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REQUIREMENTS AND PROCEDURE FOR TAKING FINAL EXAM IN THE FACULTY OF ARTS AND HUMANITIES OF THE UNIVERSITY OF TARTU

1. Substantive requirements for the final exam

1.1. The aim of the final exam of a bachelor's, professional higher education and master's curriculum is to verify the achievement of learning outcomes specified in the curriculum. The final exam may consist of several parts.

1.2. More specific requirements for the final exam, the outcomes assessed and assessment criteria are approved by the institute managing the curriculum, or if there are more managers, the institute coordinating the management of the curriculum. These requirements and the exam schedule are specified in the study information system in the syllabus of the respective course.

2. Procedure for forming the final exam committee

2.1. The deadlines for the final exam and the composition of the final exam committee are approved by the head of the institute managing the curriculum (if there are more managers, the head of the institute coordinating the management of the curriculum) at least one month before the exam. The final exam committee consists of at least three members. If the person completing the curriculum is granted a professional qualification, the composition of the final exam committee must be coordinated with the qualification committee.

3. Procedure for taking the final exam

3.1. To be allowed to take the final exam, the student must have completed all the other courses of the curriculum.

3.2. The results of the final exam are assessed by the committee. The committee is competent to assess if more than a half of its members are present.

3.3. Before the start of the final exam, the chair of the committee informs the students of the date when the results of the final exam will be released.

3.4. The time for the final exam resit is approved by the head of the institute managing the curriculum, or if there are more managers, by the head of the institute coordinating the management of the curriculum, but the resit cannot take place earlier than the next semester.