

THE EUROACADEMY'S RULES AND REQUIREMENTS FOR ADMISSION OF STUDENTS

The Euroacademy's Rules and Requirements for Admission of Students (hereinafter admission rules) are established in compliance with article 9 section 4 subsection 4² of the Institutions of Professional Higher Education Act and Article 4.4.15 of Euroacademy's Statutes.

I. GENERAL PROVISIONS

1. The admission rules shall provide the terms and administration of the admission of students to the study places at the professional higher education and Master's level. The aim of the admission rules is to ensure the smooth, purposeful and lawful admission procedure, the equal treatment of applicants and the transparency of the admission process.
2. Definitions
 - 2.1. additional admission – in case of vacant study places there will be an additional two-week admission period following the main admission period;
 - 2.2. admission – the applicant is considered to have met the admission requirements and the respective decision by the Admission Board is formalised;
 - 2.3. admission application – an application specifying the applicant's personal and contact data, previously acquired level of education and the curriculum (incl. the language of instruction) to which the applicant is willing to enrol;
 - 2.4. admission report – records reflecting the admission conditions of Euroacademy registering the applicants who have completed the admission interviews and their conformity to the admission terms of Euroacademy;
 - 2.5. admission session – the dates established by the Rector's decree for the period of student admission and the conduct of admission interviews at Euroacademy;
 - 2.6. applicant – a person who has submitted the admission application and wants to start studies at Euroacademy. An international applicant is the applicant who holds no Estonian citizenship, long term residence permit or permanent right of residence;
 - 2.7. applicant file – the admission application filled in by the applicant and the documents pertaining to the application, including the bilateral study agreement with the respective annexes;
 - 2.8. main admission period – the period of time in the academic calendar established by the Rector's decree for the admission interviews, acceptance of student applications for the following academic year and the granting of study places;
 - 2.9. matriculation – the formal inclusion of the student in the student list of the full-time or part-time professional higher education or Master's studies at Euroacademy with the respective Rector's decree;
 - 2.10. student – a person meeting all the matriculation conditions who has been included in the student list of the full-time or part-time professional higher education or Master's studies at Euroacademy;

- 2.11. in case of terms not defined in section 1.2, the definition shall be based on the term's legal definition, the definition established in other documents of Euroacademy, or in the absence of the above, on the ordinary meaning of the word.
3. The main admission to Euroacademy is based on public competition once a year prior to the beginning of the autumn term, as a rule from June 1 till August 24. In case of vacant study places, an additional admission shall be opened prior to the beginning of the spring term. In case of vacant study places, the admission period may be extended by two weeks. The announcement of the additional admission shall be decided by the Rector's decree. The admission periods shall be determined in the academic calendar.
4. Study places and groups are established pursuant to the number of applications for the given curriculum proceeding from the opportunities provided by the study environment of the higher education establishment.
5. The admission of students to Euroacademy is conducted in accordance with the admission rules. Instances unregulated by the admission rules shall be solved with regard to the provisions of the rules of the organisation of studies, the admission and interview procedures, the rules of procedure of the Admission Board and the Estonian legislation. The extraordinary issues arising in regard to admission are solved by the Admission Board in cooperation with the respective faculty.
6. The Admission Board is formed by the respective Rector's decree. The Admission Board shall include the vice-rector, at least one representative of each faculty, the representative of the study department and the secretary of the board. The rules of procedure of the Admission Board shall be approved by the Euroacademy Senate.
7. Studies at Euroacademy are provided for a tuition fee. The amount of the tuition fee shall be determined by the resolution of the governor of Euroacademy, MTÜ Eesti Euroinfo Ühing (hereinafter society).
8. Upon the application, the student candidate (hereinafter the applicant) shall select the appropriate full-time or part-time curriculum on the professional higher education or Master's level conducted either in Estonian, Russian or English.
9. Pursuant to article 17 of the Private Schools Act, the applicant shall enter into a study agreement with the management body of the society. The respective curriculum shall form a mandatory annex to the study agreement. The study agreement shall be in the respective language of instruction.

II. SUBMISSION OF AN APPLICATION

10. The applicant shall submit the admission application and the documents listed in the section 13 to the Admission Board on the spot, by mail or e-mail or electronically via the Estonian Admission Information System (hereinafter SAIS). The applicants with no data in the state registers shall submit the documents to the Admission Board either electronically or on the spot.
11. International applicants shall submit the application and the documents listed in the section 13 electronically, in the respective online environment or by e-mail, by post or to the Admission Board on the spot. The admission of international applicants shall be organised by the Admission Specialist. The documents delivered to Euroacademy by a third person – a carrier, must be accompanied with the notarised authorisation to the carrier provided by the applicant, otherwise the documents are rejected. The admission procedure for international applicants is established with the Rector's Decree.

