

ADOPTED by the Senate of the University of Tartu Regulation no. 11 of 25 September 2020 (effective as of 30 August 2021)

AMENDED by the Senate of the University of Tartu Regulation no. 15 of 27 November 2020 (effective as of 27 November 2020)

Conditions and procedure of reimbursement of degree study costs

Adopted based on subsection 16 (8) of the Higher Education Act and clause 12 (2) 10¹) of the Statutes of the University of Tartu.

I. General provisions

1. The conditions and procedure of reimbursement of degree study costs ('procedure') establish the principles of reimbursement of study costs of degree students at the University of Tartu ('university').
2. The rate of compensation of study expenses as used in the Higher Education Act is called the tuition fee in this procedure.
3. If the dean has not appointed a vice dean for academic affairs, the dean performs the duties of the vice dean for academic affairs laid down by this procedure.
4. The following persons must reimburse their study costs:
 - 4.1. students who
 - 4.1.1. study full-time in an Estonian-taught curriculum and fail to complete the study load prescribed by the curriculum (does not apply to doctoral students);
 - 4.1.2. study part-time in an Estonian-taught curriculum;
 - 4.1.3. study in a non-Estonian curriculum (does not apply to full-time doctoral students);
 - 4.2. external students;
 - 4.3. visiting students, except for those who pursue doctoral studies or study based on agreements between universities or states, cooperation projects between universities and research institutions or agreements between the university and the Republic of Estonia, if the agreement releases them from the reimbursement of study costs.
5. The tuition fee is established by the rector for each academic year on 1 December of the preceding academic year at the latest, taking into account the opinions of the faculty councils.
6. The tuition fee is established for students and external students
 - 6.1. as a credit point price in Estonian-taught curricula (except for doctoral curricula);
 - 6.2. as a credit point price and semester fee in non-Estonian curricula and in block-mode part-time studies (except for doctoral curricula); [effective as of 27 November 2020]
 - 6.3. as a semester fee in doctoral curricula.
7. Citizens of the member states of the European Union, the European Economic Area and Swiss Confederation and aliens holding a long-term residence permit of such states are subject to the same tuition fee. The rector may establish a higher tuition fee for citizens of other countries who do not hold a long-term residence permit of any member state of the European Union, the European Economic Area or Swiss Confederation.

II. Payment of tuition fee

8. Tuition fee is paid based on an invoice that the university issues to the person paying the tuition fee electronically at least 14 days before the due date.

II.1. Students

II.1.1. General principles

9. The tuition fee must be paid on the due date at the latest: 20 October in the autumn semester and 20 March in the spring semester. In the semester the student is matriculated to a non-Estonian curriculum, the due date is 20 September. Students who are not citizens of the member states of the European Union, the European Economic Area and Swiss Confederation and do not hold a long-term residence permit in any of these countries pay half of the semester fee after being informed of the admission decision and before being matriculated to a non-Estonian curriculum by the due date indicated on the invoice and the second half by 20 September.

10. In full-time studies, the tuition fee is paid based on a directive of the vice dean for academic affairs. In part-time studies, in a non-Estonian curriculum and when re-commencing studies under clauses 33 and 34, the tuition fee is paid based on a contract for reimbursement of study costs concluded between the university and the student. The contract is concluded within two weeks after matriculation or transfer to part-time studies.

11. If the student withdraws from studies before the due date, the student is not required to pay the tuition fee. If the student withdraws from studies on or after the due date, the student must pay the tuition fee for the current semester.

12. Students do not have to pay the tuition fee during academic leave, except in cases stipulated in this procedure.

II.1.2. Full-time students of Estonian-taught curricula (except for doctoral students)

13. A full-time student must pay the tuition fee if, by the start of the semester, the student is more than 6 credit points (ECTS) short of the study load of the previous semesters prescribed by the curriculum. The tuition fee is paid in the current semester for each missing credit point exceeding the threshold of 6 ECTS, taking into account that the study load is 30 ECTS per semester and 60 ECTS per academic year and credit points are calculated cumulatively.

