

ENDORSED
at the meeting of EBS Senate
May 27, 2013
Re-endorsed January 22, 2016
June 20, 2018
May 25, 2020
June 13, 2022

PROGRAMME STATUTE

1. General provisions

- 1.1 Programme Statute (hereinafter referred to as “Statute”) shall establish the requirements set out for the structure, content and quality of degree studies curricula of the Estonian Business School (hereinafter referred to as “EBS”) and the order for opening, maintenance and closure of curricula in the field of business studies and administration.
- 1.2 The aim of the Statute is to ensure the correspondence of the curricula to the requirements set out in the legal acts of the Republic of Estonia and the European Union, and consistency with the standards, goals and objectives of EBS.

2. Curriculum

- 2.1 The degree studies at EBS are based on curricula.
- 2.2 A curriculum shall establish the general aims, the outcomes, the nominal length and capacity of the programme; the requirements for the commencement with studies; the options for specialisation; the list, the capacity, a brief description, the outcomes and selection of subjects; the main language of instruction and other languages of instruction necessary for achieving the intended learning outcomes; the forms of study; the requirements for the completion of the programme; the name of the degree conferred and the documents issued on graduation. A curriculum is drawn up according to the standards set out for the structure and content.
- 2.3 A joint curriculum is a study programme jointly established and managed by two or more educational institutions at the same level of higher education. At least one higher education institution participating in the programme has to hold the right to organise studies in the study programme group to which the programme belongs. The studies organised by the foreign higher education institution participating in the programme meet the requirements of the foreign country and the graduation documents issued by it are recognised by the competent authority of the foreign country.
- 2.4 The curricula and any modifications thereof shall be entered in EHIS (Information System of Estonian Education) and stored in the Registry of Curricula in OIS (Study Information System).
- 2.5 The curricula are divided by study level to bachelor’s, master’s and doctoral programmes.

- 2.6 The study objectives of curricula and its components are established in accordance with the general objectives of the corresponding study level in Higher Education Act and Standard of Higher Education. The above objectives are formulated in the form of study outcome i.e. the description of such knowledge, skills and attitudes that a student shall have acquired on the successful completion of the corresponding study programme or its component(s).
- 2.7 A curriculum consists of modules and subjects. A subject is an organised unit for the evaluation of a specified amount of knowledge, study process and study outcome in a certain field. The special forms of a subject are an internship, a final thesis and a final degree examination. A module is logically linked and complementary set of subjects. A module consists of at least one subject.
- 2.8 Subjects are divided into obligatory, elective, and optional subjects. An obligatory subject is a subject that is a prerequisite for successful graduation from EBS. An elective subject is a subject that a student may elect from the list of subjects set out in the curriculum in the prescribed capacity and on the established terms and conditions. An optional subject is a subject elected by a student freely from the curriculum of EBS or some other university, as an addition to the knowledge and skills acquired with obligatory and elective subjects.
- 2.9 The short descriptions of subjects or course outlines are inserted and stored in the Register of Subjects in OIS. The course outlines are drawn up in compliance with the format for course outline and academic regulations.
- 2.10 Core study is a targeted set of subjects to acquire the basic knowledge of the study area.
- 2.11 The major area of specialisation is a set of special knowledge, skills and attitudes that are a prerequisite for starting work in the speciality or specialities described in the curriculum, or continuation of studies on the next level of studies. A curriculum may contain more than one major areas of specialisation. The volume of the specialisation is at least 45 ECTS in Master's studies and at least 24 ECTS in Bachelor's studies (excluding the final thesis or final exam).
- 2.12 The capacity of a curriculum, a module and a subject is measured in the credit points of European Credit Transfer and Accumulation System, ECTS (hereinafter referred to as "the Credit Point" or "the ECTS"). A Credit Point is a unit of account of the capacity of a study programme. One Credit Point corresponds to 26 astronomical hours of work spent by a student on a subject. The capacity of one academic year equals to 60 Credit Points.
- 2.13 The nominal length of a curriculum is the time established for the completion of the curriculum. The student's standard period of study usually corresponds to the standard duration of the study programme. The student's standard period of study is extended:
- by the duration of an academic leave of absence;
 - by the semester during which the student studied abroad and whereby the higher education institution recognises the courses completed abroad to the extent of at least 15 credits.

