

SCHOLARSHIP GUIDELINES FOR DORA PLUS SUB-ACTIVITY 2.2 LEARNING MOBILITY FOR VISITING PhD STUDENTS

Validated by: Rait Toompere

Validated on 31.08.2018 No 1-11.1/4208

PURPOSE, SCOPE, RESPONSIBILITY

The guidelines sets out the terms for paying scholarships to the visiting PhD students related to the sub-activity 2.2 "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[1].

The visiting PhD students are selected and the payment of the scholarship is organized by universities (hereinafter the university). 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 visiting PhD students is to increase the proportion of visiting PhD students in the Estonian higher education institutions, improve the capability of the Estonian universities to involve international PhD students and strengthen the compliance of the doctoral studies with the principles of innovative doctoral studies.
2. Within the scope of the sub-activity, the scholarship is paid to the visiting PhD students who come to study in an Estonian university for one to ten months.

CONDITIONS FOR THE SCHOLARSHIP

3. The university may grant the scholarship to the person:
 - 3.1. who is a PhD student at a recognized university abroad at the time of granting the scholarship;
 - 3.2. whose place of residence is not in Estonia;
 - 3.3. 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.
4. A visiting PhD student must study at an Estonian university for at least 30 days. One person can receive the scholarship more than one time. For all the time staying here it can be allocated for maximum of 10 months.
5. The supervisor of the visiting PhD student here must be a lecturer, researcher or an internationally recognized creative person (in the field of arts) who has an experience in supervising a PhD student.

AMOUNT OF THE SCHOLARSHIP

6. For participating in learning mobility, a visiting PhD student is paid scholarship, the amount of which is calculated on the basis of the unit price of living allowance and travel grant[2].
 - 6.1. A visiting PhD student receives scholarship, which consists of a monthly living allowance and the travel grant which is paid once during learning mobility.
 - 6.2. The living allowance is paid to the visiting PhD student only during the period of studying and staying in Estonia. The monthly living allowance is equal to the doctoral allowance rate established in the State Budget Act, which is 660 euros.

7. The travel grant is paid for travelling between the visiting PhD student's place of home university and the place of Estonian university once per the study period in Estonia to the extent of the travel cost of the learning mobility established as a unit price. The travel grant regarding learning mobility is paid for covering the costs of the return travelling. The scholarship is not paid for travelling only one-way. The starting and end points of travels shall always be in the same city.

7.1. The amount of the travel grant depends on the distance between the point of departure and the destination. Only the online calculator of the European Commission shall be used for calculating the distance:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm.

7.2. 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 transportation ticket or its invoice. In case of ferry tickets, only the transportation of the grantee can be reimbursed (the crossing of vehicles shall not be covered).

7.3. 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

8. If, during the first and/or the last month of the learning mobility, a visiting PhD student stays in Estonia for less than the whole month, the living allowance for the respective month(s) is calculated proportionally based on the number of the supported days, i.e the number of the supported days is divided by 30 and then multiplied by the living allowance rate of the visiting PhD student[5].

PAYING AND USING THE SHOLARSHIP

9. The selection of grantees is organized by the host universities on the basis of the allocated quota.

10. For allocating the quota, a partnership agreement shall be concluded, which stipulates the rights and obligations of the university and the foundation.

11. The basis for calculating the quota of visiting PhD students is the number of PhD students at the university who have graduated from the university during the previous three academic years and in the academic year preceding the usage of quota.

12. The basis for calculating the quota is the data available in the Estonian Education Information System as of the 15th of March.

13. Universities 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.

14. 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 scholarships 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).
15. The promoter shall pay the grant to the university on the basis of a proper payment application[6]. If necessary, the higher education institution may ask for an advance payment.
 - 15.1. The costs of a visiting PhD student is submitted for payment at once when the study period in Estonia is completed, or at least in two-month parts, provided that each payment is accompanied by a separate summary of the work.
 - 15.2. In case of reimbursing the costs of learning mobility in parts, the travel grant is reimbursed together with the final payment.
16. In order to prove the eligibility of expenses, the university shall submit the following documents to the foundation:
 - 16.1. A document certifying that the PhD student is a student at a recognized university abroad.
 - 16.2. A decision or an order for allocating Dora Plus scholarship for the visiting PhD student.
 - 16.3. A summary with the signature of the host supervisor and the date of the learning mobility period reflecting the visiting PhD student's activities regarding the study and research work during the scholarship period (form)[7].
 - 16.4. Documents certifying the payment of doctoral allowance and travel grant.
 - 16.5. In order to certify the travel grant paid on the basis of expense receipts, the university shall submit the documents certifying the travel cost.
17. The university shall submit to the foundation a formal interim report twice in a year, no later than by the 10th of January and by the 1st of August[8].
18. Covering the costs, that are covered by the scholarship, from other resources of the projects or programmes of the European Union Structural Funds at the same time is not allowed.

PROCEDURE FOR INFORMING ABOUT THE USE OF THE SCHOLARSHIP

19. 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[9] or referring to the support verbally (for example: "The research for this article was conducted with the support from the European Regional Development Fund").
20. The lists of grantees are public.

[1] <http://www.strukturifondid.ee/et/oigusaktid/meetepogis/2014-2020>

[2] 09.12.2015 regulation 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."

[3] For example: if the host university is located in Tartu and the home university of the visiting PhD student is in Prague, then on the basis of the European Commission's calculator, the distance

between these two cities is 1216.77 km, which falls in the range of 500-1999 km. The amount of travel grant for travelling on the route of Prague-Tartu-Prague is therefore 275 euros.

[4] 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, if a visiting PhD student is studying in Estonia from the 20th of September to the 7th of December, the calculation of the living allowance of the visiting PhD student is as follows: a) in September, they stay in Estonia for 11 days, therefore the living allowance in September is $11/30$ x valid doctoral allowance rate, b) in October and November, they stay in Estonia for a whole month, therefore the living allowance in these months is equal to the valid doctoral allowance rate; c) in December they stay in Estonia for 7 days, therefore, the living allowance in December is $7/30$ x valid doctoral allowance rate.

[6] Payment application form online: <http://haridus.archimedes.ee/juhendid-ja-vormid>

[7] Summary of the work of a visiting PhD student (sample form) online:
<http://haridus.archimedes.ee/juhendid-ja-vormid>

[8] Interim report form on the web: <http://haridus.archimedes.ee/doors-and-forms>

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