

## Sustainable Information Technologies for Societies (SITEs)



Artificial Intelligence for  
Sustainable Societies

# Document:D2.1 – Admission regulations & guidelines

[V1]

Produced under the Grant Agreement Project 101127953 — SITEs-JM Erasmus Mundus  
Joint Master's Programme – Artificial Intelligence for Sustainable Societies (AISS)



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## **Sustainable Information Technologies for Societies (SITEs)**

### **D2.1 – Admission regulations & guidelines**

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**Produced under the Grant Project 101127953 — SITEs-JM Erasmus Mundus Joint Master's Programme – Artificial Intelligence for Sustainable Societies (AISS)**

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AISS is jointly run by

Tallinn University (TLU), Estonia

Tampere University (TAU), Finland

University of Lusófona (UL), Portugal

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# 1. Introduction

The Sustainable Information Technologies for Societies (SITEs) project, which implements and executes the program Erasmus Joint Master's programme (120 ECTS) titled “**Artificial Intelligence for Sustainable Societies (AISS)**”, has had many challenges.

The program had an information session for the prospective student on the 29th of January 2024. We have the acceptance from the Estonian Educational Ministry, but the technical aspects of opening the program are still pending. The promise is that the application will be opened this week, but estimating the delays we have encountered all through the autumn of 2024, most likely, it will be next week - week 6 of 2024.

We are in the process of adding the last annexes to the partnership agreement and have the first version of the admission regulations, the admission committee building. These will be presented in chapter 2. The student's version of the guidelines for applying to the AISS program are presented in chapters 3 and 4.

## 2. Admission Regulations

This chapter presents the admission regulations, admission committee building and quality assurance.

### ADMINISTRATION OF THE STUDY PROGRAMME AND QUALITY ASSURANCE

- 2.1. The Universities shall appoint Tallinn University as the coordinating institution of the study programme. The implementation of the study programme shall be carried out in accordance with the legal acts established for the coordinating institution unless otherwise specified in the Agreement.
- 2.2. For the administration of the study programme each of the Universities shall appoint one study programme administrator who shall coordinate studies, financial matters related to studies at his/her University, and information exchange between the Parties and activities related to the development of the study programme. Study programme administrators shall jointly carry out the duties established in TLU Statute of Study Programme. The study programme administrator of TLU shall be appointed in accordance with the procedure established in TLU Statute of Study Programme. The study programme administrator of TAU shall be appointed by the decision of the Dean of the Faculty of Information Technology and Communication Sciences. The study programme administrator of UL shall be appointed by the decision of the Dean of the Faculty of Natural Sciences, Engineering and Technologies.
- 2.3. In addition to the study programme administrator, Universities may, in accordance with the procedure established in Clause 2.2., appoint their own study programme assistant to help the study programme administrator with current activities related to the implementation of the study programme and administration and coordination of information exchange between the Parties.

- 2.4. Study programme administrators and study programme assistants of the Universities shall organise a joint meeting at least twice each semester with the purpose of evaluating the operation of studies and planning the necessary changes and developments.
- 2.5. For the development of the study programme and for the quality assurance of studies the Universities shall form a joint council of the study programme, approved by the order of the director of TLU academic unit. The council of the study programme shall make proposals to study programme administrators for the development of the study programme and studies by confirming the action plan for the development of the study programme. The council of the study programme shall consist of at least ten members, including the study programme administrators from each of the Universities, at least one member of academic staff from each of the Universities, the head of the study area and the head of studies of TLU academic unit, at least one student representative and at least one representative of the employers.
- 2.6. The council of the study programme shall:
  - 2.6.1. be chaired by the head of council elected by and from among its members who shall be a representative of TLU. The head shall be elected at the first meeting of each academic year until the beginning of the mandate of the head of council elected at the first meeting of the following academic year. In case of early termination of the mandate of the head of council, the council shall elect a new head.
  - 2.6.2. have the meetings recorded by a secretary appointed by the council of the study programme. The minutes of the meetings of the council of the study programme shall be signed by the head of council and the secretary and shall be registered in the TLU document management system WebDesktop.
  - 2.6.3. have the head to set the agenda of the meeting. A notice about the time and agenda of the meeting and the prepared materials shall be forwarded to the members of council generally at least one week before the meeting.
  - 2.6.4. generally meet once every semester or it shall be summoned on the initiative of the head of council or by the head of council on the initiative of at least one quarter of the council. The meeting for extraordinary election of the head of council shall be summoned and chaired by TLU administrator of the study programme.
  - 2.6.5. have the quorum which is to consist of at least two thirds of the members.
- 2.7. In assuring the quality of studies, principles referred to in TLU Statute of Study Programme shall be followed.
- 2.8. The internal assessment of the study programme shall be based on the procedure referred to in TLU Statute of Study Programme.
- 2.9. Activities of the Parties related to the administration of the study programme, quality assurance and exchange of information shall be done in writing or by any means which leaves a written record and by implementing information technology solutions (by means of real-time two-way communication or any other similar electronic solution enabling the participants from a remote location to monitor and address the meeting and vote when taking decisions).

