

## LEARNING AGREEMENT No \_\_\_\_\_

To be concluded with an external student for the defence of the final thesis / final examination

**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 for one-time defence of the final thesis / taking the final examination.

### 2. Rights and Obligations of the Parties

- 2.1. The University shall be obliged to:
  - 2.1.1. Enable the external student, after the reimbursement of study costs by the set deadline and in full amount, from \_\_. \_\_\_\_ 20\_\_ to \_\_. \_\_\_\_ 20\_\_ of \_\_\_\_\_ (name of the academic unit) to one-time defence of the final thesis / final examination on the following study programme and level of higher education: \_\_\_\_\_ (name of the study programme), \_\_\_\_\_ (level of higher education).
  - 2.1.2. Issue the invoice for the reimbursement of study costs to the External Student on the basis of the University Study Regulations in the amount of \_\_\_\_\_ (amount in words) eur;
  - 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.
- 2.2. The University shall have the right to:
  - 2.2.1. Reject the provision of study services to the External Student in the case where the External Student has not reimbursed the study costs referred to in subsection 2.1.2. in full amount and by the set deadline referred to in subsection 2.3.1.;
  - 2.2.2. Assign, in full or partly, the debt claim against the Student arising from the present Agreement to a third person.
- 2.3. The External Student shall be obliged to:
  - 2.3.1. Reimburse the study costs on the basis of the invoice presented by the University within 10 (ten) calendar days from issuing the invoice;
  - 2.3.2. 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;
  - 2.3.3. Follow the procedure, conditions and requirements established by the university Study Regulations and other University legal acts, regulating study activities (including the

procedure, conditions and requirements for the defence of the final thesis and taking the final examination).

- 2.3.4. Be aware that the University shall have the right to change the principles and rates for the reimbursement of study costs with legal acts;
- 2.3.5. Check his/her data in the study information system and renew data immediately in the case where it has changed;
- 2.3.6. 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 2.4.2.
- 2.4. The External Student shall have the right to:
  - 2.4.1. Receive graduation documents of the corresponding level of higher education after the completion of studies referred to in subsection 2.1.1.;
  - 2.4.2. Receive necessary information and documents related to studies from the study counsellor of the academic unit and from the staff of the Academic Affairs Office.
- 2.5. The Parties shall be obliged to inform each other of all the important circumstances as regards the carrying out of the Agreement (including changes to personal data and contact details).
- 2.6. 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. In extraordinary cases that can be documented (severe health disorder, emergency) it is possible to extend the validity of the Agreement by written consent of the Parties one semester at a time, up to two semesters.

### **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  
[tlu@tlu.ee](mailto:tlu@tlu.ee)  
6409 101  
Registry Code: 74000122  
a/a EE332200221022933264  
Swedbank

### External Student:

Name: \_\_\_\_\_  
Personal Identification Code: \_\_\_\_  
Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_

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/signature, date/

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/ signature, date/

\_\_\_\_\_  
(Name of the person)  
\_\_\_\_\_  
(Position of the person)

MAJALD'S