

## **ADMISSION RULES OF THE ESTONIAN ACADEMY OF MUSIC AND THEATRE**

### **General provisions**

1. This Regulation establishes the conditions and procedure for the admission of students to the Estonian Academy of Music and Theatre ("the Academy").
2. Regular admission to the Academy takes place once a year based on an open application procedure.
3. The Academy may announce additional admissions to specific curricula or main subjects.
4. The curricula and main subjects open for admission in a given year and the admission schedule shall be approved by the Academic Council by 30 November of the previous year.
5. The Rector shall appoint an Admissions Committee before the start of the admission period. The Committee shall consist of the Rector (chair), the Vice-Rector for Academic Affairs and Research (vice-chair), the head of the Registry and Student Affairs Department, the heads of academic departments, academic heads of main subjects and subject groups, and the Secretary for Admissions.
6. The Admissions Committee shall monitor compliance with these Rules, resolve any issues related to admission and approve the list of admitted students. Minutes shall be taken at the meetings of the Admissions Committee. The resolutions of the meetings shall be adopted by a simple majority vote provided that at least two thirds of the members of the Committee are present.
7. The Academic Council shall establish maximum admission limits for the curricula and main subjects, considering the quality of studies, the resources necessary for organising the studies and the requirements of the Estonian labour market. The study places shall be filled in accordance with the ranking of student applicants based on the admission requirements. The Admissions Committee may reallocate study places during admission in accordance with the conditions laid down by the Academic Council.
8. The Academy offers full-time and part-time studies. Depending on the curriculum, the studies are conducted in Estonian or English. Student applicants shall choose their study load for the first academic year during the admission procedure (except for curricula where only full-time study is available).
9. Part-time studies, studies in English-language curricula and repeat studies at a previously completed level of higher education are generally subject to a tuition fee. The Admissions Committee shall notify student candidates of the tuition rates and any special requirements applicable to certain main subjects as established by the Academic Council.
10. Admission to joint curricula shall be subject to conditions specified in respective cooperation agreements establishing a joint curriculum.
11. Admission to the Academy shall be announced in the national press and on the internet (<http://www.eamt.ee>, <http://www.lavakas.ee>). The Admissions Committee shall arrange for the publication of all information concerning admissions, including the schedule, the list of curricula

and main subjects, and the conditions of admission and examination requirements, on the website of the Academy.

### **Applying and required documents**

12. For admission to the Academy (matriculation), a student candidate shall:

- meet the general requirements for admission to higher education (have the required level of education);
- be sufficiently proficient in the study language;
- submit an application for admission and any other documents listed in these Rules on time and in the required format;
- pass the entrance examinations, meet the conditions of admission and hold an admission-ensuring place in the ranking.

13. The general requirements for applying for admission to higher education are:

- a person that has secondary education or equivalent qualifications has the right to apply for admission to bachelor's studies;
- a person that holds a bachelor's degree or equivalent qualifications has the right to apply for admission to master's studies;
- a person that holds a master's degree or equivalent qualifications has the right to apply for admission to doctoral studies.

14. A student candidate applying for admission to the Academy shall submit the following documents to the Admissions Committee through the SAIS admissions information system (for curricula taught in Estonian) or Dream Apply (for curricula taught in English):

- an appropriate application indicating the curriculum and main subject among other things;
- an electronic document photograph;
- a copy of the identity card or passport;
- if the applicant has had a name change, a copy of a document certifying the name change;
- a copy of a document certifying completion of the previous educational level accompanied by a certificate of grades or diploma supplement;
- any other documents or information specified in the admission requirements for the curriculum.

A student candidate who wishes to enter a study programme taught in Estonian and whose personal data is not on the national registers must submit the entrance documents on paper to the Admissions Committee in person.

15. A student candidate shall submit the original copies of the entrance documents as requested by the Admissions Committee. The Admissions Committee shall compare the copies against the original documents submitted to verify the accuracy of the copies.

16. A student candidate shall submit a notarised translation into Estonia or English in case of any documents, which are not in Estonian or English. The Admissions Committee shall decide on approving documents certifying education in foreign states; if necessary, the Committee shall base their decision on the assessment and recommendation of the ENIC/NARIC centre in Estonia.

