

Established by TTÜ Council Regulation No 13 of 21 November 2017

Amended by Regulation No 4 of 16 October 2018 of the Council of Tallinn University of Technology
(entry into force 18.10.2018)

Date of entry into force: from the admission in the academic year of 2018/2019

Admission Requirements

The Regulation is established on the basis of clause 14 (3) 11) of the Universities Act.

Chapter 1 General provisions

§ 1. Purpose

This Regulation lays down the terms and conditions and procedure for admission of students to bachelor's, integrated, master's, doctoral and professional higher education studies at Tallinn University of Technology.

§ 2. Admission and terms and conditions of competition

(1) Admission takes place by way of a competition.

(2) Admission to the first and second cycle of higher education takes place in compliance with the admission requirements and the terms and conditions of competition approved by the TTÜ Council.

(3) If an applicant for a student place (hereinafter "applicant") is matriculated, he or she shall choose either full-time or part-time studies in the first academic year

(4) The deadlines for admissions shall be set out by the Rector on the proposal of the Committee for Academic Affairs of the TTÜ Council in the admission schedule.

(5) Persons who have achieved outstanding sports results and comply with the general admission requirements shall be admitted to bachelor's, integrated, professional higher education and master's studies on the recommendation of TTÜ Sports Club in accordance with the number of places created by the TTÜ Council. A person who is not permanently resident in Estonia and wishes to study according to an Estonian-language study programme shall prove his or her Estonian language skills with at least a B2-level certificate or by successful completion of the TTÜ Estonian language test.

(6) The student places of the first and second cycle of higher education shall be created based on the number of applicants who have exceeded the threshold. "Threshold" means the result required for admission to a student place.

(6¹) A special admission condition is a criterion upon the fulfilment of which the applicant is admitted to Tallinn University of Technology (excluding the architectural studies) without taking into account the admission requirements for the corresponding study programme. [entry into force 18.10.2018]

(7) The student places in doctoral studies shall be filled by competition.

(8) The admission tests for persons who are not permanently resident in Estonia shall be organised by the Office of Academic Affairs.

§ 3. Submitting an application

(1) An applicant shall submit an application for admission (hereinafter "application") electronically via the Estonian Admissions Information System (hereinafter "SAIS") or to the admission committee.

(2) An applicant whose data have not been entered into national registers shall submit his or her documents to the admission committee on paper.

(3) An applicant who is not permanently resident in Estonia shall submit his or her application in the relevant online environment; education certificates shall be submitted on paper in compliance with the requirements established by the Estonian ENIC/NARIC centre.

§ 4. Repeat studies in the same cycle of higher education (bachelor's, integrated, professional higher education or master's study)

(1) Unless otherwise agreed, the university may, within the triple nominal duration of the study programme, or, in case of studies based on 4-year study programmes of bachelor's and integrated studies, within the double nominal duration of the study programme from matriculation, request reimbursement of study costs in the same cycle of higher education from a person, who has studied for free at least for fifty per cent of the nominal duration of the study programme.

(2) An applicant shall submit the documents certifying expiry of the double or triple nominal duration respectively to the admission committee during the admissions period.

(3) An applicant who has studied for less than fifty per cent of the nominal duration shall submit documents certifying thereof to the admission committee during the admissions period. Nominal duration of study shall be calculated based on the semesters attended, whereas calculation of the fifty per cent of the nominal duration shall be based on the end date of the semester in the case of the autumn semester and the end date of the academic year in the case of the spring semester as laid down in the academic calendar.

(4) An applicant who wishes to commence studies according to the study programme, from where he or she was exmatriculated during the last two years, can only commence self-paid studies.

§ 5. Delivery of notices and registration for studies

(1) SAIS is an official information exchange environment, where information related to admission is collected, processed and information is provided to the applicant.

(2) Applicants who have been admitted to studies based on a decision of the admission committee shall be notified thereof via SAIS, whereas the notice shall specify the deadline for confirming the student place.

(3) An applicant is matriculated only if he or she complies with the admission requirements and confirms the student place by the prescribed deadline.

