

AMENDED

by TU Senate Regulation No. 7 of 17 March 2014
by TU Senate Regulation No. 10 of 16 June 2014
by TU Senate Regulation No. 13 of 03 November 2014
by TU Senate Regulation No. 6 of 30 March 2015
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by TU Senate Regulation No. 13 of 17 December 2018

Tallinn University Requirements and Procedure for the Admission to Degree Studies

(TU Senate Regulation No. 16 of 25 November 2013)

This regulation is established pursuant to Clause 6 of Subsection 3 of Section 14 of the Universities Act, and Clause 16 of Section 9 of the TU Statute, and on the proposal of the Senate Academic Affairs Committee of 18 November 2013.

Chapter 1 General Provisions

§ 1. Purpose

The purpose of TU Requirements and Procedure for the Admission to Degree Studies (hereinafter *the procedure*) is to ensure transparency and comprehensibility of the admission procedure and secure admission of the best student candidates.

§ 2. General principles

(1) The procedure regulates admission to Tallinn University (hereinafter *the university*) study programmes of professional higher education, Bachelor's studies, Bachelor's and Master's integrated study programmes (hereinafter *the first level of higher education*), Master's studies (hereinafter *the second level of higher education*) and Doctoral studies (hereinafter *the third level of higher education*).

(2) Issues related to admission not regulated by this procedure shall be within the competence of academic units.

(3) For each study programme one or more competitions shall be announced, depending on the form, place of studies or previous qualifications. On the third level of education, research topic or admission period can be the basis for announcing a competition. [Amended 17.12.2018]

(3¹) The competition for the study programme shall be announced: [Entry into force 17.12.2018]

- 1) on the first and second level of higher education, by the Senate no later than 30 days prior to the admission period;
- 2) on the third level of higher education, by the Senate for student places financed from the state activity support no later than 30 days prior to the relevant admission period;
- 3) on the third level of higher education, by the Senate for student places financed by the university no later than two weeks prior to the relevant admission period;
- 4) on the first and second level of higher education, by the Admission Committee for additional admission;
- 5) on the third level of higher education, by the Vice-Rector responsible for Doctoral studies, appointed by the Rector, for target financed student places no later than two weeks prior to the relevant admission period.
- (4) [Repealed 17.12.2018]
- (5) The university shall form the non-state commissioned student places of study programmes instructed in a foreign language on the basis of the number of candidates who have passed the admission threshold. The Senate shall determine the cost of non-state commissioned student places; a natural or legal person shall pay for the studies.
- (6) Admission to the first and second level of higher education shall be organised once a year by way of public competition through the online admission information systems SAIS and VVIS. Admission to the third level of higher education can be organised more than once a year. The Vice-Rector for the study field shall establish the admission schedule in the academic calendar. [Amended 13.11.2017]
- (7) The University Senate shall establish the requirements for the admission to study programmes. Entrance exams, the admission threshold and, if necessary, the minimum result of a state exam or admission exam determined by an academic unit, and the professional qualification required from the candidates, shall be established in the admission requirements.
- (8) Candidates whose prior education is not in compliance with the professional qualifications required for admission to the second and third level study programmes, may apply for recognition of prior learning (RPL) in order to fulfil the admission requirements pursuant to Section 23 of TU Study Regulations. The application for RPL shall be submitted no later than two months prior to submitting the admission documents. [Amended 03.11.2014]
- (9) Admission is threshold-based and/or is based on a ranking list or special conditions.
- (10) The admission threshold is the weighted minimum sum of the results of entrance exams defined in the requirements for the admission to study programmes, the completion of which is the precondition for commencing studies.
- (11) The ranking list of student candidates is competition-based and formed on the basis of points received at the entrance exams.
- (12) Candidates who have fulfilled the admission requirements and have submitted a signed study agreement by the deadline (except doctoral students and international students who sign the agreement after matriculation) shall be admitted to the university.
- (13) Issues related to admission shall be resolved by the Admission Committee. All units conducting degree studies and the Student Union are represented by delegates in the committee, which is led by the Vice-Rector for the study field, appointed by the Rector (hereinafter *Vice-Rector for the study field*). The Rector shall approve the membership of the Admission Committee. [Amended 20.06.2016]
- (14) The university shall have the right to terminate the admission procedure of a candidate or cancel the decision as regards admission to the university due to candidate's indecent behaviour during the admission procedure (including the admission exam). The concept of indecent behaviour shall be based on Subsections 7 and 8 of Section 30 of TU Study Regulations. The decision concerning the termination of the admission procedure

