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ACADEMIC REGULATIONS

1. General provisions

- 1.1 The Academic Regulations is the basic document that regulates the studies and study relationships at the Estonian Business School (hereinafter referred to as EBS).
- 1.2 The Academic Regulations and its amendments are approved by the EBS Senate.
- 1.3 EBS organises studies at all levels of higher education: Bachelor's, Master's and Doctoral studies. In addition to these regulations, the differences arising from the organisation of Doctoral studies are regulated by the Regulation for the Evaluation of Doctoral Students and the Regulation for the Defence of Doctoral Theses, which are both approved by the EBS Senate. Continuing education is regulated by the Rules for Continuing Education of EBS.
- 1.4 EBS offers full-time studies, part-time studies and external studies. The studies are conducted as daytime studies and session-based studies.
- 1.5 The studies take the form of face-to-face teaching, e-learning, internship and independent learning. Face-to-face teaching is teaching in a study environment (incl. e-learning) in form of a lecture, seminar, practical course or consultation or in another format described in the syllabus. The purpose of face-to-face teaching is achieving learning outcomes described in the syllabus. Both students and the lecturer participate in face-to-face teaching. Interactive teaching and learning methods are supported by the cloud-based e-learning platform Canvas.
- 1.6 A student is a person who is matriculated in a degree programme of the university (see also p.8.)
- 1.7 An external student is a person who is matriculated in a degree programme of the university with a purpose to study at less than part-time study load set by the legislation (see also p.8.).
- 1.8 A learner, in the context of Academic Regulations, is a person who studies in a degree programme-for the purpose to self-development.
- 1.9 Data related to the organisation of studies is exchanged and stored in the electronic study information system (hereinafter referred to as SIS). Notifications forwarded via the Canvas e-learning environment are considered formally sent.

- 1.10 Questions related to the organisation of studies are within the competence of Vice-Rector for Academic Affairs and are organised by the Office of Academic Affairs.

2. Matriculation

- 2.1 The admission requirements and procedure are established in the Estonian Business School Admission Rules. The Board of SA Estonian Business School confirms the number of students to be admitted on the recommendation of the Heads of Study Level by the end of October.
- 2.2 Students are matriculated by a decree of the Rector of EBS after they have entered into an agreement for the provision of a study service in accordance with the terms and conditions and the procedure specified in the agreement.
- 2.3 The basis and procedure for applying for and granting scholarships, waivers of tuition fees and discounts on tuition fees are determined by the EBS Statute of Scholarship, which is approved by the Board of SA Estonian Business School.
- 2.4 If a matriculated student fails to commence studies without any grounded excuse within two weeks after the start of the academic year, they will be expelled and the next applicant on the list will be matriculated instead.
- 2.5 Re-matriculation (reinstatement) takes place on the basis of the student's substantiated letter of application and the proposal of the Head of the Office of Academic Affairs by the decree of the Rector of EBS. Re-matriculation can be applied for within five years of terminating studies at EBS. Re-matriculation is generally impossible in the cases mentioned in clauses 9.8 and 10.6 of the present regulation. The EBS Rector may grant an exception.
- 2.6 A guest student is a student from another university who has come to study at EBS for a certain period. The studies of students from other universities at EBS are regulated by the present regulation and agreements made with the corresponding universities.

3. Basics of studies

- 3.1 Studies are based on a curriculum which specifies the study objectives, learning outcomes, structure of studies, list of subjects and modules with the volume of studies in credits, study options and conditions, requirements for enrolment and graduation, the main language of instruction and other languages of instruction necessary for achievement of the learning outcomes and the nominal study period.
- 3.2 The Statute of Curricula establishes the requirements for the structure, content and quality of curricula and the rules for the opening, administration and closure of curricula. Curricula are worked out and developed and the submission of proposals for supplementing them are organised by the respective Study Level Council whose members are appointed by the EBS Rector on the recommendation of the Head of the Study Level. The EBS Research and Development Committee performs the tasks of the Doctoral Studies Council. Curricula and its amendments are approved by the Board of SA Estonian Business School on the proposal of the EBS Senate. The Vice-Rector for Academic Affairs has the right to make alterations to the curriculum for the period of one year. Curricula are entered into the SIS and the Estonian Education Information System EHIS. Curricula must correspond to the Estonian Higher Education Standard.

