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, subsection 3 (2) of the Regulation no. 37 of the Minister of Education and Research “Types, size and general conditions of granting scholarships to students of higher educational institutions” of 16 August 2019, and clause 12 (2) 11) of the Statutes of the University of Tartu. [effective as of 2 September 2019]

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, performance stipend for doctoral students, and study and research scholarship (hereinafter together ‘stipend’) and need-based special allowances and doctoral allowances (hereinafter together ‘study allowance’). [effective as of 3 September 2018]

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 grant of the stipend for the autumn semester (September–January) is approved by 15 October and for the spring semester (February–June) by 15 March at the latest. [effective as of 1 September 2017]

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 following specialisation stipends:

   9.1. specialisation stipends financed from the IT Akadeemia (StudyITin.ee) programme for students of the following curricula: bachelor’s and master’s studies in computer science, master’s studies in software engineering;

   9.2. European Union-funded specialisation stipends for students of the following curricula:

      9.2.1. Group A curricula: master’s studies in computer engineering and robotics, professional higher education studies in information technology systems development, and bachelor’s and master’s studies in materials science;

      9.2.2. Group B curricula: bachelor’s studies in computer engineering, master's studies in biomedicine, bachelor's and master’s studies in physics, bachelor's studies in physics, chemistry and materials science, bachelor’s and master's studies in gene technology, bachelor’s and master's studies in computer science, bachelor’s studies in chemistry, master's studies in mathematics, master's studies in mathematical statistics, master's studies in mathematics and statistics, and master's studies in software engineering;

   9.3. state-financed specialisation stipends for students of teacher training curricula:

      9.3.1. Bachelor’s curricula: special education, educational science (sciences), educational science (math and sciences), teaching humanities and social subjects in basic school, humanities in multilingual school, languages and multilingualism in school, early years teacher, early years teacher in multilingual learning environment, teacher of vocational training, and teaching natural and exact sciences at lower secondary school;

      9.3.2. Master’s curricula: teacher of history and civics, teacher of Estonian language and literature, special education and speech therapy, secondary school science teacher, teacher of humanities in multilingual school, teacher of languages in a multilingual school, physical education and sport, early years educator, early years educator in multilingual learning environment, teacher of arts and technology, teacher of mathematics and informatics, teacher of several subjects in basic school, teacher of foreign languages, and teacher education;

      9.3.3. Integrated curricula of bachelor’s and master’s studies: primary school teacher, and primary school teacher in multilingual school;

      9.3.4. Master’s curricula of history, philosophy, theology, and theology and religious studies, if the student has selected the teacher training specialisation module in the curriculum;
9.4. The specialisation stipend funded by the Information Technology Foundation for Education (HITSA) for students of master’s curricula of teacher of mathematics and informatics, teacher of several subjects in basic school, and teacher education, if they have selected and started studies in the specialisation of teacher of informatics.

[Effective as of 2 September 2019]

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 of 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, which is 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. The specialisation stipend specified in clause 9.4 is granted by the vice dean for academic affairs of the Faculty of Science and Technology, who can establish a stipends committee to compile a ranking.

[Effective as of 3 September 2018]

12. The specialisation stipend is granted to up to 50 percent of students in the group A curricula and to up to 30 percent of students in the group B curricula specified in clause 9.2 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 to 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. Specialisation stipends specified in clause 9.4 are granted in the scope of the fund allocated in the agreement signed between the Information Technology Foundation for Education (HITSA) and the university. [Effective as of 3 September 2018]

13. The vice dean for academic affairs or the stipends 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; and the ranking list for the teacher of informatics specialisation stipend is drawn up across all curricula stated in clause 9.4. In the autumn semester, separate ranking lists are drawn up of students who applied and were matriculated to the university in the current academic year and those who were matriculated earlier. [Effective as of 3 September 2018]

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 admissions 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 (math and sciences), educational science (sciences), teaching natural and exact sciences at lower secondary school, 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 (specialisation of teacher of Estonian as a foreign language), teacher of Estonian language and literature in non-Estonian school, teacher of humanities in multilingual school (specialisations of Estonian as a second language in secondary school, Estonian as a second language in basic school and language immersion) and teacher of languages in a multilingual school (specialisation of Estonian as a second language). [effective as of 2 September 2019]

15. If multiple applicants have equal results in the ranking list drawn up on the basis of clause 14 of this regulation, preference is given to:
   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. Vice dean for academic affairs has the right not to grant a specialisation stipend to a student who has been granted another stipend, the purpose of which is similar to that of the specialisation stipend. [effective as of 1 September 2017]

