

ANNEX  
ESTABLISHED  
pursuant to Order No. 151 of the Vice-Rector for Academic Affairs  
of 12 September 2017  
AMENDED  
by Order No. 25 of the Vice-Rector for Academic Affairs  
of 29 January 2018  
by Order No. 157 of the Vice-Rector for Academic Affairs  
of 31 August 2018  
by Order no 22 of the Academic Affairs Manager  
of 09 June 2021  
by Order no 31 of the Academic Affairs Manager  
of 22 March 2022  
by Order no 106 of The Academic Affairs Manager  
of 15 August 2022

## **Requirements and Procedure for the Application, Granting and Payment of Study Allowances**

### **1. Types of study allowances**

1.1. Doctoral allowance – monetary allowance granted to a person in Doctoral studies pursuant to requirements established in Study Allowances and Study Loans Act to enable commitment to Doctoral studies and research and to cover the expenses related to the acquisition of education.

1.2. Need-based special allowance – monetary allowance granted to students, with the exception of Doctoral students, pursuant to requirements established in Study Allowances and Study Loans Act and on the basis of the student’s economic situation, to cover expenses related to the acquisition of education if the student’s application for a need-based study allowance has not been approved.

### **2. Requirements for receiving study allowances**

2.1. Students shall be entitled to apply for a study allowance during the years that correspond to the number of academic years of the nominal study period as required by the study programme.

2.2. Students shall not be entitled to receive a study allowance at the same time they receive a study allowance from the government of a foreign country, an international or inter-governmental organisation or from a representative of a co-operation programme.

2.3. Students on academic leave shall not be entitled to receive a study allowance.

2.4. Students shall not be entitled to receive both, a need-based study allowance and a need-based special allowance, at the same time.

### **3. Application for Doctoral allowances**

3.1. Doctoral students shall be entitled to receive a Doctoral allowance starting from September for twelve calendar months or, if the nominal period of studies according to the study programme ends in the middle of the calendar year, for the respective number of months. Doctoral students shall be entitled to receive a Doctoral allowance during Doctoral studies for up to forty-eight (48) calendar months.

3.2. Doctoral students matriculated to the university shall be entitled to apply for a Doctoral

allowance provided they:

- 3.2.1. 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;
  - 3.2.2. are full-time or part-time Doctoral students in case they are not required to reimburse study costs;
  - 3.2.3. have not exceeded the nominal period of studies;
  - 3.2.4. have passed attestation pursuant to the requirements and procedure established by the university Senate or are first-year Doctoral students;
  - 3.2.5. have been matriculated before academic year 2022/2023.
- 3.3. Application for a Doctoral allowance shall be submitted by the Doctoral student in the Study Information System no later than 15 September.
- 3.4. Doctoral students whose application for the legal basis of residing in Estonia is approved after the deadline referred to in clause 3.3. shall have the right to submit the application for the allowance in the Study Information System after the above-mentioned deadline, with the exception of Doctoral students who are on academic leave. Students shall have the right to submit the application until the end date (included) of the Spring semester, as indicated in the Academic Calendar.
- 3.5. Doctoral students who are on academic leave during the period of application for the allowance shall have the right to submit the application in the Study Information System after returning from academic leave until the end date (included) of the Spring semester, as indicated in the Academic Calendar.

#### **4. Application for need-based special allowances**

- 4.1. Students shall be entitled to apply for a need-based special allowance provided:
- 4.1.1. they 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;
  - 4.1.2. they are full-time students, and by the starting semester have cumulatively completed at least 75% of the study load subject to completion according to the study programme in the previous semesters or are full-time students in the first semester;
  - 4.1.3. they have applied for a need-based allowance and the application was not approved because the average monthly income calculated on the basis of section 5<sup>1</sup> of the Study Allowances and Student Loans Act exceeded the maximum average income calculated for the receipt of a need-based study allowance established annually by the State budget;
  - 4.1.4. the average monthly income of three months preceding the submission of a need-based study allowance application of the family members specified in subsection 2 of section 5<sup>1</sup> of the Study Allowances and Study Loans Act does not exceed the maximum average income calculated for the receipt of a need-based study allowance established annually by the State budget, especially if this income has decreased due to the student or the student's family member being registered as unemployed or declared to be incapacitated for work, or due to death of the student's family member earning the income, or birth of a child to the student or to the students' family member earning the income, or
  - 4.1.5. the student's economic situation has deteriorated due to failure to fulfil the claim for maintenance support ordered to be paid to the student or his/her child, and the enforcement procedure regarding the support claim has been initiated within twelve (12) calendar months prior to application for need-based study allowance, or
  - 4.1.6. the student is a citizen of Ukraine whose economic situation has deteriorated due to the military crisis in Ukraine. [Entry into force 22.03.2022]
- 4.2. Students shall have the right to apply for a need-based special allowance twice during the academic year for the period of five study months – from September to January and from February to June. The allowance shall be paid starting from the month of application for the

allowance.

