

## **SCHOLARSHIP GUIDELINES FOR DORA PLUS ACTIVITY 1.2 PHD STUDENT MOBILITY**

Enforced by: Rait Toompere

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### **PURPOSE, SCOPE, RESPONSIBILITY**

The purpose of the guidelines is to set out the terms and procedures for the scholarships of the activity 1.2 “Study and research related mobility of Estonian doctoral degree students“ (hereinafter the PhD student mobility) of Action 1 “Participation of young researchers in the international circulation of knowledge” of the programme “Internationalisation of research and higher education, supporting mobility and new generations Dora Plus”<sup>1</sup>. The general conditions for the provision of the support are determined by the Decree of the Minister of Education and Research No. 1.1-2/15/471 from 9 December 2015.

The calls for scholarship applications for PhD student mobility are organised and beneficiaries are selected by the universities. The payments to the beneficiaries are made by the Education Agency of Archimedes Foundation (hereinafter the foundation).

### **PURPOSE OF THE SCHOLARSHIP**

1. The purpose of the scholarship for PhD student mobility is to improve the awareness of doctoral degree students of diverse teaching and research practices, encourage their involvement in international co-operation projects, improve the completion rates of doctoral studies, and strengthen the compliance of doctoral studies at Estonian universities with the principles of innovative doctoral studies.

### **CONDITIONS FOR THE SCHOLARSHIP**

2. The scholarship is awarded to support the mobility of doctoral degree students of Estonian universities (hereinafter the PhD students) to the universities or research institutions abroad. Mobility is a physical move to a foreign country in order to study, participate in training or non-formal/informal learning.
3. A doctoral degree student may apply for the scholarship for multiple times within his/her period of study, taking into account that each period of mobility is 31 calendar days at least and the scholarship can be awarded for 10 months in total. Shorter study visits can be supported from the Dura Plus activity 1.1.

### **SCHOLARSHIP AMOUNT**

4. The scholarship can be pursued to cover the costs related to the mobility. The amount of the scholarship is calculated based on the fixed unit prices of the travel grant and the subsistence grant for PhD student mobility. It depends on the period of mobility stated in the financial contract.
5. The travel grant can be pursued to cover the cost of return travel from the point of departure to the destination (the location of the university or research institution abroad). The scholarship cannot be awarded for one-way travelling. For calculating purposes, the starting and end points of travels shall always be in the same city. Both the mobility starting from Estonia and abroad can be supported, but the point of departure and destination can't be in the same country. The necessity of starting and ending the mobility abroad shall be assessed by the university nominating the candidate.
  - 5.1. The amount of the travel grant depends on the distance between the point of departure and destination of the mobility. 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](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm).

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<sup>1</sup> <http://www.strukturifondid.ee/struktuuritoetuse-seaduse-meetmepohised-oigusaktid-2/>

- 5.1.1. If the distance between the point of departure and destination is up to 99.99 km (included), the costs shall be compensated on the basis of actual costs, but only in the amount of up to 180 euros. The actual costs shall be substantiated by the tickets or invoice of transport and/or fuel cheques. The use of private car is allowed with the consent of the foundation. In case of ferry tickets, only the transportation of passengers can be reimbursed (the crossing of vehicles shall not be covered). The cost of public transport can be reimbursed to and from the destination of the mobility; season tickets are not compensated.
- 5.1.2. If the distance between the point of departure and destination is 100.00 km or more, the travel grant is calculated on the basis of rates of the fixed unit prices<sup>2</sup>, as provided in the following table:

	Distance from city to city (one way) <sup>3</sup>	Grant for a return trip (from point of departure to destination and back)
1	100 – 499 km	180 euros
2	500 – 1,999 km	275 euros
3	2,000 – 2,999 km	360 euros
4	3,000 – 3,999 km	530 euros
5	4,000 – 7,999 km	820 euros
6	8,000 and more km	1,100 euros

The travel grant established on the basis of fixed unit prices includes all costs related to the travel, including transfer to the airport and from airport to the final destination.