14. When calculating the student's tuition fee, the completed study load prescribed by the curriculum is calculated only based on the courses of the curriculum and the selected modules and optional courses to the maximum extent allowed by the curriculum. Credit points obtained by the recognition of prior learning and work experience are also counted towards the number of credit points obtained when calculating a student's tuition fee.

15. The requirement specified in clause 13 is not applied in semesters in which the student studies at a foreign university and in the semester following studies abroad if the university takes at least 15 ECTS of the courses completed there into account towards the completion of the student's curriculum.

16. If a student who started studying full-time and was transferred to part-time studies is again transferred to full-time studies within the standard period of study, the student does not pay the tuition fee in the first semester of full-time studies but must pay the tuition fee according to clause 13 as of the second semester of full-time studies.

17. The student does not have to pay the tuition fee in the semester of matriculation, re-matriculation and change of curriculum. The volume of studies completed under the curriculum is verified starting from the semester following matriculation, re-matriculation or change of curriculum.

18. If academic leave starts during the semester, the student must pay the tuition fee for the current semester based on the credit points short of the study load prescribed by the curriculum according to clause 13. After the end of the academic leave, the student does not have to pay the tuition fee for the current semester if the student already paid the tuition fee for the semester preceding the start of the academic leave. If the student has been on academic leave for more than half of a semester (more than 70 days), the student does not have to pay the tuition fee for this semester.

II.1.3. Part-time students of Estonian-taught curricula (except for doctoral students)

19. A student who started studying part-time pays the tuition fee per credit point price based on the volume of courses registered for at the beginning of the semester. If the student earns more credit points during the semester, the university adds the missing amount to the invoice issued in the next semester. If the student is graduating, the university issues a new invoice before the thesis defence or final exam.

19¹. Part-time student of a block-mode curriculum pays the tuition fee either based on credit point price as specified in clause 19 or as a semester fee. The student must inform the university of the preferred manner of payment in writing by 20 September in the autumn semester and 20 February in the spring semester. [effective as of 27 November 2020]

20. The student transferred from full-time studies to part-time studies pays the tuition fee according to clause 19 as of the semester in which the student was transferred to part-time studies and the student is not required to pay the tuition fee for the number of credit points the student failed to obtain in the preceding semester under the curriculum.

21. If academic leave starts before the due date, the student does not pay the tuition fee for the current semester. If academic leave starts on or after the due date, the student pays the tuition fee for the entire current semester. If academic leave ends before the due date, the student pays the tuition fee for the current semester. If academic leave ends on or after the due date, the student does not pay the tuition fee for the current semester. The student does not have to pay the tuition fee during academic leave unless the student participates in studies and/or takes exams and pass/fail evaluations. If the student participates in studies and/or takes exams and pass/fail evaluations during academic leave, the student pays the tuition fee based on the credit point price according to the number of credit points to be obtained for the courses registered for.

21¹. If the part-time student of a block-mode curriculum participates in studies and/or takes exams and pass/fail evaluations during the academic leave, the student pays the tuition fee based on the credit point price or the semester fee, depending on the student's choice. The student informs the university of the preferred manner of payment when taking the academic leave and, from then on, by 20 September in the autumn semester and 20 February in the spring semester. If academic leave starts during the semester, the student pays tuition fee for the current semester depending on the start of the academic leave. If academic leave starts before the due date, the student pays the tuition fee for the entire semester. If academic leave starts on or after the due date, the student does not have to pay any more tuition fee for the current semester, except for defending a graduation thesis or taking a final exam, if the student has not paid the semester fee in the semester of the defence or exam. If the student pays based on the credit point price, the tuition fee is calculated as provided for in clause 19. [effective as of 27 November 2020]

22. Thirty per cent of the price of transferred credit points must be paid for the time spent studying at a foreign university. The student is released from paying the tuition fee if the student is charged a tuition fee at the foreign university. If the student participates in studies at the university while having the status of a student studying abroad, the student additionally pays the tuition fee based on the full price of a credit point according to the number of credit points to be obtained for the courses registered for at the university.

