

## **APPLICATION, AWARD AND PAYMENT PROCEDURES FOR SCHOLARSHIPS AND STUDY ALLOWANCES AT THE ESTONIAN ACADEMY OF MUSIC AND THEATRE**

### **I. General provisions**

1. This Regulation sets out the conditions and procedures for applying for, awarding and paying out result-based scholarships, teacher training scholarships, targeted scholarships, doctoral research scholarships, as well as needs-based special allowances and doctoral allowances at the Estonian Academy of Music and Theatre (hereinafter: the Academy).
2. The conditions and procedures for applying for, awarding and paying out result-based scholarships are established on the basis of Minister of Education and Research Regulation No 37 of 16 August 2019 “Types, amount and general conditions for awarding student scholarships”. The conditions and procedures for applying for, awarding and paying out teacher training speciality scholarships are established on the basis of Minister of Education and Research Regulation No 37 of 16 August 2019 “Types, amount and general conditions for awarding student scholarships”. The conditions and procedures for applying for, awarding and paying out needs-based special allowances and doctoral allowances are established on the basis of the Study Allowances and Study Loans Act.

### **II. Result-based scholarship**

3. The purpose of the result-based scholarship is to support and recognize bachelor’s and master’s students who are achieving excellent study results and fully completing the curriculum.
4. In order to receive a result-based scholarship, the student submits an application twice per academic year through the study information system by the deadlines specified in the academic calendar (in September and February).
5. The student is entitled to apply for a result-based scholarship if he or she meets the following conditions:
  - 5.1. he or she is an Estonian citizen or is staying in Estonia as a long-term resident or on the basis of a temporary residence permit or a permanent or temporary right of residence, or is staying in Estonia on the basis of a visa or visa-free, if an agreement for visa-free movement has been concluded with the foreign country or if the citizens of the foreign country are relieved of the visa requirement, and has submitted an application for a temporary residence permit for study;
  - 5.2. he or she is studying full-time and completing the curriculum in full (100%, cumulatively at least 30 credits per semester); the volume of the curriculum completed through previous studies and work experience is not considered as part of the volume of the completed curriculum when awarding the result-based scholarship;
  - 5.3. he or she is not on academic leave. The time spent on academic leave extends the scholarship’s award and payment period.
6. The student has the right to apply for a result-based scholarship from the second semester of his or her admission year during the standard period of the curriculum (five times at the BA level, three times at the MA level).
7. The number of result-based scholarships depends on the size of the scholarship fund within the operating subsidies allocated to the Academy from the state budget. The scholarship fund is

distributed proportionally among the academic departments in accordance with the number of students who meet the conditions specified in clauses 4 and 5 of this Regulation.

8. The amount of the result-based scholarship is 100 euros per month.

9. The decision to award a result-based scholarship is taken by the academic department council on the basis of the study results of the students who have applied for the scholarship, as submitted by the Registry and Student Affairs Department.

10. Study results are taken into account as of the end date of the semester. If the student was on academic leave in the semester preceding the award of the scholarship, the study results of the semester preceding the academic leave are taken into account.

11. The Registry and Student Affairs Department checks that all students who have submitted applications meet the requirements set out in clause 4 of these procedures and submits to the department councils the lists of eligible applicants by study level, subject and subject group together with a summary of each student's learning outcomes.

12. The academic department council follows the following principles when awarding result-based scholarships:

12.1. students of the same subject or subject group and the same level of study (in the Department of Drama, students of the same course) are primarily compared against each other; if possible, a scholarship is awarded to at least one bachelor's and one master's student in each subject or subject group;

12.2. the size of the subjects (the number of students who meet the conditions specified in clauses 4 and 5 of this Regulation) is taken into account when distributing scholarships between subjects and subject groups;

12.3. generally, the scholarship is awarded to the student with the higher weighted average grade in the previous study semester;

12.4. if an equal weighted average grade exists for the previous study semester, preference is given to the student with the higher weighted average grade for the entire study period;

12.5. by way of exception, preference may be given to a student with a lower weighted average grade who has been recognised for outstanding activity in his or her subject field;

12.6. if it is not possible to calculate the weighted average grade, preference is given to the most successful student in the subject field on the basis of an assessment by the subject's leading lecturer and the information submitted by the student themselves;

12.7. a student with existing academic debts is generally not awarded a scholarship.

