

LEARNING AGREEMENT No _____

To be concluded with a person who is matriculated to a study programme where the language of instruction is a foreign language

Tallinn University (hereinafter TLU), Registry Code 74000122, address Narva mnt 25, 10120 Tallinn, represented by Head of Studies Hans Põldoja, acting pursuant to the Rector's Directive No 37 of 10 December 2021 as one party to the agreement, and *name, date of birth* (hereinafter *Student*), as the other party to the agreement (here and hereinafter *Parties*) have concluded the learning agreement (hereinafter *Agreement*) as follows:

1. Object of Agreement

1.1. The object of the Agreement shall be instruction corresponding to Higher Education Act and the Standard of Higher Education of the Republic of Estonia provided by TLU, Tampere University (hereinafter TAU) and Lusófona University (hereinafter UL) to the Student on the basis of Partnership Agreement for a Joint Study Programme for the following student place:

Academic units: TLU School of Digital Technologies, TAU Faculty of Information Technology and Communication Sciences and UL Faculty of Natural Sciences, Engineering and Technologies

Study programme: Artificial Intelligence for Sustainable Societies

Study volume: 120 ECTS

Study form: block mode study

2. Duration of Studies

2.1. The nominal duration of the study programme is the period in academic years determined by the study programme necessary for completing the study programme with 60 ECTS credits per academic year, on an average 30 ECTS credits per semester. The student's nominal period of studies shall normally correspond to the nominal duration of the study programme. The student's nominal period of studies may be extended only in case of Clause 1 of Subsection 2 of Section 8 established by Tallinn University Study Regulations.

2.2. Studies may take place after the end of the nominal duration of the study programme and the student's nominal period of studies.

2.3. Studies shall last from the time the Student is matriculated until deletion from the matriculation register.

3. Study Load

3.1. Upon matriculation, the Student shall determine his/her study load for the first academic year. The applicant who has been admitted shall be matriculated to full-time studies.

3.2. In full-time studies, the Student shall, by the end of each academic year, accumulate curricular subjects in the minimum amount of 22.5 ECTS credits per each semester of study from the time the Student was matriculated. In part-time studies, in the amount of 15-22 ECTS credits respectively.

3.3. TLU shall determine the study load at the end of every two studied semesters. The study load is determined by the end of the preliminary week of the beginning semester.

3.4. The Student shall be deleted from the matriculation register in the case where he/she does not fulfill the minimum requirements established for part-time studies.

4. Studies

4.1. General Principles of the Organisation of Studies and the Rights and Obligations of Students

- 4.1.1. In case of issues related to the organisation of studies, TLU Study regulations shall generally apply to the Student unless otherwise specified in this Agreement.
- 4.1.2. When planning the studies, TLU, TAU and UL shall ensure the Student a possibility to finish university studies within the nominal period determined in the study programme.
- 4.1.3. When planning the studies and during the studies, the Student shall take the TLU Study Regulations, other legal acts regulating studies, study programme, timetable, his/her capacity and need for development as the basis. The TLU shall publish the information necessary for creating the study plan in the Study Information System (course descriptions, course programmes), in room and timetable management programme ASIO (timetable for contact learning) and the TLU webpage (additional information related to studies).
- 4.1.4. The significant dates in the cycle of the academic year and deadlines related to the organization of studies are followed according to TLU academic calendar. Courses offered by TAU and UL may start later than the beginning of contact studies in TLU, but the exams and assessments must be completed according to TLU academic calendar.
- 4.1.5. The Student shall take the first semester courses at TLU, the second semester at UL and the third semester at TAU. In the last semester the Student can choose his/her location based on their Master's thesis topic and supervisor(s). The student shall choose his/her location during the summer months by themselves.
- 4.1.6. The study plan of the semester shall be compiled in accordance with the requirements and procedure established by TLU, with the exception that the students submit a separate study plan at each University containing only courses offered by that University.
- 4.1.7. The Student shall not have the right to study as a visiting student in other Estonian universities and as an exchange student in foreign universities under bilateral agreements and pursuant to the procedures and requirements established in the TLU, TAU and UL.
- 4.1.8. The Student shall not have the right to apply for the recognition of previous learning and work experience as part of the study programme, and the TLU, TAU and UL shall not have the right for the recognition thereof.
- 4.1.9. The TLU, TAU and UL shall have the right to check the papers presented by the Student in plagiarism recognition system and require for the electronic version of written papers to be presented. The Student shall be obliged to present papers produced during the studies in an electronic form upon request from the TLU, TAU and UL.
- 4.1.10. The TLU, TAU and UL shall have the right not to provide study services and delete the Student from the matriculation register in the case where the Student acts in conflict with and/or does not fulfill the obligations arising from Higher Education Act, Tallinn University Statutes, TLU Study Regulations and other legal acts and agreements in force.
- 4.1.11. The compilation and defence of the final thesis shall generally be done in accordance with legal acts regulating the organisation of studies at TLU, but as regards requirements for the final thesis, including the volume, format, defence and other requirements, the Student shall act in accordance with the requirements established by the council of the study programme, published at TLU School of Digital Technologies website.
- 4.1.12. The student applications related to organisation of studies shall be administered by TLU. On questions related to the study programme and organisation of studies, advice shall be provided to the Student by the study counsellor and specialist of the academic unit, head of studies, study programme administrator and by staff of the TLU Academic Affairs Office.

