PROCEDURE FOR APPLYING FOR, GRANTING AND PAYMENT OF SPECIALISATION STIPEND IN THE ACADEMIC YEAR 2015/2016

I. Applying for specialisation stipend

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

2. The university pays the specialisation stipends in the following curricula:
   2.1. stipends financed from the IT Academy programme: bachelor’s and master’s in computer science, master’s in software engineering;
   2.2. stipends financed by the European Union. Group A curricula: bachelor’s and master’s in computer science, master’s in robotics and computer engineering, bachelor’s and master’s in materials science. Group B curricula: master’s in biomedicine, bachelor’s and master’s in physics, bachelor’s in geology and environmental technology, bachelor’s and master’s in gene technology, bachelor’s and master’s in computer science, bachelor’s and master’s in chemistry, bachelor’s and master’s in mathematics, bachelor’s and master’s in mathematical statistics, master’s in software engineering; [effective as of 1 February 2016]
   2.3. 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. [effective as of 1 February 2016]
Stipends financed by the European Union are paid from September to November from the measures of the European Social Fund programme Primus and from December to June from the European Regional Development Fund measure “Increasing local socio-economic impact of R&DI system and smart specialisation for development of growth areas” operation “Higher education specialisation stipends in smart specialisation growth areas”. [effective as of 1 February 2016]

3. A student of a curriculum specified in clause 2 is eligible to apply for the specialisation stipend if the student:
   3.1. 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;
   3.2. studies full time;
   3.3. is not on academic leave;
   3.4. has not exceeded the standard period of study of the curriculum;
   3.5. has completed the curriculum cumulatively to at least 30 credit points per semester or is a first semester student;
   3.6. had no negative study results in the semester preceding the application for the stipend.

4. To apply for the stipend, the student submits an application in the autumn semester by 30 September and in the spring semester by 28 February.

II. Granting specialisation stipend

5. The specialisation stipend is granted for the autumn semester of the academic year 2015/2016 (September–January) and for the spring semester (February–June).

6. The specialisation stipend stated in clauses 2.1 and 2.2 is granted by the vice dean for academic affairs who may form a committee to compile the ranking list. The teacher training specialisation stated in clause 2.3 is granted by a committee formed by the head of the Pedagogicum which includes a student representative. [effective as of 1 February 2016]

7. The committees decide on granting the specialisation stipend for the autumn semester of the academic year 2015/2016 by 10 October 2015 and for the spring semester by 10 March 2016.

8. The specialisation stipend for group A curricula in clause 2.2 is granted to up to 50 percent of students and up to 30 percent of students for the group B curricula. The IT Academy programme stipend for curricula stated in clause 2.1 is granted to up to 20 percent of students and, in addition, up to 30 percent of students are granted a stipend from the European Social Fund specialisation stipend funding (in total to up to 50 percent of students). Specialisation stipends for curricula stated in clause 2.3 are granted in the scope determined in the agreement between Archimedes Foundation and the university. [effective as of 1 February 2016]

9. 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 3 of this procedure, the ranking list for teacher training specialisation stipend is drawn up across all curricula stated in clause 2.3. In the autumn semester, separate ranking lists are drawn up for students who applied and were matriculated to the university in the academic year 2015/2016 and those who were matriculated earlier. [effective as of 1 February 2016]

10. The ranking list is drawn up based on the weighted average grade of all the study results of the applicant in the previous semester. To students matriculated in the autumn semester of the academic year 2015/2016, 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. [effective as of 1 February 2016]

11. If multiple applicants have equal results in the ranking list drawn up on the basis of clause 10 of this regulation, preference (in this order) is given to the applicant who has:
   11.1. higher weighted average grade of all study results throughout the entire period of study;
   11.2. cumulatively completed the curriculum to a greater extent;
   11.3. had fewer negative results throughout the entire period of study;
   11.4. achieved outstanding results in their field, successfully participated in professional competitions or contests or been socially active. The committee has the right, where necessary, to request from the student documents and data that allow assessing the student’s outstanding results in the field of study and social activities.

12. When ranking applicants based on clause 11.4, the 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 or contests and social activities.

13. When drawing up a ranking list of the first-semester students of the bachelor’s curricula, in the event of an equal admission score, preference is given to students with a higher result in the state examination in mathematics or entrance examination.

14. A student who has been granted a stipend stated in clause 2.1 cannot also be granted a stipend stated in clause 2.2.

15. The names of students who are granted the specialisation stipend financed from the IT Academy programme are published on the university’s website.

III. Payment of specialisation stipend

16. The minimum amount of the specialisation stipend is 240 euros per month in the bachelor’s curricula specified and 300 euros per month in the master’s curricula specified in clause 2.1 and 160 euros per month in the curricula specified in clause 2.2 and 2.3. [effective as of 1 February 2016]

17. The university pays the specialisation stipend on the basis of the dean’s directive by the 10th of the month for each preceding month of study, except for the specialisation stipend for September, which is paid by 20 October 2015, and the specialisation stipend for February, which is paid by 20 March 2016. [effective as of 1 February 2016]

18. If the student goes on academic leave, the payment of the specialisation stipend is terminated. The last specialisation stipend is paid for the full month of study preceding the last day of study. If a student who went on academic leave returns from academic leave in the same semester in which the specialisation stipend was granted to the student, the payment of the specialisation stipend resumes as of the month following the end date of the academic leave.

19. A student who is on academic leave is entitled to receive the specialisation 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. In that case the payment of the specialisation stipend is discontinued from the month of study preceding the last day of study and the specialisation stipend for the months of the academic leave is paid within one month after the end of the semester. The amount of the specialisation stipend payable for the months of academic leave is differentiated on the basis of the extent of the completion of the curriculum.
20. If the student is deleted from the matriculation register, the payment of the specialisation stipend is terminated. The last specialisation stipend 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 2.1 and 2.3 are also paid for the month of study of deletion from matriculation register. [effective as of 1 February 2016]

21. If it is identified that the student submitted false information to get the specialisation stipend, the payment of the specialisation stipend is terminated immediately. The student loses the right to receive the specialisation stipend in the academic year in which the payment of the specialisation stipend was terminated and in the following academic year. The university has the right to reclaim the specialisation stipend from the student.

22. A student who has been granted the IT Academy stipend must refer to the IT Academy programme in all articles and presentations related to studies to notify the public.