved by the Commandant of the EMA by 1 June of the current calendar year at the latest.

IV.2 TRAINING PLAN

55. The Training Plan for the academic year, prepared by the Department of Academic Studies and approved by the Commandant of the EMA, is the primary document used for planning various study activities at the EMA. Compliance with the Training Plan is mandatory for all members of the EMA.
56. The Training Plan shall reflect the schedule and organisation of studies at the EMA for the given academic year with individual subject courses allocated between semesters for each cohort of students. Additionally, the Training Plan shall also incorporate all EMA events that are related to academic studies.

IV.3 SYLLABI

57. A syllabus is the descriptive overview of a study course that constitutes a part of a larger curriculum. The requirements regarding the formal and content of EMA syllabi are laid down in the EMA Statutes of Curriculum.
58. It is mandatory for each course to have a syllabus, prepared by the teacher responsible for the course in question, coordinated with the person overseeing the respective curriculum, and approved by the chair of the responsible academic department.

59. The syllabi for courses taught during the autumn semester must be prepared in the Study Information System by 20 June, and the syllabi for spring semester by 1 December.
60. During the time the course is being taught, any amendments and corrections to the syllabus are subject to approval, depending on the level of studies concerned, either by the relevant head of department or EMA's Head of Vocational Training, provided that those amendments or corrections are not related to the substantive content, course requirements, assessment criteria, or conditions for admission to the examination or tests. Teachers shall be responsible for any changes made to their syllabi, and they are obligated to introduce those changes before they enter into force in the EMA Study Information System.
61. Students are required to review the syllabi, and teachers must give an overview of the course syllabus during the first contact lesson. Additionally, the teachers are also required to inform students about any changes to the syllabi before those changes enter into force.
62. The Chairs of EMA academic departments shall be responsible for ensuring that relevant syllabi are prepared, and that they are in compliance with actual course work.

IV.4 COURSE SCHEDULES

63. The Planning Section under the EMA Department of Academic Studies shall be responsible for preparing all course schedules for degree studies in accordance with the approved syllabi, and making them available in the EMA Study Information System.
64. The course schedule must be made available via the EMA Study Information System at least two weeks before the start of the course.
65. The course schedules published in the EMA Study Information System can be changed only in exceptional cases. The responsible teacher must submit any changes to published course schedules for prior approval to the Planning Officer at the Planning Section, or to the Study Specialist responsible for course schedules, and those changes must be formalised in the Planning Section at least one week before these changes enter into effect.

IV.5 COMPLETION and CHANGE OF CURRICULUM

66. Students are entitled to and under obligation to complete the curriculum of the programme to which they were admitted (matriculated).
67. The completion of the curriculum denotes that the student has achieved the learning outcomes of the courses comprising the curriculum of their study programme in the prescribed manner and earned the required amount of credit points.
68. Students are entitled to graduate from the EMA on the basis of the curriculum of the programme they were admitted to the EMA to study, until the closure of the curriculum in question. The EMA shall inform the target group of the planned closure of the curriculum at least one academic year prior to the closure of the curriculum.
69. Students are entitled to change their core curriculum on the basis of a justified application outlining the reasons that must be submitted to the Commandant of the EMA, having sought prior approval from the Head of the EDF HQ Personnel Department, and the EMA Head of Academic Studies.

IV.6 SPECIALISATION (WITHIN CURRICULA)

Specialisation at the Level of Vocational Education

70. The opening of professional specialisation programmes under the vocational education curriculum shall be decided separately for each academic year on the basis of the EDF's service needs.
71. Pupils shall be assigned to professional specialisation by the EMA Commandant's directive on the proposal of the Chief of the Student Corps.

Specialisation at the Level of Professional Higher Education

72. The opening of professional specialisation programmes under professional higher education curricula shall be decided separately for each academic year on the basis of the EDF's service needs. The Personnel Department of the EDF HQ shall submit to the EMA the allocation of professional specialities and the number of students to be admitted to each specialty programme.
73. Cadets shall be assigned to professional specialisation by the EMA Commandant's directive on the proposal/ of the Chief of the Student Corps.
74. After completing the assigned professional specialisation programme at the EMA, cadets shall be assigned to specialties based on the service needs of the EDF, taking into account their weighted grade point average, prior military service, and personal preference.

