

SCHOLARSHIP GUIDELINES FOR DORA PLUS SUB-ACTIVITY 2.1 LEARNING MOBILITY FOR INTERNATIONAL MASTER AND PhD STUDENTS

Approved by: Rait Toompere

Approved on the 1st of August 2018, No 1-11.1/4207

PURPOSE, SCOPE, RESPONSIBILITY

The purpose of the guidelines is to set out the terms for granting scholarships of the sub-activity 2.1 "Full-time international master and PhD students in level studies" of the supporting activity 2 "Involving of international master and PhD students" of the programme "Supporting internationalisation of higher education, mobility and new generations Dora Plus". The general conditions for the provision of the support are determined by the Decree of the Minister of Education and Research No. 1.1-2/471 from 9 December 2015.

The grantees for the learning mobility of international master and PhD students are selected and the payment of the scholarship is organized by the higher education institutions (hereinafter the higher education institution). The promoter of the activity is the Education Agency of Archimedes Foundation (hereinafter the foundation).

PURPOSE OF THE ACTIVITY

1. The purpose of supporting the learning mobility of international masters and PhD students is to increase the proportion of international master and PhD students in the Estonian higher education institutions, improve the capability of the Estonian higher education institutions to involve international students and strengthen the compliance of the doctoral studies with the principles of innovative doctoral studies.

CONDITIONS FOR THE SCHOLARSHIP

2. The higher education institution may grant the scholarship or doctoral allowance to the person:
 - 2.1. who is a full-time master or PhD student at the level studies in this higher education institution;
 - 2.2. who does not have Estonian citizenship;
 - 2.3. whose place of residence is not in Estonia;
 - 2.4. who does not have a permanent right of residence or a long-term residence permit in Estonia;
 - 2.5. who has not stayed in Estonia for more than one year in the past three years, except for the PhD students, who have studied and completed master's studies at the Estonian higher education institution at that time.
3. The restriction about the residence country and staying in Estonia in the past applies when the scholarship is granted for the first time.
4. The scholarship is to be paid during the nominal study period, if the grantee meets the general conditions for granting the scholarship and the additional conditions stipulated by the higher education institution.

5. In case of an international master student, the scholarship is paid based on the unit price, which is generally allocated all at once for one academic year, i.e for 10 calendar months. One person can receive the master student scholarship for a maximum of 20 calendar months (including the scholarship paid within DoRa as well as Dora Plus).
6. An international PhD student can receive doctoral allowance, doctoral scholarship and scholarship based on the unit price for the reimbursement of travel expenses. One person can receive the doctoral allowance and scholarship for a maximum of 48 calendar months.
 - 6.1. Doctoral allowance is paid according to the procedure and to the extent established by the Education Allowance and Student Loans Act.
 - 6.2. Doctoral scholarship is paid on the basis of the regulation of the Government of the Republic of Estonia No. 178 "Types, amount and general conditions of student scholarship" from 20 December 2013.
 - 6.3. The travel expenses are reimbursed by the scholarship that is paid for travelling between the place of residence of the PhD student and the place of higher education institution once per an academic year to the extent of the travel cost of the learning mobility established as a unit price[1]. In total, it is a maximum of four times during the nominal study period.
 - 6.4. The destination point which is the basis for calculating the travel cost is determined by the international PhD student with the precision of the city in a signed document (in the application, allowance application, etc.), which the higher education institution submits to the promoter along with the compensation documents. The grantee is entitled to change the destination point, that is the basis for the travel grant, once during the study period by submitting the respective application to the higher education institution.
 - 6.5. Unused travel cost can not be used in the following academic years, nor can the travel cost of the following academic years be used in advance. One person may receive the travel grant for a maximum of four times.
7. International master student scholarship, doctoral allowance and doctoral scholarships are paid in the same way as state-funded study grants and scholarships for a full calendar month.
 - 7.1. In the month of entering the higher education institution, the scholarship is paid for the full calendar month, regardless of the beginning date of the academic year or the date of entering.
 - 7.2. If the grantee is exmatriculated for any other reason than the full completion of the curriculum or in case they start part-time studies or go to an academic leave, the scholarship is not paid for the calendar month, in which the decision about the exmatriculation, starting the part-time studies or the academic leave was made. In case of the grantee who has started an academic leave, the scholarship can be paid for the incomplete month after returning to the studies.
 - 7.3. If the grantee is exmatriculated in the middle of the month in relation to the full completion of the curriculum, the scholarship is paid for a full calendar month.
 - 7.4. Similarly to the state-funded doctoral allowance, the doctoral allowance for an international PhD student is not suspended during the period, when they stay abroad in relation to the studies here for a short period (including the scholarship of Dora Plus sub-