6. The subsistence grant for PhD student mobility is paid to cover the beneficiary's accommodation and living costs.
- 6.1. The fixed unit prices for the PhD student mobility subsistence grant are established per destination country with the Annex 2 to the Decree of Minister of Education and Research No. 1.1-2/15/471 from 9 December 2015. The subsistence grant is calculated on the basis of the unit prices set out in the clause 2.5 of Annex 2. The scholarship cannot be pursued for the countries for which the Annex 2 clause 2.5 does not set out a fixed unit price.
- 6.2. The unit prices for the PhD student subsistence grant are established per calendar month. The subsistence grant may be pursued for the period indicated in the individual work plan (see clause 11). One additional day before and one day after the period of studies can be supplemented. The beneficiary shall indicate the necessity for the additional days in the data file submitted for the contract.
- 6.2.1. If the beneficiary stays in the host institution for the whole calendar month, the allocated subsistence grant for the month shall be equal to the unit price established for the country.
- 6.2.2. If the beneficiary does not stay in the host institution for the whole calendar month, the subsistence grant for the month shall be adjusted in proportion to the number of days supported. In the calculation of the grant, the number of supported days in the respective month shall be divided by 30 and multiplied by the unit price established for the country<sup>4</sup>.

## APPLICATION PROCESS

7. The calls for applications for the PhD student mobility shall be organised by the universities, which are responsible for the selection of beneficiaries based on the scholarship guidelines, institutional priorities and other

<sup>2</sup> For example: if the point of departure is Tartu and destination Uppsala, the distance between those two cities according to the European Commission calculator is 543.47 km. This falls to the range of 500-1,999 km. The travel grant for the travel on the route of Tartu-Uppsala-Tartu is, therefore, 275 euros.

<sup>3</sup> If the distance calculated with the online calculator falls to the range of 499-500 km, 1,999-2,000 km, etc., it shall be rounded to the nearest whole number to determine the unit price.

<sup>4</sup> For example: for the study period in Sweden from 25 August to 10 December, the subsistence grant shall be determined in the following way: a) the mobility lasts for three whole months (September, October, November) and additional 17 days (7 days in August and 10 days in December) b) The subsistence grant for the period shall therefore be  $3 \times 1130 + 17/30 \times 1130 = 4030.33$

terms as well as the quota established by the foundation. The priorities and selection criteria, as well as the application deadlines shall be publicly available.

8. The quota for the scholarships of PhD student mobility shall be based on the total number of PhD students at the university and, starting from the second year, also the extent of the previous year's quota utilisation shall be taken into account.
9. The universities can submit the data of new beneficiaries to the foundation by 1 March, 1 June, 1 September, 1 October and 1 December. The university shall present the list of beneficiaries as a digitally signed comprehensive document and submit the data of beneficiaries through the electronic application system ([www.archimedes.ee/taotlused](http://www.archimedes.ee/taotlused)) at the earliest opportunity, generally not later than 4 weeks before the beginning of the mobility. The data must include the beneficiary's name, contact data, the purpose, destination and duration of the mobility and the amount of the allocated scholarship.
10. If it turns out before the payment of the scholarship that the nominated beneficiary cannot use the scholarship for any reason, the university may submit another beneficiary to the same application round.

