

APPROVED

by the Council of the Tallinn Health Care College
Decision No 2.1 of September 16, 2014

AMENDED with decision No 5.1 dated 11.11.2014

AMENDED with decision No 1.1 dated 19.05.2015

AMENDED with decision No 5.1 dated 23.03.2015

AMENDED with decision No 6.1 dated 27.09.2016

AMENDED with decision No 2.1 dated 23.05.2017

AMENDED with decision No 2.1 dated 26.09.2017

AMENDED with decision No 1.1 dated 18.09.2018

TALLINN HEALTH CARE COLLEGE ADMISSION REGULATION

Adopted on the basis of Institutions of Professional Higher Education Act § 9 subsection 4 clause 4² and Tallinn Health Care College`s Statutes § 14 clause 10.

I. General provisions

1. Tallinn Healthcare College`s (hereinafter *College*) Admission Regulation (hereinafter *Regulation*) regulates student and pupil candidates` (hereinafter referred to together as *Candidate*) admission to the *College`s* professional higher education and vocational training formal education curricula.
2. To apply to the *College*, the *Candidate* must according to the *Regulation* Appendix 1:
 - 2.1. prove the required level of education or qualification.
 - 2.2. prove the required competence in the language of instruction.
 - 2.3. submit a suitable admission application (hereinafter *application*) and other required documents.
 - 2.4. fulfil established admission conditions.
3. *College* admission periods
 - 3.1. Admission will take place by way of public competition during admission periods according to the admission schedules provided in the *Regulation* Appendix 2 and Appendix 3.
 - 3.2. One competition or several competitions based on location of studies will be announced for Master's studies curriculum during the admission period.
 - 3.3. One competition or several competitions based on location of studies will be announced for professional higher education curriculum during the admission period.
 - 3.4. One competition or several competitions based on location of studies or source of financing will be announced for vocational training formal education curriculum during the admission period.
 - 3.5. *The College* has the right to organise an additional competition for the curriculum, if the student places have not been filled.

4. *College`s* regulations of admission

4.1. Admission to the *College* takes place on the basis of a ranked list.

4.2. The ranked list of *Candidates* is formed on the basis of points received for fulfilment of the corresponding curriculum`s admission conditions according to *Regulation Appendix 1*.

4.3. Admission to curricula (including location of studies, form of studies, the maximum number of enrolled students and pupils and minimum number of students and pupils to open a study group) is established by the *College* Council according to the *College* Council`s approved plan, but no later than six months before the next academic year begins.

4.3.1. Establishment of a maximum number of students enrolled in Master's studies curricula proceeds from the number of student places with specific fittings necessary to conduct studies at the *College* and the number of internships in the practical training bases.

4.3.2. Establishment of a maximum number of students enrolled in professional higher education curricula proceeds from the number of student places with specific fittings necessary to conduct studies at the *College* and the number of internships in the practical training bases.

4.3.3. Establishment of a maximum number of students enrolled in vocational training formal education curricula state-funded places proceeds from the state-commissioned education.

4.3.4 In establishing the maximum number of students enrolled to state-funded places or funded from PRÕM or some other programme or enrolled to non - state funded student places proceeds from the *College`s* learning environment resources.

5. Verification of language of instruction

5.1. A *Candidate*, who has not acquired previous education in Estonian language, but wishes to commence studies in Master's studies, professional higher education or vocational training formal education in an Estonian language curriculum, must provide documental proof of his/her Estonian language skills according to provisions in Appendix 1 of the *Regulation*.

5.1.1. Education is considered as acquired in Estonian, if at least 60% of the studies took place in Estonian. Proof of education acquired in Estonian is a document proving completion of basic education, upper secondary education, vocational education or higher education.

5.2. During admission periods provided in *Regulation Appendix 2* "Spring admission" and "Summer admission", a *Candidate*, who lacks documental proof of his/her Estonian language competence at B2-level, must after getting into the *College* (to professional higher education curricula and Master's studies curricula confirmation of starting studies, complete an assessment of Estonian language skills during the period provided in the *College Regulation Appendix 2* and as a result of the assessment, is obliged to additionally learn Estonian following the conditions and procedure established at the *College*.

5.2.1. In exceptional cases, if the interview committee`s decision is based on consensus

and with consent of the *Candidate*, the committee is allowed to exempt the *Candidate* from assessment of Estonian language or direct the *Candidate* for Estonian language assessment to national language summer school independent of the B1-level exam results or completion of previous education in the national language. A corresponding decision will be formalised in the admission interview minutes.

- 5.3. If applying to professional higher education curricula during the admission period “Winter admission“ provided in *Regulation* Appendix 2, the *Candidate* must prove his/her skills in the language of instruction are at least B2-level according to provisions in Appendix 1 of the *Regulation* in order to apply in the competition.

II. Submission of application and documents

6. In order to apply to the *College*, the *Candidate* submits an application and other documents electronically in the Admission Information System www.sais.ee (*Sisseastumise Infosüsteem*, hereinafter *SAIS*) or if necessary, on location at the *College* according to provisions in *Regulation* Appendix 1.