- 2.10. When amending the study programme, the procedure established in TLU Statute of Study Programme shall be followed. As established in TLU Statute of Study Programme, the application for the amendment of the study programme shall also have the confirmation of the council of the study programme referred to in this Agreement.

### **3. REQUIREMENTS AND PROCEDURE FOR THE ADMISSION OF STUDENT CANDIDATES**

- 3.1. Competition for the study programme shall be announced and admission of student candidates to the study programme shall be organised in accordance with the requirements and procedure established in TLU Requirements and Procedure for the Admission to Degree Studies unless otherwise specified in the Agreement.
- 3.2. Each year, the council of the study programme shall make a proposal to TLU Senate whether to open the study programme for admission or not.
- 3.3. Admission to the study programme shall be organised once a year following the admissions period and schedule established according to the TLU Requirements and Procedure for the Admission to Degree Studies.
- 3.4. The minimum requirements for the proficiency level of the language of instruction are set by the TLU Requirements and Procedure for the Admission to Degree Studies. The complete list of examinations accepted shall be established in Annex 3 to this Agreement no later than one month before the beginning of admission. Accepted examinations are determined by the strictest requirements of the Parties.
- 3.5. First admission has been planned for 2024 during the period set out in TLU Academic Calendar.
- 3.6. In case 10 or less student candidates have confirmed their intention to enrol in the study programme after the deadline of registration for studies, TLU shall be authorised to decide unilaterally not to open studies on the study programme during the corresponding academic year.
- 3.7. Persons who have a Bachelor's degree, a diploma of professional higher education or corresponding qualification may apply for the study programme.
- 3.8. Candidates to the study programme shall not be required to pay the fee for processing admission documents; the processing fee shall be reimbursed from the budget of the consortium by the academic unit organising the admission, based on the TLU Procedure for the Settlement of Accounts.
- 3.9. The council of the study programme shall review and correct, where necessary, the admission requirements in accordance with TLU Requirements and Procedure for the Admission to Degree Studies no later than the month of October of the year prior to admission. Admission requirements for the study programme shall be established by TLU Senate in accordance with the procedure referred to in TLU Requirements and Procedure for the Admission to Degree Studies.
- 3.10. The admission exam shall be organised and conducted by the admission exam committee formed by the order of the Director of the TLU academic unit no later than one month before the admission period. The admission committee shall fulfil

the duties as provided for in TLU Requirements and Procedure for the Admission to Degree Studies.