3. Bachelor's programme

- 3.1 The nominal length of a Bachelor's programme is three (3) years and its capacity equals to 180 ECTS.
- 3.2 A Bachelor's programme has been structured into modules and it contains a Bachelor's thesis or a Bachelor's degree examination with the capacity of at least 5 ECTS.

4. Master's programme

- 4.1 The nominal length of a Master's programme is one to two (1 - 2) years and its capacity equals to 60 - 120 ECTS.
- 4.2 A Master's programme has been structured into modules and it contains a Master's thesis or Master's exam with the capacity of at least 15 ECTS. The Master's exam may consist of several separately evaluated parts.

5. Doctoral programme

- 5.1 The nominal length of a Doctoral programme is four (4) years and its capacity equals to 240 ECTS.
- 5.2 A Doctoral programme has been structured into modules and contains a Doctoral thesis with the capacity of 180 ECTS.

6. Opening of a study programme

- 6.1 The procedure for opening a new study programme is set out in Appendix 1 of the Statute.
- 6.2 A prerequisite for opening a study programme is a clearly justified need and the adequate academic and material resources of EBS. Study programme will help to fulfil the mission and goals of EBS. An additional prerequisite for opening a Doctoral programme is a positively evaluated field of research and development.
- 6.3 All academic staff members individually and/or as a group have the right to initiate the opening of a new study programme. A preliminary application has to be submitted to the Rector that contains the study programme's;
- aims, a brief description and outcome of studies;
 - the reasoned social and individual needs; the probable target group; the analysis of the interests of the above group, needs and probable options for graduates on the labour market;
 - a cost-benefit analysis,
 - the availability of the necessary resources, including lecturers with the required qualification, study materials and infrastructure (or a need for improvement).
- 6.4 The Rector shall appoint an expert or experts who evaluate the correspondence of the preliminary application to the set requirements, including the need for- and sustainability of the study programme, when necessary consults with other structural units and stakeholders and make one of the following reasoned decisions:
- opening of the programme is well reasoned and the preliminary application for opening a study programme corresponds to the set requirements,

- opening of the programme is not reasoned well enough;
 - the preliminary application for opening a study programme does not correspond to the set requirements.
- 6.5 In the event the preliminary application corresponds to the requirements, the Rector shall proxy the Vice Rector for Studies to initiate the compilation of a new study programme, and form a team responsible for the development of the study programme.
- 6.6 Vice Rector for Studies will confirm the formation of the team, appoint its leader, and set the time frame for drawing up the study programme.
- 6.7 The team shall draw up a draft of a study programme which shall contain:
- a draft of the study programme in compliance with the required format, including the subject descriptions;
 - a reasoned name for the study programme;
 - opinions of the representatives of potential target- and related groups, trade unions, potential employers to the study programme;
 - an estimate expenditure of the study programme;
 - the confirmations of the Vice Rector for Studies, heads of the academic units tied to the respective programme and the Chancellor;
 - the opinion of the Head and the Council of the Study Level;
 - in the event of a joint study programme, a draft of Collaboration Agreement as set out in the Higher Education Act.
- 6.8 The team leader forwards the agreed draft study programme to the Board of the SA Estonian Business School (hereinafter referred to as “the Board”) for evaluation and approval. The Board shall make propositions for modifications and amendments in the draft study programme if needed and
- presents the draft study programme with amendments to the Senate for approval or
 - returns the draft study programme to the team leader for making modifications.
- 6.9 The team leader and the Head of the Study Level shall make a presentation at the meeting of the Senate on the draft study programme. The Senate shall pass one of the following resolutions:
- approve the draft study programme and recommend the Board to approve the study programme,
 - return the draft study programme together with the propositions for modifications and amendments to the team leader.
- 6.10 The study programme that has been approved by the Board shall be presented for registration in EHIS (Estonian Education Information System) and inserted in OIS by the Office Manager of Rector’s Secretariat.

