

CONSOLIDATED TEXT
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Tallinn University Requirements and Procedure for the Admission to Degree Studies

The Regulation shall be established pursuant to Subsection 1 of Section 13 of Higher Education Act, Clause 2 of Subsection 2 of Section 9 of TLU Statutes, and Subsection 2 of Section 3 of TLU Study Regulations.

Chapter 1 General Provisions

§ 1. Scope of application of the Procedure

(1) The Procedure regulates admission to Tallinn University (hereinafter *the University*) study programmes of professional higher education, Bachelor's studies, Bachelor's and Master's integrated study programmes (hereinafter *the first level of higher education*), Master's studies (hereinafter *the second level of higher education*) and Doctoral studies (hereinafter *the third level of higher education*).

(2) The Procedure shall be applied to all persons applying to degree studies at the University, i.e. student candidates. An international student candidate is a student candidate who does not have Estonian citizenship, long-term residence permit or the right of permanent residence.

§ 2. General principles of admission

(1) Admission to the first and second level of higher education shall be organised once a year by way of public competition; under justified circumstances, twice a year. Admission to the third level of higher education can be organised more than once a year. The University may fill the student place on the third level of higher education without announcing public competition in case, within the framework of studies, the person starts work outside the University and has concluded a contract for completing the study and research plan; or in case the person has been admitted to University under an international cooperation agreement. [Amended 04.04.2022]

(2) The admission periods and schedule shall be established by the member of the Rectorate managing academic affairs, appointed by the Rector, in the Academic Calendar. [Amended 15.11.2021]

(3) The University Senate shall establish the list of courses open for the academic year (with the exception of Clause 4 of Subsection 5 of this Section), which shall contain the title of the study programmes, titles and requirements of the competition, admission requirements,

admission threshold, number of student places, if relevant, and the admission period. [Amended 23.11.2020]

(4) One or more competitions shall be announced for each study programme during the admission period, depending on the form, place of studies, the specificity of the study programme or the specificity of research related to the student place. An additional competition can be announced for a study programme in case the student places have not been filled in the expected amount during the initial competition. [Amended 04.04.2022]

(5) Competitions for the study programme shall be announced:

1) on the first and second level of higher education, by the Senate no later than 30 days prior to the relevant admission period;

2) on the third level of higher education, by the Senate for student places financed from the state activity support no later than 30 days prior to the relevant admission period;

3) on the third level of higher education, by the Senate for student places financed by the University no later than two weeks prior to the relevant admission period;

4) on the third level of higher education, by the Vice-Rector responsible for Doctoral studies, appointed by the Rector, for target financed student places no later than two weeks prior to the relevant admission period;

5) in case of additional competitions announced for study programmes referred to in Clauses 1–4 of this Section, no later than two weeks prior to their beginning. [Entry into force 23.11.2020]

(6) Application is organised through online admission information systems www.sais.ee (hereinafter *SAIS*) and www.estonia.dreamapply.com (hereinafter *DreamApply*).

(7) Compliance with the admission requirements shall be calculated in points. The maximum score is 100. If the admission exams or parts thereof consist of several parts, each part shall be assigned a portion from the maximum admission result.

(8) Admission threshold is the minimum score of admission results, the completion of which shall be the prerequisite for admission to the University.

(9) The University shall have the right to terminate the admission procedure of a student candidate or cancel the decision as regards admission to the University. The decision concerning the termination of the admission procedure shall be made by the member of the Rectorate managing academic affairs, appointed by the Rector, on the proposal of the academic unit or of the admission specialist of the University. The cancellation of the decision as regards admission to the University shall be decided by the Admission Committee on the proposal of the academic unit or of the admission specialist of the University. The procedure can be terminated or the acceptance decision cancelled if [Amended 15.11.2021]:

1) it is detected that the student candidate has committed an essentially indecent act during the admission procedure (including the admission exam). The concept of an essentially indecent act shall be based on Subsections 8 and 9 of Section 30 of TU Study Regulations; [Entry into force 23.11.2020]

2) there is reason to believe that the international student candidate's purpose to come to Estonia is not related to studies at the university and/or the candidate lacks sufficient means of subsistence and/or the candidate may pose a risk to public safety, state security, international relations or public health. [Entry into force 23.11.2020]