- 3.3 The course outline is an informative document that provides a short description of the subject or module and is stored in the SIS. The course outline includes the official title of the subject, the code, the volume, the objective, a short description of the main sub-topics of the subject, learning outcomes and a list of pre-requisite courses. The course outline is compiled at the corresponding academic unit and is confirmed by the Head of that unit. The course outline forms the basis for entering the corresponding subject into the SIS.
- 3.4 The syllabus is compiled on the basis of the course outline. The syllabus is a description of a particular subject which includes the official title, code and volume of the subject and the prerequisite courses (i.e. the subjects required to study a certain subject), learning outcomes, the time schedules for face-to-face work and the list of topics to be covered, the time schedules and description of topics of independent assignments, the assessment methods and criteria and their alignment with learning outcomes, and the list of basic study literature. The syllabus is compiled by the lecturer teaching a certain subject and confirmed by the Head of the corresponding academic unit or by the leading faculty member appointed by the Head of the unit. Syllabi are stored in the SIS. The syllabi of autumn semester courses are confirmed by 15 June and the syllabi of spring semester courses by 15 December. The syllabus will be transferred to the e-learning platform Canvas two weeks before the start of the semester at the latest.
- 3.5 Subjects are divided into compulsory, elective and optional subjects. A compulsory subject is a subject that must be completed successfully in order to graduate from EBS. An elective subject is a subject that is chosen freely from a block of subjects and in the volume specified in the curriculum. An optional subject is a subject that is selected by the student from any curriculum of EBS or accredited curricula of other universities and is not listed among the compulsory and elective subjects in the student's curriculum. In order to choose an optional subject, the student must have passed its prerequisite subjects. Learners may choose elective and optional subjects according to the volume and requirements established in the corresponding curriculum.
- 3.6 The volume of a subject is expressed in terms of the European Credit Point System (European Credit Transfer and Accumulation System ECTS). The unit of study volume is a credit (ECTS). One ECTS credit corresponds to 26 hours spent studying – 1560 astronomical hours and 60 credits per year.
- 3.7 The timeframe of organisation of studies is established by the academic calendar, which determines the start and end dates of the study year and important study-related deadlines. The Vice-Rector for Academic Affairs approves the academic calendar for the coming academic year by the end of March.
- 3.8 Studies are divided into two semesters (autumn and spring semester), which generally last for 16-19 study weeks. Semesters end with the main examination session that lasts up to three weeks, followed by a resit session that lasts for at least two weeks.
- 3.9 There are no studies during the Christmas and summer breaks.
- 3.10 Internship generally takes place between two academic years.
- 3.11 In order to guarantee the quality of studies, students are regularly asked to give feedback by filling in questionnaires.

4. Organisation of studies

- 4.1 The nominal study plan is a document that establishes the total volume of studies in terms of time and form and divides the studies set forth in the curriculum between semesters. It is recommended that learners adhere to the nominal study plan.
- 4.2 A learner has the right to draw up an individual study plan by declaring semester studies that differ from nominal studies. A learner's tuition fee is based on the enrolled courses for a semester and is to be paid by the same due date as the standard tuition fee. Upon enrolment in a final thesis or final exam, the learner must adhere to the deadline for meeting the graduation requirements set forth in the graduation schedule for the respective semester. Learners are not permitted to enrol in courses where the studies will not be finished by the deadline for meeting the graduation requirements.
- 4.3 A learner enrolls in courses in the MyEBS platform. A learner cannot enrol in courses on a higher level of studies. A learner gets access to the enrolled courses in the e-learning platform Canvas 1 week before the start of the semester at the latest.
- 4.4 The Office of Academic Affairs draws up the schedule of studies for each semester on the basis of the nominal study plan. The schedule is announced by the start of the enrollment in courses for the corresponding semester. EBS reserves the right to change single courses and their volume or timeline.
- 4.5 The list of compulsory, elective and optional courses for each semester is announced to learners immediately before the start of the enrollment process. Enrollment in elective and optional courses takes place along with compulsory subjects.
- 4.6 If the number of participants registered for an elective or optional course is below the established minimum, EBS has the right to cancel the course.
- 4.7 A learner has the right to drop enrolled courses within six weeks of the start of the semester in accordance with the terms and conditions for waiving a study service.
- 4.8 Optional, elective and compulsory subjects can also be chosen from other institutions of higher education. In the case of elective or compulsory subjects, the student must have the approval of the Head of the Office of Academic Affairs. For guest studies, students must register with their counsellor at the Office of Academic Affairs and the institution of higher education where the studies are going to take place. The record of grades is issued, and the result registered by the Office of Academic Affairs. Grading takes place using the grading scale of the receiving institute of higher education. In case the grading scale does not correspond to the common scale applicable in Estonia or the grading scale is incomparable the result is converted to correspond to the common scale or the grade is transferred using undifferentiated assessment (pass/fail).
- 4.9 Guest students must follow the rules of the receiving institute of higher education.