II.1.4. Students of non-Estonian curricula (except for doctoral students)

23. A full-time student pays the tuition fee as the semester fee for the current semester. A part-time student pays the tuition fee either based on the credit point price or as the semester fee, except in cases specified in this regulation. If the student pays based on the credit point price, the tuition fee is calculated as provided for in clause 19. A part-time student must inform the university of the preferred manner of payment in writing by 20 September in the autumn semester and 20 February in the spring semester.

24. If academic leave starts before the due date, the student does not pay the tuition fee for the current semester. If academic leave starts on or after the due date, the student pays the tuition fee for the entire current semester. If academic leave ends before the due date, the student pays the

tuition fee for the current semester. If academic leave ends on or after the due date, the student does not pay the tuition fee for the current semester. The student does not have to pay the tuition fee during academic leave unless the student participates in studies and/or takes exams and pass/fail evaluations.

25. If the student participates in studies and/or takes exams and pass/fail evaluations during the academic leave, the student pays the tuition fee based on the credit point price or the semester fee, depending on the student's choice. The student informs the university of the preferred manner of payment when taking the academic leave and, from then on, by 20 September in the autumn semester and 20 February in the spring semester. If academic leave starts during the semester, the student pays tuition fee for the current semester depending on the start of the academic leave. If academic leave starts before the due date, the student pays the tuition fee for the entire semester. If academic leave starts on or after the due date, the student does not have to pay any more tuition fee for the current semester, except for defending a graduation thesis or taking a final exam, if the student has not paid the semester fee in the semester of the defence or exam. If the student pays based on the credit point price, the tuition fee is calculated as provided for in clause 19.

26. Thirty per cent of the price of transferred credit points must be paid for the time spent studying at a foreign university. The student is released from paying the tuition fee if the student is charged a tuition fee at the foreign university or if the tuition fee waiver is stipulated by an international project in which the university participates. If the student participates in studies at the university while having the status of a student studying abroad, the student additionally pays the tuition fee based on the full price of a credit point according to the number of credit points to be obtained for the courses registered for at the university unless the tuition fee waiver is stipulated by an international project in which the university participates. The total tuition fee for the semester of studying abroad must not exceed the semester fee established for the curriculum.

II.1.5. Doctoral students

27. A part-time doctoral student pays the tuition fee as the semester fee for the current semester.
28. If academic leave starts before the due date, the doctoral student does not pay the tuition fee for the current semester. If academic leave starts on or after the due date, the doctoral student pays the tuition fee for the entire current semester. If academic leave ends before the due date, the doctoral student pays the tuition fee for the current semester. If academic leave ends on or after the due date, the doctoral student does not pay the tuition fee for the current semester.
29. A part-time doctoral student also has to pay the tuition fee in the semester the student has the status of a student studying abroad and in the semester of academic leave if the doctoral student participates in studies and/or takes exams and pass/fail evaluations during the academic leave.

II.2. External students and (international) visiting students

30. An external student pays the tuition fee based on the credit point price according to a contract for reimbursement of study costs concluded with the university, proceeding from the number of credit points to be obtained for the courses indicated in the application and registered for in the Study Information System. An external doctoral student pays the semester fee according to a contract for reimbursement of study costs concluded with the university.
31. The tuition fee of a visiting student is based on the price of one credit point in force in the academic year of registering the person as a visiting student in the relevant faculty for the level of higher education corresponding to the level of higher education of the visiting student in his/her home university. The tuition fee of an international visiting student is based on the tuition fee established for international visiting students at the relevant faculty. If a(n) (international) visiting student completes courses of a continuing learning programme, the student pays for them based on the tuition fee established for the programme.
32. The tuition fee of an external student is based on the price of one credit point in force in the academic year of registering the person as an external student for the structural unit and curriculum for which the external student has been registered.