7. *The College* has the right to check the application data and to use the *College*’s study information system and archive for specifications, the Estonian Education Information System (hereinafter *EHIS*), to make inquiries to other education institutions and submit documents proving education for qualification assessment to the Estonian ENIC/NARIC Centre.

8. If the data on the *Candidate*’s application is incomplete or not all the documents required in *Regulation* Appendix 1 are submitted by the date provided in *Regulation* Appendix 2, then the *College* has the right to reject the *Candidate*’s application.

9. *The College* does not accept document originals and does not return copies of documents submitted during admission.

III. Admission test, admission interview and tests

10. For fulfilment of admission conditions, an admission test (computer-based), admission interview and practical tests per curriculum are conducted according to *Regulation* Appendix 1.

11. Conduction of admission test, admission interview and practical tests

11.1. The admission test, admission interview and practical tests take place during the periods determined in *Regulation* Appendix 2 and Appendix 3.

11.2. The *Candidate* will receive a deadline by which to complete the admission test through *SAIS* and the dates and times of the admission interview and practical tests after confirmation of the application.

11.3. The maximum points for the admission test, admission interview and practical tests are determined based on curriculum in the *Regulation* Appendix 1.

11.4. The results of the admission test, admission interview and practical tests are assessed to the first decimal.

11.5. In order to gain access to the admission test, admission interview and practical test, the

- Candidate* will present a personal identification document. To perform the test, the Candidate must be able to log into the test environment with an ID-card or mobile-ID.
- 11.6. The Admission Specialist has the right to change the time of the admission interview and/or practical test within the period of admission interviews and practical tests due to the *Candidate*'s inability to attend because of health or other valid reasons.
 - 11.7. The *Candidate* must inform the Admission Specialist of inability to attend the admission interview or practical test for valid reason on the day it is taking place at the latest.
 - 11.8. If the *Candidate* fails to pass the admission test during the period provided in Appendix 2, the Candidate is automatically excluded from the competition.
 - 11.9. The conductor of the admission test, admission interview and practical test has the right to remove a *Candidate* from the admission test, admission interview and practical test and/or not consider the submitted written work, if the *Candidate* has submitted somebody else's written work under his/her name, has used materials that are not allowed, there is unauthorised exchange of information or forged documents, false data has been presented.
 - 11.10. The admission interview committee has the right to ask the *Candidate* to retake the test at the College upon a consensual decision. The points of the last test taken will be considered in the following admission procedures.
 - 11.11. The results of the admission test, admission interview and practical tests are published on the date provided in the *Regulation Appendix 2* in *SAIS*.
 12. The results of the admission test, admission interview and practical tests are only considered during the corresponding admission period, which are provided in *Regulation Appendix 2*.
 13. The work done and/or submitted (including models, written work etc) during the admission period are for internal (or administrative) use and are not to be returned to the *Candidate* nor issued to third parties.
 14. The written work, models etc done and/or submitted during the admission period are retained for two months after the ranking lists have been published according to the dates provided in Appendix 2. The structural unit organising the committee and admission practical test is responsible for retention of work.
 15. In order to destroy the written work, models etc made and/or submitted during the admission period, the structural unit organising the admission practical test will compile a write-off and destruction act according to requirements in the Operations Procedure.
 16. If the curriculum admission condition requires leaving certificate / diploma results report mean mark and result of admission test, then the *Candidate* is permitted to the following admission interview and/or practical test if the leaving certificate/ diploma results report 's mean mark and performed admission test point score in total are equal to or exceed the minimum point score provided in *Regulation Appendix 1*.

IV. Admission to professional higher education curricula

17. All persons with upper secondary education or qualification equivalent to it have equal opportunities to apply to professional higher education curricula.

18. A *Candidate* can submit an application to two professional higher education competitions during the admission period.

19. The admission requirements are established based on curriculum according to the *Regulation* Appendix 1. Admission to student places financed in the framework of PRŌM or some other programme takes place according to criteria provided in Appendix 1 and the confirmed schedule in Appendix 3.

20. If the *Candidate`s* upper secondary education or equivalent qualification is verified with documents (e.g. with higher education diploma), but for valid reason, the leaving certificate/diploma supplement is missing, then on the basis of a corresponding written application from the *Candidate*, the leaving certificate/ diploma results report mean mark point score required to meet the admission requirements can automatically be marked as the minimum required to graduate and the *Candidate* has the right to continue applying as a *Candidate*.

V. Admission to vocational training formal education curricula

21. Everyone with upper secondary education or equivalent qualifications can apply to vocational training formal education curricula on the basis of upper secondary education.

22. Everyone with basic education or equivalent qualifications working in the corresponding specialty, verified with a letter of recommendation from the employer as per *Regulation* Appendix 1, have equal rights to apply to vocational training formal education curricula on the basis of basic education.

23. A *Candidate* can submit an application to two vocational training formal education curricula state-funded places` competitions and two non-state funded places during the admission period.

