

## **Procedure for the Application, Granting and Payment of Tallinn University Scholarship Recognising Civic Participation**

### **1. General provisions**

- 1.1. The purpose of Tallinn University Scholarship Recognising Civic Participation (hereinafter *scholarship*) is to support and facilitate degree studies of students who have contributed to the development of civil society and/or the promotion of student life in Tallinn University through voluntary work.
- 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 on their first or second level of studies may apply for the scholarship 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 performed voluntary work within the last three years or have contributed to the development of civil society and continue with similar activities at the time of application;
  - 2.1.3. have not exceeded the nominal period of studies;
  - 2.1.4. are not on academic leave at the time of submitting the application;
  - 2.1.5. are not offering/ have not offered services to TU Student Union on the basis of a contract under the law of obligations within the year preceding the application;
- 2.2. Students shall have the right to receive the scholarship to the maximum for calendar months that corresponds to the nominal duration of the study programme.
- 2.3. Students shall have the right to apply for the scholarship twice during the academic year. The application form (Annex 1) shall be submitted no later than 15 September and 15 January to the Academic Affairs Office. It is not possible to submit the application after the deadline.
- 2.4. For the application of the scholarship (Annex 1), the application shall be accompanied by:

- 2.4.1. Curriculum Vitae (CV; Annex 2) which shall include, among other data, an overview of the factual information (place, time, role) of contributing to the development of civil society and/or the promotion of student life in Tallinn University;
- 2.4.2. Letter of motivation in due form (Annex 3).

### **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, involving student representatives.
- 3.2. The number of scholarships shall be established by the member of the Rectorate managing academic affairs, appointed by the Rector, for each semester, taking into account the resources of the central funds of the university scholarship fund.
- 3.3. A ranking list shall be compiled of the applicants who meet the requirements referred to in subsection 2.1. The ranking list shall be formed by evaluating the student's previous and planned civic participation and the importance of it to the society and Tallinn University, based on the documents referred to in subsection 2.4. At their discretion and if necessary, the committee shall have the right to require additional explanations and documents from the student as regards the statements and information presented in the application.
- 3.4. When compiling the ranking list, preference shall be given to:
  - 1) candidates who actively contribute to student life in Tallinn University and/or represent Tallinn University students within the University and outside;
  - 2) thereafter candidates whose activities have the purpose of contributing more broadly to the Estonian society;
  - 3) thereafter candidates whose activities help develop the life of a local community or societal group in Estonia;
  - 4) thereafter candidates whose civic activities are aimed at the development of the society outside Estonia.
- 3.5. The scholarship shall be granted for five months by the order of the member of the Rectorate managing academic affairs, appointed by the Rector, no later than 10 October and 10 February.
- 3.6. The order of the member of the Rectorate managing academic affairs, appointed by the Rector, shall be sent to a member of the Executive Board of the Student Union, to the Academic Affairs Office and the Finance Office.
- 3.7. The Academic Affairs Office shall forward the decision of granting or not granting the scholarship to the applicant.

### **4. Payment of the Scholarship**

- 4.1. The scholarship amount is € 200 per month.
- 4.2. The scholarship shall be paid by the 30<sup>th</sup> day of each study month, with the exception of the scholarship for September which shall be paid within the month of October.

- 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. Payment of the scholarship shall be discontinued on the basis of the order of the member of the Rectorate managing academic affairs, appointed by the Rector, when the student is deleted from the matriculation register. The order for the discontinuation of the payment of the scholarship shall be made before the proposal for deletion from the matriculation register is initiated.
- 4.5. The Academic Affairs Office shall forward the order for the discontinuation of the payment of the scholarship to the Finance Office.
- 4.6. In the case where the scholarship is granted and/or paid to the student in error due to the fact that the student has presented false information when applying for the scholarship, the student shall have no right to the granted and/or paid scholarship. When the error is revealed, the student shall be obliged to return the unduly paid scholarship to the university on the basis of the claim filed by the university.

## **5. Procedure for Contesting Decisions**

- 5.1. 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.

**Tallinna Ülikooli ühiskondlikku aktiivsust tunnustava stipendiumi taotlus/  
Application for Tallinn University Scholarship Recognising Civic Participation**

Soovin taotleda ühiskondliku aktiivsust tunnustavat stipendiumi / I would like to apply for a scholarship recognising civic participation

Eesnimi / First name:	
Perekonnanimi / Last name:	
Isikukood / Personal Identification code:	
E-post / E- mail:	
Arveldusarve number / Bank account number:	EE
Üksus / Academic Unit:	
Õppetase / Level of studies:	
Kinnitan, et ei viibi avalduse esitamise ajal akadeemilisel puhkusel / I confirm that I am not currently on academic leave	Jah/ Yes Ei/ No
Kinnitan, et ei osuta/ei ole osutanud stipendiumi taotlemisele eelneva aasta jooksul TLÜ üliõpilaskonnale teenust võlaõigusliku lepingu alusel / I confirm that I am not offering/have not offered services to TU Student Union on the basis of a contract under the law of obligations within year preceding the application	Jah/ Yes Ei/ No

Taotlusele on lisatud / The application is accompanied by:

Elulookirjeldus / CV

Motivatsioonikiri / Letter of motivation

Kinnitan käesolevas taotluses esitatud andmete õigsust / I hereby confirm the accuracy of the information contained in this application

.....  
allkiri ja kuupäev/ signature and date

**Tallinna Ülikooli ühiskondlikku aktiivsust tunnustava stipendiumi taotluse/  
Application for Tallinn University Scholarship Recognising Civic Participation**

**ELULOOKIRJELDUS / CV**

<b>Ees- ja perekonnanimi</b> / First and last name:	
<b>Haridus / Education</b> (kooli nimi, õppeaastad, lõpetamisel omandatud kraad/ name of the educational institution, academic years, degree obtained upon graduation)	
<b>Töökogemus / Work Experience</b> (organisatsioon, aastad, positsioon, peamised tööülesanded/ organisation, years of experience, position, main duties)	
<b>Vabatahtliku töö kogemus/ Experience in volunteer work</b> (organisatsioon, aastad, positsioon, peamised tööülesanded, saavutused/ organisation, years of experience, position, main duties, achievements)	

.....  
allkiri ja kuupäev/ signature and date

**Tallinna Ülikooli ühiskondlikku aktiivsust tunnustava stipendiumi taotluse/  
Application for Tallinn University Scholarship Recognising Civic Participation**

**MOTIVATSIOONIKIRI / LETTER OF MOTIVATION**

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

- 1) Ülevaade eelneva kolme aasta tegevustest, mille kaudu panustasid kodanikuühiskonna arengusse ja/või Tallinna Ülikooli üliõpilaselu edendamisse / Overview of the activities performed within the last three years which have helped you contribute to the development of civil society and/or student life in Tallinn University.
- 2) Kuidas mõtestad enda jaoks ühiskondlikku aktiivsust / How do you define civic participation?
- 3) Kuidas plaanid edaspidi ühiskonda panustada ja/või kodanikuühiskonda arendada / How do you plan to contribute to the society in the future?

.....  
allkiri ja kuupäev/ signature and date