5. Organisation of assessment

- 5.1 General rules
 - 5.1.1 The assessment methods define the manner of attesting the acquisition of knowledge and skills (e.g., an oral or written exam, pass/fail assessment, an essay, a test, a report, teamwork, a questionnaire etc).

- 5.1.2 An assessment criterion shall specify the expected level and scope of knowledge and skills in the context of the corresponding assessment method.
- 5.1.3 The learning outcomes, assessment methods and criteria must be interlinked.
- 5.1.4 The assessment methods to verify the achievement of the learning outcomes, the assessment criteria and procedure, incl. the principles of determining the final grade, shall be specified by the lecturer in the extended syllabus.
- 5.1.5 The final grade can be calculated as a total of different components (e.g., homework, a test, exam, pass/fail assessment) or based only on the results of an exam or assessment.
- 5.1.6 The assessment of learning outcomes can be differentiated (grades A, B, C, D, E, F) and non-differentiated (grades “pass” and “fail”). Differentiated assessment is used for bachelor’s and master’s theses.
- 5.1.7 A course is considered completed after the student has obtained a positive result in the assessment of learning outcomes. The grades A, B, C, D, E and “pass” are positive results and the grade F, “fail” and “not present” are negative results.
- 5.1.8 In case of differentiated assessment, the level of achievement of learning outcomes by a student is assessed based on the following scale:
 A = “excellent” – an outstanding and particularly broad-based level of achievement of the learning outcomes characterised by exceptional, free and creative use of the knowledge and skills.
 B = “very good” – a very high level of achievement of the learning outcomes characterised by proper and creative use of the knowledge and skills. More specific and detailed elements of knowledge and skills may reveal certain errors that are neither substantive nor serious.
 C = “good” – a high level of achievement of the learning outcomes characterised by proper use of the knowledge and skills. More specific and detailed elements of knowledge and skills reveal uncertainty and imprecision.
 D = “satisfactory” – a sufficient level of achievement of the learning outcomes characterised by the ability to use the knowledge and skills in typical situations; non-typical situations reveal gaps and uncertainty.
 E = “sufficient” – a minimally acceptable level of achievement of the most important learning outcomes characterised by a limited ability to use the knowledge and skills in typical situations; non-typical situations reveal considerable gaps and uncertainty.
 F = “insufficient” – the knowledge and skills acquired by the student are below the minimum required level.
- 5.1.9 In case of non-differentiated assessment, the level of achievement of learning outcomes by a student is assessed based on the following scale:
 P = “pass” – the level of achievement of learning outcomes corresponds to or exceeds the prescribed level.
 F = “fail” – the level of achievement of learning outcomes is below the prescribed level.
- 5.1.10 Written assignments in electronic format are submitted via the e-learning platform Canvas.
- 5.1.11 The requirements for written assignments are presented in the publication [Formatting of Student Papers in the Estonian Business School](#).
- 5.1.12 EBS has the right to check learners’ written assignments with the plagiarism detection system by adding them to the plagiarism detection system database.

5.1.13 Grades given on the basis of the grading scale that was valid in EBS until 31 August 2007 are converted as follows:

Grade until 31 August 2007	Grade as of 1 September 2007
A+, A, A –	A
B+, B	B
B –, C+, C	C
C –, D+	D
D, D –	E
F	F

5.2 Organisation of exams

- 5.2.1 The Office of Academic affairs prepares an examination schedule for each study group specifying the timetable for main examinations. There must be at least two days between examinations 1 of two subjects. Examination schedules are approved by the Head of the Office of Academic Affairs.
- 5.2.2 Examination dates are published in the e-learning platform Canvas by the 8th study week of the semester at the latest.
- 5.2.3 In order to record the examination results, the Office of Academic Affairs prepares an examination record including the names of all learners allowed to the examination. In case a make-up exam is taken during main examination 2, the Office of Academic Affairs prepares a make-up exam record with the date of the main examination. The lecturer is not allowed to alter the record.
- 5.2.4 The examination is conducted in the language of instruction of the subject. Examinations can be taken in another language only upon agreement with the lecturer.
- 5.2.5 Learners are allowed to take an examination if they have fulfilled all of the requirements for taking the examination set forth in the syllabus and they have no tuition fee debt.
- 5.2.6 Examinations can be taken twice: during the main examination and during a resit. Learners can choose between two main examination times – main examination 1 or main examination 2. Main examination 1 takes place after the end of the course during the study semester or the following exam session; main examination 2 takes place during the examination session immediately following the study semester. Main examination 2 of the last semester of the nominal study plan takes place during the semester. In the case of a written home examination or a written paper equated to an examination that must be submitted within seven calendar days, the lecturer may cancel the second examination (main examination 2, make-up exam). The business plan prepared during the Business Planning course cannot be resubmitted.
- 5.2.7 Passing the main examination is mandatory for learners. All learners are initially registered for main examination 1. Learners have the right to register for main examination 2 instead of main examination 1 within two working days before main examination 1 takes place. Online exams do not, as a rule, require any registration. A learner who fails to show up for the main examination must take a make-up exam.
- 5.2.8 In order to improve the final grade for a subject of the current semester, the learner must take a make-up exam. The terms and conditions of resitting and resubmitting other tests and assignments (home assignments, tests, etc.) are set forth in the syllabus.