Specialisation at the Level of Higher Education

75. Master students shall be assigned to their previously acquired professional specialty by the EMA Commandant's directive.
76. Master students who have not acquired a professional specialty at previous levels of education, are generally assigned to specialise in infantry.
77. Master students are allowed to change their professional specialty until the end of the first semester by submitting a justified request outlining the reasons for approval to the Commandant of the EMA, having sought prior approval from the EDF HQ Personnel Department, and the EMA Head of Academic Studies.

IV.7 PRACTICAL PLACEMENT

78. Curricular practical placements shall be organised in accordance with the relevant syllabi, and EMA Guidelines for Practical Placements approved by the Commandant of the EMA.

IV.8 RECOGNITION OF PRIOR LEARNING

79. The recognition of prior learning (RPL) shall be done in accordance with the EMA Policy and Procedures for the Recognition of Prior Learning.
80. Students are not entitled to re-take final assessment of courses recognised via the RPL procedure.
81. The decisions of the RPL committee are subject to appeal in accordance with the procedure outlined in clauses 172 and 173 of this Regulation.

IV.9 TRANSFER to NEXT ACADEMIC YEAR

82. The transfer of students to the next academic year depends on the completion of the courses of the previous academic year, including positive results for final assessments, taking into account clause 109 of this Regulation.
83. The transfer of students to the next academic year shall be formalised by 15 September of each year by the EMA Commandant's directive based on the proposal of the Academic Council under the EMA Department of Academic Studies.

V ASSESSMENT

V.1 ASSESSMENT AND GRADING SCALES

84. Assessment constitutes a part of the study process, enabling teachers to give their impartial assessment regarding the student's academic progress (achievement of learning outcomes).
85. The assessment of students' academic progress shall be carried out using the assessment methods and based on the criteria outlined in the course syllabus, describing a measurable level of expected competency achieved by the student.
86. Learning outcomes shall be assessed either via differentiated or non-differentiated assessment. Differentiated assessment is applied in the case of final theses.
87. The following grading scale shall be used at the level of higher education:
- 1) grade 5 or 'excellent' – an outstanding and highly comprehensive level of achievement of learning outcomes, characterised by the free and creative application of knowledge and skills that surpasses all previous levels;
 - 2) grade 4 or 'very good' – achievement of learning outcomes at a very good level, characterised by the purposeful and creative application of knowledge and skills. Some minor non-critical errors in the case of more complex and detailed knowledge and skills;
 - 3) grade 3 or 'good' – achievement of learning outcomes at a good level, characterised by the purposeful application of knowledge and skills. Some uncertainty and inaccuracies may occur with regard to more complex and detailed knowledge and skills;
 - 4) grade 2 or 'satisfactory' – achievement of learning outcomes at a sufficient level, characterised by the application of knowledge and skills in standard situations, with shortcomings and uncertainties in less typical situations;
 - 5) grade 1 or 'poor/pass' – achievement of learning outcomes at a minimum level, characterised by a limited application of knowledge and skills in standard situations, with significant shortcomings and uncertainties in less typical situations;
 - 6) grade 0 or 'fail' – the student's knowledge and skills fall below the minimum required level of competence.
88. Students are deemed to have completed a course if the assessment of learning outcomes yields a positive result. At the level of higher education, positive results are grades 5, 4, 3, 2, 1, and 'pass/passed'. Negative results are grades 0, and 'fail'.
89. The alphabetical letter equivalents of the 5-0 numerical grading scale are A-F respectively.

90. At the level of vocational education, the following grading scale shall be used
- 1) grade 5 or 'very good' – the student has acquired the requisite learning outcomes at the level surpassing the minimal threshold level, characterized by their independent, purposeful and creative application;
 - 2) grade 4 or 'good' – the student has acquired the requisite learning outcomes at the level surpassing the minimal threshold level, characterized by purposeful application of those outcomes;
 - 3) grade 3 or 'satisfactory' – the student has acquired the requisite learning at the minimal threshold level;
 - 4) grade 2 or 'fail' – the student has failed to acquire the requisite learning outcomes at the minimal threshold level.
91. At the level of vocational education, positive results are grades 5, 4, 3 and 'pass', and negative results are grades 2 and 'fail'.
92. The ranking of students shall be based on weighted and/or grade point averages. The weighted grade point average is calculated as the sum total of the multiplications of all positive examination results and the credit points of respective courses, which is then divided by the sum total of all credit points for the period in question. The grade point average is calculated by dividing the sum total of all positive results by the total number of assessments (i.e. examinations, tests, etc.) for the period in question.
93. Only the final grades for completed courses, as opposed to grades of component parts, shall be taken into account in the calculations of grade point averages, and included on diplomas or certificates, diploma supplements or academic transcripts or any other documents.

