

EBS Admission Rules

1 Purpose

- 1.1 The purpose of the Estonian Business School Admission Rules is to ensure the transparency and clarity of the admission process and to regulate the admission procedure.
- 1.2 Further to these Admission Rules, the following decrees are updated for each academic year: admission requirements decree, members of the admission committee interviews and entrance exams committee, and on the admission interviews. All decrees are approved by the Rector.

2 General provisions

- 2.1 The Estonian Business School (hereinafter referred to as EBS) Admission Rules regulate the admission of applicants to the EBS Bachelor, Master and Doctoral study programmes.
- 2.2 The deadlines for applications, dates of entrance exams and admission interviews are approved by a decree of the rector for each academic year.
- 2.3 The admission period is a scheduled period during which applicants can apply to enter EBS and admission decisions are announced. The length of the admission period is approved by the admission schedule decree for each academic year.
- 2.4 The admission requirements for each level of study, programme and form of study are approved by a decree of the rector for each academic year.
- 2.5 The number of student places for each level of study, programme and form of study are approved by a management board decision for each academic year.
- 2.6 An applicant is a person applying to enter degree studies in the university.

- 2.7 An international applicant is an applicant that is not an Estonian national and does not hold a long-term or permanent residence permit.
- 2.8 An applicant shall:
 - 2.8.1 have the required level of education or qualification;
 - 2.8.2 submit a proper application and other documents as set out in these Rules;
 - 2.8.3 meet the admission requirements.
- 2.9 The application round is opened for each study programme separately.

3 Submission of applications and documents

- 3.1 To apply for admission, an applicant submits an application and documents digitally or on paper. The list of required documents is provided in the admission decree.
- 3.2 To apply to EBS, an applicant submits an application and the required documents digitally in the admissions online platform www.sais.ee (hereinafter referred to as SAIS) or in the international admissions online platform www.estonia.dreamapply.com (hereinafter referred to as DreamApply).
- 3.3 Applicants whose data are not contained in national registers can submit documents on paper.
- 3.4 Documents submitted on paper are submitted as originals and copies or as notarised copies. A paper document may be certified by the issuer's digital signature or seal if it originates directly from the issuer.
- 3.5 Documents are submitted in Estonian or English Documents in other languages must be supplied with a translation into Estonian or English, certified by the issuing educational institution, a sworn translator or notary. Finnish nationals can also submit their documents in Finnish.
- 3.6 The documents required for the application are:
 - 3.6.1 a formal application;
 - 3.6.2 a diploma and academic transcript or an equivalent that proves the qualification;
 - 3.6.3 a personal identification document or passport;

- 3.6.4 an assessment and recommendation by an ENIC/NARIC centre for applicants that acquired their previous level of education in a foreign country.
- 3.7 The documents submitted upon application are not returned to the applicant but stored in the EBS Office of Academic Affairs up to 1 year.
- 3.8 An applicant may apply to up to two EBS study programmes of the same level during an admission period.
- 3.9 EBS may place inquiries with other educational and other institutions to check and specify the data contained in the application.
- 3.10 In the case of applicants whose previous education was acquired abroad, EBS may request an assessment and recommendation from the Estonian ENIC/NARIC centre or place a relevant data inquiry independently.
- 3.11 EBS may reject applications from applicants whose previous education was acquired abroad if the results of such previous education are below 60% of the required maximum scope.
- 3.12 International applicants whose previous education was acquired abroad shall pay a fee for processing their application documents.
- 3.13 The amount of the fee is approved by a decision of the management board of Estonian Business School SA for each academic year and the fee is not reimbursed.
- 3.14 EBS may reject an application if the fee for processing the admission documents is not received by the scheduled date.
- 3.15 If an applicant's application data or documents are incomplete, EBS may reject the application.

4 Admission interview, specialisation test and entrance examination

- 4.1 The admission interview is conducted in the language of study programme to assess the applicant's suitability for the chosen study programme.
- 4.2 An entrance examination is an academic test taken at EBS to substitute the admission requirement for mathematics, Estonian or English. An entrance examination has to be taken on the scheduled date. An examination can be taken at a different time by prior agreement if there is good reason.

