

TALLINN BALLET SCHOOL

INFORMATION FOR FOREIGN
STUDENTS

Tallinn 2019

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ORGANISATION OF STUDY PROCESS FOR FOREIGN STUDENTS

1. The **period of study** at the school is 8 years.
2. The **academic year** shall run from 1 September to 31 August of the following year.
3. The **pupil** is a student, enrolled in the list of the school students, who is studying on the basic school or vocational secondary curriculum. The **junior level** is the 5th to 9th grades of basic school. The **senior level** is the 1st to the 3rd grade of the vocational secondary school.
4. The period of study at a junior level is the trimester and at the senior level – semester.
5. A **student card** is a document certifying a fact of the pupil's study at school, issued by the school to the pupil after he / she has been enrolled in the school's student list.
6. The **class teacher** is a supporter, counsellor, administrator and tutor, who creates and maintains the relationships between pupils in a particular class and mediates information between the pupils of the class, parents and school.
7. The **course tutor** is a supporter, counsellor, administrator and tutor, who creates and maintains the relationships between students of a particular course and mediates information between the students of the course, parents and school.
8. The **Head of Practice** is the employee who is responsible for the organisation of the school practice.
9. The **Practice Tutor** is the student practice tutor whose task is to instruct and advise students during the practice, support their self-assessment and provide them with feedback on the achievement of learning outcomes during the practice.
10. **Practice** is a part of the curriculum, during which the student, under the guidance of the tutor, performs learning and work tasks aimed at specific learning objectives.
11. The **Stage Practice Plan** is a school plan of practice rehearsals and performances.
12. The **Internal Rules** is a school document that sets out the requirements for student behaviour, the internal rules for school, student hostel and practice placements, arrangements for assessment of pupils at the junior level, and reporting to the students and parents about grades and assessments.
13. The **electronic school diary**, including the management of study materials, the communication module and the organisation of daily work, takes place in the online environment of the Studium e-diary <https://ballett.ope.ee> . In order to log in to the e-diary, you must register an email address in addition to the person's name. 1) Logging in to the e-diary is done with a name and password or an ID card.
14. The school grade books and practice record books are used as diaries.
15. The signs in school grade books are as follows:
 - 5 – „very good“ grade
 - 4 – „good“ grade
 - 3 – „satisfactory“ grade
 - 2 – “incomplete” grade
 - 1 – “weak” grade
 - A – passed assessment

MA – failed assessment

T – trimester grade

S – semester grade

P – absence (red „P“– voluntary absence, green „P“ – involuntary absence)

H – late for lesson

T – undone work

K – undone homework

V – dismissed from lesson

16. The aim of assessment:

- 1) Supporting the pupil's individual development;
- 2) giving feedback on the pupil's learning success and performance, and on the acquisition of learning outcomes;

17. In order to support the development of the pupil, a development interview will be held at least once an academic year to discuss the pupil's learning outcomes, behaviour and future plans and to agree on further learning and development goals.

18. The principles of assessment:

- 1) In the case of differentiated assessment, the achievement of learning outcomes is assessed at a level corresponding to or above the threshold level, where the grade: "5" is "very good"; "4" – "good"; "3" - "satisfactory"; "2" – "incomplete"; "1" – "weak"
- 2) In the case of non-differentiated assessment, the achievement of learning outcomes at a level corresponding to or above the threshold level is sufficient and is expressed by the word "passed". The inadequate result is the achievement of learning outcomes at a level below the threshold level and is expressed as "failed".
- 3) If the student has not completed a study task in a time given, the teacher has the right to assess the student with the grade "2" or the word "failed".

19. **Absence from study** is permitted for good reasons, such as:

- 1) the illness of a pupil or the provision of health services to him;
- 2) participation of a pupil in rehearsals and performances;
- 3) performance of representation tasks given by the school;
- 4) significant family reasons;
- 5) very bad weather conditions or other reasons accepted by the school as reasonable excuses.

20. The student has a duty to participate in the study and to complete the study tasks.

21. The student has the right to:

- 1) receive grants and study loans under the conditions and pursuant to the procedure provided for in the Study Allowances and Study Loans Act;
- 2) get free support services for learning.

