PROCEDURE FOR APPLYING FOR, GRANTING AND PAYMENT OF STIPENDS AND STUDY ALLOWANCES

Adopted based on subsection 5 (8) of the Study Allowances and Study Loans Act and subsection 3 (2) of the Government of the Republic Regulation “Types, size and general conditions of granting scholarships to students of higher educational institutions” of 20 December 2013 and clause 12 (2) 11) of the Statutes of the University of Tartu.

I. General provisions
1. This procedure establishes the terms and procedure for applying for, granting and payment of the specialisation stipend, achievement stipend and doctoral stipend (hereinafter together stipend) and need-based special allowances and doctoral allowances (hereinafter together study allowance).

II. Stipends

II.1. General provisions
2. To apply for a stipend, the student submits an application via the Study Information System by 30 September in the autumn semester and by 28 February in the spring semester.
3. Students who are on academic leave or whose study period has exceeded the standard period of study are not entitled to a stipend. A student who is on academic leave is entitled to receive the stipend if the student completes the curriculum and has a moderate, severe or profound disability, is a parent or guardian of a child of less than three years of age or a disabled child of less than 16 years of age or is on academic leave due to conscription or alternative service.
4. If a student goes on academic leave, the payment of the stipend is terminated. If a student who is on academic leave is entitled to a stipend, the stipend is paid for the months they have been on academic leave within a month from the end of the semester. The amount of the stipend payable for the months of academic leave is differentiated on the basis of the extent of the completion of the curriculum during the semester of academic leave.
5. The stipend is granted for the autumn semester (September–January) by 10 October and for the spring semester (February–June) by 10 March.
6. If it is identified that the student submitted false information to get the stipend, the payment of the stipend is terminated immediately. The student loses the right to get stipend in the academic year in which the payment of the stipend was terminated and in the following academic year. The university has the right to reclaim the stipend from the student.
7. European Union funded stipends are paid from the resources of the activity “Higher education specialisation stipends in smart specialisation growth areas” of the European Regional Development Fund measure “Increasing the regional socio-economic impact of R&D system and smart specialisation to develop growth areas”.

II.2. Specialisation stipend
II. 2.1. Applying for specialisation stipend

8. The purpose of the specialisation stipend is to motivate students to study full-time in areas of priority for the state.

9. The university pays the specialisation stipends in the following curricula:

9.1. stipends financed from the IT Academy programme: bachelor’s and master’s studies in computer science, master’s studies in software engineering;

9.2. European Union funded specialisation stipends. A group curricula: bachelor’s and master’s studies in computer engineering, master’s studies in computer engineering and robotics, professional higher education studies in information technology systems development, bachelor’s and master's studies in materials science. B group curricula: master's studies in biomedicine, bachelor's and master's studies in physics, bachelor's studies in physics, chemistry and materials science, bachelor's studies in geology and environmental technology, bachelor’s and master's studies in gene technology, bachelor's and master's studies in computer science, bachelor's and master's studies in chemistry, bachelor's and master's studies in mathematics, bachelor's and master's studies in mathematical statistics, master's studies in mathematics and statistics, master's studies in software engineering;

9.3. specialisation stipends for teacher training curricula financed by the state: master's in teacher of history and civics, master's in teacher of Estonian language and literature, master’s in teacher of Estonian language and literature in non-Estonian school, bachelor’s in special education, master’s in special education and speech therapy, master's in secondary school science teacher, bachelor's in educational science (sciences), bachelor's in educational science (math and sciences), bachelor’s in teaching humanities and social subjects in basic school, bachelor’s in humanities in multilingual school, master's in teacher of humanities in multilingual school, master's in physical education and sport, integrated bachelor’s and master’s in primary school teacher, integrated bachelor’s and master's in primary school teacher in multilingual school, master’s in early years educator, master’s in pre-school educator in multilingual learning environment, bachelor’s in early years teacher, bachelor’s in early years teacher in multilingual learning environment, master’s in teacher of arts, handicrafts and home education, master’s in teacher of arts, bachelor’s in teacher of vocational training, master's in teacher of mathematics and informatics, master’s in teacher of several subjects in basic school, master’s in teacher of foreign languages. Students of master's curricula in English studies, German studies, Romance studies, Slavistics, philosophy and theology are eligible to apply for the stipend if they have selected the teacher training speciality module.