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 specialisation stipend

20. The amount of the specialisation stipend is 240 euros per month for the bachelor’s curricula and 300 euros per month for the master’s curricula specified in clause 9.1, 160 euros per month for the curricula specified in clause 9.2 and 9.3, and 300 euros per month for the curricula specified in clause 9.4. [effective as of 3 September 2018]

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 day of each month, except for the specialisation stipend for September, which is paid on 25 October at the latest and the specialisation stipend for February, which is paid on 25 March at the latest. [effective as of 1 September 2017]

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. When a student is deleted from the matriculation register, the payment of the specialisation stipend is terminated. The last specialisation stipend is paid for the full month of study preceding the deletion of the student from the matriculation register. If a student is deleted from the matriculation register in connection with completing the curriculum, the specialisation stipend is also paid for the month of study of deletion from matriculation register. [effective as of 2 September 2019]

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 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 the 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 semester of study, the ranking list is drawn up based on the weighted average grade of all the study results throughout the entire period of study or, in the lack thereof, the weighted average grade of all the study results of the previous level of study. [effective as of 1 September 2017]
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 cumulatively 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 serve 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 day of the month of study, except for the achievement stipend for February which is paid on 25 March at the latest and the achievement stipend for September, which is paid on 25 October at the latest. [effective as of 1 September 2017]

37. If the student goes on academic leave, the payment of the achievement stipend is suspended 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 stipend was granted to the student, the payment of the stipend resumes after the end of the academic leave 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 who 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 is eligible to apply for the doctoral stipend if the student
   40.1. is 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. studies full time;
   40.3. is not on academic leave;
   40.4. is a first or second-year doctoral student;
   40.5. does not get similar type of support from other sources of financing. [effective as of 1 November 2018]

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 one 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, an 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 research 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 Ministry of Economic Affairs and Communications, whose task is to evaluate the compliance of the doctoral student’s doctoral thesis with the smart specialisation area. [effective as of 3 September 2018]

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 must 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 must 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 calendar month on the basis of the directive of the vice dean for academic affairs by the 10th day of each month, except for the doctoral stipend for September and October which is paid by 20 November. [effective as of 1 September 2017]

48. The payment of the doctoral stipend is terminated if the doctoral student receives a negative assessment at the progress review or fails to pass the progress review or the progress review reveals that the doctoral student no longer meets the requirements of the doctoral stipend. In this case the last doctoral stipend is paid for the calendar month preceding the progress review meeting. [effective as of 1 September 2017]

49. If the doctoral student goes on academic leave, the payment of the doctoral 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, the payment of the stipend resumes as of the month following the end date of the academic leave. [effective as of 1 September 2017]

491. The payment of the doctoral stipend is suspended during the period the doctoral student is studying abroad if such period is longer than 30 calendar days. [effective as of 1 November 2018]
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 full calendar month preceding the deletion from the matriculation register. If a doctoral student is deleted from the matriculation register in connection with completing the curriculum, the doctoral stipend is also paid for the calendar month 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 failure to pass the progress review, the last doctoral stipend is paid in accordance with clause 48. [effective as of 1 September 2017]

II.5. Performance stipend for doctoral students [effective as of 3 September 2018]

II.5.1. Granting of performance stipend for doctoral students [effective as of 3 September 2018]

501. The purpose of the performance stipend for doctoral students is to support the studies of doctoral students and motivate doctoral students to graduate within the standard period of study. [effective as of 3 September 2018]

502. A doctoral student is entitled to receive the performance stipend within 48 months in total, if the doctoral student

502.1. studies full time;
502.2. is not on academic leave;
502.3. has not exceeded the standard period of study of the curriculum, i.e. it is not the student’s extension year;
502.4. is a first-year doctoral student who has not had a progress review yet or has completed one hundred percent of the curriculum according to progress review results; [effective as of 3 September 2018]
502.5. does not perform such duties under an employment contract with the university that support the student’s studies; [effective as of 1 November 2018]
502.6. does not receive a doctoral stipend or a doctoral stipend paid under the Dora Plus activity. [effective as of 1 November 2018]

503. The rate of the performance stipend for doctoral students is established by the rector. [effective as of 3 September 2018]

504. In the first year, the performance stipend for doctoral students is granted from matriculation for the first six calendar months or until progress review, and after progress review, for the next six calendar months or until progress review. From the second year, the performance stipend is granted to the doctoral student after progress review for 12 calendar months or for a period during which the doctoral student meets the requirements specified in clause 502. [effective as of 1 November 2018]

