

ESTABLISHED

by Order No. 232 of the Academic Affairs Manager dated 19 December 2024

AMENDED

by Order No. 144 of the Academic Affairs Manager dated 2 July 2025

by Order No. 91 of the Vice-Rector for Educational Affairs dated 18 June 2026

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 cover letter (Annex 1). [amended 02.07.2025; 18.06.2026].

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

PRAEGUSED ÕPINGUD / CURRENT STUDIES

Eriala/ Study Programme:

Sisseastumisaasta/ Year of Admission:

VIIMASE 3 AASTA TÖÖKOGE M US / WORK EXPERIENCE WITHIN THE LAST 3 YEARS

NB! Mõeldud on tasustatud tegevusi./ NB! Only paid activities should be included.

Organisatsioon/ Organization	Aastad/ Years	Positsioon/Position	Peamised tööülesanded/Main duties

VIIMASE 3 AASTA VABATAHTLIKU TÖÖ KOGEMUS / EXPERIENCE IN VOLUNTEER WORK WITHIN THE LAST 3 YEARS

NB! Mõeldud on tegevusi, mille eest ei ole saadud rahalist tasu./ NB! Only unpaid activities should be included.

Iga välja toodud tegevuse kohta peavad olema täidetud kõik lahtrid. All fields must be filled in for each activity listed.

Organisatsioon/ Organization	Aastad/ Years	Positsioon/ Position	Peamised töö- ülesanded/Main duties	Saavutused/ Achievements	Panustatud aeg/ Time invested in work	Mõju kodanikuühiskonnale ja/või TLÜ üliõpilaselu arengule/ Impact on civil society and/or the development of student life at Tallinn University

2. KAASKIRI / COVER LETTER

Kaaskirjas too välja, kuidas plaanid algava semestri jooksul ühiskonda panustada ja/või kodanikuühiskonda arendada. Kaaskirja pikkus võib olla kuni 200 sõna./ In your cover letter, explain how you plan to contribute to the society and/or develop civil society during the upcoming semester.

The cover letter should be no longer than 200 words.