13. Result-based scholarships are awarded twice per academic year for five academic months in the autumn semester (September to January) and the spring semester (February to June).

14. The department councils award the result-based scholarships for the autumn semester by 10 October at the latest and for the spring semester by 10 March at the latest. The list of scholarship recipients is formulated as a Rector's Directive.

15. Payment of the result-based scholarship is made for each academic month by the 25th day of the corresponding month, except for the September scholarship, which can be paid by 25 October, and the February scholarship, which can be paid by 25 March.

16. Payment of the result-based scholarship is suspended if the student goes on academic leave. In order to have payments of the result-based scholarship resumed after academic leave, the student must contact the Accounting Department.

17. As an exception, a result-based scholarship may be paid during academic leave to a student who wishes to continue participating in studies and who is:

17.1. a person with a moderate, severe or profound disability;

17.2. a parent or guardian of a child under the age of 3 or a child with a disability;

17.3. on academic leave in connection with the completion of conscription or alternative service.

The amount of the scholarship paid for the months spent on academic leave is determined on the basis of the volume of the curriculum completed during the semester of academic leave. The scholarship for months spent on academic leave is paid within one month after the end of the semester.

18. In the event of the student's dismissal, payment of the result-based scholarship is terminated from the academic month following the dismissal.

### **III. Teacher training speciality scholarship**

19. The purpose of teacher training speciality scholarships is to value teacher training, to recognise the teaching profession in Estonian society and thereby increase the number of candidates for teacher training subjects and those who acquire the teaching profession.

20. Master's students following the curriculum of Instrumental and Vocal Pedagogy have the right to apply for a teacher training speciality scholarship from the first semester of their admission year during the standard period of the curriculum, if the student:

20.1 is an Estonian citizen or is staying in Estonia as a long-term resident or on the basis of a temporary residence permit or a permanent or temporary right of residence;

20.2 is studying full-time;

20.3 is not on academic leave;

20.4 has completed the curriculum in full for the completed study time (at least 30 ECTS credits per semester);

20.5 has not received any negative study results in the semester preceding the application for the scholarship.

21. The student has the right to apply for a teacher training speciality scholarship twice per academic year by the deadlines specified in the academic calendar.

22. The amount of the teacher training speciality scholarship is 160 euros per month.

23. The scholarship is awarded twice per academic year: in the autumn semester (September to January) and the spring semester (February to June).

24. The decision to award a teacher training speciality scholarship is taken by the council of the department managing the Instrumental and Vocal Pedagogy curriculum.

25. The ranking of applicants is compiled on the basis of the applicant's weighted average grade across all study results (in the case of first-semester students, their entrance examination grade) and achievements in their subject field.

26. If necessary, the council has the right to request that the student submit documents and information that would allow them to assess his or her achievements in his or her subject field.

27. Payment of the teacher training speciality scholarship is made for each academic month by the 25th day of the corresponding month (except for the September scholarship, which is paid by 25 October at the latest, and the February scholarship, which is paid by 25 March at the latest).

28. The scholarship is paid if the student has studied for a full calendar month.

29. If the student goes on academic leave, the payment of the scholarship is terminated from the month in which the student stops meeting the conditions for receiving the scholarship, unless the student is completing the curriculum and is:

29.1. a person with a moderate, severe or profound disability;

29.2. a parent or guardian of a child under the age of 3;

29.3. a parent or guardian of a disabled child under the age of 16;

29.4. on academic leave in connection with the completion of conscription or alternative service.