activities 1.1 or 1.2). If, as a result of studying abroad, the nominal period of studies is prolonged, it must be ensured that the doctoral allowance is not paid for more than 48 months in total.

7.5. The doctoral scholarship shall not be paid during the study period spent abroad which lasts more than 30 days (including the scholarship of Dora Plus sub-activity 1.2).

7.6. An international master student scholarship shall not be paid during the study period spent abroad which lasts more than 30 days.

8. When matriculating the grantee or suspending or terminating the studies, or in case of changing the study load, the entries made in formal information systems (ÕIS or EHIS) are taken into account.

AMOUNT OF THE SCHOLARSHIP

9. The scholarship rate of an international master student is 350 euros per calendar month.
10. An international PhD student is paid 660 euros for doctoral allowance[2] and 440 euros for doctoral scholarship each academic month.
11. The scholarship for covering the travel cost regarding learning mobility is paid for a return trip between the location of the higher education institution and the place of residence. The scholarship is not paid for travelling only one-way. For calculating purposes, the starting and end points of travels shall always be in the same city.

11.1. Only the online calculator of the European Commission shall be used for calculating the amount of travel grant: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

11.2. If the distance between the point of departure and the destination is up to 99,99 km (inclusive), the travel expenses shall be reimbursed in the amount up to 180 euros on the basis of expense receipts. The expense receipts are deemed to be a travel ticket or its invoice (if the cost is not indicated on the ticket) or a fuel check. The use of private car is allowed with the prior consent of the foundation. In case of ferry tickets, only the transportation of the grantee can be reimbursed (the crossing of vehicles shall not be covered).

11.3. If the distance between the point of departure and the destination is 100.00 km or more, the travel costs shall be reimbursed on the basis of the fixed unit price[3], as provided in the following table:

	Distance from city to city (one way)[4]	Travel grant for a return trip
1	100 - 499 km	180 euros
2	500 - 1999 km	275 euros
3	2000 - 2999 km	360 euros
4	3000 - 3999 km	530 euros
5	4000 - 7999 km	820 euros
6	8000 km or more	1100 euros

11.4. The basis for paying the travel grant for an international PhD student is the decision of the Certifying Commission or an exmatriculation order related to the completion of the curriculum. The travel grant is paid to the PhD student at the end of the academic year for the previous academic year. If the PhD student is not certified or they are exmatriculated during the academic year for any other reason other than completing the curriculum, the travel expenses for this academic year shall not be reimbursed.

PAYING AND USING THE SHOLARSHIP

12. The selection of grantees is organized by higher education institutions on the basis of the allocated quota.
13. For allocating the grant, a partnership agreement shall be concluded with the higher education institution, which stipulates the rights and obligations of the higher education institution and the foundation. The quota of the higher education institution is agreed upon in the annex to the partnership agreement.
14. The basis for calculating the quota of international PhD students is the number of PhD students at the university who have graduated from the university during the previous three academic years. The basis for calculating the quota of international master students is the number of open curricula of master studies and English curricula in the study groups, who have gained a termless right for teaching, and the total number of international master students in those curricula.
15. The basis for calculating the quota is the data available in the Estonian Education Information System as of the 15th of March.
16. Higher education institutions select the grantees based on the terms and conditions set out by the given guidelines, priorities and additional conditions of the higher education institutions, and the quota set by the foundation. The conditions established for the grantees have to be publicly available.
17. In the academic year of 2018/19, the higher education institution may use the residual of one sub-activity within the framework of the activity 2 for the sholarships of another sub-activity, provided that if the quota for short-term sub-activities (international master students, visiting PhD students) is used for the scholarships of long-term sub-activities (international PhD students at level studies), the quota for the respective short-term sub-activity is waived to the same extent, until the end of studies of the international PhD students who are additionally accepted (i.e the commitment shall also apply to the quota for the following academic years).
18. International PhD students must be matriculated to the higher education institution no later than by the 1st of November 2018. In case of a written agreement with the promoter, the higher education institution may, exceptionally, matriculate an international PhD student until 31.12.2018.
19. The promoter shall pay the grant to the higher education institution on the basis of a proper payment application. If necessary, the higher education institution may ask for an advance payment.
20. In order to prove the eligibility of expenses, the higher education institution shall submit the following documents to the foundation:

