CONDITIONS OF REIMBURSEMENT OF STUDY COSTS IN DEGREE STUDY

Adopted based on subsection 133 (4) of the Universities Act and clause 9 (2) 9) of the Statutes of the University of Tartu.

I. General provisions

1. This regulation establishes the conditions of and procedure for reimbursement of study costs in degree study at the University of Tartu ("university").
2. The rate of reimbursement of study costs is called the tuition fee.
3. The following persons have the obligation to reimburse their study costs:
   3.1. students who:
      3.1.1. study full time in an Estonian-taught curriculum and fail to complete the study load per semester prescribed by the curriculum (does not apply to doctoral students);
      3.1.2. study part time in an Estonian-taught curriculum;
      3.1.3. study in a non-Estonian curriculum (does not apply to full-time doctoral students).
   3.2. external students;
   3.4. visiting students, except for visiting students who pursue doctoral studies or study on the basis of agreements between universities or states (provided that the agreement releases them from the reimbursement of study costs), cooperation projects between universities and research institutions or agreements between the university and the Republic of Estonia.
4. The tuition fee is established by the council of the university for each academic year by 1 December of the preceding academic year at the latest, taking into account the opinions of the councils of faculties.
5. The tuition fee is established for persons taking up studies as students and external students
   5.1. as a credit point price in Estonian-taught curricula (except for doctoral curricula);
   5.2. as a credit point price and semester fee in non-Estonian curricula (except for doctoral curricula);
   5.3. as a semester fee in doctoral curricula.
6. Citizens of the member states of the European Union, European Economic area and Swiss Confederation and aliens holding a long-term residence permit of such states are subject to the same tuition fee. The council of the university may establish a higher tuition fee for students who are not citizens of the European Union, European Economic area and Swiss Confederation and do not hold a long-term resident permit of any member state of the EU, European Economic Area or Swiss Confederation.

II. Payment of tuition fee

7. The tuition fee is paid on the basis of an invoice that the university issues to the person paying the tuition fee electronically at least 14 days before the due date. The faculty submits to the Finance Office a directive of the vice dean for academic affairs or an invoice proposal on the basis of a contract for reimbursement of study costs or an application of (an international) visiting student at least 21 days before the due date.
II.1. Students

II.1.1. General provisions

8. The tuition fee must be paid by the due date: 20 October in the autumn semester and 20 March in the spring semester. A student studying in a non-Estonian or a doctoral curriculum has the right to pay the tuition fee in a lump sum for the entire academic year. In that case the due date of the tuition fee is 20 October.

9. In full-time studies, the tuition fee is paid on the basis of a directive of the vice dean for academic affairs. In part-time studies, in a non-Estonian curriculum and when re-commencing studies according to clauses 33 and 34, the tuition fee is paid on the basis of a contract for reimbursement of study costs concluded between the university and the student. The contract is concluded within two weeks after the student is matriculated or transferred to part-time studies.

10. If the student withdraws from studies before the due date, the student is not required to pay the tuition fee. If the student withdraws from studies on or after the due date, the student must pay the tuition fee for the current semester.

11. The student does not have to pay the tuition fee during academic leave, except in cases stipulated in this regulation.

II.1.2. Full-time students of Estonian-taught curricula (except for doctoral students)

12. A student must pay the tuition fee if, by the start of the semester, the student is more than 6 credit points (ECTS) short of the study load of the previous semesters prescribed by the curriculum. The tuition fee is paid in the current semester for each missing credit point exceeding the threshold of 6 ECTS, taking into account that the study load is 30 ECTS per semester and 60 ECTS per academic year and credit points are calculated cumulatively.

13. When calculating the student’s tuition fee, the number of credit points to be obtained is calculated only on the basis of the courses of the curriculum (and the modules chosen in the curriculum) and optional courses to the maximum extent allowed by the curriculum. Credit points obtained by the recognition of prior learning and work experience are also counted towards the number of credit points obtained when calculating a student’s tuition fee.

14. The requirement to complete the curriculum specified in clause 12 is not applied in semesters in which the student studies at a foreign university for at least three months and in the semester following studies abroad, if the university takes at least 15 ECTS of the courses completed there into account towards the completion of the student’s curriculum.

15. The student transferred from part-time studies to full-time studies during the standard period of study does not have to pay the tuition fee in the first semester of full-time studies, but must pay the tuition fee in accordance with clause 12 as of the second semester of full-time studies.

16. The student does not have to pay the tuition fee in the semester of matriculation, re-matriculation and change of curriculum. The volume of studies to be completed under the curriculum is verified starting from the semester following matriculation, re-matriculation or change of curriculum.