- 5.2.9 Learners who fail to show up for main examination 1 and main examination 2 or fail the course are given „F“ as the final grade for the course. The learner must retake the course and pay the tuition fee again.
- 5.2.10 To participate in a knowledge test, a student shall submit an identity document at the request of the lecturer or a person substituting for the lecturer.
- 5.2.11 The lecturer generally prepares three versions of examination tasks. The tasks of main examination 1, main examination 2 and the make-up are different but generally on the same level in terms of difficulty. Exceptions are described in the syllabus.
- 5.2.12 Learners are generally not allowed to leave the examination room during an exam that takes place in a lecture hall. The lecturer conducting the examination may allow a learner to leave the examination room if they have a good reason for doing so.
- 5.2.13 Using aids, incl. smart devices, during an examination taking place in a lecture hall is generally prohibited. The lecturer may allow exceptions, which must be described in the syllabus and made known to the learner along with the examination paper. A lecturer or a person substituting for the lecturer has the right to remove a student from a knowledge test or refuse to assess the assignment submitted to him/her if the student is making use of help from others or violates the university's good academic practice in any other way.
- 5.3 Organisation of make-up exams
 - 5.3.1 Make-up exams take place at the beginning of the following semester at the latest. The make-up exams can also take place during the date of main examination 2 upon agreement with the lecturer.
 - 5.3.2 Learners who received an “F” as the final grade for the main examination must take a make-up exam. Learners who passed the main examination and wish to improve their final grade are also permitted to take the make-up exam. The grade received during the last examination will apply.
 - 5.3.3 The make-up exam has to be paid for and the fee is established in the tuition fee price list by the decision of the Board of SA Estonian Business School. In order to register for a make-up exam, the learner must pay the make-up exam fee, send a payment confirmation to the Office of Academic Affairs, after which they are entered on the make-up exam list. Learners must register for a make-up exam at the Office of Academic Affairs within three working days before the examination.
- 5.4 Assessment results
 - 5.4.1 The lecturer enters assessment results into the e-learning platform Canvas and approves the examination record in the SIS within 10 working days of conducting the assessment. The lecturer coordinates any exceptions with the Office of Academic Affairs and notifies the learners who have registered for the subject of the new date.
 - 5.4.2 Learners can apply for a certificate of their study performance that describes the volumes and grades of subjects passed from the Academic Secretary of the Office of Academic Affairs. Learners can regularly monitor their academic performance in the e-learning platform Canvas.
- 6. **Recognition of Prior Learning and Work Experience**
 - 6.1 EBS recognises prior learning and work experience on the basis of individual assessment.

- 6.2 EBS recognises prior learning and work experience in completing Bachelor's, Master's and Doctoral syllabi based on the principles set forth in the Standard of Higher Education. Recognising prior learning and work experience follows the established procedure in EBS.
- 6.3 The compatibility of prior learning with the learning outcomes of the syllabus, module(s) or subject(s) applied for is assessed. The suitability of contents and correspondence to the university level are assessed. Assessment criteria for APEL applications:
- 1) the prior experience and knowledge gained specified in the application are logically related to the contents and learning outcomes of the subject/module applied for
 - 2) the knowledge gained from prior experience proves that all learning outcomes have been achieved
 - 3) the application forms are correctly filled in and the added documents prove the achievement of all learning outcomes and are authentic
- 6.4 Upon recognising prior degree studies, the study volume of the first and second level of higher education must be 300 credits (ECTS) in total. The difference must be compensated where necessary, by adding either elective or optional subjects.
- 6.5 Degree studies completed at another institution of higher education are recognised on the basis of an academic transcript issued by the relevant institution of higher education.
- 6.6 Studies on the same level of education can be transferred as optional subjects only in the volume set forth by the curriculum.
- 6.7 Learners cannot apply for APEL for courses they have already registered for (except practical training) or for courses they have received a negative final grade for. An application that has received a negative assessment cannot be resubmitted without substantial additions.
- 6.8 Final theses defended and final examinations taken on the same level of education in other universities are not recognised as prior learning.
- 6.9 The recognition of degree studies is decided by the Head of the Office of Academic Affairs, who has the right to ask the learner to submit syllabi and, where necessary, involve the Head of the Academic Unit of the respective subject or the respective Head of Study Level in the recognition process.
- 6.10 The Office of Academic Affairs prepares a transfer record of recognising studies, which is approved by the Head of the Office of Academic Affairs. Studies are transferred as of the date of their completion.
- 6.11 Prior studies other than degree studies and work experience are assessed and recognised by a committee, which is formed by the decree of the Vice Rector for Academic Affairs, who also acts as the Chairman of the committee.
- 6.12 Learners cannot apply for the recognition of prior non-degree studies and work experience as optional subjects.
- 6.13 In justified cases, the Head of the Office of Academic Affairs can forward the committee an application for the assessment of prior degree studies.
- 6.14 In order to have their prior studies and work experience recognised, learners must submit a duly prepared application to the Office of Academic Affairs between 20 August and 15 May. The application must include documented proof of the studies and the work experience and the payment confirmation of the application processing fee. The Office of Academic Affairs forwards the

