REPUBLIC OF ESTONIA

DIPLOMA SUPPLEMENT

ESTONIAN BUSINESS SCHOOL

(valid with diploma No. LM003622)

This Diploma Supplement model was developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international 'transparency' and fair academic and professional recognition of qualifications. It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original accompanying qualification. It should be free from any value judgements, equivalence statements or suggestions about recognition. Information in all eight sections should be provided. Where information is not provided, an explanation should give the reason why.

1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

1.1. Family name: Vilumets
1.2. Given name: Ülane
1.3. Date of birth (day.month.year): 26.04.1983
1.4. Student identification number or code: 48304262216

2. INFORMATION IDENTIFYING THE QUALIFICATION

2.1. Name of qualification and title conferred (in original language): *sotsiaalteaduse bakalaureusekraad Business Administration*
2.2. Name, code and date of registration of programme in Register of programme of Ministry of Education and Research: International Business Administration, 526, 25.08.2002
2.3. Specialization: Major in Management and Marketing
2.4. Name and status of awarding institution (in original language): *Estonian Business School*, private university
2.5. Language(s) of instruction/examination: Estonian, English

3. INFORMATION ON THE LEVEL OF THE QUALIFICATION

3.1. Level of qualification: First stage of higher education
3.2. Official length of programme: 3 years; total student effort is equal to 120 credits
3.3. Access requirement(s): Secondary school education (*gümnaasiumi lõputunnistus*) or equivalent level of education

4. INFORMATION ON THE CONTENT AND RESULTS GAINED

4.1. Mode of study: Evening Studies
4.2. Programme details: The student has covered the curriculum consisting of 120 credit points, the structure of which is the following:

4.3. Components (e.g. modules or units studied), and the individual grades/marks/credits obtained:

Subject	Code	CP	Grade	Lecturer	Date
Previous study results 80 CP/120 ECTS (Tartu University, diploma supplement 7-2/MJ-10-H)		80	P	University of Tartu	
Business English Intermediate I	LAN2102	2	B	Lehing	11.03.2008
Business English Intermediate II	LAN2103	2	B	Lehing	11.03.2008
Business English Advanced I	LAN2104	2	B	Lehing	11.03.2008
Business English Advanced II	LAN2105	2	B	Lehing	11.03.2008
Public Relations	SOC220	2	A	Tšatšua	04.04.2008
Business Simulation INTOPIA	BUS231	3	A	Sillandi	26.04.2008
Business Law	LAW212	4	C	Almann, Lauren	26.05.2008
Service Management and Production Management	MAN237	4	B	Kraus	30.05.2008
TOEIC	LAN215	0	P	EAC Tallinn	26.09.2008
Term Paper in General and Social Psychology	SOC251	1	A	Ennulo	25.11.2008
General and Social Psychology	SOC250	3	A	Ennulo	05.12.2008
International Business Opportunities Around the Baltic Sea	BUS282	2	A	Elenurm, Purju, Adomavicius	12.12.2008
Sales and Advertising	BUS277	2	B	Danneberg, Valantiejine	20.01.2009
International Business	BUS212	2	B	Elenurm	23.01.2009
Business Planning	BUS159	2	C	Kullerkupp	07.03.2009
Quality Management	MAN215	2	B	Karileet	08.04.2009
Final Project	BBA206	5	B	Kerem	02.06.2009
"Effectiveness of Developing a Corporate Reputation onthe Example of Uus Maa Real Estate"					

Total of credits: 120 Grade point average: 4,12

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4.4. Grading scale

A = excellent performance,	5,00 grade points, credit given
B = very good performance,	4,00 grade points, credit given
C = good performance,	3,00 grade points, credit given
D = satisfactory performance,	2,00 grade points, credit given
E = sufficient performance,	1,00 grade points, credit given
F = fail performance,	0,00 grade points, credit given

Students may also be graded preliminary examination with P (pass)= credit given.

APEL = Accreditation of Prior and Experiential Learning

A diploma (cum laude) is issued to a person who has completed the full curriculum of bachelor or master study, whose minimum GPA is at least 4.60, who has achieved at least grade C for all the examinations and who has received grade A for the defence of the final thesis or on the final examination.