II.3. Payment of tuition fee upon recommencement of studies

33. A student who has been deleted from the matriculation register and is, within two years, rematriculated to the same
- 33.1. Estonian-taught curriculum pays the tuition fee in full-time and part-time studies on the same grounds as part-time students of Estonian-taught curricula;
 - 33.2. non-Estonian curriculum pays the tuition fee on the same grounds as other students of non-Estonian curricula;
 - 33.3. doctoral curriculum pays the tuition fee on the same grounds as other doctoral students.
34. If a student recommences studies at the same level of higher education before the triple standard period of study of the curriculum in which the student studied before has passed since taking up studies at the same level of higher education (double standard period of study in case of integrated bachelor's and master's curriculum) and the student has not reimbursed the study costs at the same level of higher education to the extent of at least half of the standard period of study of the curriculum, the student in
- 34.1. an Estonian-taught curriculum pays the tuition fee in full-time and part-time studies on the same grounds as part-time students of Estonian-taught curricula;
 - 34.2. a non-Estonian curriculum pays the tuition fee on the same grounds as other students of non-Estonian curricula;
 - 34.3. a doctoral curriculum pays the tuition fee on the same grounds as other doctoral students.
35. In cases specified in clauses 33 and 34, the student cannot apply for exemption from the tuition fee based on clauses 41.1 to 41.3 and for the tuition-waiver student place specified in clause 49, and the exemption from tuition fee specified in clause 45 does not apply.

II.4. Payment of tuition fee upon extension of studies

36. In the first extension semester, the full-time student of an Estonian-taught curriculum pays the tuition fee for each credit point short of the prescribed number of credit points to be obtained under the curriculum. In the following extension semesters, the tuition fee is not paid for missing credit points. The first extension semester is the semester in which the student's extended study period covers more than half of the semester (more than 70 days).
37. Upon extension of studies, the part-time student of an Estonian-taught curriculum pays the tuition fee based on the number of credit points to be obtained for courses for which the student has registered.
38. Upon extension of studies, the student of a non-Estonian curriculum pays the tuition fee as the semester fee or based on the number of credit points to be obtained for courses for which the student has registered, depending on the student's choice. The preferred manner of payment of the tuition fee must be submitted in writing along with the application for extension of studies. The full-time student of a non-Estonian curriculum who has the tuition-waiver student place specified in clause 49 pays the tuition fee for the extension of studies according to the procedure provided for in clause 36.
39. Upon extension of studies, part-time doctoral students pay the semester fee.

III. Exemption from tuition fee

40. Students can apply for exemption from the tuition fee until 15 September in the autumn semester and 15 February in the spring semester. The external student submits an application for exemption from the tuition fee together with the application for registration as an external student.
41. Based on an application, a full-time or part-time student is released from the tuition fee if the student has started full-time studies in an Estonian-taught curriculum and
- 41.1. has a moderate, severe or profound disability;
 - 41.2. has fully or partially lost capacity for work;
 - 41.3. is a parent or caregiver of a child under the age of seven or a child with a disability;

- 41.4. studies in a curriculum of teacher training or educational sciences and works as a teacher with at least a 0.5 workload or 18 hours per week. [effective as of 27 November 2020]
42. Based on a reasoned request of the student, the vice dean for academic affairs may release a full-time student of an Estonian-taught curriculum, in part or in full, from paying the tuition fee in the semester following the academic leave if the student was on academic leave for health reasons for at least 40 days during the semester and thus could not obtain the required amount of credit points.
43. The faculty council may approve a list of curricula that do not belong to the curriculum group of teacher training and educational sciences but have a teacher training output, the students of which may apply for the exemption specified in clause 41.3.
44. Full-time and part-time students of the master's curriculum of nursing are released from paying the tuition fee.
45. Full-time students of the Estonian-taught curriculum of medicine, dentistry and pharmacy are released from paying the tuition fee during the standard period of study of and the extension year.
46. A student admitted under special conditions in a competition organised by the University of Tartu Academic Sports Club is released from paying the tuition fee.
47. When applying for an exemption from tuition fee specified in clause 41, a document certifying the basis of exemption must be presented: the employer's certificate of working as a teacher (submitted by the start of each academic year), the birth certificate of the child, or a valid document certifying the disability or loss of capacity for work.
48. Based on the person's reasoned application, the vice dean for academic affairs may issue a directive to release
- 48.1. the external student in part or in full from paying the tuition fee for defending a graduation thesis or taking a final exam and reduce the tuition fee for practical training to 30 per cent of the price of the credit points;
 - 48.2. the full-time student of an Estonian-taught curriculum or a non-Estonian curriculum holding the tuition-waiver student place during the extension term in part or in full from paying the tuition fee for defending a graduation thesis or taking a final exam.
49. For non-Estonian curricula, the university may create student places in which full-time students are released from paying the tuition fee. The rector approves the number of tuition-waiver student places. When studying full-time in a tuition-waiver student place, the obligation to pay the tuition fee arises similarly to full-time students of Estonian-taught curricula according to clauses 13–18, and when studying part-time, according to clauses 19–23. The tuition-waiver student place is awarded for the entire study period to the best admitted students according to the ranking list drawn up based on the points earned in the admission period. Student places funded outside the activity support are filled based on the conditions of the cooperation programme or agreement.
50. The vice dean for academic affairs may reduce the semester fee of a student of a non-Estonian curriculum if, during the standard period of study, an international project in which the university participates covers the semester fee of the student to a smaller extent than the tuition fee. To students holding student places funded outside the activity support, exceptions can be made from the procedure of payment stipulated in clauses 13–18 and the study costs can be compensated for according to the conditions of the cooperation programme or agreement.

