

ANNEX
ESTABLISHED
Pursuant to Order No. 302
of the Vice-Rector for Academic Affairs
of 13 December 2016
AMENDED
by Order No. 216
of the Vice-Rector for Academic Affairs
of 22 December 2017
by Order No. 37
of the Vice-Rector for Academic Affairs
of 26 February 2021
by Order No. 24
of the Academic Affairs Manager
of 10 June 2021

Procedure for the Application, Granting and Payment of Tallinn University Scholarship Recognising Civic Participation

1. General provisions

- 1.1. The purpose of Tallinn University Scholarship Recognising Civic Participation (hereinafter *scholarship*) is to support and facilitate degree studies of students who have contributed to the development of civil society and/or the promotion of education through voluntary work.
- 1.2. The scholarship shall be financed from the resources of the central funds of the university scholarship fund.

2. Application for the scholarship

- 2.1. Tallinn University students on their first or second level of studies may apply for the scholarship provided they:
 - 2.1.1. are citizens of Estonia or residing in Estonia on the basis of a long-term or temporary residence permit or permanent or temporary right of residence, or staying in Estonia on the basis of a visa, or visa-free in the cases where a treaty for visa-free travel has been established or in the case of waiver of the visa requirements and have applied for temporary residence permit for studies;
 - 2.1.2. have performed voluntary work within the last three years or have contributed to the development of civil society and continue with similar activities at the time of application;
 - 2.1.3. have not exceeded the nominal period of studies;
 - 2.1.4. they are full-time, or part-time students in case students to the study programme were admitted only to part-time studies; [Amended 26.02.2021]
 - 2.1.5. are not on academic leave at the time of submitting the application;
 - 2.1.6. are not offering/ have not offered services to TU Student Union on the basis of a contract under the law of obligations within the five years preceding the application;

2.1.7. have not received any Tallinn University scholarships recognising civic participation before.

2.2. Students shall have the right to apply for the scholarship once during the academic year. The application form (Annex 1) shall be submitted no later than 15 January to the Academic Affairs Office. It is not possible to submit the application after the deadline.

2.3. For the application of the scholarship, the application shall be accompanied by:

2.3.1. CV which shall include, among other data, an overview of the factual information (place, time, role) of contributing to the development of civil society and/or the promotion of education;

2.3.2. Letter of motivation in due form (Annex 2).

3. Granting the scholarship

3.1. For granting the scholarship, the member of the Rectorate managing academic affairs, appointed by the Rector, shall convene a committee. [Amended 10.06.2021]

3.2. The number of scholarships shall be established by the member of the Rectorate managing academic affairs, appointed by the Rector, for the period of one academic year, taking into account the resources of the central funds of the university scholarship fund. [Amended 10.06.2021]

3.3. A ranking list is compiled of the applicants who meet the requirements referred to in subsection 2.1. The ranking list shall be based on the information provided by the applicant pursuant to subsection 2.3., including previous and planned civic participation and the importance of it to the society. At their discretion and if necessary, the committee shall have the right to require additional explanations and documentation from the student as regards the statements and information presented in the application.

3.4. The scholarship shall be granted by the order of the member of the Rectorate managing academic affairs, appointed by the Rector, no later than 10 February. [Amended 10.06.2021]

3.5. The order of the member of the Rectorate managing academic affairs, appointed by the Rector, shall be sent to a member of the Executive Board of the Student Union, to the Academic Affairs Office and the Finance Office. [Amended 10.06.2021]

3.6. The Academic Affairs Office shall forward the decision of granting or not granting the scholarship to the applicant.

4. Payment of the Scholarship

4.1. The scholarship amount is € 500.

4.2. The scholarship shall be paid in one part on the basis of the order of the member of the Rectorate managing academic affairs, appointed by the Rector, within one calendar month as of the date of granting the scholarship. [Amended 10.06.2021]

4.3. The Finance Office shall transfer the scholarship on the basis of the order to the bank account indicated by the student on the application.

4.4. In the case where the scholarship is granted and/or paid to the student in error due to the fact that the student has presented false information when applying for the scholarship, the student shall have no right to the granted and/or paid scholarship. When the error is revealed, the student shall be obliged to return the unduly paid scholarship to the university on the basis of the claim filed by the university.

5. Procedure for Contesting Decisions

5.1. Decisions concerning the application, grant and payment of the scholarship may be contested pursuant to the procedure established in section 33 of Tallinn University Study Regulations.

Application for Tallinn University Scholarship Recognising Civic Participation

I would like to apply for a scholarship recognising civic participation

First name:	
Last name:	
Personal Identification code:	
E- mail:	
Bank account number:	EE
Unit:	
Level:	
I confirm that I am a full-time student	<input type="checkbox"/> Yes <input type="checkbox"/> No
I confirm that I am not currently on academic leave	<input type="checkbox"/> Yes <input type="checkbox"/> No
I confirm that I am not offering/ have not offered services to TU Student Union on the basis of a contract under the law of obligations within the five years preceding the application	<input type="checkbox"/> Yes <input type="checkbox"/> No
I confirm that I have not received any Tallinn University scholarships recognising civic participation before	<input type="checkbox"/> Yes <input type="checkbox"/> No

The application is accompanied by:

- CV
 Letter of motivation

I hereby confirm the accuracy of the information contained in this application

.....
signature and date

LETTER OF MOTIVATION
to Apply for Tallinn University Scholarship Recognising Civic Participation

The letter of motivation should be no longer than 500 words. The contents must be based on the following:

- 1) Overview of the activities performed within the last three years which have helped you contribute to the development of civil society and/or the promotion of education.
- 2) How do you define civic participation?
- 3) How do you plan to contribute to the society and/or the development of civil society in the future?