V.2 ASSESSMENT PROCEDURE and DOCUMENTATION of RESULTS

94. The form(s) of final assessment for each course (incl. for final theses) are stipulated in the curriculum. A course shall be deemed completed after the student has passed all assessments outlined in the course syllabus and received a positive result. The results of the final assessment for each course shall be recorded in the final assessment report/records of the respective course.
95. If the curriculum foresees that a course is divided into constituent parts, all these constituent parts must be assessed separately. The final grade for the entire course shall incorporate the results for each constituent part of the course, and its calculation shall be outlined in the course syllabus.
96. In order to obtain a positive result, students are entitled to take the final assessment no more than three times per course or its constituent part, (the second and third takes shall be henceforth referred to as re-take examinations, except in the case of defending final theses.
97. The date(s) of re-take examinations shall be determined by the teacher responsible for the course after consulting with the student(s). The teacher shall coordinate the time and the place of the re-take examination with the Planning NCO at the EMA's Planning Section or with the academic affairs specialist responsible for course schedules.
98. For the second re-take examination, the Head of Academic Studies shall set up a committee of at least three members at the request of the teacher responsible for the course.

99. The request to set up this committee must be submitted at least three working days before the second re-take examination is scheduled to take place.
100. The request for the second re-take examination must include the time and place of the re-take examination, as well as the composition of the committee (including its Chair), the procedure for the re-take examination, assessment criteria, and an overview of the calculation of the final grade.
101. The teacher responsible for the course in question cannot serve as the chair of the committee set up for the second re-take examination.
102. In the event that the student fails to get a positive result for the second re-take examination, the EMA is entitled to exmatriculate the student from the EMA.
103. Students failing to appear at the scheduled final assessment without valid grounds shall be noted in the records as 'absent' which is equivalent to receiving a negative result.
104. Students who are able to produce valid grounds for failing to appear at the scheduled final assessment shall be entitled to undergo the final assessment at another time determined together with the responsible teacher.
105. The teacher responsible for the course shall enter the results of the final assessment in the EMA Study Information System via the respective exam records form prepared by the EMA Planning Section.
106. The teachers must enter all results of the final assessment in the EMA Study Information System at least 10 working days from the following day of the assessment in question.
107. Teachers and other people involved in the teaching process are forbidden from disclosing the grades of individual students to third parties, unless otherwise specified in relevant legislation.
108. There must be a minimum of two days rest between two examinations (incl. final assessment of the course or any constituent parts thereof).
109. The responsible teachers are entitled to bar students who have not fulfilled the necessary requirements outlined in the course syllabus from taking the final examination, and they are entitled to enter a negative result in the final assessment records.
110. Students are entitled to:
 - 1) review their results for final assessments, and request feedback from the responsible teacher;
 - 2) provide feedback on the teaching process, including its contents, quality of teaching, and the organisation of studies;
 - 3) submit an objection to dispute the results of a final assessment in accordance with the procedure laid down in chapter VIII.5 of this Regulation.
111. The results of final assessments shall be recorded as part of the curricular semester, and must be formalised no later than the final day of the semester.
112. The teacher responsible for the course shall be responsible for preserving the results of the assignments that constituted the final grade until the end of the following semester.
113. The exclusion of a student from the EMA due to failure shall be conducted in accordance with 'Estonian Military Academy Conditions & Procedures for Admission and Exclusion from Degree Studies'.