(4) Applicants who are not permanently resident in Estonia and have applied for a study programme taught in English shall be notified of receiving a student place by the Office of Academic Affairs.

(5) Persons from outside of the European Union commencing studies in a self-paid study programme shall pay the tuition fee for the first academic year prior to matriculation. Should the applicant fail to commence studies or waive a student place, the abovementioned fee shall not be refunded, unless commencement of studies is prevented by circumstances beyond the control of the student.

§ 6. Organisation of admission

(1) Admission committees shall be established as follows:

- 1) the Vice-Rector for Academic Affairs shall establish the admission committees for bachelor's, integrated, professional higher education and master's studies;
- 2) the Vice-Rector for Research shall establish the admission committee for doctoral studies.

(2) The Vice-Rector for Academic Affairs shall establish sub-committees, who shall organise admissions to the bachelor's, integrated, professional higher education and master's studies, and committees, who shall organise admission tests substituting state examinations.

(3) The Dean shall establish the School's sub-committee(s) for admission to bachelor's, integrated, professional higher education and master's studies.

(4) Extraordinary matters related to admission shall be resolved by the relevant admission committee.

Chapter 2

Requirements and procedure for admission to bachelor's, integrated and professional higher education studies

§ 7. General requirements for application

(1) All persons with a secondary education or an equal qualification have the same right to apply for studies at TTÜ. An applicant may submit up to two applications for admission.

(2) Application takes place in competition groups formed by study programmes.

(3) If the grade point average on the applicant's secondary education certificate is below the result required in order to get a student place, the applicant has the right to apply for meeting the threshold based on the result of the state examination in broad mathematics. In order to meet the threshold, the result of the state examination in broad mathematics must be at least 50 points.

(4) An applicant who does not have a source document required for calculation of the grade point average of the secondary education certificate can apply for compliance with the minimum grade point average on the basis of the results of the state examinations in broad mathematics and in the Estonian language. In order to meet the threshold, the result of both state examinations must be at least 50 points.

(5) For applicants, who are not permanently resident in Estonia and who have acquired secondary education in a foreign country, admission to study programmes taught in English shall be organised on the basis of an admission test.

(6) Applicants who have completed International Baccalaureate (hereinafter IB) or European Baccalaureate (hereinafter EB) studies shall be admitted on the basis of the IB/EB diploma awarded.

(7) An applicant applying under a special condition must fulfil the special admission condition and the threshold set for the admission laid down in the Regulation shall not be applied to him/her. An applicant applying under a special condition receives the maximum competition points. [entry into force 18.10.2018]

§ 8. Competition

(1) The result required for admission to a student place is calculated based on the state examinations or admission tests, interviews organised at the university or grades on the secondary education certificate.

(2) The persons applying for English-language studies shall, in addition, have passed the state examination in the English language at B2 level, a valid internationally recognised English-language test approved by TTÜ or an English-language test at TTÜ, Tallinn University or University of Tartu at least at B2 level. The list of the language tests and the required results shall be approved by the Vice-Rector for Academic Affairs. The TTÜ English-language test for foreign students shall be coordinated by the Office of Academic Affairs.

(3) Evidence of the English language proficiency specified in subsection (2) of this section shall not be required from an applicant who:

1) has completed IB or EB diploma studies;

2) has acquired secondary education in English in the European Union, the European Economic Area, the USA, Canada, Australia, New Zealand and whose English language skills comply with at least B2 level. The Office of Academic Affairs has the right to request the relevant certification on paper or verify the English language skills by an interview via Skype.

(4) The results of mathematics and Estonian language examinations taken at TTÜ shall be considered equal to the results of state examinations. Applicants who have acquired their secondary education or an equal qualification in a foreign country compete for Estonian-language studies on the basis of the results of admission tests in mathematics and Estonian or the state examinations of the Republic of Estonia required for application. The Estonian language test may be taken only by the applicants who have not taken a state examination in essay, the Estonian language or Estonian as a second language or who have passed the exam with the results below the required minimum.

(5) A state examination in the Estonian language or Estonian as a second language may be replaced by a B2 or C1 level test, whereas the result of the test shall be at least 60% and the skills must meet the level requirements.