7. Administration and management of study programmes

- 7.1 The administration of a study programme based on the study level (bachelor's, master's and doctoral studies) includes the development of a study programme, the organisation of studies, the financial management, marketing and admission, and quality management.
- 7.2 The development of a study programme is based on a corresponding procedure set out in Appendix 2 hereto.
- 7.3 The Rector of EBS shall appoint, with his directive, on the recommendation of the Vice Rector for Studies, the Head of Bachelor's studies and Head of Master's studies for the maximum term of five (5) years. Vice Rector for Studies can on the recommendation of The Head of Study Level appoint additionally a head of a specific programme or a leading lecturer for a study module.
- 7.4 The heads of bachelor's and master's studies need to have at least a master's degree or a corresponding qualification. The Head of Doctoral Studies needs to have a doctor's degree or a corresponding qualification.
- 7.5 The main duties of the Head of the Study Level (incl. the Head of Doctoral Studies) are:
- to lead the study level at EBS, incl. resources and administration of the budget;
 - to analyse the study level's target market and to organise the marketing and admission activities with respective offices and specialist(s);
 - to draw up and implement a development plan of the study programme;
 - to guarantee compliance with the standards regarding study level's programmes;
 - to ensure the quality assurance of the study programme, incl. conducting internal and external assessments;
 - to draw up study level related reporting for the Board.
- 7.6 Head of a programme main tasks are:
- working with the Head of the Study Level to ensure the achievement of stated programme aims and learning outcomes;
 - providing leadership to the faculty attached to the programme to ensure student satisfaction and programme quality;
 - working with the Office of Academic Affairs to solve the academic challenges and issues of the students, including handling of appeals;
 - working with the Office of Academic Affairs to prevent drop-out and provision of individual academic counselling when necessary and appropriate;
 - participation in the planning and execution of programme marketing, admission, and alumni activities;
 - in coordination with the Head of the Study Level representing the programme in public and development of cooperation with programme specific corporate and academic partners;

- assuring quality of the programme, including the execution of internal and external accreditations.
- 7.7 When necessary, the Head of the Study Level and head of programmes may include faculty with the approval from the head of the respective academic unit, to develop and implement the fields of specialisation or elective modules contained in the study programme.
- 7.8 The Head of the Study Level shall rely on the teaching-staff of EBS, and the structural units related to the developmental activities in the process of study programme development.
- 7.9 The support institution of the development process of a study level is the Study Level Council. The Council includes:
- the Head of the Study Level,
 - representatives academic units,
 - a representative of students,
 - external experts, incl. representatives from the alumni and employers,
 - representatives from study programme's partner organisations,
 - the Head of EBS in Helsinki.
- 7.10 The members of the Study Level Council and secretary are appointed by the Vice Rector for Studies proposed by the Head of the Study Level.
- 7.11 Leading teaching staff-coordinator of specialisation or elective modules, and if necessary external experts, are invited to the Study Level Council meetings.
- 7.12 The Study Level Council shall:
- assess the draft of a new study programme;
 - supply a general assessment on the correspondence of study programmes to the objectives set for the study level and study outcome regulated by the Standard of Higher Education;
 - assess the correspondence of study programmes to the requirements of the labour market and make propositions for modifications in the content of study programmes related to the above requirements;
 - make propositions and recommendations for the introduction of new modules or fields of specialisation, or modifications in or withdrawal of the existing ones related to the study programmes;
 - make recommendations for the marketing strategy and selection of target groups;
 - assess study level's development plan and if necessary, make propositions for modifications;
 - give recommendations and make propositions for modifications to study level reports.

- 7.13 The administration and technical support of the Study Level Council is managed by the Secretary of the Study Level Council.
- 7.14 The meetings of the Study Level Council are held not less than once a semester. The resolutions of the Study Level Council are recorded in the minutes. The Head of the Study Level is responsible for the preservation of the above minutes.
- 7.15 In Doctoral studies, the EBS Senate Research and Development Committee carries out the role of the Study Level Council. The document of Tasks and Procedure of the Research and Development Committee regulates the work of the Research and Development Committee.