505. The performance stipend for doctoral students is granted by the directive of the vice dean in charge of doctoral studies or of the head of the institute managing the doctoral curriculum on the proposal of the review committee. To comply with clause 502.5, if a doctoral student works for the university under an employment contract, the review committee takes into account the doctoral student’s supervisor’s and immediate superior’s evaluation whether the student’s duties support the studies of the doctoral student. [effective as of 2 September 2019]

II.5.2. Payment of performance stipend for doctoral students [effective as of 3 September 2018]

506. The university pays the performance stipend for doctoral students on the basis of the directive of the vice dean in charge of doctoral studies or of the head of the institute managing the doctoral curriculum by the 20th day of each calendar month for the current month. [effective as of 2 September 2019]

507. If the doctoral student goes on academic leave, the payment of the stipend is terminated as of the calendar month following the last day of studies. If a doctoral student who went on academic leave returns from academic leave in the same academic year in which the stipend was granted to
the student, the payment of the stipend resumes as of the calendar month following the end date of the academic leave. [effective as of 3 September 2018]

508. If the doctoral student receives a negative assessment at the progress review or fails to pass the progress review, payment of the stipend is terminated as of the calendar month following the progress review meeting. [effective as of 3 September 2018]

509. If the doctoral student is deleted from the matriculation register, the payment of the stipend is terminated as of the calendar month following the deletion from the matriculation register. If the doctoral student is deleted from the matriculation register due to a negative evaluation in the progress review or failure to pass the progress review, payment of the stipend is terminated in accordance with clause 508. [effective as of 3 September 2018]

II.6. Study and research stipend [effective as of 3 September 2018]

5010. The study and research stipend is a forward-looking support granted to a person for studies and research. A payment made for giving recognition or as remuneration for an activity, the result of which remains the property of the university or for which the university acquires rights to a work, or a payment for performance of an employment contract or contract for the supply of services, regardless of whether such a contract has been made in writing or orally, is not construed as a stipend. [effective as of 3 September 2018]

5011. The study and research stipend may be granted and paid from the state budget or other funds to support participation in the research and study process to a student, medical resident, external student, continuing education learner, Youth Academy student and participant in an international study and self-development programme. The stipend is granted and paid, taking into account the terms and conditions established by the financer, if available. [effective as of 3 September 2018]

5012. The basis for payment of the stipend is the directive of the rector, vice rector, dean, vice dean for academic affairs, head of institute, head of institution, or director of college. The directive is based on the financial account holder’s proposal, which is submitted to the rector, vice rector, dean, vice dean for academic affairs, head of institute, head of institution or director of college, and which includes the grounds for granting the stipend and a confirmation that the payment is not a remuneration for work or service. [effective as of 3 September 2018]

5013. The directive for granting the stipend includes the following:
   5013.1. recipient’s name, personal identification code and bank details;
   5013.2. financial account from which the stipend is paid;
   5013.3. the period of payment of the stipend and monthly amount or the amount of a one-time stipend.
 [effective as of 3 September 2018]

5014. The following stipends paid by the university are exempt from income tax:
   5014.1. stipends to learners or students, if they have been entered in the Estonian Education Information System as learners at the University of Tartu;
   5014.2. stipends to students in connection with their studies and research at the university;
   5014.3. targeted stipends which have been allocated to the university from the state budget for paying targeted stipends and for which the state budget can be clearly identified as the source of financing.
 [effective as of 3 September 2018]

5015. Stipends that do not meet the conditions described in clause 5014 are taxable pursuant to the requirements established in national legislation. [effective as of 3 September 2018]

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 5 1 (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 special allowance. [effective as of 1 September 2017]

III.1.2. Granting of 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 5 1 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 goes 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 for 12 calendar months to the doctoral students who meet the requirements provided in clause 60. Doctoral students matriculated during the spring semester are granted the doctoral allowance by 20 February for 12 calendar months. The doctoral allowance can be granted to an international doctoral student who has applied for a residence permit in Estonia starting from the month when the residence permit takes effect to the beginning of the next academic year or, if the international doctoral student was matriculated after the beginning of the academic year, for 12 calendar months from matriculation. [effective as of 1 September 2017]

65. A doctoral student who meets the requirements provided in clause 60 and who is on academic leave at the time of granting the doctoral allowance is granted the allowance from the calendar month following the end date of the academic leave until the beginning of the next academic year. [effective as of 1 September 2017]