application with the added documents to the Vice-Rector for Academic Affairs, who will organise the respective assessment.

- 6.15 The committee has the right to request that the applicant submit written explanations with regard to the studies completed and knowledge, skills and competences acquired. The committee can organise a test of the applicant's knowledge and skills where necessary, by informing the applicant of the procedure beforehand.
- 6.16 The committee makes a due decision on the recognition of studies and work experience within 30 calendar days of submitting the application. On the basis of the decision, a record for recognising subjects is prepared, which is approved by the Vice-Rector for Academic Affairs.
- 6.17 The fees for recognising prior learning and work experience are established by the decision of the SA Estonian Business School.

7. Internship

- 7.1 The specific content and organisation of internship is described in the respective internship instructions. The Office of Academic Affairs organises an information hour before the commencement of internship
- 7.2 Learners select the place of internship themselves based on the objectives of the specific internship.
- 7.3 If requested, the Office of Academic Affairs issues a letter introducing the objectives and organisation of the internship to the organisation and a request to accept the learner as an intern and allow them to get acquainted with information concerning the organisation.
- 7.4 The results of the internship are presented in a report and submitted by 1 October or as agreed in the internship. The volume of the report is established with the internship instructions.
- 7.5 The reports are submitted to the e-learning platform Canvas.
- 7.6 The internship defence date will be set at the latest 2 weeks after submitting the internship report. During the defence of the report, the defence committee has the right to ask specifying questions and give additional tasks if necessary.
- 7.7 General grading scale of EBS is used in assessment of internship. The defences of internship reports generally end by 1 November.

8. Student status

- 8.1 A student is a person who is matriculated in a Bachelor's, Master's or Doctoral programme of the university.
- 8.2 Students are categorised
 - by the form of study:
 - daytime students
 - session study students
 - by the level of study:
 - Bachelor's students
 - Master's students
 - Doctoral students
 - by study volume:

- full-time students, i.e. students who cumulatively complete at least 75% of the study volume set forth by the curriculum by the end of each academic year.
 - part-time students, i.e. students who cumulatively complete 50-75% of the study volume set forth by the curriculum by the end of each academic year.
- 8.2.1 Students opt for either full-time or part-time studies upon entering EBS and enrolling in courses. The chosen form of study is approved and entered in the SIS and the EHIS by the Office of Academic Affairs.
 - 8.2.2 In accordance with the cumulative volume of completion of the curriculum, the Office of Academic Affairs confirms the academic status of each Bachelor's and Master's student by 31 August and each Doctoral student by 30 September – as a full-time student or a part-time student. A student who has cumulatively completed less than 50% of the study volume set forth by the curriculum by that date is exmatriculated by the decree of the Rector of EBS. A student can continue completing the curriculum as an external student.
 - 8.3 External students
 - 8.3.1 An external learner is a person who can take examinations and credit tests set forth in a curriculum for up to 30 ECTS per year and defend a final thesis or take a final examination.
 - 8.3.2 External learners are not students.
 - 8.3.3 External students are bound by the rights and obligations related to studies and the organisation of studies as set forth in the Academic Regulations.
 - 8.3.4 EBS has the right to suspend the studies of an external learner by the decree of the Rector of EBS if the external learner has failed to follow the Academic Regulations or pay the tuition fee.
 - 8.4 Learners general academic progress in a certain period of time is described using the weighted average grade (WAG), which is calculated by dividing the sum of the grade points multiplied by credit points by the sum of the credit points of all the successfully passed subjects during a certain period of time. Learners can monitor their academic performance in the e-learning platform Canvas.
 - 8.5 Academic leave means releasing students from studies at their request for one or more full semesters.
 - 8.6 Students are allowed to go on academic leave at their own request for up to two full semesters at every level of higher education. Additionally, students can go on academic leave on the following conditions:
 - 1) health reasons for up to four semesters
 - 2) service in the Estonian Defence Forces for up to two semesters
 - 3) parental leave until the child reaches the age of three
 - 8.7 Students of all levels of higher education can go on academic leave at their own request as of the second semester. Applications can only be submitted by the end of the fourth study week of the semester. Academic leave taken by students is not included in the standard study period. During academic leave, the volume of studies to be completed under the curriculum is not assessed. While on academic leave, the student shall have the right to complete the study programme (with the exception of defence of the final thesis or taking the final examination) and an obligation to meet the requirements of legal acts regulating studies.

