

ESTABLISHED  
pursuant to Order No. 187  
of the Vice-Rector for Academic Affairs  
of 29 August 2016  
AMENDED  
By Order No. 212  
of the Vice-Rector for Academic Affairs  
of 20 September 2019  
by Order No. 29  
of the Vice-Rector for Academic Affairs  
of 10 February 2021  
by Order no 21  
of the Academic Affairs Manager  
of 07 June 2021

## **Procedure for the Application, Granting and Payment of Performance Scholarship**

### **1. General provisions**

**1.1.** The purpose of the performance scholarship (hereinafter *scholarship*) is to support and acknowledge students who achieve outstanding academic results and who complete their study programme in full.

**1.2.** The resources of the performance scholarship fund allocated by the state to the university by means of activity support shall be directed to Tallinn University scholarship fund, from where payments of the scholarships granted pursuant to this order shall be made.

### **2. Application for the scholarship**

**2.1** Tallinn University students may apply for the scholarship provided they:

**2.1.1.** are citizens of Estonia or residing in Estonia on the basis of a long-term or temporary residence permit or permanent or temporary right of residence, or staying in Estonia on the basis of a visa, or visa-free in the cases where a treaty for visa-free travel has been established or in the case of waiver of the visa requirements and have applied for temporary residence permit for studies;

**2.1.2.** study on the first or second level of higher education;

**2.1.3.** are full-time students;

**2.1.4.** are not on academic leave;

**2.1.5.** have not exceeded the nominal period of studies.

**2.2.** Students shall have the right to apply for the scholarship at the commencement of the second semester of the academic year of matriculation to the university.

**2.3.** Students shall have the right to apply for the scholarship twice during the academic year for the period of five study months. The application form shall be submitted in the Study Information System no later than 1 October in autumn semester and no later than 1 March in spring semester. It is not possible to submit the application after the deadline.

2.4. The applicant shall have the right and obligation to check the accuracy of his/her study results in the Study Information System. In the case of inaccurate data the student shall turn to his/her academic unit/college before the scholarship application deadline.

### **3. Granting the scholarship**

3.1. For granting the scholarship, the member of the Rectorate managing academic affairs, appointed by the Rector, shall convene a committee, including a student representative.  
[Amended 07.06.2021]

3.2. The number of scholarships per year shall be established on the basis of the volume of the funds allocated pursuant to the performance agreement between The Ministry of Education and Research and Tallinn University.

3.3. The scholarships shall be distributed according to the academic units administrating the study programmes. The committee shall determine the number of scholarships granted to the units on the basis of the number of matriculated students. Within the academic unit, the scholarships shall be granted to at least one bachelor level student and one master level student. The remainder of the scholarships are then granted on the basis of the unit's internal ranking list of academic performance.

3.4. The scholarship shall be granted on the basis of cumulative completion of the study load of previous semesters as required by the study programme (30 ECTS credits per semester). In the case where students have taken academic leave during the semester of matriculation and have completed their study programme, the completion of the study load is assessed in relation to the requirement that during the semester the student is on academic leave, he/she shall have completed the study programme in the minimum volume of 30 ECTS, comprised of courses prescribed in the study programme and of open elective courses in the volume prescribed in the study programme. Students who have completed the study programme in full or who have exceeded the required study load shall be considered equal in the ranking list for the purpose of granting the scholarship. For the purposes of granting the scholarship, the study programme load completed as a result of accreditation of previous studies and work experience shall not be taken into account when calculating the completed load of the study programme.

3.5. In the case where several applicants have equal results in the ranking list compiled on the basis of the study load, preference is given:

3.5.1. in the first instance, to a student with a higher weighted average grade. Weighted average grade shall be calculated by taking into consideration all the grades received on the scale of differentiated assessment which have been entered into the academic transcript, including initial results in the case of one or more attempts to pass the course;

3.5.2. thereafter, to an applicant whose academic performance records a larger proportion of exams that resulted in higher positive grades;

3.5.3. thereafter, to an applicant who has achieved outstanding results in the study field, is socially active or has successfully participated in specialized competitions or contests.

3.6. The scholarship shall be granted by the order of the member of the Rectorate managing academic affairs, appointed by the Rector, no later than 20 October in autumn semester and 20 March in spring semester. [Amended 07.06.2021]

**3.7.** The order of the member of the Rectorate managing academic affairs, appointed by the Rector, shall be sent to a member of the Executive Board of the Student Union, to the Academic Affairs Office and the Finance Office. [Amended 07.06.2021]

**3.8.** The study management specialist of the Academic Affairs Office shall forward the decision of granting or not granting the scholarship to the applicant in the Study Information System.

#### **4. Payment of the scholarship**

**4.1.** The scholarship amount is € 100 per month.

**4.2.** The scholarship shall be paid monthly by the 30th day of the corresponding study month, with the exception of the scholarship for September, paid during the month of October, and the scholarship for February, paid during the month of March.

**4.3.** The Finance Office shall transfer the scholarship on the basis of the order to the bank account indicated by the student on the application.

**4.4.** The payment of the scholarship shall be terminated on the basis of the order of the member of the Rectorate managing academic affairs, appointed by the Rector, when the student: [Amended 07.06.2021]

**4.4.1.** goes on academic leave. The payment shall not be terminated if the student continues the studies during his/her academic leave and meets the requirements established in Clause 4.5. of this Procedure;

**4.4.2.** is deleted from the matriculation register. The order for the termination of the payment of the scholarship shall be made after the decision about deletion from the matriculation register has been taken.

**4.5.** A student on academic leave shall have the right to receive the scholarship in the case where he/she completes the study programme and has medium, severe or profound disability; is a parent or legal guardian of a child under three years of age or of a child with disability, or is on academic leave due to service in Estonian Defence Forces or alternative service.

**4.5<sup>1</sup>.** When the student goes on academic leave on the basis referred to in Clause 4.5., the payment of the scholarship in full amount shall be terminated, the scholarship shall be paid for the full study month that preceded the commencement of academic leave. The scholarship shall be paid for the months the student was on academic leave within one month after the end of the semester. The amount of the scholarship for the months the student was on academic leave shall be differentiated according to the volume of the study programme completed during the semester of academic leave (the full volume of the study programme to be completed is 30 ECTS per semester), with the exception of students with special needs whose scholarship amount shall be differentiated according to the volume of the study programme to be completed (i.e. the volume of courses registered for in the study plan of the semester). The student shall be required to submit a document to the Academic Affairs Office to prove compliance with the requirements established in Clause 4.5. no later than the last day of the semester the student is on academic leave, except when he/she has already submitted the relevant document to the university. other financial funds

4.6. Order for the termination of the payment of the scholarship shall be forwarded to the Finance Office by the Academic Affairs Office.

4.7. In the case where the scholarship is granted and/or paid to the student in error, the student shall have no right to the scholarship granted and/or paid in error. When the error is revealed, the payment of the scholarship shall be terminated and the student shall immediately return the paid scholarship to the university.

#### **5. Procedure for contesting decisions**

Decisions concerning the application, grant and payment of the scholarship may be contested pursuant to the procedure established in section 33 of Tallinn University Study Regulations.