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In force from: 14.12.2022

The basis for awarding and the procedure for payment of scholarships

1. General provisions

1.1 This procedure lays down the procedure for applying for, awarding and payment of performance scholarship, specialty scholarship, doctoral scholarship and other scholarships related to studies and research (hereinafter together referred to as "scholarships") to the students and visiting students of Tallinn University of Technology (hereinafter referred to as "the university"). [entry into force 01.02.2021].

1.2 For the purposes of this procedure, "performance scholarship" means a scholarship intended for providing support and recognition to first and second level students, who have excellent study results while studying with a 100% workload, and paid from the scholarship fund allocated from the activity support granted by the state.

1.3 For the purposes of this procedure, "specialty scholarship" means a scholarship intended to motivate the first and second level full-time students in the areas of priority for the state (the list of curricula shall be approved by the Minister of Education and Research) through the following programmes:

1.3.1 scholarships funded from the IT Academy Programme (hereinafter IT Academy scholarship) in the IT curricula that are a priority for the state;

1.3.2 scholarships funded from the European Union Programme (hereinafter EU scholarship) in the curricula that are a priority for the state.

1.4 For the purposes of this procedure, "doctoral scholarship" means a scholarship intended to motivate PhD students to study full time in the areas of priority for the state or under the measures supporting PhD studies. Doctoral scholarships include: [entry into force 01.09.2018]

1.4.1 speciality scholarships funded by the European Regional Development Fund under the action "Higher education scholarships in the smart specialisation growth areas" (hereinafter referred to as "smart specialisation scholarship for PhD students") and paid in accordance with directive No 1.1-2/15/441 of 24 November 2015 of the Minister of Education and Research; [entry into force 01.09.2018]

1.4.2 doctoral scholarships funded by the European Regional Development Fund under the Dora Plus action "Supporting the internationalisation of higher education, mobility and the next generation" (hereinafter referred to as "Dora Plus scholarship for PhD students") and paid to visiting PhD students in accordance with the directive No 1.1-2/16/215 of 29 June 2016 of the Minister of Education and Research. [entry into force 01.09.2018]

1.5 For the purposes of this procedure, other scholarships related to studies and research (hereinafter referred to as "scholarships for studies and research") mean future-oriented benefits not specified in clauses 1.2–1.4 of the procedure paid to students and visiting students from both state budget funds and non-state budget funds for the acquisition of knowledge or skills, the development of competences and the promotion of creative or scientific activities. The purpose of payment of the scholarship must be directly related to the student's or visiting student's studies and research and used for personal development of the scholarship recipient. [entry into force 01.02.2021]

1.6 Scholarships shall not include payments which recognise or remunerate any activities or by making which a person who made the payment acquires the rights to the work. A scholarship cannot be paid for an activity or work that has already been completed. [entry into force 01.02.2021]

1.7 This procedure does not apply to scholarships the procedure for the awarding and payment of which is regulated by the relevant statute or any other document. If a donor has established terms and

conditions for awarding or payment of a scholarship that differ from this procedure, the procedure applies insofar it does not conflict with the terms and conditions laid down by the donor.

2. Applying for and awarding a performance scholarship

2.1 A student who is matriculated in bachelor's, integrated, professional higher education or master's studies has the right to apply for a performance scholarship through the study information system ÕIS twice an academic year – in September and in February beginning from the second semester of the academic year of his or her matriculation if he or she:

2.1.1 is a citizen of the Republic of Estonia or resides in Estonia on the basis of a long-term or temporary residence permit or has a permanent or temporary right of residence or is staying in Estonia on the basis of a visa or visa-free if an agreement has been entered into with a foreign state for visa-free travel or the visa requirement has been waived for the citizens of a foreign state and he or she has applied for a temporary residence permit for study;

2.1.2 is a full-time student;

2.1.3 completes the curriculum cumulatively to the full extent. The study load to be completed in one semester is 30 ECTS. The completed study load shall not include the study load completed by accreditation of prior and experimental learning (APEL), except for degree studies completed elsewhere during the studies.

2.1.4 has not exceeded the nominal duration of studies of the curriculum;

2.1.5 is not on academic leave;

2.1.6 has the grade point average of at least 4.0 for the entire study period.

2.2 The Vice-Rector for Academic Affairs shall divide the total number of the recipients of the performance scholarship between the schools proportionally to the number of students matriculated and studying full-time as of 1 October and as of 1 March. The order shall be prepared by the Office of Academic Affairs.

