

Approved by Rector's directive No 9 of 11 January 2017

Date of entry into force: 1 February 2017

## **The basis for awarding and the procedure for payment of scholarships**

### **1. General provisions**

1.1 This procedure lays down the basis for awarding and the procedure for payment of a performance scholarship, specialty scholarship, doctoral scholarship and other scholarships related to studies and research (hereinafter together referred to as scholarships) to the students of Tallinn University of Technology (hereinafter the university).

1.2 For the purposes of this procedure, "performance scholarship" means a scholarship intended for providing support and recognition to first and second level students, who have excellent study results while studying with a 100% workload, and paid from the scholarship fund allocated from the activity support granted by the state.

1.3 For the purposes of this procedure, "specialty scholarship" means a scholarship intended to motivate the first and second level full-time students in the fields that are a priority for the state (the list of curricula shall be approved by the Minister of Education and Research) through the following programmes:

1.3.1 scholarships funded from the IT Academy Programme (hereinafter IT Academy scholarship) in the IT curricula that are a priority for the state;

1.3.2 scholarships funded from the European Union Programme (hereinafter EU scholarship) in the curricula that are a priority for the state.

1.4 For the purposes of this procedure, "doctoral scholarship" means scholarship intended to motivate full-time students in the growth areas of smart specialisation (SS) funded by the European Union.

1.5 For the purposes of this procedure, "other scholarships" related to studies and research (hereinafter other scholarships) mean future-oriented benefits not specified in clauses 1.2–1.4 that are paid from both state budget funds and non-state budget funds for the promotion of the acquisition of knowledge or skills, development of competences and creative or scientific activities.

1.6 Scholarships shall not include payments which recognise or remunerate any activities or by making which a person who made the payment acquires the rights to the work.

1.7 This procedure does not apply to scholarships the procedure for the awarding and payment of which is regulated by the relevant statute or any other document. If a donor has established terms and conditions for awarding or payment of a scholarship that differ from this procedure, the procedure applies insofar it does not conflict with the terms and conditions laid down by the donor.

### **2. Applying for and awarding a performance scholarship**

2.1 A student who is matriculated in bachelor's, integrated, professional higher education or master's studies has the right to apply for a performance scholarship through the study information system ÕIS twice an academic year – in September and in February beginning from the second semester of the academic year of his or her matriculation if he or she:

2.1.1 is a citizen of the Republic of Estonia or resides in Estonia on the basis of a long-term or temporary residence permit or has a permanent or temporary right of residence or is staying in Estonia on the basis of a visa or visa-free if an agreement has been entered into with a foreign state for visa-free travel or the visa requirement has been waived for the citizens of a foreign state and he or she has applied for a temporary residence permit for study;

2.1.2 is a full-time student;

2.1.3 completes the curriculum cumulatively to the full extent. The study load to be completed in one semester is 30 ECTS. The completed study load shall not include the study load completed

by accreditation of prior and experimental learning (APEL), except for degree studies completed elsewhere during the studies.

2.1.4 has not exceeded the nominal duration of studies of the curriculum;

2.1.5 is not on academic leave;

2.1.6 has the grade point average of at least 4.0 for the entire study period.

2.2 The Vice-Rector for Academic Affairs shall divide the total number of the recipients of the performance scholarship between the schools proportionally to the number of students matriculated and studying full-time as of 1 October and as of 1 March. The order shall be prepared by the Office of Academic Affairs.

2.3 In order to award a performance scholarship, the dean shall establish a committee, which includes representatives of the student body.

2.4 The recipients of the performance scholarship shall be approved by the dean or a person appointed by the dean on the proposal of the committee specified in clause 2.3 no later than 5 working days before the date of payment of scholarships specified in clause 6.1.

2.5 A ranking of the students who have applied for a performance scholarship and comply with the requirements specified in clause 2.1 is drawn up in the study information system ÕIS by schools based on the grade point average of the last semester of participation in studies. If the student spent the last semester of studies specified above in an educational institution abroad, the grade point average shall be calculated on the basis of the last semester of participation in studies at TTÜ.

