

LEARNING AGREEMENT No _____

To be concluded with an external student for studies

Tallinn University (hereinafter *University*), Registry Code 74000122, address Narva mnt 25, 10120 Tallinn, represented by _____ (position of the person) _____ (name of the person), acting pursuant to the Rector's Directive No _____ of (date and year) as one party to the agreement, and _____ (**person's name and personal identification code in bold type**) (hereinafter *External 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 study service provided by the University to the External Student.

2. Rights and Obligations of the Parties

- 2.1. The University shall be obliged to:

- 2.1.1. Enable instruction to the external student from ____ 20__ to ____ 20__ of _____ (name of the academic unit) on the following study programme and level of higher education: _____ (name of the study programme), _____ (level of higher education) according to the study programme of the External Student.
- 2.1.2. Issue the invoice for the reimbursement of study costs to the External Student, taking into consideration the volume of courses registered for in the study programme and the credit point fees and supervision fees established in the University;
- 2.1.3. Allow the External Student to participate in studies referred to in subsection 2.1.1. of the Agreement after the reimbursement of study costs by a set deadline and in full amount;
- 2.1.4. Inform the External Student when the payment for the reimbursement of study costs has not arrived by the set deadline;
- 2.1.5. Enable the External Student to take assessments and examinations pursuant to the procedure established by the Tallinn University Study Regulations.

- 2.2. The University shall have the right to:

- 2.2.1. Change the principles and rates for the reimbursement of study costs in accordance with university legal acts;
- 2.2.2. Not extend the Agreement in the case where the principles and rate for the reimbursement of study costs is changed in accordance with university legal acts and the External Student does not agree with the changes when extending the Agreement;
- 2.2.3. Reject the provision of study services to the External Student in the case where the External Student has not reimbursed the study costs in full amount and by the set deadline stated on the invoice presented to the External Student or acts in conflict with and/or does not fulfil the obligations arising from the Universities Act, University Statute, University Study Regulations and other legal acts and agreements in force;
- 2.2.4. Assign, in full or partly, the debt claim against the External Student arising from the present Agreement to a third person.

2.2.5. Use the papers presented by the Student in plagiarism identification system and require for the electronic version of written papers to be presented.

2.3. The External Student shall be obliged to:

2.3.1. Use the existing Tallinn University user account or in the absence of thereof, create and use it enabling access to University information systems and computer network services.

2.3.2. Reimburse the study costs on the basis of the invoice presented by the University within 7 (seven) calendar days from issuing the invoice;

2.3.3. Follow the procedure, conditions and requirements established by the university Study Regulations and other University legal acts, regulating study activities.

2.3.4. Be aware that the University shall have the right to change the principles and rates for the reimbursement of study costs in accordance with legal acts;

2.3.5. Check his/her data (including personal data and contact details) in the Study Information System and renew data immediately in the case where it has changed;

2.3.6. Present papers produced during the studies in an electronic form upon request from the University;

2.3.7. Be aware that the legal acts of the University can be found in the public document register on the University webpage and, if necessary, additional information can be obtained from the persons referred to in subsection 2.4.3.

2.4. The External Student shall have the right to:

2.4.1. Participate in study activities and use University library;

2.4.2. Receive a corresponding certificate and transcript of records after the completion of studies referred to in subsection 2.1.1.;

2.4.3. Receive necessary information and documents related to studies from the study counsellor of the course administrative units and from the staff of the Academic Affairs Office.

2.5. The Parties shall agree that for official exchange the information (including notices, orders, information about changes and termination of the Agreement, etc.) shall be forwarded to the External Student's Study Information System account or tlu.ee email address, and in doing so, it is considered as delivered to the Student and that the Party has had reasonable opportunity to access it after three (3) working days have elapsed from sending.

3. Duration and Termination of the Agreement

3.1. The Agreement shall come into force upon signing and shall be valid until expiry of the deadline referred to in subsection 2.1.1. The right to claim unpaid study costs shall remain in force after expiry of the deadline referred to in subsection 2.1.1.

3.2. The Agreement may be terminated any time upon written consent from both parties.

3.3. University shall have the right to premature termination of the Agreement by informing the External Student thereof in written form. Upon termination of the Agreement, the External Student shall reimburse the study costs in accordance with the principles established by the University Study Regulations.

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3.5. The External Student shall have the right extend the Agreement in the Studies Information System for the following semester until the expiry of the registration deadline established

in the Academic Calendar, with the exception of the case referred to in subsection 2.2.2. of the Agreement.

3.6. Extension of Agreement after the deadline referred to in Section 3.5. shall be performed upon written consent of both Parties.

4. Final Provisions

- 4.1. The Agreement is drawn up in two identical copies, one copy for each party.
- 4.2. 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.
- 4.3. Issues not regulated by this Agreement shall be resolved pursuant to legal acts of the Republic of Estonia and of the University.
- 4.4. 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.

5. Data and Signatures of the Parties

Tallinn University

Narva mnt 25
10120, Tallinn
flu@tlu.ee
6409 101
Registry Code: 74000122
a/a EE332200221022933264
Swedbank

External Student:

Name: _____
Personal Identification Code: ____
Address: _____
E-mail: _____
Phone: _____

/signature, date/

/signature, date/

(Name of the person)

(Position of the person)