2.3 In order to award a performance scholarship, the dean shall establish a committee, which includes representatives of the student body.

2.4 The recipients of the performance scholarship shall be approved by the dean or a person appointed by the dean on the proposal of the committee specified in clause 2.3 no later than 5 working days before the date of payment of scholarships specified in clause 6.1.

2.5 A ranking of the students who have applied for a performance scholarship and comply with the requirements specified in clause 2.1 is drawn up in the study information system ÕIS by schools based on the grade point average of the last semester of participation in studies. If the student spent the last semester of studies specified above in an educational institution abroad, the grade point average shall be calculated on the basis of the last semester of participation in studies at TTÜ.

2.6 If the grade point average of the last semester of participation in studies is equal for several students, first the grade point average of the entire study period will be taken into account and then preference is given to the applicant with a higher completion percentage of the study load subject to completion under the curriculum.

2.7 The rankings for awarding a performance scholarship shall not be made public.

2.8 A performance scholarship is awarded for one semester (five study months).

2.9 Students studying according joint curricula can apply for a performance-based scholarship through the university coordinating the joint curriculum.

3. Applying for and awarding a specialty scholarship

3.1 Students who comply with the requirements specified in clause 3.2 and are matriculated in the bachelor's, integrated, professional higher education or master's studies in curricula that are a priority for the state have the right to apply for a specialty scholarship through the study information system ÕIS twice an academic year – in September and in February.

3.2 A student has the right to apply for a specialty scholarship if he or she:

3.2.1 is a citizen of the Republic of Estonia or resides in Estonia on the basis of a long-term or temporary residence permit or has a permanent or temporary right of residence or is staying in Estonia on the basis of a visa or visa-free if an agreement has been entered into with a foreign state for visa-free travel or

the visa requirement has been waived for the citizens of a foreign state and he or she has applied for a temporary residence permit for study;

3.2.2 is a full-time student;

3.2.3 has not exceeded the nominal duration of studies of the curriculum;

3.2.4 is not on academic leave;

3.3 Speciality scholarships are awarded by curricula as follows:

3.3.1 The dean shall, by an order, specify the number of students to receive the IT Academy scholarships by curricula;

3.3.2 The Vice-Rector for Academic Affairs shall divide the total number of the recipients of the EU scholarship between the curricula proportionally to the number of students matriculated as of 1 October and as of 1 March and in the autumn semester separately between the students of the first semester. The order shall be prepared by the Office of Academic Affairs.

3.4 A ranking of the students who have applied for a specialty scholarship and comply with the requirements specified in clause 3.2 is drawn up in the study information system ÖIS by curricula based on the result of multiplication of the percentage of completion of the curriculum on cumulative basis by the grade point average. In the autumn semester a separate ranking is drawn up for the first-year students based on the ranked list of the candidates for admission to the university. The completed study load shall not include the study load completed by accreditation of prior and experimental learning (APEL), except for degree studies completed elsewhere during the studies.

3.5 The students who have applied for a speciality scholarship and who have completed the study load 100% (30 ECTS credit points per semester) or more shall be deemed to be equal in the calculation of the ranking. Courses in the free choice module shall be taken into account to the extent specified in the curriculum. In case of tie, the ranking shall be calculated based on the applicant's highest grade point average of all the results of the entire study period.

3.6 In order to award a specialty scholarship, the dean shall establish a committee, which includes representatives of the student body.

3.7 The recipients of a specialty scholarship shall be approved by the dean or a person appointed by the dean on the proposal of the committee specified in clause 3.6 no later than 5 working days before the date of payment of scholarships specified in clause 6.1.

3.8 The rankings for awarding a specialty scholarship shall not be made public.

3.9 A specialty scholarship is awarded for one semester (five study months).

3.10 The IT Academy scholarship shall not be awarded, if a student receives at the same time the EU scholarship, the Skype IT scholarship or Cyber Security Master's scholarship. A student is required to notify the Dean's Office, if he or she receives the abovementioned scholarship.

4. Applying for and awarding a doctoral scholarship [entry into force 01.09.2018]

4.1 The procedure for applying, granting and payment of doctoral scholarships is carried out based on Regulation No 178 of 20 December 2013 of the Government of the Republic "Types and Amounts of Student Scholarships and General Terms for Grant Thereof" and in compliance with the terms and conditions of awarding scholarships specified in clause 1.4. and the guidelines approved by the Archimedes Foundation, available on the Foundation's homepage: <http://haridus.archimedes.ee/>

4.2 A doctoral scholarship is awarded for each academic year within the nominal duration of studies. The relevant order shall be drawn up in the study information system ÖIS.