IV. Liability for failure to pay the tuition fee

51. If the student fails to pay the tuition fee by the due date, late interest is charged at the rate of 0.06% of the overdue amount per each day of delay.
52. If the student has not paid the semester fee within four weeks of the due date, the student is deleted from the matriculation register under the Study Regulations.

53. If a third party reimburses the study costs under a contract for reimbursement of study costs, but the person terminates the contract, the obligation to pay the tuition fee is transferred to the student who studies in the student place.

54. The Finance Office monitors the accrual of tuition fees. The head of finance sends the lists of debtors to the faculties by the 15th day of each month (except in July and August).

55. The university has the right to transfer debt claims arising from unpaid tuition fees to a company engaged in debt collection.

56. If a full-time student of an Estonian-taught curriculum is transferred to part-time studies and a student of a non-Estonian curriculum, a student specified in clauses 33 and 34, or a student starting part-time studies is matriculated but does not sign a contract for reimbursement of study costs within two weeks and does not submit an application for deletion from the matriculation register, the university charges the tuition fee from the student based on the credit point price and the number of credit points to be obtained for the courses registered for.

57. If a student is no longer released from paying the tuition fee under clause 41 and studies part-time, but fails to sign a contract for reimbursement of study costs within two weeks of the beginning of the semester, the university charges the tuition fee from the student based on the credit point price and the number of credit points to be obtained for the courses registered for.

58. If a doctoral student does not sign a contract for reimbursement of study costs within two weeks from matriculation or transfer to part-time studies and does not submit an application for deletion from the matriculation register, the university charges the tuition fee from the student as the semester fee.

59. If in cases specified in clauses 56–58 the student has not paid the autumn semester's tuition fee by 20 October or the spring semester's tuition fee by 20 March, the student is deleted from the matriculation register under the Study Regulations.

60. The student has the right to contest the directive of the vice dean for academic affairs regarding the establishment of the tuition fee according to the procedure provided for in the Study Regulations of the university.

V. Implementing provisions

61. A student who started part-time studies before the 2019/2020 academic year and was transferred to full-time studies during the standard period of study does not have to pay the tuition fee in the first semester of full-time studies but must pay the tuition fee according to clause 13 as of the second semester of full-time studies.

62. Clause 33.2 is not applied to students matriculated to non-Estonian curricula in the 2020/2021 academic year if they recommence studies under the same curriculum.

63. Full-time students matriculated to a non-Estonian curriculum before the 2020/2021 academic year who hold the tuition-waiver scholarship are released from paying the tuition fee on the same basis as full-time students of Estonian-taught curricula. The tuition-waiver scholarship is awarded for the entire study period.

63.1. In case of the tuition-waiver scholarship, the obligation to pay the tuition fee arises as provided in clauses 13–18 (in full-time studies) and clauses 19–23 (in part-time studies).

63.2. The full-time student of a non-Estonian curriculum who has been awarded the tuition-waiver scholarship pays the tuition fee for the extension of studies according to the procedure provided for in clause 36.

64. The regulation takes effect on 30 August 2021.