10. The specialisation stipend can be applied for by a student of a curriculum stated in clause 9 who:

10.1. is a citizen of Estonia or resides in Estonia on the basis of a long-term or temporary residence permit or a permanent or temporary right of residence or resides in Estonia with a long-stay visa or without a visa if there is an agreement with the foreign country for visa-free movement or the citizens of the foreign country are exempt from visa and has applied for a temporary residence permit for studies;
10.2. studies full time;
10.3. is not on academic leave;
10.4. has not exceeded the standard period of study of the curriculum;
10.5. has completed the curriculum cumulatively at least 30 credit points per semester or is a first year student. The extent of completion of the curriculum is accounted for as of the date preceding the start of the semester of application.

II. 2.2. Granting the specialisation stipend

11. The specialisation stipend specified in clauses 9.1 and 9.2 is granted by the vice dean for academic affairs who can establish a stipends committee to compile a ranking. The specialisation stipends for teacher training curricula specified in clause 9.3 are granted by a stipends committee established by the vice dean for academic affairs of the Faculty of Social Sciences on the proposal of the head of Pedagogicum and which also includes a student representative.

12. The specialisation stipend is granted to up to 50 percent of students in the A group curricula specified in clause 9.2 and up to 30 percent of students in the B group curricula in the scope of the fund allocated in the agreement signed between the university and Archimedes Foundation. In curricula specified in clause 9.1, up to 20 percent of students are granted a specialisation stipend financed from the IT Academy programme and, in addition, up to 30 percent of students are granted a specialisation stipend financed by the European Union (in total up to 50 percent of students). Specialisation stipends in curricula specified in clause 9.3 are granted in the scope of the fund allocated in the agreement signed between the university and Archimedes Foundation.

13. The vice dean for academic affairs or the committee draws up a ranking list by curricula of the students who applied for the specialisation stipend and meet the criteria set in clause 10 of the regulation, the ranking list for teacher training specialisation stipend is drawn up across all curricula stated in clause 9.3. In the autumn semester, separate ranking lists are drawn up for students who applied and were matriculated to the university in the current academic year and those who were matriculated earlier.

14. The ranking list is drawn up based on the weighted average grade over all the study results of the applicant in the previous studied semester. If a student does not have differentiated study results for the previous studied semester, the ranking list is drawn up based on the weighted average grade of all the study results throughout the entire period of study. To students matriculated in the autumn semester of the academic year of compiling the ranking, the specialisation stipend of the autumn semester is granted on the basis of the admission ranking list. The committee draws up the ranking list for the teacher training specialisation stipend first for the students in the curricula of teacher of sciences and math and teacher of Estonian language in non-Estonian school and grants up to 50 percent of the teacher training stipend fund to them. The preferred curricula are educational science (sciences), educational science (math and sciences), teacher of several subjects in basic school (biology, physics, geography, informatics, chemistry, mathematics), secondary school science teacher, teacher of mathematics and informatics, teacher of Estonian language and literature (teacher of Estonian as a foreign language specialisation), teacher of Estonian language and literature in non-Estonian school, teacher of humanities in multilingual school (Estonian as a second language in secondary school, Estonian as a second language in basic school and language immersion specialisations).

15. If multiple applicants have equal results in the ranking list drawn up on the basis of clause 14 of this regulation, preference (in this order) is given to the applicant who has:

15.1. first, the applicant who has a higher weighted average grade over all study results throughout the entire period of study;

15.2. next, the applicant who has cumulatively completed the curriculum to a greater extent;
15.3. next, the applicant who has had fewer negative results (“F” or “fail”) throughout the entire period of study;
15.4. next, the applicant who has attained outstanding results in their field, successfully participated in professional competitions or contests or who is socially active.
16. When ranking applicants based on clause 15.4, the stipends committee relies on data submitted by the student, which serves as the basis for assessing the student’s outstanding professional results, successful participation in professional competitions and contests and social activities.
17. When drawing up a ranking list of the first-semester students of the bachelor’s curricula, in the event of equal admission score, preference is given to students with a higher result in the state examination in mathematics or in the entrance exam.
18. Students who have been granted a stipend stated in clause 9.1 are not granted a stipend stated in clause 9.2.
19. The names of students who are granted the specialisation stipend financed from the IT Academy programme are published on the university’s website.