### **SIGNING THE CONTRACT WITH THE BENEFICIARY**

11. For further actions, the foundation shall contact the beneficiaries on the basis of the data presented by the university. The beneficiary shall submit a data file for the contract through the electronic application system ([www.archimedes.ee/taotlused](http://www.archimedes.ee/taotlused)) with the following mandatory documents:
  - 11.1. The confirmation of acceptance from the host university or research institution during the period of the mobility. The quote from the library's website (in the form of a link) indicating that the beneficiary has access to the library's services during the study visit, if working at the library.
  - 11.2. The individual work plan approved and signed by the thesis supervisor.
12. The confirmation of acceptance from the host institution may be submitted via the application system as scanned copies. The foundation may examine their authenticity if necessary.
13. If the pursued scholarship amount diverges from the amount calculated on the basis of fixed unit prices or is otherwise incompatible with the terms set out in the guidelines, the foundation shall have the right to adjust the data submitted by the beneficiary informing the beneficiary and university thereof.
14. The beneficiary confirms the correctness of the data provided in the data file by signing the financial contract. Generally, the foundation shall sign the contract with the beneficiary no later than 3 weeks before the beginning of the mobility. The contract establishes the scholarship amount, period and terms for the use of the scholarship.
15. If the purpose, duration or any other essential condition of the mobility does not comply with the established requirements, the financial contract will not be concluded.

### **PAYMENT AND VALIDATION OF THE USE OF SCHOLARSHIP**

16. The advance payment of scholarship shall be made within two weeks after the signing of the contract, except for the following cases:
  - 16.1. If the distance between the point of departure and destination is less than 100 km and the travel costs are reimbursed on the basis of actual costs, the payment of the travel grant shall be made after the expense receipts have been submitted to the foundation;
  - 16.2. If the beneficiary has not fulfilled the obligations undertaken with the previous contracts with the foundation, the payment of the scholarship may be made on the basis of documents submitted after the mobility.
17. The scholarship may be used only to cover the costs of the study visit described in the contract. If, after the conclusion of the contract, a justified need arises to adjust the duration, destination or purpose of the mobility, the change shall be agreed with the foundation in writing and the contract amended, if necessary. The contract shall be amended before the start of the mobility if the scholarship amount or period is adjusted. The foundation shall inform the university about the amendments to the contract.

- 17.1. The beneficiary can pursue a scholarship for the short study visits (Dora Plus activity 1.1), during the period of PhD student mobility<sup>5</sup>, only if the destination of the short study visit is in a different country. It however must be taken into account that the scholarships for the PhD student mobility and for the short study visits cannot be granted for the same periods of time. The use of the PhD student mobility subsistence grant shall therefore be temporarily suspended with the annex to the financial contract. The beneficiary shall return to the foundation the PhD student mobility subsistence grant awarded for the period.
18. After returning from the mobility, the beneficiary must submit to the foundation the confirmation of attendance (original) issued by the host institution, containing the actual dates of studying and working abroad.
19. The documents proving the use of the scholarship must be submitted no later than on the 15th calendar day after the end of the mobility, using the online form at the foundation's electronic application system ([www.archimedes.ee/taotlused](http://www.archimedes.ee/taotlused)). In case of scanned documents, the foundation can check the compliance of the documents with the original.
20. The foundation shall verify compliance of the documents with the terms of the guidelines and the contract signed with the beneficiary.
21. The foundation shall have a right to reclaim the part of the scholarship from the beneficiary if the confirmation of attendance issued by the host institution indicates a shorter period of mobility than agreed in the contract.
22. The foundation shall have a right to reclaim the scholarship from the beneficiary in full if:
- 22.1. The beneficiary's participation in the activities for which the scholarship was awarded is not substantiated with documents;
- 22.2. The confirmation of attendance issued by the host institution shows that the period of mobility was shorter than 31 calendar days or;
- 22.3. It is discovered that the scholarship was used for a purpose other than agreed in the contract or that the costs covered by the scholarship have been be simultaneously covered from other sources.

#### **ACKNOWLEDGEMENT OF FINANCIAL SUPPORT**

23. The scholarship of PhD student mobility is 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<sup>6</sup> or referring to the support verbally (for example: "The research for this article was conducted with the support from the European Regional Development Fund").
24. The lists of beneficiaries are public.

#### **DATE OF ENFORCEMENT OF GUIDELINES**

The guidelines are applied to the financial contracts with the beneficiaries signed after 18 January 2018.

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<sup>5</sup> The scholarship guidelines for Dora Plus activity 1.1 Short study visits

<sup>6</sup> The logos are available at <http://haridus.archimedes.ee/teavitamine>