(6) In case of graduates of the IB and EB programmes, the examinations of the IB/EB diploma studies in courses complying with the terms and conditions of the competition approved by the TTÜ Council and the requirements for admission to bachelor's, engineering, professional higher education and master's studies shall be considered on the same basis as state examinations. The points for examinations taken in an IB/EB programme shall be converted into state examination points.

§ 8¹ Admission under a special condition [entry into force 18.10.2018]

(1) An applicant with the required level of education is admitted to Tallinn University of Technology if the applicant:

1) has achieved one of the ten highest scores in the final round of an Estonian national subject olympiad for the 11th and 12 grades or is ranked among the top 20 in the general ranking of upper secondary school pupils;

- 2) has participated in the final round of an Estonian national math, physics, chemistry or informatics olympiad for the 11th and 12th grades;
- 3) has, as an upper secondary school pupil, participated in and received a result at an international competition;
- 4) has, as an upper secondary school pupil, won the 1st – 3rd place in the TV show "Rakett 69".

(2) The olympiads and competitions, which the University takes into account upon admission under a special condition, shall be determined by the Vice-Rector for Academic Affairs.

§ 9. Documents

(1) The documents required for application are the following:

- 1) an application;
- 2) an original/originals and a copy/copies of the education certificate and the state examination certificate(s);
- 3) a passport, an identity card or a residence permit card;
- 4) an extract concerning the studies interrupted in the same study cycle, including duration, state funding and academic leave;
- 5) in case of persons permanently resident in Estonia who have acquired secondary education in a foreign country, assessment and recommendation of the Estonian ENIC/NARIC centre.
- 6) a diploma or a certificate certifying participation in an olympiad or competition based on § 8¹. [entry into force 18.10.2018]

(2) In case of persons who are not permanently resident in Estonia and who have acquired secondary education in a foreign country, TTÜ has the right to request an assessment and recommendation of the Estonian ENIC/NARIC centre or submit the relevant information request to verify the data.

(3) The documents referred to in subsection (1) of this section need not be added if the application for admission has been submitted via SAIS and the requirements for application have been met and the data are available in the relevant registers.

§ 10. Additional competition points

(1) Upon applying to bachelor's or integrated studies, the applicants who have graduated from upper secondary school with a gold or silver medal shall be awarded additional 10% of the maximum competition points provided that the threshold is met.

Chapter 3 Admission to master's studies

§ 11. General requirements for application

(1) Persons who have received a bachelor's degree upon graduating from an accredited study programme or who have acquired higher education or an equal qualification on the basis of an accredited professional higher education study programme can apply for master's studies. The eligibility of an applicant shall be determined on the basis of compliance with the admission requirements.

(2) If an applicant fails to meet the terms and conditions of the competition, he or she shall, prior to commencement of the reception of documents, submit to the Dean's office of the School a standard format application for the assessment of the eligibility of prior learning or for determining the courses that he or she needs to pass.

(3) Application for master's studies takes place in competition groups formed by study programmes. An applicant may apply for up to two student places.

(4) The persons not permanently resident in Estonia applying for English-language studies shall, in addition, have passed a valid internationally recognised English-language test that is approved by TTÜ or an English-language test at TTÜ, Tallinn University or University of Tartu at least at B2 level. The list of the language tests and the required results shall be approved by the Vice-Rector for Academic Affairs. The TTÜ English-language test for foreign students shall be coordinated by the Office of Academic Affairs.

(5) Evidence of the English language proficiency specified in subsection (4) of this section shall not be required from an applicant who has acquired education in the previous cycle in English in the European Union, the European Economic Area, the USA, Canada, Australia or New Zealand and whose English

language skills comply with at least B2 level. The Office of Academic Affairs has the right to request the relevant certification on paper or verify the English language skills by an interview via Skype.

§ 12. Documents

(1) The documents required for application are the following:

- 1) an application;
- 2) an original and a copy of an education certificate and a diploma supplement;
- 3) a passport, an identity card or a residence permit card;
- 4) recommendation of the programme director on the eligibility of prior learning or the courses that need to be passed before admission, as well as a certificate on passing these courses if the requirements for eligibility of education necessary for application have not been met;
- 5) an extract concerning the studies interrupted in the same study cycle, including duration, state funding and academic leave;
- 6) in case of persons permanently resident in Estonia who have acquired higher education in a foreign country, assessment and recommendation of the Estonian ENIC/NARIC centre.

