

# Ministry of Education and Research

## Ministerial Directive

Tartu

6 May 2009 No. 367

### Conditions and Procedure for Transition to Evaluation of Study Programme Groups of Educational Institutions Providing Higher Education

Pursuant to subsection 52 (1) of the *Government of the Republic Act*, clause 6 (2) 15) of the *Republic of Estonia Education Act*, subsections 56<sup>7</sup> (4) and (5) of the *Universities Act*, subsection 35 (3) of the *Institutions of Professional Education Act*, subsection 33 (1) of the *Private Schools Act*; in compliance with clause 23 (2) 11) and subsection 24 (1) of the Government of the Republic Regulation No. 28 of 10 February 2005 the *Statutes of Ministry of Higher Education and Research*, and based on requests for assessment of study programme groups submitted by educational institutions providing higher education.

1. I approve the conditions and procedure for the transition to evaluation of study programme groups (Annex 1).
2. I approve the schedule for the transition to evaluation of study programme groups (Annex 2).
3. I approve the list of data submitted during the transition to evaluation of study programme groups (Annex 3).
4. Pursuant to the procedure provided for in the Code of Administrative Court Procedure, this Directive may be contested within 30 days after its notification by filing the action with the Administrative Court of Tartu.

Tõnis Lukas  
Minister

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To be sent to: Educational institutions providing higher education, Archimedes Foundation

Annex 1  
APPROVED  
by Minister of Education and Research  
Directive No. 367 of 6 May 2009

## Conditions and Procedure for Transition to Evaluation of Study programme Groups

### I General Part

1. The transition to evaluation of study programme groups (hereinafter *transitional evaluation*) shall be conducted according to the schedule of transitional evaluation (hereinafter *schedule*) confirmed in Annex 2 to this Directive.
2. In order to request transitional evaluation, an educational institution providing higher education (hereinafter *educational institution*) shall submit information pursuant to the list of data approved in Annex 3 to this Directive to the Ministry of Education and Research [*Haridus- ja Teadus-ministeerium (HTM)*] (hereinafter *HTM*).
3. Based on the schedule, an educational institution shall submit the information specified in clause 2:
  - 1) within 1-17 June 2009 for the transitional evaluation in 2009;
  - 2) not later than 1 December 2009 for the transitional evaluation in the first half of 2010;
  - 3) not later than 1 May 2010 for the transitional evaluation in the second half of 2010;
  - 4) not later than 1 October 2010 for the transitional evaluation in 2011.
4. Starting from 1 November 2009, the information approved in Annex 3 to this Directive shall be submitted through the electronic environment of data submission of transitional evaluation administered by the Ministry of Education and Research. If an educational institution wants to submit information before 1 November 2009, the information approved in Annex 3 to this Directive shall be submitted in another electronic data medium which can be reproduced in writing.
5. If the information submitted by an educational institution contains deficiencies that hinder from conducting the transitional evaluation, HTM shall notify the contact person appointed by the educational institution of it and determine the time up to three working days for elimination of deficiencies.
6. HTM shall electronically forward the information specified in clause 2 to the Estonian Higher Education Quality Agency (hereinafter *EKKA*) within 20 working days after the receipt of information specified in clause 2, or within 25 working days in the case specified in clause 5; EKKA shall notify an educational institution of the formation of an expert committee and inform an educational institution of a visit to the educational institution not later than 20 working days before the visit.

7. Not later than 15 January each year, HTM shall make available the following information on its homepage to EKKA and educational institutions:
  - 1) the number of students studying according to study programmes of a study programme group within the last three academic years by study and year, their distribution by age and the percentage of foreign students in Estonian educational institutions;
  - 2) the number of students admitted to study programmes of a study programme group at Estonian educational institutions within the last five academic years by study and year;
  - 3) the number of students graduated from study programmes of a study programme group within the last five academic years by study and year;
  - 4) the ratio of students who graduated from high school in the same year they were admitted to study programmes of a study programme group to the total number of students admitted to study programmes of the study programme group at Estonian educational institutions within the last three academic years for each study programme group separately;
  - 5) the percentage of students studying according to positively, excluding conditionally, accredited study programmes of study programme groups at Estonian educational institutions during the last academic year;
  - 6) employment of graduates from Estonian educational institutions according to the information by the Labour Market Board.
8. During the transitional evaluation, study programme groups shall be assessed in the following studies at a higher education level:
  - 1) studies in professional higher education;
  - 2) Bachelor's study;
  - 3) Master's study;
  - 4) study based on the integrated curricula of Bachelor's and Master's study;
  - 5) Doctoral study.
9. The EKKA Quality Assessment Council shall establish the requirements and procedure for transitional evaluation to assess the quality, resources and sustainability of conducting studies.
10. To conduct transitional evaluation, visits to educational institutions shall be organised and EKKA shall have the right to specify or, in the case of a justified reason, to verify the submitted information.