22. The pupil has the right to use support services to support learning throughout the study period. The school support system is based on the following support persons:

- 1) the pupil's class teacher / course tutor
- 2) the pupil's professional teacher
- 3) tutor at a student hostel

- 4) a psychologist
- 5) a school nurse
- 6) physiotherapist (in the Estonian National Opera)

23. Participation of a pupil in competition:

- 1) The school may send the pupil to represent the school in a professional competition. The prerequisite for that is that the student meets the requirements of a specific competition;
- 2) An application for competition and the transmission of data, a compensation for costumes and other required means as well as travel and accommodation costs are subject to a separate agreement between the school and a pupil;
- 3) Without a consent of the school, the pupil is not allowed to represent the school in a professional competition because the school aims at ensuring its good reputation and professional quality.

24. Applying for the school:

- 1) First round: Please upload full-length photograph of yourself in normal ballet clothing, in 1st Arabesque position (on relevé on pointe for girls), développé a la seconde (on relevé on pointe for girls), jump of your choice. Also please upload or enter the link to the video (Video - MP4 Format, up to 100MB) with you dancing a classical variation from repertoire or excerpt of a Ballet Class, 8-10 min.
- 2) Second round: A student candidate must be ready to show his / her skills at the Tallinn Ballet School in order to be assessed for the compliance with the study program.

25. Admission of a pupil to the school shall be decided by the admissions committee.

26. A student candidate from outside Estonia shall submit the following documents to the admission committee:

- 1) An identity document;
- 2) an application in a form which can be reproduced in writing;
- 3) a consent of the parent or guardian in a form which can be reproduced in writing if the student candidate is a minor;
- 4) the original of a document certifying the fulfilment of the conditions for the commencement of studies in the curriculum, or a copy certified by the notary, or confirmed by the school on the basis of the original document;
- 5) a document photo in a digital and paper form;
- 6) in the case of an alien student candidate, a document stating a permanent or valid temporary residence permit or right of residence or, in the absence thereof, a statement by the competent authority certifying the legal bases for the stay in the Republic of Estonia in a form that can be reproduced in writing.

27. For foreign students, learning at school is paid, and the student has to pay for learning and training tools, for school meals and living in the school hostel. In a case the pupil is studying in full school curriculum, there is a possibility to study for free.

THE INTERNAL RULES FOR THE FOREIGN STUDENTS

General principles

1. The Tallinn Ballet School is open on weekdays from 7.45 to 17.00 or until the end of practice rehearsals.
2. At the Tallinn Ballet School, you are supposed to behave politely and respectfully towards all students, teachers, school staff and visitors. Observe the rules of courtesy and other important attitudes in the professional area.
3. You should maintain order and cleanliness in your workplace and in public areas.
4. The use of alcohol and other prohibited substances, chewing gum and smoking at the Tallinn Ballet School school and school territory is prohibited. It is forbidden to bring and use hazardous substances, equipment and open fire.
5. No person may be brought into the school building without the knowledge of the school management.
6. Public photography and filming is only allowed with the permission of the school management.
7. In the case of the ATS (Automatic Fire Alarm System) alarms, proceed to the nearest safe exit.
8. Items found in the schoolhouse must be taken to the guard.
9. Situations that are not provided for in the Internal Rules shall be resolved by agreement between the school management, students, staff and visitors, based on good practice.
10. The school has the right to fix violations of the internal rules to prove the situation.

The School Internal Procedures

1. The student arrives at the school no later than 5 min before the beginning of the general education lesson. When the school day begins with a professional lesson, the student arrives at the school no later than 15 minutes before the beginning of the lesson. The student shall not be late for the subject lessons or rehearsals.
2. The student dresses correctly and wears swap shoes at school. Overclothes and outdoor shoes should be left in the wardrobe.
3. The student is due to greet first all teachers, school staff and guests. The beginning or end of the lesson and the teacher or guest who entered the lesson are welcomed by the student by standing up, and with a bow in the professional class.
4. School day arrangements are based on the internal rules of procedure and timetable. The pupil monitors the school information stand, the school website (www.balletikool.edu.ee) and the e-diary (www.ballett.ope.ee) on a daily basis in order to keep up with the school life.

5. The student should always have the necessary tools for studying and a student diary or notebook, which is compulsory. The learning tools must be clean and well-maintained. Violation of school property, loss of textbooks or books must be compensated.
6. The student participates in all the syllabuses, rehearsals and study practice of the respective school level and participates in them conscientiously and consistently.
7. A parent should inform the class teacher and the professional teacher of an illness or any other good reason on the first day of absence from school.
8. For the festive occasions and the school special events, the pupil must be best-dressed.
9. The Tallinn Ballet School celebrates Estonian state and national holidays.
10. The student always behaves well outside the school, as appropriate to the student of the Tallinn Ballet School, following the good manners.

