

ADOPTED  
By the Council on the  
29.11.2023  
with decision no  
1-3/23/4

Amendments adopted  
By the Council on the  
08.03.2024  
with decision no  
1-3/24/5

## **Admission rules for Commercial Aviation Management and Commercial Air Transport Pilot curricula for the 2024/2025 academic year**

### **1. General provisions and definitions**

- 1.1. The current rules specify the admission of Applicants to the curricula Commercial Aviation Management (hereinafter CAM) and Commercial Air Transport Pilot (hereinafter CATP) at the Estonian Aviation Academy (hereinafter EAVA) for the 2024/2025 academic year.
- 1.2. The EAVA Council establishes the limits for the student places for the academic year 2024/2025.
- 1.3. The Rector establishes an Admissions Committee (hereinafter Committee) and nominates its Chair, which arranges admission-related procedures, announces the list of accepted Applicants and resolves disputes.
- 1.4. An Applicant is a person applying for the CAM and/or CATP curriculum at EAVA who fulfills all the application criteria for the CAM or CATP curriculum in the 2024/2025 academic year.
- 1.5. An Applicant must:
  - 1.5.1. have completed secondary school education (or equivalent) or higher;
  - 1.5.2. have English language skills at level B2 or above;
  - 1.5.3. present a standard application and all other documents required in these rules within the specified timeframe;
  - 1.5.4. meet the admission requirements and, if applicable, the special conditions of admission;
  - 1.5.5. transfer a non-refundable application fee of 50 euros for the processing of admission documents to the nominated EAVA account by the application submission deadline;
  - 1.5.6. transfer a non-refundable fee of 250 euros for the Pilot Aptitude Test to the nominated EAVA account by the deadline specified in Annex 2 when applying to the curriculum of Commercial Air Transport Pilot.
- 1.6. Applicants are admitted on the basis of a ranking list within the limits of available study places. The ranking list of Applicants is formed on the basis of points received upon complying with the admission requirements of a particular curriculum.
- 1.7. Admission requirements by curricula are established in Annexes 1 (CAM) and 2 (CATP) to these rules.

## 2. Submission of application and documents

- 2.1. To apply to the respective curriculum, Applicants must submit an application form and supplementary documents via the admission system for international students DreamApply at [www.estonia.dreamapply.com](http://www.estonia.dreamapply.com). The timeframe to submit the documents is from the 2nd of January until the 15th of April 2024.
- 2.2. An Applicant must submit the following supplementary documents:
  - 2.2.1. a document certifying completion of secondary education and, at the request of EAVA, a transcript of results;
  - 2.2.2. a copy of an identity document;
  - 2.2.3. a document certifying the change of name in case an Applicant has changed their name;
  - 2.2.4. a document certifying English language proficiency of at least B2 level as specified in Annex 3 to these rules;
  - 2.2.5. a motivation letter;
  - 2.2.6. a curriculum vitae (CV) when applying for the curriculum of Commercial Air Transport Pilot;
  - 2.2.7. a document certifying a valid EASA Class 1 medical examination in accordance with Commission Regulation (EU) No 1178/2011 when applying for the curriculum of Commercial Air Transport Pilot or documents specified in 3.5.
- 2.3. The application form must be submitted in English or Estonian. English or Estonian are the accepted languages for supplementary documents. Documents in any other language must be submitted upon request along with an Estonian or English translation, which must be certified by the issuer of the document, a sworn translator or a notary.
- 2.4. All copies of educational documents (secondary school certificate and transcript of results) must be officially certified by the issuing institution. Certified copies are documents bearing an original signature and seal of the authority which certify that these are true copies of the original documents. The documents can be certified by an authorized official of the issuing institution. The documents must meet the requirements described in “[General Procedures and Criteria for the Evaluation of Foreign Higher Education Qualifications and Qualifications Giving Access to Higher Education](#)” set by the Academic Recognition Information Centre of the Education at the Estonian Youth Authority (Estonian ENIC/NARIC).
- 2.5. An applicant who completes the secondary education in 2024, in the absence of a certificate of secondary education in May, first submits a transcript of records and then the document certifying secondary education by 15th of August 2024 at the latest.
- 2.6. EAVA has the right to ask for additional information from the issuing institutions and to use different databases; also to assess and verify Applicants’ academic qualifications via the Estonian ENIC/NARIC.
- 2.7. EAVA has the right to reject an application if:
  - 2.7.1. the submitted information is incomplete, unauthentic or false;
  - 2.7.2. the Applicant has submitted forged documents;

- 2.7.3. the Applicant fails to submit all the required documents by the specified deadline;
- 2.7.4. the Applicant fails to pay the fee specified in clause 1.5.5 (CAM) and, if applicable, 1.5.6 (CATP) by the due date.