24. The admission requirements are established based on curriculum according to the *Regulation* Appendix 1. Admission to vocational training formal education student places financed in the framework of PRŌM or some other programme takes place according to criteria provided in Appendix 1.

25. Admission to vocational training formal education student places financed in the framework of PRŌM or some other programme takes place according to the confirmed schedule in Appendix 3.

VI. Admission to Master's studies curricula

26. All persons with applied higher education in Nursing or Midwifery or with qualification equivalent to it have equal opportunities to apply to the Master's curriculum of Health Sciences.

27. The admission requirements are established based on curriculum according to the *Regulation* Appendix 1.

28. If the *Candidate`s* applied higher education in Nursing or Midwifery or equivalent qualification is verified with documents (e.g. with higher education diploma), but for valid reason, the leaving certificate/diploma supplement is missing, then on the basis of a

corresponding written application from the *Candidate*, the leaving certificate/ diploma supplement results report mean mark point score required to meet the admission requirements can automatically be marked as the minimum required to graduate and the *Candidate* has the right to continue applying as a *Candidate*.

VII. Fulfilment of student places

29. The *College* accepts *Candidates*, who meet all admission requirements and whose place in the ranking list according to *Regulation* clause 4.3 fits within the maximum number of students established by the *College*'s Council.

30. In case of equal points, the *Candidate* whose admission interview point score is higher is preferred in the ranking list. In case of equal admission interview, the *Candidate* whose admission interview vocational and/or study motivation point score is higher is preferred in the ranking list.

31. *The College* has the right to cancel the decision to accept the *Candidate* in the *College* if it appears that:

31.1. level of education or qualification does not allow access to the desired education level.

31.2. language skills in language of instruction do not meet the required level.

31.3. forged documents or false data has been submitted.

31.4. assessment of Estonian skills is not completed as provided in *Regulation* clause 5.2.

32. *The College* informs the accepted *Candidates* of the admission decision in *SAIS* according to the dates provided in *Regulation* Appendix 2.

33. The accepted *Candidate* is obliged to inform of *College* attendance in *SAIS* or by e-mail at the address vastuvott@ttk.ee by the date provided in *Regulation* Appendix 2.

33.1. A *Candidate*, who is accepted to a student place which opens up after the date provided in *Regulation* Appendix 2, is obliged to inform of *College* attendance in *SAIS* or by e-mail at the address vastuvott@ttk.ee within three days of being informed.

33.1.1. Failure to provide notification in due time is considered waiver of student place and the freed-up student places are filled according to ranking list with the following *Candidate*.

34. A *Candidate* accepted to the *College* is enrolled according to the date provided in the *Regulation* Appendix 2.

34.1. Candidates who are admitted after beginning of studies, i.e. Candidates admitted in place of Candidates who waived their student places, must inform the higher education institution of attendance within two days from offer of student place at the latest.

35. A first-year student or pupil who has not started studies within two weeks after beginning of studies without valid reason will be exmatriculated. The next *Candidate* in the ranking list who applied during the same year can take up the freed-up student place within three weeks after beginning of studies.

36. If a vocational training formal education curriculum state-funded student place is freed-up during the first academic semester, then a student enrolled in a non-state funded place is transferred to the state-funded place according to the ranking list of *Candidates* based on an application submitted by a pupil.

VIII. Compensation of study fees

37. *The College* has the right to claim partial compensation of study fees from the person who has been exmatriculated in the past two years and rematriculated to the same professional higher education curriculum again.

38. Compensation of study fees takes place according to the conditions and procedure established at the *College*.

39. *The College* will conclude a study service contract with a student or pupil who is obliged to compensate study costs.

IX. Disputing decisions and actions related to admission

40. A *Candidate* has the right to submit a valid challenge if the *Candidate* disagrees with the admission results. To submit a challenge, a written submission must be made to the challenge committee at vastuvott@tk.ee which clearly expresses his/her wish to challenge the decision during the next business day after the decision is made. The challenge committee includes the Head of the Study Department, the Vice Rector of Academic Affairs and head of structural unit related to the challenge. The challenge committee checks the correctness of procedures related to the admission process of the person submitting the challenge. There is no second assessment of practical tests in the challenge committee.

38. If the *Candidate* is dissatisfied with the challenge committee's decision, then he/she can submit a written challenge in the Rector's name with detailed reasoning within 3 days after finding out of the challenge committee's decision or after he/she should have become aware of the decision. The Candidate submits the challenge by e-mail to the address info@tk.ee or postal address Kännu 67, 13418 Tallinn, Estonia.

39. A *Candidate*'s written challenge is solved according to the valid Operations Procedure at the *College*.

X. Implementing provisions

43. *The Regulation* and amendments to it are confirmed by the *College* Council.

44. *The Regulation* is amended as needed, *Regulation* Appendices are updated at least six months before the beginning of the next academic year.

45. The *College* membership and structural units have the right to initiate amendments and enhancements to the *Regulation*.

46. In issues not regulated by the *Regulation*, the Vice Rector of Academic Affairs makes decisions.

47. The Vice Rector of Academic Affairs is responsible for organisation of admission, the *Regulation* is administered by the Study Department.