17. A student candidate may submit an application while still in the process of acquiring the required qualifications if the acquisition of the qualifications can be expected before 21 September of the same year. Student candidates without the required level of education shall not be matriculated.

18. The minimum requirements of proficiency in the language of instruction for applicants that are non-native speakers of the language of instruction of the curriculum are as follows:

<b>Curriculum</b>	<b>Level of study</b>	<b>Language level</b>
Musical interpretation Composition and music technology Jazz and traditional music	Bachelor's studies	B1
Musical interpretation Composition and music technology Improvisational music Contemporary performance and composition Contemporary physical performance making	Master's studies	B2
Interpretation pedagogy Music pedagogy Musicology and music management	Bachelor's studies	B2
Interpretation pedagogy Music teacher training Musicology	Master's studies	C1
Dramatic art	Bachelor's studies	C1
Dramatic art Cultural management	Master's studies	C1
Music and dramatic art Musicology	Doctoral studies	C1

Details of the requirements and the options for certifying language proficiency are set out in Annex 1 to this Regulation.

19. A student candidate may apply for studies in up to two curricula or main subjects. Candidates that meet the admission requirements and achieve an admission-ensuring place in the ranking for both curricula or main subjects shall notify the Admissions Committee of their preference before the end of the admission period. Student candidates shall not be matriculated simultaneously in two main subjects.

20. After the expiry of the deadline for the submission of documents, the Admissions Committee shall prepare an overview of the applications submitted by the candidates. The Admissions Committee shall decide which student candidates may continue to apply.

21. The Admissions Committee may reject an application for admission and disqualify the applicant if the applicant: does not meet the general requirements for applying for admission to higher education and the requirements set out in clause 17 of this Regulation:

- has submitted incomplete or non-compliant admission documents;
- is a former student of the Academy that has been expelled (exmatriculated) from the Academy due to the expiry of the period of study, inappropriate conduct or failure to pay the tuition fee;
- is a former student of the Academy that has been exmatriculated from the Academy repeatedly for non-attendance or lack of academic progress ;
- has previously graduated from the Academy in the same main subject at the same level of higher education.

22. All candidates that have submitted an application shall be notified by the Admissions Committee through the admission information systems about the decision concerning their application.

23. Applications for matriculation outside the admission period may be accepted on the basis of the programme for recognition of prior learning and professional experience (VÕTA) if the student candidate has completed subjects in the relevant curriculum for at least 15 credit points and his or her competence in the subject meets the admission requirements. In such cases, the VÕTA Committee shall submit a proposal for the matriculation of the student candidate.

### **III Entrance examinations**

24. All student candidates, except for candidates applying for matriculation on the basis of VÕTA, shall pass an entrance examination in their main subject before they can be admitted to the Academy. The examination may consist of several rounds over several days.

25. Applicants for admission to the Estonian-language bachelor's study curricula of Musical Interpretation, Composition and Music Technology, Interpretation Pedagogy, Music Pedagogy or Musicology and Music Management are required to pass a mandatory test in music theory in addition to the admission examination in their main subject. Applicants for the master's study curricula of Instrumental and Vocal Pedagogy and Music Teacher Training are required to pass a professional aptitude test.

26. The Admissions Committee may exempt a student candidate from the entrance examination if his or her outstanding competence in the subject is demonstrated by other means (e.g. an award in a major professional competition).

27. Graduates of bachelor's studies in the Academy wishing to continue in master's studies in the same main subject the same year are exempted from the entrance examination if they have been graded at least "excellent" for their bachelor's examination and have a weighted grade point average of at least 4.

28. The requirements and assessment criteria for the entrance examinations shall be approved by the Academic Council and published on the Academy's website at least three months before the entrance examinations begin.