II. 2.3. Payment of the specialisation stipend
20. The amount of the specialisation stipend is 240 euros per month for the bachelor’s curricula and 300 euros for the master’s curricula specified in clause 9.1 and 160 euros per month for the curricula specified in clause 9.2 and 9.3.
21. The university pays the specialisation stipend for the previous month of study on the basis of the directive of the vice dean for academic affairs by the 10th of each month, except for the specialisation stipend for September, which is paid by 20 October and the specialisation stipend for February, which is paid by 20 March.
22. If the student goes on academic leave, the payment of the stipend is suspended, the stipend is paid for the full month of study preceding the beginning of academic leave. If a student who went on academic leave returns from academic leave in the same semester in which the stipend was granted to the student, the payment of the stipend resumes as of the month following the end date of the academic leave.
23. If the student is deleted from the matriculation register, the payment of the specialisation stipend is terminated. The last specialisation stipend in curricula specified in clause 9.2 is paid for the month of study preceding the deletion from the matriculation register. If a student is deleted from the matriculation register in relation to completing the curriculum, the specialisation stipends in clause 9.1 and 9.3 are also paid for the month of study of deletion from matriculation register.
24. A student to whom the IT Academy specialisation stipend has been granted must refer to the IT Academy programme in all articles and presentations related to studies to notify the public.

II.3. Achievement stipend

II.3.1. Applying for achievement stipend
25. The purpose of the achievement stipend is to reward and support students who achieve excellent study results and complete the curriculum in full.
26. A student of first and second level of study is eligible to apply for the achievement stipend as of the second semester of the year of matriculation, if the student:
26.1. is a citizen of Estonia or resides in Estonia on the basis of a long-term or temporary residence permit or a permanent or temporary right of residence or resides in Estonia with a long-stay visa or without a visa if there is an agreement with the foreign country
for visa-free movement or the citizens of the foreign country are exempt from visa and has applied for a temporary residence permit for studies;
26.2. studies full time;
26.3. is not on academic leave;
26.4. has not exceeded the standard period of study of the curriculum;
26.5. has completed the curriculum cumulatively at least 30 credit points per semester. Credit points obtained by way of recognition of previous studies and work experience are not counted towards completing the curriculum. The extent of completion of the curriculum is accounted for as of the date preceding the start of the semester of application.

II.3.2. Distribution of stipend fund
27. Achievement stipends are allocated to the university by the state in the scope of the resources allocated for scholarships.
28. The head of finance divides the resources allocated by the state for scholarships in proportion to the number of students of the faculty. The division is based on the number of full-time students matriculated in the faculty to the first and second level of higher education as on 1 January.

II.3.3. Granting of achievement stipend
29. The achievement stipend is granted to students with a higher ranking in the ranking list to the extent of the funds allocated to the faculty.
30. The achievement stipend is granted by the vice dean for academic affairs who may form a stipends committee to compile the ranking.
31. The vice dean for academic affairs or the stipends committee decides on the numerical division of stipends between the levels of study and draws up the ranking lists of students who have applied for the achievement stipend and meet the criteria set out in clause 26 of this regulation separately for the first and second level of higher education in the faculty.
32. The ranking list is drawn up based on the weighted average grade over all the study results of the applicant in the previous studied semester. If a student does not have differentiated study results for the previous studied semester, the ranking list is drawn up based on the weighted average grade of all the study results throughout the entire period of study.
33. If multiple applicants have equal results in the ranking list drawn up on the basis of clause 32 of this regulation, preference is given to:
   33.1. first, the applicant who has a higher weighted average grade over all study results throughout the entire period of study;
   33.2. next, the applicant who has completed the curriculum to a greater extent;
   33.3. next, the applicant who has had fewer negative results (“F” or “fail”) throughout the entire period of study;
   33.4. next, the applicant who has attained outstanding results in their field, successfully participated in professional competitions or contests or who is socially active.
34. The ranking of applicants based on clause 33.4 relies on data submitted by the student, which serves as the basis for assessing the student’s outstanding professional results, successful participation in professional competitions and contests and social activities.