4.3 Only one equivalent doctoral scholarship paid under the Regulation specified in clause 4.1 shall be granted to one and the same person at a time.

4.4 Doctoral scholarship is not paid while studying abroad more than 30 days.

4.5 The recipient of a doctoral scholarship shall comply with the notification obligations of EU structural assistance in compliance with Regulation No 146 of 12 September 2014 of the Government of the Republic "[Requirements and conditions for public disclosure of provision of 2014-2020 structural assistance, marking of objects financed from assistance and referring to participation of the European Union](#)".

4.6 A PhD student is eligible to apply a smart specialisation scholarship if:

4.6.1 the student is matriculated in doctoral studies in the period from 2014/2015 to 2018/2019;

4.6.2 the student is a citizen of the Republic of Estonia or resides in Estonia on the basis of a long-term or temporary residence permit or has a permanent or temporary right of residence or is staying in Estonia on the basis of a visa or visa-free if an agreement has been entered into with the foreign state for visa-free travel or the visa requirement has been waived for the citizens of the foreign state and the student has applied for a temporary residence permit for study;

4.6.3 the student studies full time and is a first, second or third year student;

4.6.4 the student has not exceeded the nominal duration of studies of the curriculum;

4.6.5 the student is not on academic leave;

4.6.6 the student's doctoral thesis is interdisciplinary in nature or forms a part of an interdisciplinary research project or is completed in cooperation with a company (industrial PhD).

4.7 To be awarded a smart specialisation scholarship for PhD students, the PhD student shall submit to the Research Administration Office the following documents by the deadline announced and in the form specified by the Vice-Rector for Research:

4.7.1 an application approved by the supervisor at the university;

4.7.2 written confirmation of the company, if scholarship is applied for industrial PhD.

4.8 The document forms specified in clause 4.7 shall be approved by the Vice-Rector for Research and the Research Administration Office shall make sure these are made public.

4.9 A PhD student has the right to receive a smart specialisation scholarship during the nominal period of doctoral studies provided that the PhD student complies with the terms and conditions specified in clause 4.6 in the period of receipt of the scholarship.

4.10 In order to assess applications for smart specialisation scholarships and make proposals for awarding the scholarships, the Vice-Rector for Research shall form a selection committee for each academic year.

4.11 The recipients of a smart specialisation scholarship shall be approved by the dean or a person appointed by the dean on the proposal of the committee specified in clause 4.10 no later than five working days before the date of payment of the scholarship.

4.12 Dora Plus doctoral scholarship can be granted to a person who:

4.12.1 does not have Estonian citizenship, whose country of residence is not Estonia and who does not have a permanent right of residence or hold a long-term resident's residence permit in Estonia;

4.12.2 resides in Estonia on the basis of a temporary residence permit or is staying in Estonia on the basis of a visa or visa-free if an agreement has been entered into with the foreign state for visa-free travel or the visa requirement has been waived for the citizens of the foreign state and the student has applied for a temporary residence permit for study;

4.12.3 is a PhD student studying full time and has not exceeded the nominal duration of studies of the curriculum;

4.12.4 is not on academic leave.

4.13 The admission committee for doctoral studies shall make a decision on the recipients of Dora Plus doctoral scholarship based on the Vice-Rector's order.

5. Applying for and awarding of a scholarship for studies and research

5.1 The head of the structural unit applying for a scholarship for studies and research (the authorising officer) shall submit an application to the dean. The applications shall be preserved in the dean's office for one (1) year from the submission of the application.

5.2 An application shall be submitted to the dean no later than 5 (five) working days before the date of payment of the scholarship for studies and research.

5.3 The person appointed by the dean shall check the amount of the scholarship to be paid, the period of payment and the correctness of the financing sources, as well as whether the student is eligible for the scholarship, and prepare a dean's (draft) order based on the application for payment of the scholarship for studies and research.

5.4 The scholarship for studies and research is awarded for a maximum of one (1) semester (five academic months) unless the dean decides otherwise.

5.5 The scholarship for studies and research cannot be awarded for the time of academic leave or when the student has been exmatriculated.

5.6 Decisions on the period of payment and amount of the scholarship for studies and research are made by the dean. The scholarship is paid based on the dean's order. The order is prepared based on an application of the authorising officer for payment of the scholarship for studies and research.

