

Adopted with Regulation No. 38 of the Rector of 07.02.2014

## **THE PROCEDURE OF THE GRANT AND PAYMENT OF PERFORMANCE-BASED SCHOLARSHIP**

### **1. GENERAL PROVISIONS**

1.1 The procedure regulates the procedure of grant and payment of performance-based scholarships in the Tallinn University of Technology.

1.2 The performance-based scholarship can be applied for by students in Bachelor's studies, studies of professional higher education, engineering studies and Master's studies enrolled from the academic year 2013/2014.

1.3 The performance-based scholarship can be applied for in the Study Information System (ÕIS).

### **2. APPLICATION FOR PERFORMANCE-BASED SCHOLARSHIP**

2.1 The student has the right to apply for a performance-based scholarship, if her or she:

2.1.1 is an Estonian citizen or is staying in Estonia on the basis of a long-term or temporary residence permit or on the basis of a permanent or temporary right of residence;

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. Recognition of Prior Learning (VÕTA) is not considered in the completion of the curriculum, except for formal training received elsewhere during the studies;

2.1.4 has not exceeded the nominal duration of studies;

2.1.5 is not on academic leave;

2.1.6 has a weighted average grade of at least 4.0 for the entire study period;

2.2 A student has the right to apply for a performance-based scholarship twice per academic year – in September and in February, for five study months, beginning from the second semester of the academic year of his or her enrolment.

### **3. GRANT OF A PERFORMANCE-BASED SCHOLARSHIP**

3.1 Performance-based scholarships are granted twice per academic year – in October and in March.

3.2 The number of students to receive a performance-based scholarship is stipulated in the performance agreement between the TUT and the Ministry of Education and Research.

3.3 The total numbers of the recipients of the performance-based scholarship is divided between faculties/educational institutions by the Vice-Rector of Academic Affairs proportionally to the number of students enrolled from the academic year 2013/2014 as of 1 October and 1 March. The order is prepared by the Office of Academic Affairs.

3.4 For the grant of performance-based scholarships, the Dean/director of the educational establishment shall establish a committee which includes the representatives of the Student Body.

3.5 The recipients of performance-based scholarship are approved by the Dean or a person designated by the Dean by the proposal of the committee described in clause 3.4. The order shall be prepared by the Dean's office/educational institution.

3.6 A ranking by faculties/educational institutions of the students who have applied and correspond to the requirements in clause 2.1 is prepared in the Study Information System, taking into consideration the weighted average grade of the last semester of participating in studies.

3.7 If the weighted average grade of the last semester of participating in studies is equal for several students, then firstly, the weighted average grade of the entire study period will be considered and then the student with a higher completion percentage of the study load to be completed according to the curriculum is preferred.

3.8 The rankings for granting performance-based scholarships shall not be made public.

3.9 The performance-based scholarship is granted for one semester (five study months).

#### **4. PAYMENT AND TERMINATION OF PAYMENT OF PERFORMANCE-BASED SCHOLARSHIPS**

4.1 Performance-based scholarships shall be paid by the 26<sup>th</sup> date of each corresponding study month, except for September which is paid in October and for February which is paid in March.

4.2 The performance-based scholarship shall be transferred to the bank account provided by the student on his or her application form on the basis of a grant order.

4.3 If a student goes on academic leave after the grant of a performance-based scholarship, then the payment of the scholarship to the student will be terminated, except for cases when the student is:

- 1) a person with a moderate, severe or profound disability, or
- 2) the parent or guardian of a child under 3 years of age or a disabled child, or
- 3) on academic leave due to conscription service.

4.4 If a performance-based scholarship is granted to the student by mistake on the part of TUT, then TUT has the right to terminate the payment of the scholarship to the student.

#### **5. ADMINISTRATIVE PROVISIONS**

Students studying according to joint curricula will be able to apply for a performance-based scholarship through the university coordinating the joint curriculum.