III.2.2. Payment of doctoral allowance

66. The university pays the doctoral allowance for each calendar month on the basis of a directive by the vice dean for academic affairs by the 20th day of the calendar month and by 30 September for the month of September. [effective as of 1 September 2017]

67. The payment of the doctoral allowance to a doctoral student who goes on academic leave is terminated as of the calendar month 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. [effective as of 1 September 2017]

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 calendar month following the progress review meeting. [effective as of 1 September 2017]

69. If the doctoral student is deleted from the matriculation register, the payment of the doctoral allowance is terminated as of the calendar month 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, payment of the doctoral allowance is terminated in accordance with clause 68. [effective as of 1 September 2017]

III.2.3. Granting and payment of doctoral allowance and doctoral stipend in the framework of the Dora Plus activity
[effective as of 1 November 2018]

70. The university may grant a doctoral allowance and a doctoral stipend in the framework of the Dora Plus activity funded by the European Regional Development Fund and the Republic of Estonia to an international doctoral student who is studying full time in a student place not financed from the state activity support. The Dora Plus doctoral allowance and doctoral stipend are granted
to an international doctoral student by the directive of the vice dean for academic affairs. [effective as of 1 November 2018]

71. 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. [effective as of 1 November 2018]

72. Doctoral allowance and doctoral stipend are paid to Dora Plus international doctoral students when they have studied for an entire calendar month. The allowance and the stipend is paid on the last work day of the current calendar month. A person may be paid the doctoral allowance and the doctoral stipend in the framework of the Dora Plus activity over a maximum of 48 calendar months. [effective as of 1 November 2018]

73. The payment of the doctoral allowance and the doctoral stipend to a Dora Plus international doctoral student who goes on academic leave is terminated as of the calendar month preceding the last day of study. If a Dora Plus international doctoral student goes on academic leave and returns from the academic leave in the same academic year in which the doctoral allowance and the doctoral stipend were granted to the doctoral student, the payment of the doctoral allowance and the doctoral stipend resumes as of the month following the end date of the academic leave. [effective as of 1 November 2018]

731. The payment of the Dora Plus doctoral stipend is suspended during the period the doctoral student is studying abroad if such period is longer than 30 calendar days. [effective as of 1 November 2018]

74. 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, the payment of the doctoral allowance and the doctoral stipend is terminated. The last doctoral allowance and doctoral stipend is paid for the full calendar month preceding the progress review meeting. [effective as of 1 November 2018]

75. The payment of the doctoral allowance and the doctoral stipend to a Dora Plus international doctoral student is terminated as of the calendar month when the Dora Plus international doctoral student fails to meet the requirements of receiving the Dora Plus doctoral allowance. [effective as of 1 November 2018]

76. If a Dora Plus international doctoral student is deleted from the matriculation register, the payment of the doctoral allowance and the doctoral stipend is terminated. The last doctoral allowance and doctoral stipend is paid for the full calendar month preceding the deletion from matriculation register. If a Dora Plus international doctoral student is deleted from the matriculation register due to a negative evaluation in the progress review or failure to pass the progress review, the payment of the doctoral allowance and the doctoral stipend is terminated in accordance with clause 74. If a Dora Plus international doctoral student is deleted from the matriculation register in connection with completing the curriculum, the doctoral allowance and the doctoral stipend are also paid for the calendar month of deletion from the matriculation register. [effective as of 1 November 2018]

IV. Implementing provisions

77. The conditions and procedure for applying for, granting and payment of study allowances, adopted by the Senate Regulation no. 9 of 27 September 2013 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 in 2016, adopted by the Senate Regulation no. 26 of 18 December 2015 are hereby repealed.

78. The doctoral stipend and the Dora Plus doctoral stipend is paid until the end of the eligibility period of the supported activity, 31 December 2023. [effective as of 1 November 2018]
In addition to curricula specified in clause 9.2, the specialisation stipends financed by the European Union are also paid to students matriculated before the 2018/2019 academic year studying according to the group B bachelor’s curriculum of mathematics, mathematical statistics or geology and environmental technology or the master’s curriculum of chemistry. [effective as of 3 September 2018]

In the autumn semester of the 2018/2019 academic year, the doctoral student’s performance stipend is granted by 30 September 2018

1. for six months to doctoral students, who were matriculated as first-year students from 1 December 2017 to 3 September 2018;
2. for twelve months to doctoral students, who have completed 100% of the curriculum as of 2 September 2018, and who meet the requirements specified in clause 50.

The regulation takes effect on 29 August 2016.