- 3.11. The admission exam committee shall consist of at least six members, including the study programme administrators from each of the Universities and at least one member of academic staff from each of the Universities. At least half of the members of the admission committee shall have a PhD or a corresponding qualification.
- 3.12. The content and organisation of the admission exam shall be established by the admission exam committee no later than one month before the beginning of the admission period. The organisation of the admission exam shall be based on the principle that it must contain a written and oral part and enable identification of the student.
- 3.13. The identity of the student candidates shall be established by TLU during the admission procedure by means of digital identification service.
- 3.14. Candidates shall be matriculated to each of the Universities provided they meet the admission requirements, their admission has been confirmed by TLU admission committee and they have submitted a signed Study Agreement by the requested deadline in accordance with the procedure established by TLU. The Study Agreement shall be concluded between the student candidate and TLU.
- 3.15. Conclusion of the Study Agreement and matriculation shall be done in the following order:
  - 1) Following the publication of the list of admitted candidates and the positive evaluation of the admission documents, the candidate will receive an invoice to pay the tuition fee for the first semester.
  - 2) Student candidates shall be sent the official Acceptance Letter by e-mail after they have informed of their wish to start studies and paid the tuition fee for the first semester.
  - 3) The Non-EU/EEA candidates shall apply for a D-type visa.
  - 4) Candidates shall arrive in Estonia by the required deadline and register their arrival in the Academic Affair Office.
  - 5) The Study Agreement shall be signed at TLU in two copies by the student and the representative of TLU.
  - 6) The student shall be matriculated.
- 3.16. TLU shall inform Parties if the admission procedure of the student candidate is terminated or if the decision about admission to the university is annulled due to indecent behaviour during the admission procedure (including during the admission exam).
- 3.17. Issues related to admission shall be resolved by TLU admission committee.
- 3.18. TLU shall inform Parties about decisions as regards contesting decisions and procedures related to admission.

### 3. Admission Guidelines to Students

In this chapter, we present the admission guidelines provided for the students. These guidelines are in the AISS program site (<https://aissprogram.eu/application-procedure/>) and



the Dream Apply application system (<https://estonia.dreamapply.com/>).

First, the general application guidelines will be presented, after which the visa requirements, language requirements, insurance, and guidelines will be presented. Lastly, we will present the program-specific guidelines and preparation for interviews.

### 3.1 General Guidelines for Applying and VISA Guidelines

Applicants apply through the online application system **DreamApply**.

Applications and documents are accepted during the admission period announced in Tallinn University's academic calendar.

To apply, you must upload and submit the following documents with your application on DreamApply:

- Copies of education documents required to apply for the programme;
- A copy of the identification page of your passport;
- Proof of English language proficiency. **Please remember that the proof of English proficiency needs to be valid at the beginning of studies;**
- You can see programme-specific requirements on the web page of the programme you are applying to. Please note that a programme-specific requirement may also include a written assignment, which will be considered a part of your entrance exam.
- A copy of a Sworn Affidavit to Confirmation of Name if you have changed your name or the name stated in your passport differs from your name on any of the other required documents;
- If you are applying for adjustments to be made during the admission exams due to your physical or psycho-social special need, a copy of medical proof of this special need must be submitted;
- 

**Documents that are not in Estonian or English must be accompanied by a translation into Estonian or English, certified by the issuer, a sworn translator or a notary. Please read about official translations [here](#).**

**When submitting the documents, make sure you follow the Country-specific Requirements.** Country-specific requirements may state, for example, that your documents must be certified in a particular way. Therefore, it is very important that you make sure which country-specific requirements apply to you. If the country you studied in is not listed, no country-specific requirements apply, and general requirements are to be followed.

*We advise you to apply as soon as possible and not leave submitting your application to the last minute. This enables us to give you feedback and a chance for you to update your application if necessary.*

*Tallinn University does not accept applications submitted by third parties. You must complete and sign the application form yourself.*

#### **Admission exams:**

Minimum programme enrolment threshold: 70 points out of 100. The university has the right to ask the applicant to show identification for identity verification and record entrance exams that take place via video call.

You can contact the admissions office at [admissions@tlu.ee](mailto:admissions@tlu.ee)

#### **VISA guidelines**

In order to obtain the right of temporary residence EU/EEA citizens (who stay in Estonia longer than three months) must register themselves as citizens of Tallinn within three months



from the date of entering Estonia and apply for the [Estonian identity card](#) (ID-card). Please read [here](#).