17. If academic leave starts during the semester, the student must pay the tuition fee for the current semester on the basis of the credit points short of the study load prescribed by the curriculum in accordance with clause 12. After the end of the academic leave, the student does not have to pay the tuition fee for the current semester if the student already paid the tuition fee for the semester of study preceding the start of the academic leave. If the student has been on academic leave for more than a half of a semester (more than 70 days), the student does not have to pay the tuition fee for this semester.
II.1.3. Part-time students of Estonian-taught curricula (except for doctoral students)

18. The student pays the tuition fee based on the credit point price according to the number of
credit points to be obtained for the courses registered for at the beginning of the semester. If the
student earns more credit points during the semester, the university adds the missing amount to
the invoice to be issued in the next semester. If the student graduates in the meantime, the
university issues a new invoice before the defence the graduation thesis or the final exam.
19. The student transferred from full-time studies to part-time studies pays the tuition fee in
accordance with clause 18 as of the semester in which the student was transferred to part-time
studies and the student is not required to pay the tuition fee on the basis of the number of credit
points that the student failed to obtain in the preceding semester under the curriculum.
20. If academic leave starts before the due date, the student is not required to pay the tuition fee
for the current semester. If academic leave starts on or after the due date, the student must pay
the tuition fee for the entire current semester. If academic leave ends before the due date, the
student must pay the tuition fee for the current semester, while no tuition fee must be paid for
the current semester if the academic leave ends on or after the due date. The student does not
have to pay the tuition fee during academic leave, unless the student is allowed to participate in
studies and/or take exams and pass/fail evaluations. If the student participates in studies and/or
takes exams and pass/fail evaluations during academic leave, the student pays the tuition fee on
the basis of the credit point price according to the number of credit points to be obtained for the
courses registered for.
21. Thirty percent of the contractual tuition fee must be paid for the time spent studying abroad.
The basis for invoicing is the number of transferred credit points (30 percent of the price of the
credit points). The student is released from the tuition fee if the student is charged a tuition fee
at the foreign university. If the student pursues studies at the university while having the status
of a student studying abroad, the student pays the tuition fee on the basis of the full price of a
credit point based on the number of credit points to be obtained for the courses registered for at
the university, except if the tuition fee waiver is stipulated by an international project in which
the university participates.

II.1.4. Students of non-Estonian curricula (except for doctoral students)

22. A full-time student pays the tuition fee as the semester fee for the current semester. A
part-time student pays the tuition fee either on the basis of the credit point price or as the semester
fee, except in cases specified in the regulation. If the student pays on the basis of the credit point
price, the tuition fee is calculated as provided for in clause 18. A part-time student must inform
the university of the preferred manner of payment in writing by 20 September in the autumn
semester and 20 February in the spring semester.
23. If academic leave starts before the due date, the student does not have to pay the tuition fee
for the current semester. If academic leave starts on or after the due date, the student must pay
the tuition fee for the entire current semester. If academic leave ends before the due date, the
student must pay the tuition fee for the current semester, while no tuition fee must be paid for
the current semester if academic leave ends on or after the due date. The student does not have
to pay the tuition fee during academic leave, unless the student is allowed to participate in studies
and take exams and pass/fail evaluations.
24. If the student participates in studies and/or takes exams and pass/fail evaluations during
academic leave, the student must pay the tuition fee on the basis of the credit point price or the
semester fee, depending on the student’s choice. The student must inform the university of the
preferred manner of payment when taking the academic leave and, from then on, by
20 September in the autumn semester and 20 February in the spring semester. If the academic
leave starts during the semester, the student pays tuition fee for the current semester on the basis of the time the academic leave starts. If academic leave starts before the due date, the student pays tuition fee for the entire semester; if academic leave starts on or after the due date, the student does not have to pay any more tuition fee for the current semester.

25. Thirty percent of the contractual tuition fee must be paid for the time spent studying abroad. Invoicing is based on the number of transferred credit points (30 percent of the price of the credit points). The student is released from the tuition fee if the student is charged a tuition fee at the foreign university or if the tuition fee waiver is stipulated by an international project in which the university participates. If the student pursues studies at the university while having the status of a student studying abroad, the student must pay an additional tuition fee on the basis of the full price of a credit point based on the number of credit points to be obtained from the courses registered for at the university, unless the tuition fee waiver is stipulated by an international project in which the university participates. The total tuition fee for the semester of studying abroad must not be higher than the semester fee established for the curriculum.