3) it is found that the level of education or qualification of the student candidate does not enable access to the desired level of higher education. [Entry into force 15.11.2021]

4) it is found that the student candidate who applies for a study programme that presupposes contact with children does not meet the requirements established in the Child Protection Act. [Amended 21.11.2022]

(9¹) The University shall not be held responsible for any possible material and non-material damage arising from the cancellation of the acceptance decision. [Entry into force 15.11.2021]

(10) Issues related to admission not regulated by this Procedure shall be resolved by the Admission Committee represented by delegates from all academic units and the Student Union, headed by the member of the Rectorate managing academic affairs, appointed by the Rector. The Rector shall approve the membership of the Admission Committee. [Amended 15.11.2021]

Chapter 2

Admission requirements

§ 3. Requirements for the admission to study programmes on the first level of higher education

(1) Persons who have been granted a certificate of upper secondary education or a corresponding qualification and who meet the study programme specific requirements for commencing studies may apply for admission to the first level of higher education. Persons who have finished an International Baccalaureate Organization (IBO) School may apply in case they have graduated with a diploma which includes a note “Diploma Awarded” [Amended 20.11.2023].

(1¹) The University shall have the right not to admit international student candidates who are minors at the time of matriculation. [Entry into force 23.11.2020]

(2) Admission is threshold-based and/or is based on a ranking list or special conditions.

(3) Admission results shall be based on the results of admission exams, i.e. state exams and/or speciality-specific admission exams.

(4) In order to apply, the minimum result of the state exam required for admission shall be no less than 40 points, with the exception of the result of the state exam of Estonian as a second language, which shall be no less than 50 points. [Amended 21.11.2022]

(5) Persons who have graduated with a diploma from a European School or an IBO School shall apply 100% with the speciality-specific admission exam result. [Amended 23.11.2020]

(6) A C1 level exam of Estonian (as a second language) may be used when applying under the conditions established in Annex 2 of this document.

(7) Admission results of student applicants who have not taken state exams required for admission are set at 100% from the speciality-specific admission exam result when applying. This requirement shall not be applied for those student candidates who graduated from upper secondary school in 2020 or 2021 and decided not to take state exams. [Amended 21.11.2022]

(8) The University shall have the right to refuse admission to student candidates for study programmes on the first level of higher education if the results of their education acquired in a foreign country on the previous level make up less than 60% of the required maximum volume.

(9) Under special conditions, student candidates shall be admitted to the study programmes on the first level of higher education with Estonian as the language of instruction without admission exams (except for the study programmes of Integrated Arts, Music and Multimedia, Choreography, Film Art, Physical Education, Recreation Management and Psychology), provided that they:

1) have received at least 90 points in the state exam of the Estonian or Estonian as a second language; have received at least 74 points in the state mathematics exam (passed prior to 2014) or have received at least 74 points in the extensive mathematics exam from the year 2014 onwards, at least 90 points in the narrow mathematics exam from the year 2014 onwards. Persons who have not passed a state mathematics exam cannot apply under special conditions to study programmes on the first level of higher education with Estonian as the

language of instruction, except in cases established in Clauses 2-5 of Subsection 1 of this Section;

2) have represented Estonia on upper secondary school level at international competitions (olympiads) under conditions established in Annex 1;

3) have participated in the final round of national competitions (olympiads) at the 11th or 12th grade level and achieved results as established in Annex 1;

4) being 11th or 12th grade students, have successfully participated in national competitions listed in Annex 1 and achieved results established accordingly;

5) apply with an IBO diploma and their total results in the final exams of the main subject are at least 19 points and at least 15 points in secondary subjects.

(10) Student candidates who have been awarded a gold medal upon graduation from an upper secondary school shall receive three additional competition points in applying to the study programmes on the first level of higher education with Estonian as the language of instruction. The maximum result combined with the additional points shall be 100. [Amended 20.11.2023]

(11) Under special conditions, student candidates shall be admitted to the study programmes on the first level of higher education with Estonian as the language of instruction provided they have passed the admission threshold and their degree of disability has been determined “severe” or “profound” according to the “Social Benefits for Disabled Persons Act” (RT I 1999, 16, 273) and who, at the same time, have physical limitations, limitations in accessing information, and educational special needs due to mobility, visual or hearing impairment.