- 8.8 Academic leave is granted to students who have no tuition fee debts. Students who go on academic leave are refunded the tuition fee according to conditions for refunding the tuition fee set by the Board of SA Estonian Business School.
- 8.9 Students are fully released from the obligation to study during the period when they participate in reservist training or additional reservist training or when they cannot participate in studies due to mobilisation. A student who has received a call-up notice must inform the study consultant of their absence from studies. Teaching staff must organise the studies for students who are released from studies in such a manner that students who participate in reservist training or additional reservist training can take a resit in the same semester.
9. **Academic fraud**
- 9.1 Academic fraud is:
- a) in an assessment of learning outcomes, the use of any materials that the lecturer has not explicitly permitted the students to use
 - b) forbidden exchange of information (sharing answers, copying, etc.) between learners whose learning outcomes are being assessed
 - c) taking a test for another learner or allowing another person to take a test in your name
 - d) submitting someone else's written work under your own name or using parts of it without proper academic referencing
 - e) plagiarism, i.e., extensive paraphrasing, referencing or citation of another person's work without using proper referencing
 - f) resubmitting your own work if you have already received credits for it (self-plagiarism), except if the lecturer permits it
- 9.2 Cheating, using forbidden aids during a test, plagiarism and self-plagiarism automatically results in an "F". Additional punishment measures are considered in the above cases on an individual basis.
- 9.3 Sanctions applied in the case of academic fraud related to ongoing studies are:
- a) a warning
 - b) lowering the grade
 - c) additional assignments
 - d) "F" as the final grade for the subject
 - e) exmatriculation
- 9.4 Sanctions applied in the case of academic fraud related to a final thesis or a final exam are:
- a) a warning
 - b) exmatriculation
- 9.5 The decision on lowering a grade, giving "0" for a test, a midterm examination or a home assignment or giving extra assignments is solely made by the EBS lecturer.
- 9.6 Giving an "F" for a subject or proposing to exmatriculate the student requires the approval of the Head of the Office of Academic Affairs.
- 9.7 Sanctions imposed in the case of academic fraud are recorded in the learner's EBS database.
- 9.8 Students are exmatriculated due to academic fraud if they have repeatedly committed acts of academic fraud during their ongoing studies.
- 9.9 Exmatriculation is approved by the Rector.
- 9.10 Learners have the right to dispute their punishment in writing within ten working days of the imposition of the punishment by submitting their appeal to

the Head of the Office of Academic Affairs, who will form a committee in order to resolve it. A decision on whether the appeal is justified is made within 14 days. If the appeal is justified, the smaller punishment imposed is deleted from the database. Other imposed punishments are either waived or amended.

- 9.11 Any disputes related to academic fraud are resolved by the Ethics Committee of the EBS Senate.

10. Improper behaviour

- 10.1 The following are treated as cases of improper behaviour:
- a) a considerable violation of generally recognised behaviour norms or academic traditions
 - b) forgery of documents
 - c) intentional submission of false data in assignments and/or applications
 - d) damaging the reputation of EBS, incl. giving unjustified negative value assessments on EBS
 - e) mediating study opportunities or services offered by EBS or preparing and distributing materials introducing the university or engaging in other activities that cause the university material or reputational damage without the consent of EBS and for the purposes of a person's own financial gain.
- 10.2 Sanctions applied in the case of improper behaviour are:
- a) a warning
 - b) a reprimand
 - c) exmatriculation
- 10.3 The person who discovers a case of improper behaviour must inform the Head of the Office of Academic Affairs, who will make a preliminary decision on the sanction to be applied and inform the Vice Rector for Academic Affairs thereof.
- 10.4 Sanctions imposed in the case of improper behaviour are recorded in the learner's EBS database.
- 10.5 The imposed sanctions depend on the extent and nature of the act of improper behaviour and the existence of past offences.
- 10.6 A student is exmatriculated due to improper behaviour in case of:
- a) being convicted as a student in the court for an intentionally committed crime
 - b) having forged documents.
- 10.7 Exmatriculation is approved by the Rector.
- 10.8 Learners have the right to dispute their punishment in writing within ten working days of the imposition of the punishment by submitting their appeal to the Head of the Office of Academic Affairs, who will form a committee in order to resolve it. A decision on whether the appeal is justified is made within 14 days. If the appeal is justified, the smaller punishment imposed (warning) is deleted from the database. Other imposed punishments are either waived or amended.
- 10.9 Any disputes related to improper behaviour are resolved by the Ethics Committee of the EBS Senate.