II.3.4. Payment of achievement stipend
35. The achievement stipend is paid at the rate prescribed by the Government of the Republic (100 euros per month).
36. The university pays the achievement stipend for each month of study on the basis of a directive by the vice dean for academic affairs by the 20th of the month of study, except for the achievement stipend for February which is paid by 20 March and the achievement stipend for September, which is paid by 20 October.
37. The payment of the achievement stipend to a student who has gone on academic leave is terminated as of the month of study following the last day of study. If a student who went on academic leave returns from academic leave in the same semester in which the achievement stipend was granted to the student, the payment of the achievement stipend resumes as of the month following the end date of the academic leave. Unpaid stipends are transferred to the stipend funds of the next semester.
38. If the student is deleted from the matriculation register, the payment of the achievement stipend is terminated as of the month of study following the deletion from the matriculation register.

II.4. Doctoral stipend

II.4.1. Applying for doctoral stipend
39. The purpose of the doctoral stipend is to support and motivate doctoral students to study full-time in areas of priority for the state or in the framework of measures which support doctoral studies. Doctoral stipends are financed by the European Union.
40. A student of doctoral studies matriculated between the academic year 2014/2015 and 2018/2019 are eligible to apply for the doctoral stipend if they
   40.1. are a citizen of Estonia or reside in Estonia on the basis of a long-term or temporary residence permit or a permanent or temporary right of residence or reside in Estonia with a long-stay visa or without a visa if there is an agreement with the foreign country for visa-free movement or the citizens of the foreign country are exempt from visa and have applied for a temporary residence permit for studies;
   40.2. study full time;
   40.3. are not on academic leave;
   40.4. are a first or second year doctoral student.
41. Doctoral students are eligible to apply for the doctoral stipend if the topic of their doctoral thesis:
   41.1. is related to at least on smart specialisation field, preference is given to interdisciplinary doctoral theses or doctoral theses which are part of an interdisciplinary research project or;
   41.2. is in the field of smart specialisation and considers the needs of entrepreneurship, is related to solving practical tasks for an enterprise and contributes to the applicability of research results. Support is granted to doctoral studies conducted in cooperation with an enterprise in Estonia or abroad (so called entrepreneurial doctoral student). Support is not granted to cooperation with technology development centres, the public sector, research and development institutions and hospitals.
42. To apply for the doctoral stipend, the doctoral student submits to the competition by the term announced by the vice rector for academic affairs the topic of the doctoral thesis and an abstract of the planned research work, a cover letter by the enterprise with their agreement to supervise and finance the research work. Upon the completion of the doctoral studies curriculum, the abstract of the doctoral student’s doctoral thesis is published in Estonian or English on the website of Archimedes Foundation.
II.4.2. Granting of doctoral stipend

43. The stipends committee established by the vice rector for academic affairs makes the proposal to grant a doctoral stipend to a doctoral student. The stipends committee works together with external experts, incl. a representative appointed by the Estonian Development Fund, whose task is to evaluate how the doctoral student’s doctoral thesis corresponds to the smart specialisation field.

44. The doctoral stipend is granted by the directive of the vice dean for academic affairs for the standard period of study.

45. A doctoral student who cooperates with an enterprise is required to work in the respective enterprise during their doctoral studies. The enterprise shall provide the doctoral student with a supervisor from the enterprise, the required infrastructure, employment during the student’s doctoral studies with the optimal workload required for the doctoral thesis and other conditions proceeding from the project of the doctoral thesis.

46. If there is a need to change the supervisor, topic of the doctoral thesis or enterprise during the studies, the changes shall be submitted to the stipends committee for evaluation. If the stipends committee determines that the new theme of the doctoral thesis, enterprise or supervisor does not meet the set requirements or the doctoral student does not meet the requirements of the doctoral stipend for some other reasons, the payment of the doctoral stipend is terminated. The compliance of the topic of the doctoral thesis with the requirements of the doctoral stipend is determined in the progress review of the doctoral student.

II.4.3. Payment of doctoral stipend

47. The university pays the doctoral stipend for the previous month of study on the basis of the directive of the vice dean for academic affairs by the 10th of each month, except for the doctoral stipend for September and October which is paid by 20 November.