§ 4. Requirements for the admission to study programmes on the second level of higher education

(1) Persons who have been awarded a Bachelor’s degree or a corresponding qualification and who meet the study programme specific requirements for commencing studies may apply for admission to the second level of higher education.

(2) Student candidates whose prior education is not in compliance with the professional qualification referred to in requirements for commencing studies, established in the study programme, may apply for recognition of prior learning (hereinafter *RPL*) in order to fulfil the admission requirements pursuant to Section 23 of TU Study Regulations no later than one month prior to the period of submitting the admission application. [Amended 15.11.2021]

(3) Admission is threshold-based and/or is based on a ranking list or special conditions.

(4) Admission results shall be based on the results of speciality-specific admission exam result.

(5) The University shall have the right to refuse admission to student candidates for study programmes on the second level of higher education if the results of their education acquired in a foreign country on the previous level make up less than 60% of the required maximum volume.

(6) Under special conditions, student candidates shall be admitted to the study programmes on the second level of higher education with Estonian as the language of instruction provided they have passed the admission threshold and their degree of disability has been determined “severe” or “profound” according to the “Social Benefits for Disabled Persons Act” (RT I 1999, 16, 273) and who, at the same time, have physical limitations, limitations in accessing information, and educational special needs due to mobility, visual or hearing impairment.

§ 5. Requirements for the admission to study programmes on the third level of higher education

- (1) Persons who have been awarded a Master's degree or a corresponding qualification and who meet the study programme specific requirements for commencing studies may apply for admission to the third level of higher education.
- (2) Student candidates whose prior education is not in compliance with the professional qualification referred to in requirements for commencing studies, established in the study programme, may apply for recognition of prior learning (hereinafter *RPL*) in order to fulfil the admission requirements pursuant to Section 23 of TU Study Regulations no later than one month prior to the period of submitting the admission application. [Amended 15.11.2021]
- (3) Admission is based on the ranking list formed on the basis of competition results or across competitions, in accordance with the requirements established for creating student places. [Amended 04.04.2022]
- (4) Admission results shall be based on the results of speciality-specific admission exam results.
- (5) The University shall have the right to refuse admission to student candidates for study programmes on the third level of higher education if the results of their education acquired in a foreign country on the previous level make up less than 60% of the required maximum volume.

§ 6. Minimum requirements for the proficiency level of the language of instruction

- (1) The admission requirement of student candidates for study programmes with Estonian as the language of instruction shall be the proficiency of Estonian language that corresponds to at least B1 level of the Common European Framework of Reference for Languages provided that the language of instruction of the student candidate on previous finished level or stage of education was not Estonian.
- (2) The speciality-specific admission exam committee shall have the right to ask the person who is applying for a study programme with Estonian as the language of instruction and whose Estonian language proficiency maybe insufficient for studies to take an Estonian language proficiency test.
- (3) In order to achieve the learning outcomes, the admission requirement of student candidates for study programmes on the second level of higher education with Estonian as the language of instruction shall be the proficiency of a second language that corresponds to at least A2 level of the Common European Framework of Reference for Languages.
- (4) During admission to the second level of higher education the speciality-specific admission exam committee shall have the right to check the proficiency of the second language necessary for achieving the learning outcomes.
- (5) The admission requirement of student candidates for study programmes instructed in a foreign language shall be the proficiency of the language of instruction that corresponds to at least B2 level of the Common European Framework of Reference for Languages at the time of commencing studies.
- (6) Language requirements and the procedure for the verification thereof shall be established by member of the Rectorate managing academic affairs, appointed by the Rector. [Amended 15.11.2021]

Chapter 3 Admission procedure

§ 7. Submission of applications in SAIS

- (1) Applications shall be submitted in SAIS by:
 - 1) Estonian citizens;
 - 2) persons who do not have Estonian citizenship but are holders of a long-term residence permit or permanent right of residence;