2.6 If the grade point average of the last semester of participation in studies is equal for several students, first the grade point average of the entire study period will be taken into account and then preference is given to the applicant with a higher completion percentage of the study load subject to completion under the curriculum.

2.7 The rankings for awarding a performance scholarship shall not be made public.

2.8 A performance scholarship is awarded for one semester (five study months).

2.9 Students studying according joint curricula can apply for a performance-based scholarship through the university coordinating the joint curriculum.

### **3. Applying for and awarding a specialty scholarship**

3.1 Students who comply with the requirements specified in clause 3.2 and are matriculated in the bachelor's, integrated, professional higher education or master's studies in curricula that are a priority for the state have the right to apply for a specialty scholarship through the study information system ÕIS twice an academic year – in September and in February.

3.2 A student has the right to apply for a specialty scholarship if he or she:

3.2.1 is a citizen of the Republic of Estonia or resides in Estonia on the basis of a long-term or temporary residence permit or has a permanent or temporary right of residence or is staying in Estonia on the basis of a visa or visa-free if an agreement has been entered into with a foreign state for visa-free travel or the visa requirement has been waived for the citizens of a foreign state and he or she has applied for a temporary residence permit for study;

3.2.2 is a full-time student;

3.2.3 has not exceeded the nominal duration of studies of the curriculum;

3.2.4 is not on academic leave;

3.3 Speciality scholarships are awarded by curricula as follows:

3.3.1 The dean shall, by an order, specify the number of students to receive the IT Academy scholarships by curricula;

3.3.2 The Vice-Rector for Academic Affairs shall divide the total number of the recipients of the EU scholarship between the curricula proportionally to the number of students matriculated as of 1 October and as of 1 March and in the autumn semester separately between the students of the first semester. The order shall be prepared by the Office of Academic Affairs.

3.4 A ranking of the students who have applied for a specialty scholarship and comply with the requirements specified in clause 3.2 is drawn up in the study information system ÕIS by

curricula based on the result of multiplication of the percentage of completion of the curriculum on cumulative basis by the grade point average. In the autumn semester a separate ranking is drawn up for the first-year students based on the ranked list of the candidates for admission to the university. The completed study load shall not include the study load completed by accreditation of prior and experimental learning (APEL), except for degree studies completed elsewhere during the studies.

3.5 The students who have applied for a speciality scholarship and who have completed the study load 100% (30 ECTS credit points per semester) or more shall be deemed to be equal in the calculation of the ranking. Courses in the free choice module shall be taken into account to the extent specified in the curriculum. In case of tie, the ranking shall be calculated based on the applicant's highest grade point average of all the results of the entire study period.

3.6 In order to award a specialty scholarship, the dean shall establish a committee, which includes representatives of the student body.

3.7 The recipients of a specialty scholarship shall be approved by the dean or a person appointed by the dean on the proposal of the committee specified in clause 3.6 no later than 5 working days before the date of payment of scholarships specified in clause 6.1.

3.8 The rankings for awarding a specialty scholarship shall not be made public.

3.9 A specialty scholarship is awarded for one semester (five study months).

3.10 The IT Academy scholarship shall not be awarded, if a student receives at the same time the EU scholarship, the Skype IT scholarship or Cyber Security Master's scholarship. A student is required to notify the Dean's Office, if he or she receives the abovementioned scholarship.

