

ESTABLISHED  
pursuant to Order No. 189  
of the Vice-Rector for Academic Affairs  
of 2 September 2016  
AMENDED  
by Order No. 157  
of the Vice-Rector for Academic Affairs  
of 18 September 2017  
by Order No. 225  
of the Vice-Rector for Academic Affairs  
of 1 October 2019

## **Procedure for the Application, Granting and Payment of Speciality Scholarships in Smart Specialisation Growth Areas**

### **1. General provisions**

1.1. The purpose of the speciality scholarship is to:

1.1.1. increase the number of students and graduates in the areas of economic priority to give an impetus to the development of national growth areas with the help of highly educated specialists;

1.1.2. support the resolution of innovation-related development needs of enterprises to contribute to the development of entrepreneurship and economy;

1.1.3. motivate young people to choose study areas which are of priority to the entrepreneurship and to the state, to pursue full-time studies successfully in the selected speciality and graduate within the nominal period of studies.

1.2. Speciality scholarships within the framework of activity 4.2.2. “Higher education speciality grants in smart specialisation growth areas” co-financed by the European Regional Development Fund and by the state, shall be paid by the university to students on their first and second study level of higher education in study programmes listed in the Annex.

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

2.1. Students studying on a study programme listed in the Annex shall have the right to apply for the scholarship provided they meet the following requirements:

2.1.1. they 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. they have commenced their studies as of the academic year 2013/2014 or later;

2.1.3. they are full-time students;

2.1.4. they have not exceeded the nominal period of studies;

2.1.5. they are not on academic leave.

2.2. Students shall have the right to apply for the scholarship twice during the academic year for the period of five study months. The application form shall be submitted in the Study Information System no later than 1 October in autumn semester and no later than 1 March in spring semester. It is not possible to submit the application after the deadline.

2.3. The applicant shall have the right and obligation to check the accuracy of his/her study results in the Study Information System. In the case of inaccurate data the student shall turn to his/her academic unit/college before the scholarship application deadline.

### **3. Granting the speciality scholarship**

3.1. For granting the speciality scholarship, the Vice-Rector for Academic Affairs, appointed by the Rector (hereinafter *Vice-Rector for Academic Affairs*) shall convene a committee.

3.2. Vice-Rector for Academic Affairs shall decide on the proportion of students (first-year students of the first semester and students who commenced their studies earlier) receiving the speciality scholarship for the study programme. The decision will be based on the number of students, as of October 1, matriculated to study programmes listed in the Annex.

3.3. A ranking list shall be compiled according to study programmes, of students who submitted an application for the speciality scholarship and who comply with the requirements set out in Subsection 2.1.

3.4. The ranking list shall be based on the product 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 of the weighted average grade. Students who have completed the study programme in full or who have exceeded the required study load shall be considered equal in the ranking list for the purpose of granting the scholarship. Weighted average grade shall be calculated by taking into consideration all the grades received on the scale of differentiated assessment which have been entered into the academic transcript, including initial results in the case of one or more attempts to pass the course.

3.5. In the case where several applicants have equal results in the ranking list compiled pursuant to subsection 3.4., preference shall be given:

3.5.1. in the first instance, to the applicant with the smaller amount of negative study results during the entire period of studies;

3.5.2. thereafter, to an applicant whose academic performance records a larger proportion of exams that resulted in higher positive grades;

3.5.3. thereafter, to an applicant who is socially active, has achieved outstanding results in the study field or has successfully participated in specialized competitions or contests.

3.6. Speciality scholarship shall be granted to first-year students in the autumn semester taking into account the ranking list based on the results of the admission exam (admission score). In case of equal admission score in the ranking list based on the results of the admission exam, preference shall be given:

3.6.1. in the first instance, to the applicant with better admission exam results;

3.6.2. thereafter, to an applicant with higher arithmetic average of all the study results from the previously finished study level entered to the transcript of credits.

3.7. The scholarship shall be granted by the order of the Vice-Rector for Academic Affairs on the basis of the ranking list compiled by the committee no later than 20 October in autumn semester and 20 March in spring semester.

3.8. The order of the Vice-Rector for Academic Affairs shall be sent to a member of the Executive Board of the Student Union, to the Academic Affairs Office and the Finance Office.

3.9. 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.

3.10. When compiling the ranking list, the committee shall have the right to require documentary evidence and data from the applicant to prove the facts referred to in clauses 3.5.3. and 3.6.2.

#### **4. Payment and termination of payment of the speciality scholarship**

4.1. The scholarship amount is € 160 per month.

4.2. The speciality scholarship shall be paid monthly by the 10th day of the month for the previous month, with the exception of the scholarship for September, paid during the month of October, and the scholarship for February, paid during the month of March. The scholarship shall be paid on condition that the student has studied for the entire calendar month.

4.3 The Finance Office shall transfer the speciality scholarship on the basis of the order to the Estonian bank account indicated by the student on the application.

4.4. The payment of the scholarship shall be terminated on the basis of the order of the Vice-Rector for Academic Affairs when the student:

4.4.1. goes on academic leave. The payment shall not be terminated if the student continues the studies during his/her academic leave and meets the requirements established in Clause 4.6. of this Procedure;

4.4.2. is deleted from the matriculation register. The order for the termination of the payment of the scholarship shall be made after the decision about deletion from the matriculation register has been taken.

4.4.3. does not meet the requirements for receiving the scholarship. The last payment of the scholarship shall be made for the calendar month when the student met the requirements for receiving the scholarship.

4.5. If the student is deleted from the matriculation register or goes on academic leave, the last payment of the speciality grant is made for the full calendar month of studies that preceded the decision of deletion from the matriculation register or the order for granting academic leave. If the student is deleted from the matriculation register due to reasons related to completion of the study programme, the scholarship shall be paid for the entire calendar month in which the student is deleted from the matriculation register.

4.6. A student on academic leave shall have the right to receive the scholarship in the case where he/she completes the study programme and has medium, severe or profound disability, is a parent or legal guardian of a child under three years of age or of a child with disability, or is on academic leave due to service in Estonian Defence Forces or alternative service. The amount of the scholarship for the months the student was on academic leave shall be

differentiated according to the volume of the study programme completed during the semester of academic leave (the full volume of the study programme to be completed is 30 ECTS per semester), with the exception of students with special needs whose scholarship amount shall be differentiated according to the volume of the study programme to be completed (i.e. the volume of courses registered for in the study plan of the semester). The student shall be required to submit a document to the Academic Affairs Office to prove compliance with the requirements established in this Clause no later than the last day of the semester the student is on academic leave, except when he/she has already submitted the relevant document to the university.

4.7. Order for the termination of the payment of the scholarship shall be forwarded to the Finance Office by the Academic Affairs Office.

4.8. In the case where the scholarship is granted and/or paid to the student in error, the student shall have no right to the scholarship granted and/or paid in error. When the error is revealed, the payment of the scholarship shall be terminated and the student shall immediately return the paid scholarship to the university.

#### **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.

Within the framework of Activity 1 “Allocation of speciality scholarships on the first and second study level of higher education” speciality scholarships shall be paid in the following study programmes:

1. Study programmes in which speciality scholarships are granted to a maximum of 50% of full-time students:

No.	Study programme	Study programme code	Study level
1.	Applied Computer Science	3361	Professional higher education
2.	Educational Technology	100279	Master’s studies
3.	Human-Computer Interaction	80405	Master’s studies
4.	Digital Learning Games	137657	Master’s studies

2. Study programmes in which speciality scholarships are granted to a maximum of 30% of full-time students.

No.	Study programme	Study programme code	Study level
1.	Computer Science	1605	Bachelor’s studies