- 4.1.12.1. Student applications as regards taking the courses taught at TAU (e.g. applications related to taking exams and assessments etc.) shall be administered by TAU.
- 4.1.12.2. Student applications as regards taking the courses taught at UL (e.g. applications related to taking exams and assessments etc.) shall be administered by UL.
- 4.1.13. The Student shall follow the version of the study programme he/she has been matriculated to. The Student can only take courses that are included in his/her study programme.
- 4.1.14. The Student shall pay the tuition fee at the beginning of the semester.
- 4.1.15. The Student shall be obliged to create and use Tallinn University user account enabling access to TLU information systems and computer network services.
- 4.1.16. The Student shall have the right to participate in courses and to attend practical courses, make internships and take examinations and assessments. The Student shall be obliged to observe the Agreement and follow the procedures and requirements established by the legal acts of the TLU.
- 4.1.17. The study programme does not include open elective courses and therefore the regulations established in TLU Study Regulations for open elective courses shall not apply to the study programme.
- 4.1.18. The Student shall have the right to the free use of learning resources (online learning environments and library databases) pursuant to the procedures and requirements established in TLU, TAU and UL.
- 4.1.19. The Student shall have the right to apply for academic leave and complete the study programme while on academic leave pursuant to the procedures and requirements established in the TLU. Students taking academic leave for service in the Defence Forces or for alternative service are allowed to take academic leave for the duration of service in the Defence Forces or alternative service.
- 4.1.20. If the student is deleted from TLU matriculation register, he/she shall also be deleted from TAU and UL matriculation register on the basis of the adopted decision as regards deletion from the matriculation register
- 4.1.21. All the documents and certificates submitted by the Student to the University shall be in English or notarised translations into English.
- 4.1.22. The Student shall have the right to contest decisions related to studies in accordance with the requirements and procedure established by TLU.
- 4.1.23. The Student shall not have the right to apply for and be granted state and university funded allowances and scholarships awarded at TLU, TAU and UL.

4.2. Completion of Studies

- 4.2.1. The Student shall have the right to receive graduation documents of the corresponding level of higher education after the completion of the study programme referred to in subsection 1.1. and fulfilling the obligations to the TLU.
- 4.2.2. In order to graduate from the study programme, a student shall have to receive positive results in all the courses (including traineeship) of the study programme and write and defend his/her Master's thesis in English in accordance with the requirements and procedure established by TLU.
- 4.2.3. Upon completion of the study programme in full, the student shall be issued the following documents about the granted academic degree:
 - 4.2.3.1. Diploma in Estonian issued by TLU granting Master of Arts in Social Sciences (MA), accompanied by a diploma supplement in Estonian and in English. A sentence as regards studies conducted at TAU and UL shall be

added to the diploma, indicating the name of the foreign educational institution participating in the joint study programme.

- 4.2.3.2. Diploma issued by TAU granting Master of Social Science, accompanied by diploma supplement in English.
- 4.2.3.3. Diploma issued in English by UL granting Master of Science in Artificial Intelligence for Sustainable Societies (MSc), accompanied by a diploma supplement in Portuguese and in English.
- 4.2.4. TLU diploma and diploma supplements referred to in Clause 4.2.3.1 shall be awarded to students during a graduation ceremony held at TLU or sent by mail.
- 4.2.5. TAU diploma referred to in Clause 4.2.3.2 shall be sent digitally.
- 4.2.6. UL diploma and diploma supplements referred to in Clause 4.2.3.3 shall be sent digitally.
- 4.2.7. In order to have TLU final documents issued, the student shall authorise by signature an employee of TLU to accept his/her final documents. An authorised TLU employee shall send the final documents by certified mail to the student at an address indicated in the letter of authorisation.
- 4.2.8. Duplicates of diplomas and diploma supplements referred to in Clause 4.2.3.1 shall be issued to applicants by TLU in accordance with the requirements and procedure established in the Republic of Estonia and TLU.