5. INFORMATION ON THE FUNCTION OF THE QUALIFICATION

5.1. Access to further study: Access to *magister*-level study

5.2. Professional status (if applicable): No special information is indicated, gives access to employment

6. ADDITIONAL INFORMATION

6.1. Additional information: The study programme has been accredited by the Estonian Higher Education Quality Assessment Council on 22.01.2004

6.2. Additional information of awarding institution: Estonian Business School has received the CEEMAN (Central and East European Management Development Association) international accreditation from 2001.

7. Further information sources:

Department of Studies
Estonian Business School
Address: Lauteri 3, 10114 TALLINN
ESTONIA
Tel: +372 665 1300
Fax: +372 631 3959
E-mail: ebs@ebs.ee

Academic Recognition Information Centre
The Estonian ENIC/NARIC
Koidula 13 a, 10125 Tallinn
ESTONIA
+372 696 24 15
+372 696 24 19
gunnar@archimedes.ee

8. ESTONIAN HIGHER EDUCATION SYSTEM

8.1. GENERAL FRAMEWORK

Higher education is primarily regulated by the Universities Act, the Institutions of Applied Higher Education Act, and the Private Schools Act.

The Estonian higher education system is binary and consists of universities (*ülikool*) and applied higher education institutions (*rakenduskõrgkool*). Some vocational schools also have a right to offer professional higher education programmes. Based on the form of ownership, institutions of higher education can be divided into state, public and private institutions.

Since the academic year of 2002/2003, the general structure of the higher education system is based on two main cycles, following the undergraduate-graduate model. The first cycle is the bachelor level; the second cycle is the master level. For some specialities, the study programmes have been integrated into a single long cycle, leading to a master level qualification. The highest stage at universities is doctorate studies. Applied higher education programmes constitute the first stage of the higher education system and correspond to bachelor level programmes.

Universities are institutions that provide academic higher education and can also offer professional higher education programmes. Institutions of applied higher education provide professional higher education and may offer master level programmes in the field of theology and defence or in other fields in cooperation with universities.

8.2. ACCREDITATION AND RECOGNITION OF QUALIFICATIONS

Accreditation is a process in the course of which an institution of higher education or its study programme is evaluated. The Higher Education Quality Assessment Council, in cooperation with foreign experts, carries out accreditation. The term of validity of a positive accreditation decision is seven years. A conditional accreditation decision is also a positive decision the term of validity of which is three years.

Qualifications awarded to students who have completed a study programme that has been accredited positively as well as the qualifications that have been awarded up to two years before a positive accreditation decision are deemed to be recognised by the state. Diplomas of public universities awarded upon the completion of study programmes that were registered before 1 June 2002, as well as diplomas awarded upon the completion of professional higher education programmes that were registered before 30 June 2003 enjoy state recognition even without being accredited.

8.3. ADMISSION REQUIREMENTS

8.3.1. General requirements

The general admission requirement to an institute of higher education is secondary education evidenced by a respective certificate – secondary school leaving certificate, certificate on acquiring secondary vocational education, other respective certificates and diplomas from previous systems and foreign qualifications giving access to higher education.

The secondary school leaving certificate (*Gümnaasiumi lõputunnistus*) is awarded after 12 years of studies (9 years of basic education and 3 years of secondary education). Since 1997, secondary school students must pass state examinations (as of 1998 there are three examinations). The *Gümnaasiumi lõputunnistus*is valid with the state examination certificate – *Riigieksamitunnistus*.

8.3.2. Specific requirements

In addition to general requirements an institution of higher education may impose specific admission requirements such as entrance examinations, result of state examinations, speciality tests or interviews, etc.

8.4. ORGANISATION OF THE COURSE OF STUDIES

The Standard of Higher Education establishes general requirements for studies, curricula and academic staff. The nominal duration of studies is measured in academic years, the scope of the curriculum in credit points (*ainepunkt*, or AP). One credit point corresponds to forty hours (one study week) of studies performed by a student. One academic year consists of 40 credit points, which corresponds to 60 credits of the European Credit Transfer System (ECTS).

