



GUIDELINES FOR APPLYING FOR SUMMER OR WINTER COURSE SCHOLARSHIP OF THE ACADEMIC STUDY PROGRAM OF THE ESTONIAN LANGUAGE AND CULTURE

Validated at 16 February 2017
No 1-11.1/3741

PURPOSE, SCOPE, RESPONSIBILITY

The purpose of the guidelines is to establish the conditions for applying for and using the summer or inter course scholarship of the academic study program of the Estonian language and culture 2011-2017, and arrangements for payment thereof. The guidelines of the scholarship is based on the point "2.3. Supporting the students of the Estonian language and culture" of the academic study program of the Estonian language and culture 2011-2017 (hereinafter: the program), approved on 31.12.2010. The scholarship is granted by the programme board (hereinafter: the board) who also involves experts, if necessary.

The scholarship is funded by the Ministry of Education and Research from the funds allocated to the Archimedes Foundation (hereinafter: the Foundation) for that purpose.

The activities are organized by the Education Agency of the Foundation. Organizing involves, among other things, the following:

- mediation and disclosure of information in different information channels;
- management of the calls for applications, including evaluation;
- communication with applicants;
- presentation of the conditions and forms of the application;
- bringing out the analysis of applications and the main reasons for rejection;
- forwarding the grantees' data to hosting universities;
- informing the public.

The compiling and improving of the given guidelines and the awarding of scholarships is coordinated by the specialist of Higher Education Unit of the Education Agency of the Foundation.

DESCRIPTION OF THE ACTIVITY

THE PURPOSE AND GENERAL PRINCIPLES OF SCHOLARSHIP

1. The purpose of the activity is to improve the knowledge of the students interested in the Estonian language and culture about Estonia, Estonian language and culture, by enabling them to participate in the summer or winter courses of the Estonian universities.
2. The scholarship can be applied for by all the international students interested in the Estonian language and culture whose proficiency in Estonian is at least at the level A2 at the time of applying.
3. The scholarship approved by the programme board covers the accommodation expenses, tuition fees of the courses and the expenses of the cultural program of the courses, however, the types of expenditure may differ depending on the course. Information about a specific summer or winter course scholarship can be found on the website of the Foundation.

4. In case the applicant has no preference for courses, and can participate in one or the other, the applicant should fill a separate application for each university. A free post will be granted for one course only.
5. In case the applicant wishes some other form of accommodation than the bed in a double room provided by the scholarship, the applicant has to pay the difference. If the applicant does not need accommodation, he or she is asked to state this in the application.

DEADLINES

6. Scholarship applications are accepted at least once a year. The deadlines for submission will be announced on the Foundation's website.
7. The application must be submitted no later than by the announced deadline.

APPLICATION

8. The application for summer or winter course scholarship is submitted electronically. The application environment can be found at www.archimedes.ee/taotlused. The possibility to submit applications opens one month before the announced deadline. The application must be accompanied by the recommendation letter of the Estonian language teacher or lecturer. In case the documents can not be submitted through the application system, they have to be submitted on paper:

EKKAV summer and winter courses
Sihtasutus Archimedes
Koidula 13a
10125 Tallinn

9. The applicant must timely submit the formal application to the Foundation. Applications not submitted in time will not be processed.

BASIS OF SELECTION

10. Granting scholarships is decided by the programme board on the basis of the submitted application. When granting scholarships the following is taken into account:
 - applicant's motivation;
 - recommendation letter (in freely chosen format) of the Estonian teacher.
11. The applications are funded by the board based on the programme budget. The funding decisions are fixed in the minutes of meeting of the programme board.
12. The evaluation procedure normally takes up to one month from the date of the announced deadline.

SIGNING THE CONTRACT

13. The university conducting summer or winter courses concludes the agreement with the grantees chosen by the programme board, which states the rights and obligations of the parties. Additional information about the conclusion of the agreement is provided by the contact person of the university conducting summer or winter courses.
14. The scholarship will be transferred directly to the account of hosting university to guarantee a place at applied courses. The scholarship will not be transferred to the account of the grantee.
15. In the relevant documentation and speeches, the grantee is obliged to refer to the Ministry of Education and Research, the Foundation and the programme of the academic studies of the

Estonian language and culture as the subsidizers of the tuition. In the presentations, it is recommended to use the logos of the Foundation and of the programme.

REPORTING

- 16.** The grantee is not obliged to report to the Foundation. If the university conducting summer or winter courses wishes to receive reports from the grantee, the university and the grantee shall agree upon this privately.

NOTIFICATION PROCEDURE ABOUT USING THE GRANT

- 17.** The list of the grantees is published on the website of the Foundation.

DOCUMENTATION

- 18.** The Foundation preserves the documents and data related to the programme of the Estonian language and culture for a specified time in accordance with the document management regulations of the Foundation.