

TALTECH OFFICE OF ACADEMIC AFFAIRS SCHOLARSHIP

- 1. The scholarship of the TalTech Office of Academic Affairs** is intended for up to four TalTech students. The scholarship is open for TalTech bachelor's, master's, applied higher education and integrated study students who have actively contributed to promoting their area of specialisation in TalTech and outside TalTech, and have:
 - represented TalTech and introduced the studying opportunities at schools, education, career and professional trade shows, at TalTech's open doors days or other events;
 - instructed workshops related to their area of specialisation at TalTech, schools, school trade shows or other events, or talked about student life or their student experience to the students of general education schools;
 - supported the head of programme of their area of specialisation in the marketing of the study programme;
 - participated in a tutoring programme or acted as a freshman assistant;
 - been shadowed by a student shadow.

A student cannot apply for this scholarship, if:

- they have already been awarded this scholarship before;
- their studies have taken longer than the nominal period;
- they are on academic leave as at the moment of applying for the scholarship.

- 2.** The source of the scholarship is the amount transferred to the TalTech Development Fund by the scholarship sponsor.
- 3.** The scholarship fund is **2000 EUROS** annually. One scholarship is **500 EUROS** which shall be paid in one instalment.
- 4.** The scholarship shall be applied for and awarded by way of public competition. The competition shall be announced via various communication channels of TalTech.
- 5.** In order to apply for the scholarship, applicants shall have to submit the following to the Management Board of the Development Fund:
 - A motivation letter in which the applicant explains how they meet the established requirements (1-2 pages);
 - if desired, a letter of recommendation from a TalTech employee.
- 6.** The Management Board of the Development Fund shall register the applications submitted for the scholarship and organise the forwarding of the documents to the sponsor. Upon its wish, the sponsor may meet with the scholarship applicants before selecting the receiver of the

scholarship.

- 7.** The Director of Studies forms a scholarship committee, which has the right to evaluate the received applications and motivation letters and select the scholarship recipients. The committee has the right to meet with the scholarship applicants before selecting the scholarship recipients. The Academic Department, as the funder, has the right not to award the scholarship in the absence of suitable candidates.
- 8.** The receiver of the scholarship shall be approved by the Supervisory Board of the Development Fund on the basis of the sponsor's proposal.
- 9.** The scholarship shall be paid to the bank account notified by the receiver of the scholarship to the Management Board of the Development Fund.
- 10.** Any problems that might arise related to awarding the scholarship shall be settled by the Management Board and the Supervisory Board of the Development Fund.

APPLY