- 4.3 A specialisation test is an academic test taken at EBS to substitute the prerequisite subjects for a given study programme.
- 4.4 An admission interviews committee is set up to assess the admission interviews and entrance examinations. The members of the committee are approved by a Rector's decree.
- 4.5 Each applicant can take their admission interview and entrance examination for the chosen study programme once during the admission period, unless specified otherwise.
- 4.6 Applicants can register for admission interviews and entrance exams by submitting a relevant application in SAIS or DreamApply.
- 4.7 Applicants have to present an identification document to take their admission interview or specialisation test.
- 4.8 A member of the committee for the entrance examination or specialisation test explains the examination procedure. A member of the examination committee may exclude an applicant from the examination if they fail to follow the examination procedure.
- 4.9 The Office of Academic Affairs stores the examination papers for one year. Examination papers can be viewed at the Office of Academic Affairs but they are not given out.
- 4.10 The results of admission interviews and entrance examinations are announced to the applicants through SAIS or DreamApply.
- 4.11 The results of admission interviews and entrance examinations are valid for up to one year. If an applicant applies again to the same study programme after one year has passed, they have to repeat the interview or examination.
 - 4.11.1 The head of the study level or admission committee can set additional requirements to the accepted students in case there have been changes in the study programme.
 - 4.11.2 Already accepted student must re-apply for the study programme after 1 year has passed.

5 Admission decision

- 5.1 The admissions commission is called during each admission period after the admission interviews and entrance examinations. The admissions commission makes the final decision on admissions based on proposals from the admission interview and entrance examinations committees.
- 5.2 The decisions of the admissions commission are approved on the basis of the minutes of the admission decisions.
- 5.3 The types of admission decisions are:
 - 5.3.1 accepted– the applicant is offered a study place at EBS;
 - 5.3.2 conditionally accepted – the applicant does not meet one or more of the admission criteria; the applicant is offered a study place at EBS on the condition that all admission criteria are met;
 - 5.3.3 not accepted – the admission decision concerning the applicant is negative and they are not offered a study place at EBS;
 - 5.3.4 waiting list – the applicant is entered in the reserve list and the decision is reviewed during the next admission period.
- 5.4 Each applicant is notified of the admission decision within seven days of the admission interview. The decision of the admissions commission is announced to the applicant through the SAIS or DreamApply application environment and by email.
- 5.5 An admitted applicant must confirm their commencement of studies at EBS by the date specified in the EBS admission schedule.
- 5.6 A applicant can choose whether they want to commence studies as full-time or part-time students.
- 5.7 If an admitted applicant has not confirmed their commencement of studies or paid the tuition fee by the specified date, they are considered to have waived their study place.
- 5.8 Applicants are matriculated by the Rector's decree
- 5.9 The basis for matriculation is:
 - 5.9.1 meeting the admission requirements;
 - 5.9.2 providing the required documents and having the required education;
 - 5.9.3 signing a study contract either digitally or on paper;

- 5.9.4 payment of at least one-quarter of the tuition fee by the due date.
- 5.9.5 payment of the tuition fee for the whole year and having a visa or permanent or long-term residence permit for the Republic of Estonia if the applicant is an international applicant.
- 5.10 EBS may annul an admission decision if it becomes evident that:
 - 5.10.1 the level of education or qualification of the applicant does not allow access to the level of higher education applied for;
 - 5.10.2 the applicant has submitted false documents, false data, or committed academic fraud during an entrance examination;
 - 5.10.3 the applicant has failed to pay the invoices by the payment deadline;
 - 5.10.4 the applicant has failed, to a significant degree, to observe generally accepted behaviour standards or academic practice.
- 5.11 The university shall not be liable for any proprietary or non-proprietary damage resulting from annulment of the admission decision.

6 Challenging admission related decisions

- 6.1 If a applicant disagrees with the result of an entrance examination, specialisation test or admission interview, they may submit a reasoned appeal in writing to the admissions commission within 24 hours of the announcement of the results. The commission of appeal consisting of a member of the admissions commission, the head of the examination commission and the member of the teaching staff that examined the applicant discuss the matter and provide their reply on the working day following the submission of the appeal. The decision of the commission of appeal is final.
- 6.2 Other admission related decisions and acts can be challenged by submitting an appeal to the admissions commission within three days of the announcement of the decision or act.