The amount of the scholarship paid to persons completing the curriculum during academic leave or when studying part-time is determined on the basis of the volume of the curriculum completed by the student. The amount of the scholarship depends on the credits earned (ECTS credits, volume of the completed curriculum). The estimated workload for one semester is 30 ECTS credits.

30. If the student is deleted from the matriculation register due to the completion of the curriculum, the scholarship is paid to the student for the full corresponding calendar month.

31. If a student is dismissed for other reasons, the payment of the teacher training speciality scholarship is terminated. The last scholarship payment is made for the full academic month preceding the dismissal.

#### **IV. Targeted scholarship for international students of music subjects**

32. The purpose of the targeted scholarship for international students is to increase the interest of academically particularly capable international students in studying at the Academy and the opportunities for them to do so.

33. Scholarships are not paid to applicants in cash, but their tuition fee obligation is reduced by the amount of the scholarship.

34. A student may apply for a targeted scholarship if he/she:

34.1. is studying music and is enrolled in bachelor's or master's studies;

34.2. has a country of origin from outside the European Union and has to pay tuition fees for non-EU students;

34.3. is a first-year student whose entrance examination result was at least 9 points;

34.4. is a second- or third-year student whose last main subject examination result was at minimum "very good";

34.5. is studying full-time and completing the curriculum in full (cumulatively at least 30 ECTS credits per semester);

34.6. is not on academic leave;

35. The scholarship is awarded on the basis of a competition. The composition of the competition committee and the size of the scholarship fund are approved by the Rector.

36. The competition requires the presentation of a programme lasting a maximum of 15 minutes (two pieces for Classical Music Performance, 2–3 solo and ensemble improvisations for Contemporary Improvisation) or, in the case of Composition and Music Technology, a portfolio (a list of activities in the subject fields, scores, recordings, etc. from the last 2 years).

37. The amount of the scholarship is 25–50% of the annual tuition fee. The scholarship is awarded for one academic year.

#### **V. Targeted scholarship for students of Cultural Management and Contemporary Physical Performance Making**

38. The purpose of the targeted scholarship is to increase the interest of academically particularly capable students in studying the master's curricula of Cultural Management and Contemporary Physical Performance Making at the Academy and the opportunities for them to do so.

39. Scholarships are not paid to applicants in cash, but their tuition fee obligation is reduced by the amount of the scholarship.

40. A student may apply for the targeted scholarship during his or her enrolment in the Cultural Management or Contemporary Physical Performance Making curriculum or if he or she:
- 40.1. is in the second year of studying for a master's degree in Cultural Management or Contemporary Physical Performance Making and has submitted an application to the Registry and Student Affairs Department for the award of the scholarship;
  - 40.2. is studying full-time and completing the curriculum in full (cumulatively at least 30 ECTS credits per semester);
  - 40.3. has a weighted average grade of at least 4.0 across his or her studies;
  - 40.4. is not on academic leave.
41. Scholarships for first-year students are awarded by the entrance examination committee on the basis of the ranking of entrance examination results. If a student candidate who has been awarded a scholarship gives up his or her student place, the scholarship is offered to the next candidate in the ranking.
42. Scholarships for second-year students are awarded by the academic department council on the basis of the study results of the first academic year.
43. If a student who has been awarded a scholarship interrupts his or her studies in the middle of the academic year, his or her scholarship is not awarded to another student.
44. The number of scholarships in the Cultural Management curriculum is as follows:
- 1 scholarship equal to 100% of the annual tuition fee;
  - 4 scholarships equal to 50% of the annual tuition fee.
45. The number of scholarships in the Contemporary Physical Performance Making curriculum is as follows:
- 4 scholarships equal to 50% of the annual tuition fee;
  - 4 scholarships equal to 25% of the annual tuition fee.
46. The scholarship is awarded for one academic year.