4.3. In order to apply for a need-based special allowance, students shall submit in the Study Information System an application together with the documents certifying compliance with the requirements set out in clause 4.1. The following documents shall be submitted:

4.3.1. a negative decision as regards the application for a need-based study allowance, which can be submitted to the university within five (5) business days as of the date the decision was announced;

4.3.2. extracted data from the Estonian Population Register regarding the family members specified in subsection 2 of section 5<sup>1</sup> of the Study Allowances and Study Loans Act;

4.3.3. documents from the Tax and Customs Board certifying the average monthly income of three months preceding the submission of the application for a need-based study allowance as regards the student and his/her family members specified in subsection 2 of section 5<sup>1</sup> of the Study Allowances and Study Loans Act;

4.3.4. documents verifying the decrease in the level of income (certificate of registration as unemployed and/or incapacitation for work, or any other documents listed on the university webpage of need-based special allowances which verify compliance with the requirements set out in clauses 4.1.4. and 4.1.5.).

4.4. The university shall have the right to check the accuracy of the documents and information submitted for granting a need-based special allowance, or to present the documents and information to competent authorities and persons for verification.

## **5. Granting Doctoral allowances**

5.1. The list of Doctoral students' funding sources for the current academic year from which Doctoral allowances are to be paid to Doctoral students (hereinafter *funding source*) shall be forwarded by academic units to an employee of the Research Administration Office by 10 September, accompanied by a confirmation from the controller of the funding source for the payment of the Doctoral allowance.

5.1.1. The list of funding sources shall be created across all the funding sources and Doctoral students entitled to receive a Doctoral allowance (irrespective of whether their studies have been suspended or not).

5.1.2. The controller of the funding source shall confirm the right to pay Doctoral allowances from the funding source to the Doctoral students who are entitled to receive the Doctoral allowance pursuant to the motion submitted by an academic unit or Research Administration Office. The right to pay Doctoral allowances shall be confirmed for the current academic year until the end of the payment period referred to in the decision for granting the Doctoral allowance.

5.2. The employee of the Research Administration Office shall enter the data based on the list received from the academic units into the Study Information System no later than 15 September.

5.3. Doctoral students who have submitted an appropriate application and meet the requirements for receiving the Doctoral allowance shall be granted the allowance by the order of the member of the Rectorate responsible for Doctoral studies, appointed by the Rector, no later than 20 September. [Amended 09.06.2021]

5.4. Doctoral students who have submitted the application based on clause 3.4. or 3.5. and meet the requirements for receiving the Doctoral allowance shall be granted the allowance by the order of the member of the Rectorate responsible for Doctoral studies, appointed by the Rector, within ten (10) business days as of submitting the application. [Amended 09.06.2021]

5.4.1. Doctoral allowance applied for on the basis of clause 3.4. shall be granted from the calendar month the student received legal basis for residing in Estonia until the beginning of the next academic year or, if the nominal period of studies according to the study programme

ends in the middle of the calendar year, for the respective number of study months.

5.4.2. Doctoral allowance applied for on the basis of clause 3.5. shall be granted from the calendar month following the end of the academic leave until the beginning of the next academic year or, if the nominal period of studies according to the study programme ends in the middle of the calendar year, for the respective number of study months.

5.5. The Academic Affairs Office shall forward orders for granting Doctoral allowances to the Research Administration Office, to the Finance Office and the controller of the funding source.

## **6. Granting need-based special allowances**

6.1. Need-based special allowances shall be granted by the member of the Rectorate managing academic affairs, appointed by the Rector. [Amended 09.06.2021]

6.2. The number of need-based special allowances depends on the volume of the special allowances fund allocated to the university for the academic year.

6.3. The member of the Rectorate managing academic affairs, appointed by the Rector, shall grant the need-based special allowance to an applicant whose average per family member monthly income of three months preceding the submission of the application for a need-based study allowance does not exceed the maximum average income calculated for the receipt of a need-based study allowance established annually by the State budget and on the basis of section 5<sup>1</sup> of the Study Allowances and Student Loans Act. [Amended 09.06.2021]

6.4. In the case where the number of applicants who meet the requirements for granting the allowance is bigger than the available resources in the special allowances fund, preference shall be given to an applicant whose average income, as based on section 5<sup>1</sup> of the Study Allowances and Student Loans Act, is smaller.

6.5. Applications for need-based special allowances shall be processed by Academic Affairs Office where the responsible person shall be obliged to:

6.5.1. check the compliance of the application with the requirements, including the existence of a negative decision as regards a need-based allowance in the Estonian Education Information System (EHIS);

6.5.2. check whether the applicant has been granted a need-based special allowance from another educational establishment;

6.5.3. update the information regarding the grant of need-based special allowances in EHIS;

6.5.4. inform the applicant of the decision of granting or not granting the allowance;

6.5.5. forward the order for the grant of allowance to the Finance Office for payments.

## **7. Payment of Doctoral allowances**

7.1. The Finance Office shall pay Doctoral allowances on the basis of the order for granting the Doctoral allowance and confirmation from the controller of the funding source referred to in clause 5.1.2 every calendar month for the current month, with the exception of allowances granted on the basis of clause 5.4.1, in which case the allowance for the month the scholarship was granted shall be paid no later than the following month.