II.1.5. Doctoral students

26. A part-time doctoral student pays the tuition fee as the semester fee for the current semester.
27. If academic leave starts before the due date, the student is not required to pay the tuition fee for the current semester. If academic leave starts on or after the due date, the student must pay the tuition fee for the entire current semester. If academic leave ends before the due date, the student must pay the tuition fee for the current semester, while no tuition fee must be paid for the current semester if the academic leave ends on or after the due date.
28. A part-time doctoral student also has to pay the semester fee while having the status of a student studying abroad.

II.2. External students and (international) visiting students

29. An external student pays the tuition fee based on the credit point price on the basis of a contract for reimbursement of study costs concluded between the university and the external student, according to the number of credit points to be obtained for the courses indicated in the application and registered for in the Study Information System; in doctoral studies, an external student pays the tuition fee as the semester fee.
30. A visiting student pays the tuition fee on the basis of the credit point price.
31. For visiting students, the basis for payment is the price of one credit point applicable to regular (matriculated) students of the same level of higher education that the student is matriculated to in his/her home university approved for the academic year and for the faculty or non-faculty college the visiting student is registered for studies. If a visiting student completes courses of a continuing learning programme, the student pays for them on the basis of the tuition fee established for the programme.
32. For external students, the basis for payment is the price of one credit point applicable to regular (matriculated) students at the university in the year when they are registered as external students in the curriculum for which the external student has been registered.

II.3. Payment of tuition fee upon recommencement of studies

33. A student who has been deleted from the matriculation register and is, within two years, matriculated to the same

33.1. Estonian-taught curriculum pays the tuition fee in full-time and part-time studies on the same grounds as part-time students of Estonian-taught curricula;
33.2. non-Estonian curriculum pays the tuition fee on the same grounds as students of non-Estonian curricula;
33.3. doctoral curriculum pays the tuition fee on the same grounds as doctoral students.
34. If a student recommences studies at the same level of higher education before the triple (double in case of integrated bachelor’s and master’s curriculum) standard period of study of the curriculum in which the student studied before has passed since taking up studies at the same level of higher education and the student has not reimbursed the study costs at the same level of higher education to the extent of at least a half of the standard period of study of the curriculum, the student must:
   34.1. in an Estonian-taught curriculum, pay the tuition fee in full-time and part-time studies on the same grounds as part-time students of Estonian-taught curricula;
   34.2. in a non-Estonian curriculum, pay the tuition fee on the same grounds as students of non-Estonian curricula;
   34.3. in a doctoral curriculum, pay the tuition fee on the same grounds as doctoral students.
35. In cases specified in clauses 33 and 34, the student cannot apply for exemption from the tuition fee on the basis of clauses 41.1 and 41.2 and for the tuition-waiver scholarship specified in clause 47, and the exemption from tuition fee specified in clause 44 does not apply.

II.4. Payment of tuition fee upon extension of studies

36. In the first extension semester, the full-time student studying in an Estonian-taught curriculum pays the tuition fee for each credit point short of the prescribed number of credit points to be obtained under the curriculum in previous semesters. In the following extension semesters, the tuition fee is not paid for missing credit points. The first extension semester is the semester in which the student’s extended study period covers more than a half of the semester (more than 70 days).
37. Upon extension of studies, the part-time student studying in an Estonian-taught curriculum pays the tuition fee on the basis of the number of credit points to be obtained for courses for which the student has registered.
38. Upon extension of studies, the student studying in a non-Estonian curriculum pays the tuition fee as the semester fee or on the basis of the number of credit points to be obtained for courses for which the student has registered, depending on the student’s choice. The preferred manner of payment of the tuition fee must be submitted in writing along with the application for extension of studies. The full-time student studying in a non-Estonian curriculum and getting the tuition-waiver scholarship specified in clause 47 pays the tuition fee for extension of studies in accordance with the procedure provided for in clause 36.
39. Upon extension of studies, the doctoral students pay the semester fee.

III. Exemption from tuition fee

40. Students can apply for exemption from the tuition fee until 15 September in the autumn semester and 15 February in the spring semester. The external student submits an application for exemption from the tuition fee together with the application for registration as an external student.
41. On the basis of an application, a full-time or part-time student is released from the tuition fee if the student commences full-time studies in an Estonian-taught curriculum and:
   41.1. has a moderate, severe or profound disability;
   41.2. is a parent or caregiver of a child under the age of seven years or of a child with a disability;
41.3. studies in a curriculum of teacher training or educational sciences and works as a teacher with the work load of at least 18 hours per week or a 0.5 workload.

42. The faculty council may approve a list of curricula with teacher training output but not belonging to the group of teacher training or educational sciences curricula, in which students may apply for the exemption specified in clause 41.3.

43. Full-time and part-time students of the master’s curriculum of nursing are released from the tuition fee.

44. Full-time students of the Estonian-taught curriculum of medicine, dentistry and pharmacy are released from the tuition fee during the standard period of study of the curriculum.

