

Approved by Rector's directive No 207 of 13 August 2015

## **THE CONDITIONS AND PROCEDURE FOR AWARDING AND PAYMENT OF SPECIALTY SCHOLARSHIPS**

### **1. GENERAL PROVISIONS**

1.1 This procedure establishes the basis for awarding and the procedure for payment of specialty scholarships at Tallinn University of Technology (hereinafter TUT).

1.2 TUT shall pay specialty scholarships as follows:

1.2.1 scholarships funded from the IT Academy Programme (hereinafter IT Academy scholarship) in the IT study programmes that are a priority for the state (Annex 1) and the size of the fund of which shall be agreed upon in the contract concluded between the Information Technology Foundation of Education and TUT;

1.2.2 scholarships financed from the European Union ESF Primus Programme (hereinafter Primus scholarship) in the study programmes that are a priority for the state (Annex 2). The number of students receiving the scholarship shall be agreed upon in the contract concluded between the Archimedes Foundation and TUT.

1.3 A specialty scholarship can be applied for through the Study Information System ÖIS.

### **2. APPLYING FOR SPECIALTY SCHOLARSHIP**

2.1 Students who comply with the requirements specified in clause 2.2 of this procedure and have been matriculated in the Bachelor's, engineering, applied higher education and Master's studies in study programmes that are a priority for the state (Annexes 1 and 2) have the right to apply for a specialty scholarship

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

2.2.1 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;

2.2.2 is a full-time student;

2.2.3 has not exceeded the nominal duration of study of the study programme;

2.2.4 is not on academic leave.

2.3 A student has the right to apply for a specialty scholarship twice an academic year – in September and February, beginning from his or her matriculation.

### **3. AWARDING OF SPECIALTY SCHOLARSHIP**

3.1 Specialty scholarships are awarded twice an academic year – in October and in March. Specialty scholarships are determined by study programmes.

3.2 The Dean shall, by an order, specify the number of students to receive the IT Academy scholarships by study programmes.

3.3 To award the Primus scholarship, the Vice-Rector for Academic Affairs shall divide the total number of the recipients of the Primus scholarship between the study programmes proportionally to the number of studying students as of 1 October and as of 1 March and in the autumn semester the scholarship shall be awarded separately for 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 2.2 is drawn up in the Study Information System ÖIS by study programmes based on the result of multiplication of the percentage of completion of the study programme on cumulative basis by the grade point average. In the autumn semester a separate ranking is drawn up of the students of the first semester based on the admission ranking. The

completed study load shall not include the study load completed by accreditation of prior and experimental learning (APEL), except for formal training received elsewhere during the studies.

3.5 The students who have submitted an application specified in 3.4 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. Subjects can be included in the free choice module to the extent specified in the study programme.

3.6 In order to grant a specialty scholarship, the Dean/director of educational institution 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. The order for studies shall be drawn up in the Dean's Office/educational institution.

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 Primus scholarship, the Skype IT scholarship, DoRa9 scholarship or Cyber Security Master's scholarship. A student is required to notify the Dean's Office/educational institution, if he or she receives the abovementioned scholarship

#### **4. PAYMENT AND TERMINATION OF PAYMENT OF A SPECIALTY SCHOLARSHIP**

4.1 Specialty scholarships shall be paid by the 26th date of each study month, except for September which is paid in October and for February which is paid in March.

4.2 If a student is deleted from the matriculation register or goes on academic leave before the date of payment of the specialty scholarship, the scholarship of the corresponding month shall not be paid to the student and payment of the specialty scholarship to the student will be terminated.

4.3 The Office of Economics and Finance shall transfer the specialty scholarship to the bank account indicated by the student on his or her application form.

4.4 If a specialty scholarship is awarded to a student by mistake, TUT has the right to terminate payment of the scholarship to the student when the mistake is discovered.

**Study programmes funded from the IT Academy Stipend Programme:**

<i>No</i>	<i>Study programme</i>	<i>Study programme code</i>	<i>Study level</i>
1	Computer and Systems Engineering	2037	Master's studies
2	Informatics	1899	Bachelor's studies
3	Cybersecurity	100946	Master's studies

### Study programmes funded from the European Union ESF Primus Programme:

1. Specialty scholarship shall be paid to 50 per cent of full-time students:

<i>No</i>	<i>Study programme</i>	<i>Study programme code</i>	<i>Study level</i>
1	Electronics and Telecommunications	119677	Bachelor's studies
2	Integrated Engineering	126337	Bachelor's studies
3	Materials Technology	1919	Bachelor's studies
4	Mechatronics	1975	Bachelor's studies
5	Environmental Engineering	1929	Integrated studies
6	Biomedical Engineering and Medical Physics	118117	Master's studies
7	Design and Engineering	103284	Master's studies
8	E-Governance Technologies and Services	119657	Master's studies
9	Distributed Energy	113077	Master's studies
10	Energy Efficiency of Buildings	106444	Master's studies
11	Informatics	2013	Master's studies
12	Materials and Processes for Sustainable Energetics	100944	Master's studies
13	Mechatronics	2059	Master's studies
14	Technology of Wood and Plastic	118837	Master's studies
15	Telecommunication	2039	Master's studies
16	Health Care Technology	85146	Master's studies
17	Applied Information Technology	1854	Applied higher education studies

2. Specialty scholarship shall be paid to 30 per cent of full-time students:

<i>No</i>	<i>Study programme</i>	<i>Study programme code</i>	<i>Study level</i>
1	Computer and Systems Engineering	1944	Bachelor's studies
2	Electrical Power Engineering	1961	Bachelor's studies
3	Electrical Engineering	1960	Bachelor's studies
4	Gene Technology	1896	Bachelor's studies
5	Geotechnology	1965	Bachelor's studies
6	Informatics	1899	Bachelor's studies
7	Earth Sciences and Geotechnology	137038	Bachelor's studies
8	Applied Chemistry and Biotechnology	1920	Bachelor's studies
9	Food Engineering and Product Development	1921	Bachelor's studies
10	Product Development and Production Engineering	1976	Bachelor's studies
11	Business Information Technology	1902	Bachelor's studies
12	Computer and Systems Engineering	2037	Master's studies
13	Electrical Power Engineering	2048	Master's studies
14	Communicative Electronics	109026	Master's studies
15	Gene Technology	2009	Master's studies

16	Geotechnology	2052	Master's studies
17	Cybersecurity	100946	Master's studies
18	Fuel Chemistry and Technology	111073	Master's studies
19	Earth Sciences and Geotechnology	137057	Master's studies
20	Applied Chemistry and Biotechnology	2025	Master's studies
21	Thermal Power Engineering	2049	Master's studies
22	Engineering Physics	2063	Master's studies
23	Food Engineering and Product Development	2026	Master's studies
24	Product Development and Production Engineering	2060	Master's studies
25	Business Information Technology	2016	Master's studies
26	Power Engineering	80322	Applied higher education studies
27	Civil Engineering	80323	Applied higher education studies
28	Fuel Technology	80026	Applied higher education studies
29	Marine Engineering	102224	Applied higher education studies
30	Industrial Automation	81857	Applied higher education studies