8. Modification of study programmes

- 8.1 A study programme may be modified for any academic year whereas the modified study programme is a version for that academic year.
- 8.2 A study programme that has been modified by the introduction, modification, replacement, or withdrawal of subjects, is coordinated with the head of the academic unit by the Head of the Study Level. Made propositions are then presented together with course outlines to the Office Manager of Rector's Secretariat.
- 8.3 The introduction of a new module or field of specialisation in study programmes, or modifications in or withdrawal of them, is coordinated with the Vice Rector for Studies and with the appropriate head of the academic unit. Amendments in the volume of 45 ECTS or more are approved by the Senate on the recommendation of the Head of the Study Level and endorsed by the Board. The above modifications are presented to the Office Manager of Rector's Secretariat to be entered in EHIS and OIS.
- 8.4 A modification of the name of a study programme or speciality, and the introduction or change in the language of instruction are approved by the Senate.
- 8.5 A new version of a study programme shall become effective as of the next academic year, provided only that the modifications in the study programme have been confirmed and entered in OIS not later than on 1st of March.
- 8.6 A new study programme or a new field of specialisation shall become effective as of the next academic year, provided only that it has been confirmed by the Board of SA Estonian Business School and entered in OIS not later than 15th of December.
- 8.7 Should the modifications in the study programme concern the name of the degree conferred or the nominal length and capacity of studies, the objectives and study outcome to a significant extent (more than 50%), a new study programme is opened.

9. Closure of a study programme

- 9.1 The closure of a study programme means the end of instruction according to the above study programme.
- 9.2 As a rule, a study programme is closed on 31st August (the last day of instruction according to the study programme concerned) but not earlier than four (4) years after the last admission to the Bachelor's programme, not earlier than three (3) years after the last admission to the Master's programme and not earlier than six (6) years after the last admission to the Doctoral programme.

- 9.3 In the event of the closure of a study programme due to reasons arising out of Estonian legislation, the last day of instruction is determined in compliance with a corresponding regulation.
- 9.4 A study programme is closed with the resolution of the Board on the proposition of the Head of the Study Level.
- 9.5 Should it appear necessary after the closure of a study programme, EBS shall guarantee its students an opportunity to continue their studies at EBS or some other university in the same or closely related field of specialisation.