29. Entrance examinations shall be held during the admission period. A schedule of entrance examinations shall be drawn up by the start of the admission period and approved by the chair or vice-chair of the Admissions Committee. The schedule of entrance examinations shall be published on the website of the Academy.
30. The Academy shall offer consultations for the entrance examinations in all main subjects at the level of bachelor's studies. The schedule of consultations shall be published on the Academy's website.
31. Examination of student candidates for curricula taught in English may take place outside of Estonia or via electronic channels. In addition, candidates for English-language curricula may submit their main subject examination programme in the form of a recording (a video recording for performance subjects, sheet music with an audio or video recording for composition subjects). The recording shall be submitted at least 3 weeks before the approved date of the entrance examination. A candidate may be admitted to the Academy based on a recording only if the examination committee is convinced of its authenticity, the quality is sufficient for assessing the candidate and the performance clearly exceeds the admission threshold.
32. For every main subject, a committee consisting of at least two members shall be established to assess the entrance examinations of all student candidates for the subject at the given study level.
33. At the beginning of an entrance examination, the examination committee may require the student candidate to present an identity document.
34. If a student candidate is late to an examination, the examination committee may refuse the student candidate access to the examination.
35. The examination committee may remove a student candidate from an examination if the candidate violates the rules of the examination or behaves inappropriately.
36. Entrance examinations shall be graded on a scale of 0 to 10, using only whole numbers. A minimum of 5 points are required to meet the admission requirements (i.e. to achieve a positive result in the examination). Student candidates exempted from the entrance examination shall be credited with 10 points for their main subject examination.
37. The music theory test shall be graded on a scale of 0 to 5. A minimum of 1 point is required to meet the admission requirements. The points for the music theory test shall not be used in ranking the candidates.
38. A student candidate shall have only one attempt at passing the main subject examination during an admission period. The examination result shall only be valid for the given admission period.
39. Up to two attempts per admission period shall be allowed for the music theory test (including one attempt as a group examination) and the result of the last attempt shall be used. The result of a music theory test shall be valid for three years.
40. The examiners shall submit all evaluation sheets and written examination papers to the Secretary for Admissions after the examination. Examination papers shall not be returned to student candidates.

41. Student candidates shall be notified of the results of entrance examinations through the admissions information systems no later than three days after the end of the examination.

#### **IV Admission and matriculation**

42. At the end of the admission period, student candidates shall be ranked according to their examination results. Based on the ranking lists, the Admissions Committee shall nominate student candidates for matriculation.

43. As an exception, the chair or vice-chair of the Admissions Committee may nominate a student candidate for matriculation before the end of the admission period if the candidate has received 10 points in the main subject examination and meets all the admission requirements.

44. Where several candidates with equal scores are applying for the same study place, the Admissions Committee shall rank the candidates according to the following principles:

- the candidate that has not previously studied at the same level of higher education shall be preferred;
- the candidate with a higher grade point average in their previous level of education shall be preferred;
- for main subjects with a mandatory test in music theory, the candidate with the best result in the music theory test shall be preferred;
- for main subjects in music at the level of bachelor's studies, candidates that have graduated from a secondary music school are preferred.

45. Student candidates that have not submitted documents certifying the required level of education shall be nominated for matriculation on a conditional basis subject to the requirement to submit the missing documents by 21 August of the same year.

46. The Admissions Committee shall notify each student candidate about the decision taken on nominating them for matriculation within 3 working days of making the decision.

47. Student candidates shall be required to confirm their intention to enrol within 2 weeks of receiving the notice of nomination for matriculation. If a student candidate fails to confirm his or her intention to enrol, the study place shall be considered vacant and the next candidate in the ranking shall be invited to take the place.

48. The results of entrance examinations and other admission-related decisions can be challenged. When challenging entrance examination results, the appeal shall be submitted within 24 hours of the notification of the examination result; challenges against other admission-related decisions shall be submitted within 3 working days of the notification of the decision. The appeal shall be submitted to the chair of the Admissions Committee in writing. The appeal shall be discussed at a meeting of the Admissions Committee and answered in writing within 5 working days.

49. The following admission documents shall be preserved:

- the folder of general admission documents (the Rector's decrees concerning admission, the decisions and minutes of the meetings of the Admissions Committee, reports and correspondence);

- records of entrance examinations and personal folders of student candidates (submitted documents and examination papers).

The examination papers of students that were not admitted shall be preserved for 12 months.

50. After regular admission is completed, the Admissions Committee shall decide whether additional admission is needed, and if so, the period and procedure for the additional admission.

51. Admitted student candidates that have confirmed their intention to enrol shall be matriculated by a decree of the Rector as of the date of start of the academic year.

## **V Implementing provisions**

52. This Regulation shall enter into effect from the start of admissions in 2020.

53. As of 1 January 2020, the functions of the Academic Council shall be performed by the Senate.