shall be made by the Vice-Rector for the study field on the proposal of the academic unit or of the admission specialist of the university. The cancellation of the decision as regards admission to the university shall be decided by the Admission Committee on the proposal of the academic unit or of the admission specialist of the university. [Entry into force 13.11.2017]

Chapter 2

Admission requirements

§ 3. Requirements for the admission to study programmes on the first level of higher education

- (1) Persons who have been granted a certificate of upper secondary education or a certificate of vocational secondary education or an equal qualification may apply for admission to the first level of higher education.
- (2) The admission score shall be based on the results of entrance exams, i.e. state exams as well as an admission exam conducted at the university. The academic units shall decide upon the organisation of admission exams.
- (3) The minimum value of the results of state exams necessary for applying shall be no less than 40 points. [Amended 03.11.2014]
- (4) The admission score for candidates who have not taken state exams (i.e. persons who have graduated from upper secondary school in 1996 or before, as well as persons who have acquired their upper secondary education in a vocational educational institution or abroad) is set at 100% from the admission exam result, when applying to a study programme on the first level of higher education
- (5) Student candidates who have graduated with a diploma from a European School or an International Baccalaureate Organization (IBO) School usually apply for admission on equal grounds with the candidates who have taken Estonian state exams. The results are converted on a 100-point scale. The Higher Level (HL) results are calculated by using a 1.2 coefficient, but with a maximum result of 100 after conversion.
- (6) A C1 level exam of Estonian (as a second language) may be used when applying to the university under the conditions established in Annex 2 of this document. [Amended 16.06.2014]

§ 4. Requirements for the admission to study programmes on the second level of higher education

- (1) Persons having a Bachelor's degree, a diploma of professional higher education or equal qualification may apply to the study programmes on the second level of higher education.
- (2) The admission score is calculated on the basis of the admission exam result.

§ 5. Requirements for the admission to study programmes on the third level of higher education

- (1) Persons having a Master's degree or equal qualification may apply to the study programmes on the third level of higher education.
- (2) The admission score is calculated on the basis of the admission exam results.

§ 6. Admission under special conditions

- (1) A candidate is admitted to the study programmes on the first level of higher education with Estonian as the language of instruction without the required admission exam

and/or the required state exams (except for the study programmes of Integrated Arts, Music and Multimedia, Choreography, Film Art, Physical Education, Psychology), provided that he/she: [Amended 23.11.2015]

1) has received at least 90 points in the state exam of the Estonian language (including the essay) or Estonian as a second language; has received at least 74 points in the state mathematics exam passed prior to the year 2014; has received at least 74 points in the extensive mathematics exam from the year 2014 and onwards; has received at least 90 points in the narrow mathematics exam from the year 2014 and onwards. A person who has not passed a state mathematics exam is not allowed to apply under special conditions to study programmes on the first level of higher education with Estonian as the language of instruction, except in cases established in Clauses 2, 3, and 4 of Subsection 1 of this Section; [Amended 03.11.2014]

2) has represented Estonia on upper secondary school level at international competitions (olympiads) (Annex 1); [Amended 03.11.2014]

3) has achieved between the 1st - 10th place in the final round of the 11th or 12th grade level at national competitions (olympiads) (Annex 1); [Amended 03.11.2014]

3¹) has, as an 11th or 12th grade student, achieved between the 1st - 6rd place at competitions listed in Annex 1; [Amended 30.03.2015]

4) applies with an IBO diploma and whose total results in the final exams of the main subject are at least 19 points and at least 15 points in secondary subjects.