7.2. Part-time Doctoral students shall receive a Doctoral allowance which equals to 50% of the amount of the Doctoral allowance established by the state budget.

7.3. Payment of Doctoral allowances to Doctoral students who are on academic leave shall be terminated on the basis of an order of the member of the Rectorate responsible for Doctoral studies, appointed by the Rector. In case the Doctoral student takes academic leave after the 25<sup>th</sup> day of the current month, the last allowance shall be paid during the same calendar month. In case the student takes academic leave before the 25<sup>th</sup> day of the month, the last allowance shall be the allowance paid during the previous calendar month. If the Doctoral student on academic leave returns from academic leave within the academic year he/she was granted the

Doctoral allowance, the payment of the allowance shall be resumed as of the calendar month following the month the academic leave ended. [Amended 09.06.2021]

7.4. The basis for resuming the payment of the Doctoral allowance shall be the order of the member of the Rectorate responsible for Doctoral studies, appointed by the Rector, and confirmation from the controller of the funding source referred to in clause 5.1.2. [Amended 09.06.2021]

7.5. Prior to approval of the application of the Doctoral student, the academic unit shall inform the Academic Affairs Office within one (1) business day of the application for academic leave by submitting a relevant motion.

7.6. In case of deletion from the Matriculation Register of Doctoral students, payment of the Doctoral allowance shall be terminated on the basis of the order of the member of the Rectorate responsible for Doctoral studies, appointed by the Rector. If the Doctoral student is deleted from the Matriculation Register after the 25<sup>th</sup> day of the current month, the last payment of the allowance shall be made during the same calendar month. If the Doctoral student is deleted from the Matriculation Register before the 25<sup>th</sup> day of the month, the last allowance shall be the allowance paid during the previous calendar month. [Amended 09.06.2021]

7.7. In case the Doctoral student does not meet the requirements for receiving the allowance (including negative attestation), the payment of the allowance shall be terminated on the basis of an order of the member of the Rectorate responsible for Doctoral studies, appointed by the Rector, except when the nominal period of studies has ended. If the basis for non-compliance with the requirements occurred after the 25<sup>th</sup> day of the current month, the last payment of the allowance shall be made during the same calendar month. If the basis for non-compliance with the requirements occurred before the 25<sup>th</sup> day of the month, the last allowance shall be the allowance paid during the previous calendar month. [Amended 09.06.2021]

7.8. If it becomes evident that a Doctoral student did not meet the requirements for receiving the study allowance and was aware or should have been aware of this, the university shall terminate payment of the study allowance to the Doctoral student immediately and the Doctoral student shall lose the right to apply for and be granted study allowances during the academic year in which the payment of the allowance was terminated and during the following academic year. The university shall have the right to reclaim the unduly paid study allowance from the Doctoral student.

7.9. In the case where the allowance is granted and/or paid to the Doctoral student in error on the part of the university, the university shall have the right to terminate the payment of the allowance when the error is revealed. The person responsible for granting allowances shall inform the Doctoral student of the error in writing. Allowances that have already been paid out shall not be reclaimed.

7.10. The Academic Affairs Office shall forward orders for terminating and resuming the payment of allowances to the Finance Office and the Research Administration Office on an ongoing basis.

## **8. Payment of need-based special allowances**

8.1. The Finance Office shall pay need-based special allowances every study month for the current calendar month, with the exception of the following cases:

8.1.1. allowances applied for after 21<sup>st</sup> day of the month and paid during the month following the application;

8.1.2. allowances for September, paid in October, and allowances for February, paid in March.

8.2. Payment of the study allowance to a student who is on academic leave shall be terminated as of the study month following the beginning of the academic leave by the order of member of the Rectorate managing academic affairs, appointed by the Rector. [Amended 09.06.2021]

8.3. Prior to approval of the application for academic leave, the academic unit shall inform the Academic Affairs Office within one business day of the application for academic leave.

8.4. In case of deletion from the Matriculation Register, payment of the need-based special allowance shall be terminated. If the student is deleted from the Matriculation Register after the 25<sup>th</sup> day of the current month, the last payment of the allowance shall be made during the same calendar month. If the student is deleted from the Matriculation Register before the 25<sup>th</sup> day of the current month, the last allowance shall be the allowance paid during the previous calendar month.

8.5. If it becomes evident that a student did not meet the requirements for receiving the study allowance and was aware or should have been aware of this, the university shall terminate payment of the study allowance to the student immediately and the student shall lose the right to apply for and be granted study allowances during the academic year in which the payment of the study allowance was terminated and during the following academic year. The university shall have the right to reclaim the unduly paid study allowance from the student and grant it to another student on the basis of the ranking list based on study results.

8.6. In the case where the allowance is granted and/or paid to the student in error on the part of the university, the university shall have the right to terminate the payment of the study allowance when the error is revealed. The person responsible for granting allowances shall inform the student of the error in writing. Allowances that have already been paid out shall not be reclaimed

8.7. The Academic Affairs Office shall forward the order for terminating the payment allowances to the Finance Office.

## **9. Procedure for contesting decisions**

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