

The Admission and Expulsion Procedure

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Union of Free Evangelical and Baptist Congregations of Estonia
Theological Seminary

The admission and expulsion procedure of the Theological Seminary

1. General provisions

1. The present procedure regulates admission to and expulsion from formal studies at the Tartu Theological Seminary (hereinafter Seminary).
2. The period of admissions to the Seminary lasts until 25 August.
3. An admissions committee shall be formed by a Rector's decree to organise admissions.
4. The dates for document submission and entrance tests shall be appointed by a Rector's decree by 1 April at the latest.
5. Expulsion shall be decided by the head of the School pursuant to the procedure set forth below.

2. Admission requirements

6. All persons having at least secondary education may apply for formal studies.
7. The student candidate shall submit the following documents by the dates published:
 - an application on the Seminary's form;
 - a copy of the document certifying secondary education;
 - two photos 3×4 cm;
 - in case of name change, a copy of the marriage certificate or of another document certifying the name change;
 - a pastor's letter of recommendation.
8. The student candidate is expected to be a member of a Christian congregation and to have been involved in the congregation's ministry for a minimum of one year.
9. Passage of a test and of an interview is required for the commencement of studies.

3. Admission

10. The Admissions Committee makes a decision on the student candidate on the day following the entrance tests and the interview at the latest and notifies the candidate of the decision.
11. The names of the student candidates who have successfully satisfied all the admission requirements shall be submitted by the Admissions Committee to the Rector for matriculation by 26 August at the latest.
12. The student candidate who intends to commence studies shall enter into a training agreement with the Seminary, which also stipulates the tuition fee payment method.

4. Expulsion

13. Expulsion from formal training occurs for one or more of the following reasons:
 - a withdrawal application is submitted by the student;
 - sustained non-performance of the curriculum (less than 6 ECTS credit points per year) coupled with tuition fee arrears;
 - de-registration after graduation from the School.
14. In case of expulsion due to academic debts the head of the School shall notify the student in advance.
15. The basis for expulsion is a decree by the head of the School and a written notice to the student.
16. The lists of students shall be reviewed twice a year.