### **3. Entrance competition and procedures**

- 3.1. Entrance examinations may consist in:
  - 3.1.1. an examination taken at the academy or by electronic means;
  - 3.1.2. a written examination paper;
  - 3.1.3. online interview with the committee.
- 3.2. The schedule of theoretical tests, prerequisites and the requirements for the content and organisation of entrance examinations are specified in Annexes 1 (CAM) and 2 (CATP) to these rules.
- 3.3. If the admission requirement of a curriculum consists of several entrance examinations, an Applicant is allowed to take the next examination only if they have passed the previous examination and they fulfill other prerequisite conditions specified in Annexes 1 (CAM) and 2 (CATP) to these rules.
- 3.4. To take the entrance examinations, an Applicant presents a personal identification document to the Committee . At the beginning of the interview a member of the Committee will take a screenshot of the Applicant together with the identification document for the purposes of identifying the student. The interview will be recorded.
- 3.5. If the Applicant for the curriculum of Commercial Air Transport Pilot submits copies of one of the following licences or documents for the following training courses the Committee may decide to dismiss the Applicant from the Pilot Aptitude Test and give maximum points for the aforementioned test:
  - 3.5.1. CPL(A) or CPL(H) licence with ATPL theory endorsement or ATPL(A) or ATPL(H) licence issued in accordance with Commission Regulation (EU) No 1178/2011; or
  - 3.5.2. CPL(A) or CPL(H) licence with ATPL theory endorsement or ATPL(A) or ATPL(H) licence issued in accordance with ICAO standards; or
  - 3.5.3. training documentation which proves that the Applicant has passed CPL(A) or CPL(H) training course with ATPL theory.
- 3.6. The results of entrance examinations are published on DreamApply not later than three working days after the entrance examination.
- 3.7. The results of the entrance competition are only valid in the same academic year in which the competition takes place. An Applicant who achieves a pass score and chooses not to be matriculated in the same academic year must re-submit all the required documents and retake the entrance competition for the new academic year in which they apply.
- 3.8. The Chair of the Committee
  - 3.8.1. has the right to allow an Applicant who fails to appear at the entrance examination with good reason to take the examination on another date during the period of entrance examinations;
  - 3.8.2. must remove an Applicant who has committed academic fraud from the entrance examination and not consider the Applicant's examination paper.

#### **4. Allocating student places**

- 4.1. The ranking list of Applicants is formed on the basis of points received upon complying with the admission requirements specified in Annexes 1 (CAM) and 2 (CATP) to these rules. The highest possible score is 100 points.
- 4.2. EAVA admits an Applicant who complies with all admission requirements, whose entrance examination results are equal to or higher than the threshold value, and whose place in the ranking list is within the limits of the number of student places.
- 4.3. The Committee has the right to revoke the decision on the admission of an Applicant in the case of:
  - 4.3.1. an Applicant's level of education or qualification does not allow starting the programme;
  - 4.3.2. an Applicant has submitted forged documents or false information;
  - 4.3.3. an Applicant has committed academic fraud at the entrance process;
  - 4.3.4. an Applicant has fees unpaid by the due date; or
  - 4.3.5. an Applicant has significantly violated the generally accepted code of conduct or academic regulations.
- 4.4. EAVA is not liable for any possible material or non-material damage resulting from the revocation of an admission decision.
- 4.5. EAVA informs the admitted Applicants of the decision on admission on DreamApply on the date specified in the Annexes 1 and 2.
- 4.6. Admitted students must accept or reject the offer of admission within five days of the publication of the admission decision on DreamApply. Failure to notify within the given period is considered a renouncement of the student place and the vacant student place is offered to the next Applicant in the ranking list.
- 4.7. In case of a rejected admission offer by the accepted Applicant, the next Applicant(s) on the ranking list will be sent an acceptance offer.
- 4.8. An Applicant who is admitted to EAVA and who has confirmed that they will commence studies and who has paid the first semester tuition fee is matriculated.

#### **5. Disputing decisions regarding admissions**

- 5.1. The admission decision result or other admission-related decisions and proceedings may be disputed by submitting a written dispute to the Chair of Committee no later than 48 hours following the publication of admission results. The Committee shall review the appeal and make a justified decision within five working days as of the submission of the appeal. The person who has submitted the dispute shall be informed of the decision within five working days as of the submission of the dispute.
- 5.2. The dispute of the admission decision must include the following:
  - 5.2.1. Name of the person who has made the decision and to whom the dispute is addressed;
  - 5.2.2. The content of the decision being disputed;
  - 5.2.3. Explanations (including legal grounds) of why the decision being disputed violates the rights of the disputer;
  - 5.2.4. A clearly defined demand (i.e. what the disputer wants to achieve by submitting the dispute).