20.1. Documents along with the first payment application after the allocation of the scholarship, which are related to the matriculation of the grantee or entering the next academic year (extract from ÕIS or EHIS) and the allocation of Dora Plus scholarship or doctoral allowance. The basis for transferring an international PhD student to the next academic year and for making payments during the next academic year is a certification confirmation.

20.2. Orders among the payment applications submitted during the academic year concerning the suspension or termination of the grantee's studies, or changing of their study load (extract from ÕIS or EHIS or an order from the institution). No additional documents are needed in case of grantees whose studies continue without changes.

20.3. Documents certifying the payment of doctoral allowance. In case of a large payment order, it must be indicated which orders and in which amount it contains.

20.4. At the end of the academic year, the last payment application is submitted along with the documents (an extract from ÕIS or EHIS), that certify the full-time study of the grantee during the scholarship period.

20.5. For confirming the eligibility of the travel grant of an international PhD student, the documents which confirm the certification or termination at the end of the academic year shall be submitted. Travel costs can only be reimbursed to an international PhD student if they have been positively certified. The occurrence of the travel does not have to be certified separately by the international PhD student.

20.6. In order to certify the travel grant paid on the basis of expense receipts of an international PhD student, the higher education institution shall submit the documents certifying the payment and a document certifying the destination point that is the basis for calculating the travel grant to the precision of the city.

21. The higher education institution shall enter the data of the grantees together with a reference to the support of Dora Plus into the Estonian Education Information System (EHIS).
22. If the grantee's data can not be extracted from EHIS, the higher education institution shall submit to the promoter a formal interim report twice in a year, no later than by the 10th of January and by the 1st of August (data record report). The promoter shall notify the higher education institution about the need for submitting the report at least 30 calendar days in advance.
23. The costs covered by Dora Plus grant are not allowed to be covered by additional funds. Dora Plus doctoral allowance and doctoral scholarship can not be paid to the PhD students who receive the same type of support from other funds at the same time^[5]. The promoter has the right to verify it.

PROCEDURE FOR INFORMING ABOUT THE USE OF THE SCHOLARSHIP

24. 1. The Dora Plus scholarships for learning mobility are funded by the European Regional Development Fund and the Republic of Estonia. The information requirements of European Union Structural Funds shall be followed and respected when using the scholarship. The articles, publications, slides and the likes, and oral presentations related to the study visit shall acknowledge the support of European Union, by using the European Regional Development Fund's double logo^[6] or referring to the support verbally (for example: "The

research for this article was conducted with the support from the European Regional Development Fund”).

25. The lists of grantees are public.

[1] 09.12.2015 Decree No. 1.1-2/15/471 of the Minister of Education and Research Annex 2 "Using the standardized unit prices for learning mobility in the "Dora Plus" activity of supporting internationalization, mobility and sustainability of higher education."

[2] The part of doctoral allowance is paid according to the procedure and to the extent established by the "Study Grants and Student Loans Act"

[3] For example: If the higher education institution is in Tartu and the home city is Offingen, then according to the European Commission calculator, the distance between these two cities is 1537,00 km, falling in the range of 500 to 1,999 km. The amount of travel grant for travelling on the route of Tartu-Offingen-Tartu is therefore 275 euros.

[1] If the calculated distance falls in the range of 499-500 km, 1999-2000 km, etc., the result will be rounded to the whole number prior to the determination of the unit price.

[5] For example, an international PhD student may not receive doctoral scholarship of Dora Plus and smart specialization. One scholarship must be waived.

[6] The design files of the logo are available at <http://haridus.archimedes.ee/teavitamine>