41. When applying for an exemption from the tuition fee specified in clause 41, a document certifying the incentive must be presented: the employer’s certificate of working as a teacher (must be submitted again by the start of each academic year), the birth certificate of the child, or a valid document certifying the disability.

46. Based on the person’s application or, on the request of the vice dean for academic affairs, the person’s reasoned application, the vice dean for academic affairs may issue a directive to:

46.1. release the external student in part or in full from the tuition fee payable for defending a graduation thesis or taking a final exam and reduce the tuition fee payable for practical training to 30 per cent of the cost of the credit points;

46.2. release the full-time student during the extension term in part or in full from the tuition fee payable for defending a graduation thesis or taking a final exam.

47. The university may award a tuition-waiver scholarship to a student studying in a non-Estonian curriculum to release the student from paying the tuition fee on the same grounds as full-time students of Estonian-taught curricula. The division of tuition-waiver scholarships by curricula is approved by the council. The holder of the tuition-waiver scholarship must pay the tuition fee in full-time studies in accordance with clauses 12–17 and in part-time studies in accordance with clauses 18–21. The tuition-waiver scholarship is awarded for the entire study period

47.1. in the admission period, on the basis of the points earned upon fulfilment of the admission criteria to the best admitted students according to the ranking list drawn up. If the student places in the curriculum are financed from the resources of an international project in which the university participates, the tuition-waiver scholarship is awarded on the basis of the conditions of the project;

47.2. A tuition-waiver scholarship not awarded during the admission period or a scholarship that has become available after the deletion from the matriculation register of a student is awarded with a public competition to the best candidate in the ranking within four weeks of the beginning of the semester. It is possible to apply for the available tuition-waiver scholarship starting from the second semester. The terms of the public competition are established by the faculty council.

48. The vice dean for academic affairs may reduce the semester fee payable for a student studying in a non-Estonian curriculum if, during the standard period of study, an international project in which the university participates covers the semester fee of the student to a smaller extent than the tuition fee.

IV. Liability for failure to pay tuition fee

49. If the tuition fee is not paid by the due date, late interest is charged at the rate of 0.06% of the overdue amount per each day of delay. The Finance Office keeps account of late interest payable.
50. A student is deleted from the matriculation register in accordance with the Study Regulations if the student has not paid the autumn semester’s tuition fee by 30 November and the spring semester’s tuition fee by 30 April.

51. If a third party reimbursing the study costs under a contract for reimbursement of study costs terminates the contract, the obligation to pay the tuition fee is transferred to the student who studies in the student place.

52. The Finance Office checks the accrual of tuition fees. Head of the Finance Office sends lists of debtors to the faculties by the 15th day of each month (except in July and August).

53. The university has the right to transfer debt claims arising from unpaid tuition fees to a company engaged in debt collection.

54. If a student does not sign a contract for reimbursement of study costs within two weeks as of the transfer from full-time to part-time studies in an Estonian curriculum or as of matriculation to a non-Estonian curriculum, matriculation of a student specified in clause 33 or 34 or a part-time student and fails to submit an application for deletion from the matriculation register, the university charges the tuition fee from the student on the basis of the credit point price and the number of credit points to be obtained for the courses for which the student has registered.

55. If a student is no longer released from paying the tuition fee pursuant to clause 41 and studies part-time, but fails to sign a contract for reimbursement of study costs within two weeks of the beginning of the semester, the university charges the student with the tuition fee on the basis of the credit point price according to the number of credit points to be obtained for the courses registered for.

56. If a student matriculated to a doctoral curriculum does not sign a contract for reimbursement of study costs within three weeks as of their matriculation or transfer to part-time studies and fails to submit an application for deletion from the matriculation register, the university charges the tuition fee from the student on the basis of the semester fee.

57. If in cases specified in clauses 54–56 the student has not paid the autumn semester’s fee by 20 October or the spring semester’s fee by 20 March, the student is deleted from the matriculation register in accordance with the Study Regulations.

58. The student has the right to contest the directive of the vice dean for academic affairs regarding the establishment of the tuition fee in accordance with the procedure provided for in the Study Regulations of the university.

V. Implementing provisions

59. The conditions of reimbursement of study costs in degree study, approved by the council of the University of Tartu regulation no. 1 of 25 February 2013 and amended by regulation no 2 of 8 April 2013, regulation no. 1 of 3 February 2014, regulation no. 1 of 26 February 2015, regulation no. 4 of 15 June 2016 and regulation no. 1 of 22 February 2016, is repealed.

60. This regulation enters into force on 1 July 2017.