

## **Procedure for the Application, Granting and Payment of Scholarships for Students with Mobility, Visual or Hearing Impairment**

### **1. General provisions**

1.1. The purpose of the scholarship is to support and facilitate studies under university degree study programmes of students with severe or profound mobility, visual or hearing impairment, and, among other things, provide support for the compensation of additional costs related to studies.

1.2. The scholarship shall be financed from the resources of the central funds of the university scholarship fund.

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

2.1. Tallinn University students may apply for the scholarship starting from the first year of studies, 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. have mobility, visual or hearing impairment with the degree of severity of the disability established as severe or profound by a decision of the Social Insurance Board;

2.1.3. have not exceeded the nominal period of studies and have received this scholarship fewer times than the corresponding nominal period of studies;

2.1.4. whose weighted average grade (hereinafter WAG) is at least 2.000.

2.2. The application form relevant for the purpose of the scholarship shall be submitted in the Study Information System no later than 1 March. It is not possible to submit the application after the deadline.

2.3. Applicants shall have the right and obligation to check the accuracy of their study results in the Study Information System. In the case of inaccurate data students shall turn to their academic unit/college before the scholarship application deadline.

2.4. The committee shall have the right to request documents and data from the applicant to provide evidence for the circumstances described in Clause 3.5.

### **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.

3.2. The number of scholarships and division between academic years shall be established by the member of the Rectorate managing academic affairs, appointed by the Rector, for the period of one academic year, taking into account the resources of the central funds of the university scholarship fund.

3.3. The Counsellor for Students with Special Needs shall compile an evaluation sheet for each applicant (see Annex 1), create a ranking list and present it to the committee for taking the decision.

3.4. The calculation of study results shall be based on the multiplication of the percentage of cumulative completion of the study load of previous semesters as required by the study programme (30 ECTS per semester equals to 100% of completion), and the WAG.

3.5. In case of equal results, the Counsellor for Students with Special Needs shall fill in section 5 in the evaluation sheet on the basis of the following results:

1. access to studies requires constant additional costs;
2. the student has discussed the adjustments necessary for achieving learning outcomes with the Counsellor for Students with Special Needs;
3. the student is actively engaged in the community or in the society.

3.6. The Counsellor for Students with Special Needs shall create a new ranking list of the applicants, based on the data referred to in Clause 3.5, and present it to the committee for taking the decision.

3.7. 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 March, based on the decision of the committee.

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 and termination of payment of the scholarship**

4.1. The scholarship amount is € 640 per academic year for a full-time student and € 320 for a part-time student.

4.2. The scholarship shall be paid on the basis of the order of the member of the Rectorate managing academic affairs, appointed by the Rector as one whole amount in spring semester not later than by the end 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. Order for the termination of the payment of the scholarship shall be forwarded to the Finance Office by the Academic Affairs Office in case deletion from the matriculation register has been initiated within the period between granting and paying the scholarship.

#### **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.

Annex 1. Evaluation of correspondence with the requirements for the application of TLU  
scholarship for students with special needs  
**Evaluation Sheet**

<b>Student's name</b>		
<b>Academic unit, study programme, level of studies</b>		
<b>Criteria</b>	<b>Yes 1 point</b>	<b>No 0 points</b>
1. Has received this scholarship fewer times than the corresponding nominal period of studies.		
2. Has submitted a certificate of the Social Insurance Board.		
3. The application is justified and it also includes additional costs necessary for studies.		
4. Study results (WAG in numbers and the amount of ECTS).		
5.* The following can give extra points: <ul style="list-style-type: none"> <li>• additional costs for participating in studies;</li> <li>• university support measures are used for achieving learning aims;</li> <li>• active engagement in the community or in the society.</li> </ul>		
<b>TOTAL points</b>		

\*applied when applicants have an equal amount of points