(2) In case of persons who are not permanently resident in Estonia and who have acquired higher education in a foreign country, TTÜ has the right to request an assessment and recommendation of the Estonian ENIC/NARIC centre or submit the relevant information request to verify the data.

Chapter 4

Admission to doctoral studies

§ 13. General terms and conditions of application

(1) Applicants with a master's degree or an equal qualification may apply for doctoral studies.

(2) Admission to doctoral studies takes place by way of a competition.

(3) A competition is announced based on the topics of doctoral theses approved by the Vice-Rector for Research. One competition is announced for one doctoral thesis topic. The procedure for the selection of the topics of doctoral theses shall be approved by the Rector.

(4) An applicant may apply for one or several competitions.

(5) Notices of the competitions by topics, including the names of the supervisors, shall be published on the websites of the Schools and institutions and doctoral studies websites, international websites and in the online environment for applying for doctoral studies.

§ 14. Documents

(1) The documents required for application are the following:

- 1) an application;
- 2) a *curriculum vitae* incl. data on education and research and development activities;
- 3) an original and a copy of an education certificate and a diploma supplement;
- 4) a passport, an identity card or a residence permit card and copies thereof;
- 5) a motivation letter in English.

(2) In case an education certificate acquired in a foreign country, TTÜ has the right to request that the applicant submit an assessment and recommendation of the Estonian ENIC/NARIC centre or TTÜ may submit the relevant information request to verify the data.

(3) An applicant can submit the documents required for application without an education certificate of the previous cycle and submit it together with the diploma supplement not later than by the time of matriculation.

§ 15. Admission

(1) The admission committee for doctoral studies shall make a decision on admission of a person based on the rankings drawn up for each competition. A ranking shall be drawn up by taking into account the applicant's academic skills, performance and motivation based on the documents submitted for the competition, an interview made with the applicant and the supervisor's opinion.

(2) An applicant, who complies with the requirements set out in subsection 13 (1) of the Regulation and is placed first in the ranking, is admitted.

(3) If the applicant placed first in the ranking withdraws from participation in the competition, the applicant placed second in the ranking is admitted.

(4) An admission committee for doctoral studies has the right to admit in the framework of industrial doctorate without competition applicants complying with the requirements set out in subsection 13 (1) if a corresponding contract has been entered into.

Chapter 5 Matriculation

§ 16. Matriculation of a student

(1) The Vice-Rector for Academic Affairs matriculates the first and second level students on the proposal of the admission committee.

(2) The Vice-Rector for Research matriculates PhD students on the proposal of the admission committee. When matriculating a PhD student, the Vice-Rector for Research shall appoint a supervisor and, if necessary, up to two co-supervisors for the doctoral thesis. The Vice-Rector for Research has the right to replace the supervisor(s) of the doctoral thesis on the Dean's proposal.

Chapter 6 Disputing

§ 17. Disputing decisions related to admissions

(1) The result of an admission test may be disputed by filing a written appeal to the chairman of the admission committee not later than within three working days from publication of the results of the admission test. An appeal shall be reviewed by the dispute committee, which shall be established by the chairman of the admission committee and shall include at least the chairman of the admission committee and a member of the admission committee. The person who filed an appeal shall be notified of the decision of the committee within three working days as of the date of filing of the appeal.

(2) Other decisions and acts related to admission may be disputed by filing an appeal to the admission committee within three days from notification of the decision or performance of the act. An applicant shall be notified of the decision of the admission committee within three working days as of filing of the appeal.

Chapter 7 Implementation

§ 18. Implementing provisions

(1) The TTÜ Council Regulation No 9 of 17 November 2015 "Admission Requirements" (amended by the TTÜ Council Regulation No 1 of 19 April 2016) is repealed.

(2) The Regulation shall enter into force from the admission in the academic year of 2018/2019.