### VISA TALLINN, ESTONIA

Some students will need to apply for a D-Visa to enter Estonia. A list of non-EU/EEA nationals who do not require a visa to enter Estonia can be found [here](#). Additionally, all non-EU/EEA students must obtain a temporary residence permit for studies in Estonia.

If students do not have a visa-free right to travel to Estonia, they must apply for the TRP and the D-visa for Estonia at the closest Estonian Embassy. Students should be aware that Estonia does not have a visa-issuing Embassy in all countries and that you may need to travel elsewhere to apply for the visa. Please take the additional time and costs involved into account.

Any Estonian visa-related queries should be directed to the [International Student Support Team](#) at Tallinn University.

### VISA PORTO, PORTUGAL

**Information regarding Visa guidelines can be found on the (Portuguese) Ministry of Foreign Affairs portal (webpage):**

- *Type of Visa:* [Type of Visa – General Information – National Visas – Visa \(mne.gov.pt\)](#)
- *Deadlines:* [Deadlines – General Information – National Visas – Visa \(mne.gov.pt\)](#)
- *Fees:* [Fees – General Information – National Visas – Visa \(mne.gov.pt\)](#)
- *Who needs a Visa:* [Who needs a visa – General Information – National Visas – Visa \(mne.gov.pt\)](#)
- *Forms do complete:* [Forms – General Information – National Visas – Visa \(mne.gov.pt\)](#)

### VISA TAMPERE, FINLAND

International students must register their right of residence in Finland, but how to do this depends on your nationality.

#### **Citizens of EU/EEA/EFTA countries (registration of the right of residence)**

EU and EEA nationals and non-EU nationals with comparable status (EFTA countries) do not need a residence permit before arrival. However, as you will be staying in Finland for over three months, you must register your right of residence once you arrive. The registration should be done within three months of your arrival with the Finnish Immigration Service (Migri). Please observe that citizens of a Nordic country register their right of residence at the [Digital and Population Data Services Agency](#). For more information, please go to Migri's page on the [Registration of the right of residence of a citizen of the European Union](#).

#### **Citizens of non-EU/EEA/EFTA countries (residence permit for studies)**

Students arriving from all other countries usually need a residence permit for studies in order to stay in Finland for a longer period of time, that is, for 90 days or longer. A residence permit allows you to live, stay and travel in Finland and to leave and re-enter the country during the permit's validity. You must hold a valid passport or other travel document to be issued a residence permit. As a general rule, it is a good idea to check that your passport is valid for as long as possible. The first residence permit should be applied for online. The application is followed by a personal visit to a Finnish mission (embassy, consulate) in your home country or country where you reside legally to submit your biometric data and for an interview. Please note that an appointment is mandatory; in most cases, you must travel outside of your home state/city for the appointment.

When applying for a residence permit, a financial statement is also required. You will be requested to show that you have sufficient funds to support yourself during your stay in Finland. In addition, you must attach a copy of a comprehensive health insurance coverage to the application.

Further information on residence permits for studies is available on the website of the [Finnish Immigration Service](#) (Migri). It is also a good idea to check the Finnish mission website for any country-specific instructions. You will find the contact details of Finnish missions at [Finland Abroad](#).

*The European Education and Culture Executive Agency (EACEA), in the context of managing the Erasmus Mundus Joint Master Degrees, collects and processes the personal data of some of the candidates. In particular, certain data of the scholarship holders (students and scholars), non-scholarship holders and reserve list candidates is shared with the Agency through the EACEA Mobility Tool and treated according to the following [privacy statement](#).*

## 3.2 Language requirements

Language tests and scores accepted for proof of English proficiency for the applicants of Artificial Intelligence for Sustainable Societies.

Only applicants who have completed their previous levels of education or their previous studies fully in English in the United States, Canada, the Commonwealth of Australia, New Zealand, United Kingdom, Switzerland or the EU/EEA countries (attested proof from the previous educational institution required), will be exempted from submitting an international language test as a proof of their English proficiency.