- 3) persons who do not have Estonian citizenship applying for study programmes with Estonian as the language of instruction.
- (2) Applications and documents shall be received during the period announced in the Academic Calendar.
- (3) Student candidates may submit applications to no more than two competitions within one admission period. In case of additional competition, one application may be submitted to one competition. [Amended 21.11.2022]
- (4) Student candidates shall submit the following documents in SAIS in order to apply:
 - 1) application;
 - 2) other study programme specific documents established in the requirements for commencing studies;
 - 3) other study programme specific documents required for application;
 - 4) *Curriculum Vitae* and thesis research plan approved by an academic referee who has the qualification corresponding to Doctoral supervisor (to be submitted in the language in which the thesis is planned to be written) when applying for studies on the third level of higher education.
- (5) If the data is not available to the University from the databases, the student applicant shall submit the following documents electronically to the University: [Amended 15.11.2021]
 - 1) copy of an identification card or passport (international student candidates shall additionally submit a copy of the page containing the identification code); [Amended 15.11.2021]
 - 2) copy of the document verifying the change of name in case the student candidate has changed the name;
 - 3) copy of a document proving upper secondary education and copy of a transcript of records when applying for studies on the first level of higher education. Translation into Estonian or English of documents in a foreign language, certified by the notary or issuer; [Amended 15.11.2021]
 - 4) copy of a diploma of professional higher education, a diploma proving a Bachelor's degree or a diploma proving the corresponding level of education (if necessary, the RPL decision) and copy of an academic transcript when applying for studies on the second level of higher education; [Amended 15.11.2021]
 - 5) copy of a Master's level diploma or a diploma of corresponding qualification (if necessary, the RPL decision), copy of an academic transcript, *Curriculum Vitae* and thesis research plan approved by an academic referee who has the qualification corresponding to Doctoral supervisor (to be submitted in the language in which the thesis is planned to be written) when applying for studies on the third level of higher education. A candidate who has acquired previous education in a foreign country shall additionally submit diplomas and academic transcripts of the first level of higher education; [Amended 15.11.2021]
- (6) [Repealed 15.11.2021]
- (7) Student candidates applying under special conditions pursuant to Subsections 9-10 of Section 3 shall submit the relevant application together with the documents referred to in Clauses 1-3 of Subsection 8 of this Section as proof of special conditions to the Admission Committee either digitally in SAIS or in paper format to Narva mnt 25, Tallinn 10120. Student candidates applying under special conditions pursuant to Subsection 11 of Section 3 or Subsection 6 of Section 4 shall send the relevant application together with the document referred to in Clause 4 of Subsection 8 of this Section to the Admission Committee either digitally to vastuvott@tlu.ee or in paper format to Narva mnt 25, Tallinn 10120. [Amended 20.11.2023].
- (8) When applying for admission under special conditions, special conditions shall be

proved as follows: [Amended 23.11.2020]

1) participation in international competitions (olympiads) as a representative of Estonia when applying under the conditions of Clause 2 of Subsection 9 of Section 3 shall be checked by the University at the webpage of University of Tartu Youth Academy; [Amended 23.11.2020]

2) participation in national competitions (olympiads) as an 11th or 12th grade student when applying under the conditions of Clause 3 of Subsection 9 of Section 3 shall be checked by the University at the webpage of University of Tartu Youth Academy; [Amended 23.11.2020]

3) a student candidate shall submit a document as proof of achieving a place in national competitions (olympiads) as an 11th or 12th grade student when applying under the conditions of Clause 4 of Subsection 9 of Section 3. The confirmation of participation in the competition and reference to the webpage listing the results shall be added to the application in SAIS. [Amended 20.11.2023].

4) a student candidate shall submit a decision determining the disability when applying under the conditions of Subsection 11 of Section 3 or Subsection 6 of Section 4. The decision shall be sent digitally to the Admission Committee to vastuvõtt@tlu.ee. [Amended 23.11.2020]

(9) For the purpose of checking the application and the documents, the University shall have the right to use the TU Study Information System, Estonian Education Information System, database of International Baccalaureate Information System, make queries to educational and other institutions and send documents proving education for assessment of qualification to Estonian ENIC/NARIC Centre.

(10) Copies and/or notarised/certified copies and/or notarised/certified translations of submitted documents shall not be returned to the candidate.

§ 8. Submission of applications in DreamApply

(1) Applications shall be submitted in DreamApply by persons who do not have Estonian citizenship, long-term residence permit or the right of permanent residence applying for study programmes instructed in a foreign language.

(2) Applications and documents shall be received during the period announced in the Academic Calendar.

(3) Student candidates may submit applications to no more than two competitions within one admission period.

