ADOPTED by the Senate of the University of Tartu
Regulation no. 4 of 26 February 2016
(effective as of 26 February 2016)

AMENDED by the Senate of the University of Tartu
Regulation no. 9 of 28 October 2016
(effective as of 31 December 2016)

AMENDED by the Senate of the University of Tartu
Regulation no. 4 of 27 October 2017
(effective as of 31 December 2017)

AMENDED by the Senate of the University of Tartu
Regulation no. 5 of 24 November 2017
(effective as of 31 December 2017)

AMENDED by the Senate of the University of Tartu
Regulation no. 7 of 26 October 2018
(effective as of 31 December 2018)

ADMISSION RULES
IN DOCTORAL STUDIES

Adopted based on clause 14 (3) 6) of the Universities Act, clause 2 (4) 6) of the University of Tartu Act and clause 12 (2) 5) of the Statutes of the University of Tartu, adopted by the senate of the University of Tartu regulation no. 11 of 21 July 2014 and approved by the council of the University of Tartu resolution no. 18 of 29 July 2014.

I. General provisions

1. The Admission Rules in Doctoral Studies (hereinafter the rules) of the University of Tartu (hereinafter the university) regulate the admission of applicants to university curricula of doctoral studies.

1. Admission takes place by way of open competition during four periods of admission according to the schedule established by the rector: applications are submitted in the first admission period in February, in the second admission period in May and June, in the third admission period in September, and in the fourth admission period in November. The rector establishes the schedule of admissions for the following academic year by 1 November at the latest. [effective as of 31 December 2016]

2. An applicant is a person applying for doctoral studies at the university. An international applicant is a person who is not a citizen of Estonia and who does not have a long-term residence permit or a permanent residence permit. [effective as of 31 December 2017]

2. Upon applying for doctoral studies

2.1. an applicant must have obtained a master’s degree or an equivalent qualification on the basis of a nationally recognised curriculum. Upon applying during the first or second period of admission, the master’s degree or an equivalent qualification must be acquired on 1 August at the latest, except if the student applies for a student place not funded from the state activity support in the current year; [effective as of 31 December 2016]

2.2. an applicant must present a standard application for admission (hereinafter the application) and other documents required in these rules;

2.3. an applicant must meet the admission requirements;
2.4. in a student place not financed from the state activity support, the applicant must comply with the terms arising from an agreement forming the basis for the financing (e.g. cooperation or grant agreement) or from any other document; [effective as of 31 December 2017]

2.5. an international applicant has to certify their English language proficiency at the minimum level of B2, excl. in the curriculum Russian and Slavonic Philology, in which the applicant has to certify their Russian language proficiency at the minimum level of B2. The acceptable ways of proving the applicant’s language proficiency at B2 level will be established by vice rector for research on 1 November at the latest. [effective as of 31 December 2017]

3. [repealed as of 31 December 2016]

4. In the event of a recipient of a scholarship of the Marie Skłodowska-Curie Innovative Training Networks (hereinafter ITN) who applies for a student place not financed from the state activity support, the open competition within the framework of the ITN is considered equal to the open competition of the University of Tartu. The terms of the competition are available on the website http://ec.europa.eu/research/mariecurieactions/about-msca/actions/itn/index_en.htm. [effective as of 31 December 2018]

5. One or more competitions are announced for a curriculum on the basis of the research projects or topics approved by the dean. Information about the competitions is published on the websites http://www.ut.ee/sisseastumine and www.ut.ee/admissions according to the schedule established by the rector. [effective as of 31 December 2018]

6. During one admission period, an applicant may submit an application to apply for one competition. In the application the applicant chooses the language or languages of instruction established in the curriculum. [effective as of 31 December 2018]

7. Applicants are admitted on the basis of a ranking list. The ranking list of applicants is formed on the basis of points received upon complying with the admission requirements of a particular curriculum.