The certificates acknowledged for demonstration of English Language will be expanded to:

- IELTS (International English Language Testing System) Academic or IELTS Online: 6,5 or above (with a minimum of 5,5 in each component). A copy of the IELTS Test Report Form is accepted as it will be verified online by Tallinn University.
- TOEFL (Test of English as a Foreign language) internet-based (TOEFL iBT® Test): 92 or above (with no section below 20). The test result has to be sent directly to Tallinn University by the test centre. It is also possible to order the test results to be sent to Tallinn University online (Tallinn University Code number is 0449).
- B2 First (First Certificate in English): 169)
- C1 Advanced (Certificate in Advanced English): 169 (with a minimum of 169 in each component)
- C2 Proficiency (Certificate of Proficiency in English): 169 (with a minimum of 169 in each component)

Candidates presenting Cambridge English tests should make their results available in the online system for Tallinn University to be verified.

- PTE Academic (Pearson test of English): 62 (with a minimum of 59 in each component ). The test result has to be sent to Tallinn University through the secure PTE portal.
- International Baccalaureate with ENGLISH B Level HL at least grade 6 and ENGLISH A Level with at least grade 5

Students coming from **Finland** do not have to prove their language proficiency for the B2 level if they have at least magna cum laude approbatur in their matriculation certificate.

Students coming from **Latvia** do not have to prove their language proficiency for the B2 level if the result of their Latvian Secondary Education State Exam in English is at least grade “A” or “B” or corresponds to the B2 English proficiency level.\*

Students coming from **Lithuania** do not have to prove their language proficiency for the B2 level if the result of their Lithuanian Secondary Education State Exam in English is at least 70 points.\*

\* *The exam must be taken less than 10 years ago.*

### 3.3. Insurance guidelines

The Erasmus Mundus requirements for the insurance are below. **The student is required to have insurance that meets the Erasmus Mundus Joint Master requirements. It is mandatory for all students.**

The insurance scheme must take effect from when the students start their journey to participate in the master course (**maximum two months before the start of the master course**) and until at least two months after the end of the studies (end of the course, unless the student leaves earlier).

#### *The cover must include:*

1. Conditions that must apply
  - Non-deductible
  - Non-permanent and non-chronic mental disorders will not be accepted as exclusions.
2. Sickness, pregnancy/childbirth and accident, in particular:
  - direct payment of hospital stays
  - reimbursement of outpatient care and other medical expenses
  - 100% cover for doctor’s fees, medicines, examinations and analyses prescribed by a physician, urgent dental care following an accident, all hospital expenses and surgical fees (including advances on hospital expenses), repatriation in the event of serious illness or accident
  - costs for urgent dental care without accident up to 250 EUR per year
  - non-permanent and non-chronic mental disorders
  - pregnancies of less than 6 months (at the moment of departure from the home country to participate in the action) may not be excluded from cover
3. Death (whether attributable to the activities under the action or not and covering all cases, including suicide), in particular:
  - transport of the mortal remains to the place chosen by the deceased’s family
  - funeral and laying out costs
  - costs of the coffin
4. Permanent invalidity (whether attributable to the activities under the action or not), in particular, partial or full permanent disability resulting from an accident.
5. third-party liability occasioned by physical or material damage to third parties (as provided for under the applicable national law)

6. theft and loss of personal belongings, in particular:
- identification documents (identity card, passport, etc.)
  - travel tickets
  - luggage
  - the entire enrolment period (including mobility periods and worldwide travel required for participation in the master course)
  - ensure that family members of students can sign the same insurance coverage at their own expense, regardless of their age

The consortium assists the students in the administrative procedures (including visa requirements) and ensures that the mobility declaration in the Portal Continuous Reporting tool where the enrolled students are encoded is regularly updated, including when the granting authority explicitly requests an update and makes sure that the students are informed about the collection and processing of personal data by the granting authority (including data in the mobility declaration)

***Insurances are offered by:***

If you are a citizen of an EU/EEA country, Switzerland or the UK, you must have a European Health Insurance Card (EHIC) or Global Health Insurance Card (UK GHIC),