V.3 RESEARCH PAPERS and FINAL EXAMINATIONS

114. In order to complete the curriculum in full, the students must write and defend a research paper/final thesis or pass the final examination.
115. Permission to defend the final thesis is conditional upon the completion of the entire curriculum. Students are allowed to defend their thesis only once during the nominal period of study.
116. As a general rule, the defence of final theses takes place only once during the academic year, and is organised at the end of the spring term. The deadlines for the submission, and the dates for the defence of final theses shall be stipulated in the course syllabus and in the EMA's annual training plan. If deemed necessary, the EMA is entitled to organise the defence of final theses also during the autumn term.
117. As a general rule, the defence of final theses is open to the public, except in cases they are deemed for internal use only, or if they contain state secrets or classified information of foreign states
118. Students whose final thesis defence yielded a negative result or who failed to appear at the defence are entitled to defend their thesis once more after being expelled from the Academy. If a student fails the second final thesis defence, they must choose a new topic, and re-take the course by writing a completely new thesis.
119. The detailed regulations governing the writing of research papers/final theses at the EMA are outlined in the 'EMA Guidelines for Selecting, Supervising, Reviewing, and Defending Research Papers'.
120. The requirements for research papers/final theses are outlined in the 'EMA Guidelines for Written Work'.
121. Students are allowed to take the final examination on the condition that they have successfully completed the entire curriculum, and it shall be conducted in accordance with the requirements and procedure laid down in the relevant syllabus.

VI COMPLETION of STUDIES and GRADUATION DOCUMENTS

122. Students who have successfully completed the curriculum in full (incl. defended the final thesis or taken the final examination) shall be issued the graduation documents certifying the full completion of the curriculum, and the student will be excluded from the list of EMA students.
123. The EMA shall issue graduation documents in accordance with the relevant government regulations².
124. The EMA shall issue graduation documents to graduates upon signature and on the basis of the EMA Commandant's directive.
125. At the level of higher education, graduates shall be issued a diploma *cum laude* in accordance with terms and conditions stipulated in the regulation issued by the Minister of Education and Research.

² At the level of higher education, Minister of Education and Research Regulation No 36 of 16 August 2019 'Kõrgharidustaseme ühtne hindamissüsteem ning diplomi ja akadeemilise õiendi andmise tingimused ja kord' <https://www.riigiteataja.ee/akt/123082019014?leiaKehtiv>. At the level of vocational education, Government Regulation No 137 of 18 September 2013 'Kutseõppeasutuse lõpudokumentide vormid, statuut ja väljaandmise kord' <https://www.riigiteataja.ee/akt/120092013011?leiaKehtiv>.

VII ADMISSION, EXCLUSION and READMISSION

VII.1 ADMISSION

126. Admission (matriculation) to the EMA is the inclusion of a student in the list of students enrolled at one of EMA's degree programmes.
127. The application and admission to the EMA's degree programmes is regulated by the "EMA Conditions & Procedures for Admission and Exclusion from Degree Studies"; the EMA's admission criteria for degree programmes, and admission regulations.
128. At the level of higher education, students shall be admitted to the EMA by the EMA Commandant's directive based on the proposal of the Admissions Committee. The Admission directive shall indicate the name of the curriculum/degree programme, registration number, the nominal study period, and the end date of studies.
129. At the level of vocational education, students shall be admitted to the EMA by the EMA Commandant's directive based on the proposal of the EDF HQ Personnel Department.

VII.2 EXCLUSION

130. Exclusion from the EMA (exmatriculation) is the removal of students from the register of EMA's degree students.
131. The exclusion of students from the EMA regulated by the "EMA Conditions & Procedures for Admission and Exclusion from Degree Studies".

VII.3 READMISSION

132. Readmission is the reinstatement (re-matriculation) of students in the EMA register of degree students.
133. The EMA degree student status is reinstated on the basis of a personal application addressed to the EMA's Commandant. The reinstatement of students is subject to approval by the EMA Commandant's directive on the proposal of the Academic Council. The Academic Council retains the right to set additional conditions for readmission.
134. Students removed from the EMA's student register are entitled to apply for readmission only after six months have elapsed from their expulsion from the EMA. At the level of higher education, students are entitled to apply for readmission no more than twice during a six-year period; at the level of vocational education, students are entitled to apply for readmission only once during a two-year period following their first expulsion from the EMA.
135. In case of a positive reinstatement decision, they shall continue their studies together with the class they were reinstated with, and based on the curriculum of that class.
136. For the purposes of deciding on the readmission of students the Planning Section under the EMA's Department of Academic Studies shall prepare an overview of the curriculum and the courses completed by the student in question and compare them to the current curriculum and courses taught at the EMA. All courses that have not undergone changes exceeding more than 1/4 of the completed course shall be automatically transferred to the new version of the curriculum.
137. If the course in question has undergone changes exceeding more than 1/4 of the completed course, the readmitted student must re-take the course in order to fulfil the requirements of the curriculum.

