

**CONDITIONS AND PROCEDURE FOR APPLYING FOR, GRANTING AND
PAYMENT OF A PERFORMANCE SCHOLARSHIP AT TALLINN HEALTH CARE
COLLEGE**

Prepared on the basis of the Estonian Government's Regulation No. 178 "Types, Amount and General Conditions for Granting Student Scholarships" § 2, § 3 and § 5 on December 20, 2013.

Prepared on the basis of § 2, § 3 and § 5 of the Estonian Government's Regulation No. 37 on August 16, 2019 "Types, amounts and general conditions and procedure for granting state scholarships for students".

1. General Provisions

- 1.1. This document sets out the conditions and procedure for applying for, awarding, and paying a performance scholarship (hereinafter *scholarship*) for students matriculated in the higher education curriculum of Tallinn Health Care College (hereinafter *the College*).
- 1.2. The purpose of the scholarship is to support and recognize students who have achieved excellent learning outcomes and completed the curriculum in full.

2. Conditions for applying for a scholarship

- 2.1. A student is entitled to apply for a scholarship from the second semester of their matriculation year if they meet the following conditions:
 - 2.1.1. is a citizen of Estonia or resides in Estonia on the basis of a long-term or temporary residence permit or a permanent or temporary right of residence, or resides in Estonia with a long-stay visa or without a visa if there is an agreement with the foreign country for visa-free movement, or of citizens of the foreign country are exempt from visa requirements and have applied for a temporary residence permit for studies;
 - 2.1.2. is a full-time student, ie that they have completed at least 30 ECTS of the curriculum in the previous semester and have completed the curriculum cumulatively 100% for the beginning semester;
 - 2.1.3. is not on academic leave at the time of application;
 - 2.1.4. whose weighted average grade in the previous semester is 4.0 or higher.
- 2.2. A student has the right to apply for a scholarship for one semester or five months of study twice a year (from September to January and from February to June). The scholarship application is submitted through the study information system (hereinafter TAHVEL) according to the deadlines specified in the academic calendar.

3. Granting a scholarship

- 3.1. The scholarship is paid by the College if the state has allocated a scholarship fund to the College when granting operating support.
- 3.2. Each academic year, the scholarship is awarded to at least the same number of matriculated students as in the previous academic year.

- 3.3. Scholarships are granted and paid to the student during the nominal duration of the College curriculum.
- 3.4. The amount of the scholarship is 100 euros per month.
- 3.5. As of the first day of the semester, the Performance Scholarship Committee (hereinafter *the Committee*) distributes the scholarships (number) granted to the College between the curricula in proportion to the number of full-time students at the end of the semester, based on the principle that each curriculum receives at least one scholarship.
- 3.6. The Study Department compiles the ranking of students who have submitted an application by the deadline on the basis of the weighted average grade of the previous semester, distinguishing between students after upper secondary school and students with compulsory previous vocational education.
 - 3.6.1. If a student's results from the previous semester consist of subjects for which the assessment method is non-differentiating, the weighted average grade of all studies is taken into account. In case of a non-differentiating result of the previous semester, the weighted average grade of the previous semester does not include the result of the official language test.
 - 3.6.2. A student who has completed academic leave can apply for a performance scholarship from the following semester if they meet the conditions listed in section 2.1.
- 3.7. If several students have the same weighted average grade in the previous semester in the ranking, the following will be used as the basis for compiling the further ranking:
 - 3.7.1. the weighted average grade of all studies (from the autumn semester of the second year);
 - 3.7.2. the share of learning outcomes achieved with the main performance in the previous semester;
 - 3.7.3. the share of learning outcomes achieved in the course of full-time studies (from the autumn semester of the second year);
 - 3.7.4. a reasoned proposal from the head of the respective study unit to the Committee to award a scholarship to a student selected from among students with equal results.
- 3.8. If there are no students on the curriculum whose weighted average grade exceeds 4.0, the head of the respective study structure unit has the right to make a reasoned application to the Committee for the payment of a scholarship to a student with a lower weighted average grade.
- 3.9. The Committee confirms the rankings of the scholarship by curriculum and proposes to the Rector to pay the scholarship retroactively from the beginning of the semester.

4. Payment of scholarship

- 4.1. Recipients of the scholarship are confirmed by a directive of the Rector of the College no later than October 10 in the autumn semester and no later than March 10 in the spring semester. The Rector's directive is communicated to students who have applied for a scholarship through TAHVEL.
- 4.2. The scholarship is transferred monthly to the personal bank account of the student indicated in the application no later than the 20th day of the following month, whereas February payment may be transferred in March and September payment may be transferred in October.
- 4.3. The College will terminate the payment of the scholarship and may award it to the next student in the order of priority approved by the Committee (for the remaining months of the respective semester) in the following cases:

- 4.3.1. if the student is going on academic leave, from the month following the beginning of the academic leave, unless he or she is:
 - 4.3.1.1. a person with a moderate, severe or profound disability;
 - 4.3.1.2. a parent or guardian of a child under the age of 3 or of a disabled child;
 - 4.3.1.3. on academic leave to complete military service or alternative civilian service;
- 4.3.2. if the student has been reprimanded for unworthy conduct;
- 4.3.3. when a student is exmatriculated from the College.
- 4.4. In the event of a student going on academic leave, exmatriculation or the end of a nominal period of study, the payment of the scholarship shall be terminated from the month following the end of the period of academic leave, exmatriculation or the end of a nominal period of study.
- 4.5. The calculation and payment of the scholarship is organized by the financial unit.

5. Implementing provisions

- 5.1. The Performance Scholarship Award Committee is formed by a directive of the Rector for one calendar year.
- 5.2. The conditions and procedure for applying for, awarding and paying a scholarship are amended as necessary.
- 5.3. Adherence to these conditions and procedures is mandatory for all structural units and the entire membership of the College.
- 5.4. Decisions not regulated in the document are made by the Vice-Rector for Studies and the Director of Finance and Administration.
- 5.5. The document is managed by the Study Department.