12. The application shall be filled in in the language of instruction.
13. The documents required for the application are as follows:
 - 13.1. the application (filled out on Euroacademy's website, SAIS or on site);
 - 13.2. the original copy and photocopy of the educational credentials;
 - 13.3. the original copy and photocopy of the diploma supplement;
 - 13.4. the original copy and photocopy of the state examination certificate(s);
 - 13.5. the passport or ID-card;
 - 13.6. passport size photograph;
 - 13.7. motivational letter (international students);
 - 13.8. in case of individuals having obtained education in a foreign country, the original copy of the assessment of the Estonian ENIC/NARIC Centre. In case of missing evaluation, Euroacademy orders the evaluation from ENIC/NARIC;
 - 13.9. in case of individuals having obtained education in a foreign country or applying for a curriculum in a foreign language, the original copy certifying the sufficient foreign language competence;
 - 13.10. for entering the specialties of interior design and fashion design, the applicant must also submit a portfolio of previous creative work;
 - 13.11. in case of documents issued in a foreign state (except for documents issued in Russian or English), a notarised translation into Estonian, English or Russian shall be submitted.
14. The names, date of birth and other personal data on the documents certifying education must correspond to those given on the ID-document. A document certifying the name alteration or clarifying the discrepancy in the personal data must be submitted, if necessary.
15. In the absence of the original copies of the documents enlisted in section 13, a notarised copy of the original is accepted.
16. The application must be legible with all the required contact and personal data inserted in the respective fields and the applied curriculum and the applicant's previous education clearly stated. The application must include a photograph and a (digital) signature by the applicant.
17. The recognition of the documents issued in a foreign state is decided by the Admission Board based on the evaluation provided by the Estonian Academic Recognition Information Centre (hereinafter the Estonian ENIC/NARIC Centre).
18. Euroacademy shall retain the right to reject the applications with insufficient data or lacking the required documents or which documents do not meet the requirements of the current rules.
19. An applicant may submit up to three applications for the professional higher education and up to two applications for Master's studies. In case of more than one application, the preferred curriculum must be designated.

III. ADMISSION TO PROFESSIONAL HIGHER EDUCATION AND MASTER'S STUDIES

20. All individuals having completed secondary education or having a corresponding foreign qualification have equal right to apply for the professional higher education studies.

21. To be eligible for Master's studies, applicants must have a Bachelor's degree or professional higher education acquired on the basis of a respective accredited curriculum or a corresponding qualification.
22. The admission to the professional higher education and Master's studies is based on the interview conducted by the Admission Board. The admission interview with applicants not permanently residing in Estonia may be conducted via SKYPE video call. The interview shall be conducted in the language of instruction of the applied curriculum.
23. The competition for the vacant study places shall be based on the grades in the document certifying education and/or the results of the admission interview.
24. The admission applications are accepted during the admission period(s) established in the academic calendar. In case of vacant study places, Euroacademy reserves the right to extend the period of the main admission by two weeks and announce the winter admission period. The extraordinary admission is regulated by chapter II "Matriculation" of the Study Regulations.
25. In case of supplementary or extraordinary admission, a student may be enrolled and matriculated at Euroacademy on condition that:
 - 25.1. the study load set for the full-time studies (22.5 to 30 EAP per term) may be completed in the given term;
 - 25.2. the subjects already taught in the given term and not taught in the following two terms may be covered with the Accreditation of Prior Work Experience and Learning (APEL) programme, and
 - 25.3. the student's attendance in the courses declared in the given term is not delayed by more than four academic hours.
26. Euroacademy retains the right to reject or defer the process of applications submitted beyond the admission periods established in the academic calendar to the next admission period.

IV. Language requirements

27. The required language level in the language of instruction of the curriculum is B2 in case the previous education has not been acquired in the same language. In case of the specialty of translation, the required level of language competence is C1. The applicant must prove the compliance with the language requirements in case his or her native language does not correspond to the language of instruction or his or her previous education has not been conducted in the language of instruction of the applied curriculum.
28. In case of applying for a curriculum with English as the language of instruction:
 - 28.1. the result of the state examination in English must form at least 60 % of the maximum score, or
 - 28.2. the valid results of the TOEFL test must be higher than 500 (computer-based test 173, iBT 61) points, or
 - 28.3. at least 5.0 points in the IELTS test, or
 - 28.4. at least 80 % of the maximum score in the English test at Euroacademy (the English language tests are coordinated by the Faculty of Translation), or
 - 28.5. at least the language competence level B2 in a Common European Framework language test conducted by an Estonian language centre, or

