

Tallinn Health Care College Admission Regulation Appendix 1

REQUIRED DOCUMENTS AND ADMISSION CONDITIONS

1. Applying to professional higher education curricula

1.1. Required documents

1.1.1. To apply, the *candidate* shall submit an **application** in *SAIS (Admission Information System)* and the following **documents** electronically through *SAIS* or if necessary, at the *institution of higher education* (in Tallinn, at the address Kännu 67 and in Kohtla-Järve, at the address Lehe 12). When applying for the Nursing curriculum in Kuressaare, the *candidate* will submit an **application in SAIS** and the following **documents** electronically through *SAIS*, if necessary, at the *institution of higher education* or at Kuressaare Hospital.

1.1.2. Document (original) proving completion of secondary education or qualification equal thereto for a *Candidate*, who lacks corresponding *SAIS* entries (*Candidates* who acquired the education level before 2004).

1.1.2.1. In case of foreign language documents, an Estonian language translation original attested by a notary is required.

1.1.2.2. Estonia`s ENIC/NARIC Centre`s assessment of qualification compliance is required to access studies in case of a *Candidate*, who has acquired education in a foreign country.

1.1.3. Identity card (ID-card) or passport (original).

1.1.4. Document proving change in name of Candidate, who has changed his/her name (original).

1.1.5. Document proving acquisition of education in Estonian language (original) in case of a *Candidate*, who wishes to begin studies in Estonian and who lacks entries in *SAIS* proving acquisition of education (*Candidates* who acquired the level of education before 2004).

1.1.6. A candidate, who has previously acquired education in another language, must submit a certificate about Estonian language skills of at least B2 level (original) in order to begin studies in Estonian.

1.1.6.1. In case of “Spring admission“ and “Summer admission“: if a B2-level certificate cannot be submitted, the *Candidate* is obliged to complete a language assessment test.

1.1.6.2. In case of “Winter admission“: if a B2-level certificate cannot be submitted, it is not possible to apply.

1.1.7. A document and results report (original and copy) **proving completion of**

Nursing vocational education for accreditation of prior and experiential learning in applying to the curriculum nurse **for nurses with vocational education (so-called formal education)**.

1.1.7.1. Document copies will be endorsed at the *institution of higher education*.

1.1.7.2. In case of foreign language documents, the original and copy of translation attested by a notary are required.

1.1.7.3. If a results report is lacking, then the *Candidate* should turn to the education institution he/she graduated previously at least two months prior to when submission of documents begins.

1.1.7.4. During periods of time when *applications* are accepted according to Appendix 2 of the *Regulations*, and between 10.06 – 10.08, *the institution of higher education* does not issue duplicates.

1.2 Admission conditions

1.2.1 Health Promotion curriculum

Curriculum	Admission condition	Criteria (maximum possible points)	Maximum possible points
Health Promotion (180 credits, EHIS code 80997) Professional higher education Nominal study period 3 years Studies provided in Tallinn	Average leaving certificate mark	Average mark based on the following subjects on the upper secondary school leaving certificate: physics, Estonian language (the official language or Estonian as a foreign language for graduates of upper secondary school where the language of instruction is Russian), B-foreign language, chemistry, mathematics.	5
	Admission test	Functional reading (10), orthography and use of general language vocabulary (10).	20
	Admission interview*	Professional motivation (5), knowledge of profession (5), expression in Estonian (5), communication skills (5), ethical attitude (5), readiness for studies (5).	30
	Total		55

*A *Candidate* is accepted for an admission interview and test if the completed admission test and leaving certificate average mark total score is at least **16 points**. If a *Candidate*, whose leaving certificate average mark and admission test point score in total is below 16 points, then the candidate is automatically excluded from the competition and does not have the right to continue pursuing further candidacy.