11. Exmatriculation

- 11.1 Students can be exmatriculated:
- at their own request on the basis of a personal application

- upon completion of a curriculum and issue of a diploma
 - due to poor academic progress
 - due to failure to participate in studies
 - due to failure to pay the tuition fee by the due date
 - due to a gross violation of academic ethics
 - in the event of the student's death
- 11.2 Students are exmatriculated due to poor academic progress if:
- they fail to pass a subject after using the opportunities for passing it
 - they have failed to pass a final thesis or a final examination two or more times
 - they have cumulatively completed less than 50% of the study volume set forth by the curriculum by the end of the academic year (see clause 8.2.2)
- 11.3 Students are exmatriculated due to failure to participate in courses if they have not declared their studies for the semester by the deadline specified in the academic calendar or do not participate in the declared courses.
- 11.4 A student is removed from the matriculation register due to failure to pay the tuition fee on time if they have not submitted a substantiated application to the Head of the Financial and Administrative Department of the Office of Academic Affairs before the due date in order to extend the payment deadline for the tuition fee.
- 11.5 A student is removed from the matriculation register due to a gross violation of academic ethics if:
- they received an “F” for their final thesis or final examination due to unethical behaviour
 - they have repeatedly violated the requirements of academic ethics
 - they have, as a student, been convicted in court for a crime committed intentionally
 - they have forged documents
- 11.6 Students are exmatriculated by a decree of the Rector of EBS.
- 12. Graduation**
- 12.1 In order to graduate from EBS and obtain the respective graduation document, learners must fulfil all the graduation requirements of the respective curriculum, incl. complete the prescribed courses (with a GPA of at least 2.00), write a final thesis or pass a final exam. The requirements and the defence of Doctoral theses are regulated by the Procedure for Passing the Doctoral Programme and Defending the Doctoral Thesis.
- 12.2 Learners who have completed their studies (in full or for the most part) choose a topic and a supervisor for their final thesis based on their major and personal interest. The supervisor of the final thesis is generally a faculty member, a researcher, or a doctoral student of EBS. If the learner chooses a supervisor outside from EBS the one must have at least a master's degree or equivalent qualification and also a co-supervisor from EBS will be appointed.
- 12.3 A learner must submit a proposal of the final thesis and enrol in the final thesis course by the deadline specified in the academic calendar. The proposal of the

