REGULATIONS OF CONTINUING EDUCATION

Adopted based on subsection 7 (1) of the Adult Education Act, subsection 23 (4) of the University of Tartu Act and clause 12 (2) 2) of the Statutes of the University of Tartu. [effective as of 31 January 2020]

I. General provisions

1. The regulations of continuing education (‘regulations’) lay down the fields of study of continuing education at the University of Tartu (‘university’), the principles of organising continuing education and quality assurance of continuing education, and the conditions and procedure for the recognition of prior learning and experience (also ‘RPL’) in continuing education.

2. Continuing education is part of lifelong learning. Continuing education means purposeful and organised studies outside degree studies.

3. In continuing education, it is possible to study according to curricula of continuing education (‘continuing education programme’) or take single courses from the curricula of degree studies (‘degree study course’).

4. Continuing education is offered in the humanities, social sciences, medicine and science and technology by
   4.1. faculties, institutes, colleges and non-faculty institutions within the scope of their specialisation and in interdisciplinary cooperation;
   4.2. support units according to their tasks specified in the description of the unit.

5. The organisation and quality assurance of continuing education follow the principles of programme-based management and quality assurance of studies as established in the Statutes of Curriculum, unless otherwise provided in these regulations.

6. The organisation of continuing education, incl. the preparation of continuing education programmes and the assessment of learning outcomes follow the requirements laid down in the Study Regulations, unless otherwise provided in these regulations.

7. Programme-based organisation of continuing education in a structural unit is coordinated by the dean, the head of the institute, college, non-faculty institution or support unit (‘head of the structural unit’). The head of the structural unit organising continuing education appoints a continuing education programme director and approves a programme council either for a specific continuing education programme or collectively for all continuing education programmes in a specific specialisation or structural unit.

8. Continuing education is provided for a fee. The rector establishes the procedure for establishing, invoicing and exempting from tuition fees in continuing education.

9. The task of a continuing education programme director is to ensure the high quality of continuing education, both in terms of content and organisation. The programme director organises the entering of continuing education programmes in the Study Information System,
the registration of continuing education learners and the confirmation, cancellation or modification of registrations. The programme director approves the records of the continuing education programme in the Study Information System and collects feedback from learners, parties who commission continuing education, teaching staff and, if necessary, other stakeholders. [effective as of 3 September 2018]

10. The head of the structural unit in which a continuing education programme is developed ensures that the author’s property rights to the continuing education programme belong to the university. If the development of study materials is not part of the author’s duties under the employment contract, the head of the structural unit in which the continuing education programme is developed ensures that an authorship contract is made with the author to agree on the assignment of author’s property rights to the university. If necessary, also the licensing of the author's moral rights to the university are agreed with the author of the continuing education programme.

11. If the dean has not appointed a vice dean for academic affairs, the dean performs the duties imposed on the vice dean for academic affairs by these regulations.

II. Continuing education programme

12. Continuing education programmes are approved in the Study Information System by the head of the structural unit organising continuing education. The head of the structural unit organising continuing education has the right to delegate, for a specified term, the approval of one or more programmes of the unit. [effective as of 3 September 2018]

13. A continuing education programme contains the following information:
   13.1. the title and code;
   13.2. the broad field of study, field of study, detailed field of study, curriculum group;
   13.3. the general objective and learning outcomes;
   13.4. the description of the content of the continuing education programme;
   13.5. if the objective of continuing education is to acquire professional, occupational or vocational competences included in the professional standard or a degree study curriculum, a reference to the professional standard or curriculum and the list of competences to be acquired;
   13.6. the name of the member of the teaching staff conducting continuing education; a description of the qualification and professional experience of the member of the teaching staff or a link to a public web page including the corresponding data;
   13.7. the form of study, i.e. a face-to-face, partly or fully web-based or correspondence course;
   13.8. description of the study environment;
   13.9. target group;
   13.10. total volume and structure of the volume, i.e. the share of face-to-face teaching, practical and independent work in academic hours and credit points;
   13.11. the beginning and end date of the programme;
   13.12. the faculty, institute, college, non-faculty institution or support unit organising the programme;
   13.13. programme director;
   13.14. the minimum and maximum number of participants in a study group;
   13.15. the requirements for admission to continuing education and starting studies, if these are the prerequisites for achieving learning outcomes;
   13.16. the list of study materials, if study materials are required for taking the continuing education programme;
   13.17. the requirements for completing studies, incl. the way of assessing learning outcomes, if learning outcomes are assessed; the criteria for assessing learning outcomes and the documents issued;
13.18. a reference to forming the RPL committee, if the continuing education programme or its part can be completed by RPL;
13.19. information on whether the fee paid for participating in the continuing education programme can be considered as training expenses under subsection 26 (2\textsuperscript{1}) of the Income Tax Act;
13.20. the date the continuing education programme was confirmed.

14. A special form of a continuing education programme is a massive open-access online course, which is open for registration for everybody, fully web-based and free of charge for participants. The objective of a massive open-access online course is to give various target groups access to studies at the university, diversify and introduce study opportunities at the university, improve the quality of university studies and support the everyday learning process.