(2) Candidates who have been awarded a gold medal upon graduation from an upper secondary school shall receive five additional competition points in applying to the study programmes on the first level of higher education. The same condition shall apply to candidates with an IBO diploma whose total sum of final exams is at least 28 points. The maximum result combined with the additional points shall be 100. [Amended 03.11.2014]

(3) [Repealed 21.11.2016]

(4) The university shall admit persons on the first or second level of higher education in programmes with Estonian as the language of instruction who have passed the admission threshold and whose degree of disability has been determined “severe” or “profound” according to the “Social Benefits for Disabled Persons Act” (RT I 1999, 16, 273) and who, at the same time, have physical limitations, limitations in accessing information and educational special needs due to mobility, visual or hearing impairment. [Amended 16.04.2018]

(5) The university shall admit up to five persons on the first or second level of higher education who have passed the admission threshold of the study programme and have achieved top results at the international level in the fields of culture or sports. The university Admission Committee shall make the decision as regards the selection of the candidates. [Amended 16.04.2018]

Chapter 3 **Admission procedure**

§ 7. Submission of applications

(1) Applications and documents are received during the period announced in the academic calendar. Applications can be submitted online at www.sais.ee. Documents not available in the system shall be taken to the university (Narva mnt 25, Tallinn 10120). [Amended 17.12.2018]

(2) A student candidate may submit applications to no more than two study programmes.

- (3) The following shall be submitted by the candidate:
 - 1) an application via online system www.sais.ee;
 - 2) other documents established in the requirements for the admission to the study programme;
 - 3) an application for applying under special conditions and the corresponding documents for proof thereof.
- (4) Where databases do not contain the necessary data, the following additional documents shall be submitted for commencing studies on the first level of higher education:
 - 1) a document proving upper secondary education, a transcript of records and a state exam certificate (original and copy, the copy is attested on presentation);
 - 2) an identification card or passport (original, international student candidates shall additionally submit a copy of the page containing the identification code, the copy is attested on presentation).
- (5) Where databases do not contain the necessary data, the following additional documents shall be submitted for commencing studies on the second level of higher education:
 - 1) a diploma of professional higher education, a diploma proving a Bachelor's degree or a diploma proving an equivalent level of education (if necessary, the RPL decision) and an academic transcript (original and copy, the copy is attested on presentation);
 - 2) an identification card or passport (original, international student candidates shall additionally submit a copy of the page containing the identification code, the copy is attested on presentation).
- (6) Where databases do not contain the necessary data, or if the data is required under the admission requirements of the respective specialisation, the following additional documents shall be submitted for commencing studies on the third level of higher education:
 - 1) a Master's level diploma or a diploma of equivalent qualification (if necessary, the RPL decision) and an academic transcript (original and copy; the copy is attested on presentation.). A candidate who has acquired previous education in a foreign country shall additionally submit diplomas and academic transcripts of the first level of higher education;
 - 2) *Curriculum Vitae*;
 - 3) an identification card or passport (original, international student candidates shall additionally submit a copy of the page containing the identification code, the copy is attested on presentation);
 - 4) the approval of a prospective supervisor (submitted in the language in which the thesis is planned to be written).
- (7) A student candidate who is applying under special conditions pursuant to Clauses 2 and 3 of Subsection 1 of Section 6 shall add the following documents to the application submitted to the Admission Committee as proof of special conditions:
 - 1) a document proving participation in international competitions (olympiads) as a representative of Estonia;
 - 2) a document proving that the person has achieved a place as determined in Clause 3 and 3¹ of Subsection 1 of Section 6 at national competitions/olympiads as an 11th or 12th grade student. [Amended 03.11.2014]
- (8) A candidate who applies under conditions provided in Subsection 4 of Section 6 shall attach to the application a copy of the decision determining the disability and a motivation letter. [Amended 16.04.2018]
- (9) A candidate who applies under conditions provided in Subsection 5 of Section 6 shall attach to the application a certified list of his/her top results at the international level in the fields of culture or sports and a recommendation from a professional organisation operating in the field. [Amended 16.04.2018]

(10) Copies and/or notarised/certified copies and/or notarised/certified translations of submitted documents shall not be returned to the candidate. [Amended 21.11.2016]

§ 8. Admission exams

(1) The membership of the Admission Committee for the admission exam conducted at the university shall be approved by the head of the academic unit administering the study programme by his/her order. The Admission Committee for teacher training study programmes shall include a lecturer of courses in general educational sciences and psychology within teacher's professional studies. [Amended 29.02.2016]

(2) Academic units shall have the right to organise preliminary admission on the first and second level of higher education, which enables the unit to conduct admission exams during the exam sessions and additionally at other times. The academic unit shall determine and announce the times of preliminary admission exams. [Amended 17.12.2018]

(3) The university shall be obliged to admit the candidate who has submitted an application in preliminary admission and who has passed the admission exam, provided that the candidate submits an application in the summer during the main admission and fulfils other requirements established in requirements for the admission to the study programme.

