APPROVED

by Dean’s order No 1-24/21 of 16 January 2023

Annex 1

Procedure for awarding scholarships for international study programmes at the School of Business and Governance

1. The scholarship for international study programmes at the School of Business and Governance is aimed for students of English-taught programmes International Business Administration (TVTB), Law (HAJB), Law (HAJM), Technology Governance and Digital Transformation (HAGM) and International Business Administration (TVTM), who are enrolled at Tallinn University of Technology from the autumn semester of 2023 onwards, in order to recognise students who achieve excellent academic results and complete the study programme in full.

2. The total amount of the scholarships shall be calculated by the Dean's Office for each semester of study for each of the programmes mentioned in point 1 on the basis of the following principles:
2.1. calculations are made separately for each year of admission during the nominal duration of the programme.
2.2. The total number of students enrolled in a certain academic year and still active in the nominal period is multiplied by the applicable semester fee rates for that academic year. Students on academic leave or studying abroad shall not be counted as active students.
2.3. 10% of the multiplier obtained under point 2.2. will be earmarked for scholarships for students of the given study programme in the given admission year.

 3. The total estimated amount of scholarships for the semester for the students of the respective admission year determined on the basis of point 2.3. shall be distributed among the study programmes in proportion to the number of active students in the nominal period of the respective admission year.

4. The number of scholarships to be awarded to the students of a specific programme who are active in the nominal year of admission is calculated separately for each year of admission by dividing the total estimated amount of scholarships found in point 3 by the scholarship amount of 800 euros. The result shall be rounded up to the nearest whole number and, if the division is less than 1, rounded to 1.

5. The following active students, who have submitted the application form (Annex 2) by 2nd Monday in October for the autumn semester and 2nd Monday in March for the spring semester, are eligible to apply for the scholarship:
5.1. in the first semester, all admitted students.
5.2. Starting from the second semester, the students who:
5.2.1. are enrolled in full-time studies and complete the curriculum in full on a cumulative basis. The number of credits to be completed in a semester is 30 ECTS credits, calculated on the basis of the courses included in the programme;
5.2.2. have no financial arrears to the university;
5.2.3. have not exceeded the nominal duration of the programme;
5.2.4. are not on academic leave or studying abroad during the semester of study;
5.2.5. have not violated good academic practice during their studies at Tallinn University of Technology.

6. Students who have submitted the scholarship application form (Annex 2) and who meet the requirements of point 5 of the procedure, will be ranked by programme on the basis of the weighted grade point average of the last semester of attendance.

7. The recipients of the scholarship shall be confirmed by the Dean from among the applicants for each semester of study no later than 5 working days before the date of payment of the scholarship as set out in point 8 as follows:
7.1. in the first semester, they are determined by the programme director of the respective programme on the basis of the number of scholarships calculated by the dean's office on the basis of the ranking of the admission results according to point 4. and the decision of the programme director on how the number of scholarships will be distributed among the groups of candidates who have passed different combinations of admission tests.
7.2. From the second semester onwards, according to the ranking established by the Dean's Office on the basis of weighted grade point average of the applicants in the same year of admission. If several students have the same weighted grade point average, the student with the highest number of ECTS completed will be ranked first. If both the average GPA and the number of ECTS completed are equal, then the programme director decides who receives the scholarship. The scholarship will be awarded to as many students as the number of scholarships calculated in accordance with point 4, based on the ranking in the year of admission to the relevant programme.

8. Scholarships are paid out to recipients by the last working day of October for the autumn semester and by the last working day of March for the spring semester.

9. The rankings on the basis of which the grants were approved are not made public.

 Annex 2

**Application for the Scholarship for International Study programmes at the School of Business and Governance**

**First name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bank account no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Semester of awarding the scholarship: \_\_\_\_\_\_\_\_\_**

**Please award me a scholarship for international study programmes at the School of Business and Governance.**

**Signature:**

**Date:**