5. Reimbursement of Study Costs

- 5.1. Pursuant to the TLU Requirements and Procedure for the Reimbursement of Study Costs in Degree Studies and rates of tuition fees established by the TLU Senate, study costs shall be reimbursed by the Student on the basis of semester tuition fee, established by the TLU Senate.
- 5.2. Students who have been granted the EMJM scholarship do not have to pay the tuition fee.
- 5.3. The Student shall not be allowed to extend the deadline for the payment of tuition fee or request payment in instalments.
- 5.4. If the Student fails to pay the tuition fee by the deadline, deletion from the matriculation register shall be initiated.
- 5.5. Continuing his/her studies after the end of the student's nominal period of studies and of the following two semesters as a result of determining the study load on the basis of Study Regulations shall reimburse the study costs pursuant to TLU Requirements and Procedure for the Reimbursement of Study Costs in Degree Studies.
- 5.6. The semester tuition fee for the study programme referred to in Section 1.1. shall be established for each academic year by the decision of the TLU Senate. In academic year .../... the semester tuition fee shall be (.....) euros per semester.
- 5.7. In the case where the Student is deleted from the matriculation register, he/she shall reimburse the study costs pursuant to the TLU Requirements and Procedure for the Reimbursement of Study Costs in Degree Studies.
- 5.8. The council of the study programme may propose to the TLU Senate to increase the Student's reimbursement rates by a maximum of 10% compared to the previous academic year. The TLU shall inform the Student of the changes to the reimbursement rates of the next academic year on the TLU webpage by June 1, the latest.
- 5.9. The TLU shall send the invoice for the reimbursement of study costs to the Student at least seven calendar days prior to the payment deadline.
- 5.10. The Student shall be obliged to reimburse the study costs by the set deadline and in full amount on the basis of the invoices sent by the TLU. If the Student has not received the invoice on time, he/she is not exempted from the obligation to reimburse the study costs. In the case where the Student has not received the invoice by the end of the given contact study

period, he/she shall have to inform the TLU immediately thereof. After receiving the above-mentioned notice, the TLU shall send the invoice to the Student.

- 5.11. Study costs shall be considered as reimbursed and the invoice paid when the payment has reached the TLU's bank account by the set deadline and in full amount.
- 5.12. The TLU shall have the right to assign, in full or partly, the debt claim against the Student arising from the present Agreement to a third person.

6. Exchange of Information

- 6.1. The Parties shall be obliged to inform each other of all essential circumstances related to the performance of the Agreement (including changes to personal data and contact details).
- 6.2. The Parties shall agree that for official exchange of the information (including information letters, notices, invoices for the reimbursement of study costs, decisions regarding the deletion from the matriculation register, change of study load, academic leave, granting supports and scholarships etc.) shall be forwarded to the Student's Study Information System account or tlu.ee email address. Having forwarded such official information the Parties shall consider the information to be delivered to the Student and that the Student has had a reasonable opportunity to review it after three working days have elapsed from sending. In communication of information related to studies other channels of communication can be used.
- 6.3. The Student is aware that the legal acts of the TLU can be found in the public document register on the TLU webpage and, if necessary, additional information can be obtained from the persons referred to in Section 4.1.12.

7. Protection of Intellectual Property and Processing of Personal Data

- 7.1. As regards intellectual property created within the study programme, legal acts regulating legal protection of intellectual property established at TLU and the Republic of Estonia shall apply.
- 7.2. TLU shall process data of students in accordance with the requirements for data protection published at TLU website, following all the legal acts which regulate data protection in the Republic of Estonia.
- 7.3. TAU shall process data of students in accordance with the requirements for data protection published at TAU website, following all the legal acts which regulate data protection in the Republic of Finland.
- 7.4. UL shall process data of students in accordance with the requirements for data protection published at UL website, following all the legal acts which regulate data protection in the Republic of Portugal.
- 7.5. By signing the Agreement, the Student shall voluntarily agree to have the personal data processed to an extent necessary for completing the study programme.

8. Duration and Termination of the Agreement

- 8.1. The rights and obligations arising from the Agreement shall come into force upon concluding the agreement and matriculation of the Student and shall terminate when the Student is deleted from the matriculation register. Upon termination of the Agreement, the financial obligations arising from this Agreement shall remain in force.
- 8.2. University shall have the right to premature termination of the Agreement due to the Student's deletion from the matriculation register on the basis of University Study Regulations. Upon deletion from the matriculation register the Student shall reimburse the study costs on the basis of TLU Requirements and Procedure for the Reimbursement of Study Costs in Degree Studies.

- 8.3. The Student shall have the right to premature termination of the Agreement, submitting a written application to the University for deletion from the matriculation register at his/her own request. Upon deletion from the matriculation register the Student shall reimburse the study costs on the basis of TLU Requirements and Procedure for the Reimbursement of Study Costs in Degree Studies.
- 8.4. The Agreement can be changed upon written consent from both Parties. Changes to the Agreement shall be presented as an appendix to the Agreement and shall be treated as an integral part of the Agreement.
- 8.5. Issues not regulated by this Agreement shall be resolved pursuant to legal acts of the Republic of Estonia and of the University.
- 8.6. The Parties shall endeavour to resolve disputes arising from the Agreement by negotiations. In the case where an agreement cannot be reached, the Parties shall have the right to turn to Tallinn Administrative Court or Harju County Court, depending on the object of the dispute.

Data and Signatures of the Parties

Tallinn University

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Phone: +372 6409 101

Student

Name:
Date of birth:
E-mail:
Phone:

/name, signature, date/

/name, signature, date/