- the French company Assurances Courtages et Services (ACS)
- Aon Student Insurance, whose parent company is the US company Aon Corporation
- the US company International Student Insurance
- the Swiss insurance company Swisscare – ESI Finland plan
- SIP Integral

***European Health Insurance Card***

*If you have a European Health Insurance Card (EHIC), you do not need to take out other insurance. By presenting the European Health Insurance Card, you can prove your right to necessary medical treatment in another EU or EEA country and in Switzerland.*

*Your card must be valid for the duration of your stay in Finland. Under EU legislation, you can access health care at the same cost and under the same conditions as people living permanently in Finland. With the card, you can get medical treatment if you become suddenly ill or have an accident. You can also get medical treatment if you have a chronic illness that requires medical attention. The card also gives access to necessary treatment during pregnancy and childbirth.*

*The European Health Insurance Card is recognised within public health care services and by private doctors and hospitals that have signed a health insurance agreement. More information on the European Health Insurance Card can be found on the European Commission's website.*

### **3.4 programme-specific requirement guidelines**

The admission exam consists of assessment documents (50% of the final score), and the interview (50% of the final score).

Interviews 17th –19th and 25th of April 2024.



## EMJM JOINT MASTER'S REQUIREMENTS –AISS

- Motivation to study in the programme, including a vision of the possible ways of applying acquired knowledge and experience in the future.
- Research interests within the scope of the research group's research activities
- Background and/or previous experience in sustainable societies, AI and data and active citizenship.
- General required documents see application procedure

Ability to freely express oneself in English, both in oral and written form

If applying for a scholarship, please add a justification why you should be the one to receive the scholarship.

### Applicants are assessed based on:

#### *I) Motivation video*

The motivation video (max 2 min 30 s) should provide a clear overview of the applicant's intention to study in the AISS joint master's programme. The motivation video positions the applicant's interests within the current research topics. The video is an opportunity to connect the applicant's skill set and academic and/or professional background with the preferred topic. Applicants are encouraged to situate themselves within current academic and/or industry developments and to envision possible projects and outcomes for their potential Master thesis.

*The accepted format is a link to a website.*

#### *II) Skillset*

a) Applicants from an artistic or design background are expected to submit a design portfolio with a set of selected works, demonstrating their previous experience and skill set on a professional level. The portfolio can include videos, images, sketches, 3D visualisations and graphic or interactive presentations.

The expected format of the portfolio is as follows:

Up to 5 individual works with a brief description.

- The individual pieces of work should represent and identify the candidate's best skills.
- Each work's description should include a summary and relevant background information.
- In all cases, the applicant should clearly explain the skill set required for the project and their contribution.

*The accepted format is a link to a website.*

b) Applicants from a technical background are expected to clearly identify their technical skill set in the CV and links to GitHub or similar in terms of the programming languages and frameworks they are most familiar with.

c) Applicants from a social or behavioural sciences background are expected to submit a research portfolio of the previously conducted studies or projects, demonstrating their capacity to conduct analytical/research work, collect and analyse data, and draw conclusions. Descriptions of each study/project should include:

- An overview of the research phenomena.
- An overview and justification of the sample and methods selection.
- An overview of the research design, including the data collection and analysis procedure.
- A description of the main outcomes.

*The accepted format is a link to a website.*

### **III) Interview**

The interview with the admission board is conducted in English. Each candidate is assigned a 15–20 minutes time slot. The order of the interviews is arranged through email.

The structure of the interview is as follows:

- A personal introduction of the applicant, focusing on their previous academic and/or professional experience as related to his/her eventual studies in the AISS programme.
- An explanation of the applicant's motivation to study in the AISS programme introduces the topics the applicant is interested in exploring in depth during his/her studies.
- An overview of the skill set that the applicant expects to acquire during their eventual studies in the AISS programme and the relevance of this desired skill set for the applicant's future career plans.
- Answers to the follow-up questions from the members of the admissions committee.