(4) Admission exams take place according to the time schedule compiled on the basis of the proposals of the academic units. The time schedule and the description and content of exams shall be published on the university homepage at least 30 days prior to the admission period or no later than 14 days prior to the admission period in the case where the competition has been announced on the basis of Clauses 3, 4 or 5 of Subsection 3¹ of Section 2. [Amended 17.12.2018]

(5) An admission exam is assessed according to the following assessment system:

1) a positive admission exam result for the study programmes on the first level of higher education is a minimum of 51 points on a 100-point scale;

2) a positive admission exam result for the study programmes on the second level of higher education is between 70 and 100 points. [Amended 17.03.2014];

3) a positive admission exam result for the study programmes on the third level of higher education shall be between 75 and 100 points.

(6) An admission score is calculated on the basis of the results of entrance exams with a maximum value of 100 points. If the admission score consists only of the admission exam results, the minimum positive admission exam result shall be equal to the threshold.

(7) The admission exam shall include a written part. If an exam consists of several parts, then the proportions of the exam parts that form the exam results are published on the university homepage. [Amended 03.11.2014]

(8) If an admission exam consists of several parts, the candidate has the right to know the points received for each part after submitting an application. The application shall be submitted to the Admission Committee within three calendar days as of the day the exam results are published. [Amended 21.11.2016]

(9) On justified occasions, a candidate with physical or psycho-social special needs shall be entitled to adjustments to be able to pass admission exams where the absence of adjustments would, due to his/her special need, put the candidate at a disadvantage during the admission exam as compared to other candidates. In order to apply for the adjustments to be made due to the candidate's special need, the candidate shall have to submit to the Admission Committee a written application accompanied by the document proving his/her special need no later than the deadline for submitting applications as established in Subsection 1 of Section 7. [Entry into force 13.11.2017]

§ 9. Filling the student places

(1) Student places are filled according to the ranking list formed on the basis of admission exam results of each competition according to the number of student places or the number of people who have passed the threshold. The university Admission Committee shall approve the list of admitted students and publish it in SAIS. The list of students admitted to the first level shall be published on a date provided in the academic calendar. Lists of students admitted to the second and third levels shall be published immediately after the results of admission exams of the relevant competition have been entered into the SAIS system. As of the date of publication of the lists, a candidate is entitled to a period of three days to confirm the intention to enrol by marking the status of application in SAIS as “confirms enrolment”. If the candidate has not entered the comment within the given time, he/she is considered to have declined the student place and a proposal for commencing studies is then made to the next candidate in the ranking list. The candidate has three days to confirm the commencement of studies after receiving notice of a vacant student place. Fulfilling student places ends on the date provided in the academic calendar.

(1¹) The university is authorised not to open studies in those study programmes for which less than five candidates have confirmed their intention to enrol after the deadline of registration for studies.

(2) Initially, up to 50% of the number of student places allocated to the study programme that exceed five student places are filled with the candidates applying under the special conditions provided in Clause 1, of Subsection 1, of Section 6. If there are more candidates than student places, additional student places shall be created.

(3) Candidates are admitted to non-state commissioned student places of study programmes instructed in a foreign language if their admission score formed on the basis of admission exam results is higher than the established admission threshold.

(4) When forming the ranking list in cases where applicants have an equal admission score for the study programme on the first level of higher education, the grade of the additional admission exam shall be considered first; thereafter the result of the state exam selected by the academic unit; and the average grade of the certificate of general secondary education shall be considered last.