<b>Annex 1. ADMISSION REQUIREMENTS, ASSESSMENT CRITERIA AND TIMEFRAMES FOR CURRICULUM COMMERCIAL AVIATION MANAGEMENT</b>			<b>Timeframe</b>
<b>Submission of the applications in DreamApply</b>			<b>From 2 January until 15 April 2024 at 23:59 (UTC+2)</b>
<b>Supplementary documents submitted along with the application in DreamApply:</b> <ul style="list-style-type: none"> <li>• a document certifying secondary education and a transcript of results.</li> <li>• a copy of an identity document;</li> <li>• a document certifying change of name in case an Applicant has changed their name;</li> <li>• a document certifying English language proficiency of at least B2 level.</li> </ul>			
<b>Description of entrance examinations</b>	<b>Prerequisite</b>	<b>Grading</b>	<b>Timeframe</b>
<b>Interview (online)</b>			<b>From 6 May until 10 May 2024</b>
Duration of the interview is 20-30 minutes. Subjects to be covered in the entrance interview: <ul style="list-style-type: none"> <li>• Explain what interests you about the CAM programme;</li> <li>• Explain your interest in the field of aviation and give examples of how your personal characteristics and values support studying and working in this field;</li> <li>• Describe how your secondary school studies will support your learning in the CAM programme. Which strengths in which subjects will support your learning in the CAM programme;</li> <li>• Knowledge about Estonia and the city of Tartu as a (future) place of study;</li> <li>• Describe your career prospects, aspirations, hobbies and interests;</li> <li>• Questions to test your analytical and problem-solving skills.</li> </ul>		Up to 100 points. The threshold value is 50 points.	
		<b>Total score:</b>	<b>Up to 100 points.</b>
EAVA informs the admitted Applicants of the admission decision.			<b>17 May 2024 at latest</b>
EAVA may offer student places that remain vacant during the admission process to the next Applicant(s) in the ranking list. An Applicant is required to notify the EAVA of their acceptance of the admission offer within seven days of the publication of the admission decision on DreamApply.			<b>until 8 August 2024</b>
Formalization and signing of study contracts			<b>From 24 May until 21 June 2024</b>
The admitted Applicants are matriculated.			<b>26 August 2024 at latest</b>

<b>Annex 2. ADMISSION REQUIREMENTS, ASSESSMENT CRITERIA AND TIMEFRAMES FOR CURRICULUM COMMERCIAL AIR TRANSPORT PILOT</b>			<b>Timeframe</b>	
<b>Submission of the applications in DreamApply and payment of the application processing fee</b>			<b>From 2 January until 15 April 2024 at 23:59 (UTC+2)</b>	
<b>Supplementary documents submitted along with the application in DreamApply:</b> <ul style="list-style-type: none"> <li>• a document certifying secondary education and a transcript of results;</li> <li>• a copy of an identity document;</li> <li>• a document certifying change of name in case an Applicant has changed their name;</li> <li>• a document certifying English language proficiency of at least B2 level;</li> <li>• a motivation letter;</li> <li>• a curriculum vitae (CV);</li> <li>• a document certifying a valid EASA Class 1 medical examination in accordance with Commission Regulation (EU) No 1178/2011 when applying for the curriculum of Commercial Air Transport Pilot or documents specified in 3.5.</li> </ul>				
<b>Motivation letter submitted along with the application in DreamApply</b> Maximum 1 page (up to 2,000 characters with no spaces) in Portable Document Format (PDF). Subjects to be covered in the motivation letter: <ul style="list-style-type: none"> <li>• Explain why you would like to join the CATP programme;</li> <li>• Explain your motivation to work in the aviation sector, and outline your career prospects and aspirations;</li> <li>• Describe how your previous studies and work experience will support your learning in the CATP programme. Which strengths in which subjects will support your learning in the CATP programme?</li> </ul>				
<b>Description of entrance examinations</b>	<b>Prerequisite</b>	<b>Grading</b>	<b>Timeframe</b>	
<b>Theoretical test (online)</b>			<b>From 5 February until 5 May 2024</b>	
To assess an Applicant's knowledge and skills in maths, physics, logics and use of spreadsheet software (MS Excel). To pass the entrance examination an Applicant must receive at least 50 % of the maximum points.	-	Pass / fail Threshold at least 50% of the maximum points.		
<b>Pilot Aptitude Test (online)</b>			<b>From 4 March until 6 May 2024</b>	
To assess an Applicant's memory capacity, information processing, spatial abilities, reasoning, logic, long-term concentration, allocation of attention, multitasking, workload management, situation awareness, motivation, self-discipline, self-organisation, self-criticism, safety motivation, stress coping - information load, time pressure, application of procedures, and compliance.	Passed the theoretical test and paid the refundable fee for the Pilot Aptitude Test.	Up to 50 points		
<b>Interview (online)</b>			<b>From 6 May until 10 May 2024</b>	
Duration of the interview is 20-30 minutes. Subjects to be covered in the entrance interview: <ul style="list-style-type: none"> <li>• Explain what interests you about the CATP programme;</li> <li>• Knowledge about Estonia as a (future) place of study;</li> <li>• Knowledge about Tartu relating to the Applicant's hobbies and interests (options for leisure activities you find interesting);</li> <li>• Describe your career prospects and aspirations;</li> <li>• Questions to test your analytical and problem-solving skills.</li> </ul>	-	Up to 50 points		
		<b>Total score:</b>	<b>Up to 100 points</b>	
EAVA informs the admitted Applicants of the admission decision.			<b>17 May 2024 at latest</b>	