(4) International student candidates shall submit the following documents in www.estonia.dreamapply.com:

1) application;

2) copy of the identification card or of the passport page containing the identification code;

3) copy of the document verifying the change of name in case the international student candidate has changed the name;

4) copies of the documents certifying previous education required for applying;

5) copies of the documents certifying the fulfilment of study programme specific requirements for commencing studies, including of the document certifying the level of language proficiency required for applying;

6) other documents required in the study programme;

7) applicants with physical or psycho-social special needs applying for adjustments to be made to the speciality-specific admission exam in accordance with Subsection 13 of Section 9, shall submit a document proving their special need [Amended 20.11.2023];

8) additionally, *Curriculum Vitae* and thesis research plan approved by an academic

referee who has the qualification corresponding to Doctoral supervisor (to be submitted in the language in which the thesis is planned to be written) shall be submitted when applying for studies on the third level of higher education.

(5) Documents certifying previous education required for applying include:

1) a document proving upper secondary education and a transcript of records when applying for studies on the first level of higher education;

2) a document proving upper secondary education and a transcript of records, a diploma of professional higher education, a diploma proving a Bachelor's degree or a diploma proving the corresponding level of education and an academic transcript when applying for studies on the second level of higher education; [Amended 23.11.2020]

3) a document proving upper secondary education and a transcript of records, a diploma of professional higher education, a diploma proving a Bachelor's degree or a diploma proving the corresponding level of education and an academic transcript; a Master's level diploma or a diploma of corresponding qualification and academic transcript when applying for studies on the third level of higher education. [Amended 23.11.2020]

(6) When submitting documents, international student candidates shall consider country-specific requirements published on the website of Tallinn University in case the country-specific requirements apply to the country where the candidates have acquired their education.

(7) In case the diploma of previous level/stage of education and the transcript of records / academic transcript are missing, the international student candidate shall first submit a certificate with study results and, no later than on 1 July, the diploma and the transcript of records / academic transcript.

(8) The documents to be submitted shall be in Estonian or English. Documents which are not in Estonian or English shall be accompanied by an Estonian or English translation certified by the issuer, sworn translator or notary.

(9) International student candidates whose previous level or stage of education required for applying was acquired in a foreign country shall pay an application processing fee of €100 (including VAT) per person. Paying the application processing fee is a prerequisite for processing the documents and it shall be paid by the application deadline. The application processing fee is non-refundable.

(10) Documents submitted duly and by the deadline shall be processed by the international admission specialists of the Academic Affairs Office who shall assess the compliance of the submitted documents with the admission requirements of the University.

(11) International student candidates who have submitted their application and required documents by the deadline and have paid the application processing fee and whose documents have been assessed to comply with the admission requirements of the University shall be allowed to take the speciality-specific admission exam.

(12) The University shall have the right to request from international student candidates who have passed the admission exam to send in paper format originals or copies certified by the notary, officially or with an affidavit (with Apostille) of documents listed in Subsection 4 of this Section. An international student candidate who has been requested to send documents in paper format shall be obligated to submit the documents by the deadline. Failure to submit the documents by the deadline shall result in termination of the application procedure of the international student candidate. [Entry into force 23.11.2020]

(13) When sending documents, student candidates shall consider country-specific requirements published on the website of Tallinn University in case the country-specific requirements apply to the country where the candidates have acquired their education.

(14) For the purpose of checking the application and the documents, the University shall have the right to use the TU Study Information System, Estonian Education Information System, database of International Baccalaureate Information System, make queries to

educational and other institutions and send documents proving education for assessment of qualification to Estonian ENIC/NARIC Centre.

(15) Copies and/or notarised/certified copies and/or notarised/certified translations of submitted documents shall not be returned to the candidate.