The internal rules at the Estonian National Opera

1. While being present on practice at the Estonian National Opera, the student of Tallinn Ballet School will comply with the theatre's internal rules.
2. The Estonian National Opera is open from 8.00 to 23.30.
3. In the theatre, the pupil must have a student card of the Tallinn Ballet School.
4. In the rooms behind the stage, pupils may only be present on days and times of participation in the rehearsals or performances.
5. Cleanliness and order should be maintained in the dressing room and other rooms of the theatre. Theatrical assets (including costumes) must be used economically and prudently.
6. You should arrive for rehearsal or training session at the specified place in a timely manner, but not later than 5 minutes before the start of a rehearsal scheduled.
7. The participant in the rehearsal prepares himself / herself for a rehearsal or exercise session with a physical workout and suitable training wear.
8. You must appear for a costume rehearsal at the agreed time.
9. It is forbidden to stay in costume, grim or training wear in public rooms and in the lobby, dine in the dining room and / or come to the performance through the audience lobby (unless required in the production).
10. It is banned to appear on the stage of the Estonian National Opera in overclothes and street footwear.
11. No food, hot drink or chewing gum on the stage.
12. Follow your entrances in rehearsals and performances and appear on the stage in a timely manner.
13. People who do not participate in the production shall not be brought to the stage or to the floor.
14. Silence in the rooms adjacent to the stage and the rehearsal rooms must be ensured during the rehearsals and performances. Unauthorized filming and taking photos behind the scenes are prohibited.
15. The stage shall not be used as a passage between the floor and other interior spaces.
16. It is forbidden to change mise-en-scene, dance pattern, grim, costume and props.

17. It is forbidden to wear jewellery, watches, spectacles and other accessories if the production does not specify them.
18. Check the presence and condition of your costume and props before your entrance. After the end of the performance, you need to bring the props to the table next to the stage and return the costume to the dresser.
19. Other actors may not be disturbed or evaluated.
20. Do not leave upon the end of a rehearsal or performance without the permission of the rehearsal lead or stage director.

Internal rules in the student hostel

1. Residence and overnight stays in the student hostel shall only be allowed for pupils included in the hostel list.
2. The student hostel is open on study days from 15.00 to 9.00 the following morning, from 15.00 on Sundays. Depending on the work schedule of the stage practice, the hostel also works at weekends.
3. A tutor is present in the student hostel during the opening hours.
4. The school has the right to rearrange and alter the rooms.
5. A pupil comes to the student hostel after the end of the lessons. Later arrival must be coordinated with the tutor. Leaving the hostel shall be fixed together with the expected time of return by the tutor. On Sundays, pupils must arrive at the hostel no later than 21.00.
6. Upon entry into the student hostel, a pupil will, if necessary, prove his / her identity by showing a student card.
7. The pupil has the right to invite guests by agreement with the tutor. The time for visiting is up to 20.30.
8. The peace of the night in the hostel is between 22:00 and 06:00. It is forbidden to cause noise that interferes with others for a long time or repeatedly – both during and outside the peace of the night.
9. A pupil shall keep the public areas (corridor, toilet, washrooms and kitchen) clean and order.
10. Preparing for lessons is done in the rooms. Learning students must not be interrupted. For basic school pupils, tutors provide educational assistance.
11. Smoking, alcohol and banned substances are strictly forbidden in the student hostel and on the hostel territory.
12. Pupils clean their room regularly and keep cleanliness and order daily. It is forbidden to store easily perishable foods, dirty dishes, electric cooking utensils (kettles, toasters, coffee machines, etc.) in the rooms.
13. Foods placed in a refrigerator in the kitchen must be packed, with the name and room number indicated. Perished food should be discarded immediately. Dishes should always be washed immediately after use.
14. When leaving the hostel, a room is left in order, the electricity and appliances (radio, computer, etc.) are turned off, the window closed, and the door locked.
15. When going on holidays, the students do a big cleaning-up.

16. At the end of the school year, the pupils shall hand over a clean and maintained room with the keys to the tutor.

BENEFITS AND GRANTS FOR FOREIGN STUDENTS

1. Students of the Tallinn Ballet School can visit ballet performances of the Estonian National Opera with a discounted price of 3 euro.
2. Students may enjoy free admission to the Estonian Theatre and Music Museum (Müürivahe 12) upon presentation of a student card.
3. The special support fund can be used to compensate for the costs of specialist medical care and the costs of participating in practice.

STUDYING IN ESTONIA

Studying in Estonia for up to 1 year

Up to 1 year foreigners may study in Estonia based on a long-stay (D-type) visa.