5.7 An application shall include:

5.7.1 the student code, the first and last name of the scholarship recipient;

5.7.2 the type of the scholarship (scholarship for studies and research);

5.7.3 the period for which the scholarship is awarded;

5.7.4 the amount of the monthly payment;

5.7.5 the bank account number of the scholarship recipient;

5.7.6 the code of the financing source;

5.7.7 the name of the structural unit;

5.7.8 the reason for payment of the scholarship (in compliance with clause 6.1.3 of this procedure);

5.7.9 confirmation that the award of the scholarship for studies and research is not in conflict with clause 1.6 of this procedure, the relevant financial resources have been planned in the budget of the structural unit/funding source, payment of the scholarship for studies and research to the scholarship recipient is legitimate and that the scholarship recipient is entered in the study information system ÖIS.

5.8 An order for awarding a scholarship for studies and research shall include:

5.8.1 the name, student code and bank details of the scholarship recipient;

5.8.2 the financing source from where the scholarship will be covered;

5.8.3 the period of payment of the scholarship and the amount of monthly scholarship or one-off scholarship;

5.8.4 the reason for awarding the scholarship.

5.9 The amounts of scholarship for studies and research awarded to several scholarship recipients based on one order may be different. The differences arise from clause 6.1.3 of this procedure, the amount of funds available to be paid for the scholarship, the project/cooperation agreement, the scope of development of professional knowledge and professional pedagogical skills or research activities.

5.10 The total amount of the scholarship for studies and research per person from all the financing sources must not exceed two thousand (2000) euros in a calendar month. [entry into force 14.12.2022]

5.11 In case of the scholarship for studies and research, a calendar month is deemed a full month.

5.12 A recipient of the scholarship for studies and research must not have any financial obligations to the university.

5.13 The scholarship for studies and research can be awarded to a full-time or part-time student or visiting student who may have exceeded the nominal duration of studies of the study programme. [entry into force 01.02.2021]

6. Payment and termination of payment of a scholarship

6.1 A scholarship shall be paid on the basis of an order to the student's bank account, whereas: [entry into force 01.09.2018]

6.1.1 doctoral scholarships, performance scholarships and speciality scholarships shall be paid on the last day of the current month, excluding the performance and speciality scholarships for September and February, which shall be paid on the last day of the next month; [entry into force 01.09.2018]

6.1.2 scholarships for studies and research shall be paid based on the dean's order to the bank account of the scholarship recipient on the 17th to 19th day of the current month or on the last working day of the month. If a student is exmatriculated in connection with completion of the study program, the scholarship for studies and research shall be paid to the student for an entire calendar month in which he/she was exmatriculated. [entry into force 01.02.2021]

6.1.3 Payment of the scholarship for studies and research must be justified. The scholarship for studies and research may be paid only for the following reasons:

6.1.3.1 to support research related to doctoral studies;

- 6.1.3.2 to support the successful defence of a doctoral thesis;
 - 6.1.3.3. to support the completion of a master's thesis within the framework of a project;
 - 6.1.3.4 to support the improvement of professional knowledge and/or professional pedagogical skills;
 - 6.1.3.5 based on a cooperation agreement concluded between the university and a third party/third parties;
 - 6.1.3.6 to bachelor's and master's level students to promote studies and student life. [entry into force 01.02.2021]
- 6.2 If a student is exmatriculated or goes on academic leave before the date of payment of the scholarship, the scholarship for the corresponding study month shall not be paid to the student and payment of the scholarship shall be terminated. If a PhD student is exmatriculated in relation to completing the curriculum in the middle of a calendar month, the scholarship shall be paid for the whole calendar month. [entry into force 01.09.2018]
- 6.3 If a student goes on academic leave after he or she has been awarded a scholarship, payment of the scholarship to the student shall be terminated, except for cases when the student receives a specialty, performance or doctoral scholarship, completes the curriculum's requirements and is:
- 6.3.1 a person with a moderate, severe or profound disability;
 - 6.3.2 the parent or guardian of a child under 3 years of age or a disabled child; or
 - 6.3.3 on academic leave due to military service or alternative service.
- 6.4 If a scholarship is awarded to a student by mistake, the university has the right to terminate payment of the scholarship to the student when the mistake is discovered.
- 6.5 If it becomes evident that the student has given false information to the university and did not comply with the requirements for awarding a scholarship, the university shall terminate payment of the scholarship.
- 6.6 The university has the right to reclaim the unduly paid scholarship.