

**The procedure for the application, granting and payment of study allowances in the
Baltic Film, Media, Arts and Communication School**

1. General Provisions

1.1. 'The procedure for the application, granting and payment of study allowances in the Baltic Film, Media, Arts and Communication School (*hereinafter* 'School')' regulates the application, granting and payment of study allowances allocated by the School.

1.2. The objective of study allowances is to facilitate the studies of students with outstanding results in paid curricula and support conducting creative projects within their studies.

1.3. The school grants the following study allowances:

1.3.1. reduced tuition fee;

1.3.2. creative stipend (*hereinafter* 'stipend').

1.4. The grants are financed by the financial resources intended for the School's learning activities. The financial resources for study allowances are distributed between study allowances according to the following principles:

1.5. Finance the funds available for grants is divided among the following principles:

1.5.1. The amounts allocated to study allowances and their distribution between curricula are determined in a yearly meeting between the director, the head of studies, the heads of study areas, and the heads of paid curricula before the start of the application period.

1.5.2. up to 10% of the financial resources received into the School's budget from tuition fees is allocated to reduced tuition fees.

1.5.3. the total amount of stipends is distributed between the curricula and reflected in the curriculum budget. Stipends may also be paid from the budget of an external creative project.

1.6. Applying for or being granted a stipend does not limit the student's right to apply for other grants and stipends from Tallinn University or the state.

2. Application and granting of reduced tuition fees

2.1. The objective of the reduced tuition fee is to motivate a full-time student to study successfully and to finish the curriculum in a nominal study period. A reduced tuition fee means that the School covers a student's tuition fee to the extent of 75-100%.

2.2. A student of the School has the right to apply for the reduced tuition fee if (s)he:

2.2.1. is an Estonian citizen or resides in Estonia on the basis of a permanent or temporary residence permit, or stays in Estonia with a visa or without a visa, if the foreign country

has an agreement on visa-free travel or foreign nationals have their visa waived, and has submitted a request for a temporary residence permit for their studies;

2.2.2. who is enrolled in a paid curriculum and who has no financial debts to the university;

2.2.3. is a full-time student;

2.2.4. is not on academic leave;

2.2.5. has not exceeded the standard period of study;

2.2.6. who has not applied for studying abroad, is not studying abroad and did not study abroad the previous semester;

2.2.7. whose weighted average grade in the previous semester, as seen on the study card, is at least 4,50.

2.3. A student has the right to apply for a reduced tuition fee twice a year, starting from the second semester of their year of enrollment. The application shall be filled and submitted through a form on the website of the School in the application period. In the autumn semester the application period is from the orientation week of the autumn semester to the end of the first week of contact study according to the academic calendar and in the spring semester the application period is the orientation week of the spring semester according to the academic calendar. Applications can not be filed after the deadline.

2.4. A student applying for reduced tuition fees has the right and the obligation to verify the accuracy of the results in ÖIS. In case of inaccurate results, the student shall consult to the study counsellor and specialist before the end of the application period.

2.5. In order to determine the reduced tuition fees, the head of studies of the School forms a committee consisting of the head of studies, three members of academic staff and a student representative. Reduced tuition fees are distributed by curricula based on rankings in accordance with the financial resources of the budget of the curriculum.

2.6. Reduced tuition fees are granted based on a ranking of applicants according to curriculum and year of admission compiled by the study counsellor and specialist.

2.7. The ranking of applicants is formed by the cumulative percentage of study load completed in previous semesters according to the curriculum (30 ECTS credits per semester is equal to 100%), multiplied by the weighted average grade (*hereinafter* the 'WAG'). Students who fulfill the study programme by 100% or more are equal in the ranking. The WAG is calculated by taking into account all of the differentiated assessment results on the applicant's study card, including previous results, in case the applicant has taken courses repeatedly.

2.8. In case several applicants have equal results in the ranking based on the multiplication of the load of study and the WAG, preference shall go to:

2.8.1. first, an applicant with a higher WAG;

2.8.2. followed by an applicant with a higher proportion of examinations passed with higher positive academic results;

2.8.3. followed by õppevaldkonnas silmapaistvaid tulemusi saavutanud, ühiskondlikult aktiivset või erialastel võistlustel või konkurssidel edukalt osalenud üliõpilast a student

who has achieved outstanding results in their study area, is active in society or has participated successfully in competitions or contests in their field.

The reduced tuition fee shall be granted by an order of the director no later than September 25th in the autumn semester and no later than February 25th in the spring semester.

2.9. The study counsellor and specialist sends the applicant a notice of granting or not granting the reduced tuition fee within one working day after the decision.

2.10. The reduced tuition fee covers the semester tuition fee of a student in the rate indicated in the Director's order. The reduced tuition fee shall not be issued in money. The recipient of the reduced tuition fee signs an annex to the learning agreement, which identifies the rate of the student exemption from the tuition fee, the payment schedule and the conditions and procedures for the granting and termination of a reduced tuition fee.

3. Application, granting and payment of stipends

3.1. The objective of a creative stipend is to support the creative activities of students within their studies.

3.2. Students who are registered to a creative activity related project or course have a right to apply for a stipend.

3.3. A student has the right to receive a stipend once per creative project / course.

3.4. A creative activity supervisor a the faculty member in charge of a creative project submits the proposed recipient of the stipend and the amount of the stipend to the head of curriculum through the WebDesktop document management system, and also presents supporting documents and the bank account number of the student.

3.5. The head of curriculum shall coordinate the application in WebDesktop and forward it to the director of the School to grant the stipend.

3.6. The stipend is granted to the applicant by an order of the director of the School in ÖIS.

3.7. Stipendiumi kannab rahandusosakond korralduse alusel korralduses märgitud arvelduskontole The Finance Department shall transfer the stipend according to the bank account stated in the order.

4. Termination of payment of a study allowance

4.1. Payment of the grant is terminated by order of the director, if the student:

4.1.1. is on academic leave. Payment shall not be terminated if a student on academic leave continues their studies during their academic leave according to § 22, paragraph 10 of the University Law. In such cases, payment completed the curriculum on a volume basis; In that case, the study allowance is paid based on the completed study load of the curriculum;

4.1.2. is exmatriculated from the university. An order for the termination of payment shall be issued after the decision to exmatriculate the student.

4.2. The School shall forward an order for termination of payment to the Finance Department.

4.3. If a student is granted and / or paid a study allowance by mistake, the student has no right to the mistakenly granted and / or paid study allowance. On the emergence of the error, payment shall be terminated and the student must immediately return the study allowance already paid to the university.

5. Procedure for appealing

5.1. Decisions relating to the application, granting and payment of study allowances can be challenged within three (3) calendar days after notification of the decision by submitting a written (digitally) signed objection to the director of the School. The director shall make a decision to approve or not approve an objection within ten (10) working days after receiving the objection.

6. Implementing provision

6.1. the application period for reduced tuition fees in the autumn semester of the academic year 2016/2017 lasts from September 12th to September 18th.

6.2. the right to apply for study allowances extends to the students of the Communications Management master's program starting from the orientation week of the spring semester of the academic year 2016/17.