## **II Components of Transitional Evaluation**

11. EKKA and experts involved by EKKA shall give an assessment to the quality, resources and sustainability of conducting studies based on the assessment components specified in clauses 12 -14.
12. Assessment of the quality of conducting studies shall be based on:
  - 1) accreditation decisions, as well as in the case of conditional accreditation, an action plan and implementation thereof for eliminating deficiencies identified during previous accreditations;
  - 2) structure of study programmes of the first and second cycles of higher education, the conformity of objectives and learning outcomes to learning outcomes of relevant cycles established by the Standard of Higher Education;

- 3) conduct of work practice necessary for achieving the objectives and learning outcomes of a study programme;
  - 4) research and development related to Doctoral study (results of evaluation, where possible)
13. Assessment of resources shall be based on:
- 1) information about teaching staff and research staff (number of staff, qualifications, employment relationships, age ratios, international mobility, etc.)
  - 2) study environment;
  - 3) support services available for students and teaching staff;
  - 4) IT resources and library holdings;
  - 5) financial resources.
14. Assessment of sustainability of conducting studies shall be based on:
- 1) the assessment concerning the quality of conducting studies;
  - 2) the assessment concerning adequacy of resources;
  - 3) information about students (enrolled, graduates, age ratios, employment after graduation, etc.);
  - 4) objectives and action strategies of an educational institution.

### **III Assessment of the Quality Necessary for Conducting Studies**

15. Assessment of the quality necessary for conducting studies shall, on the basis of submitted information, legislation and expert visits, indicate if the quality:
- 1) conforms to a required standard;
  - 2) partially conforms to a required standard;
  - 3) does not conform to a required standard.
16. The first and second cycles of higher education shall conform to a required standard and a simplified proceeding shall be applied if the following conditions are fulfilled:
- 1) in a study programme group at a given higher education level, at least 80% of students study on the basis of positively (excluding conditionally) accredited study programmes;
  - 2) in the case of conditionally accredited study programmes, there is an action plan to eliminate deficiencies identified in the course of accreditation and the plan is being implemented;
  - 3) within three years prior to a request, not a single study programme of a given cycle of higher education in a study programme has received a negative accreditation.
17. The quality necessary for conducting Doctoral studies shall conform to a required standard and a simplified proceeding shall be applied if a given area of research and development that forms the basis for Doctoral study is positively evaluated.

#### **IV Assessment of Resources Necessary for Conducting Studies**

18. Assessment of the resources necessary for conducting studies shall, on the basis of submitted information, legislation and expert visits, indicate if the resources:
- 1) conform to a required standard;
  - 2) partially conform to a required standard;
  - 3) do not conform to a required standard.

#### **V Assessment of the Sustainability Necessary for Conducting Studies**

19. Assessment of the sustainability necessary for conducting studies shall, on the basis of submitted information and the results of assessments specified in clauses 12-17, indicate if the sustainability:
- 1) conforms to a required standard;
  - 2) partially conforms to a required standard;
  - 3) does not conform to a required standard.

#### **VI EKKA's Proposal**

20. If the quality necessary for conducting studies shall, pursuant to clauses 16 or 17, be considered as in conformity with a required standard and the resources and sustainability necessary for conducting studies can, on the basis of submitted information alone, be assessed to be in conformity with a required standard, EKKA may make a proposal specified in subclause 21 1) of this Directive without visiting an educational institution.
21. Not later than 15 October each year, EKKA shall forward an impartial, competent, carefully considered and justified proposal concerning study programme groups of educational institutions that underwent transitional evaluation in a given year to the Ministry of Higher Education and Research:
- 1) to grant the educational institution the right to conduct studies in the study programme group and issue a corresponding academic degree and diploma upon completion of a study programme;
  - 2) to grant the educational institution the right to conduct studies in the study programme group for a period of one to three years and issue a corresponding degree or diploma; or
  - 3) not to grant the educational institution the right to conduct studies in the study programme group and issue corresponding degrees and diplomas.
22. To the proposal specified in subclause 21 2), EKKA shall include conditions that need to be fulfilled to reach a required standard of quality, resources or sustainability.

Jaan Kõrgessaar  
Head of Department of Higher Education