IV. Continuing education learner

15. The employee appointed by the head of the structural unit organising continuing education registers a participant in continuing education as a continuing education learner for the period of continuing education by approving the person’s registration in the Study Information System. [effective as of 3 September 2018]

16. The university may refuse to register a person as a continuing education learner if the person does not meet the requirements established in the continuing education programme or the course syllabus when taking single degree study courses, the maximum number of participants has been reached or the person has pending tuition fees.

17. The continuing education learner has the right to
   17.1. receive information on the content and organisation of continuing education;
   17.2. participate in the studies under the conditions established in the continuing education programme or the syllabus of the degree study course;
   17.3. have access to study materials foreseen in the continuing education programme or the syllabus of the degree study course;
   17.4. receive the documents certifying the participation in and completion of continuing education as established by the rector.

18. The continuing education learner undertakes to
   18.1. follow the legislation of the university, general standards of behaviour and good practises;
   18.2. meet the requirements for the completion of continuing education established in the continuing education programme or the syllabus of the course.

19. The employee assigned by the head of the structural unit organising continuing education terminates the study of the continuing education learner at the learner’s request by cancelling the person’s registration in the Study Information System. The employee assigned by the head of the structural unit may unilaterally terminate the study of the continuing education learner by cancelling the person’s registration in the Study Information System if the continuing education learner fails to meet the requirements specified in clause 18.1, incl. if the continuing education learner has committed academic fraud. [effective as of 3 September 2018]

V. RPL in continuing education

20. The university may recognise prior learning and professional experience in continuing education. A continuing education programme may specify that this particular continuing education programme or its part cannot be completed by RPL.

21. In continuing education, RPL follows the conditions and procedure for the recognition of prior learning and professional experience established for degree studies at the university, unless otherwise provided in these regulations.
22. To apply for the recognition of prior learning and professional experience in continuing education, the person must be registered as a continuing education learner at the university. The RPL application must be submitted to the head of the structural unit organising continuing education, or to the vice dean for academic affairs in the case of continuing education organised by a faculty.

23. Prior learning and professional experience can be recognised as a part of the continuing education programme only if learning outcomes and volume have been defined for that particular part of the continuing education programme.

24. Prior learning and professional experience are assessed by a corresponding RPL committee formed by the head of the structural unit (in the case of continuing education organised by an institute, college or non-faculty institution) or the vice dean for academic affairs (in the case of continuing education organised by a faculty).

25. In the case of continuing education organised by a support unit, prior learning and professional experience are assessed by an RPL committee formed by the vice rector for academic affairs based on the proposal by the head of the support unit organising continuing education. The committee comprises the head of the support unit or an employee appointed by him/her, the continuing education programme director and a member of the teaching staff teaching the continuing education programme or its part.

26. The structural unit organising continuing education offers counselling on questions regarding the preparation of RPL applications in continuing education. For that, the head of the structural unit organising continuing education assigns an RPL counsellor in continuing education.

VI. Appealing decisions related to organisation of studies

27. To appeal a decision related to the organisation of a continuing education programme or taking a degree study course, the continuing education learner contacts the person who made the decision and appeals the decision orally or in writing within seven days from the date of notification of the decision. The person who made the decision informs the continuing education learner of his/her reasoned decision within 14 days from the appeal. If the person who made the decision does not change the decision, the continuing education learner may submit a written appeal to the head of the structural unit organising continuing education within 30 days from the date of notification of not changing the decision. The head of the structural unit may form a committee to review the appeal. The head of the structural unit informs the continuing education learner of his/her reasoned decision to uphold or dismiss the appeal within 14 days from the date of submitting the appeal. The decision of the head of the structural unit is not subject to further appeal in the university.

28. If the decision was made by the head of the structural unit organising continuing education or the faculty’s vice dean for academic affairs, the continuing education learner contacts the head of the structural unit or the vice dean for academic affairs, respectively, and appeals the decision in writing within seven days from the date of notification of the decision. The head of the structural unit or the vice dean for academic affairs informs the continuing education learner of his/her reasoned decision within 14 days from the appeal. If the head of the structural unit or the vice dean for academic affairs does not change the decision, the continuing education learner may submit a written appeal to the vice rector for academic affairs within 30 days from the date of notification of not changing the decision. The vice rector for academic affairs informs the continuing education learner of his/her reasoned decision to uphold or dismiss the appeal within 14 days from the date of submitting the appeal. The decision of the vice rector for academic affairs is not subject to further appeal in the university.

29. If the decision was made by the vice rector for academic affairs, the continuing education learner contacts the vice rector for academic affairs and appeals the decision in writing within seven days from the date of notification of the decision. The vice rector for academic affairs
informs the continuing education learner of his/her reasoned decision within 14 days from the date of submitting the appeal. If the vice rector for academic affairs does not change the decision, the continuing education learner may submit a written appeal to the rector within 30 days from the date of notification of not changing the decision. The rector informs the continuing education learner of his/her reasoned decision to uphold or dismiss the appeal within 14 days from the date of submitting the appeal. The decision of the rector is not subject to further appeal in the university.

VII. Implementing provisions

30. The regulations of continuing education adopted by the Senate of the University of Tartu Regulation no. 20 of 23 April 2012 and amended by the Senate of the University of Tartu Regulation no. 10 of 20 June 2014 and Regulation no. 17 of 19 December 2014 are hereby repealed.

31. These regulations take effect on 1 January 2016.