48. The payment of the doctoral stipend is terminated when the doctoral student fails to pass the progress review under the terms and conditions established by the university senate or when it is revealed in the professional review that the doctoral student no longer meets the requirements of the doctoral stipend. In this case the last doctoral stipend is paid for the month of study preceding the progress review meeting.

49. If a doctoral student goes on academic leave, the payment of the stipend is terminated, the stipend is paid for the full month of study preceding the beginning of academic leave. If a student who went on academic leave returns from academic leave, the payment of the stipend resumes as of the month following the end date of the academic leave.

50. If a student is deleted from the matriculation register, the payment of the doctoral stipend is terminated. The last doctoral stipend is paid for the month of study preceding the deletion from the matriculation register. If a doctoral student is deleted from the matriculation register in relation to completing the curriculum, the doctoral stipend is also paid for the month of study of deletion from matriculation register. If a doctoral student is deleted from the matriculation register due to a negative evaluation in the progress review or because they fail to pass the progress review, the last doctoral stipend is paid in accordance with clause 48.

III. Study allowances

III.1. Need-based special allowance

III.1.1. Applying for need-based special allowance

51. Need-based allowance can be applied for by a student (except for doctoral students) who
51.1. is a citizen of Estonia or resides in Estonia on the basis of a long-term or temporary residence permit or a permanent or temporary right of residence and  
51.2. studies full time and has, by the start of the beginning semester, cumulatively completed at least 75 per cent of the volume of studies subject to completion under the curriculum in the previous semesters or studies full time in the first semester and  
51.3. has, within the two weeks preceding the application for the need-based special allowance, been declined the need-based study allowance for the reason that the average income of the student and his/her family members exceeded the maximum income stipulated in clause 5 (2) 3) of the Study Allowances and Study Loans Act.

52. To receive need-based special allowance in the current semester, the student submits an application from September until January in the autumn semester and from February until June in the spring semester. The application must enclose documents proving the income of the student and his/her family members as specified in subsection 51 (2) of the Study Allowances and Study Loans Act in the three months preceding the submission of the application.

53. Students who are on academic leave or whose study period has exceeded the standard period of study are not entitled to a need-based special allowance.

III.1.2. Granting need-based special allowance

54. The vice rector for academic affairs grants the need-based special allowance to applicants for the need-based special allowance whose average income per family member of the three months preceding the application for the need-based special allowance does not exceed the maximum average income calculated pursuant to section 51 of the Study Allowances and Study Loans Act for the receipt of need-based study allowance established annually by the state budget.

55. The need-based special allowance is granted by the vice rector for academic affairs by the 10th of the month following the month of application.

III.1.3. Payment of need-based special allowance

56. The university pays the need-based special allowance on the basis of a directive by the vice rector for academic affairs by the 20th of the month of study for that month of study, except for the allowance for the month of applying for the need-based special allowance, which is paid by the 20th of the month following the month of application.

57. If a student is deleted from the matriculation register, the payment of the need-based special allowance is terminated as of the month of study following the deletion from the matriculation register.

58. The payment of the need-based special allowance to a student who has gone on academic leave is terminated as of the month of study following the last day of study. If a student who went on academic leave returns from academic leave in the same semester in which the need-based special allowance was granted to the student, the payment of the need-based special allowance resumes as of the month following the end date of the academic leave.

59. Need-based special allowance is granted in the scope of resources allocated for need-based special allowance agreed upon in the contract signed between the university and the Ministry of Education and Research.

III.2. Doctoral allowance

III.2.1. Granting of doctoral allowance

60. A doctoral student is eligible to receive the doctoral allowance if they
60.1. are citizens of Estonia or reside in Estonia on the basis of a long-term or temporary residence permit or a permanent or temporary right of residence;
60.2. study full time or part time without the obligation to pay the tuition fee and
60.3. have successfully passed progress review in the academic year preceding the granting of allowance or are first-year doctoral students or are first year doctoral student.