## **VI. Doctoral research scholarship**

47. The doctoral research scholarship is a future-oriented grant awarded to the Academy's doctoral students for research.
48. The research scholarship may be awarded and paid from the state budget or other resources in order to support the doctoral student's participation in the research process. The conditions established by the funder, if any, are taken into account when awarding and paying the scholarship.
49. Payment of the scholarship is made on the basis of a Rector's Order. The basis for the Order is a referral from the Vice-Rector for Academic Affairs and Research, which is submitted to the Rector and which indicates the justification for awarding the scholarship and confirms that it is not remuneration paid for work or services.
50. When awarding a scholarship, the Vice-Rector for Academic Affairs and Research takes into account the success of the doctoral student's prior research work.
51. The scholarship award order indicates:
- 51.1. the name of the scholarship recipient;
  - 51.2. the source of funding from which the scholarship is paid;
  - 51.3. the period of payment of the scholarship and the monthly amount or the amount of the one-time scholarship.

## VII. Needs-based special allowance

52. The needs-based special allowance constitutes financial support for students (except doctoral students), is based on their personal economic situation and is intended to cover the expenses related to the acquisition of higher education when the student's application for a needs-based study allowance has been rejected.

53. To apply for a needs-based special allowance, the student submits a formal written application together with the required supporting documentation to the Registry and Student Affairs Department.

54. Students have the opportunity to apply for a needs-based special allowance for up to five months of study: from September to January and from February to June. The allowance is paid from the month in which the application for the allowance was submitted. If the application is submitted after the 15th day of the current month, the application will be processed together with the applications submitted by the 15th day of the following month.

55. A student is eligible to receive a needs-based special allowance if:

55.1 he or she is an Estonian citizen or is staying in Estonia as a long-term resident or on the basis of a temporary residence permit or a permanent or temporary right of residence;

55.2 he or she is studying full-time and has, by the beginning of the current semester, cumulatively completed in the previous semesters at least 75 per cent of the volume of studies required to be completed in accordance with the curriculum or is studying full-time in the first semester;

55.3 the average monthly income of the student and his or her family members does not exceed the average income upper limit for the needs-based study allowance established by the state budget each year.

56. To apply for a needs-based study allowance, the student submits the following documents:

56.1 a negative decision on the application for a needs-based study allowance (a printout from the education portal edu.ee);

56.2 details of the application for a needs-based study allowance (a printout from the education portal edu.ee);

56.3 proof of the average income for the last three months preceding the application for the special allowance (a printout from the e-services website of the Tax Board);

56.4 proof of registration as unemployed; and/or

56.5 proof of permanent incapacity for work; and/or

56.6 other documents detailing family income.

57. The Academy has the right to check the authenticity of the documents and data submitted with the application for a study allowance or to submit them to the competent authorities and persons for verification.

58. Students who are on academic leave or whose period of study has exceeded the standard period of the curriculum are not eligible to apply for a needs-based special allowance.

59. The number of needs-based special allowances depends on the size of the needs-based special allowance fund allocated to the Academy for the respective academic year.

60. The amount of the special allowance is 135 euros per month. A student is not entitled to concurrently receive both a needs-based study allowance and a needs-based special allowance.

61. The Registry and Student Affairs Department checks that all students who have submitted applications meet the requirements set out in these procedures.

62. The decision to award a needs-based special allowance is taken by a committee which is comprised of the Head of the Registry and Student Affairs Department, an accountant and a member of the board of the student council. The committee is convened by the Head of the Registry and Student Affairs Department.

63. In awarding the allowance, the committee gives preference to the student whose:
- 63.1. decrease in income is related to the student or his or her family member being registered as unemployed;
  - 63.2. decrease in income is related to the student or his or her family member becoming permanently incapacitated for work;
  - 63.3. monthly income per family member is lower.
64. The needs-based special allowance is generally paid once a month from the academic month of application, generally by the 25th day of the month.
65. Payment of the needs-based special allowance is suspended if the student goes on academic leave. At the end of the academic leave, a new application must be submitted.
66. In the event of the student's dismissal, payment of the needs-based special allowance is terminated from the academic month following the dismissal.

