

The Conditions and Procedures for Applying for, Receiving, Awarding and Payment of the Tallinn University Scholarship Recognising Civic Participation

1. General Provisions

- 1.1. The aim of the Tallinn University Scholarship Recognising Civic Participation (hereinafter *scholarship*) is to support and encourage socially active degree study students who contribute to the development of civil society and/or to the promotion of student life at Tallinn University through voluntary work.
- 1.2. The scholarship is financed from the scholarship central fund of the university.

2. How to Apply for the Scholarship

- 2.1. The scholarship is open to students of Tallinn University at the first or second level of higher education who:
 - 2.1.1. are Estonian citizens or are staying in Estonia on the basis of a long-term residence permit, temporary residence permit, permanent right of residence, or temporary right of residence; or are staying in Estonia on the basis of a visa or visa-free stay (if a visa-free travel agreement has been concluded with a foreign country or visa requirements have been waived for foreign citizens) and they have submitted an application for a temporary residence permit for studies;
 - 2.1.2. have volunteered or contributed to the development of civil society in the last three years and continue to do so at the time of application;
 - 2.1.3. have not exceeded the student's nominal period of study;
 - 2.1.4. is not on academic leave at the time of application;
 - 2.1.5. are not providing/have not provided a service to the TLU Student Union under a contract under the law of obligations during the year preceding the scholarship application.
- 2.2. A student may receive a scholarship for a maximum number of calendar months corresponding to the nominal duration of the study programme.
- 2.3. The student is entitled to apply for the scholarship twice per academic year, during the periods set out in the academic calendar. The application cannot be submitted after the application deadline. [amended 02.07.2025].

- 2.4. To apply for a scholarship, students must submit an application in the Study Information System, together with a CV and a motivation letter (Annex 1). [amended 02.07.2025].

3. Awarding the Scholarship

- 3.1. To award the scholarship, a committee is convened by a member of the Rectorate in charge of Academic Affairs appointed by the Rector, involving student representatives.
- 3.2. The number of scholarships is determined by the member of the Rectorate in charge of Academic Affairs appointed by the Rector for each semester on the basis of the resources of the scholarship central fund.
- 3.3. The commission will establish a ranking list of students who have applied for a scholarship and who meet the requirements set out in Clause 2.1. above. The ranking will be based on the documents provided in Clause 2.4 and will assess the candidate's previous and planned social activities and the importance of the activities for society and Tallinn University. The committee shall have the right, if necessary and at its discretion, to request additional explanations and documents from the student regarding the statements and facts presented in the application.
- 3.4. In the event of a tie, preference will be given in the ranking [amended 02.07.2025]:
- 1) to candidates who actively contribute to the student life of Tallinn University and/or represent Tallinn University students at the university and beyond;
 - 2) then to candidates whose activities aim to contribute to Estonian society at large;
 - 3) then to candidates whose activities contribute to the development of a local community or social group in Estonia;
 - 4) then to candidates whose social activities are aimed at the development of society outside Estonia.
- 3.5. The scholarship shall be awarded by order of the member of the Rectorate in charge of Academic Affairs appointed by the Rector for a period of 5 months, no later than 10 October and 10 February.
- 3.6. The order for the awarding of the scholarship by the member of the Rectorate in charge of Academic Affairs appointed by the Rector shall be forwarded to a member of the executive board of the Student Union, the Academic Affairs Office and the Finance Office.
- 3.7. The Academic Affairs Office will forward to the applicant a notification of awarding or not awarding the scholarship via the Study Information System [amended 02.07.2025]

4. Payment of the Scholarship

- 4.1. The scholarship amounts to €200 per month.
- 4.2. The scholarship is paid by the 30th of each month for the corresponding academic month, except for the scholarship for September, which is paid during the month of October.
- 4.3. The scholarship will be transferred by the Finance Office to the bank account indicated by the student in the application. The scholarship will not be transferred to another person's bank account. [amended 02.07.2025]
- 4.4. Payment of the scholarship shall be terminated on the basis of the order of the member of the Rectorate in charge of Academic Affairs appointed by the Rector if the student is deleted from the matriculation registry of the university. An order to terminate the payment of the scholarship will be issued before the deletion order is confirmed. [amended 02.07.2025]
- 4.5. The Academic Affairs Office forwards the order to terminate the payment of the scholarship to the Finance Office.
- 4.6. If a student was awarded and/or paid a scholarship in error due to the fact that the student provided false information when applying for the scholarship, the student will not be entitled to the scholarship awarded and/or paid. If such a circumstance arises, the student is obliged to return the unduly received scholarship to the university on the basis of the university's claim.

5. Dispute Settlement Procedure

- 5.1. Decisions related to the application, awarding and payment of the scholarship may be contested in accordance with the procedure provided for in § 33 of the Tallinn University Study Regulations.

1. ELULOOKIRJELDUS / CV

Viimase 3 aasta haridus / Education within last three years (kooli nimi, õppeaastad, lõpetamisel omandatud kraad/ name of the educational institution, number of academic years, degree obtained upon graduation)	
Viimase 3 aasta töökogemus / Work experience within the last three years (organisatsioon, aastad, positsioon, peamised tööülesanded/ organization, years of experience, position, main duties) NB! Mõeldud on tasustatud tegevusi./ NB! The activities referred to are paid activities	
Viimase 3 aasta vabatahtliku töö kogemus/ Experience in volunteer work (organisatsioon, aastad, positsioon, peamised tööülesanded, saavutused, töösse panustatud aeg/ organization, years of experience, position, main duties, achievements, time invested in work)	

NB! Mõeldud on tegevusi, mille eest ei ole saadud rahalist tasu./ NB! The activities referred to are not paid activities	
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2. MOTIVATSIOONIKIRI / MOTIVATION LETTER

Motivatsioonikirja pikkus võib olla kuni 500 sõna. Teksti sisu peab lähtuma järgmistest punktidest / The motivation letter should be no longer than 500 words. The content must be based on the following:

- 1) Ülevaade eelneva kolme aastal tehtud vabatahtliku töö väärtusest ja mõjust kodanikuühiskonnale ja/või TLÜ üliõpilaselu arengule. / Overview of the value of voluntary work performed within the last three years and its impact on civil society and/or the development of student life in Tallinn University.
- 2) Kuidas plaanid algava semestri jooksul ühiskonda panustada ja/või kodanikuühiskonda arendada / How do you plan to contribute to society and/or develop civil society during the upcoming semester ?