1.2.2 Dental Technician curriculum

Curriculum	Admission condition	Criteria (maximum possible points)	Maximum possible points
Dental Technician (210 credits, EHIS code 80166) Professional higher education Nominal study period 3.5 years Studies provided in Tallinn	Average leaving certificate mark	Average mark based on the following subjects on the upper secondary school leaving certificate: physics, Estonian language (the official language or Estonian as a foreign language for graduates of upper secondary school where the language of instruction is Russian), B-foreign language, chemistry, mathematics.	5
	Admission test	Functional reading (10), orthography and use of general vocabulary (10).	20
	Admission interview*	Professional motivation, readiness for studies (5), knowledge of profession (5), expression in Estonian (5), communication skills (5).	20
	Admission practical test: modelling**	Employment of time – 40 minutes are allotted to prepare the model (10), copying details – the shape of six different details must be copied, considering angles, gradients, circularity, copying sharpness and neatness (15), copying depths – copying the depth of four different sides will be taken into consideration (15).	40
	Total		

* A *Candidate* is accepted for an admission interview if the completed admission test and leaving certificate average mark total score is at least 16 points. If a *Candidate*, whose leaving certificate average mark and admission test point score in total is below 16 points, then the candidate is automatically excluded from the competition and does not have the right to continue pursuing further candidacy.

** A *Candidate* is allowed to the admission practical test only if the performed admission test, leaving certificate average mark and admission interview total point score is at least 35 points. A *Candidate*, whose leaving certificate average mark, admission test and admission interview total point score is below 35 points, is automatically excluded from the competition and does not have the right to continue pursuing candidacy .

1.2.3 Occupational Therapist Curriculum

Curriculum	Admission condition	Criteria (maximum possible points)	Maximum possible points
Occupational Therapist (240 credits, EHIS code 3311) Professional higher education Nominal study period 4 years Studies provided in Tallinn**	Average leaving certificate mark	Average mark based on the following subjects on the upper secondary school leaving certificate: physics, Estonian language (the official language or Estonian as a foreign language for graduates of upper secondary school where the language of instruction is Russian), B-foreign language, chemistry, mathematics.	5
	Admission test	Functional reading (10), orthography and use of general vocabulary (10).	20
	Admission interview*	Professional motivation (5), knowledge of profession (5), problem-solving during interview (5), expression in Estonian (5), communication skills (5), ethical attitude (5).	30
	Total		55

* A *Candidate* is accepted for an admission interview and practical tests only if the completed admission test and leaving certificate average mark total score is at least 16 points. A *Candidate*, whose leaving certificate average mark and admission test point score in total is below 16 points, is automatically excluded from the competition and does not have the right to continue pursuing candidacy.

** **Studies are provided** as daytime study.

1.2.4 Assistant Pharmacist Curriculum

Curriculum	Admission condition	Criteria (maximum possible points)	Maximum possible points
Assistant Pharmacist (180 credits, EHIS code 1477) Professional higher education Nominal study period 3 years Studies provided in Tallinn	Average leaving certificate mark	Average mark based on the following subjects on the upper secondary school leaving certificate: physics, Estonian language (the official language or Estonian as a foreign language for graduates of upper secondary school where the language of instruction is Russian), B-foreign language, chemistry, mathematics.	5
	Admission test	Functional reading (10), orthography and use of general vocabulary (10).	20
	Admission interview*	Professional motivation, readiness for studies (5), knowledge of profession (5), expression in Estonian (5), communication skills (5).	20
	Admission practical test: Complex test of sciences and natural sciences *	The test assesses general knowledge of chemistry, botany, anatomy and physiology. The test is a computer-based multiple-choice test with 40 questions. Each correct answer awards one point.	40
	Total		85

* A *Candidate* is accepted for an admission interview and practical test if the completed admission test and leaving certificate average mark total score is at least 16 points. A *Candidate*, whose leaving certificate average mark and admission test point score in total is below 16 points, is automatically excluded from the competition and does not have the right to continue pursuing candidacy.

1.2.5 Optometrist Curriculum

Curriculum	Admission condition	Criteria (maximum possible points)	Maximum possible points
Optometrist (210 credits, EHIS code 1479) Professional higher education Nominal study period 3.5 years Studies provided in Tallinn	Average leaving certificate mark	Average mark based on the following subjects on the upper secondary school leaving certificate: physics, Estonian language (the official language or Estonian as a foreign language for graduates of upper secondary school where the language of instruction is Russian), B-foreign language, chemistry, mathematics.	5
	Admission test	Functional reading (10), orthography and use of general vocabulary (10).	20
	Admission interview*	Professional and study motivation (5), knowledge of profession (5), expression in Estonian (5), communication skills (5), 5 different mental math problems to solve (addition, subtraction, division, multiplication, exponentiation, extraction), each correct answer awards 2 points (10).	30
	Total		55

* A *Candidate* is accepted for an admission interview if the completed **admission test and leaving certificate average mark total score is at least 16 points**. If a *Candidate*, whose leaving certificate average mark and admission test point score in total is below 16 points, then the candidate is automatically excluded from the competition and does not have the right to continue pursuing candidacy.