§ 9. Speciality-specific admission exams

(1) The content and the organisation of speciality-specific admission exams shall be determined by the academic units, the description of the content shall be published on the website of Tallinn University no later than one month prior to the submission of applications. In case of additional competition, the description of the content of the exam shall be published no later than ten days prior to the submission of applications. [Amended 21.11.2022]

(2) The membership of the speciality-specific admission exam committee shall be approved by the head of the academic unit administering the study programme by his/her order. [Amended 23.11.2020]

(3) Speciality-specific admission exams take place according to the time schedule compiled on the basis of the proposals of the academic units. The time schedule shall be published on the website of Tallinn University no later 30 days prior to the period of submission of applications. Speciality-specific admission exams of student candidates applying for studies on the first and second level of higher education where the language of instruction is not Estonian shall take place at least once a month during the admission period, starting from the second month of the admission period. If the amount of international student candidates per one examination day exceeds the capability of the committee to test the candidates, the academic unit shall set a date for an additional exam during the week initially announced for the exam. [Amended 20.11.2023]

(4) Academic units shall have the right to organise preliminary admission, which enables the unit to conduct speciality-specific admission exams additionally at times other than the announced times of speciality-specific admission exams. The academic unit shall determine and publish the times of preliminary admission exams on the website of Tallinn University.

(5) The University shall be obliged to admit the candidates who have submitted the application during preliminary admission and have passed the admission threshold provided that the candidates submit the application during the period of submission of applications and fulfil other requirements established in requirements for the admission to the study programme.

(6) In order to sit for a speciality-specific admission exam, the student candidates shall present a personal identification document. In case of exams conducted via video bridge, the University shall, for the purpose of identifying the student, have the right to require the candidate to show the personal identification document and make a screenshot of the candidate together with the identification document, request the use of personal identification programs or record the exam. [Amended 15.11.2021]

(7) Speciality-specific admission exams shall include a written part.

(8) Speciality-specific admission exam may consist of several parts; the descriptions of its content and assessment, as well as the proportions of the total result of speciality-specific admission exam shall be published on the website of Tallinn University. The academic unit shall have the right not to allow the student candidate to take the next part of the exam in case the student candidate has failed to take the previous part of the exam or has received a negative result for it. [Amended 21.11.2022]

(9) For the assessment of speciality-specific admission exams or parts thereof, academic units may establish a minimum positive result. [Amended 20.11.2023]

1) [Repealed 20.11.2023];

- 2) [Repealed 20.11.2023];
- 3) [Repealed 20.11.2023].
- (10) The points received for each part of the admission exam shall be published to students in the admission information system. [Amended 21.11.2022]
- (11) Student candidates applying for Master's or Doctoral studies who have submitted a thesis research plan for speciality-specific admission exam shall have the right to receive concise feedback based on the assessment criteria by submitting a relevant application to the speciality-specific admission exam committee within three calendar days as of the day the admission exam results are published.
- (12) Student candidates shall have the right to see their exam paper by submitting a relevant application to vastuvott@tlu.ee (international student candidates - to admissions@tlu.ee). The University shall enable the students to see their exam paper within three calendar days as of the day the admission exam results or results of part of the exam are published. Exam papers shall not be returned to the candidates. The University shall have the right to allow the students to see the exam papers only at the University. [Amended 21.11.2022]
- (13) On justified occasions, candidates with physical or psycho-social special needs shall be entitled to adjustments to be able to pass speciality-specific admission exams where the absence of adjustments would, due to their special need, put the candidates at a disadvantage during the exam as compared to other candidates. In order to apply for adjustments to be made due to the candidates' special need, the candidates shall have to submit to the admission exam committee a written application accompanied by the document proving the special need no later than by deadline established in the Academic Calendar of Tallinn University for submitting applications.

§ 10. Filling the student places

- (1) Student places are filled according to the ranking list formed on the basis of admission results of the competition according to the number of student places or the number of people who have passed the threshold.
- (2) In case of equal admission results:
 - 1) for studies on the first level of higher education, the grade of speciality-specific admission exam shall be considered first; thereafter the result of the state exam selected by the academic unit; and the average grade of the certificate of general secondary education shall be considered last;
 - 2) for studies on the second and third level of higher education, the weighted average grade of studies completed on the previous level of education shall be considered.
- (3) Initially, up to 50% of the number of student places allocated to the study programme that exceed five student places are filled with the candidates applying under the special conditions provided in Clause 1 of Subsection 9 of Section 3. If the number of candidates exceeds the number of student places, additional student places shall be created.
- (4) The University shall have the right not to open studies on study programmes for which less student candidates have confirmed their intention to enrol than the minimum number of students to be admitted as established by the Senate. The University shall inform the student candidates who have been admitted of the decision in SAIS and in DreamApply. [Amended 20.11.2023]
- (5) The list of students admitted to studies on the first level of higher education shall be published in SAIS on the date provided in the Academic Calendar. The list of students admitted to studies on the second and third level of higher education and of those who participated in the additional competition shall be published immediately after the admission

results of the relevant competition have been entered into SAIS. [Amended 21.11.2022]