#### **4. Applying for and awarding a doctoral scholarship**

4.1 A student has the right to apply for a doctoral scholarship if :

4.1.1 he or she is matriculated in doctoral studies in the academic years from 2014/2015 to 2017/2018;

4.1.2 he or she is a citizen of the Republic of Estonia or resides in Estonia on the basis of a long-term or temporary residence permit or has a permanent or temporary right of residence or is staying in Estonia on the basis of a visa or visa-free if an agreement has been entered into with a foreign state for visa-free travel or the visa requirement has been waived for the citizens of a foreign state and he or she has applied for a temporary residence permit for study;

4.1.3 he or she is a full-time student;

4.1.4 he or she has not exceeded the nominal duration of studies of the curriculum;

4.1.5 he or she is not on academic leave;

4.1.6 his or her doctoral thesis is of interdisciplinary nature or part of an interdisciplinary research project or is completed in cooperation with a company (industrial PhD).

4.2 To be awarded a doctoral scholarship, the PhD student shall submit to the Research Administration Office the following documents by the deadline announced and in the form specified by the Vice-Rector for Research:

4.2.1 an application approved by the supervisor at the university;

4.2.2 written confirmation of the company, if scholarship is applied for industrial PhD.

4.3 the document forms specified in clause 4.2 shall be approved by the Vice-Rector for Research and the Research Administration Office shall make sure these are made public.

4.4 A student has the right to receive a doctoral scholarship during the nominal period of doctoral studies provided that the PhD student complies with the terms and conditions specified in clause 2.1 in the period of receipt of the scholarship.

4.5 In order to award a doctoral scholarship the Vice-Rector for Research shall form a committee for each academic year.

4.6 The recipients of a performance scholarship shall be approved by the dean or a person appointed by the dean on the proposal of the committee specified in clause 4.5 no later than 5 working days before the date of payment of the scholarship. A doctoral scholarship is awarded for each academic year. The order shall be drawn up in the study information system ÕIS.

4.7 The recipient of a doctoral scholarship shall comply with the notification obligations of EU structural assistance.

## **5. Basis for awarding other scholarships**

5.1 Other scholarships are awarded to students or visiting students with an aim to support their participation in research and studies and enhance their personal development. The purpose of the abovementioned scholarship must be directly related to the student's studies and research and used for personal development of the recipient of the scholarship.

5.2 A scholarship shall be awarded based on the data entered in the Estonian Education Information System EHIS.

5.3 Depending on the terms of funding, a public competition is organised for awarding the scholarship if necessary. If a scholarship is awarded for longer than one year, a written scholarship agreement shall be entered into with the recipient of the scholarship.

5.4 Other scholarships are awarded by the dean on the basis of the application of the authorising officer, whereas the maximum total amount of scholarships to one person from all the sources of funding must not exceed one thousand euros unless the donor has established different terms.

5.5 An application shall be submitted to the dean no later than 5 working days before the date of payment of the scholarship. The application shall include, inter alia, the basis for awarding the scholarship and confirmation that it is not the payment specified in clause 1.6 of this procedure. The application form is available in the Intranet under financial and administrative activities.

## **6. Payment and termination of payment of a scholarship**

6.1 A scholarship shall be paid on the basis of an order by the last day of the month to the bank account indicated by the student except for a performance scholarship and speciality scholarship for September which is paid in October and for February which is paid in March.

6.2 If a student is exmatriculated or goes on academic leave before the date of payment of the scholarship, the scholarship for the corresponding study month shall not be paid to the student and payment of the scholarship shall be terminated.

6.3 If a student goes on academic leave after he or she has been awarded a scholarship, payment of the scholarship to the student shall be terminated, except for cases when the student receives a specialty, performance or doctoral scholarship, completes the curriculum's requirements and is:

6.3.1 a person with a moderate, severe or profound disability;

6.3.2 the parent or guardian of a child under 3 years of age or a disabled child; or

6.3.3 on academic leave due to military service or alternative service.

6.4 If a scholarship is awarded to a student by mistake, the university has the right to terminate payment of the scholarship to the student when the mistake is discovered.

6.5 If it becomes evident that the student has given false information to the university and did not comply with the requirements for awarding a scholarship, the university shall terminate payment of the scholarship.

6.6 The university has the right to reclaim the unduly paid scholarship.