8. The admission requirements are established in Annex 1 to these rules.

9. The admission requirements may include:
   9.1. average grade of the previous level of study (if the applicant has not received the master’s degree by the time the admission decision is made, the average grade for courses completed by that time is taken into account),
   9.2. entrance examination.

10. The arithmetical average of all positive examination results are considered the average grade of the previous level of study. The learning outcomes on the letter-based scale are converted as follows to calculate the average grade: A “excellent” = 5; B “very good” = 4; C “good” = 3; D “satisfactory” = 2; E “sufficient” = 1. The learning outcomes on the number-based scale are converted as follows to calculate the average grade: 5 “very good” = 5; 4 “good” = 3.5; 3 “satisfactory” = 2.

11. Compliance with admission requirements is evaluated in points and the highest score is 100 points.

12. Each admission requirement accounts for a certain percentage of the highest score. The score \( p \) of an applicant is calculated as follows: the result of an admission requirement \( a \) is multiplied by the relevant percentage \( b \); in the event of several admission requirements \( n \) the products are added up and the total sum is divided by 100.

   Formula: \( p = (a_1 \cdot b_1 + a_2 \cdot b_2 + \ldots + a_n \cdot b_n) / 100 \). The score is rounded up to decimal places.

II. Submission of documents

13. To apply for doctoral studies, applicants may submit their application and documents electronically or on paper. [effective as of 31 December 2017]
14. Electronic application and documents are submitted via the admissions information system at www.sais.ee or via the admissions information system for international applicants at www.estonia.dreamapply.com. Applications and documents on paper are submitted to the student admissions unit of the university’s Office of Academic Affairs. [effective as of 31 December 2018]

15. Electronically submitted documents must be digitally signed or confirmed with a digital signature or stamp. Paper documents are submitted
15.1. as original documents and copies thereof or
15.2. as copies certified by a notary or issuer.

16. In addition to the application, the applicant submits, in case the information is not available for the university via the admissions information system from national registers, the following documents: [effective as of 31 December 2017]
16.1. a diploma and diploma supplement certifying a master’s degree or an equivalent qualification or, in the absence of the latter, a transcript of records. In the absence of the diploma and diploma supplement upon applying during the first or second period of admission, the applicant shall submit them on 5 August at the latest, except if the applicant applies for a student place not financed from the state activity support in the current year; [effective as of 31 December 2017]
16.2. an identity document or a copy thereof; [effective as of 31 December 2017]
16.3. a document certifying the change of name of an applicant who has changed their name;
16.4. [repealed as of 31 December 2017]
16.5. an assessment of the Estonian ENIC/NARIC on the compliance of the qualification for access to doctoral studies in the case of an applicant who is a citizen of Estonia or has a long-term residence permit or a permanent residence permit of Estonia and who has obtained a master’s degree or an equivalent qualification in a foreign country; [effective as of 31 December 2017]
16.6. a diploma and diploma supplement of the first level of higher education in the case of an applicant who has obtained a master’s degree or an equivalent qualification in a foreign country; [effective as of 31 December 2017]
16.7. documents certifying compliance with the terms and conditions set in clause 2.4 of the rules, for an applicant for a student place not financed from the state activity support;
16.8. [repealed as of 31 December 2017]
16.9. a document certifying English or Russian language proficiency at B2 level in the case of an international student applicant. [effective as of 31 December 2017]

161. With the application, an applicant submits a doctoral thesis project and curriculum vitae. [effective as of 31 December 2017]

17. Documents are submitted in Estonian or English. Documents that are not in Estonian or English shall be accompanied by a notarised translation in Estonian or English.

18. In order to verify and specify the information shown on the application, the university has the right to use the study information system of the University of Tartu and Estonian Education Information System, make inquiries to educational institutions and submit documents certifying education to the Estonian ENIC/NARIC for the purpose of assessing the qualification.

19. If the information included in the application of an applicant is incomplete or the applicant fails to submit all the required documents by the date set by the rector, the university has the right to reject the application.

