

RULES FOR CONTINUING EDUCATION

1. General provisions

1.1 The Rules for Continuing Education of EBS (hereinafter referred to as “the Rules”) set forth the fields-, principles of organisation- and order of assessment of continuing education at Estonian Business School (hereinafter referred to as “the EBS”) in compliance with the Universities Act, the Adult Education Act, the Statute of the Open University of EBS, the Rules for the Study Organisation of EBS and other legal acts.

1.2 As defined in the Adult Education Act, continuing education is an organised study process with set objectives that takes place outside the degree-level programme study.

1.3 The continuing education conducted at EBS is related to the study programmes of business and administration.

2. The organisation and conduct of continuing education

2.1 Continuing education at EBS is co-ordinated and administered by the Open University of EBS (hereinafter referred to as “the Open University”).

2.2 Continuing education is performed in accordance with the training schedule of the Open University on the basis of the continuing study programmes of the Open University that have been compiled in concordance with the Bachelor’s-, Master’s- or Doctoral study programmes (hereinafter referred to as “the Degree Level Programmes”).

2.3 General responsibility for the organisation and substantive quality of the study process that is carried out in compliance with the continuing education study programmes shall be assumed by the Head of the Open University. The responsibility for the organisation of the Degree Level Courses shall be assumed by the Head of the Study Programme and the responsibility for the quality of the abovementioned courses shall be assumed by the head of the relevant department.

2.4 The volume of the subject is expressed in terms of European Credit Transfer and Accumulation System (hereinafter referred to as “the ECTS”). One credit point (ECTS) is a unit of the study work volume corresponding to 26 hours of work by a study Trainee. The unit for the calculation of the length of training is an academic hour (one academic hour equals to 45 minutes).

2.5 The prerequisite subjects for continuing education study programmes shall be determined by the leading faculty member of the training. The prerequisite subjects of the Degree Level Programmes have been established by the corresponding study programme. The suitability of an applicant on their registration shall be verified by the Head of the Open University or an employee of the Office of Academic Affairs.

3. Registration for studies

3.1 The prerequisite for enrolment in a Degree Level Programme at the Open University is the

submission of a standard format application by the applicant. The application is processed and feedback provided by the Head of the Open University or an employee of the Office of Academic Affairs.

3.2 Registration for the Degree Level Subjects shall be performed in compliance with the Training Schedule- and Training Term of the Open University.

3.3 The submitted application shall be appended by the list of subjects, modules or study programmes, or a declaration of the study information system (hereinafter referred to as “the OIS”) with such information of what the applicant is willing to study in the forthcoming academic semester.

3.4 In the event of selecting a subject or module part of a Degree Level Programme, the continuing education study Trainee (hereinafter referred to as “the Trainee”) shall join the corresponding study group.

3.5 EBS shall be entitled to refrain from accepting an applicant in the event:

3.5.1 an applicant has violated the code of academic conduct or dignity during the previous studies;

3.5.2 of specific limits on the subject or the number of places established by the Office of Academic Affairs with regard to the subject, study module or study programme;

3.5.3 the applicant has not passed all the required subjects;

3.5.4 the previous academic level of education of an applicant does not correspond to the requirements established for a study programme or subject, whereas it is only possible to apply for a Master’s level course provided a person has a Bachelor’s degree (in the event of reasoned cases the Head of the Open University shall be entitled to make exceptions).

3.6 In the event of applying for a language study course, the applicant shall have to prove their level of language with a certificate or take an interview with the lecturer in charge prior to the commencement of the semester.

3.7 The subjects for the applicant shall be declared in OIS by the Head of the Open University or an employee of the Office of Academic Affairs. In the event the applicant has a valid user account in OIS, they shall declare the subjects agreed on with the Open University independently. The Head of the Open University or the Office of Academic Affairs shall provide the applicant with the necessary advice and assistance.

4. Terms of payment for continuing education

4.1 After the approval of the declaration of the applicant in OIS, it will be approved by the Head of the Open University or an employee of the Office of Academic Affairs for the second time prior to the preparation of the invoice.

4.2 The Trainee shall pay the tuition fee in accordance with the volume of the subjects and the annual directive of the Rector that establishes the tuition fee for every academic year.

4.3 The term and the instalments of the tuition fee shall be established by an agreement between the parties. The Trainee shall settle the tuition fee in accordance with the issued invoice.

4.4 The Open University shall not issue a certificate about the completion of the course or participation unless the tuition fee has been settled in full.

4.5 Should the Trainee discontinue the training course they shall not be refunded the tuition fee. In the event the Trainee has a good reason to discontinue the course e.g. an illness or a business assignment, they shall be entitled to select a new training course from the list of

training courses in the current- or the following academic year.

5. Trainee's rights and duties

5.1 Trainee is a person who studies according to a continuing education study programme or degree level subjects or- modules in a continuing education course. The Trainee is not a student.