EAVA may offer student places that remain vacant during the admission process to the next Applicant(s) in the ranking list. An Applicant is required to notify the EAVA of their acceptance of the admission offer within seven calendar days of the publication of the admission decision on DreamApply.	<b>until 8 August 2024</b>
Formalization and signing of study contracts	<b>From 24 May until 21 June 2024</b>
The admitted Applicants are matriculated.	<b>26 August 2024 at latest</b>

### **Annex 3. ENGLISH LANGUAGE PROFICIENCY EXEMPTIONS**

The Applicants must present proof of their English language skills at level B2 or above. The following tests and scores are accepted:

- TOEFL iBT score of at least 75;
- IELTS Academic (International English Language Testing Service) 5.5 (with 5.5 or above in each band);
- Cambridge test FCE (CAE; CPE are also accepted);
- Pearson Test of English (PTE) Academic and Academic online score of at least 59;
- Estonian state exam in English B2 level or above according to the Common European Framework of Reference for Languages.

#### **Exempt categories:**

Please note that these are the only exemptions! If your situation (including the country or region where you previously studied) is not described here, you must take a recognised English language exam.

The English language requirement may be waived if an Applicant meets one of the following criteria:

- has studied at an Estonian higher education institution and received at least 15 ECTS (European Credit Transfer and Accumulation System credit points) for English-taught courses, excluding language courses unless a certificate proving English language proficiency at B2 level (minimum) was issued upon completion of the language course(s);
- has completed secondary education in English in one of the following countries: in EU/EEA member states; UK, USA; Canada; Australia or New Zealand. In case the Applicant studied in an offshore campus, a recognised English proficiency certificate is still required;
- has studied in one of the EU/EEA member states and learned English as the first foreign language for seven years and taken the final exam with a result that corresponds to B2 level or above according to the Common European Framework of Reference for Languages;
- has studied in English (with English as medium of instruction) in full-time student status for at least one academic year in a higher education institution in one of the following countries: UK, USA; Canada; Australia; New Zealand or any of the EU/EEA member states. The transcript of records must include information that the Applicant was enrolled in the programme taught in English. In case the Applicant studied in an offshore campus, a recognised English proficiency certificate is still required;
- has completed the International Baccalaureate (IB) Diploma Programme in English language with Diploma, and received at least grade 5 for the final exam in English (English A, English B, English Literature and Performance). NB! Applicants who are graduating from an IB Diploma Programme in 2023 and wish to prove their English language proficiency with their IB English exam result can submit their application without the final exam result on the condition that they submit the final exam result as soon as it is known (i.e. in the beginning of July 2023). Only Applicants who obtain an acceptable result (see above) will be considered;
- has received the European Baccalaureate (EB) Diploma and the final exam result for English as Language 1 or Language 2. NB! Applicants who are graduating from an EB Diploma programme in 2023 and wish to prove their English language proficiency with their EB English exam result can submit their application without the final exam result on the condition that they submit the final exam result as soon as it is known (by the end of July 2023 at the latest). Only Applicants who obtain an acceptable exam result (see above) will be considered;
- has a valid certificate or valid license endorsement of ICAO English Level 4 (Operational level) or above.