8.5. HIGHER EDUCATION QUALIFICATIONS

8.5.1. Professional higher education qualifications

Professional higher education is the first stage of higher education, established from the admission of the academic year of 2002/2003, which aims at acquiring the competencies necessary for work in a certain profession or further study in the master level. The nominal length of study is 3 to 4.5 years, 120 to 180 AP (180 to 240 ECTS credits). Graduates who have completed their studies are awarded a diploma (on a bluish-gray form, marked with E) certifying the completion of the professional higher education programme – *rakenduskõrgharidusõppe diplom.*

Professional higher education studies have developed from higher vocational education studies and diploma studies that applied until the academic year of 2002/2003. The aim of **higher vocational education studies** was to acquire general education as well as professional and occupational knowledge and skills. **Diploma studies** were of applied content, the purpose of which was to acquire practical knowledge and skills. The nominal length of both studies was 3 to 4 years. Higher vocational education and diploma studies differ in their requirements for teaching staff and the scope of practical training. Graduates who have completed their study are awarded a diploma on completing the respective study programme. The qualifications are called *kutsekõrgharidusõppe diplom* (higher vocational education diploma, on yellow form, marked with K) and *diplomiõppe diplom* (diploma study diploma, on green form, marked with A), respectively.

8.5.2. Bakalaureusekraad

Bakalaureus-study is the first stage of bachelor level higher education study with the aim of increasing students' level of general education, acquiring basic knowledge and skills in the speciality necessary to pursue further studies at the master level and for commencing work. The nominal length of studies is generally 3 years, 120 AP (180 ECTS credits), and in few disciplines up to 4 years, 160 AP (240 ECTS credits).

The main aim of the *bakalaureus*-study programmes registered before 1 June 2002 was to develop theoretical knowledge and skills in the selected work area and the completion of the programme granted the right to work in a position requiring high-level specialist qualifications. The nominal length of studies was predominantly 4 years, along with teacher training that could be extended up to 5 years. Under the conditions and in the manner established by the university the completion of a programme registered before 1 June 2002 can be regarded as a part of studies at master level.

Graduates who have completed their studies are awarded a degree – *bakalaureusekraad* – which is certified by a diploma (on a greenish yellow form, marked with L; programmes registered before 1 June 2002 are on a blue form, marked with B).

8.5.3. Magistrikraad

Magister-study constitutes the second stage of master level higher education during which speciality knowledge and skills are developed further and knowledge and skills necessary for independent work and pursuing studies at a doctorate level are acquired. The main purpose of the *magister*-studies is to train a specialist with deep theoretical knowledge. The admission requirement is the *bakalaureusekraad* or an equivalent level of qualification. The nominal length of the studies is 1 to 2 years, 40 to 80 AP (60 to 120 ECTS credits), but along with the first stage at least 5 years, 200 AP (300 ECTS credits).

Upon completing *magister*-study programmes registered before 1 June 2002, a *magistrikraad* is awarded as a research or professional degree. Research constitutes at least 50 percent of the studies in a research *magister*programme and a novel scientific treatment of a speciality problem is presented in the final thesis.

Research, development or creative work constitutes at least 25 percent of the scope of studies in the professional *magister*programme and the studies are aimed at finding a novel solution to a professional, creative problem. Under the conditions and in the manner established by the university the completion of a *magister*-study programme registered before 1 June 2002 can be regarded as a part of doctorate studies.

Graduates who have completed their studies are awarded a degree – *magistrikraad* – which is certified by a diploma (on a silver form, marked with M; programmes registered before 1 June 2002, on a brown form, marked with C).

8.5.4. Qualification of integrated long-cycle programmes

The integrated long-cycle studies contain both bachelor and master level studies. Completion of the study programme provides a qualification corresponding to the *magistrikraad*. The studies are characteristic of medicine, veterinary medicine, pharmacy, dentistry, architecture, civil engineering and class teacher training. The nominal length of medical studies, and since the admission of the 2002/2003 academic year also veterinarian studies, is 6 years, 240 AP (360 ECTS credits), and in other fields 5 years, 200 AP (300 ECTS credits).

Graduates who have completed their studies are awarded a diploma (on a silver form, marked with M; programmes registered before 1 June 2002, on a brown form, marked with C) certifying the completion of the respective integrated programme. By a decision of the university the *magistrikraad* may be awarded.

8.5.5. Doktorikraad

Doktor-studies constitute the highest stage of higher education aimed at acquiring knowledge and skills necessary for independent research, development or professional creative work. The general admission requirement for *doktor*-studies is a *magistrikraad* or a corresponding qualification. The nominal length of studies is 3 to 4 years, 120 to 160 AP (180 to 240 ECTS credits).

Graduates who have completed their studies are awarded a degree – *doktorikraad* , which is certified by a diploma (on a golden form, marked with O; programmes registered before 1 June 2002, on a white form, marked with D). The degree is a research degree for which the candidate has to compose and defend a doctorate thesis – independent scientific research or creative work.