20. The application and copies and transcripts of documents submitted upon entering the university are not returned.

21. The application form and other necessary document forms are published at www.ut.ee/sisseastumine, document forms in English are published at www.ut.ee/admissions. [effective as of 31 December 2018]
III. Entrance examinations

22. Entrance examinations may consist in the preparation and submission or defence of a doctoral thesis project, participation in an entrance interview, taking an examination or preparation and submission of written papers.

23. The requirements for the content and organisation of entrance examinations for the following academic year are approved by the faculty council not later than on 31 December and they are published at www.ut.ee/sisseastumine and www.ut.ee/admissions according to the schedule established by the rector. [effective as of 31 December 2018]

24. The highest possible score at the entrance examination is 100 points.

25. The entrance examination is passed if the score of the entrance examination is at least 51 points.

26. If the admission requirement of a curriculum consists of several entrance examinations, the applicant is allowed to take the next examination only if they have passed the previous examination.

27. To take the entrance examination, an applicant must present an identity document.

28. The results of entrance examinations are published at www.sais.ee on the working day following the examination. If the entrance examination consists of the preparation and submission of a written paper, the examination results are published at www.sais.ee no later than the date of making the admission decision. [effective as of 31 December 2018]

29. An applicant has the right to examine the examination paper.

30. Entrance examination papers are not returned and are retained at least for one year.

31. The results of entrance examinations are only recognised in the period of admission in which the examination is taken. [effective as of 31 December 2016]

32. The chair of the admission committee has

32.1. the right to allow an applicant who failed to appear at the entrance examination with a good reason to take the examination at another date;

32.2. the obligation to remove the applicant from the entrance examination and/or not consider the applicant’s examination paper in the event of an academic fraud.

33. An applicant shall notify the admission committee of a good reason for failure to appear at the entrance examination or for failure to submit a written examination paper no later than on the date of the examination or the deadline for submission of the examination paper.

IV. Filling student places

34. The total number of student places financed from the state activity support by faculties is established by the rector and the number of student places by curricula, research projects or topics, within the limit of the total number of student places established by the rector, is established by the dean. The conditions of opening student places not financed from the state activity support and the number of these student places are established by the rector. [effective as of 31 December 2017]

35. Admission to student places financed from the state activity support takes place during the first and second period of admission. In order to fill the student places financed from the state activity support that have not been filled during the first and/or the second period of admission, the dean may announce admission also in the third and fourth period of admission. The dean may announce admission to fill student places not financed from the state activity support in all four periods of admission. In the first period of admission, the dean may announce admission to student places not financed from the state activity support for the current year. [effective as of 31 December 2016]

36. The university admits an applicant who complies with the requirements set in clause 2 and whose place in the ranking list is within the limits of the number of student places established
by the dean pursuant to clause 34 of the rules. A decision on the admission to the university enters into force if the applicant has obtained a master’s degree or an equivalent qualification within the period established in clause 2.1 of the rules. [effective as of 31 December 2016]

37. The admission requirements are not complied with by an applicant
   37.1. who has not passed the entrance examination pursuant to clause 25 of the rules if an entrance examination constitutes the admission requirement of a curriculum;
   37.2. whose score received upon complying with the admission requirements is below 66 points.

38. The university has the right to revoke the decision on the admission to the university if it appears that
   38.1. the level of education or qualification of an applicant does not provide access to doctoral studies;
   38.2. an applicant has submitted forged documents or false information or has committed academic fraud at an entrance examination; [effective as of 31 December 2017]
   38.3. an applicant has considerably violated generally accepted norms of conduct or academic practice. An admission decision is revoked by the steering admission committee on the proposal of vice rector for research. [effective as of 31 December 2017]

381. The university is not liable for any material or non-material damage arising from the revocation of an admission decision. [effective as of 31 December 2017]

39. [repealed as of 31 December 2016].