### **VIII. Doctoral allowance**

67. The purpose of the doctoral allowance is to support doctoral students in obtaining a doctoral degree and defending their doctoral thesis during the standard study period, enabling them to focus on research, creative work and doctoral studies.
68. A doctoral student is eligible to receive a doctoral allowance if:
- 68.1 he or she is an Estonian citizen or is staying in Estonia on the basis of a long-term or temporary residence permit or a permanent or temporary right of residence;
  - 68.2 he or she is enrolled in full-time Doctoral study or part-time Doctoral study in case the reimbursement of study costs is not demanded from him or her;
  - 68.3 he or she has been positively evaluated during the academic year preceding the award of the allowance or is a first-year doctoral student;
  - 68.4 he or she is not on academic leave;
  - 68.5 his or her period of study has not exceeded the nominal period of studies according to the curriculum, except for doctoral students studying part-time without compensating study expenses who have the right to receive a doctoral allowance for a period that exceeds the standard period by the length of time studied part-time.
69. No application is required to receive a doctoral allowance.
70. The doctoral allowance is granted at the latest by 20 September for the period from September to August (12 months) or, in the case of an admission in the middle of the academic year, for a period starting with the month of admission (12 months). International doctoral students who have submitted an application for an Estonian residence permit can be awarded a doctoral allowance from the month of entry into force of the residence permit until the beginning of the following academic year or, if the international doctoral student was admitted after the beginning of the academic year, for a period of 12 months.
70. The doctoral allowance is paid by the 25th day of each calendar month for the corresponding calendar month, except for the September allowance, which is paid by 30 September.
71. In the event of a negative evaluation or non-evaluation of a doctoral student, the payment of the doctoral allowance is terminated from the calendar month following the evaluation meeting.
72. Payment of the doctoral allowance is suspended if the student goes on academic leave.
73. Payment of the doctoral allowance to a doctoral student who goes on academic leave is terminated from the calendar month following the last day of study.
74. If, upon returning from academic leave, more than 12 months have elapsed since the doctoral student's last evaluation, the doctoral student must pass a new evaluation, after which the doctoral

allowance will be awarded. If less than 12 months have elapsed since the last evaluation, the payment of the doctoral allowance is resumed for the remaining months.

75. If a doctoral student has changed from full-time to part-time studies and is exempted from compensating study expenses, the doctoral allowance is paid at 50% of the doctoral allowance rate established by the state budget.

76. When changing to part-time studies, a student can apply for an exemption from tuition fees and the continuation of doctoral allowance payments if the student began doctoral studies full-time and he or she:

76.1 is a person with a moderate, severe or profound disability (a copy of a valid document certifying disability must be submitted);

76.2 is a parent or guardian of a child under the age of 7 or a disabled child under the age of 16 (the child's birth certificate and, in the case of a disabled child, the decision of a medical assessment committee regarding the severity of the child's disability must be submitted).

77. Payment of the doctoral allowance is terminated from the calendar month following the student's deletion from the matriculation register.

## **IX. Implementing provisions**

78. Upon entry into force of the Regulation, the previous procedures concerning scholarships and allowances will be repealed: "Conditions and procedures for applying for, awarding and paying out needs-based special allowances at the Estonian Academy of Music and Theatre", adopted on 10 December 2014, "Conditions and procedures for applying for, awarding and paying out results-based scholarships at the Estonian Academy of Music and Theatre", adopted on 19 February 2014, "Conditions and procedures for applying for, awarding and paying out teacher training speciality scholarships at the Estonian Academy of Music and Theatre", adopted on 17 February 2015, "Procedures for awarding and paying out doctoral research scholarships", adopted on 23 September 2020.