61. Doctoral students who are on academic leave or whose study period has exceeded the standard period of study are not entitled to doctoral allowances, except for doctoral students studying part time, who are entitled to the doctoral allowance for the time period that exceeds the standard period of study by the time spent in part-time study.
62. The doctoral allowance of part-time doctoral students is 50 percent of the rate of the doctoral allowance established by state budget.
63. The head of finance divides the doctoral allowance fund between the faculties by curricula in proportion to student places formed on the basis of state-commissioned education and the number of student places financed from state activity support.
64. The doctoral allowance is granted by the vice dean for academic affairs by 20 September to the doctoral students who meet the requirements provided in clause 60.
65. A doctoral student who is on academic leave at the time of granting doctoral allowance is granted the allowance from the study month following the end date of academic leave until the beginning of the next academic year. In case of an international doctoral student who has applied for the Estonian residence permit, the university has the right to grant doctoral allowance starting from the study month following the start of validity of the residence permit until the beginning of the next academic year.

III.2.2. Payment of doctoral allowance
66. The university pays the doctoral allowance for each month of study on the basis of a directive by the vice dean for academic affairs by the 20th of the month of study and by 30 September for the month of September.
67. The payment of the doctoral allowance to a doctoral student who has gone on academic leave is terminated as of the month of study following the last day of study. If a doctoral student who went on academic leave returns from academic leave in the same academic year in which the doctoral allowance was granted to the doctoral student, the payment of the doctoral allowance resumes as of the month following the end date of the academic leave.
68. If a doctoral student receives a negative evaluation in the progress review or fails to pass the progress review, payment of the doctoral allowance is terminated as of the month of study following the progress review meeting.
69. If the doctoral student is deleted from the matriculation register, the payment of the doctoral allowance is terminated as of the month of study following the deletion from the matriculation register. If a doctoral student is deleted from the matriculation register due to a negative result of the professional review or not passing the professional review, the last payment of the doctoral stipend is terminated in accordance with clause 68.

III.2.3. Granting and payment of doctoral allowance in the framework of Dora Plus
70. The university can grant a doctoral allowance to an international doctoral student in the framework of the Dora Plus activity funded by the European Regional Development Fund and the Republic of Estonia. The Dora Plus activity doctoral allowance is granted to an international doctoral student who is studying full time in accordance with the procedure established by the vice rector for academic affairs.
International doctoral students who are granted a doctoral allowance in the framework of the Dora Plus activity (hereinafter Dora Plus international doctoral student) are not granted the doctoral allowance funded from the Estonian state budget.

Doctoral allowance is paid to Dora Plus international doctoral students if they have studied for an entire month of study. The allowance is paid on the last work day of the current month of study.

The payment of the doctoral allowance to a Dora Plus international doctoral student who has gone on academic leave is terminated as of the month of study preceding the last day of study. If a Dora Plus international doctoral student who went on academic leave returns from academic leave in the same academic year in which the doctoral allowance was granted to the doctoral student, the payment of the doctoral allowance resumes as of the month following the end date of the academic leave.

If a Dora Plus international doctoral student starts studying part-time, receives a negative evaluation in the progress review or fails to pass the progress review, payment of the doctoral allowance is terminated. The last doctoral allowance is paid for the full month of study preceding the professional review meeting.

The payment of the doctoral allowance to a Dora Plus international doctoral student is terminated as of the month of study when the Dora Plus international doctoral student fails to meet the requirements of the Dora Plus doctoral allowance.

If a Dora Plus international doctoral student is deleted from the matriculation register, the payment of the doctoral allowance is terminated. The last doctoral allowance is paid for the full month of study preceding the deletion from matriculation register. If a Dora Plus international doctoral student is deleted from the matriculation register due to a negative evaluation of the professional review or not passing the professional review, the payment of the doctoral allowance is terminated in accordance with clause 74. If a Dora Plus international doctoral student is deleted from the matriculation register in relation to completing the curriculum, the doctoral allowance is also paid for the month of study of deletion from matriculation register.

IV. Implementing provisions

The conditions and procedure for applying for, granting and payment of study allowances, adopted by the Senate Regulation no. 9 of 27 September 2014 and amended by Regulation no. 17 of 19 December 2014, Regulation no. 1 of 30 January 2015 and Regulation no. 10 of 29 May 2015, and the procedure for applying for, granting and payment of the achievement stipend, adopted by the Senate Regulation no. 26 of 18 December 2015 are hereby repealed.

The doctoral stipend is paid until the end of the eligibility period of the supporting activity.

The regulation takes effect on 29 August 2016.