VII.4 STUDYING IN OTHER EDUCATIONAL INSTITUTIONS

138. Taking into account the requirements arising from active service in the EDF, and the Academy's study programme, the students are entitled to take courses from other institutions of higher education or at foreign military education institutions.
139. The international mobility of EMA students is organised in accordance with the "EMA's Internationalisation Policy".
140. As a general rule, students' international is conditional on the studies pursued abroad being related to the completion of the curriculum of their study programme at the EMA.

8. ACADEMIC OBLIGATIONS, ABSENCES and ADVISING

VIII.1 ACADEMIC DUTIES and OBLIGATIONS

141. All EMA students are obligated to know and follow the EMA's study regulations, as well as current regulations of the EDF.
142. All applications related to the study process or academic mobility must be submitted no later than ten working days before the deadline.
143. The EMA shall notify students with regard to any decisions pertaining to them personally (e.g. exclusion, granting of academic leave of absence, assignment to professional specialisation, etc.).
144. Students must inform the responsible teaching staff of any factors preventing their participation in the study process.
145. Upon exclusion from the EMA, the student must return their personal student card or her and any public property in their possession in accordance with the current procedure.
146. All EMA students are under obligation to follow generally recognised standards of propriety.
147. EMA students who have been appointed to the EMA's Academic Council and the Academy's Governing Council (including its sub-committees are under obligation to inform their fellow students of all topics under discussion, as well as all decisions pertaining to studies and the organisation thereof.

VIII.2 ACADEMIC LEAVE of ABSENCE

148. Academic leave of absence refers to the temporary exemption of students from their studies.
149. As a general rule, all students are entitled to take academic leave of absence upon personal request for up to one year; for up to two years for health-related reasons on the basis of a medical certificate; and to care for a child until the child reaches the age of three years.
150. The application/request for obtaining or suspending the permission for academic leave of absence shall be submitted to the EMA Commandant after having been approved by the Head of Academic Studies. Students who are in the middle of their final semester must submit their application at least ten working days before the start date of thesis defences.
151. The admission to or suspension of academic leave shall be formalised by the EMA Commandant's directive. In case of admission to academic leave, the Commandant's directive must indicate the duration of the leave of absence and the new final date for the completion of studies. In case of suspension of academic leave, the Commandant's directive must indicate the final date of expiry of the academic leave.
152. Academic leave is automatically terminated in conjunction with termination of active service in the EDF, and the student is ex-matriculated from the EMA.

153. During academic leave, students shall be entitled to redress their incomplete coursework upon request by obtaining permission from the Head of the EMA's Planning Section under the Department of Academic Studies. Students on academic leave may redress their incomplete coursework in accordance with chapter V.2 of this regulation. The defence of final theses is not /allowed while students are on academic leave of absence.
154. The student's nominal study period shall be extended by the duration of the academic leave of absence.

VII.3 ABSENCE FROM STUDIES

155. Upon justified request and approval with the responsible instructors conducting studies during the period in question, EMA students are allowed to abstain from studies:
 - 1) no more than two calendar days upon permission from the Head of the Student Corps;
 - 2) more than two calendar days upon permission from the Commandant of the EMA.
156. Requests for absence from studies exceeding two calendar days must be approved by the Head of the Student Corps and the Head of Academic Studies.
157. Students whose absence is due to temporary incapacity to work, illness or other valid reason, must inform their immediate supervisor of their absence at the earliest opportunity, including the reason and the expected duration of absence. The immediate supervisor shall forward the relevant information to the EMA's Planning Section and the Personnel Department. The EMA's Planning Section shall inform relevant instructors of the student's the absence due to temporary incapacity to work, illness or other valid reason.
158. EMA students whose active service in the EDF has been suspended for more than 60 consecutive calendar days due to temporary incapacity to work, must undergo a medical evaluation for compliance with the health requirements for active servicemen conducted by the Medical Evaluation Board of the EDF following the period of temporary incapacity for work.
159. The temporarily suspension of a student's active service in the EDF due to temporary incapacity to work does not automatically relieve students of their academic obligations at the EMA. In order to suspend their obligation to take part in studies, the student must apply for academic leave of absence.
160. The EMA Student Corps shall be responsible for maintaining a record on student absences.
161. The students shall be responsible for the redressing of any academic debts/arrears accumulated due to their absence.