*Applicants are evaluated based on:*

- The academic transcript illustrates the relevance and excellence of their academic background.
- The CV illustrates the relevant professional experience and training.
- The motivation video illustrates the submitted statement of research intentions.
- Technical and/or design and/or research skills, as illustrated by the portfolio or results of addressing the technical assignments.
- English language skills, as illustrated by the English language certification and the interview.

Please send any additional questions regarding the admissions procedure or requirements to [kristi.oikimus@tlu.ee](mailto:kristi.oikimus@tlu.ee).

Further, the selected students are proposed for Erasmus Mundus scholarships in case they have applied for it. Finally, the selected students can then enrol and be admitted to the programme, becoming automatically enrolled in the Partner's institutions.

*Each applicant is required to submit:*

- CV (submitted as a separate file)
- A situated motivation video (submitted as a link)



- A design or research portfolio for applicants with an artistic or urban or mobility design background or Github for applicants with programming background (submitted as a link)
- Scholarship justification letter

*Entrance exam part name: Documents*

Minimum positive result: 35

Maximum positive result: 50

*Entrance exam part name: Interview*

Minimum positive result: 35

Maximum positive result: 50

Further, the selected students are proposed for Erasmus Mundus scholarships in case they have applied for it.

## 4. Scholarships

In this chapter, we describe the scholarship process of applying, granting and paying the scholarships and the eligibility criteria and suspension process.

The procedure for the application, granting, and payment of Erasmus Mundus Joint Master's [scholarships](#) is outlined as follows:

### 1. Purpose and Allocation

1.1 The Erasmus Mundus Joint Master's (EMJM) scholarship aims to support outstanding students pursuing master studies in the Artificial Intelligence for Sustainable Societies program.

1.2 Monthly scholarship disbursement through the university follows the mobility plan (Tallinn University, Lusófona University, Tampere University, and the last semester location chosen by the student).

1.3 The scholarship covers expenses for insurance, travel related to the mobility scheme, housing, and food.

1.4 A maximum of 10% of total scholarships are awarded to students of the same nationality.

### 2. Eligibility Criteria

2.1 Application submission during the admission procedure for the AISS master program is mandatory.

2.2 The applicant should not benefit from another EU-funded scholarship scheme for the same EMJM master program during the entire enrollment period.

### 3. Awarding the Scholarship

The student qualifies for the scholarship if:

3.1 Passed admission exams and ranked among the top 10 students.

3.2 Enrolled in the EMJM master program.

3.3 Commits to studying for the entire duration (24 months) or a minimum of one academic year.



3.4 Meets minimum mobility requirements.

3.5 In case of equal admission results, gender balance is favoured.

#### **4. Payment and Termination**

4.1 The scholarship amount is 1400 Euros per month.

4.2 Monthly payments follow each university's schedule for the previous month.

4.3 Payment occurs for each full calendar month of study.

4.4 The scholarship is transferred to the student's designated account via email notification to the admin personnel.

4.5 Students must promptly report any events affecting the scholarship agreement. (partnership agreement 4.16)

4.6 Reduction occurs if minimum mobility requirements are unmet (proportional to the missing mobility period).

4.7 Scholarships are suspended if studies are temporarily interrupted, with resumption contingent on ongoing EMJM-project funding.

#### **5. Dispute Procedure**

5.1 Decisions related to the scholarship application, awarding, and payment can be contested according to the dispute resolution procedure outlined in §33 of the Tallinn University Study Regulations.

#### **6. Additional Information**

6.1 At least two Erasmus Mobility and Erasmus Mundus Joint Master's program scholarships are available for full studies.

## **5. Conclusion**

We have gathered to Deliverable D2.1– Admission regulations & guidelines, the following essential documents:

- Admission regulations describing the administration of the study programme and quality assurance, and requirements and procedure for the admission of student candidates.
- Admission guidelines to students describing the general guidelines for applying for the programme and visa guidelines, language requirements, insurance guidelines and programme-specific requirement guidelines.
- Scholarships procedures

This document is prepared to document the regulations for the universities and for the prospective and accepted students handbook, which will help the potential students applying to the course programme have a smooth experience throughout the application process.