(6) As of the date of receiving the admission offer, student candidates are entitled to a period of three days to confirm their intention to enrol by marking the status of application in SAIS as “confirms enrolment”. If the student candidate has not entered the comment within the given time, he/she is considered to have declined the student place and a proposal for commencing studies is then made to the next candidate in the ranking list. The student candidate has three days to confirm the commencement of studies after receiving notice of a vacant student place. Fulfilling student places ends on the date provided in the Academic Calendar.

(7) Student candidates who have fulfilled the admission requirements and have submitted a signed study agreement by the deadline (except applicants to the third level of higher education who sign the agreement in accordance with the procedure established by the University) shall be matriculated to the University.

(8) International student candidates shall be informed on an on-going basis in DreamApply of the (conditional) acceptance decision after having fulfilled the admission requirements. Non-EU/EEA citizens shall be informed of the acceptance decision after payment of the first semester fee.

(9) The first semester fee shall be considered an advance payment and it is not refunded to persons who have not commenced studies but have acquired the right to enter the Republic of Estonia for the purpose of studies.

(10) International student candidates who have fulfilled the admission requirements and have arrived in Estonia by the deadline determined by the University, registered their arrival at the Academic Affairs Office and have signed the study agreement (except applicants to the third level of higher education who sign the agreement in accordance with the procedure established by the University) shall be matriculated to the University.

(11) On justified occasions, regarding international student candidates for the third level of higher education who have not commenced studies, the University shall have the right to:

1) at the beginning of academic year, matriculate the student candidate on the basis of valid acceptance decision until the end of academic movement during spring semester of the same academic year, as established in the Academic Calendar;

2) at the beginning of spring semester matriculate the student candidate on the basis of valid acceptance decision until the end of the same academic year;

(12) [Repealed 15.11.2021]

(13) [Repealed 15.11.2021]

§ 11. Contesting decisions related to admission

(1) The speciality-specific admission exam result and the result of a part of the exam may be contested by submitting a written contest to the member of the Rectorate managing academic affairs, appointed by the Rector, no later than within three working days after the publication of exam results. A committee formed by the member of the Rectorate managing academic affairs, appointed by the Rector, consisting of at least three members, and including no more than one member of the speciality-specific admission exam committee, shall review the contest. The committee shall make a justified proposal to the member of the Rectorate managing academic affairs, appointed by the Rector, as to the satisfaction or dismissal of the contest within three working days as of the submission of the appeal. The member of the Rectorate managing academic affairs, appointed by the Rector, shall make a decision while considering the committee’s proposal, and the person who has submitted the contest shall be informed of the decision within four working days as of the submission of the contest. [Amended 21.11.2022]

(2) Other admission-related decisions and proceedings may be contested by submitting a

contest to the member of the Rectorate managing academic affairs, appointed by the Rector, within three working days as of the publication date of the decision or the date of conduct of the proceedings. The member of the Rectorate managing academic affairs, appointed by the Rector, may forward the contest for reviewing to Admission Committee for a justified proposal as to the satisfaction or dismissal of the contest. The student candidate is informed of the decision of the member of the Rectorate managing academic affairs, appointed by the Rector, within three working days as of the submission of the contest. [Amended 21.11.2022]

(3) The student candidate shall add relevant documents to the contest and include the following in the contest: [Entry into force 23.11.2020]

1) the content of the decision or procedure being contested; [Entry into force 23.11.2020]

2) explanations of why the decision or procedure being contested violates the rights of the student candidate; [Entry into force 23.11.2020]

3) a clearly defined demand of the contesteer. [Entry into force 23.11.2020]

(4) All admission-related decisions can be contested in Tallinn Administrative Court within 30 days as of the day the decision was announced. [Amended 21.11.2022]

Chapter 4 Implementation provisions

§ 12. Repeal

Tallinn University Requirements and Procedure for the Admission to Degree Studies (established by TU Senate Regulation No. 16 of 25 November 2013) shall be repealed on 1 January 2020.