(5) When forming the ranking list in cases where applicants have an equal admission score for the study programmes on the second and third level of higher education, the average weighted grade of studies completed at the previous level of education shall be considered.

(6) When studying at the same level of higher education, a person from whom reimbursement of study costs has not been requested within a period equal to at least half of the standard period of studies, shall be asked by the university to reimburse study costs within the period equal to three times the standard period of study of the completed study programme or for an integrated study programme within a period equal to two times the standard period of study.

(7) The university shall demand partial reimbursement of study costs from a student who has been deleted from the matriculation register and has matriculated again to the same study programme within two years.

§ 10. International student candidates and graduation documents of a foreign country

(1) International student candidates are required to submit an application through the VVIS (www.estonia.dreamapply.com) environment and submit the required documents by post.

(2) An international student candidate may submit an application to no more than two study programmes.

(3) In the case of documents issued outside of the Republic of Estonia the applicant shall submit: [Amended 21.11.2016]

1) the original document and its notarised/certified translation into Estonian or English, or
2) a notarised/certified copy of the original document and its notarised/certified translation into Estonian or English.

(4) In the accreditation process of education acquired in a foreign country, the university shall take into account the assessment and recommendations of the Estonian ENIC/NARIC Centre.

(5) The university shall have the right to refuse admission to student candidates for study programmes on the first and second level of higher education if the results of their education, which was acquired in a foreign country at the previous level or stage, make up less than 60% of the required maximum volume. [Amended 03.11.2014]

(6) The fee for processing admission documents of international student candidates who submit an application through the online admission information system VVIS is €80.00. [Amended 13.11.2017]

§ 11. Language requirements

(1) An internationally recognised certificate of a language exam, a result of a state exam of the Republic of Estonia or an assessment by the TU Language Centre of the language proficiency of the candidate according to the Common European Framework of Reference for Languages shall be required to prove the level of the language of instruction and compliance with the requirements of university studies.

(2) At the time of admission, the proficiency in the language of instruction of a student candidate for a study programme instructed in a foreign language shall correspond to at least the B2 level of the Common European Framework of Reference for Languages. The proficiency in the language of instruction of an international student candidate for a study programme with Estonian as the language of instruction shall correspond at the time of admission to at least A2 level of the Common European Framework of Reference for Languages. [Amended 03.11.2014]

(3) Adequate proficiency in English as the language of instruction shall not be tested within the admission process if the candidate has acquired a level or stage of education in the language of instruction of the study programme in the EU or a European Economic Area member country, the United States, Canada or the Commonwealth of Australia. [Amended 03.11.2014]

(4) Persons who have acquired upper secondary education in a foreign country, and whose proficiency of Estonian does not enable them to start studies in Estonian, have the possibility to complete a paid course of the Estonian language and culture in the amount of 30-40 ECTS credits before admission or to start their studies of Estonian after admission to the university within a corresponding university study programme.

(5) After admission to study programmes with Estonian as the language of instruction, all students whose language of instruction at the previous level or stage of education was not Estonian, shall take an Estonian language proficiency test to verify that their language proficiency is sufficient for the university study requirements. Students who have received a negative result for this test are directed to an Estonian language course by the Institute of Estonian Language and Culture. The content and volume of this course shall depend on the language proficiency level of the student, and this shall create a precondition for passing the proficiency test no later than at the end of the first academic year. [Amended 23.11.2015]

(6) The admission exam committee shall have the right to ask students to take the Estonian proficiency test if they are admitted to the study programmes with Estonian as the language of instruction and have insufficient Estonian language proficiency for studies on the second level of higher education.

(7) The admission exam committee shall have the right to check the foreign language skills of the applicant during the admission exam, taking into consideration the language

requirements necessary for the achievement of learning outcomes as established by the study programme.