1.2.6 Midwifery

Curriculum	Admission condition	Criteria (maximum possible points)	Maximum possible points
Midwife (270 credits, <i>EHIS</i> code 1470) Professional higher education Nominal study period 4.5 years Studies provided in Tallinn	Average leaving certificate mark	Average mark based on the following subjects on the upper secondary school leaving certificate: physics, Estonian language (the official language or Estonian as a foreign language for graduates of upper secondary school where the language of instruction is Russian), B-foreign language, chemistry, mathematics.	5
	Admission test	Functional reading (10), orthography and use of general vocabulary (10).	20
	Admission interview*	Professional motivation (5), knowledge of profession (5), expression in Estonian (5), communication skills (5), ethical attitude (5), readiness for studies (5).	30
	Total		55

*A *Candidate* is accepted for an admission interview if the completed **admission test and leaving certificate average mark total score is at least 16 points**. A *Candidate*, whose leaving certificate average mark and admission test point score in total is below 16 points, is automatically excluded from the competition and does not have the right to continue pursuing candidacy.

1.2.7 Curriculum of Nurse

Curriculum	Admission condition	Criteria (maximum possible points)	Maximum possible points
Nurse (210 credits, <i>EHIS</i> code 1467) Professional higher education Nominal study period 3.5 years Studies provided in Tallinn, Kohtla-Järve, Kuressaare	Average leaving certificate mark	Average mark based on the following subjects on the upper secondary school leaving certificate: physics, Estonian language (the official language or Estonian as a foreign language for graduates of upper secondary school where the language of instruction is Russian), B-foreign language, chemistry, mathematics.	5
	Admission test	Functional reading (10), orthography and use of general vocabulary (10).	20
	Admission interview*	Motivation for studies (5), knowledge of profession (5), expression in Estonian (5), communication skills (5), ethical attitude (5), readiness for studies (5).	30
	Total		55

* A *Candidate* is accepted for an admission interview if the completed admission test and leaving certificate average mark total score is at least 16 points. A *Candidate*, whose leaving certificate average mark and admission test point score in total is below 16 points, is automatically excluded from the competition and does not have the right to continue pursuing candidacy.

1.2.8 Nurse curriculum for nurses with professional education (so-called formal education)

Curriculum	Admission condition	Criteria (maximum possible points)	Maximum possible points
Nurse for nurses with professional education (so-called formal education) (EHIS code 1467) Professional education higher Nominal study period 2 years (120 credits) Studies provided in Tallinn	Leaving certificate / diploma results report average mark	Average mark based on leaving certificate / diploma results report subjects: (1) anatomy, (2) surgery or surgical diseases, (3) internal disease or therapy, (4) children`s diseases or paediatrics, (5) tending to the sick or sick-nursing education or general care of the sick.	5
	Admission test	Functional reading (10), orthography and use of general vocabulary (10).	20
	Admission interview*	Study motivation (5), knowledge of profession (5), expression in Estonian (5), communication skills (5), ethical attitude (5), readiness for studies (5).	30
	Total		55

* A *Candidate* is accepted for an admission interview if the completed admission test and leaving certificate/ diploma results report average mark total score is at least 16 points. A *Candidate*, whose leaving certificate/diploma results report average mark and admission test point score in total is below 16 points, is automatically excluded from the competition and does not have the right to continue pursuing candidacy.