A **long-stay visa** must be applied for in person at an Estonian representations or at the Police and Border Guard Board (PPA) in Estonia.

Estonian representations which are handling visa applications: <http://vm.ee/et/node/2430>

Documents required for applying:

- 1) Completed and signed application form for long-stay visa <https://vm.ee/en/visa-application-forms>
- 2) one colour photo with measures 40x50mm mm
- 3) valid travel document of the applicant
- 4) a valid health insurance policy guaranteeing that any costs related to the applicant's medical treatment as a result of illness or injury during the period of validity of the visa applied for shall be met, unless otherwise provided by law or treaty;
- 5) documents evidencing the purpose and cause for stay
- 6) documents evidencing the existence of sufficient funds during the period of stay in Estonia;
- 7) documents evidencing the payment of costs for accommodation and stay during the period of stay in Estonia
- 8) a Document evidencing the payment of state fee (80 EUR with the exception of citizens Ukraina and Belarusia)

Studying for longer than 1 year in Estonia

In accordance with Aliens Act a temporary residence permit for studying may be issued.

For submitting an application, a foreigner must address in person a foreign representation of the Republic of Estonia. A foreigner who has a legal basis for staying in Estonia, may submit the application at the service of the Police and Border Guard Board. For submitting the application in the Service Office a reservation needs to be made (via phone 612 300 or <https://broneering.politsei.ee/>).

Temporary residence permit for studying may be issued to a foreigner with a period of validity until the end of the nominal study period but for no longer than 5 years.

Required documents:

- 1) An application for temporary residence permit, when temporary residence permit is applied for <https://www2.politsei.ee/en/teenused/residence-permit/tahtajaline-elamisluba/oppimiseks/index.dot> ;
- 2) data of close relative and family members, when temporary residence permit is applied for
- 3) an identity document
- 4) 1 colour photo with measures 40x50 mm
- 5) a document certifying the payment of the state fee

- 6) By signing the application applicant confirms that :
- 7) the copy appended to the application complies with the original document, it does not contain false data and it has not been forged and
- 8) he has adequate legal income
- 9) he has health insurance contract

The educational institution or student organisation can submit the invitation by educational institution or student organisation to the Police and Border Guard Board by e-mail (ppa@politsei.ee) or by post (Pärnu mnt. 139, 15060 Tallinn).

After submitting the documents at Estonian foreign representation they will be sent to the Police and Border Guard Board where the permit shall be decided within 2 months from the acceptance of the application or elimination of the deficiencies.

In case of granting a residence permit, a residence card shall be issued to the foreigner within 30 days at the foreign representation of the Republic of Estonia or at the Service Office stated on the application form. Arrival of the residence card in a foreign representation may take more time.

If a foreigner marked the place of issue Estonian Police and Border Guard Board service and gets the e-mail messenger with subject: elamisloakaardi väljastamine, then it is time to go and pick the Document up from the place of issue.

IMPORTANT TO REMEMBER!

General requirements for temporary residence permit have to be fulfilled throughout the entire validity period of the permit:

- 1) The purpose of application for the Estonian temporary residence permit is justified. Temporary residence permit for studying is for studying in Estonia full time at a specific educational institution.
- 2) The actual place of residence is in Estonia. Within 1 month after the residence permit was granted a foreigner is obliged to register place of residence at population register (if the permit was collected abroad, within 1 month after arrival to Estonia).
- 3) Sufficient legal income which would enable a foreigner (and the family members of a foreigner) the subsistence in Estonia. A foreigner needs to have legal income entire validity period.
- 4) Medical expenses insurance contract
- 5) Private insurance or national one arising from Health Insurance Act

All the general requirements have to be fulfilled! If at least one of them is not it gives a base to revoke the permit.

Inviting family to settle with the student

A student is allowed to invite a spouse and minor children to Estonia. In that case student has obligations of a sponsor (an inviter):

- 1) A sponsor is required to verify if a foreigner who has been invited to Estonia by sponsor has a legal basis for the stay in Estonia.
- 2) A sponsor is required to host a foreigner in Estonia, guarantee his or her accommodation and bear the costs of the stay of a foreigner in Estonia and of his or her departure from Estonia.

When inviting family student has obligations of a sponsor. Family members may apply for the same status as the student applies for. The applications may be submitted together. Status for family members can be with the same length as student's status is.

If you have any further questions please do not hesitate to contact migration advisers migrationadvice@politsei.ee or via phone (+372) 612 3500 from Monday till Friday 9AM- 3PM (Estonian time).