§ 12. Contesting decisions related to admission

(1) The admission exam result may be contested by submitting a written appeal to the Vice-Rector for the study field no later than on the following working day after the announcement of exam results, with the exception of the third level study programmes where the exam result may be contested within three working days following the announcement of exam results. A committee formed by the Vice-Rector for the study field, consisting of at least three members, and including no more than one member of the Admission Committee, shall review the appeal. The committee shall make a justified proposal to the Vice-Rector for the study field as to the satisfaction or exclusion of the appeal within three working days as of the submission of the appeal. The Vice-Rector for the study field shall make a decision on the basis of the committee's proposal and the person who has submitted the appeal shall be informed of the decision within five working days as of the submission of the appeal. [Amended 13.11.2017]

(2) Other decisions and proceedings may be contested by submitting an appeal to the Vice-Rector for the study field within three working days as of the publication date of the decision or the date of conduct of the proceedings. The Vice-Rector for the study field may forward the appeal for reviewing to Admission Committee for a justified proposal as to the satisfaction or exclusion of the appeal. The student candidate is informed of the decision of the Vice-Rector for the study field within five working days as of the submission of the appeal. [Amended 13.11.2017]

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Mihkel Kangur
Chairman of Senate

/digitally signed/

Tiit Land
Rector

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Hille Erik
Secretary of Senate

Annex 1

Established by TU Senate Regulation No. 16 of 25 November 2013

Amended by TU Senate Regulation No. 13 of 3 November 2014

Amended by TU Senate Regulation No. 6 of 30 March 2015

Amended by TU Senate Regulation No. 7 of 29 February 2016

Competitions (olympiads) authorising the students to apply to the university under special conditions

Estonian olympiads

(1st – 10th place)

Olympiad	Organiser
History	Estonian Association of History and Civics Teachers
Biology	The University of Tartu
Estonian as a mother tongue	The University of Tartu/Tallinn University
Estonian as a foreign language	The University of Tartu/Tallinn University
Philosophy	The University of Tartu
Physics	The University of Tartu
Geography	The University of Tartu
Informatics	The University of Tartu
English	The University of Tartu/Tallinn University
Chemistry	The University of Tartu
Literature	The University of Tartu
Linguistics	The University of Tartu
Economics	Junior Achievement Fund
Mathematics	The University of Tartu
Folk Poetry	The University of Tartu
German	The University of Tartu/Tallinn University
Finnish	The University of Tartu/Tallinn University
French	Tallinn University
Religious Education	The University of Tartu and Estonian Association for Teachers of Religion
Russian as a mother tongue	The University of Tartu
Russian as a foreign language	Tallinn University
Civics	Estonian Association of History and Civics Teachers

Estonian competitions

(1st – 6rd place) [Amended 30.03.2015]

Competition	Organiser
Competition of historical research papers	Estonian Association of History and Civics Teachers
Estonian competition of student research papers	Estonian Research Agency (before the year 2012 SA Archimedes)
Competition of environmental research papers	Tartu Environmental Education Centre
Debate Championships of upper secondary schools	Estonian Debating Society
Competition of the best Estonian Student Company	Junior Achievement Estonia

International competitions (olympiads)

International Physics Olympiad IPhO
International Chemistry Olympiad IChO
International Biology Olympiad IBO
International Mathematics Olympiad IMO
International Informatics Olympiad IOI
International Linguistics Olympiad ILO
International Philosophy Olympiad IPO
International Geography Olympiad IGEO
Baltic Chemistry Olympiad BChO
Baltic Informatics Olympiad BOI
Mathematics contest “The Baltic Way”
Baltic Geography Olympiad BGEO

Taking into account a candidate's result of a proficiency exam in Estonian (C1) when applying to the university

The total result received for a C1 level proficiency exam in Estonian that can be used in applying to the university shall range between 60 and 100 points and the result of any separate skill shall not be 0 points.

- 1) A candidate who has received 76 points or more for a C1 proficiency exam in Estonian shall be granted 90 points as a replacement result, which allows admission under special conditions (special conditions that are applicable to a candidate who has taken a state exam in Estonian as a second language - Subsection 1 of Section 6 of Tallinn University Requirements and Procedure for the Admission to Degree Studies).
- 2) The results of a proficiency exam in Estonian ranging between 60 and 75 points shall be converted as follows:

Result of C1 level proficiency exam in Estonian	Converted result if the state exam in Estonian as a second language is required at the competition
60	74
61	75
62	76
63	77
64	78
65	79
66	80
67	81
68	82
69	83
70	84
71	85
72	86
73	87
74	88
75	89