- 28.6. at least 60 % of the maximum score in an English language test conducted by the language centre of some other Estonian higher education institution.
- 28.7. The student's English language competence is considered sufficient in case one of the requirements listed in sections from 28.1 to 28.6 has been met or the applicant's previous education has been acquired in English.
29. In case of applying for a curriculum with Russian as the language of instruction:
 - 29.1. the result of the state examination in Russian must form at least 60% of the maximum score, or
 - 29.2. the language competence level B2 must be certified by a respective document issued by the Pushkin Institute in Tallinn, or
 - 29.3. the result of a Russian language test conducted by the language centre of some other Estonian higher education institution must be at least 51 % of the maximum score.
 - 29.4. The applicant's Russian language competence is considered sufficient in case one of the requirements listed in sections 29.1 to 29.3 has been met or the student's previous education has been acquired in Russian.
30. In case of applying for the specialty of translator training, the result of the state examination in English must form at least 65 % of the maximum score. In the absence of the given state exam result, an entrance exam in the form of a test will be conducted at Euroacademy. The English language test is coordinated by the Faculty of Translation.
31. In addition to the requirements listed in sections 28 to 30, the applicant must prove his or her language competence in the oral interview. If necessary, the student may improve his or her language competence level in the language course conducted by Euroacademy.
32. The other languages needed for the acquisition of the learning outcomes are languages that the students of the given curriculum are required to learn and/or master.
 - 32.1. The minimum requirements for the second language competence needed for the acquisition of the learning outcomes shall not be implemented if the sufficient language competence level is reached during the compulsory language courses established in the curriculum.
 - 32.2. In other instances, the language competence level needed for the acquisition of learning outcomes must be B1 unless otherwise stated in the curriculum.
 - 32.3. The second language competence level needed for the acquisition of learning outcomes is certified by the state examination result or a certificate issued by a language centre and it will be tested in the admission interview.

V. NOTIFICATION AND REGISTRATION FOR STUDIES

33. The secretary of the Admission Board shall notify the applicant who submitted the documents electronically about the compliance of the documents to the requirements of the current rules at least two (2) days before the admission interview.
34. International applicants who require the residence permit for study pay the registration fee after the submission of the documents. The registration fee is non-refundable and not counted into the tuition fee. The amount of the registration fee shall be established by the decision of the management board of the society, the tuition fee payment order shall be established with the decision of senate.

35. The applicant is notified of the granting of a study place by the representative of the faculty having conducted the interview in the Admission Board. Upon the applicant's request, the person conducting the interview shall issue a certificate on passing the interview and receiving a study place on the spot.
36. In case of conducting the admission interview via SKYPE video call, the applicant is notified of the granting of a study place by the interviewer. Upon the applicant's request, the person conducting the interview shall issue a certificate on passing the interview and receiving a study place on the spot (Letter of Conditional Acceptance).
37. After the successful admission interview, the prepayment invoice of the first year tuition fee is issued to the International applicant. By paying the prepayment of the tuition fee, the applicant takes the obligation to study at Euroacademy.
38. After the payment of the prepayment of the tuition fee, Euroacademy issues the Certification of Enrolment to the applicant. According to the certification, residence permit for study is applied for.
39. In order to receive a study place at Euroacademy, the applicant must meet the following requirements:
 - 39.1. the applicant has submitted an admission application pursuant to the requirements;
 - 39.2. the applicant has proven his or her adequate competence of the language of instruction;
 - 39.3. the applicant has completed the admission interview.
40. In addition to the conditions listed in section 39, the student must meet the following requirements to ensure his or her matriculation at Euroacademy:
 - 40.1. the applicant has signed the study agreement;
 - 40.2. the applicant has paid the advance payment of the tuition fee established in the study agreement.
41. The Admission Board shall formalise their resolution on the acceptance or refusal of the applicant's admission application within five (5) working days following the admission interview and inform the applicant in written form via e-mail no later than within five (3) working days following the decision.
42. Upon disagreement with the results of the admission, the applicant may submit a written appeal to the Admission Board within five (5) working days from the announcement of the results. The Admission Board shall review the appeal and provide a response to the applicant in writing no later than within five (5) working days. The decision of the committee shall be final.
43. The Rector of Euroacademy retains the right to annul the decision of the Admission Board on the enrolment of the student at Euroacademy in case it is revealed that the applicant has presented falsified information or documents, or in case of his or her failure to meet the requirements specified in the study agreement.
44. Having received the Admission Board's resolution on the granting of a study place at Euroacademy, the applicant shall confirm his or her acceptance of the study place and commencement of studies by entering into the study agreement and paying the advance payment of the tuition fee. Having met the requirements listed in section 40 of the admission rules, the applicant shall be matriculated with the respective decree of the Rector of Euroacademy.

45. The student is obliged to appear at the studies within two (2) weeks following the commencement of the studies. In case of failure to appear at the studies without good reason, the student shall be ex-matriculated pursuant to chapter X "Ex-matriculation" of the Study Regulations.

VI. IMPLEMENTATION OF THE ADMISSION RULES

46. Any issues not regulated in these rules shall be decided upon by the Admission Board of Euroacademy.
47. The terms and conditions and procedure for admission of students at Euroacademy approved by the Senate of Euroacademy resolution of March 28, 2013 shall be repealed.
48. The procedure for submitting evidence of foreigners' sufficient proficiency in the language of instruction approved by the Senate of Euroacademy resolution of March 28, 2013 shall be repealed.
49. The admission rules have been approved by the Senate of Euroacademy resolution of August 25, 2015 and shall take effect on September 1, 2015.
50. The admission rules have been amended by the Senate of Euroacademy resolution of May 13, 2016.
51. The amended admission rules shall take effect on July 1, 2016.