

Approved by order No 188 of 28 November 2023 of the Vice-Rector for Research

In force from: 28.11.2023

The Requirements and Procedure for Admission of International Visiting Students to Doctoral Studies at Tallinn University of Technology

1. General provisions

1.1 The Procedure applies to matters related to the admission of international visiting students coming to pursue doctoral studies (hereinafter referred to as “visiting PhD student”) at Tallinn University of Technology (hereinafter also referred to as “university”) on their own initiative.

1.2 The Procedure does not apply to visiting PhD students coming to pursue doctoral studies under the Erasmus+ programme, bilateral agreements or actions funded from the European Structural Funds.

2. Requirements for applying for a visiting PhD student position

2.1 The prerequisite for applying for a visiting PhD student position is the availability of funding for the period of the entire visit, provided either by the student’s home university or country of residence, or by the hosting structural unit at Tallinn University of Technology.

2.2 A visiting PhD student’s English language proficiency must correspond to at least B2 level.

2.3 A visiting PhD student must find a supervisor at the university.

2.4 To apply for a visiting PhD student position, a person shall submit the following to the Research Administration Office:

2.4.1 a standard format electronic application, including a letter of motivation;

2.4.2 a referral (e.g. a recommendation letter from the supervisor) from the home university;

2.4.3 an official written confirmation regarding enrolment in a PhD programme at the home university

2.4.4 a detailed work schedule for the entire visit approved by the supervisor at the university;

2.4.5 confirmation of sufficient income for the period of the visit (e.g. a scholarship from the home university or country of residence, project funding from the supervisor at the university, etc.);

2.4.6 a copy of an identity document.

2.5 The maximum period of stay for visiting PhD students from a member state of the European Union, a member state of the European Economic Area or the Swiss Confederation at Tallinn University of Technology is 24 months or fifty per cent of the nominal duration of a doctoral programme. This 24-month period includes staying at the university both at one’s own initiative and under various support measures.

2.6 The maximum period of stay for visiting PhD students from third countries at the university is 360 days, determined by the duration of stay allowed with a long-term visa according to the Aliens Act. The period includes staying at the university both at one’s own initiative and under various support measures.

3. Admission of a visiting PhD student

3.1 The employee of the Research Administration Office who organises admission to doctoral studies reviews the submitted application documents and asks for additional information if necessary.

3.2 If a visiting PhD student requires a visa to move to Estonia, the structural unit hosting the visiting PhD student shall issue a relevant invitation letter upon the student’s request.

3.3 Based on the submitted data, an employee of the Research Administration Office prepares the agreement to be concluded with the visiting PhD student, indicating the period of stay at the university and the terms of funding. The head of the structural unit hosting the visiting PhD student signs the agreement on behalf of the university.

3.4 After all parties have signed the agreement, an employee of the Research Administration Office forwards the visiting PhD student’s data to the Office of Academic Affairs for registering the person in the study information system, which grants the visiting PhD student access to the study information system and allows awarding the student a study and research grant according to the rules established by the university.

3.5 Admission to a visiting PhD student position is formalised by a Vice-Rector’s order.

4. Extension of a visiting PhD student's stay

To extend the period specified in the agreement referred to in clause 3.3., the supervisor at the university shall submit an application to the Research Administration Office regarding the additional period and funding of the visiting PhD student in the additional period. The application shall be annexed to the agreement and signed by the head of the department on behalf of the university and serves as the basis for extending the visiting PhD student status in the study information system.