40. The university informs the admitted applicant of the decision on admission at www.sais.ee by the date established by the rector. A foreign applicant is informed of the decision on admission at www.estonia.dreamapply.com. [effective as of 31 December 2018]

41. An applicant who has been admitted is required to notify the university of taking up studies by the deadline established by the rector at www.sais.ee or www.estonia.dreamapply.com or by sending an application in a format that can be reproduced in writing to the office of academic affairs. Failure to notify by the prescribed time is considered a waiver of the student place and the vacant student place is filled with an applicant next in the ranking list. [effective as of 31 December 2018]

42. An applicant who is admitted to the university and who has notified that they take up studies is matriculated. An applicant admitted in the first and second period of admission is matriculated as of the beginning of the autumn semester. An applicant admitted in the third and fourth period of admission is matriculated as of the beginning of the spring semester at the latest. In case an applicant is admitted during the first admission period to a student place not financed from the state activity support for the current academic year, the applicant will be matriculated by the end of the spring semester at the latest. [effective as of 31 December 2016]

V. Disputing decisions regarding admissions

43. It is possible to dispute the result of the entrance examination by filing a written appeal to the vice rector for research on the working day following the publication of the examination result. The appeal is reviewed by the appeals committee formed by the vice rector for research, consisting of at least the chair of the admission committee and a member of the steering admission committee. The appellant is informed of the decision of the committee within three working days of filing the appeal. [effective as of 31 December 2017]

44. Other decisions and acts regarding admissions can be disputed by filing an appeal with the vice rector for research within seven days of the communicating the decision or making the act. The vice rector for research may forward the appeal for review by the steering admission committee who reviews the application in accordance with the procedure established by the rector. The applicant is informed of the decision within seven working days of filing the appeal. [effective as of 31 December 2017]
VI. Forming student places and committees

45. The rector establishes the number of student places financed from the state activity support by faculties for the next academic year and the conditions of opening student places not financed from the state activity support by 1 November at the latest. The rector has the right to establish the number of student places not financed from the state activity support in several parts. The dean establishes the number of student places financed from the state activity support by curricula and by research projects or topics. The dean announces admission to student places financed from state activity support, to student places not financed from state activity support and to student places that have not been filled, according to the schedule established by the rector and taking into consideration the provisions of clause 35 of these rules. [effective as of 31 December 2016]

46. [repealed as of 31 December 2016].

47. The vice rector for research, based on the proposals of the deans, forms by 15 January at the latest admission committees, whose task is to organise entrance examinations, calculate the average grade of the previous level of study of the applicants, re-assess the learning outcomes of applicants who have obtained higher education in a foreign country and assess compliance with the admission requirements of doctoral studies and make a decision on the admission of the applicant. [effective as of 31 December 2017]
   47.1. [repealed as of 31 December 2017]
   47.2. [repealed as of 31 December 2017]

48. The rector forms a steering admission committee of doctoral studies not later than on 15 January, whose task is to observe the compliance with the rules and adopt decisions in matters not regulated in these rules. [effective as of 31 December 2016]
# ADMISSION REQUIREMENTS

**1. Abbreviations:**
EE – entrance examination

**2. Curricula and admission requirements**

<table>
<thead>
<tr>
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<th>Admission requirement</th>
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<td>Media and Communication</td>
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## 2.4. FACULTY OF SCIENCE AND TECHNOLOGY

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| 2.4.4. | Geography | | |
| 2.4.5. | Geology | | |
| 2.4.6. | Computer Science | | |
| 2.4.7. | Chemistry | | |
| 2.4.8. | Environmental Technology | | |
| 2.4.9. | Mathematics | | |
| 2.4.10. | Mathematical Statistics | | |
| 2.4.11. | Materials Science | | |
| 2.4.12. | Molecular and Cell Biology | | |
| 2.4.13. | Molecular Engineering | | |
| 2.4.14. | Zoology and Hydrobiology | | |
| 2.4.15. | Engineering and Technology | | |
| 2.4.16. | Educational Science (Curriculum of Faculty of Social Sciences and Faculty of Science and Technology, see clause 2.2.2) | Doctoral thesis project and assessment of its feasibility – EE | 50 |
| | | Entrance interview – EE | 50 |