- final thesis is coordinated with the supervisor of the thesis and approved by the respective Head of the Academic Unit.
- 12.4 Final theses are conducted once a semester at the time specified in the academic calendar (generally on the last weeks of the semester).
 - 12.5 The requirements for the bachelor's theses and the procedure for writing and assessing them is set forth in the guideline of Writing and Assessing EBS Bachelor's Thesis, approved by the Vice-Rector for Academic Affairs.
 - 12.6 The requirements for the master's theses and the procedure for writing and assessing them is set forth in the guideline of Writing and Assessing EBS Master's Thesis, which is approved by the Vice-Rector for Academic Affairs.
 - 12.7 Master's theses are to be presented in public before defence committees formed for this purpose. The defence committee may declare a master's thesis confidential on the basis of an application submitted. This decision will not change the defence procedure. Defence committees are formed by the decree of the Rector of EBS, which is prepared on the basis of a precept issued by the Office of Academic Affairs.
 - 12.8 Prerequisites of the master's thesis public presentation are the interim report with a positive result, supervisor's confirmation about allowing the thesis to final evaluation and a positive result in final evaluation.
 - 12.9 Prerequisites of the submission of the bachelor's thesis for final evaluation are a positive result for the interim report and a supervisor's confirmation about allowing the thesis to final evaluation.
 - 12.10 The interim report must be submitted to the supervisor at least 8 weeks before submission of the thesis for final evaluation.
 - 12.11 In case of a negative result for the interim report the learner must submit the proposal of the thesis again in forthcoming semesters.
 - 12.12 The Master's final examination module in total amount of 15 ECTS, consists of different capstone courses.
 - 12.13 Upon graduating, the results of studies are taken into account regardless of when they were obtained.
 - 12.14 Graduating students can dispute questions related to the procedure or the organisation of the final thesis or examination within three working days of the publication of the results by submitting an appeal to the Rector of EBS, who resolves it within one week.
 - 12.15 A final thesis is considered passed if the thesis is graded at least with a "D". The following grading scale is used in assessment of a bachelor's thesis: A = 90 – 100 (excellent) B = 77 – 89 (very good) C = 64 – 76 (good) D = 51 – 63 (satisfactory) F = ... – 50 (insufficient, fail). The following grading scale is used in assessment of a master's thesis: A = 91 – 100 (excellent) B = 81 – 90 (very good) C = 71 – 80 (good) D = 61 – 70 (satisfactory) F = ... – 60 (insufficient, fail). The final examination is considered passed if the examination is graded at least with a „E“. The following grading scale is used in assessment of bachelors' final examination: A = 91 – 100 (excellent) B = 81 – 90 (very good) C = 71 – 80 (good) D = 61 – 70 (satisfactory) E = 51 – 60 (sufficient) F = ... – 50 (insufficient, fail).
 - 12.16 Positive grades for a final thesis or final examination cannot be improved.
 - 12.17 If a student fails the final thesis or the final examination for the second time, they are exmatriculated due to failure to make academic progress. Re-matriculation takes place on the basis of the applicant's reasoned application pursuant to clause 2.5 of these regulations.

- 12.18 A diploma with honours (cum laude) is awarded to a student who:
- completed the Bachelor's or Master's curriculum in full
 - received an "A" for the final thesis or all parts of the final examination
 - has a weighted GPA of 4.60 or higher, taking into account all grades listed in the academic transcript.
- 12.19 Students or external students who have completed their curricula are issued a diploma and a diploma supplement in line with the procedure established by the Government of the Republic. The diploma is issued based on a directive of the rector about exmatriculating the student or declaring the external student graduated in connection with completing the curriculum. Graduation documents are prepared by the Office of Academic Affairs, and these are generally handed out at an official EBS graduation ceremony.
- 12.20 Students who wish to graduate with a double diploma on the basis of an agreement between institutes of higher education have the right to apply for the transfer of a final thesis defended or a final examination taken at a partner university to EBS. To this end, students must submit the respective application to the Office of Academic Affairs, the defended final thesis with a summary in Estonian or English (if the thesis is not written in Estonian or English and does not contain it) and documented proof of the positive defence result or the positive examination result. The decision on the recognition of the final thesis or final examination and the grade is made by the Head of the Office of Academic Affairs, involving the Head of the Academic Unit that corresponds to the topic of the thesis.

13. Contesting decisions

- 13.1 In order to contest decisions related to studies (with the exception of contesting the procedure of the final thesis or final examination), the learner shall submit a written contest to the person who made the decision within 10 working days from the date of the notification of the decision.
- 13.2 The learner shall add relevant documents to the contest and include the following details in the contest:
- a) name of the person who made the decision to whom the contest is sent;
 - b) content of the decision which is being contested;
 - c) reasons for the learner to find that the decision violates his/her rights;
 - d) clearly expressed claim of the learner submitting the contest.
- 14.3 The person who has made the decision shall respond to the contest within 10 working days as of the day the contest was submitted, by presenting a written reasoned decision as to the satisfaction or dismissal of the contest. In case the contest does not meet the requirements established in Subsection 14.2, the person who made the decision shall provide the learner an additional deadline for eliminating the deficiencies. The person who made the decision has the right to extend the deadline for making the decision on the contest by ten working days, informing the student thereof in writing.
- 14.4 The learner shall have the right to submit a written appeal regarding the decision on the contest within 10 working days as of the day of the notification of the decision. The appeal shall be submitted to the head of the relevant academic unit. If the first contest was submitted to the head of the academic unit, the appeal shall be submitted to the Vice Rector for Academic Affairs. If the first

contest was submitted to the Vice Rector for Academic Affairs, the appeal shall be submitted to the Rector.

- 14.5 The person who responds to the appeal shall:
- a) respond to the appeal within 10 working days as of the day the appeal was submitted. The response shall include a written reasoned decision as to the satisfaction or dismissal of the appeal;
 - b) have the right to extend the deadline for responding to the appeal up to 10 working days informing the learner thereof in writing.
- 14.6 The decision on the appeal shall not be subject to further appeal at the University.