9. CERTIFICATION OF THE SUPPLEMENT

9.1. Date: 10.06.2009

9.2. Signatures:

9.3. Name: Heikki Päeva
9.4. Capacity: Vice-Rector

9.5. Name: Kadri Osula
9.6. Capacity: Head of Study Department

9.7 Official stamp or seal:

TARTU ÜLIKOOL

MAJANDUSTEADUSKOND

14.07.2009 No 7-2/MJ-2401-H

TRANSCRIPT OF RECORDS

ÜLANE VILUMETS, (born on 26.04.1983) studied in the curriculum of Economics (2455) in the Faculty of Economics and Business Administration, University of Tartu, from 03.09.2001 to 14.09.2006 and passed the following courses:

Subject code	Subject	Credit points	ECTS	Date	Result	Teaching staff member
FLKE.01.033	English (Part 1)	3.0	4.50	12.12.2001	Pass	Sepp
FLKE.04.003	Russian for Students of Economy	3.0	4.50	13.12.2001	Pass	Vedina
MJRI.07.095	Introduction to Economics	2.0	3.00	10.01.2002	Pass	Raju
OIEO.04.053	Law	1.5	2.25	10.01.2002	Pass	Ruus
MJRI.07.096	Principles of Mathematical Economics	2.0	3.00	18.01.2002	C - Good	Kaasa
MJJV.03.023	Business Communication I	3.0	4.50	22.01.2002	Pass	Künka
MJRI.03.038	Economic History	3.0	4.50	23.01.2002	B - Very good	Tomson
MTRM.04.027	Higher Mathematics I	3.0	4.50	30.01.2002	A - Excellent	Sakkov
FLKE.04.004	Russian for Students of Economy	3.0	4.50	23.05.2002	Pass	Vedina
MJRI.02.023	Research Methods	3.0	4.50	29.05.2002	Pass	Sikk
MJRA.05.002	Office Software	1.5	2.25	30.05.2002	Pass	Leping
ARTH.02.019	Hazards Analysis	1.0	1.50	30.05.2002	Pass	Paasoja
MJRA.01.001	Basics of Accounting I	3.0	4.50	03.06.2002	Pass	Kalnin
MJJV.03.001	Introduction to Management	1.5	2.25	06.06.2002	Pass	Türk
MJRI.01.019	Statistics I	3.0	4.50	13.06.2002	C - Good	Philips
FLKE.02.111	German for Beginners I	2.0	3.00	14.11.2002	Pass	Andresson
MJRI.08.014	Public Finance I	1.5	2.25	02.12.2002	Pass	Silberg
MJRI.03.001	Economic Policy I	1.5	2.25	17.12.2002	Pass	Eerma
MJRI.01.017	Statistics II	1.5	2.25	19.12.2002	Pass	Tamm
MJRI.07.025	Microeconomics	3.0	4.50	06.01.2003	A - Excellent	Kaldaru
MJRI.07.021	Macroeconomics I	3.0	4.50	16.01.2003	D - Sufficient	Eamets
MTMS.02.008	Probability and Mathematical Statistics	3.0	4.50	16.01.2003	A - Excellent	Ääremaa
MJJV.08.033	Business Administration	1.5	2.25	20.01.2003	A - Excellent	Reiljan
MJRI.02.006	Quantitative Methods	3.0	4.50	30.01.2003	B - Very good	Sikk
MJJV.08.029	Institutions of Trade	1.0	1.50	02.04.2003	Pass	Siimon
SOPH.00.004	Interpersonal Relationship	2.0	3.00	09.05.2003	A - Excellent	Esop
MJRI.08.007	Fundamentals of the European Integration	1.5	2.25	14.05.2003	Pass	Toming
MJRI.08.015	Public Finance II	1.5	2.25	20.05.2003	A - Excellent	Silberg
MJRI.01.004	*Statistical Data Analysis*	1.5	2.25	26.05.2003	Pass	Philips
MJRI.03.013	History of Economic Science	1.5	2.25	27.05.2003	Pass	Tomson
MJRA.02.025	Financial Markets and Institutions	1.0	1.50	02.06.2003	Pass	Juhkam
MJJV.08.035	Management I	1.5	2.25	03.06.2003	A - Excellent	Reiljan
MJRI.07.042	The Theory of Industrial Organisation	1.5	2.25	05.06.2003	Pass	Kaldaru
MJRA.01.002	Basics of Accounting	3.0	4.50	05.06.2003	A - Excellent	Männik
MJRI.07.020	Macroeconomics II	3.0	4.50	09.06.2003	B - Very good	Eamets
MJRI.03.009	Environmental Policy	1.5	2.25	14.01.2004	Pass	Ernits
MJJV.08.022	System Analyses and Modeling (Info level)	2.0	3.00	15.01.2004	B - Very good	Sander
MJRI.03.047	Public Choice	1.5	2.25	27.01.2004	Pass	Sepp
FLKE.04.061	Russian for Students of Economy	4.0	6.00	28.01.2004	A - Excellent	Zaikina
MJJV.03.068	Leadership and Organization Development	1.5	2.25	02.04.2004	A - Excellent	Türk
MJJV.03.026	Business Ethic	1.5	2.25	07.05.2004	Pass	Koidu
MJJV.08.034	Strategic Management and Analysis	3.0	4.50	20.05.2004	Pass	Reiljan
MJJV.07.006	International Marketing	3.0	4.50	07.06.2004	B - Very good	Reiljan, Varblane
MJJV.03.003	Management II	2.0	3.00	14.06.2004	B - Very good	Vadi