§ 13. Entry into force

The Regulation shall enter into force on 1 January 2020.

/digitally signed/

Tiit Land
Rector

/digitally signed/

Hille Erik
Academic Secretary

Competitions (olympiads) authorising the students to apply to the university under special conditions

Olympiad	Organiser	Accepted places	Period of validity
History	Estonian Association of History and Civics Teachers	1 st – 10 th place	10 years
Biology	The University of Tartu	1 st – 10 th place	10 years
Estonian as a mother tongue	The University of Tartu/Tallinn University	1 st – 10 th place	10 years
Estonian as a foreign language	The University of Tartu/Tallinn University	1 st – 10 th place	10 years
Philosophy	The University of Tartu	1 st – 10 th place	10 years
Physics	The University of Tartu	1 st – 10 th place	10 years
Geography	The University of Tartu	1 st – 10 th place	10 years
Informatics	The University of Tartu	1 st – 10 th place	10 years
English	The University of Tartu/Tallinn University	1 st – 10 th place	10 years
Chemistry	The University of Tartu	1 st – 10 th place	10 years
Literature	The University of Tartu	1 st – 10 th place	10 years
Linguistics	The University of Tartu	1 st – 10 th place	10 years
Economics	Junior Achievement Estonia	1 st – 10 th place	10 years
Mathematics	The University of Tartu	1 st – 10 th place	10 years
French	Tallinn University	1 st – 10 th place	10 years

Folk Poetry	The University of Tartu	1 st – 10 th place	10 years
German	The University of Tartu/Tallinn University	1 st – 10 th place	10 years
Finnish	The University of Tartu/Tallinn University	1 st – 10 th place	10 years
Religious Education	The University of Tartu and Estonian Association for Teachers of Religion	1 st – 10 th place	10 years
Russian as a mother tongue	The University of Tartu	1 st – 10 th place	10 years
Russian as a foreign language	Tallinn University	1 st – 10 th place	10 years
Civics	Estonian Association of History and Civics Teachers	1 st – 10 th place	10 years

Estonian competitions (1st – 6th place)

Competition	Organiser	Accepted places	Period of validity
Competition of historical research papers	Estonian Association of History and Civics Teachers	1 st – 6 th place	10 years
Estonian competition of student research papers	Estonian Research Agency (before the year 2012 SA Archimedes)	1 st – 3 rd place	10 years
Competition of environmental research papers	Tartu Environmental Education Centre	1 st – 3 rd place	10 years
Competition of the best Estonian Student Company	Junior Achievement Estonia	1 st place	10 years
Show “Rakett 69”	Estonian Public Broadcasting	1 st – 3 rd place	10 years

International competitions (olympiads)

Olympiad	Period of validity
International Physics Olympiad IPhO	10 years
International Chemistry Olympiad IChO	10 years

International Biology Olympiad IBO	10 years
International Mathematics Olympiad IMO	10 years
International Informatics Olympiad IOI	10 years
International Linguistics Olympiad ILO	10 years
International Philosophy Olympiad IPO	10 years
International Geography Olympiad IGEO	10 years
Baltic Chemistry Olympiad BChO	10 years
Baltic Informatics Olympiad BOI	10 years
Mathematics contest "The Baltic Way"	10 years
Baltic Geography Olympiad BGEO	10 years

Taking into account a candidate's result of a proficiency exam in Estonian (C1) when applying to the university

The total result received for a C1 level proficiency exam in Estonian that can be used in applying to the university shall range between 60 and 100 points and the result of any separate skill shall not be 0 points.

1) A candidate who has received 76 points or more for a C1 proficiency exam in Estonian shall be granted 90 points as a replacement result, which allows admission under special conditions (special conditions that are applicable to a candidate who has taken a state exam in Estonian as a second language - Subsection 6 of Section 3 of Tallinn University Requirements and Procedure for the Admission to Degree Studies).

2) The results of a proficiency exam in Estonian ranging between 60 and 75 points shall be converted as follows:

Result of C1 level proficiency exam in Estonian	Converted result if the state exam in Estonian as a second language is required at the competition
60	74
61	75
62	76
63	77
64	78
65	79
66	80
67	81
68	82
69	83
70	84
71	85
72	86
73	87
74	88
75	89