2. Applying for professional education formal studies` curricula

2.1. Required documents

- 2.1.1.** *The Candidate* will submit **an application** in SAIS and the following **documents** electronically through SAIS or if necessary, at the *institution of higher education* (in Tallinn, at the address Kännu 67 and in Kohtla-Järve, at the address Lehe 12).
- 2.1.2. Document (original) proving completion of upper secondary education/basic education or qualifications equal thereto** in case of a *Candidate* who does not have corresponding entries in SAIS (applicants who acquired the level of education before 2004).
- 2.1.2.1.** In case of foreign language documents, the original of the Estonian translation attested by a notary is required.
- 2.1.2.2.** Estonia`s ENIC/NARIC Centre`s assessment of qualification compliance is required to access studies in case of a *Candidate*, who has acquired education in a foreign country.
- 2.1.3. Personal identification (ID-card) or passport** (original).
- 2.1.4. Document proving change of name** for a *Candidate*, who has changed his/her name (original).
- 2.1.5. Document (original) proving acquisition of education in Estonian language** for a *Candidate*, who wants to begin studies in Estonian and there are no corresponding entries about acquisition of education in SAIS (candidates who acquired the level of education before 2004).
- 2.1.6. Candidate, who has acquired their previous education in some other language, must submit a certificate about his/her Estonian skills at least B1-level to begin studies in Estonian.**
- 2.1.6.1.** If a B1-level certificate cannot be submitted, then the *candidate* is obliged to complete an assessment of Estonian language skills.
- 2.1.7. A certificate from employer (to prove specialised work experience)** in case of candidates to **Care worker** curriculum if the candidate has basic education.
- 2.1.8 Candidate, who applies for on-the-job training in vocational education curriculum, must submit a document proving employment (certificate from employer).**
- 2.1.9** Candidates to **Emergency medical technician curriculum** must submit a written overview of the emergency medical technician specialty in SAIS.
- 2.1.10.** The *Institution of higher education* does not issue duplicates during period of accepting *applications* provided in Appendix 2 of the *Regulation* and during the period 10.06 – 10.08.

2. Admission conditions

2.2.1. Care Worker Curriculum

Curriculum	Admission condition	Criteria (maximum points)	Maximum possible points
<p>Care Worker (EHIS code 135737) <i>(State-funded and Non-state funded places)</i></p> <p>Vocational education formal studies (fourth level of qualification, candidates must have completed at least basic education)</p> <p>Nominal study period is 2 years</p> <p>Studies provided in Tallinn in Estonian / in Kohtla-Järve in Russian (full-time study, school-based form of study)</p>	Admission interview	Study motivation (3); knowledge of profession, including professional ethics (6); expression in Estonian (8); readiness for studies (3).	20
<p>Studies in Estonian (full-time study, on-the-job form of study)</p>	Total		20

2.2.2. Emergency Medical Technician Curriculum

Curriculum	Admission condition	Criteria (maximum possible points)	Maximum possible points
<p>Emergency Medical Technician (EHIS code 135757) <i>(State-funded and Non-state funded places)</i></p> <p>Vocational education formal studies (fourth level of qualification, candidates must have completed at least upper secondary education)</p> <p>Nominal study period is 1 year</p> <p>Studies provided in Tallinn in Estonian (full-time study, school-based form of study)</p> <p>Language of instruction is Estonian (full-time study, on-the-job form of study)</p>	Admission interview*	Study motivation (6); knowledge of profession, including professional ethics (5); expression in Estonian (5); readiness for studies (4).	20
	Admission test	I Resuscitation Following instructions (2); speed of action (3) II Task Attention, logic, mathematics (10)	15
	Total		35

* **Admission interview** requires submission of a written overview of emergency medical technician specialty in *SAIS*.

2.2.3. Child Minder Curriculum

Curriculum	Admission condition	Criteria (maximum possible points)	Maximum possible points
<p>Child Minder (EHIS code 129237) <i>(State-funded and Non-state funded places)</i></p> <p>Vocational education formal studies (fourth level of qualification, candidates must have completed at least upper secondary education)</p> <p>Nominal study period is 1 year</p> <p>Studies provided in Tallinn in Estonian (full-time study, school-based form of study)</p> <p>Language of instruction is Estonian (full-time study, on-the-job form of study)</p>	Admission interview	Study motivation (3); knowledge of profession including professional ethics (6); expression in Estonian (8); readiness for studies (3).	20
		Total	20