VIII.4 VIOLATION of GOOD ACADEMIC PRACTICES

162. The following shall be deemed as violation of good academic practices:
 - 1) during tests or examinations, the use of materials that have not been expressly permitted by the teaching staff;
 - 2) clandestine exchange of information during tests or examinations;
 - 3) taking tests or examinations in place of other students;
 - 4) submission of someone else's written work, or parts thereof, and presenting it under own name without proper academic referencing (plagiarism).
163. In the event of violation of good academic practices, the student responsible must submit an explanatory note to the course instructor who, in turn, shall forward it with their personal comments to the Chair of the academic department. All violations of good academic practices shall be discussed in the Academic Council under the Department of Academic Studies.

164. In the event of violation of good academic practices and disregard for universal standards of propriety, the EMA is entitled to exclude/expel students in accordance with the 'Estonian Military Academy Conditions & Procedures for Admission and Exclusion from Degree Studies'.

VIII.5 STUDENT APPEALS RELATED TO THE ORGANISATION OF STUDIES

165. Students wanting to challenge decisions related to the organisation of studies (excluding the results of admissions tests, decisions of the RPL committee, and grades awarded for final theses and the final examination) must submit a written appeal to the Chair of the academic department responsible for the course in question within three working days from the publication of the result in the EMA's Study Information System.

166. Appeals are subject to the decision of the Chair of the academic department responsible for the course or the Head of EMA's Planning Section who must decide on the submitted appeal within three working days and inform the student thereof in writing.

167. In the event the student does not accept the decision of the Chair of the academic department responsible for the course or the Head of EMA's Planning Section, they are entitled to submit a written appeal to the Head of the Department of Academic Studies within three working days as of notification of the decision. The Head of Academic Studies must take the decision within five working days and inform the student thereof in writing.

168. In the event the student does not accept the decision of the Head of Academic Studies, they are entitled to submit a written appeal/ to the EMA's Appeals Committee within three working days as of notification of the decision. The EMA's Appeals Committee is a committee set up by the Commandant of the EMA, acting on the basis of the rules of procedure established for the EMA's Appeals Committee.

169. The EMA Appeals Committee shall make a decision within five working days of the registration of the appeal in the EMA's document management system, submitting it to the Academy's Commandant for approval. The Commandant of the EMA shall approve the decision within five working days of receiving the minutes of the Appeals Committee via the EMA's document management system, and shall inform the student thereof in writing.

170. In the event a student does not agree with the results of the admission test, the grade awarded for final thesis or final examination, they are entitled to submit a written appeal to the Commandant of the EMA within three working days from the notification of the results.

171. The Commandant of the EMA shall convene an Appeals Committee within three working days of the receipt of the appeal. The Appeals Committee shall make a decision within five working days, submitting it to the Academy's Commandant for approval. The Commandant of the EMA shall approve the decision within five working days of receiving the minutes of the Appeals Committee via the EMA's document management system, and shall inform the student thereof in writing.

172. In the event the student does not accept the decision of the RPL Committee, the student is entitled to submit a written appeal within three working days from the notification of the decision to the Head of the Department of Academic Studies who shall make a decision within five working days and shall inform the student thereof in writing.

173. In the event the student does not accept/ the decision of the Head of Academic Studies, they are entitled to submit a written appeal to the EMA's Appeals Committee within three working days as of notification of the decision. The EMA's Appeals Committee shall process the appeal in accordance with the procedure laid down in clause 169 of this Regulation.

174. If a student's appeal is dismissed, they are entitled to seek recourse from the administrative court.

VIII.6 STUDENT COUNSELLING

175. EMA students are entitled to seek counselling from the EMA's Planning Section in all matters related to the planning of studies (including documents related to the organisation of studies). The academic affairs specialists of the Department of Academic Studies are responsible for providing EMA students with counselling on studies and recognition of prior learning (RPL).
176. In matters related to studies, EMA students are advised teaching staff responsible for respective courses. In addition, first-year students are assigned mentors who are responsible for supporting their academic progress and advising on professional development.
177. Prior to re-taking examinations, students are entitled to consultations with the teaching staff responsible for the course in question, as organised in agreement with the instructor.
178. EMA student representatives shall be entitled to meet with the Commandant of the EMA and/or Head of the Department of Academic Studies upon prior agreement.

IX IMPLEMENTING PROVISIONS

179. Upon entry into force of this Regulation, the Study Regulations of the Estonian National Defence College approved by the EMA Commandant's directive No 106 of 30 November 2017 on the basis of EMA Governing Council's decision of 31 October 2017, shall be null and void.