University of Tartu
FACULTY OF ECONOMICS AND
BUSINESS ADMINISTRATION
4 Narva Rd., 51009 Tartu
ESTONIA

tel +372 737 6310
faks +372 737 6312
e-post majandus@ut.ee
www.ut.ee
reg kood 74001073

MJJV.03.008	Organizational Behaviour and Culture	2.5	3.75	21.03.2005	C - Good	Vadi
MJJV.07.023	Corporate Governance	1.0	1.50	13.02.2006	Pass	Tamm
MJJV.08.018	Organization Theory	1.5	2.25	20.04.2006	Pass	Siimon
MJRA.03.066	Financial Management	3.0	4.50	28.04.2006	C - Good	Kask
MJRI.03.002	Economic Policy II	1.5	2.25	12.05.2006	Pass	Ernits
MJJV.03.027	Effective Public SpeakingI	1.5	2.25	23.05.2006	Pass	Künka
MJRA.01.046	Managerial Accounting	2.0	3.00	24.05.2006	B - Very good	Peets
MJJV.08.057	Business Informatics II	2.0	3.00	25.05.2006	Pass	Kascorg
KKSP.03.037	Sport management practice	4.0	6.00	31.05.2006	B - Very good	Raudsepp
	Total:	114.5	171.75			
	Weighted average grade:	4.13				

Courses in all subjects must end with an examination or a preliminary examination. There may be several independent examinations in separate parts of a subject.

Grading Scheme until August 30, 1999
Positive grades are:
Excellent (5) - used to express outstanding knowledge about the subject;
Good (4) - used to express fair knowledge about the subject, whereas errors are of formal character or of trivial scope;
Satisfactory (3) - used to express knowledge of the core content of the subject, whereas the few errors are of principal character and concern the content of the subject.
The negative grade is:
Fail (2) - used to express insufficient knowledge of the core content of the subject.
A preliminary examination is expressed in words: the positive result is defined as "Pass" and the negative result as "Fail". The preliminary examination may be graded.
In case learning outcomes of the period prior to 30th August 1999 have been accredited pursuant to the Rules of the Accreditation of Prior Learning and Work Experience, the grades will be converted to the grading system valid since 30th August 1999.

Grading Scheme since August 30, 1999.
Differentiated assessment of academic results of students in a subject or its parts is conducted using a six-grade assessment system (supplemented by the verbal counterpart and the description of meaning of every grade) as follows:
1) Grade "A" - "Excellent" - Acquisition of 91-100% of the program;
2) Grade "B" - "Very good" - Acquisition of 81-90% of the program;
3) Grade "C" - "Good" - Acquisition of 71-80% of the program;
4) Grade "D" - "Sufficient" - Acquisition of 61-70% of the program;
5) Grade "E" - "Poor" - Acquisition of 51-60% of the program;
6) Grade "F" - "Fail" - Acquisition of 0-50% of the program.
The examination or preliminary examination is considered passed upon its grading in the range from "E" to "A".
In calculating the average grade the following correspondences are applied: A=5, B=4, C=3, D=2, E=1, F=0.
Non-differentiated assessment of academic results is conducted using a system whereby the positive result is defined as

Herly Parve
Secretary

TARTU ÜLIKOOL 1632 MAJANDUSTEADUSKOND