2.2.4. Assistive Technology Specialist

Curriculum	Admission condition	Criteria (maximum possible points)	Maximum possible points
<p>Assistive Technology Specialist (EHIS code 140845)</p> <p><i>(State-funded places)</i></p> <p>Vocational education formal studies (fourth level of qualification, candidates must have completed at least upper secondary education)</p> <p>Nominal study period is 1 year</p> <p>Language of instruction is Estonian (full-time study, on-the-job form of study)</p>	Admission interview	Study motivation (3); knowledge of profession, including professional ethics (8); expression in Estonian (6); readiness for studies (3).	20
	Total		20

2.2.5 Occupational Therapist

Curriculum	Admission condition	Criteria (maximum possible points)	Maximum possible points
<p>Occupational Therapist (EHIS code 151998) <i>(state-funded and non-state funded places)</i> Vocational education formal studies (fourth level of qualification, candidates must have completed at least upper secondary education)</p> <p>Nominal study period is 1 year</p> <p>Studies will be provided in Tallinn in Estonian (full-time study, school-based form of study)</p> <p>Language of instruction is Estonian (full-time study, on-the-job form of study)</p>	Admission interview	Study motivation (3); knowledge of profession, including professional ethics (6); expression in Estonian (8); readiness for studies (3).	20
	Total		20

2.2.6 Sterilisation Technician

Curriculum	Admission condition	Criteria (maximum possible points)	Maximum possible points
<p>Sterilisation Technician (EHIS code 160377) <i>(state-funded places)</i> Vocational education formal studies (fourth level of qualification, candidates must have completed at least upper secondary education)</p> <p>Nominal study period is 1 year</p> <p>Studies will be provided in Tallinn in Estonian (full-time study, school-based form of study)</p>	Admission interview	Study motivation (3); knowledge of profession, including professional ethics (8); expression in Estonian (6); readiness for studies (3).	20
	Total		20

2.2.7 Dental Assistant

Curriculum	Admission condition	Criteria (maximum possible points)	Maximum possible points
<p>Dental Assistant (EHIS code 196437) <i>(state-funded places)</i> Vocational education formal studies (fifth level of qualification, candidates must have completed at least upper secondary education)</p> <p>Nominal study period is 2 years</p> <p>Studies will be provided in Tallinn in Estonian (full-time study, on-the-job form of study)</p>	Admission interview	Study motivation (3); knowledge of profession, including professional ethics (8); expression in Estonian (6); readiness for studies (3).	20
	Total		20

3. Applying to Health Sciences Curriculum

3.1. Required documents

- 3.1.1. *The Candidate* submits **an application** in SAIS and the following **documents** electronically through SAIS or if necessary, at the *institution of higher education* (in Tallinn, at the address Kännu 67).
- 3.1.2. **Nurse or midwife professional higher education diploma or document (original) proving qualifications equal thereto** with an academic report.
 - 3.1.2.1. In case of foreign language documents, the original of the Estonian translation attested by a notary is required.
 - 3.1.2.2. Estonia`s ENIC/NARIC Centre`s assessment of qualification compliance is required to access studies in case of a *Candidate*, who has acquired education in a foreign country.
- 3.1.3. **Personal identification (ID-card) or passport** (original).
- 3.1.4. **Document proving change in name** *for candidates*, who have changed their names (original).
- 3.1.5. ***Candidate*, who has acquired their previous education in some other language, must submit a certificate about his/her Estonian skills at least B2-level to begin studies in Estonian.**
- 3.1.6. If a results report is lacking, then the *Candidate* should turn to the education institution he/she graduated previously at least two months prior to when submission of documents begins. During periods of time when *applications* are accepted according to Appendix 2 of the *Regulations*, and between 10.06 – 10.08, *the institution of higher education* does not issue duplicates

3.2. Admission conditions

3.2.1. Health Sciences Curriculum

Curriculum	Admission condition	Criteria (maximum possible points)	Maximum possible points
Health Science (90 credits, EHIS code 194200) Master`s study Nominal period of study is 1.5 years Studies provided in Tallinn	Leaving certificate average mark	Weighted average mark on professional higher education academic report (appendix to diploma)	5
	Admission interview*	Study motivation (3-5), analysis skills (3-5), readiness for managing professional or specialty development work (3-5), readiness for studies (3-5)	20
	Total		25

*Interview topic: “EIGHT STEPS FOR PEOPLE`S HEALTH“ Estonian nursing and midwifery development strategy 2011–2020.