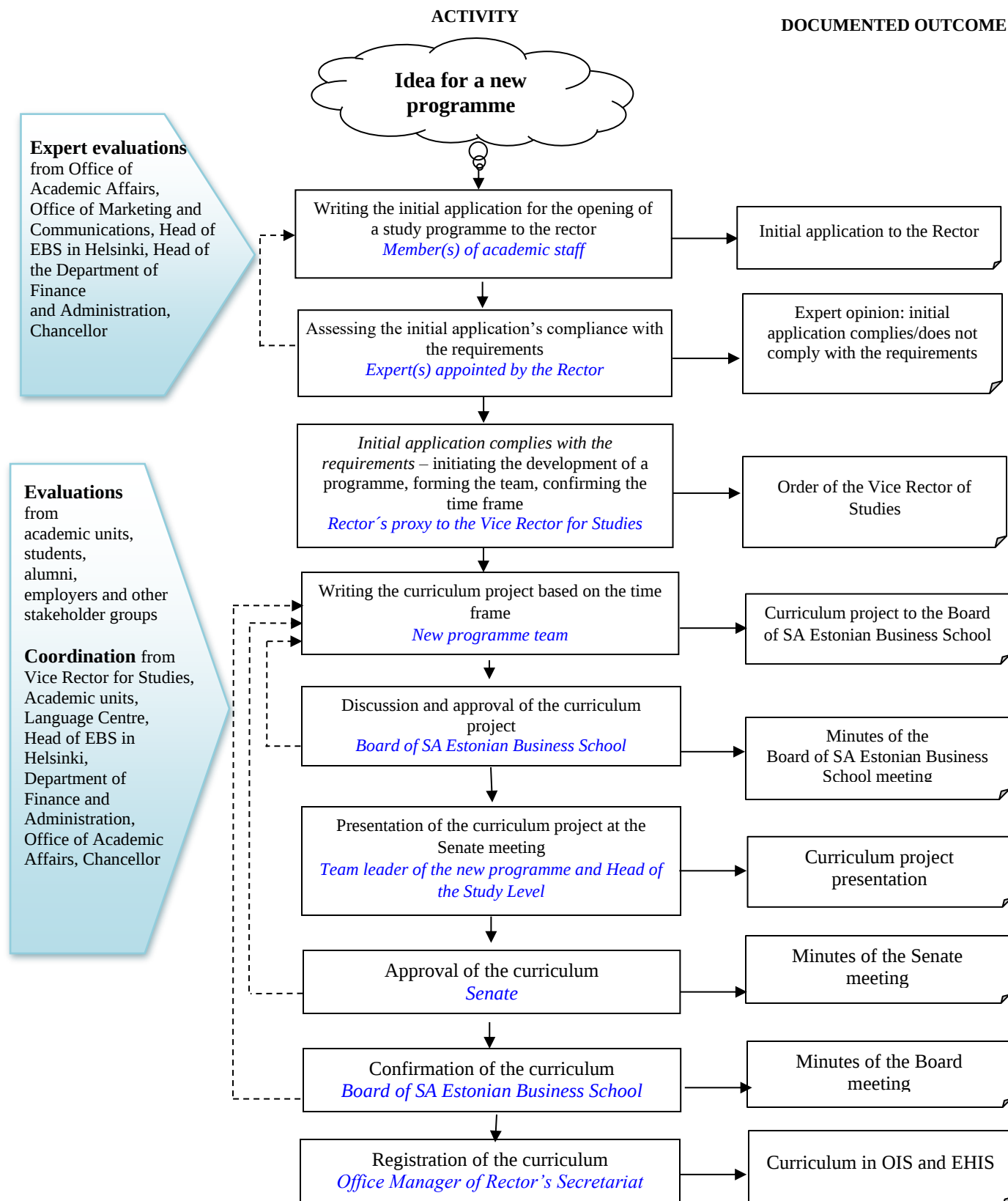
10. Quality assurance

- 10.1 In the process of study work and quality assurance, EBS follows the Higher Education Act, Standard of Higher Education, the standards and guidelines of quality assurance followed in the field of European higher education, the decisions of Estonian Quality Agency for Higher and Vocational Education (EKKA) and the EBS framework of quality assurance.
- 10.2 The means used for quality assurance are as follows:
- the creation of prerequisites and conditions necessary for study work and constant development of the study environment,
 - constant improvement of study methods and -means;
 - provision of the library with the latest study- and scientific literature;
 - involvement of highly qualified teaching- and research staff in the study process and constant complementary training of the teaching staff;
 - constant and systematic development of study programmes;
 - the development of support systems for the study process;
 - the support, development, counselling, monitoring and supervision of programme management and development of study programmes through administrative and support systems;
 - conduct of internal assessment and consideration of the assessment results in the development of study programmes;
 - regular feedback from students, graduates, alumni, employers, and other target- and related groups; analysis of the feedback results and application of the outcome in the development of study programmes;
 - the development of international dimension in the study process through the foreign exchange of students and teaching staff.
- 10.3 The quality of study work is regularly assessed through internal- and external assessment. Quality assurance process is regulated by the EBS Quality Assurance System.
- 10.4 Internal assessment involves a systematic and regular process of monitoring and analysing the study work and study results, which enables to clearly identify the

strengths of the study process and the areas in need of improvement. The assessment ends with the planning, application and monitoring of the development process.

- 10.5 Internal assessment may involve a subject, a study programme or a group of study programmes. The order for internal assessment is established by the Rector with his plan of action for resolution. The outcome of internal assessment is a basis for the development of study programmes.
- 10.6 External assessment is an international assessment of groups of study programmes and scientific research, and the institutional assessment of EBS.
- 10.7 The quality assessment of a group of study programmes is carried out in compliance with the requirements and order set out by the Estonian Quality Agency for Higher and Vocational Education (EKKA), EFMD or other internationally recognized quality agency. Should there be deficiencies in the quality of a group of study programmes, the Head of the Study Level shall present to the Rector a plan of action for the rectification of the deficiencies within 30 days from the date of receipt of the decision of the quality agency.

OPENING A NEW STUDY PROGRAMME PROCEDURE



DEVELOPMENT OF A STUDY PROGRAMME