5.2 The Trainee shall be entitled:

5.2.1 to receive information on the content and organisation of continuing education;

5.2.2 to participate in the study process as set forth for a subject, a study module or a study programme;

5.2.3 to have access to OIS and/or e-study environments (should the study process require it);

5.2.4 to use the Library and Reading Room of EBS and receive study materials with regard to the declared subjects as set forth by the programmes;

5.2.5 to receive a certificate in proof of participation and completion of the continuing education course;

5.2.6 to apply for the recognition of studies completed in the continuing education course(s) in the EBS Degree Level Programmes as set forth in the EBS Rules for Student Admissions and the Rules for the Organisation of Studies;

5.2.7 to leave the continuing education course voluntarily prior to the end of the training course, but without the right to be refunded the tuition fee.

5.3. The Trainee shall be obliged:

5.3.1 to pay for the studies in accordance with the stipulations set forth in the Training Agreement;

5.3.2 to follow the EBS Rules for the Organisation of Studies, generally recognised code of conduct and academic traditions;

5.3.3 to comply with the requirements set forth in the study programme of continuing education or the Degree Level Study programme;

5.3.4 to use the assets of EBS prudently and in the event of damage or destruction of the abovementioned assets compensate for the damage caused;

5.3.5 to notify the Head of the Open University of an inability to participate in writing at least one (1) working day prior to the commencement of the training course.

6. Order of opening, keeping, changing and closing the subjects of continuing education

6.1 The study programmes of continuing education and Degree Level Study shall include the following information:

6.1.1 continuing education curriculum (study programme) or the name of the subject;

6.1.2 study group;

6.1.3 study outcomes;

6.1.4 terms and conditions for the commencement of training provided they are a prerequisite for the achievement of study outcomes;

6.1.5 total volume of the study process, including the proportion of auditory, practical and independent work;

6.1.6 content of training;

6.1.7 description of the training environment;

6.1.8 list of study materials should the training programme require such materials;

6.1.9 terms and conditions for completion and the issued documents;

6.1.10 the qualification necessary for the conduct of training, description of study- or work experience.

6.2 New study programmes, subjects or modules are opened with regard to the demand of the labour market and the study material resources of EBS. New continuing education curriculums are opened in collaboration with lecturers and specialists or other organisation with a training licence. A new study programme is opened under the management of the Head of the Open University who will submit the study programme of the training course to the Rector for approval.

6.3 The lecturers who conduct continuing education shall have higher specialist qualification or have been active in the field of training and possess the necessary experience for training what they are capable of proving. The requirements for the qualification of lecturers who carry out Degree Level Training have been set forth in the Rules for the Election of the Academic Faculty of EBS.

6.4 Information on the effective study programmes, subjects and modules will be made public on the web page of the Open University and other channels of information (e-mail, print media, training portals and other channels of information).

6.5 A study programme shall be closed in the event it fails to correspond to the level and requirements of contemporary know-how and it is not reasonable to change it, there is insufficient interest for the study programme or subject in the training market.

7. Documents issued to the Trainee

7.1 The document in proof of successful completion of a continuing education course is a certificate that is issued to the Trainee who has completed such course and proven the achievement of the outcomes outlined in the study programme of the continuing education course or requirements set forth for a subject. The certificate or its appendix outlines the achieved outcomes and the means of assessment to prove such achievement.

7.2 A certificate to prove participation or completion of a continuing education course is issued in the event the Trainee was not assessed for the achievement of outcomes or failed to achieve all the outcomes required for the successful completion of the course.

7.3 A certificate is issued on the proposal of the Head of the Open University and signed in accordance with the authorisation granted by the Rector.

7.4 The certificate shall include the following information:

7.4.1 the forename and surname of the Trainee, Personal Identity Code;

7.4.2 the name of the adult educator providing the continuing education and the information on his or her qualification;

7.4.3 report on economic activities or the registration number of the activity licence in the Information System of Estonian Education;

7.4.4 name of the study programme or subject, subject code, time and volume of the training course, trainers (may be outlined in the appendix of the certificate);

7.4.5 place and date of issue, and the number of the certificate.

7.5 The information with regard to the certificate will be entered in the relevant register of

EBS.

7.6 In the event the certificate is lost, destroyed or damaged, the owner will be issued a duplicate at their written application.

7.7 The certificate or its duplicate shall be drawn up in Estonian or English. The certificate about the participation or study performance may be also issued electronically.

8. COLLECTION AND PROCESSING OF PERSONAL DATA

8.1 EBS collects the following data about its Trainees: name, position, company, education, speciality, contact phone number, e-mail address, postal address and ID code. The ID code is used for the preparation of the certificate. Personal data shall be processed in accordance with paragraph 6 of the Personal Data Protection Act.

9. SETTLEMENT OF DISPUTES

9.1 Any disputes or differences of opinion arisen between EBS and the Trainee shall be settled through mutual negotiations. In the event the differences of opinion cannot be settled through negotiations, the matter shall be settled in Harju County Court.